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THE STATE OF OREGON  
BASIC PLAN FOR EVACUATION

June 7, 1943

THE STATE OF OREGON  
BASIC PLAN FOR EVACUATION

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# BASIC EVACUATION PLAN FOR STATE OF OREGON

## SECTION I

### ESTIMATE OF SITUATION

#### 1. Mission

To provide a plan for the orderly, controlled relocation and dispersal of citizens of the State of Oregon who might become unhomed from having suffered an actual or potential catastrophe, occurring as a result of enemy action, or the threat of enemy action.

#### 2. Scope

It is expected that this plan will be operative over a wide range of conditions, varying from a movement involving a relatively small number within the confines of a community to a movement requiring the relocation of the entire population beyond the geographical limits of the State.

It is not contemplated that all elements of this plan will be activated for any movement involving a relatively few persons and when time is not essential. Any movement in which time is essential, such as an incident occurring as a result of enemy action, or the threat thereof, will require activation of all elements of the plan throughout the State, or at least in the affected areas.

#### 3. Evacuation

a. The type of war catastrophe anticipated, which when combined with architectural, geographical characteristics and meteorological conditions common to this area, are such that evacuation planning must provide for the following phases:

(1) Initial Phase: In which the war incident results in damage to limited areas, affecting relatively few people, who can be temporarily cared for in local Assembly Centers and then permanently resettled within the community. To insure complete control during temporary and limited relocation of evacuees within the confines of a community, all movement to Assembly Centers and/or Areas will be made on foot unless otherwise specified by the County Evacuation Officer.

(2) Secondary Phase: In which the war incident results in damage to a wide-spread area affecting a large segment of the population, requiring movement of large numbers of people to Assembly Areas prior to further movement, if necessary, beyond the geographical limits of the city or county. It is possible that the transition between the initial and secondary phases may occur quickly, caused by the same incident. In both phases time is essential and requires a high degree of training of all personnel concerned to insure successful performance. Evacuation involving movement of persons beyond community limits shall be undertaken by local authorities only upon order or approval of the appropriate military command.



(3) Third Phase: In which the war incident is anticipated or after a war incident has been experienced, it may become advisable to move certain priority groups or to move any number up to the entire population. Under this condition, time is not essential, hence the evacuation can be made in a relatively deliberate manner, in that orders may be prepared and issued in advance. Such a movement requires that careful surveys of available facilities be made in advance.

(4) Voluntary Movement Following Enemy Action: It can be expected that following the releasing of rigid control of movement of the population during and immediately after enemy attack that there will be those persons desirous of removing themselves and their families to inland states and communities. It is probable that such persons will depart without signifying their intentions to any authorities. If such movement, after it has accumulated upon main highways beyond community limits, becomes so extensive that it interferes with or threatens to interfere with normal civilian and military traffic, then such movement shall be organized and controlled before continuing. The organization and control of such voluntary evacuees is described hereafter in connection with the use and operation of Assembly Areas.

4. Available Organizations: The following organizations and personnel are available to insure successful operation of this plan:

- 1- American Red Cross
- 2- Public Welfare Department
- 3- State Health Department
- 4- City, County, State Police, their Auxiliaries, and the State Guard
- 5- Emergency Medical Service
- 6- Air Raid Wardens Service
- 7- Transportation Officer
- 8- Special Evacuation Personnel

#### Oregon State Evacuation Committee

McIntyre, Ross - - - - Chairman  
 Baldock, R. H. - - - - Oregon State Highway Dept.  
 Cowgill, Brigadier General - - Oregon State Guard  
 Howard, Miss Loa - - - State Public Welfare Commission  
 Pray, Charles P. - - - Oregon State Police  
 American Red Cross Representative  
 Stricker, Dr. Frederick L. - - State Health Officer  
 Douglas, Dr. V. A. - - State Medical Officer  
 Hayes, Jack A. - - - - Director, Civilian Protection Division, OSDC

## SECTION II

### DIRECTIVES

5. Area: The State of Oregon will constitute the area in which the provisions of this plan are operative. (See Annex, #1 Map)

#### 6. Responsibility

a. The safe, orderly, and controlled movement of any portion of the population of the State of Oregon and/or the activation of this plan or any portion thereof is the responsibility of the Governor of the State of Oregon.

Under Section II and Sub-Section B, of Section III, Chapter 140, Oregon Laws of 1943, known as the Civilian Defense Act, the Governor of the State of Oregon is empowered and has as a consequence created a State Evacuation Committee as a part of the Oregon State Defense Council, to deal with such problems as may arise affecting the evacuation of any or all citizens of the State of Oregon.

b. The State Evacuation Officer is specifically charged with the preparation of plans, coordinating the participation of the elements or organizations within the plan, and the drill and supervision of training necessary to the successful operation of this plan.

c. Upon activation of the plan or any portion thereof, the State Evacuation Officer will issue the detailed instructions necessary to comply with the directives promulgated by the Governor or his representative, to insure successful accomplishment of the mission. (See Annex #2, Organization Chart)

### SECTION III

#### GENERAL INSTRUCTIONS

##### 7. Relationship Between Elements

The chiefs of services and organizational representatives comprising the available organizations within the state plan will prepare annexes setting forth the manner and means of accomplishing their particular responsibilities. These operational annexes, and any changes thereto, will be integrated and approved under the direction of the State Evacuation Officer.

County and Municipal Chiefs of services and organizations which are elements of local plans shall prepare operational annexes applicable to their jurisdiction and in conformity with the state plan and its annexes. These local plan annexes shall be integrated and approved by the local Evacuation Officer. Local plans shall be submitted to the State Evacuation Officer for approval and transmission to the Northwest Sector Office of Civilian Defense for submission and approval by the Commanding General, Northwestern Sector, Western Defense Command.

##### 8. Relationship With Outside Agencies

###### (a) Military

(1) Any movement beyond the geographical limits of the State of Oregon and any movement beyond community limits will be made only upon the express approval of the Commanding General, Northwest Sector, Western Defense Command. Any movement, resulting from enemy action or threat thereof, within the State should first be coordinated with the State Evacuation Officer.

(2) Assistance afforded by the Army will be contingent upon the military situation prevailing at the time. The only relief that may be expected would occur during that period in which regularly constituted civilian agencies become unable to discharge their normal responsibilities.

(3) Liaison with the Army will be maintained through the Director, Northwest Sector Office of Civilian Defense.



(4) In the event martial law is declared, the protective services and all other agencies under the Office of Civilian Defense will continue their normal functions until directed otherwise. The declaration of Martial Law may be necessitated by military circumstances outside the State of Oregon as well as conditions prevailing therein.

(b) Other Civilian Agencies

(1) The evacuation plan for the State of Oregon as it affects the adjoining States will be coordinated with the Northwest Sector, OCD.

(2) Coordination with all other Federal civilian agencies will be through the Director, Northwest Sector OCD.

9. Required Statistical Information

The County Evacuation Officer will maintain a current file of statistical information, sufficiently detailed and accurate, so that a reliable estimate can be made, in the event of disaster, of the particular needs possible in any subdivision within the area. Such information will be furnished the State Evacuation Officer by County Evacuation Officers. The State Evacuation Officer will maintain a file of such information in the office of the State Defense Council. This data shall include at least the following: (See Annex #5, Statistical Data)

- a. Population by priority groups.
- b. Temporary housing facilities available.
- c. Feeding facilities.
- d. Emergency supplies, including medical.
- e. Non fleet vehicles available.
- f. Water transportation available.
- g. Available staffs.

10. Distribution of Supplies

It is the responsibility of the Northwest Sector Executive of the American Red Cross and the State Chief Executive of the Public Welfare Commission to direct the distribution of food and clothing in an economical and equitable manner to insure the maximum benefit to the largest number. Medical supplies will be distributed in a like manner, and are the responsibility of the State Chief of the Emergency Medical Service.

11. Training

The training for all elements participating in this plan must be continuous and progressive, particular emphasis being given to control of mass hysteria. Training is the responsibility of the Chief of the Service or element involved. After the personnel for each element has been instructed in the general evacuation program and its own participation therein, the training will provide for combined exercises with other Civilian Defense Services.

Training for the public will be included as part of the general program in order that necessary mass discipline be developed. This will be accomplished by educational methods, such as by disseminating simple rules for conduct, by personal contact by the Air Raid Wardens, and by carefully prepared (informational) publicity released.

SECTION IVOPERATION PLANS12. Assembly Centersa. Purpose

Assembly Centers will be established for the purpose of collecting and caring for persons forced or ordered to leave their homes. They will be staffed and equipped to provide certain essentials hereinafter described. If it is not advisable to maintain all of the permanent facilities and equipment necessary at each Assembly Center, provisions will be made for dispatching needed mobile equipment to the particular Assembly Centers ordered activated.

The capacity of each Assembly Center will be determined on basis of 24-hour care of evacuees. (See Annex #3, Assembly Center)

b. Location and Establishment

Assembly Centers will be established, by the Commander, Citizens Defense Corps, in each subdivision of the State. They will be chosen so that the population served may conveniently reach them on foot. Grammar schools, High schools, Private schools, Playgrounds, and/or other additional appropriate buildings in an area will usually be designated. Sites for Assembly Centers will not be chosen in the immediate vicinity of obvious military targets such as docks, oil storage tank farms, shipyards or military establishments. The Director, Northwest Sector Office of Civilian Defense, will receive timely information on the location of these Centers. Designation of Assembly Centers shall be a responsibility of the State Evacuation Officer. (See Annex #3)

c. Operation

(1) Supervision: A member from the local evacuation personnel will be designated as Assembly Center Officer who will coordinate and supervise all operations within the Assembly Center to which assigned. He will be responsible only to the County Evacuation Officer. Selection of Assembly Center Officers will be by the Commander, Citizens Defense Corps, the American Red Cross, the Public Welfare Dept. and County Evacuation Officer. He will be responsible for:

- (a) Coordination of activities in the Center relative to the use of equipment.
- (b) Maintenance of communications with local evacuation officer.
- (c) Arrangements with local evacuation officer for securing auxiliary OCD emergency services such as medical, police, wardens, transportation, etc.
- (d) Maintenance of order in Center.
- (e) Maintenance of physical plan such as to assure adequate heating, lighting, seating, toilet and sleeping facilities.
- (f) Custody of all equipment in Center such as furniture, fixtures, office supplies, bedding, food, clothing and kitchen equipment.
- (g) Opening and locking Center.
- (h) It shall be the responsibility of the Assembly Center Officer under authority of the Commander of the Citizens Defense Corps, to determine the adequacy of the services operating in Assembly Centers.



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If any service is inadequate the Assembly Center Officer has the authority to supplement or re-organize such service so that it will be able to successfully discharge its duties. (See Annex #2, Organization)

(2) Intake Registration, Information and Inquiry:

(a) When an Assembly Center is activated, it will be the duty of the Assembly Center Officer to designate the official organization and the proper staff, which will be charged with the responsibility for registration of all persons entering the Center.

The registration staff will supply general informational services. Persons requiring more than information service will be referred to interviewers.

(b) Interviewing Staff: Staff under the supervision of the county welfare department will interview evacuees to determine their needs on an individual or family basis. As such needs are determined, persons will be directed to the proper agencies handling special services.

(3) Feeding: The preparation of food and the feeding of evacuees is the responsibility of Red Cross personnel operating at Centers. If cooking facilities are not available at a Center, food can be prepared at a Central kitchen and distributed at the Center. (See Annex #6, Plan)

(4) Clothing: Red Cross Personnel will be responsible for this service. Any emergency supplies of clothing maintained by the Public Welfare Dept. will be made available as needed. (See Annex #6, Plan and Statistical Data)

(5) Sleeping: The Red Cross is responsible for the establishment of dormitory facilities if evacuees are to remain at the Center overnight. Cots and bedding will be dispatched to the Center from storage warehouses. Should it be necessary to move evacuees from Assembly Centers where no sleeping facilities are available to other Centers where this service can be provided, such movement shall be controlled by the Transportation Officer of the Civilian Defense Corps and his staff. (See Annex #6, Plan and Transportation)

(6) Resettlement and Rehabilitative Service: The Public Welfare Dept. is responsible for planning with persons and families on an individual basis following registration. If evacuees are not to be moved outside the local area, the Public Welfare Dept. will provide assistance and service as necessary, including temporary or permanent resettlement.

The Public Welfare Dept. personnel will be augmented by such trained volunteers as are available, who will be dispatched by the County Evacuation Officer or his representative to Assembly Centers that have been activated but only at the conclusion of the incident. (See Annex #7, Public Welfare Plan)

(7) Public Health and Sanitation: The State Health Dept. is responsible for maintaining the necessary standard of sanitation at Assembly Centers and will be assisted by Emergency Medical Personnel in segregating and caring for persons suffering from contagious diseases and in such immunization work advisable. (See Annex #8, HD Plan)



(8) Emergency Medical Service: Medical aid and care both for injured and the sick at Assembly Centers will be the responsibility of Emergency Medical Service assisted by State Dept. of Health. Normally, casualties will be treated by Emergency Medical Service at points other than Assembly Centers. However, to insure proper medical assistance for evacuees, Emergency Medical Service will be provided at Assembly Centers. (See Annex #9, Medical Plan)

(9) Maintenance of Order: In addition to their responsibility concerning routing and control of evacuation traffic, the Police and their auxiliaries shall maintain order and discipline at Assembly Centers cooperating with the Assembly Center Officer in this respect. (See Annex #11, Police Plan)

### 13. Assembly Areas

a. Purpose: Assembly Areas will be established at locations where it is possible to collect and organize masses of the population in relative safety, prior to their movement, if necessary, from the confines of a community. Use of these areas would occur in all likelihood only during secondary phase evacuation possibilities and which may develop out of first phase activation. It is contemplated that Assembly Center staffs will be on duty at certain prescribed Assembly Centers during the first phase and this personnel will progressively activate and staff Assembly Areas as directed by the local or county Evacuation Officer in later phases.

If voluntary evacuation takes place following an incident and it is necessary to bring such evacuation under control, then Assembly Areas will be ordered activated by the State Evacuation Officer, adjacent to main highways at such points where it will be possible to divert the flow of voluntary evacuees so that their movement can be checked for a sufficient length of time to organize and control further movement. The operation and servicing provided for in these specially designated Assembly Areas will be described elsewhere. In addition, it shall be necessary to group the evacuees in convoys and to dispatch and escort them in an orderly manner.

The necessity for using Assembly Areas in secondary phase of evacuation rather than the Assembly Centers will be governed by the situation prevailing at the time. Primary considerations for activation will be given to the minimum distance to be traveled by evacuees, number to accomodated, operating facilities permanently available, and number of group moves involved, as well as the immediate relative safety for the greatest number.

Movement of evacuees for resettlement beyond community limits will be made only upon approval by the Commanding General, Northwest Sector.

b. Location: The location and establishment of Assembly Areas will be the responsibility of the State Evacuation Officer. The Director, Northwest Sector Office of Civilian Defense, will receive timely information of the location of these areas. (See Annex #3, Assembly Area Data)

c. Operation: Assembly Areas will serve the same primary purposes as Assembly Centers; therefore, the operations procedure and the processing of evacuees will be the same as that set forth in Paragraph 12 c., Assembly Centers.

Since Assembly Areas will probably be denied the use of permanent structures, housing may be under tentage. The American Red Cross has agreed to be responsible for the procurement, erection and supervision of the necessary temporary shelter.



All Assembly Center personnel will be so organized that elements may be readily combined to function efficiently in the larger units necessary to operate Assembly Areas.

#### 14. Control of Population

Control of the population and prevention of movement by the people during or subsequent to a war incident is primarily the function of the Air Raid Warden Service. It is not contemplated that during a war incident, persons other than those assigned emergency duty will be permitted to move. If it becomes necessary to move individuals from hazardous areas, such orders will be issued to the Air Raid Warden Chief by the Commander, Citizens Defense Corps upon the recommendation of the Evacuation Officer, from Control Center through the channels hereinafter described. (See Paragraph 18) These orders will specify the area to be evacuated, the route to be traveled, the method of travel, and destination of evacuees.

If it becomes imperative for the safety of the population that movement away from the immediate vicinity of a hazardous conditions such as a fire occurs during an incident, immediate orders for such localized movement may be given by a Block Warden, a Sector Warden, or his representative. The Block or Sector Warden, or his representative, will make a rapid reconnaissance to determine a suitable temporary location for evacuees. However, such orders shall immediately be reported to Control Center where the local or county Evacuation Officer will check upon their adequacy and will recommend the issuance of such supplemental orders as are needed by the Commander, Citizens Defense Corps. Complete control over any movement of the population, regardless of its magnitude, will be maintained at all times. (See Annex #10, ARW Plan)

#### 15. Movement of People

##### a. To Assembly Centers and/or Areas

When persons depart from their homes or offices during or subsequent to an incident, they will do so only upon instructions from their Air Raid Warden who will have received his orders as heretofore set forth. The Warden will instruct the evacuees either to proceed on foot to the designated Assembly Center or, if the situation demands, to proceed in specified private vehicles to Assembly Areas. The Warden will instruct the evacuees as to the location of the Assembly Center or Area destination and the route to follow to reach such point but will not accompany them further than the boundary of his Sector. Direction and control of persons enroute will be maintained by the Police and their auxiliaries who will have received necessary instructions from Control Center.

##### b. From Assembly Centers and/or Areas

In the event it is necessary to transport persons from Assembly Centers and/or areas, the Chief of Transportation will assign Dispatch and Convoy Officers to the designated Assembly Center or Area, who will organize, dispatch and time convoys of private vehicles and public carriers as rapidly as the evacuees have been processed by the Assembly Center or Area's staff. The Chief, transportation, will specify the road net work desired, coordinating his decision with the military. Depending upon the situation prevailing at the time and the destination of evacuees, water transportation may be used to points outside the city where adequate facilities for mass shelter are available.



In the organization of convoys, including water borne movements, a compilation of registration forms prepared by the Assembly Center staff will be collected by the Convoy Officer, who is to accompany the group to its first destination point. If movement beyond this initial destination point is contemplated, the first Convoy Officer will transfer the compilation of registration forms to the succeeding Convoy Officer. At the final destination, this record will be presented to the Reception Area staff. Destinations beyond the county limits will be coordinated through the Director, Northwest Sector Office of Civilian Defense, and the Commanding General, Northwest Sector.

c. Whenever convoy movement from Assembly Centers or Areas is authorized, the State Highway Patrol operating within the county, in conjunction with the State Highway Dept. and Oregon State Guard, will establish traffic control stations at strategic points on the authorized routes of travel, in order that highway congestion may be avoided. Communication and liaison between control stations within the county and with control station in adjacent counties will be maintained through the Transportation Officer at Control Center.

In addition to control of convoy movement, convoys will be serviced under the supervision of the traffic control personnel, at predetermined supply points. (See Annex #14, Transportation)

#### 16. Third Phase Evacuation

Third phase evacuation contemplates a somewhat deliberate movement of specified priority groups upon orders initiating with the Military and when time is not necessarily essential. Such priority group movement may possibly be extended to include all civilians not essential to the immediate war effort. This type of movement may require the use of all the evacuation plan or, more probably, only a portion thereof.

Priority groups are classified as follows:

1. Hospital patients whose physical condition will permit being moved.
2. Homes for the aged.
3. Inmates of institutions.
4. Physically and mentally handicapped and other non-ambulatory persons, not inmates of institutions.
5. Children receiving institutional or foster family care, through public or private agencies; in special schools, hospitals or preventoria; and in family or group day care.
6. Family groups with pregnant mothers near term and mothers with small children.
7. Custodial institution patients, adults.
8. School groups.
9. Family groups.

Institutional evacuation will normally be carried out by the staff of the particular institution, with the assistance of special evacuation, transportation and traffic control personnel. Dispatch of the movement, designation of reception areas and routes traveled will be coordinated through the Director, Northwest Sector Office of Civilian Defense.



## 17. Reception Centers

### a. Purpose

Reception Centers will be established for the purpose of receiving and caring for the needs of evacuees. They will be staffed and equipped to provide certain essential services hereinafter described.

### b. Location and Establishment

Reception Centers will be established in each sub-division of the State. When an Assembly Center is used as a Reception Center, the Assembly Center Officer may also be Reception Center Officer. In many cases the Reception Center may be the same as an Assembly Center. Designation of Reception Centers shall be a function of the State Evacuation Officer. (See Annex #4)

### c. Operation

(1) Supervision: A member of the local evacuation personnel, will be designated as Reception Center Officer who will coordinate and supervise all operations within the Center to which assigned. He will be responsible only to his county Evacuation Officer. Selection of Reception Center Officers will be by the Commander, Citizens Defense Corps, the American Red Cross, the Public Welfare Dept. and County Evacuation Officer. Reception Center officers are charged with the same responsibilities as Assembly Center officers. (See Sec. IV, Paragraph c, (1) Operation) (See Annex #2)

(2) Registration: When a Reception Center is activated, the American Red Cross will register all persons entering the Center who have not been registered at Assembly Centers.

Information and inquiry service will be maintained by the American Red Cross in conjunction with the registration at the Reception Center, for the purpose of furnishing information of evacuees who may have become separated from other members of families, etc.

(3) Feeding: The preparation of food and the feeding of evacuees at Reception Centers is the responsibility of the American Red Cross personnel operating at the Center. If cooking facilities are not available at the Center, food may be prepared elsewhere and distributed at the Center. (See Annex #6)

(4) Clothing: The American Red Cross personnel will be responsible for this service. Any emergency supplies of clothing maintained by the Public Welfare Dept. and the American Red Cross will be made available as needed. (See Annex #6)

(5) Sleeping: The American Red Cross will be responsible for sleeping facilities if evacuees are to remain at Reception Centers overnight. (See Annex #6)

(6) Dispersal, Resettlement, and Rehabilitative Services to Evacuees: This is the function of the Public Welfare Dept. Social information will be obtained by the Public Welfare Dept. for use in assigning evacuees to homes. The placement staff will have available complete compilations of housing facilities which, used in conjunction with the above data, will enable them to properly place evacuees in billets suitable to the characteristics of each evacuee.



As placements are made, complete files will be kept by placement staffs and will be available for the information of all agencies concerned. Special services relating to rehabilitation of individuals and families will also be provided to meet needs as they arise including: assistance to parents and children in meeting problems relating to disruption of home life and relocation of the family, and information regarding the various services and benefits available to evacuees, how they may be used, and where they may be secured. (See Annex #7)

(7) Public Health and Sanitation: The State Department of Health is responsible for maintaining the necessary standard of sanitation at Reception Centers. This Dept. will immediately examine each evacuee to determine the existence of contagious diseases and other conditions which would endanger the health and welfare of the community. The State Health Dept. will receive such medical assistance as may be necessary from the Emergency Medical Service. (See Annex #8)

(8) Emergency Medical Service: Medical aid and care for both injured and sick at Reception Centers will be the responsibility of the Emergency Medical Service. (See Annex #9)

(9) Maintenance of Order: In addition to their other responsibilities, the regular law-enforcement bodies and their auxiliaries shall maintain order and discipline at Reception Centers Cooperating with Reception Center Officer in this respect. (See Annex #11)

#### 18. Communications

All orders and instructions to personnel or organizations connected with this plan will be disseminated normally by telephone through communication channels provided from the Control Center to District Warden Post, to Sector Warden Post, to Zone Warden Post. Messenger service will be the normal method of transmitting orders from Zone Warden Posts to individual Wardens. Assembly Centers and/or Assembly Areas, together with the organizations responsible for operating these centers, will likewise normally receive their orders from Control Center by telephone. In the event telephone communication is interrupted, Messenger Service will be established between all Command Echelons. The organization and training of a Messenger Service is the responsibility of the Commander, Citizens Defense Corps.

Instructions to the population other than the initial or advance preparatory advice, will be by personal contact on the part of the Air Raid Warden.

#### 19. Transportation

The use of all available types of transportation (automotive, water, rail) will be coordinated between civilian agencies and the Military by the Director, Northwest Sector OCD, and the Commanding General, Northwest Sector.

#### 20. Restricted Areas

Whenever an area has been evacuated, it shall be the responsibility of the District Warden or his representative to designate the limits of such an area, a restricted zone, and to order sufficient police and their auxiliaries to guard such a zone to prevent looting or unauthorized entrance. Persons living within a zone which has been ordered restricted, who were outside of such a zone when the restriction was imposed, will be directed to the nearest Assembly Center for information and assistance.

21. Anticipatory Planning

The executives of all services and organizations participating herein will make a thorough study of this plan so as to permit prompt assumption of responsibility and full utilization of all personnel, agencies, and facilities.

22. Revisions

(a) This basic plan will be revised and amended at such times as additional information warrants. Before any revision is effective, it must be approved by the Commanding General, Northwest Sector.

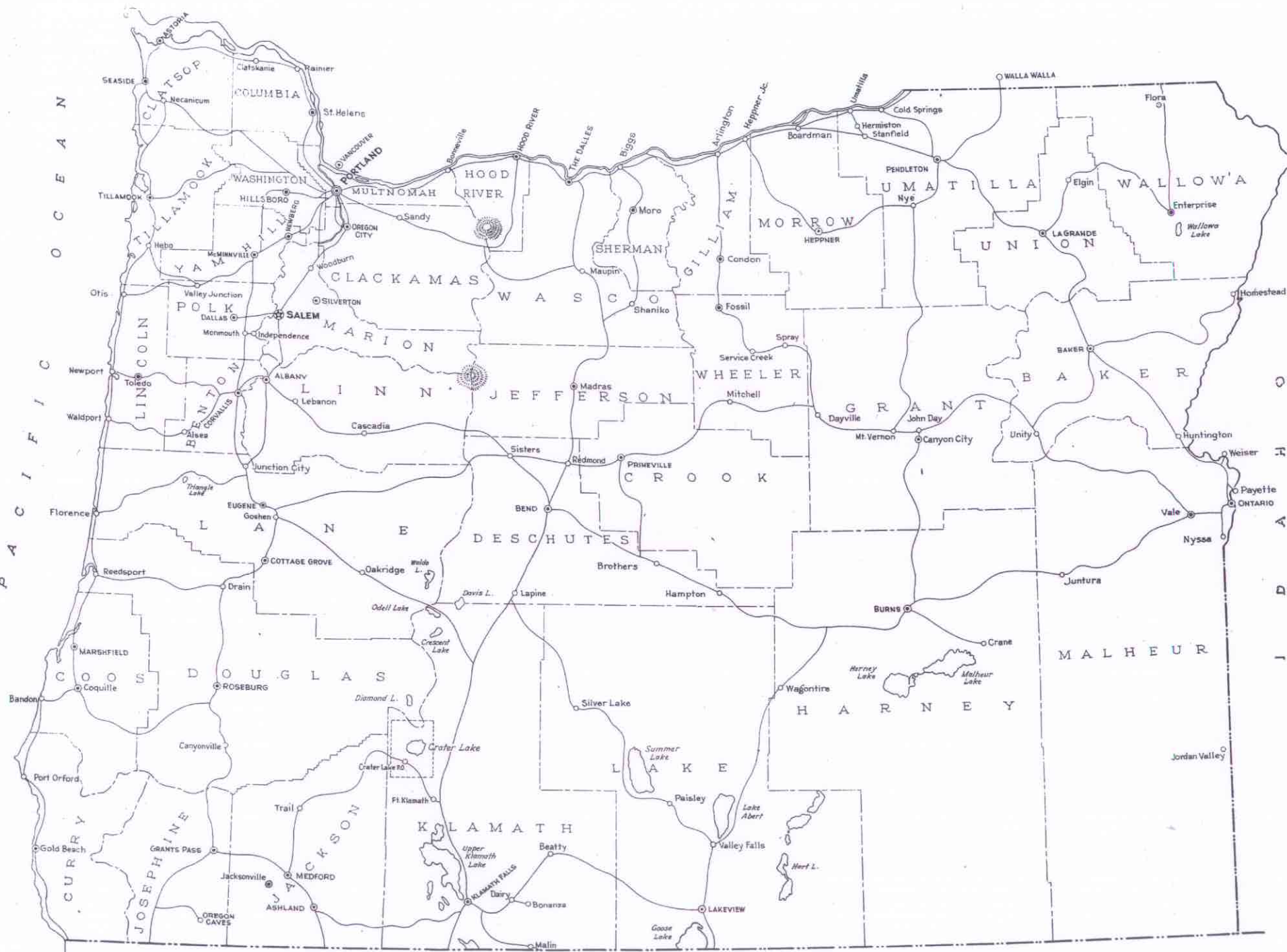
(b) The chief executives of the services and organizations who are a part of this basic plan will make frequent studies of the Annex which pertains to their function to insure that there is no conflict with the basic plan and to make such revisions necessary in their annex because of changing conditions. Revisions of any annex will receive the approval of the State Evacuation Committee before it is effective. Such studies and revision will be made at intervals of not less than six months.



## PART II

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Annex No. II  
PROTECTIVE SERVICES

**OREGON STATE DEFENSE COUNCIL**

GOVERNOR, Earl Snell  
Director

ADVISORY COUNCIL  
26 Members

Administrator, Jerrold Owen  
Ass't Administrator, James D. Olson

**CIVILIAN PROTECTION**  
U.S. CITIZENS DEFENSE CORPS

DIRECTOR, Jack A. Hayes

EMERGENCY WELFARE SERVICE  
Public Welfare Comm., Miss Loa Howard  
American Red Cross Representative.

EVACUATION  
S. Paul Jones

WAR EMERGENCY RADIO SERVICE

AIRCRAFT WARNING SERVICE  
William Fordyce

LIGHTING  
Carl H. Lundell

PUBLIC UTILITIES

EMERGENCY TRANSPORTATION  
S. Paul Jones

EMERGENCY MEDICAL SERVICE  
Director, Dr. V.A. Douglas  
Hospital Director, Ralf Couch  
Nurse Deputy, Linnie Laird

PUBLIC HEALTH AND SANITATION  
State Board of Health  
Dr. Frederick D. Stricker

GAS CONTROL  
J. D. Patterson

ARMY LIAISON

PROPERTY CONTROL  
Capt. George H. Bates

FOREST FIRE FIGHTER SERVICE  
Arthur S. King

**COUNTY DEFENSE COUNCILS**

COUNTY DEFENSE COUNCIL

COORDINATOR

Drivers  
Messengers

COMMANDER  
Citizens Defense Corps  
Control Center

STAFF  
Senior Gas Officer  
Chief B.R.A. Officer  
Evacuation Officer  
Transportation Officer  
Etc.

**CIVILIAN PROTECTION SERVICES**

Chief  
Auxiliary  
Police  
Service

Chief  
Auxiliary  
Fire  
Service

Chief  
Air Raid  
Wardens  
Service

Chief  
Emergency  
Medical  
Service

Chief  
Emergency  
Public Works  
Service

Chief  
Emergency  
Public Utilities  
Service

Chief  
Forest Fire  
Fighter  
Service

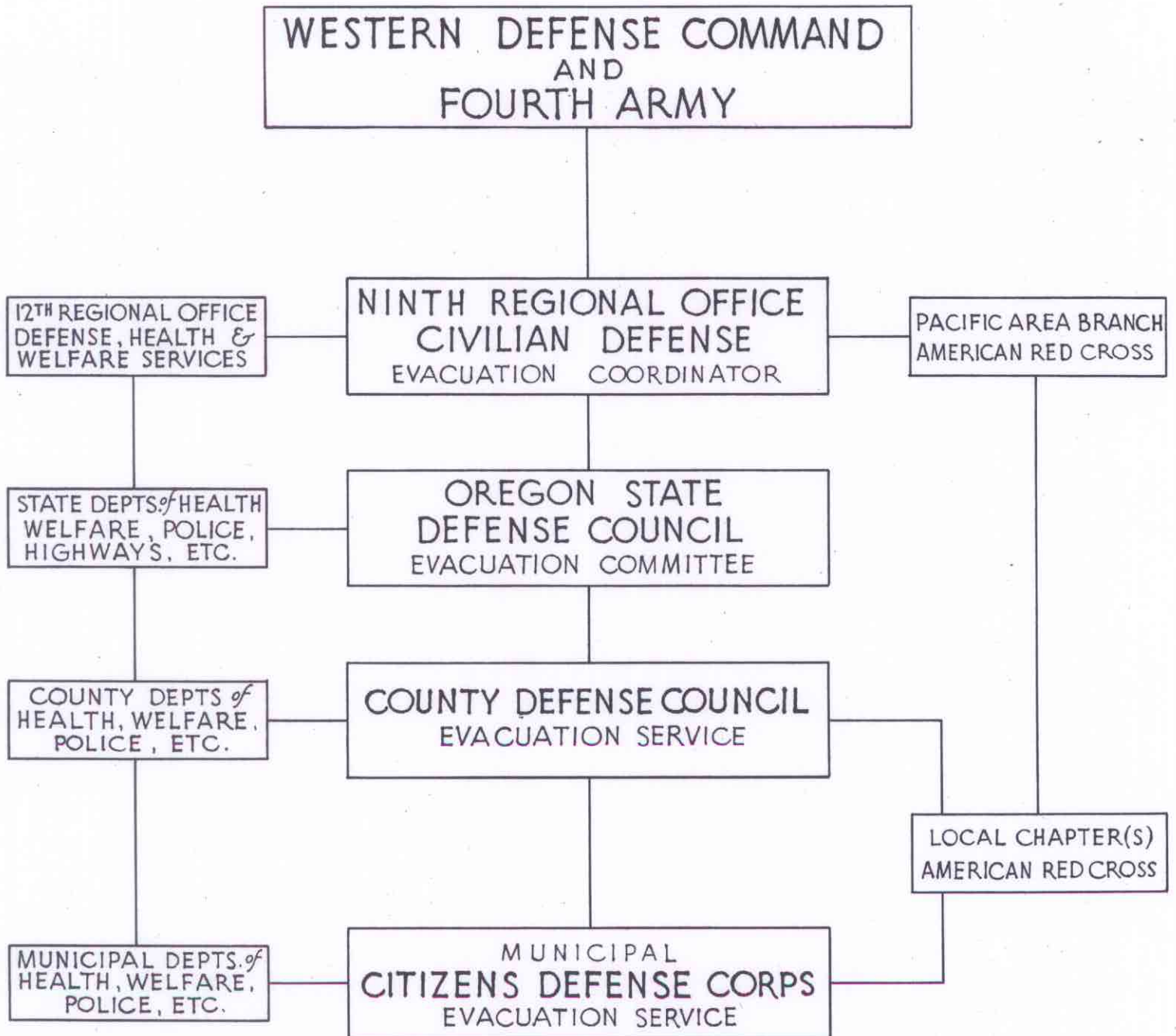
District  
Warden

Zone  
Warden

Sector  
Warden

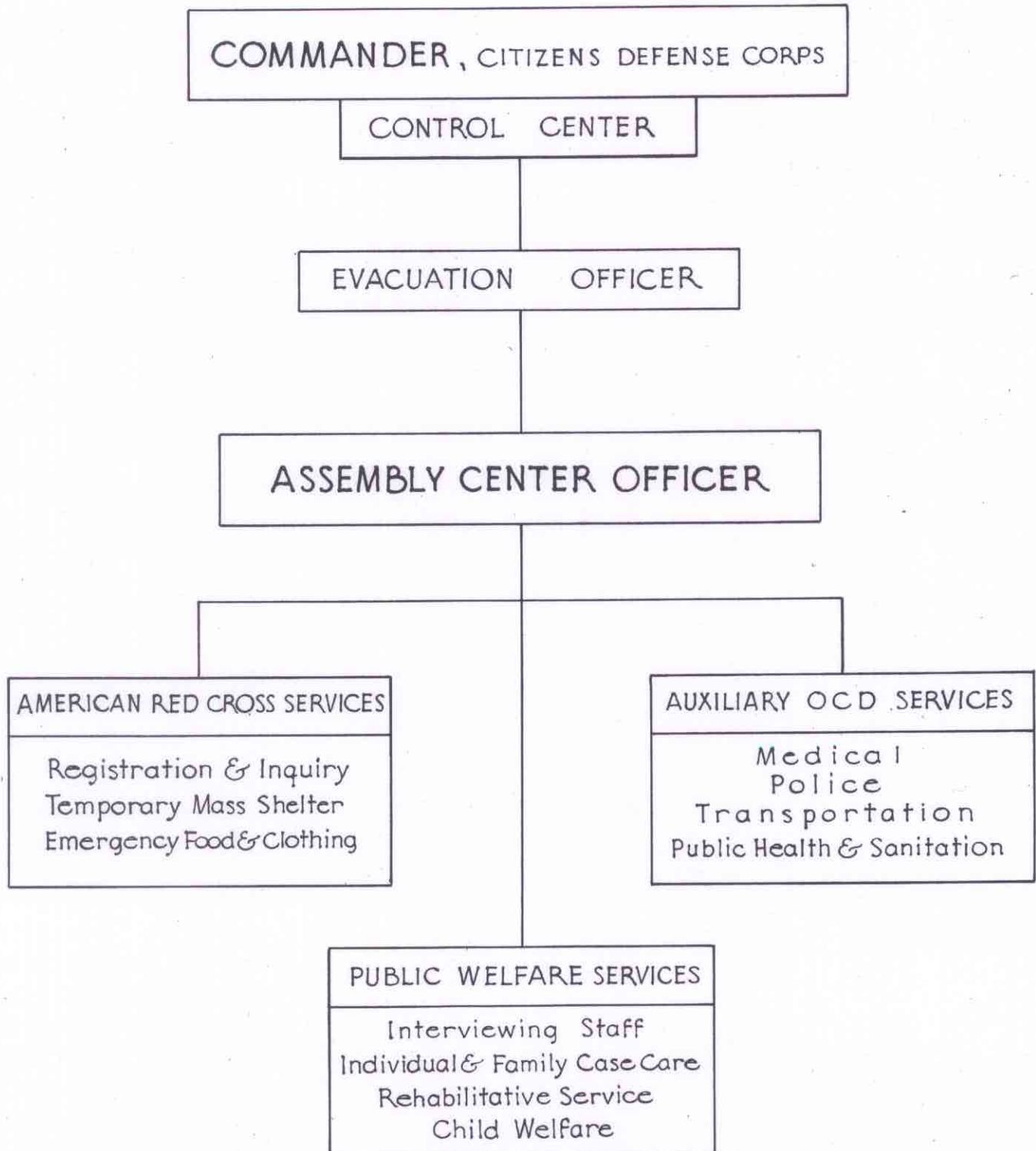
Block  
Warden

Annex No. II  
EVACUATION SERVICE - EXECUTIVE

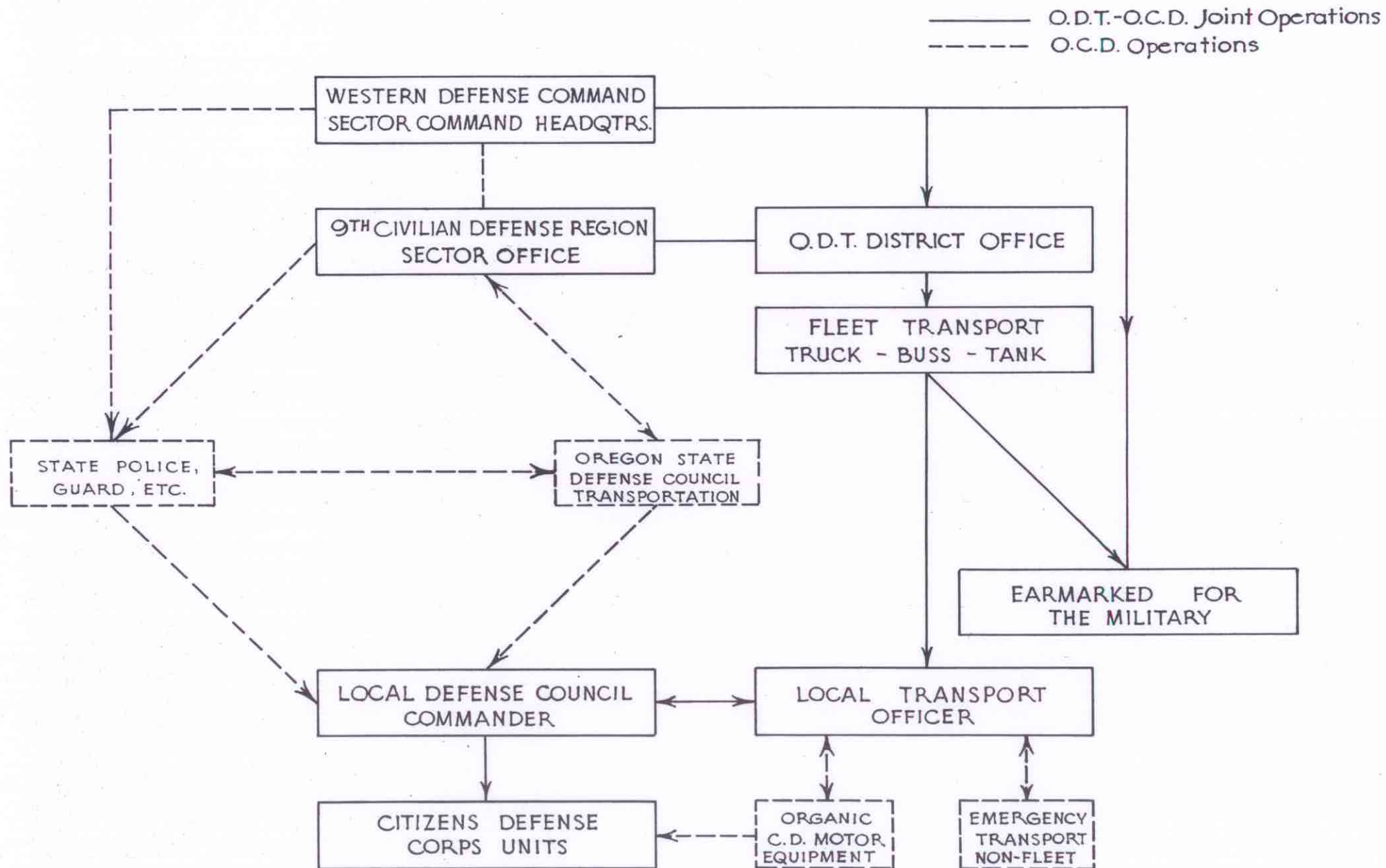




Annex No. II  
ASSEMBLY CENTERS, AREAS, & RECEPTION CENTERS



# Annex No. II TRANSPORTATION





## PUBLIC WELFARE DEPARTMENT PLAN

The State Public Welfare Department, through the County Public Welfare Departments, is prepared to provide welfare services and assistance as needed on an individual basis. Special war services forms (War Services Data Card-WS-602) will be supplied by the State Public Welfare Department for use in providing such services and assistance.

Personnel

The combined staffs of the State and County Public Welfare Departments (approximately 500 persons) are available upon call and can be sent by the Administrative Office of the State Public Welfare Department into any area to meet needs growing out of an emergency. The staff will be supplemented by volunteers insofar as volunteers are available.

The staff of the State Public Welfare Department is assisting County Public Welfare Departments in planning for wartime services and will maintain close contact with such departments after local plans are completed.

Social Services

Services which the Public Welfare Departments are prepared to render are as follows:

## 1. Interviewing:

Public Welfare Department staffs will be available for assignment upon request of Chief Evacuation Officers as soon as assembly centers or reception centers are activated. Social service workers, supervised by the State or County Welfare Department, will interview all persons as rapidly as they are registered in order to determine individual needs of persons and families. Such interviewing is distinguished from registration at the assembly points since the latter is designed only for identifying information regarding persons affected by enemy action.

## 2. Provision of Service and Assistance to Individuals and Families:

Consultation service will be provided to those having special problems, and help will be given to persons and families in adjusting to loss of home, separation, and danger. Persons in need of mass feeding, clothing and shelter will be referred to the American Red Cross mass care centers, according to an agreement with that agency. Those in need of emergency medical care will be referred immediately to the emergency medical service which is responsible for all medical care at assembly and reception centers.

If persons or families are not to be moved outside of the county, or if they have already been moved to reception centers, the Public Welfare Departments, keeping in mind the preservation of family and group relationship, will plan with such persons or families as necessary on an individual basis, including:

- a. Financial assistance for maintenance, tools, transportation, medical care, personal needs, salvage, storage and replacement of home and household goods. Such assistance will be provided under the civilian war assistance program by the Public Welfare Department, acting as an agency of the Social Security Board, and will be financed by federal funds.

- b. Rehousing and billeting: In order to make assignment of persons to temporary or semi-permanent housing or billeting facilities, the social service staff will secure necessary social information from applicants so as to make possible placement in the type of situation which best meets the needs of the individual or family.

A register of private family homes or other housing facilities for temporary care of individual persons and families based on a survey made by the Office of Civilian Defense, American Red Cross, or County Public Welfare Departments will be available to the placement staff.

- c. Special provisions for care and attention required by persons under particular circumstances, including homeless children, children's institutions, and the aged and blind.
- d. Information regarding the various services and benefits available to evacuees, who may obtain them, how they may be used, and where they may be secured, etc.
- e. Handling of inquiries regarding persons or families: Letters and other inquiries coming to the central registration and informational service at assembly and reception points which relate to persons or families known to the Public Welfare Department will be handled directly by the County Public Welfare Department. (Other requests will be handled by the registration and informational service of the American Red Cross.)

### 3. Special Services to Children:

Because problems associated with evacuation and enemy action are particularly disturbing to children, the child welfare staffs of the State and County Public Welfare Departments will be assigned to supplement the regular public welfare staffs at assembly and reception points and will assist in each step of the evacuation process as follows:

- a. Planning housing surveys which assure sufficient information to provide care according to individual needs of children requiring care apart from their families, of children with mothers, and of institutional groups.
- b. Assembling information and assisting in preparations relating to evacuation with respect to children needing special consideration, such as children in foster homes, private child caring agencies, children in hospitals, etc.
- c. Assisting in registration and pre-registration of children.
- d. Training and supervision of volunteers in child welfare programs and other staffs having child welfare responsibilities.
- e. Providing case-work services at assembly and reception points to assist children and their parents in meeting problems relating to disruption of home life and relocation.
- f. Accompanying children to reception areas.
- g. Placing and supervising placement of children in foster family homes.

The Public Welfare Department will keep lists of child welfare personnel (public and private), who are available for casework services and for group work activities.



## RESPONSIBILITY OF PUBLIC HEALTH DEPARTMENT IN EVACUATION

The following procedure relates to the evacuation of civilians in general and of priority groups with which Medical and Public Health authorities will be primarily concerned. The responsibilities as set forth herein have been arrived at after a joint-conference participated in by the Regional Evacuation Officer and the Regional Medical Officer of the Office of Civilian Defense, a representative of the District Director, U. S. Public Health Service, and representatives from State, and Local Emergency Medical Service Officers. The specific functions and responsibilities of the various agencies and their representatives are based on the plan for evacuation outlined in O. C. D. Manual, "Guide for Planning Civilian Evacuation in the Ninth Civilian Defense Region", subject to final recommendations approved by the Joint Committee on Evacuation.

Medical and Public Health Responsibilities in Event of Evacuation

- A. Assisting in Processing of all Persons at Assembly Centers.  
The chief of the local Emergency Medical Service (local, city, and county) in cooperation with the local Health Officer, is responsible for processing (examination for communicable disease, physical examination of injured, aged, etc., to determine ability to be moved) of all persons at Assembly Centers.
- B. Supervision of General Sanitation and Control of Communicable Diseases at the Centers.  
The local Health Officer is primarily responsible for communicable disease control, water and food sanitation and sewage disposal at both Assembly and Reception Centers in areas over which they have legal jurisdiction. The local Health Officer may, if necessary, call on the local Emergency Medical Service for such assistance as may be needed in the control of communicable diseases. When the evacuation involves a movement across city, county or state lines, the local Health Officer for the area from which the movement started shall deal through established public health channels in the areas through which and to which the evacuation moves to its destination.

Responsibility for Public Health Protection in Reception Center Areas

The local Health Officer for areas in which reception centers are located will be responsible for public health care (water and food sanitation, sewage disposal and vaccination against smallpox, diphtheria and typhoid fever where indicated) of evacuees sent to his area. This service is important where it is necessary to move masses in short periods of time. Mass vaccination at assembly centers should be undertaken only where known exposures have occurred.

EMERGENCY MEDICAL SERVICE PLAN

In conformity with the Basic Evacuation Plan for Oregon (General Instructions - Sec. III-7), the State Emergency Medical Service sets forth the manner and means of accomplishing its responsibility in case evacuation becomes necessary as follows:

I. MISSION

It is the mission of the Emergency Medical Service in the Evacuation Plan to see that adequate medical, nursing and hospital care is provided for evacuees at reception and assembly centers and while en route.

The supervision and handling of civilian casualties due to enemy action and their care in casualty receiving and base hospitals will be carried on as a function separate from the Basic Evacuation Plan. Its description will appear in a supplementary report.

II. ACTIVATION OF CHIEFS OF EMS

Municipal, County and State Chiefs of Emergency Medical Service will be called upon to perform their mission when requested by the Evacuation Officers of their respective areas.

III. SCOPE OF RESPONSIBILITIES

City Chiefs of EMS, upon activation, will have the primary responsibility for the medical care of evacuees within their own jurisdictional areas and while en route to reception centers in other localities.

County Chiefs of EMS will be responsible for coordinating the work of and assisting the City Chiefs of EMS when there is inter-city movement within the county or to other counties, and for evacuees within rural areas of their county.

The State Chief of EMS will be responsible for coordinating the work of and assisting the County Chief of EMS when there is inter-county movement. He will cooperate with other State Chiefs of EMS when there is inter-state movement of evacuees.

All Chiefs of EMS should call upon other area Chiefs through regularly established channels whenever there is need for assistance.

IV. PERSONNEL

The City or County Chief of EMS may call upon such personnel as are assigned to the Emergency Medical Service to assist in providing medical care to the evacuees in his area. It may be necessary for him to call upon the Emergency Medical Chief of the next higher level for personnel which he is not able to provide himself. The local Chief of EMS is responsible for providing physicians and nurses to accompany general evacuation movements from his area to another.



## V. EQUIPMENT AND SUPPLIES

City and County Chiefs of EMS may use, for the care of evacuees, such local medical equipment and supplies as have been provided for the EMS, except that which may have been specifically designated for some other purpose. They may call upon the medical chief of the next higher administrative level for assistance.

## VI. COSTODIAL INSTITUTIONS

In the removal of patients from any hospital or institution which is to be evacuated, the institutional authorities should consult with the local Chief of EMS in the selection of qualified personnel to accompany the patients en route. The primary responsibility of assigning such personnel will rest with the Chief of EMS. The final decision as to which patients are physically able to withstand an ordered evacuation will rest with the physician in charge of the case, if any--otherwise with the Chief of the Emergency Medical Service.

The hospital or institution from which patients may be evacuated will be responsible for furnishing emergency medical supplies which it is expected will be needed while in transit. A record should be kept of the supplies furnished for evacuation purposes, and for those which are not returned claim should be made to the local defense council or to the Office of Civilian Defense.

## VII. STATE INSTITUTIONS

Heads of State institutions which are about to be evacuated will take the lead in providing for the medical care of patients under their charge. Clearance of plans, however, should be made with the local Chief of EMS in order to avoid duplication and to assure orderly evacuation.

## VIII. PROCESSING

The Chief of Emergency Medical Service is responsible for processing (examination for communicable diseases, physical examination of injured, aged, etc., to determine ability to be moved) of all persons at assembly center. He may call upon the local Health Officer for assistance.

## IX. COMMUNICABLE DISEASES AND MATERNITY CASES

The Chief of EMS should refer to the local Health Officer all prenatal and maternity cases and communicable disease cases or suspects which may need medical supervision. The local Health Officer may in turn call upon the local Chief of EMS for assistance in caring for public health cases.

## X. FOOD AND CLOTHING

The Chief of Emergency Medical Service should call upon the local Red Cross Chapter to provide for evacuee patients such food, clothing and blankets as may be needed.

XI. RECORDS

Accompanying each evacuee patient should be the original and complete medical record, giving identification data, diagnosis, past treatment and treatment recommended.

XII. TRANSPORTATION

The local Chief of EMS should request the local transportation officer for such vehicles and transportation equipment as are needed for the transportation of evacuee patients from one locality to another, giving the number of patients to be moved, type (sitting or ambulance) and destination.

XIII. PRIORITY GROUPS

Priority groups which will need exceptional medical attention in the event of evacuation are:

1. Civilian Casualties in local Casualty Receiving Hospitals.
2. Other hospital patients who can be moved.
3. Inmates of institutions.
4. The aged in homes and institutions.
5. Physically and mentally handicapped not in institutions.
6. Children -
  - Hospitalized
  - Custodial
  - School groups, etc.
7. Pregnant mothers, near term.
8. Mothers with small children
9. Family groups.



AIR RAID WARDENS SERVICE

Control of the population and prevention of movement by the people during or subsequent to a war disaster is primarily a function to the Air Raid Wardens Service. It is necessary to keep streets and highways open for free movement of emergency equipment, and only those persons assigned to emergency duty will be permitted to move during an incident.

DUTIES OF THE AIR RAID WARDEN IN EVACUATION

1. To provide temporary shelter for persons unhomed in his block and to see that they have medical care if needed.
2. Notify control center through regular channels giving the number of unhomed persons.
3. The Air Raid Warden with his assistants and with the help of the auxiliary police will do everything possible to prevent panic by getting persons off the street and under cover. Where members of family groups have been injured or killed, the survivors must be assured that everything possible is being done for the safety of all members of the family and such survivors removed to a place of cover and supervision as rapidly as possible.
4. The Air Raid Warden will be notified by control center of the locations of assembly centers activated and the route to be traveled to reach them, and after the all clear signal, will begin the orderly evacuation of the unhomed persons under his charge to the designated assembly centers. It is the duty of the auxiliary police to direct, assist and escort the movement of persons, ordered by the warden, to the proper assembly center.
5. If it becomes imperative for the safety of the population that movement away from the immediate vicinity of a hazardous condition, such as a fire, occurs during an incident, immediate orders for such localized movement may be given by a district warden or his representative. The district warden or his representative will make a rapid reconnaissance to determine a suitable temporary location for the evacuees. However such orders will immediately be reported to control center where the evacuation officer will check upon their adequacy and recommend the issuance of such supplemental orders as are needed by the Commander, Citizens Defense Corps. Complete control over any movement of the population will be maintained at all times.
6. All movement to assembly centers will be made on foot unless otherwise specified by the evacuation officer.
7. The Air Raid Warden must familiarize himself with his local sector evacuation plan and it shall be his duty to inform persons within his jurisdiction of the fact that plans have been formulated to provide all emergency needs for persons who have been unhomed by enemy action.

Mr. S. Paul Jones  
State Evacuation and Transportation Officer  
State Defense Council  
B u i l d i n g

Dear Sir:

Referring to our conversation yesterday relative to participation of the several state agencies in the evacuation of civilians from threatened areas, you are advised that this Department will undertake to

1. Direct and supervise posting of appropriate signs on highways available for use in evacuation;
2. Man principal intersections on routes so designated, outside corporate limits of cities with established municipal police agencies, to direct and control traffic;
3. Establish and maintain contact with county and municipal police authorities in affected areas to coordinate traffic control;
4. Patrol difficult sections of such routes to expedite flow of traffic;
5. Cooperate with evacuation and transportation officers in formation of motor transport companies and motor transport units comprising evacuation convoys;
6. Man radio transmitting stations of State Police-Highway Commission network in affected areas to provide means of emergency communication.

The foregoing is submitted for your consideration and use, if deemed practicable, in preparing that part of the appendix to the plan which has to do with this Department.

Our members in the field will be instructed as to the scope and details of their participation, when plans are finally approved, and advised of the identity of local evacuation and transportation officers and the location of assembly and reception points.

Yours truly,

CFP EF

Charles F. Pray,  
Superintendent



THE STATE HIGHWAY DEPARTMENT'S FUNCTION  
IN EVACUATION ORGANIZATION

The functions of the State Highway Department in the general organization created for and to assist in the State Evacuation Plan shall be the preparation of maps indicating possible highway routes over which the civilian population can be moved in the event of the necessity of limited evacuation from certain areas, or total evacuation from large areas.

These maps shall be made a part of the general plan, and, in addition to showing routes over which traffic may move when ordered by the proper authorities, will indicate the locations of Division Office headquarters, Maintenance Patrol headquarters, and such other points from which controls for traffic may be established. These maps will be placed in the hands of the Highway Department officials, who have control in their respective areas.

For the direction of traffic using these evacuation routes, signs will be erected indicating the route and direction. These signs have been prepared and have been placed in the hands of the Division Engineers, District Maintenance Superintendents, Road Patrolmen, and others who will be responsible for the placing of the signs.

The District Maintenance Superintendents, Road Patrolmen and other personnel under the direction of Division Engineers, will also assist the State Police, the Oregon State Guard, and the military authorities in the control and direction of evacuees, when they are instructed to do so by the proper authorities.

The maintenance equipment of the State Highway Department, consisting of trucks, tractors, graders, and such other equipment as may be available, will be used for the repair of sections of road which may be damaged either by bombing, sabotage or by general traffic, and will keep the evacuation routes in the best possible condition for the orderly movement of convoys or other types of vehicles moving over the roads.

The Maintenance organization acting as an Engineer Battalion of the State Guard will also make such repairs as may be necessary to bridges, and should a bridge be destroyed along an evacuation route, temporary bridges where possible will be erected, or temporary detours provided, and every effort will be made to see that the roads are in condition to permit the orderly evacuation of the population in the event of necessity. The Engineer Battalion of the Oregon State Guard is also prepared to destroy bridges and to create other road blocks to delay Enemy advance when ordered to do so by the U.S. Army..

The State Highway Department and its organization will cooperate with the State Police, State Guard, and the military authorities, in all matters pertaining to highways, roads and streets, when directed by orders issued either by the military authorities, the Governor of the State, or the State Evacuation Officer, transmitted by the State Highway Engineer to the Division Engineer of the State Highway Department. The Division Engineers in turn will be responsible for the operation of the plan decided upon and will instruct the District Maintenance Superintendents and local Road Patrolmen and other employees in the duties which they are to perform.

The facilities of Division headquarters, District Maintenance Superintendent headquarters, local Patrol Station headquarters, and storage or other facilities, will be available and may be used for such purposes as



may be determined to be necessary under proper orders and instruction.

The facilities of the radio network, which is under the direction of the State Highway Engineer, will be made available under proper order and will be used for the issuing of instructions and for contact with the proper authorities throughout the State. The main central station, located at Salem, and the three larger stations located at Portland, Klamath Falls and La Grande, which are a part of the network, will be available if deemed necessary to assist in broadcasting information to the smaller stations and to the mobile units which will be available along the evacuation routes.

The local district maintenance yards and local patrol station yards will be available in the event of necessity as temporary storage sites or dumps for the placing of gasoline and oil, or such other supplies as may be required in the event of an evacuation of any appreciable number of persons.

An engineer battalion has been organized within the State Highway Department which is a part of the Oregon State Guard and has been instructed in those functions which they will be required to perform in the event of an evacuation order. This battalion is under the command of R. H. Baldock, State Highway Engineer, as Lieutenant Colonel; and C. B. McCullough, as Major; both of whom are members of the general staff of the commanding officer of the State Guard. The active battalion commander is Major E. A. Collier, State Maintenance Engineer, and the Division Engineers and District Maintenance Superintendents are the commanding officers of the companies which have been formed from the Maintenance personnel.

The operation of any evacuation plan, either on a limited basis or as a total evacuation from a large area, will be subject to many modifications and changes to fit the conditions as they occur. However, the State Highway

Department is so organized that it will be able to function and perform the duties which may devolve upon it when the proper orders are issued, should the necessity arise.

The State Highway Department, in carrying out its assigned duties in any limited or total evacuation plan, will work in cooperation with all the other state, federal, or county organizations, and Department personnel and equipment will be available should the necessity occur.



ANNEX No. 13

OREGON STATE GUARD

Infantry units of the Oregon State Guard are available upon call of the Governor to take over control by blocking of highways within the State or to assist any other agency in control thereof.

Other missions which the State Guard can perform are:

1. Armed protection to civilian defense agencies while performing their missions.
2. Destruction of enemy paraborne troops.
3. Counter espionage work.
4. Prevention of sabotage.
5. Riot control.
6. Guarding installations during emergencies.
7. Special missions.

Major Alvin J. Crose, Salem, Oregon, is designated as liaison officer to headquarters, O.C.D., State Capitol, Salem, Oregon.

A map showing location of infantry units of the State Guard will be on file at the State Office of Civilian Defense, Salem, Oregon.

## TRANSPORTATION

The plan for mobilization of motor vehicle transportation facilities in the State of Oregon, as outlined herein, is in accord with the Four Party Agreement reached, between the Army, the Navy, the Office of Defense Transportation and the Office of Civilian Defense.

## I. Appointment of Local Transport Officers

- A. The local defense councils will appoint a local transport officer, who will have full responsibility for developing local transportation plans. It is recommended that a deputy or assistant transport officer also be appointed to assist, or serve in the absence of the local transport officer. The names, addresses, and phone numbers, day and night should be filed with the State Transportation Officer.
- B. Defense Councils which have not already appointed local transport officers are requested to do so as quickly as possible. It is suggested that local representatives of the Office of Defense Transportation would be logical persons for appointment, in that their responsibilities for that agency, are in many respects similar to those of local transport officers in behalf of local defense councils.

## II. Duties of Transport Officers

## A. Inventory Motor Vehicle Transportation Facilities Available for Local Service.

- (1) The local transport officer will compile a list of all motor vehicle transportation facilities available for local use in the event of an emergency. This list will be checked and revised and corrected at least once every six months.
- (2) Following are listed the types of vehicles to be inventoried:
  - (a) Private Passenger Automobiles
  - (b) Station Wagons
  - (c) Motorcycles
  - (d) Taxicabs
  - (e) Ambulances
- (f) Only private passenger cars and station wagons of a capacity of 4 or more need be listed. Care will be exercised to list only such vehicles as may be available at all times, with a driver, upon short notice. No vehicles necessary to the occupation of the owner engaged in essential war work shall be listed. The passenger capacity of each listed vehicle will be noted.
- (g) To simplify listing and mobilization of vehicles in an emergency, organized units of vehicles volunteered by the American Red Cross, American Women's Volunteer Service and other such organizations, may be listed as groups. Each such group will be listed under the name of a leader and alternate leader. Volunteer drivers in these groups must be trained in the technique of operating in organized convoy movement. The leader or alternate will be responsible for assembling their group at any designated point upon request of the local transportation officer.



- (h) Motorcycles will be listed and used for messenger service, etc. Each group of passenger vehicles will have one motorcycle assigned to it, to be mobilized with the group to which assigned.
- (i) Taxicabs will be listed under the name of the person, company or corporation owning them. The names of at least two persons with authority to release taxicabs of each owner will be obtained together with their address and day and night telephone numbers.
- (j) Ambulances will be listed, noting their capacity, customary location and telephone number both day and night. Improvised ambulances will be listed separately as emergency ambulance equipment. Ambulances and improvised ambulances, will be assigned regularly to the emergency medical service and will be under the direction of the local chief of emergency service.

### III. Publicly-Owned Vehicles

- A. Vehicles owned by Federal Agencies the State, school districts, counties, and cities located within the jurisdictional area of a local defense council will be included in the equipment inventory of such council.
- B. Vehicles will be listed under two classifications, namely; passenger and cargo.
- C. The passenger vehicles of each political subdivision or public agency will be listed as to type, such as busses, station wagons, etc. All will be included under the classification of passenger vehicles. The capacity (excluding driver) of each vehicle shall be noted.
- D. The trucks of each political subdivision or public agency will be listed by types, such as, dump trucks, flat beds, vans, panel deliveries, etc. The load capacity and the weight of each truck will be noted.
- E. The local transport officer shall obtain definite commitments from persons with authority to release the above types of equipment and be assured that they will be available for use in emergency. He should list the names of two persons with authority for such release, with their addresses and day and night telephone numbers. The local transport officer and the persons who will release this equipment should make detailed plans to expediate mobilization in emergency.

### IV. Commercial Busses, Trucks, Truck-Tractors and Trailers

- A. Commercial buses, trucks, truck-tractors and trailers, in fleets of 4 or less, owned by a single operator with headquarters in the area served by a local defense council may be included in such defense council's equipment inventory. Commercial vehicles in fleets of 5 or more (counting truck-tractors as a separate unit) may also be included, but only after formal permission to do so has been given by the nearest district headquarters of the Division of Motor Transport of the Office of Defense Transportation. In deciding whether or not such vehicles may be permanently included in the local defense council's equipment list, it is essential that they be completely identified as to type (bus, truck, tractor, trailer, panel delivery, equipment specially fitted to serve as an emergency ambulance, etc.), carrying capacity (seating capacity, excluding driver, in the case of busses; tons, in the case of trucks and other property carrying equipment), license number and fleet number, if any, and name and business address of owner. In all cases a definite



## A. (con't)

understanding will be reached with operators cooperating in the mobilization plan as to the number of vehicles and drivers they agree to make available, plus necessary supplies.

- B. The commercial equipment inventory will be divided into two parts -- property carrying equipment and passenger carrying equipment. The equipment listed will be filed under the name of the person, company, or corporation which operates it. If both bus and truck equipment are listed for a single operator, the bus equipment will be listed and filed under the name of the persons, company or corporation in the inventory of passenger carrying equipment and the truck equipment will be listed and filed under the same name in the inventory of property carrying equipment.
- C. The following data will be assembled for each piece of property carrying equipment listed: (1) kind, (truck, truck-tractor, full trailer, semi-trailer, etc.) (2) type, (dump, truck, van, flat-bed, panel delivery, etc.) (3) carrying capacity in tons or pounds, weight when empty and weight when loaded to capacity and (4) make.
- D. For each bus listed, information shall be assembled as to make, seating capacity (excluding driver), kind of fuel used, fuel capacity, and miles per gallon of fuel.
- E. In order that any or all the commercial vehicles of any or all operators may be speedily mobilized in an emergency, it will be necessary to secure and file with the equipment list of each operator, the following information: (1) business address and phone number of person, company or corporation owning equipment listed, (2) name, night phone number and night address of person connected with each firm who has the necessary authority and can be relied upon to locate and assemble the drivers and equipment of his firm for emergency service on very short notice at any time after regular business hours, upon the request of the local transport officer.

## V. Private Buses

- A. Private buses, as herein defined, include buses owned by institutions such as churches, parochial schools and private schools; victory buses; privately-owned buses leased to school districts, etc.
- B. For each private bus listed, information shall be assembled as to make, seating capacity (excluding driver) kind of fuel used, fuel capacity and miles per gallon of fuel.
- C. All of the buses owned by each person, institution or cooperative group will be listed together under the names of their respective owners. In every instance it will be necessary to secure the name of at least one individual with full authority to assemble drivers and equipment, on short notice, and release them for local emergency service. His or their names, day address and phone number and night address and phone number will be filed with the list of equipment over which he or they have control.

## VI. Survey Carrying Capacity of Passenger Equipment Listed

- A. After the local transport officer has prepared an inventory of the motor vehicle equipment available to him for local service, he will analyze it



## VI. (A) Con't.

and prepare a statement showing the total number of persons who can be transported by each of the following types of vehicles:

- (1) Private passenger automobiles
- (2) Station Wagons
- (3) Taxicabs
- (4) Buses (including victory buses) etc.
- (5) Emergency passenger equipment (excluding improvised vehicles to be used as ambulances)
- (6) Ambulances
- (7) Improvised vehicles used as ambulances

B. A copy of the above statement will be made available to the following:

- (1) Local and county evacuation officers
- (2) State evacuation and transportation officer
- (3) State contact man of the Office of Defense Transportation
- (4) Transportation and Evacuation Officer for the Northwest Sector OCD

C. This information will be of assistance to all agencies concerned with developing plans for the evacuation of civilians, particularly with respect to determining, in advance, whether or not additional passenger carrying facilities will be needed. This, of course, will also be of advantage to the local defense council.

## VII. Mobilize Motor Vehicle Equipment for Local Service in an Emergency

- A. No motor vehicle equipment will be mobilized for local service by the local transport officer until he is requested to do so by the commander or coordinator of his local defense council. Upon receiving such request, he will mobilize and make all local assignments of equipment and drivers for evacuation and other civilian movements. However, this procedure will not be followed with respect to ambulances and improvised vehicles used as such. These will be assigned regularly to the emergency medical service and will be under its direction.
- B. Every request of the defense council commander or coordinator for transportation facilities will be made in terms of the number of persons and/or quantity and kind of material to be transported, not in terms of the number of vehicles desired. The actual requirement as to number and types of vehicles will be determined by the local transport officer. In the discharge of this responsibility he will, of necessity, be limited to the vehicles contained in his equipment inventory.
- C. In the event the local transport officer cannot provide the amount of transportation he is requested to provide from his list of equipment available for local service, he will appeal to the state transportation officer for additional facilities, stating his request in terms of the number of persons and/or quantity and kind of material to be transported. This request will be relayed to the State contact man of the Office of Defense Transportation and he will assume the responsibility of mobilizing sufficient equipment to relieve the local emergency. In requesting additional equipment, the local transport officer will notify the state transport officer of the weight limitations of any route over which such equipment will be driven, so that equipment may be made available which is light enough to be within such limitations.



- D. If communications with the state transportation officer became disabled, the channel of transmission of requests by the local transport officer for the mobilization of additional motor vehicle transportation facilities will be directly between the local transport officer and the district manager of the Division of Motor Transport of the Office of Defense Transportation within whose territory the local defense council is located.
- E. If, during an emergency, the tactical situation is such that commercial equipment under the jurisdiction of a local defense council is required for use outside the area which it serves, such equipment will be made available to the Office of Defense Transportation which will assume control of it and assign it (together with the drivers thereof) to the area where it is needed. If communications are functioning the local defense council will not take this action unless directed to do so by the state transportation officer. However, if communications are disabled, the local transport officer will release the commercial equipment under his jurisdiction to the Office of Defense Transportation upon request of the proper official of that agency, who is the district manager of the Division of Motor Transport, within whose territory his local defense council is located.

#### VIII. Organize, Supervise and Control Volunteer Drivers

- A. The local transport officer will be responsible for organizing groups of volunteer drivers into appropriate units. The drivers may be those who are volunteered by such organization as the American Automobile Association, American Red Cross, and other volunteer groups, or they may be organized independently.
- B. All volunteer drivers, except those assigned regularly to Emergency Medical Service, will be under the control and supervision of the local transport officer who will maintain a file of information pertinent to such supervision and control. This applies particularly to the assignment of drivers and their equipment to the different sections of the citizens defense corps. However, such control and supervision will be exercised exclusively by those in charge of traffic control when the drivers are in an organized convoy movement.

#### IX. Organize and Mobilize Buses and Trucks Available for Local Services into Companies of 24 Power Units.

- A. The local transport officer will be responsible for organizing the buses and trucks contained in his inventory of equipment into local motor convoy companies of 24 power units for convoy use. The vehicles and drivers of several operators may be combined for this purpose. As many such convoy companies as are deemed necessary for local service will be formed. The vehicles comprising each company will be incorporated in the local inventory of equipment as a group under the general heading "Local Convoy Companies." Such vehicles will then be removed from part of the inventory where they were previously listed and will be mobilized as a group by contacting the leader or his alternate.
- B. When a local company has been formed, the drivers thereof will be trained in the technique of convoy movement. Local Transportation officers may call upon the State Transportation Officer for assistance in training programs.
- C. Local convoy companies will be subject to the control and supervision of the local transport officer. He will be responsible for mobilizing them



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in an emergency for local service, but will have no control or supervision of them while they are engaged in the service to which they are assigned. While in service they will be under the direction of traffic control.

## X. Cooperate with Traffic Control

- A. Upon the request of those in charge of traffic control, the local transport officer will cooperate in the study of local emergency and alternative vehicle routes, including those for possible troop convoy and evacuation movements. In addition he will keep himself informed on the limitations of routes in his region, such as the capacity of bridges, and limitations arising from road construction or repair, flood and weather conditions, etc., so that he may assist traffic control officers in the selection of practicable routes for the movement of vehicles, and be in a position to advise the state transportation officer of such limitation when requesting additional facilities so that equipment too heavy for a given route will not be mobilized.
- B. The local transport officer will cooperate with the transportation and evacuation officer of the Northwest Sector of the Office of Civilian Defense, the State Transportation Officer of the Oregon State Defense Council and the Office of Defense Transportation in the organization and training of commercial fleet motor convoy companies which will be under control of the Office of Defense Transportation when so organized and trained. If such convoy companies include vehicles previously included in the list of equipment available for local service, they will be removed therefrom at the time they are transferred to the control of the Office of Defense Transportation.

## XI. Rail Transportation

- A. Requests for rail transportation will be made only when motor vehicle transportation is inadequate to meet the situation. Rail transportation is organized and under the control of the Rail Transport Division, of the Office of Defense Transportation.
- B. All requests for rail transportation will be routed through the State Transportation officer for transmittal to the proper district manager of the Office of Defense Transportation.
- C. Requests should be specific as to the number of persons to be moved, loading point and destination.
- D. Evacuation officers should bear in mind that it may be necessary to provide transportation for evacuees from assembly centers to loading points and from unloading points to reception centers.

## XII. Water-borne Transportation

(TO BE FURNISHED LATER)

## TRAFFIC CONTROL

When an evacuation has been ordered and evacuation routes have been approved by the proper military authority, signs will be erected indicating the route and direction of travel. Such signs have been prepared and placed in the hands of Highway Department employees, responsible for their placing. Members of the State Police will direct and supervise posting of signs.

The State Police in cooperation with local and county police agencies will establish traffic control stations at principal intersections and strategic points along an evacuation route, for the control and direction of traffic. Difficult sections of such routes will be patrolled by State Police to expedite the flow of traffic.

Radio stations of the State Police - Highway Commission network will be used in affected areas to provide emergency communication.

When an evacuation is ordered, Highway Commission Maintenance stations will be made available for storage of emergency gasoline supplies and for servicing of motor convoy.

Emergency gasoline and oil supplies will be established at pre-determined supply points along an ordered evacuation route by the State Evacuation Officer. Convoys will be serviced under supervision of traffic control personnel.

Traffic control personnel will be members of the state, county, local and auxiliary police agencies, and members of the state guard when activated by the Governor or military authority. Highway department employees are available for placing of direction signs, road repair, etc.

Information concerning evacuation routes, gasoline supplies and supply points, highway structure limitation, and other information that may be of use in controlling the flow of traffic in an evacuation, will be compiled and kept on file in the State Defense Council Office and the Office of the State Police.