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HEADQUARTERS
HEADQUARTERS AND SERVICE COMMAND
GENERAL HEADQUARTERS, FAR EAST COMMAND
APO 500

20 December 1950

OPERATION ORDER NUMBER 3 (DISASTER PLAN)

Maps: City Map of Tokyo, 1:25,000, June 1948.

1. GENERAL

a. The purpose of this plan is to prescribe the responsibilities, govern the actions, and coordinate the activities of all military and civilian personnel concerned in the event of disaster, such as earthquake, flood, tidal wave, typhoon, fire or volcanic eruption threatening to endanger GHQ FEC and SCAP, Hq & Svc Comd and JLCOM installations in the Metropolitan Tokyo Area. For purposes of this plan a disaster resulting from an air raid or from atomic bomb burst will be dealt with in the same manner as in the case of major disasters resulting from other causes. Radiological aspects of atomic bursts and passive air defense instructions are contained in separate plans.

(1) The general objectives of operations under this plan will be to:

(a) Preserve order.

(b) Alleviate human suffering and provide aid, relief, and protection for personnel, property, and installations of members of the United Nations.

b. Other commands and agencies.

(1) Yokohama Command coordinates disaster plans of Hq & Svc Comd and of FEAF and NAVFE installations in the Tokyo area with the Yokohama Command Disaster Plan and provides assistance and support to this headquarters, within available means, upon request.

(2) Japanese Government.

(a) The Japanese Government has enacted the following legislation and has assumed full governmental responsibility for efficient and adequate relief to all Japanese Nationals affected.

1. The Disaster Relief Law, Law 118, 16 Oct 47.

2. The Enforcement Ordnance of the Disaster Relief Law, 24 Oct 47.

(b) The Japanese Disaster Relief Law does not relieve occupation forces of the responsibility for taking immediate action to protect the lives of United Nations personnel and their property.

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(c) The Japanese Red Cross is required, upon direction of Tokyo-To Prefecture officials, to furnish medical teams and to coordinate volunteer agencies participation.

(3) Kanto Civil Affairs Region discharges the following responsibilities related to disaster planning operations and rehabilitation in the Metropolitan Tokyo Area:

(a) In connection with disaster planning to:

1. Ascertain that counterparts of the unit sections in the prefectural governments are aware of their responsibilities in the event of disaster.

2. Ascertain that Regional Disaster Relief Planning Boards have been organized and are in a state of readiness to act in the event of disaster and that adequate plans have been prepared and submitted to the Welfare Minister when required.

(b) In the event of a disaster to:

1. Observe and report to General Headquarters Supreme Commander for the Allied Powers, on the work of Japanese officials in the affected area, paying particular attention to the preservation of order and the provision of emergency health and relief assistance.

2. Ensure that Japanese officials do not shift governmental responsibility in time of disaster to private or quasi-public agencies except as provided by the Disaster Relief Law.

3. Act as liaison agency between occupation forces and Japanese governmental relief agencies in providing aid to other than occupation personnel.

4. When it is clear that official agencies are unable to meet emergency needs, advise General Headquarters, Supreme Commander for the Allied Powers, with information to Hq, Japan Logistical Command, of supplies and services required, listing them in order of priority, and giving the following information:

a. Items.

b. Quantities.

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c. Nearest known source of supply (military or civilian).

d. Mode of transportation (rail, motor, air).

e. Routing (if normal routing is impossible).

5. Following the emergency phase of the disaster, to ensure the return of all non-expendable supplies and equipment to the supplying tactical units without delay.

(c) In the rehabilitation phase following a disaster, to observe and report to General Headquarters, Supreme Commander for the Allied Powers, on the action taken by the responsible department of the prefectural government, such as agriculture and forestry, general affairs, public works (labor, etc.) to facilitate restoration of the affected area.

2. RESPONSIBILITIES

a. The CG, Hq & Svc Comd, GHQ, FEC, is responsible for disaster plans and operations within the Metropolitan Tokyo Area for installations, units, and personnel assigned or attached to GHQ FEC, and SCAP, and Hq & Svc Comd.

b. With the joint concurrence of the CG, Hq & Svc Comd, and the CG, Yokohama Command, the CG, Hq & Svc Comd, will also be responsible for the initial alerting, coordination of plans and control of all Japan Logistical Command units and installations in the Metropolitan Tokyo Area in the event of disaster. Hq & Svc Comd will offer such support services to Japan Logistical Command units in the Tokyo area as are available until it becomes necessary to have that support supplemented, at which time control of such units reverts to CG, Yokohama Command.

c. Operations under this plan are based upon:

(1) Occupation Instructions No. 5, GHQ, SCAP, 1 Apr 50.

(2) Letter, AG 323.361 (29 Aug 48) GC-O, subject: Expansion of Responsibilities of CG, Hq & Svc Gp, GHQ, FEC, as amended 10 Jun 49 (SECRET).

(3) Letter, AG 000.92 (1 Feb 49) GC-O, subject: Report of Disaster (Reports Control Symbol QGC-16) GHQ, FEC, dated 18 Jan 50.

d. In the event of any form of disaster or an alert for impending disaster, all units and sections, GHQ, Hq & Svc Comand, and JLCOM in the MTA will:

(1) Take immediate action to protect the lives and property of the United Nations.

(2) Take necessary precautionary measures to ensure that no arms, or ammunition fall into the hands of persons who might seize this opportunity for subversive action.

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(3) Instruct personnel to report to their proper station or this being impracticable to the nearest military unit.

(4) Alert command and secure own area and installation.

e. This plan may be executed:

(1) Upon the order of the CO, Hq & Svc Cond.

(2) Upon the initiative of local commanders in the event circumstances indicate the necessity for such action. In such instances the CG, Hq & Svc Cond, will be notified as rapidly as possible.

f. In the event of a disaster, commanders will take immediate action to protect the lives and property of members of the United Nations. Immediate control and emergency relief will be applicable to Japanese and other nationals only to the extent necessary to protect the lives and property of members of the United Nations.

(1) Assistance and direction by occupation forces is to be offered only when the Japanese Government and its local officials are unable to meet emergency relief needs in accordance with the law. Troop units will assume authority and operational responsibility over the indigenous population only upon direction of this headquarters. Coordination with the Kanto Civil Affairs Regional Team will be made through this headquarters.

(2) Military supplies and equipment will not be released to Japanese agencies without the approval of Hq, JLCOM, except in the gravest emergency. All releases will be coordinated with Kanto Civil Affairs Regional Team through this headquarters.

3. TASKS

a. G3, Hq & Svc Cond, in the event of a disaster or impending disaster, will establish a DISASTER OPERATIONS CENTER in room 242, Finance Building. The DOC will operate on a twenty-four (24) hour basis during emergency. All communications to ~~CG,~~ Hq & Svc Cond, concerning disaster operations will be transmitted to the DOC.

b. Staff Sections, GHQ FEC, and SCAP, and Hq & Svc Cond.

(1) If a staff section occupies a separate building or area, that section will prepare one disaster plan for that building or area in coordination with the building custodian.

(2) If more than one staff section occupies a building or area, the senior staff section chief or his designate will prepare disaster plans for the building or area in coordination with the custodian. One plan will be prepared for each building. (Example: Radio Tokyo Bldg, senior officer, Public Information Officer, GHQ.)

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c. All units assigned or attached to Hq & Svc Comd; GHQ Units; and JLCOM Units and Installations in the Metropolitan Tokyo Area.

(1) A unit occupying a separate building or area will prepare disaster plans for that area. (Example: 720th MP Bn, Camp Burness.)

(2) All units occupying space in buildings or areas with other units or staff sections will coordinate disaster planning with the senior officer of the building or his designate and the building custodian. (Example: Finance Bldg. housing units and sections, Hq & Svc Comd, disaster plan will be prepared by the Staff Bn Commanding Officer.)

d. Motor Bn will:

(1) Be prepared to furnish fifteen (15) 2½ ton 6 x 6 and fifteen (15) 1/4 ton trucks with full gas tanks. Vehicles to be assembled in the Personnel Vehicle Pool, with drivers, to be used as directed by the CG, Hq & Svc Comd.

(2) Be prepared to furnish approximately ten (10) 3/4 ton trucks or comparable vehicle to Surgeon, Hq & Svc Comd, upon request for use as emergency ambulances.

(3) Be prepared to furnish CO, Hq Co, Staff Bn, three (3) 2½ ton 6 x 6 and two (2) 1/4 ton 4 x 4 trucks with full gas tanks for use by the alert platoon.

(4) Relieve Guard Co sentries on all Motor Bn installations.

(5) Take immediate steps to move vehicles, fuel, and spare parts to a safe location if necessary.

(6) Report by most expeditious means the amount of transportation available for evacuation of personnel from stricken areas and be prepared to evacuate these personnel upon orders of CG, Hq & Svc Comd.

e. Billeting Section, Hq & Svc Comd, will coordinate all disaster planning for billets and housing areas under its control.

(1) Prepare plans for the safeguarding of billets or housing areas and the evacuation of personnel from billets or housing areas to alternate locations in the case of need.

(2) Coordinate with Engineer Section, Hq & Svc Comd, in establishing alternate housing in case any US houses become uninhabitable or are declared unsafe.

(3) Be prepared to allocate building and floor space for emergency medical facilities upon request of Surgeon, Hq & Svc Comd.

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f. Guard Company, Hq & Svc Comd, will be used as directed by CG, Hq & Svc Comd.

(1) Guard Co sentries on duty at Finance Building, Ordnance Maintenance Shop, Motor Bn (PVP and CVP) and QM Area will immediately be relieved by personnel of the respective installations. All remaining posts will be maintained. All personnel of Guard Co, less personnel remaining on posts, will assemble in the Finance Building in an alert status, awaiting orders of CG, Hq & Svc Comd.

g. Honor Guard Co, Hq & Svc Comd, will continue to guard all installations for which they are responsible (American Embassy and Dai Ichi Building). Assemble balance of company in two (2) sections, one under the command of the Executive Officer in the Finance Building and the other under the command of the detachment commander at the American Embassy, prepared to assist any GHQ installation upon orders of Chief of Staff, GHQ, or CG, Hq & Svc Comd.

h. The Engineer, Hq & Svc Comd, assisted by Engineer Service Company, will:

(1) Establish liaison with 43rd Engineer Construction Battalion.

(2) Be prepared to establish two (2) mobile water purification units at locations previously reconnoitered by the Engineer and approved by CG, Hq & Svc Comd.

(3) Be prepared to provide, upon subsequent request:

(a) Emergency bridge building equipment and crews. Maximum utilization will be made of timber trestle type bridges or a combination of timber trestle and steel beam bridges.

(b) Heavy street repair equipment and crews.

(4) Plan.

(a) To draw demolition supplies from Yokohama Engineer Depot as required.

(b) For trained demolition personnel.

(5) In case of damage or destruction, priorities for restoration or emergency construction of facilities will be initiated, when practicable, in the following order:

(a) Potable water supply.

(b) Emergency hospital facilities.

(c) Temporary mess facilities.

(d) Lighting and heating facilities.

(e) Roads and bridges.

(f) Emergency housing for personnel.

(g) Other essential utilities to safeguard public health.

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(6) Coordinate with Billeting Section in the following operations:

(a) Organize maintenance area offices as control centers for the purpose of control, relief, assistance and reporting points for occupation personnel occupying US houses.

(b) Direct each maintenance area headquarters to be prepared to receive radio equipped vehicles from the Provost Marshal, MTA, for control purposes and for transmission of messages from area offices to Provost Marshal, MTA, and DOC.

(c) Direct maintenance area headquarters to aid military police patrols in locating isolated US houses.

(d) Notify and instruct occupation personnel occupying US houses of above plans, location of maintenance area headquarters, and any alternate location.

(e) Establish alternate housing in case any US houses become uninhabitable.

(7) Draw supplies required from Yokohama Engineer Depot on emergency basis only.

(8) Organize, equip and train a rescue unit with capabilities comparable to those of police or Fire Department rescue squads in large American cities.

(9) Coordinate with the CO, Hq Co, Staff Bn, and the CO, 293d Army Band, and assist those units in training selected personnel for rescue duties. Be prepared to furnish trained NCO's to supervise the operation of squads formed from these personnel in the event their use in rescue work is required.

i. Fire Marshal, MTA, will:

(1) Notify CG, Hq & Svc Comd, and Provost Marshal, MTA, of all fires in the Metropolitan Tokyo Area by the fastest means of communication available.

(2) Be prepared to recommend redistribution of existing fire fighting equipment to meet the demands of the situation.

(3) Maintain contact with switchboard and Operations Control Office, Tokyo Metropolitan Fire Department.

(4) Maintain contact with, and coordinate activities of occupation forces fire stations.

j. Staff Bn, Hq & Svc Comd, will:

(1) Coordinate disaster operations planning for Finance Building.

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(2) Relieve Guard Company sentries on Finance Building with personnel from battalion overhead.

(3) Personnel of Staff Bn will continue primary mission unless otherwise instructed by CG, Hq & Svc Comd.

(4) Hq Co, Staff Bn, upon notification by G3, Hq & Svc Comd, will have assembled one (1) alert platoon with available transportation to operate as directed by CG, Hq & Svc Comd. CO, Hq Co, Staff Bn, will coordinate with the Engineer Section, Hq & Svc Comd, to have the personnel of this unit trained in rescue work. It is contemplated that in the event of a major disaster these personnel would be arranged in rescue squads to operate under the supervision of trained NCO's from Engineer Service Company.

k. Quartermaster, Hq & Svc Comd, will:

(1) Assemble all QM personnel in QM warehouse area and be prepared to distribute supplies as needed for the maintenance and rehabilitation of GHQ personnel and installations.

(2) Relieve Guard Co sentries and provide for security of all supplies and installations under the control of the QM, Hq & Svc Comd.

(3) Be prepared to evacuate personnel and supplies from QM supply area in event the present location is threatened.

(4) Establish liaison with Tokyo QM Depot.

(5) Be prepared to issue emergency rations for distribution to occupation personnel within the Tokyo Area, upon direction of CG, Hq & Svc Comd.

(6) Be prepared to issue water purification chemicals for distribution to occupation personnel within Tokyo Area.

(7) Be prepared to issue emergency clothing and tentage.

l. 293d Army Band will be assembled in the Finance Building to be used as directed by CG, Hq & Svc Comd. CO, 293d Army Band will coordinate with the Engineer Section, Hq & Svc Comd, to have the personnel of his unit trained in rescue work. It is contemplated that in the event of a major disaster these personnel would be arranged in rescue squads to operate under the supervision of trained NCO's from Engineer Service Company.

m. G4, Hq & Svc Comd, will coordinate the activities of Engineer Section and QM Section in disaster operations.

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n. Signal Section will:

(1) Be prepared to maintain emergency radio communication facilities in the DOC under the direction of G3, Hq & Svc Comd.

(2) Furnish CG, Hq & Svc Comd, with technical advice concerning communication facilities.

(3) Establish liaison with Deputy Communications Officer, JLCOM, and 71st Sig Svc Bn.

o. Provost Marshal, MTA, will:

(1) Take necessary steps to reenforce patrols as the situation demands.

(2) Send eight (8) radio-equipped vehicles to Signal Officer, Hq & Svc Comd, Finance Bldg. (Radios to be set to operate in Hq & Svc Comd Emergency Net.)

(3) Take necessary steps to safeguard occupation personnel and property by patrols and security guards.

(4) Control traffic in the Metropolitan Tokyo Area.

(5) Establish and maintain liaison with civil police.

(6) Establish and maintain liaison with CIC.

(7) Establish and maintain liaison with Kanto Haiden Electric Company and report to this headquarters on the status of power and light sources of occupation installations.

(8) Render reports as required by SOP No. 1, Hq & Svc Gp, 3 June 1949 (limited distribution).

(9) Dispatch a radio-equipped vehicle to each maintenance area headquarters of Engineer Section, Hq & Svc Comd, for transmission of messages between area maintenance offices, Provost Marshal, MTA, and DOC.

p. 71st Sig Svc Bn will:

(1) Continue primary mission and be responsible for its own installations.

(2) Render technical assistance to Signal Officer, Hq & Svc Comd, and repair teams as are necessary for maintenance of Hq & Svc Comd radio nets.

q. Chaplain, Hq & Svc Comd, will:

(1) Coordinate with Surgeon, Hq & Svc Comd, in the use of Chapels as auxiliary aid stations.

r. 8225th WAC Co will:

(1) Assemble in company area, prepared to be transported to dispensaries to be used as directed by Surgeon, Hq & Svc Comd.

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s. Ordnance Maintenance Company will:

(1) Be responsible for the GHQ Ordnance Maintenance Shop and in addition be prepared to assist the Motor Bn by furnishing additional drivers should the need arise.

t. Special Services Section, Hq & Svc Cond, will:

(1) Be responsible for its own installations and in addition be prepared to assist the Motor Bn by furnishing additional drivers should the need arise.

u. Officers and clerical help from each of the following sections of this headquarters will be on duty at their stations at all times during an emergency to receive reports and to take action upon requests for assistance:

SECTION	TELEPHONE	
G1	57-8589	57-8786
G3	26-6764	26-6829
G4	26-8368	57-8069
Foreign Liaison	26-6844	57-8021
Food Service	57-8325	57-8780
Signal	26-5853	57-8095
QM	43-2269	43-2259
Engineer	26-6727	26-6742
Surgeon	57-8242	57-8243
Ordnance	57-8321	57-8363
PM	26-6081	26-6082
Transportation	26-6765	26-6825
Billeting	26-6677	57-8048
PIO (Report to G3, Room 242)	57-8025	57-8744
Adjutant	26-6724	26-6684

x. (1) Units and sections not specifically mentioned herein will comply with the provisions of this plan insofar as they apply to their units or sections. These units and sections will continue to carry out their assigned missions as far as practicable.

(2) Members of the United Nations will secure assistance from the occupation forces through the appropriate mission or representative.

(3) Immediate and vigorous action will be taken to prevent looting, pilfering, and other disorders affecting occupation personnel or members of the United Nations. Offenders will be promptly tried by appropriate courts.

(4) Units and section disaster plans will, within the capabilities of the unit, provide for immediate liaison with this headquarters.

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(5) Chemical.

(a) In any disaster that releases large quantities of industrial chemicals, the Chemical Officer, Hq & Svc Comd, G3 Section, will be contacted immediately for technical advice and assistance.

(b) The service gas mask does not furnish protection against certain industrial gases, e.g., ammonia, carbon monoxide, and gasoline fumes. The capacity of the service canister may be exceeded in a short time. Should high concentrations of any gas be encountered in a contaminated enclosed space or close to a gas source, personnel will evacuate the contaminated area to the windward side and the area will be marked off by the Chemical Officer, Hq & Svc Comd.

(c) Tear gas will <u>not</u> be used operationally without specific authority from GHQ, FEC. Requests for use of tear gas will be submitted to this headquarters.

(6) Submission of plans. One copy of revised disaster plans based on the provisions of this document for the following units and sections will be furnished this headquarters within thirty (30) days of receipt of this directive.

(a) Units and installations, Hq & Svc Comd.

Staff Bn (Finance Bldg)
Guard Co
Honor Guard Co (Dai Ichi Bldg & American Embassy)
Motor Bn
293d Army Band
720th MP Bn (Camp Burness)
8230th Svc Det (Grant Heights)
8234th Svc Det (FEC Printing & Publications Center)
Ordnance Maintenance Co (Ord Maint Shop)
ASA, Pacific
Kanto Civil Affairs Team
441st CIC
8225th WAC Co
Engineer Service Co
TIS
TID
71st Sig Svc Bn
GHQ Officers Club
GHQ EM Club
GHQ Rocker Club

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(b) Sections, Hq & Svc Comd.

Engineer
Chaplain
QM
TI & E (Armed Forces Education Center)
Provost Marshal, MTA
Special Services
Billeting
Medical
Tokyo American Schools (Meguro High School)

(c) Sections, GHQ FEC and SCAP.

Ordnance (Pacific Bldg)
Engineer (MBS Bldg)
AG (Hypothic Bank Bldg Annex)
SSO, MATS (Taisho Life Ins Bldg)
CI & E (Hattori Bldg)
TI & E (Nippon Times Bldg)
Diplomatic (Mitsui Main Bank Bldg)
CPO (Shibusawa Bldg)
CPC (Kokubu Bldg & US Vaults, Bank of Japan)
ESS (Forestry Bldg & Empire House)
PIO (Radio Tokyo Bldg)
JA (Mitsubishi Naka No. 12-5)
Civil Affairs (Camp McKnight Barracks)
Transportation (Bank of Chosen Bldg)

(d) JLCOM units and installations:

Tokyo QM Depot
Tokyo General Hospital
361st Station Hospital
64th Topo Bn
Tokyo Ord Depot
JLCOM - DCO
Sugamo Prison
JLCOM Army Stockade
JLCOM Procurement Sec
Tokyo Main PX
QM Commissary
Fukagawa Quartermaster Petroleum Terminal

(e) British Com Sub Area, Tokyo (Camp Ebisu)

4. ADMINISTRATIVE AND LOGISTIC

a. Supply.

(1) Class 1.

(a) Two (2) days emergency rations for all personnel, assigned and attached units, stored in each organization or billet mess.

(b) Supply points: QM Area, Hq & Svc Comd, existing or alternate locations.

(2) Class II and IV:

(a) As currently authorized.

(b) Supply points: QM Area, Hq & Svc Comd.

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(3) Class III:

(a) As currently authorized.

(b) Supply points: QM Area, Hq & Svc Cmd, and Fukugawa Quartermaster Petroleum Terminal; location: Fukugawa-ku, Obibashi, Southeast Tokyo, Tele: 64-4100.

(4) Class V:

(a) One basic load (Ref FM 101-10, C1, dated March 1950.

(b) Supply points: GHQ Ordnance Supply Point, (near corner, 21st St & Ginza).

b. Evacuation.

(1) From afflicted areas.

(a) As directed by CG, Hq & Svc Cmd.

(b) As directed by local commanders as the situation demands. Facts to be reported to CG, Hq & Svc Cmd.

(2) Priority.

(a) Personnel.

(b) Rations.

(c) Critical items of equipment.

(d) Other.

(3) Medical.

(a) Emergency medical aid teams dispersed to afflicted areas.

(b) Dispensaries now established.

(c) Dispensaries or hospitals as directed by Surgeon, Hq & Svc Comd.

(4) Vehicles.

As directed by Ordnance Officer, Hq & Svc Comd.

c. Traffic Control.

As directed by Provost Marshal, MTA.

d. Personnel.

Daily strength reports will be submitted to CG, Hq & Svc Comd, Attn: G1, by all assigned and attached units at 0900 daily as of 2400 the previous day.

e. Transportation.

As directed by Transportation Officer, Hq & Svc Comd.

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f. Construction.

Current instructions regarding construction remain in effect.

g. Local resources. In cases of extreme emergency, local resources required for fire fighting, rescue, first aid, emergency transportation of casualties and emergency repairs of vital installations may be obtained immediately by CG, Hq & Svc Cond, or his specifically designated representatives by oral demand. Such demands will be followed up by action prescribed by established procedures.

h. Water.

(1) Commanders will take necessary measures to safeguard all available sources of water to ensure against contamination.

(2) Requirements for additional water purification equipment will be submitted to this headquarters by the most expeditious means available.

i. Reports:

(1) The threat or occurrences of disaster will be reported to this headquarters by the most expeditious means. Give the nature of the disaster, location, magnitude, extent of damage, action of troops, requirements for assistance, unit strength casualties, and other pertinent information.

(2) Reports will be rendered as the situation demands and will contain the following:

(a) Number of casualties (occupation forces and indigenous personnel).

(b) Damage to occupation forces installations and Japanese installations.

(c) Damages to communications, including roads, bridges, etc.

(d) Terrain information such as extent of floods, etc.

(e) Other pertinent information.

(f) When the unit commander or section chief determines that these reports are no longer necessary, he will furnish a final report.

j. Rescissions. The following are rescinded:

(1) Operation Order No. 3 (Disaster Plan), Hq & Svc Gp, 1 April 1950.

5. <u>COMMAND AND SIGNAL</u>

a. Coordination.

(1) The senior officer or his designate in each GHQ, Hq & Svc Cond, and JLCOM installation is responsible to the CG, Hq & Svc Cond, for the installation's disaster plan and for its enforcement.

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b. Command Posts.

(1) Present location initially (command post, CG, Hq & Svc Comd, is the Finance Building).

(2) Others will notify CG, Hq & Svc Comd, of any change in location of command posts.

c. Signal communication.

(1) Command and administrative communications assistance in accordance with current Signal Operations Instructions, Hq, Hq & Svc Comd.

(2) In the event of, or possibility of disruption of communications by disaster, affected units will establish liaison with higher and subordinate headquarters by messenger service.

(a) Messengers to CG, Hq & Svc Comd, will report to G3, Room 242, Finance Building, with vehicular transportation parked in court yard.

(3) Units and sections normally operating in Hq & Svc Comd radio nets will immediately open radio sets and stand by for call from net control station.

(4) In the event of fire, special radio net operated by Fire Marshal, MTA, will be opened and information will be relayed to Disaster Operations Center.

MILBURN
Brig General

Annexes: Annex 1 - Dissemination of Warnings of Disaster
Annex 2 - General Information
Annex 3 - Instructions for Preparation of Report of Disaster
Annex 4 - Typhoon Instructions
Annex 5 - Tidal Wave Instructions

DISTRIBUTION:
"A" plus 50 to G3, Hq & Svc Comd
CINCFE (5)
CG, FEAF (5)
CG, JLCOM (5)
ComNavFe (5)
Staff Sections, GHQ, FEC, and SCAP (2 ea)
British Com Sub Area, Tokyo, Camp Ebisu (5)
Tokyo Main PX (4)
Tokyo Army Hospital (3)
361st Sta Hosp (2)
JLCOM Procurement Sec,Tokyo Br (2)
JLCOM Deputy Comm O (2)
JLCOM Army Stockade (2)
Tokyo QM Depot (2)
64th Topo Bn (2)
Sugamo Prison (2)
Tokyo Ord Depot (2)
QM Commissary (3)
Yokohama Comd (5)
Camp Tokyo Fire Marshal (20)

OFFICIAL:

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HEADQUARTERS
HEADQUARTERS AND SERVICE COMMAND
GENERAL HEADQUARTERS, FAR EAST COMMAND
APO 500

20 December 1950

ANNEX NO. 1
to
OPERATION ORDER NO. 3 (DISASTER PLAN)

DISSEMINATION OF WARNINGS OF DISASTER

1. Disaster warning messages disseminated to this command may be received initially by either the Chief of Staff, G3, or Adjutant General. If received first by the Chief of Staff or AG, such warning messages will immediately be relayed to G3 via the intercom system.

2. Upon receipt of a disaster warning message, G3, Hq & Svc Comd (Duty Officer during off duty hours) will:

a. Sound warning via public address system located in room 160, Finance Building, notifying units and sections in the Finance Building (if applicable).

b. Notify the following via intercom system:

(1) AG, Hq & Svc Comd.

(2) Billeting Section, Hq & Svc Comd, who will notify:

(a) All billets and dependent housing areas.

c. Notify the following via direct line:

(1) Engineer Section Duty Officer.

(2) British Com Sub Area, Tokyo (Camp Ebisu).

(3) 71st Sig Svc Bn.

d. Notify the following via dial telephone:

(1) Chief Fire Warden, Maj. W. H. Kelly, 26-6845 or 46-3014.

(2) Tokyo QM Depot, 4559 - ext 302 or 233.

(3) Tokyo Army Hospital, 26-7571, ext 313. (Night ext 400.)

(4) 361st Station Hospital, 26-7511 - ext 8. (Night 26-7511.)

(5) 64th Topo Bn, 37-2459 or 35-2171 - ext 282.

(6) Tokyo Ordnance Depot, 96-1651 - ext 2; Duty Officer 96-1651.

(7) JLCOM Deputy Communications Office, 26-7133; Duty Officer 26-7171 - ext 2.

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(8) Sugamo Prison, 86-1161 - ext 5 or 6; Duty Officer 86-1161 - ext 8.

(9) Staff Bn, 26-6680; Duty Officer 57-8724.

(10) Chief of Staff, Col. Neal C. Johnson, ~~26-7551 - ext 232 or 236~~. (By intercom ~~duty~~ duty hours.)

33-5652 during

(11) Deputy Commander of Troops, Col. E. C. Johnson, 26-7551 - ext 301. (By intercom during duty hours.)

(12) G3, Lt Col H. F. Salee, 26-7741 - ext 244.

(13) G1, Lt Col B. T. Ammons, 46-3027. (By intercom during duty hours.)

(14) G4, Col. P. J. Mitchell, 42-3960. (By intercom during duty hours.)

(15) GHQ Staff Duty Officer (AG Radio & Cable), 26-5822 or 26-5823.

(16) GHQ, G3 Duty Officer, 26-5942.

3. Upon receipt of a disaster warning message from G3, Hq & Svc Comd, or from GHQ, the AG Section, Hq & Svc Comd, (Staff Duty Officer during off duty hours) will notify the following via dial telephone:

a. PMO, MTA, who will notify:

(1) 720th MP Bn.

b. Officer of the Day, Hq & Svc Comd, who will notify:

(1) All posts including US vaults.

c. Honor Guard Co (American Embassy and Dai Ichi Bldg.)

d. Special Services Section, Hq & Svc Comd, who will notify:

(1) All Special Services installations.

e. ASA, PAC (1st Tokyo Arsenal).

f. 441st CIC, who will notify:

(1) Tokyo Area CIC.

g. 8225th WAC Co.

h. 8234th Svc Det (FEC Printing & Publications Center).

i. QM Section, Hq & Svc Comd, who will notify:

(1) All QM installations.

j. Motor Bn, who will notify:

(1) PVP.

(2) CVP.

(3) Bus Pool.

Restricted

k. Ordnance Maintenance Company.

l. Armed Forces Education Center (TI & E Sec, Hq & Svc Comd).

m. GHQ Chapel Center.

n. JLCOM Army Stockade, 38-0181 - ext 3.
(Field Duty Officer, 38-0181 - ext 49.)

o. JLCOM Procurement Section, Tokyo Branch, 26-8398.
(Asahi Life Insurance Bldg. - no one on duty after 1700 hours.)

p. Tokyo Main PX, 56-0131 - ext 1. (After 1700 hours, 56-7544.)

q. QM Commissary (Ave "W"), 26-7042. (Duty Clerk, 26-7097.)

r. Nippon Times Bldg. - (TI & E Det, GHQ).

s. Medical Section, Hq & Svc Comd.

t. Tokyo American School Division.

u. GHQ Officers Club.

v. GHQ EM Club.

w. GHQ Rocker Club.

x. Fukagawa Quartermaster Petroleum Terminal, 64-4100 (talk to Mr. Smith only). (Closed after 1700 hours.)

4. The Engineer Section's Officer of the Day, upon receipt of a disaster warning message from G3, Hq & Svc Comd, will notify the following via direct line:

a. Dai Ichi Building Custodian, who will notify the following via dial telephone:

(1) Forestry Bldg. (ESS, GHQ).

(2) Taisho Life Insurance Company Bldg. (SSS, GHQ).

(3) Pacific Bldg. (ORD Sec, GHQ).

(4) Hattori Bldg. (CI & E Sec, GHQ).

(5) Hypothic Bank Bldg. Annex (AG Sec, GHQ).

(6) Radio Tokyo Bldg. (PIO, GHQ).

(7) NNKK Bldg. (Engineer Sec, GHQ).

(8) Kurosawa Bldg. (Army Red Cross).

(9) McKnight Barracks (Civil Affairs Sec, GHQ).

Restricted

Revised

b. TIS Duty Officer, NYK Bldg., who will notify the following via dial telephone:

(1) Mitsubishi Shoji Bldg. (Engineer Sec, GHQ).

(2) Mitsubishi Naka #12-5 (JAG Sec, GHQ).

(3) Mitsubishi Naka #11 (Kanto Civ. Affairs Team).

(4) Empire House.

(5) Kokubu Bldg. (CPC).

(6) Mitsui Main Bank Bldg. (Diplomatic Sec, GHQ).

(7) Shibusawa Bldg. (CPO).

(8) Bank of Chosen Bldg. (Transportation Sec, GHQ).

(9) 2nd Tokyo Arsenal (TID).

c. Engineer Service Company and all other Engineer installations.

5. The Tokyo Army Hospital, upon notification from G3, Hq & Svc Comd, will notify:

a. Mitsubishi Higashi Bldg. (Tokyo Medical Dispensary) who will notify:

(1) 406th Medical Laboratory.

b. All subordinate medical installations.

6. The Tokyo Main PX, upon notification from AG Sec, Hq & Svc Comd, will notify:

a. AES Coca Cola Plant.

b. PX Garage, 21st & School Street, 193-C.

c. Meiji PX Garage, 193-D.

d. 10th St. PX Garage, 193-G.

7. The Tokyo QM Depot, upon notification from G3, Hq & Svc Comd, will notify:

a. All subordinate ~~Ordnance~~ QUARTERMASTER units and installations.

8. The Tokyo Ordnance Depot, upon notification from G3, Hq & Svc Comd, will notify:

a. All subordinate Ordnance units and installations.

9. The QM Commissary, upon notification from the AG Sec, Hq & Svc Comd, will notify:

a. QM Gasoline Station No. 1.

b. QM Gasoline Station No. 2.

10. The JLCOM Procurement Section, Tokyo Branch, upon notification from the AG Section, Hq & Svc Comd, will notify:

a. Kaga Bldg. (JLCOM Army Procurement Section).

Restricted

Restricted

11. All units, sections and building custodians mentioned above who have been delegated the responsibility of notifying other sections or installations, will maintain an up-to-date list of telephone numbers to include a primary and an alternate number for each section or installation to be called.

MILBURN
Brigadier General

OFFICIAL:

SALEE
G3

Restricted

Restricted

HEADQUARTERS
HEADQUARTERS AND SERVICE COMMAND
GENERAL HEADQUARTERS, FAR EAST COMMAND
APO 500

30 December 1950

ANNEX NO. 2

to

OPERATION ORDER NO. 3 (DISASTER PLAN)

GENERAL INFORMATION

1. Earthquake

a. The possibility of a major earthquake disaster, similar to the 1923 earthquake, exists in the Tokyo Area. Relatively few buildings in the Metropolitan Area are considered earthquake proof. Current seismiographic technique does not forecast earthquake shocks, but merely records shocks and furnishes data for locational studies. A major earthquake would be expected to disrupt power, water, and communication facilities within affected area.

b. Earthquake affecting only localized areas within the Tokyo Area are improbable, it is assumed that the entire area would be affected by a major earthquake disaster.

c. Major fires are likely, either in conjunction with, or as an aftermath to, a major earthquake. This probability will increase with the continuance of the present rate of wooden housing construction in the Metropolitan Area.

d. The structures listed below are some of those in Tokyo which, according to Tokyo Municipal officials, will resist vertical shock earthquakes:

Dai Ichi Building
Finance Building
San Shin Building
Imperial Hotel
Hibiya Public Hall
Central Post Office
Dai Iti Hotel
Stateside Stadium
Nile Kinnick Stadium
* Memorial Hall
* National Gym

Meiji Park Hotel
Marunouchi Building
Ernie Pyle Theater
Metropolitan Police Board
Education Ministry
(next to Finance Bldg.)
Yaesu Hotel
Diet Hall
Bank of Japan
Kanto Haiden Bldg.
Mantetsu Apartments

*Susceptible to Floods

e. Earthquakes in ocean areas are likely to cause tidal waves. (See Annex No. 5.)

2. Flood

a. The low elevation of the Kanto Plain, on which Tokyo is situated, makes the southeast area of Tokyo subject to flood disaster. This area was flooded in 1923, 1934, 1935 and 1938. According to Japanese records, in 1948, the average deptch was 2.89 meters.

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b. The rate of water rise would be relatively slow due to the large capacity of Tokyo Bay in all but most unusual cases. This would permit planning and complete evacuation of flooded areas.

c. A distant tidal wave, or major typhoon, would tend to cause a rise in the level of Tokyo Bay. If this condition developed concurrently with a flood resulting from heavy rainfall, the area indicated might be flooded to a depth of over ten (10) feet.

d. Rate of water rise in case of flood will normally allow vehicular evacuation. Units in flood area will reconnoiter high ground sites and upper stories of buildings suitable for occupation in event of flood.

3.4. Fire. (Ref Adm Memo No. 20, Hq & Svc Gp, 17 Feb 49, subj: "Fire Regulations for the Tokyo Area," as amended by Adm Memo No. 85, Hq & Svc Gp, dated 13 Sep 50; Cir. No. 50, GHQ,FEC, 28 Sep 50, subject: "Fire Prevention, Fire Protection, Fire Fighting, and Reports of Fire Damage;" Ltr GHQ SCAP, SCAPIN No. 2014, 8 Jun 49, subject: "Fire Protection."

a. Responsibility:

(1) The CG, Hq & Svc Comd, is responsible for establishing adequate procedures for fire prevention and control and for fire fighting in the Tokyo Area. (Cir. No. 50, GHQ, FEC, 28 Sep 50.)

(2) In the exercise of this responsibility for occupation forces facilities located within and a part of the municipality, this command has been directed to coordinate with the Japanese Government and/or the municipality to ensure that the Japanese Government's responsibility, as set forth in the paragraph next below, is most effectively discharged within the means available. (SCAPIN 2014, 8 Jun 49.)

(3) The provision for fire protection for occupation forces facilities located within or a part of this municipality is considered to be the responsibility of the Japanese Government, the actual provision of such protection being recognized as a responsibility of the municipality. (SCAPIN 2014, 8 Jun 49.)

(4) Enough concentrated wooden construction exists in Tokyo to make major fires possible. Continued reconstruction of homes will materially increase the fire hazard if the present rate of construction is maintained. However, the burned out condition of the Metropolitan Area would tend to localize fires, unless high winds occurred concurrently.

((5) Reporting.

(a) Universal fire call No. 119 (use any telephone).

(b) Public telephone booths located outdoors (dial 119).

(c) Public fire alarm call boxes (business districts only).

(d) Watch tower service (city wide).

Revised

Restricted

b. Difficulty in fire fighting is increased by present low water pressure in municipal system due to leaky pipes, mains, and terminals.

c. Fire alone in the absence of high winds would not be expected to create a city-wide disaster. In conjunction with some other disaster, such as an earthquake, fire would have a definite affect upon civilian morale, would intensify the civilian control problem and would complicate emergency relief administration.

4 5. Volcanic Eruption

a. There is no recorded case of major volcanic eruption in Metropolitan Tokyo in recent times. The recent eruptions on Honshu illustrate the possibility of such activity in this area. Tokyo is located in the area of the earth's greatest geological strains. Present meteorological and seismiographic technique does not permit locational forecasting of volcanic activity.

b. Lava flow is the principal danger from volcanic activity, except in the extremely localized area where eruption occurs. Normally, rate of flow would be relatively slow. This would permit detailed planning for complete evacuation of affected area.

MILBURN
Brigadier General

OFFICIAL:

SALEE
G3

Restricted

HEADQUARTERS
HEADQUARTERS AND SERVICE COMMAND
GENERAL HEADQUARTERS, FAR EAST COMMAND
APO 500

20 December 1950

ANNEX NO. 3

to

OPERATION PLAN NO. 3 (DISASTER PLAN)

INSTRUCTIONS FOR PREPARATION OF REPORT OF DISASTER

1. General

a. The occurrence or impending occurrence of disaster or unusual disturbances caused by action of the forces of nature, and accidents causing heavy casualties and major property damage will be reported to the Commanding General, Hq & Svc Comd, by the most expeditious means available.

b. The following disasters or unusual disturbances do not come within the purview of this directive:

(1) Disasters or unusual disturbances caused by the attack of an armed enemy.

(2) Unusual disturbances which are known to be the result of action by subversive or dissident elements.

c. The forces of nature include, but are not limited to, destructive natural phenomena such as earthquakes, tidal waves, floods, volcanic eruptions, typhoons and conflagrations.

d. Major accidents include, but are not limited to, the sudden onset of epidemics or plagues, explosions, marine disasters and railway disasters.

2. When required

Upon the occurrence, or impending occurrence, of disaster as stated in Par. 1a, 1c and 1d above. This report is limited to over-all results of the disaster during the initial periods and specifically excludes detailed analysis of damage and costs of repairs.

3. How reported

By the most expeditious means available at the time. Early and complete information is desired, but early incomplete information is preferable to complete information which is delayed. Fragmentary reports may be submitted. Supplementary information will be forwarded as rapidly as it becomes available.

4. What to report

a. Type of disaster and the time and place of occurrence.

b. Scope and magnitude of the disaster. Installations or areas that are affected.

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c. Extent of damage to installations, property and/or materiel, and personnel casualties.

d. Action being taken locally.

e. Requirements for assistance.

f. Changes in the situation, as changes occur.

MILBURN
Brigadier General

OFFICIAL:

SALEE
G3

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HEADQUARTERS
HEADQUARTERS AND SERVICE COMMAND
GENERAL HEADQUARTERS, FAR EAST COMMAND
APO 500

20 December 1950

ANNEX NO. 4

to

OPERATION PLAN NO. 3 (DISASTER PLAN)

TYPHOON INSTRUCTIONS

1. General

a. The typhoon instructions contained herein will govern General Headquarters and Headquarters and Service Command, and Japan Logistical Command sections and units in the Metropolitan Tokyo Area in order to minimize danger to personnel and damage to installations and equipment in areas of responsibility. In the interests of uniformity and to avoid possible confusion, the following definitions will be used:

(1) Alert Conditions:

CONDITION III - Winds of fifty (50) knots per hour or more anticipated within forty-eight (48) hours.

CONDITION II - Winds of fifty (50) knots per hour or more anticipated within twenty-four (24) hours.

CONDITION I - Winds of fifty (50) knots per hour or more anticipated within twelve (12) hours.

ALL CLEAR - Typhoon has passed.

(2) Warning Classifications - The following warning classifications are used in Air Force Bulletins which are disseminated to affected areas or commands during the existence of any tropical disturbance. The type of warning given will not be construed to be a declaration of a "Condition":

(a) Advisory - for all areas not presently forecast to be affected and for areas previously affected but cleared at the valid time of the bulletin.

(b) Warning - for all areas in or near the path of the tropical cyclone for which winds of thirty-three (33) knots or less are forecast within twenty-four (24) hours after valid time of the bulletin.

(c) Gale Warning - for all areas forecast to be affected by winds of thirty-four (34) to forty-seven (47) knots within twenty-four (24) hours after valid time of the bulletin.

Restricted

Restricted

(d) Storm Warning - for all areas forecast to be affected by winds of forty-eight (48) to sixty-three (63) knots within twenty-four (24) hours after valid time of the bulletin.

(e) Typhoon Warning - for all areas forecast to be affected by winds of sixty-four (64) knots or more within twenty-four (24) hours after valid time of the bulletin.

2. a. All section chiefs and unit commanders preparing plans in accordance with Par. 3a, this plan, will include typhoon instructions which will prescribe the action to be taken during the alert condition and will include but is not limited to arrangements for protection of personnel, equipment and installations, evacuation of personnel, evacuation of material and rescue operations.

3. Tasks

a. Surgeon, Hq & Svc Comd, will prepare plans for emergency medical service.

b. Transportation Officer, Hq & Svc Comd, will prepare plans for evacuation of personnel and equipment as directed by Commanding General, Hq & Svc Comd.

c. Engineer Section, Hq & Svc Comd, will prepare plans for restoration of power and water facilities.

4. Warnings. Typhoon warnings received in this headquarters will be disseminated according to the conditions of Annex 1 to this plan, upon receipt from North Pacific Typhoon Warning Service (2143rd Air Weather Wing).

5. a. Typhoon disaster normally falls into one of the two following types:

(1) Typhoon hitting the area directly.

(2) Distant typhoon having secondary effects only (e.g., rise in level of Tokyo Bay).

b. It is assumed that a typhoon effecting the Metropolitan Tokyo Area will be preceded by a minimum of four (4) hours notice by weather agencies.

c. In the case of a typhoon hitting the area directly, it is assumed that above ground power transmission and wire communication lines would be disrupted. This utilities breakdown would cause a temporary disruption of the municipal water supply system due to a stoppage of electrical pumping. Most billets occupied by military personnel in the Tokyo Area, with the exception of standard Japanese wooden barracks would be expected to withstand a typhoon. The principal danger would be from flying debris.

Restricted

Restricted

(d) Storm Warning - for all areas forecast to be affected by winds of forty-eight (48) to sixty-three (63) knots within twenty-four (24) hours after valid time of the bulletin.

(e) Typhoon Warning - for all areas forecast to be affected by winds of sixty-four (64) knots or more within twenty-four (24) hours after valid time of the bulletin.

2. a. All section chiefs and unit commanders preparing plans in accordance with Par. 3a, this plan, will include typhoon instructions which will prescribe the action to be taken during the alert condition and will include but is not limited to arrangements for protection of personnel, equipment and installations, evacuation of personnel, evacuation of material and rescue operations.

3. Tasks

a. Surgeon, Hq & Svc Cond, will prepare plans for emergency medical service.

b. Transportation Officer, Hq & Svc Cond, will prepare plans for evacuation of personnel and equipment as directed by Commanding General, Hq & Svc Cond.

c. Engineer Section, Hq & Svc Cond, will prepare plans for restoration of power and water facilities.

4. Warnings. Typhoon warnings received in this headquarters will be disseminated according to the conditions of Annex 1 to this plan, upon receipt from North Pacific Typhoon Warning Service (2143rd Air Weather Wing).

5. a. Typhoon disaster normally falls into one of the two following types:

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Restricted

d. Upon receipt of a typhoon warning message, units should inform personnel of the following where practicable:

(1) Direction and intensity of typhoon.

(2) Precautionary measures to be taken.

(3) (a) Remain indoors as a protection from flying debris.

(b) Lash down or store indoors equipment which may be damaged by typhoon.

(c) Store in all available containers fresh drinking water because of the possibility of water becoming contaminated during typhoon.

(d) Inform personnel of location of aid stations.

(e) Consider evacuation of personnel and equipment and location of places of safety.

(f) Close all windows and doors.

6. When a typhoon alert condition is announced:

a. CONDITION III.

(1) General state of readiness will be established throughout the command.

(2) Personnel will be assigned to specific duties for typhoon alert CONDITIONS II and I and familiarized with their assignments. Drills will be held to ensure that all concerned are thoroughly familiar with their assigned duties.

(3) Preparations will be made to provide emergency medical, water, power, and transportation facilities in the event regular facilities are disrupted.

(4) Report assumption of CONDITION III to Disaster Operations Center.

b. CONDITION II.

(1) Secure all classified documents except those essential for operations. TOP SECRET, SECRET, and CONFIDENTIAL documents will be stored in a place of safekeeping as defined in AR 380-5. When advisable, other documents and records will be moved to places with adequate protection.

(2) Place medical emergency units, signal repair groups, and fire departments on alert status.

(3) Prepare buildings not suitable for typhoon shelter for possible evacuation; provide suitable covering and protection for contents.

(4) Store water supplies; issue emergency type rations to individuals likely to be on duty in isolated areas; prepare for issuance of food, water, and bedding to emergency shelters.

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(5) Organize and equip damage and rescue teams for emergency operation.

(6) Issue final instructions and orders to military personnel preparatory to assuming CONDITION I.

(7) Report assumption of CONDITION II to Disaster Operations Center.

c. CONDITION I.

(1) Determine that all requirements of CONDITION II have been met.

(2) Secure buildings and vital installations within means available.

(3) Post security guards in vital areas and installations.

(4) Post emergency operation and rescue crews.

(5) If a commander decides that evacuation is necessary, evacuate nonessential personnel to predetermined shelters.

(6) Issue three (3) days emergency rations when required.

(7) Report assumption of CONDITION I to Disaster Operations Center.

(a) Render reports as required in Par. 4g, basic plan.

MILBURN
Bridagier General

OFFICIAL:

SALEE
G3

Restricted

Restricted

HEADQUARTERS
HEADQUARTERS AND SERVICE COMMAND
GENERAL HEADQUARTERS, FAR EAST COMMAND
APO 500

20 December 1950

ANNEX NO. 5

to

OPERATION PLAN NO. 3 (DISASTER PLAN)

TIDAL WAVE INSTRUCTIONS

1. GENERAL

a. Submarine earthquakes may cause an extraordinarily large ocean wave, "tidal wave," to strike the shores of Tokyo Bay. Since tidal waves travel with great speed (500 mph), little time will be available for precautionary measures. Warnings will be forwarded with utmost speed. Responsible commanders and section chiefs, upon receipt of tidal wave warnings, will take immediate measures to minimize loss of life and damage to property.

2. Dissemination of Warnings.

a. Warnings originating from Hawaii or agencies on the West Coast of the United States will be disseminated directly to GHQ, FEC.

b. Warnings recorded by the Central Meteorological Observatory in Japan are disseminated via 2143rd Air Weather Wing communication facilities to GHQ, FEC.

c. The AG, GHQ, FEC (AG Radio and Cable Unit, Room 246, Dai Ichi Bldg., telephone 26-5822 or 26-5023), upon receipt of a tidal wave warning message from any source will notify Hq & Svc Comd in the following manner:

(1) During duty hours call the Chief of Staff, room 247, Finance Building, telephone 26-6681, or Officer of the Day, room 1, Finance Bldg., telephone 57-8985.

(2) During off-duty hours, call the Staff Duty Officer, room 250, Finance Bldg., 26-6724 or 26-6684, or the Officer of the Day, 57-8985.

(3) Text of the message will contain the following elements:

(a) Title - Tidal wave warning.

(b) Intensity of earthquake.

(c) Location of epicenter (latitude and longitude).

(d) Time earthquake occurred.

(e) Forecast height of tidal wave in inches.

(f) Whether or not the tidal wave is expected to affect the Tokyo area.

Restricted

d. Warnings will be further disseminated by Hq & Svc Comd in accordance with provisions of Annex No. 1, this plan.

e. Tokyo AFRS will broadcast tidal wave warnings by all electrical means immediately upon receipt of such warnings from AG, GHQ, or from Hq, JLCOM.

4. The earthquake intensity rating scale is herewith attached as Appendix A.

MILBURN
Brigadier General

Appendix A - Earthquake Intensity
Rating Scale

OFFICIAL:

SALEE
G3

Restricted

APPENDIX A
to
ANNEX NO. 5

A

EARTHQUAKE INTENSITY RATING SCALE USED BY THE CENTRAL METEOROLOGICAL OBSERVATORY, JAPANESE GOVERNMENT

Rating Number	Description	Descriptive Remarks
0	Unfelt	Shock is so weak as to be registered only by one type of seismograph. Inperceptible to seismographs generally.
1	Slight	Shock is registered by seismographs generally. Notices only by persons who are in a condition of rest.
2	Weak	Shock noticed by many persons. Strong enough for the duration and the direction of the shock to be estimated.
3	Moderate	Shock noticed by persons who are in a state of activity. Moveable objects, windows and doors are shaken. Cracking and popping sounds are caused in houses.
4	Strong	Shock generally noticed by the entire population. Large objects, such as beds and other pieces of furniture are set in motion. Ringing of some doorbells is caused.
5	Very Strong	Overturning of moveable objects, falling of plaster from walls and ceilings, ringing of church bells. No damage to structures. Shock is powerful enough to cause general terror.
6	Disasterous	Partial or complete destruction of certain buildings. Great catastrophe, ruined buildings, overturning of earth layers, appearance of clefts (fissures) in the earth, and landslides.

Note : Speed of tidal waves (tsunami) is 500 mph.

Maj Guida
G5

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND

AG 210.6 (28 Nov 50)CE

APO 500
15 December 1950

STAFF MEMORANDUM)
:
NO.....60) (SCAP & FEC)

DESIGNATION AND RESPONSIBILITIES OF FIRE MARSHALS

1. Rescission. Staff Memorandum 19, General Headquarters, Supreme Commander for the Allied Powers and Far East Command, 1949.

2. The Chief, Repairs and Utilities Division, Engineer Section, General Headquarters, Far East Command, has been designated as the Fire Marshal, General Headquarters, Supreme Commander for the Allied Powers and Far East Command. The Fire Marshal, General Headquarters, Supreme Commander for the Allied Powers and Far East Command, is responsible for implementation of policies concerning fire prevention, fire protection, and fire fighting in the Far East Command.

3. The Engineer, Headquarters and Service Command, General Headquarters, Far East Command, has been designated as the Camp Tokyo Fire Marshal. Responsibility for implementation of the procedures established by the Commanding General, Headquarters and Service Command, General Headquarters, Far East Command, for fire prevention, fire protection, and fire fighting in Camp Tokyo has been assigned to the Camp Tokyo Fire Marshal.

4. The chief of each staff section of this headquarters will designate a field grade officer, or civilian in a category equivalent to a field grade officer, as Staff Section Fire Marshal for each building in which the section occupies space. If a building is occupied by only one staff section, the Staff Section Fire Marshal will be designated as the Building Fire Marshal. In buildings occupied by more than one staff section, the senior of the staff Section Fire Marshals will be designated as the Building Fire Marshal and the other Staff Section Fire Marshals designated as his assistants. The Building Fire Marshal is responsible for preparation of the building fire plan and for the coordination of all fire prevention and fire protection functions of the staff sections or divisions concerned. The Building Fire Marshal will direct all fire fighting activities prior to the arrival of a unit of the Tokyo Metropolitan Fire Department, or the Camp Tokyo Fire Marshal or his representative.

1436

(SM 60)

5. Staff Section Fire Marshals will be under the direction, supervision, and operational control of the Camp Tokyo Fire Marshal for fire prevention, fire protection, and fire fighting in Camp Tokyo. Duties, procedures, and responsibilities of Staff Section Fire Marshals are set forth in current fire regulations issued by the Commanding General, Headquarters and Service Command, General Headquarters, Far East Command.

BY COMMAND OF GENERAL MacARTHUR:

DOYLE O. HICKEY
Major General, General Staff Corps
Acting Chief of Staff

OFFICIAL:

K. B. BUSH
Brigadier General, USA
Adjutant General

Capt. Guida 26-6076

Blackout Materials

Govt. Sec.

Building Custodian
Dai Ichi Building

5 July 1950

1. 1. Pursuant to instructions received from Major Barford, Dai Ichi Building Fire Warden, at meeting held in Dai Ichi Auditorium on 3 July, it is requested that blackout materials be furnished, when deemed necessary, as listed below:

18 windows - Rooms 610, 611, 612, 613, 614, 615 and 616 - shades and frames.
8 windows - Room 615 - blackout paint.

2. Six windows opening into court are suitably provided with mechanical-drop steel curtains for which no blackout material is required. All windows in offices of Civil Service Division, Government Section, in Room 25 are similarly provided.

- C. W. - - - - - - - - - - - - - -

File
Fire Marshal

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

(Do not remove from attached sheets)

File No: Subject: April Fire Drill Lt Col Hubbard 266753

Note No: From: Fire Warden, Dai Ichi Building To: Staff Section Fire Wardens 2 April 1949

1

SGS JSPOG
G-1 Signal
G-2 Dai Ichi Disp
G-3 Dai Ichi Br PX
G-4 Dai Ichi Auditorium
AG (Thru CG, Hq & Sv Gp
CGS Theatre O)
~~GS~~ RMG
IG

1. Fire drill for the Dai Ichi Building during the month of April 1949 will be conducted as a building fire drill on a date approved by the DC/S, FEC. Notification of the date will not be made, and the fire drill will be held simultaneously throughout the building upon the sounding of the alarm over the building loud speaker system. Staff Section fire wardens are cautioned to convey the alarm, when sounded, to those areas in the building where the alarm is indistinct or inaudible.

2. C/N report from staff sections should be forwarded to this office immediately after the drill, indicating length of time required to evacuate the section and any discrepancies noted in the operation of the staff section fire plan.

3. Attached hereto for your information is Administrative Memorandum 20, Headquarters, Headquarters and Service Group, 17 February 1949, subject: "Fire Regulations for the Tokyo Area."

cc: Bldg Custodian

J. H.

Capt. Dismantes
26-7358

Fire Drill

Dai Ichi Bldg.
Fire Marshall
(Lt. Col. Hubbard)

28 March 1949

Govt Sec

A fire drill was conducted by Government Section at 0830 28 March 1949. All fire equipment was checked. No discrepancies are reported.

- C. W. - - - - - - - - - - - - - - -

Capt. T. Diamantes
26-7358

Fire Inspection Report

Govt Sec

Fire Warden
Dai Ichi Bldg.
(Lt. Col. Hubbard)

15 March 1949

1. Fire prevention inspection has been conducted in Government Section 15 March 1949.

2. Fire Plan meets requirements and is displayed on all bulletin boards.

3. Fire equipment has been inspected and is in satisfactory condition.

4. Storerooms are non-hazardous.

5. Electrical equipment is satisfactory.

6. No Inflammables are used or stored by Section.

7. Office furniture is kept to a minimum and does not block fire exits or fire equipment.

8. Fire exits are marked and clearly accessible.

- C. M. - - - - - - - - -

Fire Drill

Capt. Diamantes
26-7358

Govt Sec

Dai Ichi Bldg.
Fire Marshall
(Lt. Col. Hubbard)

25 February 1949

A fire drill was conducted by Government Section at ~~0830~~ 1330 MARCH 25 February 1949. All fire equipment was checked. No discrepancies are reported.

- C. W. - - - - - - - - - - - - - - -

Capt. T. Diamantes
26-7358

Fire Inspection Report

19 Feb 49

Govt Sec

Fire Warden
Dai Ichi Bldg.
(Lt. Col. Hubbard)

1. Fire prevention inspection has been conducted in Government Section 19 February 1949.

2. Fire Plan meets requirements and is displayed on all bulletin boards.

3. Fire equipment has been inspected and is in satisfactory condition.

4. Storerooms are non-hazardous.

5. Electrical equipment is satisfactory.

6. No inflammables are used or stored by Section.

7. Office furniture is kept to a minimum and does not block fire exits or fire equipment.

8. Fire exits are marked and clearly accessible.

- C. W. - - - - - - - - - -

Capt. T. Diamantes
26-7358

Fire Inspection Report

19 FEBRUARY
~~19 January~~ 1949

Govt Sec

Fire Warden
Dai Ichi Bldg.
(LT. COL. HUBBARD)

1. Fire prevention inspection has been conducted in Government Section ~~19 January~~ 19 FEBRUARY 1949.

2. Fire Plan meets requirements and is displayed on all bulletin boards.

3. Fire equipment has been inspected and is in satisfactory condition.

4. Storerooms are non-hazardous.

5. Electrical equipment is satisfactory.

6. No inflammables are used or stored by Section.

7. Office furniture is kept to a minimum and does not block fire exits or fire equipment.

8. Fire exits are marked and clearly accessible.

- C. W. - - - - - - - - - -

January Fire Drill

(Govt Sec Fire Warden)
Capt T. Diamantes 26-7358

Govt Sec

Fire Warden
Dai Ichi Bldg.
(LT Col. HUBBARD)

14 April
~~11 January~~ 1949

1. Government Section participated in the Dai Ichi Building fire drill on ~~11 January~~ 14 April 1949.

2. Approximately two (2) minutes were required to evacuate the section and an additional ~~seven to eight (7-8)~~ minutes required for section personnel to evacuate the building.

3. No discrepancies were noted.

- C. W. - - - - - - - - - - - - - - - - -

HEADQUARTERS
HEADQUARTERS AND SERVICE GROUP
GENERAL HEADQUARTERS, FAR EAST COMMAND
APO 500

ADMINISTRATIVE MEMORANDUM
NUMBER 20

17 February 1949

FIRE REGULATIONS
FOR THE TOKYO AREA

Responsibility . . . . . Section I
Fire Marshals and Fire Wardens . . . . . Section II
Fire Plans . . . . . Section III
Fire Drills. . . . . Section IV
Fire Prevention Inspections. . . . . Section V
Fire Control . . . . . Section VI
Preventive Measures and Regulations. . . . . Section VII
References and Rescissions . . . . . Section VIII

These regulations are published in order to clarify and coordinate fire prevention and fire defense measures in the Tokyo Area for the protection of personnel, records, property, facilities and activities of General Headquarters, Supreme Commander for the Allied Powers and Far East Command, Far East Air Forces and Eighth Army.

SECTION I

RESPONSIBILITY

1. The Engineer, General Headquarters, Far East Command, has been designated as the special staff officer having primary interest and staff supervision over fire prevention and control activities of the Far East Command.

2. The Commanding General Headquarters, Headquarters and Service Group, General Headquarters, Far East Command is responsible for establishing adequate procedures for fire prevention, fire protection and fire fighting in the Tokyo Area.

3. The Repairs and Utilities Officer, Headquarters and Service Group, is designated as the Fire Marshal for the Tokyo Area.

4. General Headquarters staff section fire wardens, facility fire wardens and organization fire wardens in the Tokyo Area are designated assistants to the Fire Marshal, Tokyo Area.

5. Regulations are applicable to each dependent residence. It is the responsibility of each assigned occupant of a dependent residence to observe and comply with the requirements of these regulations within and around his assigned residence.

6. Military personnel and civilian personnel of the occupation forces in the Tokyo Area are individually responsible for the observance of the provisions of these regulations and for the development of a fire conscious attitude by personnel under their jurisdiction.

SECTION II

FIRE MARSHALS AND FIRE WARDENS

7. FIRE MARSHAL, TOKYO AREA:

a. The Fire Marshal, Tokyo Area, is charged with the responsibility for staff supervision of all matters, pertaining to fire protection, fire prevention and fire fighting in all facilities under the direct control of this command, attached or assigned thereto or assigned for repairs and utilities functions.

b. He will maintain staff liaison with Fire Wardens in the Tokyo Area, and will render direct technical assistance to them in the performance of their duties.

c. He will make frequent inspections of all occupied facilities in the Tokyo Area with particular attention to the adequacy and effectiveness of fire fighting equipment and fire prevention measures. He will take appropriate action to correct deficiencies where found and will advise the Commanding General of deficiencies which are not corrected without delay.

8. STAFF SECTION FIRE WARDENS, GENERAL HEADQUARTERS, FAR EAST COMMAND:

a. Each Staff Section, General Headquarters, Supreme Commander for the Allied Powers and Far East Command, is responsible for fire defense precautions pertaining to the personnel, records, and space occupied by the staff section. Each staff section, General Headquarters, will designate a senior officer as "Staff Section Fire Warden". Where staff sections occupy more than one building or location, a staff section fire warden will be appointed for each location or building occupied. Where a staff section or a division of a staff section occupies the whole or major portion of a building, the name of the staff section fire warden will be reported to this command as "Building Fire Warden" of the building so occupied. Staff section fire wardens are assistants to their respective building fire wardens as pertains to fire prevention and fire fighting affecting their building sections. The name of the staff section fire warden in each building, his telephone number (office and residence) and his location (room and floor) in the building will be furnished to the building fire warden.

b. In addition to the other general duties of a fire warden, (Paragraph 13), staff section fire wardens will:

(1) Prepare the staff section fire defense plan. The plan will be approved by the chief of the staff section and its contents made known to the personnel of that section.

(2) Assign to office personnel definite duties relating to fire defense.

(3) Safeguard official records and property from damage by fire.

(4) Coordinate section fire plans and evacuation plans with the building plans.

8. c. In addition to the other general duties of a fire warden, (Paragraph 13), the building fire warden of a building occupied in whole or in part by a staff section of General Headquarters will perform the following:

(1) Prepare a building fire protection plan in coordination with staff section fire protection plans.

(2) Maintain a list of General Headquarters staff section fire wardens in the building, showing their names, telephone numbers (office and residence) and locations.

(3) Be familiar with and maintain a file of fire protection plans submitted by each staff section in the building.

(4) Insure that fire guards are instructed in the procedure to be followed in case of fire where special precautions or action is necessary to safeguard valuable records or supplies maintained by staff sections.

9. FIRE WARDENS, HEADQUARTERS AND SERVICE GROUP: The provisions of paragraph 8 also apply to staff sections of Headquarters and Service Group. Fire wardens for buildings, areas and facilities in the Tokyo Area which are controlled by a staff section of Headquarters and Service Group will be designated by the responsible section chief.

10. ORGANIZATION FIRE WARDENS - ORGANIZATIONS ASSIGNED OR ATTACHED: Fire Wardens for installations in the Tokyo Area which are utilized by organizations assigned or attached to this command will be appointed by organization commanders and so reported to this command.

11. ORGANIZATION FIRE WARDENS - ORGANIZATIONS ASSIGNED FOR REPAIRS AND UTILITIES FUNCTIONS ONLY: Fire Wardens for installations in the Tokyo Area utilized by organizations of the Far East Air Forces, Eighth Army and organizations assigned for repairs and utilities functions only, will be appointed by organization commanders and so reported to this command.

12. Orders of appointment of fire wardens will also designate them as assistants to the Fire Marshal, Tokyo Area. Initial report of selection, designation or appointment as fire wardens will be forwarded to this command. Reports will include name, rank, primary duty, office and billet telephone number and office and billet locations. Subsequent reports of appointment required by reason of change of duty assignment will be forwarded promptly.

13. GENERAL DUTIES AND RESPONSIBILITIES OF FIRE WARDENS: Fire wardens are responsible to their respective superiors and to this command for the maintenance of high standards of fire prevention within their respective zones or areas of responsibility to include:

a. The formulation of local fire prevention regulations, local first aid fire fighting plans, and plans for the evacuation of personnel, records and property.

b. Public display of current fire regulations, evacuation plans, and instructions in the use of fire fighting equipment, fire exits and the elimination of fire hazards.

13. c. The effectiveness of any available custodial and maintenance personnel or troop personnel in fire control operations.

d. The conduct of fire drills (Section IV).

e. The conduct of fire prevention inspections (Section V).

f. Prompt report to superiors and to this command of any fire, however slight, which occurs in his area or zone of responsibility. Notification to this command will be to the Fire Prevention Division, Telephone 26-6845, or to Staff Duty Officer, Telephone 26-6681. The Commanding General, Headquarters and Service Group is responsible for the accomplishment of Individual Damage Report D/A AGO Form 5-2, Reports Control Symbol ENG-7 (RI) on the occasion of any fire damage in the Tokyo Area. Prompt notification to this command is essential in order that technical investigators may be dispatched to the scene of the fire at the earliest moment. All possible assistance will be given investigators by the preservation of evidence and the retention of witnesses. The supplemental technical investigation of fire cause and effect which is required by paragraph 18 of AR 210-10 will be conducted by a Board of Officers appointed by this command.

g. Availibility and serviceability of fire fighting equipment.

h. Adequacy and accessibility of fire exits and the clearance of corridors, and escape channels.

i. Good housekeeping and orderliness within and around his zone or area of responsibility.

j. The proper use of electric equipment, appliances, fixtures and wiring systems.

k. The observance and enforcement of regulatory provisions and preventive instructions (Section VII and Appendix "A").

l. Prompt report to superiors and to this command of any fire hazardous conditions and deficiencies which are beyond his power or means to correct.

m. The initiation of action to provide the necessary fire guards to insure the night or off duty time protection of offices, records, and property.

n. The initiation of action for the procurement and installation of light fire fighting equipment and installed or fixed fire devices and equipment.

14. <u>COMMAND AT SCENE OF FIRE</u>:

a. The senior officer present will assume authority until arrival of the responsible fire warden.

b. The responsible fire warden will assume operational control within his respective zone of responsibility, but will defer to the authority of a superior fire warden within or without his zone, when directed by the latter.

c. The chief of a fire fighting unit will assume operational control on his arrival. Fire wardens will neither interfere with the operations of a fire fighting unit, nor issue orders direct to members of fire fighting crews.

14. d. The Fire Marshal, Tokyo Area, his deputy or his assistant, will assume control of fire fighting units only when it is apparent that the chief of the unit is obviously incompetent or has otherwise failed to manage the fire situation properly.

e. Nothing in this paragraph is intended to prevent staff section fire wardens from proceeding with their plans for evacuation of personnel, vital records or government property, regardless of whom exercises operational control.

f. No officer, at the scene of a fire, regardless of rank, will assume authority over a responsible fire warden, the chief of a fire fighting unit, or a fire marshal. The orders of those in responsible charge will be obeyed.

SECTION III

FIRE PLANS

15. Fire wardens will prepare fire plans for their respective buildings, zones or areas of responsibility. Section fire plans will be coordinated with building fire plans to avoid confusion and conflict. Fire plans will contain brief specific provisions for the following procedures:

a. Spread of alarm and warning to occupants.

b. Prompt notification to the fire department.

c. Specific directions for use of available escape channels and exits in the evacuation of personnel.

d. Evacuation of unattended infants, non-ambulatory patients, and casualities.

e. Evacuation of valuable or vital records and valuable government property.

f. Closing of doors and windows.

g. Turning off of ventilating systems.

h. Stopping of all elevators, preferable at first floor level.

i. Utilization of custodial and maintenance personnel or troop personnel in carrying out the provision of the fire plan and for the manning of first aid fire fighting equipment.

j. Calling for ambulance and medical services.

SECTION IV

FIRE DRILLS
(See Appendix B)

16. Fire wardens will conduct fire drills for the purpose of training all personnel in the orderly evacuation of personnel and vital records, in the protection of government property and in the early control of the fire by utilizing available first aid fire fighting equipment.

17. Fire Drills will be held at least once a month. These drills will be planned in advance and will simulate so far as possible actual fire fighting conditions. Fire fighting personnel will be observed for deficiencies in training and organization. Fire extinguishers will not be discharged during fire drills. Where a fire drill indicates deficiencies in equipment, organization or training, immediate corrective action will be taken.

18. Personnel will be organized for fire fighting so that individuals are assigned and trained in the specific duty they are to perform when a fire call is sounded. Other personnel will be organized as to evacuation procedure.

19. Fire drills will be coordinated with next lower echelons and next higher echelons to avoid unwarranted confusion and disturbance.

20. The occasion of a fire drill and its result, with any deficiencies, failures or difficulties noted or experienced, will be reported to this command by letter.

SECTION V

FIRE PREVENTION INSPECTIONS
(See Appendix C)

21. Fire wardens will conduct fire prevention inspections in their respective zones or areas of responsibility at least once a month.

22. The purpose of the inspection will be to arrive at a determination of the following factors:

a. Effectiveness and adequacy of local fire prevention measures and regulations, evacuation plans and procedures, first aid fire fighting and early control measures.

b. Adequate and proper placement, distribution, types and condition of first aid fire fighting equipment (TM-5-687).

c. Adequate training of personnel in fire prevention measures, fire reporting, fire fighting and control and evacuation procedures.

d. Condition, clearance, adequacy and marking of fire doors, fire escapes, fire exits and escape channels.

e. Over-population, misuse or unauthorized use of space or facilities.

f. Conformance with provisions, requirements and regulations contained in these regulations or referred to in Appendix A.

g. The state of housekeeping and orderliness within and around the zone of responsibility.

23. The occasion of a fire inspection and its results will be reported to this command by letter.

SECTION VI

FIRE CONTROL

24. Fire prevention is obtained by strict conformance to fire regulations, observance of fire preventive measures, and the development of a fire conscious attitude on the part of all personnel.

25. Reporting of a fire by prompt notification to the fire department is essential, and must be the first step of the fire fight action. Fire guards, duty personnel and custodial personnel should be conversant with the fire reporting procedure indicated in the building or facility fire plan.

26. First aid measures are invaluable during the incipient stages of all fires. The prompt and efficient use of first aid fire fighting appliances and equipment will ordinarily bring a fire under control (TM 5-687). If these means are exhausted without gaining control, the fire department will have arrived with major control means, providing prompt notification was given.

SECTION VII

PREVENTIVE MEASURES AND REGULATIONS

27. It is the intent in this section to present in a few pages the preventive measures and regulations covering many of the hazards, conditions and unsafe practices commonly encountered. Where indicated, the regulations and manuals referred to should be consulted and a common sense application made to the specific case or condition. If the reference fails to cover any case, condition or problem, the responsible fire warden should request an opinion, decision or technical assistance from this command.

28. ELECTRICAL: The Department of the Army accepts the National Electrical Code (NBFU Pamphlet Number 30) of the National Board of Fire Underwriters as its standard of design and installation. Other applicable references are Section XII, Chapter 4 of TM 20-350, Safety Manual; TM 5-681, Inspection and Preventive Maintenance for Electrical Facilities; and TM 5-680-B, Interior Electric Systems.

a. Changes, alterations and extensions of electrical systems will be made only by the assigned qualified electrician or electrical contractor acting under an approved work order.

b. Branch lighting circuits will be fused at 15 amperes. All other circuits will be fused according to wire capacity.

c. Transformer vaults, switching rooms, sub-stations and other installations of high potential breakdown will be kept cleared of all items except the installed electrical equipment, will be well ventilated and will be marked "DANGEROUS, OFF LIMITS."

d. Electric motors will be well ventilated and cleaned periodically to avoid excessive operating temperature. Power connections must be tight and insulated. Motor frame ground connections must be tight and the ground wire taken to a definite earth ground. Metal conduit will be grounded. The maintenance of electric motors is covered in Section III of TM 5-681.

28. e. Appliances and Fixtures: Electric heaters and electric irons may be used only where the proper electrical outlets have been provided for their use. Electric appliances when in use will not be left unattended, and will be disconnected at the wall outlet when not in use. Electric fixture shades must clear lamp bulbs by at least two inches, and be vented top and bottom. Light bulbs in ordinary fixtures will not exceed 100 watts. The care and maintenance of electric equipment for mess halls and kitchens is covered in TM 5-680-A.

29. SMOKING: The carrying of lighted cigarettes, cigars and pipes, and the smoking of same are prohibited in or about warehouses, ammunition dumps, laundries and dry cleaning plants, supply rooms, storehouses, mailrooms, theaters, auditoriums, motor pools and shops truck parks, utilities shops, gasoline dispensing points and filling stations, lumber storage yards, operating rooms, anesthetics storage rooms, projection booths and places where flammable materials are stored or used. Where smoking is prohibited, "NO SMOKING" signs in English and Japanese will be prominently displayed. The standard "NO SMOKING" sign is in two (2) inch red letters on white background. Persons reclining on bunks or bedding will not have in their possession lighted cigarettes, cigars or pipes. Where smoking is permitted indoors adequate fireproof receptacles of sufficient depth will be provided for discarded cigar and cigarette butts. The contents of ash trays will not be emptied into waste paper baskets. Cigarette and cigar butts will not be thrown out the windows of buildings.

30. OPEN FIRES AND FLAMES: Open outdoors fires are authorized only on approval of the responsible fire warden. No fire will be started within fifty feet of buildings or flammables. All precautions will be taken to keep the fire from getting out of control. An attendant will be present during burning operations. When it is necessary to use an open flame or blow torch for flaming, soldering or other purposes, a fire extinguisher will be made available prior to start of operations. A metal shield will be used to protect adjacent conbustible materials. Open flames will not be permitted in the vicinity of refrigerating units and other places listed in first sentence of paragraph 28.

31. WELDING AND CUTTING: Welding and cutting operations will be conducted in conformity with the provisions of TM 1-430 and Page 64 of TM 20-350.

32. PAINTING: Painting will be accomplished in accordance with the provisions of TM 5-614, TM 5-618 and Page 54 of TM 20-350. Fire extinguishers will be made available prior to painting operations. Paint and paint materials will not be stored in any building other than the one designated as the paint shop or paint storage. The storage of small quantities of paint essential for shop operations will be permitted in one gallon closed containers stored in metal cabinets.

33. WAREHOUSING AND STORAGE:

a. Storage practice will conform to requirements of Appendix V of TM 10-250, "Storage of Quartermaster Supplies," and Section IX of TM 39-402, "Storage in the Zone of Interior." The proper methods of storing and handling coal are described in TM 5-675.

b. TM 3-250 contains precautions to be observed in storage, handling and shipment of dangerous chemicals, volatile liquids explosive compounds, flammable solids, oxidizing materials, corrosives, liquefied gases in cylinders, toxics and materials subject to spontaneous combustion. Fire precautions to be observed in the handling and storage of ammunition and explosives are contained in TM 9-1900.

33. c. Classes of commodities should be segregated where practicable and hazardous commodities should be isolated. Stock should be arranged to provide aisles which will permit the free and efficient use of fire fighting equipment. Clear aisles will be maintained from end door to end door and from side door to side door. Rotation of stock is advisable with hazardous and sensitive commodities to avoid heating and spontaneous combustion. These commodities require close surveillance.

d. Stock piles should clear the open position of fire doors and warehouse doors. Stock piles should be kept clean, dry and well ventilated. Stock piles must not be in contact with steam pipes, heater stacks, flues, electric lines and warm air ducts. Stock piles will be kept eighteen (18) inches away from electric lines, collar beams, truss members or ceiling. Where practicable, storage should be limited to stock piles, bays or islands of 1000 square feet each.

e. Warehouses will be completely ventilated and inspected daily. Opening and closing inspections will be concerned with the detection of heating of stocks and the odor of burning materials. The main electric switch will be pulled to the open position at time of departure. Warehouse and storage area trash bins must be emptied daily and contents disposed of. Open flames and smoking must be prohibited in warehouses and controlled in storage areas.

f. Compressed gas cylinders and drums containing flammable liquids must be protected from sun rays and steam pipes to prevent excessive internal pressures.

g. A clear zone of ten (10) feet will be maintained around each warehouse, free of materials, equipment, rubbish and vegetation. Adequate fire breaks will be maintained in motor vehicle parks, storage areas and warehouse areas. Warehouses will not be used for garaging, fueling or servicing "mules", high lifts and other motor vehicles. Prior to long term storage of motor vehicles in closed warehouses the fuel systems will be drained and batteries removed.

34. FIRE EQUIPMENT:

a. Maintenance and custodial personnel and other unauthorized personnel will not attempt to make repairs or alterations to fire alarm call box systems, electric arousing bell systems, or automatic standpipe sprinkler systems. Failures in such systems should be reported to this command.

b. Fire alarm call boxes, electric arousing bells, fire hose cabinets, fire hydrants and all other fire protection devices must be clearly indicated by appropriate signs in English and Japanese. They must not be obstructed, obscured or rendered inaccessible in any way.

c. The proper use, location and identity of fire extinguishers is indicated in TM 5-687, TM 5-600 and TM 5-692. The monthly, semi-annual and annual inspections of fire extinguishers as described in TM 5-687 is the responsibility of the facility or organization fire warden, utilizing custodial or maintenance personnel. The initial charging, monthly inspection and recharging of an extinguisher will be recorded on the extinguisher record tag, D/A AGO Form Number 253, and each entry initialed by the responsible fire warden. The use of fire extinguishers for purposes other than their intended use is prohibited.

d. Driving of vehicles over fire hose is prohibited.

35. HEATING AND COOKING EQUIPMENT:

a. The installing, repairing, servicing and filling of ranges and ovens will be in accordance with the provisions of TM 5-640, TM 5-641 and TM 10-400. Filling of fuel tanks of gasoline ranges will be accomplished outdoors and at least fifty (50) feet away from any fire, open flame or building.

b. The operation and maintenance of oil burners and furnaces will be in accordance with the provisions of TM 5-642 and TM 5-646.

c. The operation and maintenance of steam boilers will be in accordance with the provisions of TM 5-652, TM 5-653, TM 5-644 and AR 850-300.

d. Hearths, wall shields, heat deflectors, stacks and roof jacks will be installed in accordance with Standard Drawing O.C.E. Number T/O 700-5151. Prints are available from this command.

e. Metal hoods over stoves, ranges and deep fat fryers will be kept free from grease and dust. Vessels of suitable depth will be used for deep fat frying and an attendant will be constantly present while the fryer is in use.

f. Heating Equipment. Defective chimneys are a frequent cause of fires. The exterior surface of a chimney should be checked the entire length for dangerous proximity to combustible materials. Fires from defective flues start under roofs where the flue cracks or mortar drops out, behind ranges where the heat is most intense, under hearths when insufficiently insulated from combustible materials, and in wooden framing adjacent to the chimney. Recurrent attention will be given to fire prevention and equipment maintenance measures, to include:

(1) Clean soot deposits from flues and stacks. Replace rusted pipe sections and repair masonry bases.

(2) Adjust dampers, checks and controls.

(3) Replace defective insulation on boilers and flues.

(4) Provide incombustible receptacles for reception and storage of ashes.

(5) Provide ventilated metal sleeves and fire flashings around pipes which pass through combustible framing.

(6) Check fuel lines of oil-fired equipment for leaks.

(7) Completely overhaul electric heating appliances, elements, service cords and cord plugs.

(8) Completely check all natural gas fuel lines and gas cocks.

(9) Heating equipment must be located on an incombustible base, with an ample hearth.

36. OCCUPANCY AND TERMINATION OF ASSIGNMENT: No building, area or facility will be initially occupied without the clearance of the responsible fire warden. Upon vacating a building, area or facility on termination of assignment, the responsible fire warden will make a thorough inspection. Vacating troops and occupants are required to remove all flammables and combustible materials and to police the building or area thoroughly. The main electric switch will be pulled to the open position and the main fuses removed.

37. DECORATING MATERIALS: The use of decorative materials of a flammable or combustible nature should be discouraged or held to a minimum. The use of candles and open flame devices in connection with any decorative scheme is prohibited. Decorations must not obscure EXIT signs or the location of fire fighting equipment. All decorative materials must be kept away from light bulbs, electrical fixtures, steam pipes and hot air ducts.

38. EXITS AND PLACES OF ASSEMBLY:

a. Intensified fire prevention measures will be taken by responsible fire wardens in clubs, recreation rooms, day rooms, theaters and places of public assembly. Plans for parties and gatherings should include fire prevention measures and provisions for the evacuation of personnel. Overcrowding must be avoided. The placing of extra tables and chairs in aisles, passageways and escape routes to accommodate patrons will not be permitted. Exits, doors, stairways, fire escapes, exit signs and fire fighting equipment will be inspected and checked prior to the event. Exit doors must open outward in places of public assembly.

b. Space in corridors and lobbies of buildings will not be utilized as concessionaire or office space without specific authorization from the space allocation authority having jurisdiction. Authorizations in each case will be based on the concurrence of the Fire Marshal.

c. Desks, benches, sales counters and items of furniture required in corridors and lobbies will be so located as to clear exits and permit rapid evacuation of personnel in emergencies.

39. FIRE COMBAT TEAMS: Each organization and occupied facility will organize a fire combat team composed of available troops or civilian personnel. These teams can be effectively used in the early stages of a fire, with emphasis on first aid fire fighting measures, evacuation of personnel and the saving of vital records and costly items of government property.

40. HAZARDOUS MATERIALS:

a. **Explosives.** The handling, use and storage of explosives in bulk will be in accordance with the provisions of FM 5-25, TM 9-1900 and TM 3-250.

b. **Compressed Gases.** The handling, use and storage of compressed gases in cylinders will be in accordance with the provisions of AR 850-60, TM 3-250 and Page 64 of TM 20-350. In general, cylinders must be stored in a dark cool place, away from sunlight and sources of heat, and secured from falling and damage.

c. **Nitro-cellulose Film.** The handling, use and storage of nitro-cellulose film will be in accordance with the provisions of AR 850-65 and AR 105-260.

40. d. Flammable Liquids: The storage, handling and use of gasoline, liquefied petroleum products, ether, benzol, alcohol, turpentine and kerosene will be as directed in TM 5-678, TM 5-679, TM 10-466 and AR 850-20. The use of gasoline will be limited to fuel for engines, blow torches and field ranges. The introduction of gasoline and similar volatiles into quarters and their use as cleaning agents is prohibited.

41. DDT SOLUTIONS: All persons are warned of the fire hazards incident to the use of DDT in solutions. The solutions used, such as xylene, kerosene or fuel oil, alone or in combination with methylated napthalene, are highly flammable. Storage of these solvents in any quantity is subject to the storage requirements of TM 3-250. Where DDT spraying operations are contemplated, a competent supervisor of operations should be designated and thoroughly schooled in the safe procedures set forth in Paragraph 6.69, Section VIII, Chapter 6 of TM 5-600.

42. GENERAL:

a. Good housekeeping practice should conform to the provisions of TM 20-350.

b. Separate metal receptacles with tightly fitting metal covers will be provided for ashes, combustible rubbish and oily or greasy wastes. Refuse receptacles will be placed on incombustible bases or stands located at least ten (10) feet away from any building.

c. Cellars, basements, attics and ground areas under buildings will be kept free from accumulations of rubbish and debris.

d. Sawdust, shavings and scrap lumber will be removed from shops and site of alterations at the end of the day's work.

e. Space under stairs will not be used for storage purposes and will be kept free from accumulations of rubbish and debris.

f. Vines will not be permitted to grow over buildings of wooden exterior, chimneys, stacks, ventilators or electric lines. Tree branches and vines which have encroached upon electrical equipment, transformers and power lines will be pruned back a safe distance. Grass, weeds and other vegetation will be close cropped, or removed entirely, from a ten (10) foot zone around combustible construction. Vegetation will be removed entirely from materials storage areas, motor parks and locations where flammable liquids are stored or dispensed. Seasonal accumulations of vegetative debris will be removed from the premises and burned under control.

g. Combustible materials and clothing will not be hung over or in proximity to steam pipes, hot air ducts, heating devices, or electric heaters for the purpose of expediting drying.

h. Fire places, if used, will be provided with a fireplace screen.

i. Shades, drapes, curtains and similar furnishings will be kept safely away from electric wires, lamp bulbs and hot plates. Electric heaters, where authorized, will be directed away from bedding, curtains, drapes and rugs.

SECTION VIII

REFERENCES AND RESCISSIONS

43. REFERENCES:

a. Army Regulations 100-80, Paragraph 2.

b. Technical Manual 5-600, Paragraph 6.12, Section II, Chapter 6.

c. Letter, General Headquarters, Far East Command, AG 600.3 (GE-GD), 10 June 1947, subject, "Consolidation of Repairs and Utilities Activities in the Tokyo Area."

d. Circular Number 54, General Headquarters, Far East Command, Fire Protection, Fire Fighting and Reports of Fire Damage, 24 December 1948.

e. Department of the Army Circular Number 351, Section III, 5 November 1948.

44. RESCISSIONS: Administrative Memorandum number 40, 20 February 1948 is rescinded.

HC 671.3 (HRU)

BY ORDER OF COLONEL DAVIS:

JAMES H WEAR
Major, Cavalry
Adjutant

OFFICIAL:

EDWARD T ASH
CWO USA
Asst Adjutant

DISTRIBUTION:
"A"

3 Incls:
1. Appendix "A" - List of References
2. Appendix "B" - Model for a Fire Drill Check List
3. Appendix "C" - Model for a Fire Inspection Check List

APPENDIX "A"

LIST OF REFERENCES

1. ARMY REGULATIONS:

AR 100-80 Repairs & Utilities, 10 August 1942.
AR 105-260 Training Films & Film Strips, Paragraph 22 to 26
AR 210-10 Posts, Camps & Stations, Administration, Paragraph 18, Change Number 4, 9 November 1948.
AR 700-10 Storage, 31 January 1947.
AR 850-20 Precautions in Handling Gasoline, 20 May 1940.
AR 850-60 Compressed Gases in Cylinders, 20 September 1942.
AR 850-65 Storage & Handling of Nitro-Cellulose Film.
AR 850-300 Steam Boiler Inspection, 5 August 1944.

2. FIELD MANUALS:

FM 5-25 Explosives & Demolitions, 12 May 1945.

3. TECHNICAL MANUALS:

TM 1-430 Welding, 24 April 1942.
TM 3-250 Storage & Shipment of Dangerous Chemicals, 5 December 1940.
TM 5-315 Fire Protection by Troop Organizations, 23 March 1944.
TM 5-600 Repairs & Utilities, Chapter 6, Fire Prevention.
TM 5-618 Painting.
TM 5-636 Kitchen Equipment, Operation, July 1946.
TM 5-637 Kitchen Equipment, Inspection & Maintenance.
TM 5-640 Ranges, Bake Ovens & Burners, Operation.
TM 5-641 Ranges, Bake Ovens & Burners, Maintenance.
TM 5-642 Warm Air Furnaces, Installation & Operation.
TM 5-644 Boiler Heating, July 1946.
TM 5-645 Hot Water Heating Plants.
TM 5-646 Space Heaters, Operation, June 1946.
TM 5-675 Coal Handling.
TM 5-678 Petroleum Products, Storage and Dispensing Systems.
TM 5-679 Petroleum Products, Storage and Dispensing Systems.
TM 5-680 Electrical Facilities, May 1946, Safe Practices.
TM 5-680A Electrical Facilities, Equipment & Controls.
TM 5-680B Electrical Facilities, Interior Electric Systems.
TM 5-680C Overhead Distribution Systems, July 1946.
TM 5-681 Electrical Facilities, Inspection & Maintenance.
TM 5-685 Fire Protection & Prevention.
TM 5-687 Fire Protection, Equipment & Appliances.
TM 5-692 Fire Department Techniques, April 1946.
TM 5-693 Practical Firemanship, April 1946.
TM 5-695 Automatic Sprinkler & Standpipe Equipment.
TM 5-696 Automatic Fire Alarm Systems.
TM 9-1900 Ammunition, General, 18 June 1945.
TM 10-250 Storage of Quartermaster Supplies, Appendix V, Hazardous Commodities, 1 March 1946.
TM 10-466 Handling Petroleum Products, February 1946.
TM 10-400 Stoves, Ranges, Ovens, Cooking Outfits.
TM 20-350 General Safety Manual, January 1946.
TM 38-402 Storage in the Zone of the Interior, March 1946.

APPENDIX "B"

MODEL FOR A FIRE DRILL CHECK LIST

1. ALARM: Time? Method? Device used? Effectiveness?

2. COMMAND ACTION: Prompt and forceful assumption of command. Observation of employee action and conduct of occupants.

3. EMPLOYEE ACTION: Did employees go to their evacuation assignments? Were they familiar with fire alarm call box operation and the use of telephone? Were windows and doors closed? Were elevators stopped? Were rooms checked for sleeping occupants, unattended infants and patients? Did the assigned employees man fire fighting equipment? Were vital records, files and valuable Government articles manned and readied for evacuation?

4. OCCUPANT ACTION: Attitude and response of occupants. Were all notified? Were all familiar with the evacuation plan? Was the evacuation orderly? Did all move to far side of street? Did anyone attempt to re-enter the building prior to sounding of "All Clear"? What method of sounding "All Clear"? Any indications that the building is over-populated?

5. EXITS: Were any passages, doors or stairs blocked by storage? Were any doors in escape channels locked? Are exits and escape channels adequately marked or indicated by lights and signs?

6. FIRE EXTINGUISHERS: Were extinguishers available and easily located? Was the correct type available? Were the extinguishers loaded and pressurized? Were extinguishers manned and readied for use?

7. FIRE HOSE: Was required fire hose manned? Condition of nozzle, fittings, couplings valve and hose?

8. FINAL: Sound "All Clear". Restore fire equipment. Dry out any fire hose that was used. Arrange for refill of any extinguishers that were used. Critique on all of above points. Need for further training of employees? Need for further instruction of occupants? Deficiencies and failures in fire fighting equipment? Is the Fire Plan adequate and comprehensive? Make a written report, covering all of above points, and submit to Commanding General, Headquarters and Service Group. Attention: Fire Marshal, Tokyo Area.

(May be reproduced locally in the form of a check list)

APPENDIX "C"

MODEL FOR A FIRE INSPECTION CHECK LIST

1. FIRE PLAN.

Is the Fire Plan publicly displayed?
Does the Fire Plan meet the detailed requirements?
Has a fire drill been conducted within the past thirty days?
Are all personnel familiar with your Fire Plan, Fire Regulations, the evacucation plan and fire control operations?

2. FIRE EQUIPMENT.

Are record inspection tags attached to extinguishers?
Are extinguishers secured from falling and damaging?
Are there sufficient extinguishers, of the correct types, well placed, and in operating condition?
Are all fire protection devices clear, marked, unobscured and unobstructed?

3. STORAGE.

Are closets, attics, basements and storerooms kept cleared of rubbish, non-essential materials and broken furniture?
Are storage rooms and warehouses ventilated daily and inspected daily?
Are warehouses and storage stocks properly arranged as to aisles, areas, height and clearances?

4. ELECTRICAL.

Are there any unauthorized electrical appliances or temporary lines?
Are shades, drapes, curtains and similar furnishings kept safely away from electric cables, lines and lamp bulbs?
Are electric heaters, where authorized, directed away from bedding, curtains, drapes and rugs?
Are electircal circuits properly fused?
Are electrical fixtures, switches, outlets, lamps, cords and appliances in good condition and properly insulated?
Are fuse and switch cabinets properly constructed of metal bodies with a non-conduction and non-combustible back or base?
Is the electircal room or transformer room properly ventilated and cleared of all non-essential materials. and is it devoted solely to the housing of electrical equipment?

5. FLAMMABLES.

Are oils and greases properly stored?
Are flammables in any quantity prohibited except in approved storage areas?
Are there any full or empty (?) gasoline cans present?
Is gasoline being used for the cleaning of clothes or motor parts?
Is the refueling of vehicles prohibited in shops and garages?
Are greases and similar wastes placed in metal containers, burned or otherwise safely disposed of?

Appendix "C", Model f[illegible] Fire Inspection Check List, 3 [illegible]hnical Manuals (Cont'd)

6. KITCHENS.

Are range canopies cleaned of grease and dust?
Are venting and exhaust systems cleaned weekly?
Are cooks instructed to not leave ranges, fryers and ovens unattented?
Do hearths, wall shields, heat deflectors, stacks anf roof jacks conform to the clearances indicated by OCE Drawing T/O 700-5151?

7. SMOKING.

Is smoking in hazardous areas prohibited by prominent signs in both Japanese and English?
Are "NO SMOKING IN BED" signs posted in billets and sleeping rooms?
Are butt cans and ash trays provided where smoking is permitted?

8. HOUSEKEEPING.

Is there an excellent state of housekeeping and orderliness within and around the buildings or area?
Are ashes and trash removed from premises daily?
Are separate metal closed containers provided for ashes and for trash?
Are all refuse containers permanently located at least ten feet away from the building?
Is the yard, area and spaces under buildings kept cleared of combustible vegetation?
Are oily mops and oily rags improperly stored in closed closets?
Any instances of clothing and laundry hung over heating equipment to dry?
Are drapes, curtains, decorations, furnishings and bedding kept safely away from fireplaces and heating equipment?
Are decorative materials and furnishings reduced to a minimum and do they all clear exit signs and fire fighting equipment?
Is there any unauthorized storage of paint materials? Are paint containers sealed or capped?

9. GENERAL.

Are exit doors, stairways, fire escapes properly marked, unobstructed, free and clear?
If any compressed gas cylinders are in use, are they protected from sunlight, heat and from falling?
Have weeds, dry grass and dead shrubbery been cut back and removed from the premises?
Is there a clear zone of ten feet width around the perimeter of buildings'
Is the location of the nearest fire hydrant prominently indicated by signs in both languages?
Are there any impediments to the close approach of fire fighting apparatus?
Have you reported any deficiencies or hazards which cannot be corrected by your action?
Have you consulted the regulations and technical manuals which govern the operations, procedures and practices in which you or your facility are engaged?

(May be reproduced locally in the form of a check list)

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

(Do not remove from attached sheets)

File No: Subject: January Fire Drill, Dai Ichi Bldg

Maj Williams
26-6753

Note No. (1)

From: Fire Warden, Dai Ichi Building

To: Staff Section
Fire Wardens:
SGS Sig
G-1 CCS
G-2 GS ✓
G-3 IG
G-4 JSPOG
AG
Ryukyus MG Sec
Dai Ichi Disp
Dai Ichi Br APO 500
Dai Ichi Br PX
Dai Ichi Auditorium
(Thru CG, Hq & Sv Gp, Theater O)

Date: 3 January 1949

1. Fire drill for the Dai Ichi Bldg. during the month of January 1949 will be conducted as a building fire drill on a date approved by the DC/S, FEC. Notification of the date will not be made, and the fire drill will be held simultaneously throughout the building upon the sounding of the alarm over the building loud speaker system. Staff Section fire wardens are cautioned to convey the alarm, when sounded, to those areas in the building where the alarm is indistinct or inaudible.

2. C/N report from staff sections should be forwarded to this office immediately after the drill, indicating length of time required to evacuate the section and any discrepancies noted in the operation of the staff section fire plan.

cc: Bldg. Custodian.

J.W.W.
J.W.W.

FEC AGC Form No 37

Capt. Guida 26-6076

Fire Plan, Government Section

Fire Warden
GS

Fire Warden
Dai Ichi Bldg. (Maj. Barford)

9 December 1949

1

1. Attached hereto is the Fire Plan for Government Section.

2. This plan has been prepared and is consistent with the provisions of Fire Plan, Dai Ichi Building, dated 1 October 1949.

1 Incl
Fire Plan, GS (In dup) - - - - - - - - - - - - - - - - - C. W. - - - - - - - - - - - - - - - -

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

6 December 1949

MEMORANDUM:

FIRE PLAN

1. REFERENCES:

A. Staff Memorandum No. 35, GHQ, SCAP-FEC, dated 8 April 1947, "Fire Instructions for Office Buildings Occupied by General Headquarters".

B. Administrative Memorandum No. 20, Hq & Sv Gp, dated 17 February 1949, "Fire Regulations for the Tokyo Area".

C. Memorandum, GHQ, SCAP-FEC, dated 1 October 1949, "Fire Plan for the Dai Ichi Building".

2. PURPOSE: This fire plan, published pursuant to instructions contained in Reference C above, is for the information and guidance of all members of this Section.

3. ALARM IN CASE OF FIRE: The person discovering the fire will:

A. If the fire is small, use available fire extinguishers to put it out or bring it under control and notify the Section or Asst. Section Fire Warden.

B. If the fire is large:

(1) Spread the alarm in the Section and dispatch someone to send in the fire alarm who will remain at the box located on the north wall of the sixth floor opposite the double bank of elevators between stairways No. 3 and 4 (see Diagram, Incl #1), to direct building fire-fighting personnel to the fire.

(2) Notify the Building Custodian, Phone 26-6133 or 26-6130, giving location and description of the fire and also notify the Section or Asst. Section Fire Warden.

4. ACTION BY SECTION PERSONNEL:

A. The male person nearest each fire extinguisher will take it to the scene of the fire and employ it independently or as directed.

B. All female personnel will evacuate the offices via the nearest fire exit (see attached Diagrams for fire exits and stairways) and proceed in an orderly and normal manner to the nearest stairway. In the event a general alarm is sounded, they will proceed down the stairways and out to the far side of the street from the building as directed. The Section or Asst. Section Fire Warden will make sure that the Auditorium on the sixth floor is promptly evacuated.

C. Male personnel will assist in the evacuation and help safeguard official records and government property, independently or as directed by the Section or Asst. Section Fire Warden. If necessary and possible:

(1) Valuable papers and records should be placed in safes or metal files and locked.

(2) Windows and doors should be closed.

(3) Fire hoses located in the hallways (see Diagram, Incl #1) should be secured and placed in action pending arrival of fire fighting personnel.

(4) Male personnel will evacuate when no longer required for the above fire-fighting activities.

(5) Elevators will not be used.

(6) Under no circumstances will any individual re-enter the building until the "all clear" has been announced.

5. DISASTER EVACUATION:

A. Should it be necessary to evacuate the Dai Ichi Building for causes other than fire, this plan will be utilized to its fullest and most expeditious extent.

B. In the event a given route is rendered impassable due to a disaster, deviation from the assigned route of escape will be made without delay.

C. "The Evacuation Plan" prepared and posted by the Dai Ichi Building Custodian must be adhered to, if possible, in order to avoid unnecessary injuries or confusion.

6. PREVENTIVE MEASURES:

A. The Section Fire Warden will:

(1) Make a periodic check, not less than once a month, giving particular attention to the adequacy and effectiveness of fire-fighting equipment.

(2) Check for hazards within the space occupied by the Section and, when necessary, request a work order for immediate repair or remedy.

(3) Note all deficiencies and take proper action for their correction or elimination.

B. The Asst. Section Fire Warden will assist the Section Fire Warden in the performance of his duties and will assume the latter's duties in his absence.

C. Chiefs of Divisions and Branches will see that valuable records and important papers, the loss of which would impair the operation of the Section, are properly left in safes or filing cabinets.

D. All persons will:

(1) Utilize ash trays as a repository for lighted cigarettes and for butting purposes.

(2) Report to the Section Fire Warden any noted fire hazards or deficiencies.

(3) Refrain from bringing combustibles, inflammable liquids or other dangerous materials into the building or section.

7. DUTIES OF THE SECTION DUTY OFFICER:

The Section Duty Officer will, before leaving at night, in connection with fire prevention, perform the following additional duties:

A. Make a thorough inspection for fire hazards.

B. Disconnect all electric wall plugs in the main office room to eliminate the possible source of fire from the numerous wires running along the floor.

C. Insure that all the windows and doors are closed.

8. The provisions of this plan are in no way intended to restrict the exercise of good judgment and common sense in meeting special situations not covered herein.

9. Fire Plan, Government Section, GHQ, SCAP, 26 November 1948, is herewith rescinded.

C. F. Guida

C. F. GUIDA
Captain, Infantry
Fire Warden

Capt. Guida 26-6076

Fire Drill

Govt Sec

Fire Warden
Dai Ichi Bldg.
(Major Barford)

14 October 1949

1

1. Government Section participated in the Dai Ichi Bldg. fire drill held at 1500 on this date.

2. The auditorium was checked, requiring no evacuation as it was not occupied or being used.

3. Approximately two minutes were required to evacuate the section and an additional four minutes required for section personnel to reach the street.

4. No discrepancies were noted.

- C. W. - - - - - - - - - - - - - -

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET Maj Barford 26-5740

File No Subject: Fire Plan, Dai Ichi Building

Note No	From:	To:		
	Fire Warden Dai Ichi Building	Fire Wardens		8 October 1949
1		SGS	GS	
		G-1	IG	
		G-2	JSPOG	
		G-3	Signal	
		G-4	Dai Ichi Disp	
		AG	Dai Ichi Br PX	
		CCS	RMG	

1. Inclosed is the Fire Plan for the Dai Ichi Building for your information.

2. To provide uniformity, a fire plan completely consistant with the provisions of the inclosed Building Fire Plan dated 1 October 1949, and with the Evacuation Plan prepared by the Building Custodian, will be prepared by each Staff Section and submitted to the Building Fire Warden before 30 November 1949.

5 Incls
Bldg Fire Plans (1 Oct 49)

7103

T. M. B.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND
APO 500

1 October 1949

FIRE PLAN FOR THE DAI ICHI BUILDING

1. These instructions are published to supplement the Fire Regulations of the Tokyo Area (Administrative Memorandum 20, Hq and Sv Gp, GHQ, APO 500, 17 February 1949) and issued in compliance with paragraph 8, Staff Memorandum 35, GHQ, SCAP & FEC, 8 April 1947.

2. The building fire warden, Dai Ichi Building, and his assistants are responsible for the enforcement of the above cited directives insofar as they pertain to the Dai Ichi Building. All staff section fire wardens are designated assistants to the building fire warden.

3. Alarm

a. Any person discovering fire will:

(1) If the fire is small use available fire fighting equipment (extinguishers) to put out or bring under control and then notify staff section fire warden.

(2) If the fire is not small:

(a) Sound the alarm from fire boxes located on each floor.

(b) Notify the Building Custodian (telephone 26-6133) giving the location and a description of the fire, e.g. smoke filled room, oil, or whatever happens to be burning.

b. Immediately on receipt of such information the staff section fire warden and the Building Custodian will notify the building fire warden.

4. Duties of Staff Section Fire Wardens

a. Assume control of fire fighting equipment and evacuation within the section when the fire is confined to the space occupied by his section. In the event the fire spreads beyond this area, control will be assumed by the building fire warden. In the event fire department equipment is employed, control will pass to the Fire Marshal, Tokyo Area or his assistant.

b. Functions for suppression of fire, evacuation of personnel, safeguarding of valuable records and protection of Government property within the section in accordance with Section VII, Staff Memorandum 35, GHQ, SCAP and FEC, 8 April 1947, "Fire Instructions for Office Buildings Occupied by GHQ" will be outlined in staff section fire plans.

c. Cause all rooms to be checked to insure that no personnel remain other than those engaged in suppression of the fire. Windows and doors of rooms will be closed.

5. Duties of Building Custodial Staff

a. The clerk on duty will:

(1) Notify the building fire warden (phone 26-5740)

(2) Have the alarm sounded over the building loud speaker system outlets of which are on all floors.

(3) Cut off ventilating system.

(4) Order a small group to the floor on which the fire is located to assist the section fire warden as directed.

(5) Order remaining personnel to go to the 4th, 5th, 6th and 7th floors to assist in the evacuation of personnel by means of fire chutes when an emergency requires the use of this equipment.

(6) Order elevators to go to the 1st basement and cease operation.

6. Duties of the Honor Guard

To perform normal security functions, aid in the evacuation of the building through the five first floor exits, and to prevent entry into the building of individuals other than fire fighting personnel until the "ALL CLEAR" has been sounded. The Honor Guard personnel will operate the public address system as directed by the building fire warden.

7. Evacuation

a. In the event of fire or disaster as referred to in paragraph 12 below, the public address system will be utilized to notify all personnel. An alert will be sounded using a siren call and all personnel will stand by for instructions over the loud speaker. Section fire wardens will place themselves within the immediate vicinity of a speaker located within his section. No personnel will evacuate the building unless such instructions are issued over the loud speaker.

b. When the orders to evacuate are given, all individuals except members of the custodial staff and others who may be engaged in fighting the fire will immediately evacuate the building according to staff section plan. No attempt will be made to remove personal effects and luggage.

c. Plan of evacuation

(1) Elevators will not be used.

(2) As prescribed by the staff section fire plan exit will

be made from office or area through door marked "FIRE EXIT" to stairway indicated by red arrow located adjacent to and outside these doors. There are five exits from the 1st floor, six stairways from the 1st basement and from all floors above the 1st floor, three stairways from the 2nd basement, and four stairways from 3rd and 4th basements. All personnel are advised to acquaint themselves with the location of the fire exit where they are or duty, the designated stairway, and the staff section fire plan.

8. Individuals, upon evacuation, will move to a position on the side of the street away from the building so as not to interfere with the operation of the Fire Department. Under no circumstances will any individual re-enter the building until the "ALL CLEAR" has been announced.

9. A copy of this fire plan and the respective staff section fire plan will be posted on each section bulletin board within this building. All staff section fire plans will be on file in the offices of the building fire warden and the building custodian, and will be kept current by the staff section concerned.

10. Exceptions

a. The Dai Ichi Building is excepted from the provisions of paragraph 17, Administrative Memorandum 20, Hq and Sv Group, GHQ, 17 February 1949, and from the provisions of paragraph 17, Staff Memorandum 35, GHQ, SCAP and FEC, 8 April 1947 in that the monthly staff section fire drills are not required. Each staff section fire warden will inspect his section area not less than once a month giving particular attention to the adequacy and effectiveness of the fire-fighting equipment and the fire prevention measures. All deficiencies noted will be reported to the building fire warden immediately except that negative reports will not be submitted until the staff section report is submitted concerning the evacuation of the building fire drill, which will be held quarterly under the general supervision of the building fire warden. This report will include the time required for each staff section to evacuate the building and negative inspection reports for those preceding months not previously reported.

11. Each staff section fire warden is responsible for the fire defense precautions pertaining to personnel, records, and space occupied by the staff section.

12. Disaster. a. If it should be necessary to evacuate the Dai Ichi Building for causes other than fire, the existing section evacuation plan will be utilized to its fullest extent. Staff section fire wardens will immediately acquaint themselves with all routes of evacuation from their particular floor and in the event a given route is rendered impassable due to a disaster, deviation from the assigned route of escape can be made without delay.

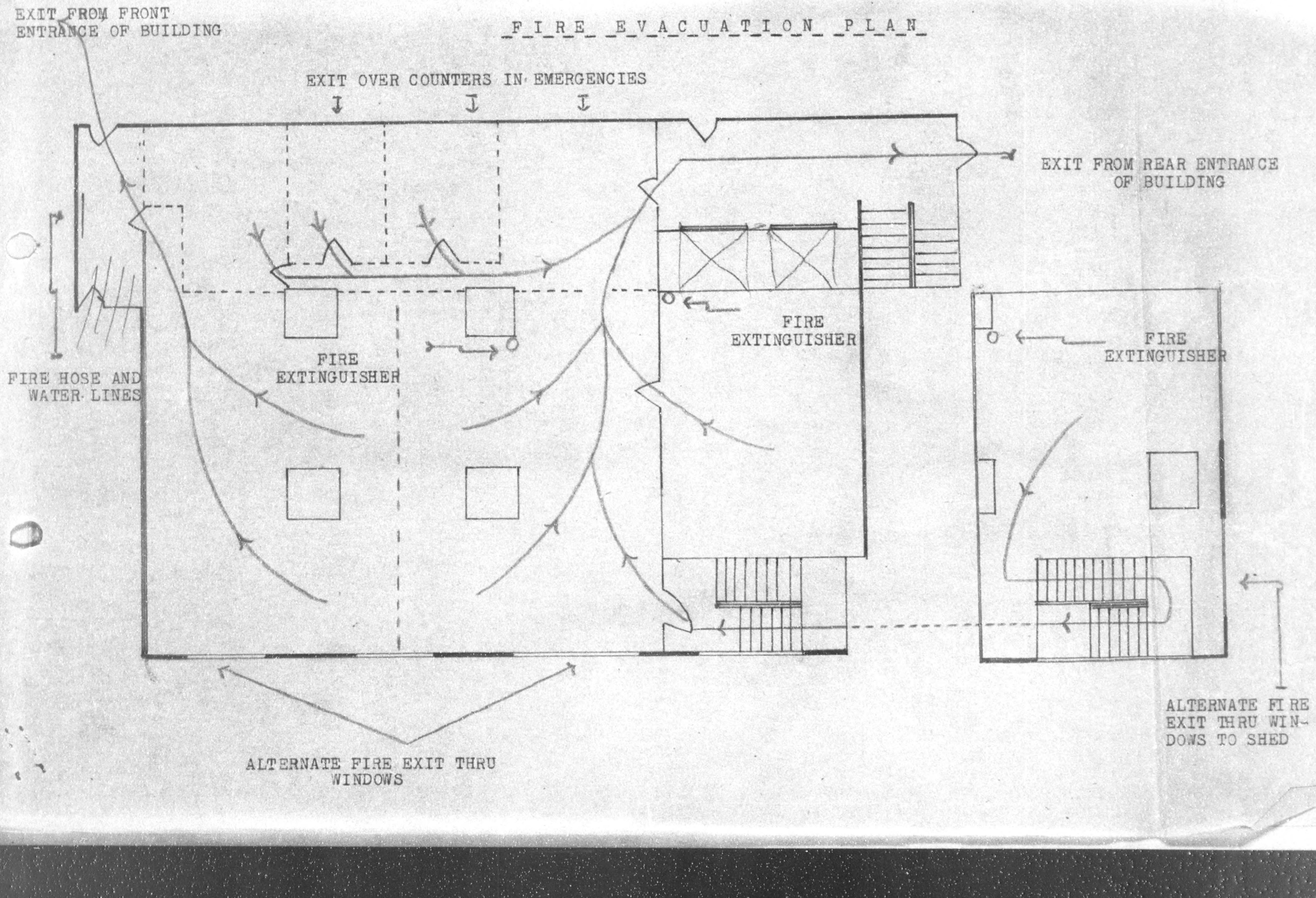
13. The fire plan of each staff section will contain the route of evacuation which will be consistent with the "Evacuation Plan" prepared and distributed by the Dai Ichi Building Custodian. Revisions of staff section fire plans will be accomplished to include the provisions of this Building

Fire Plan. One (1) copy of revised plans will be forwarded to the building fire warden and building custodian upon completion. Effective upon compliance with the provisions of this fire plan no changes will be made to section fire plans or evacuation plans without the approval of the Dai Ichi Building fire warden.

14. The fire plan for the Dai Ichi Building, GHQ, SCAP and FEC, 7 December 1948 is rescinded and will be destroyed.

THOMAS M. BARFORD
Major, AGD
Fire Warden, Dai Ichi Building

FIRE EVACUATION PLAN



(Govt Sec Asst Fire Warden)
Capt. J. D. McWherter
26-7358

July Fire Drill

Govt Sec

Fire Warden
Dai Ichi Bldg.
(Lt. Col. Hubbard)

21 July 1949

1. Government Section participated in the Dai Ichi Building fire drill on 21 July 1949.

2. Approximately two (2) minutes were required to evacuate the section and an additional five (5) minutes required for section personnel to evacuate the building.

3. No discrepancies were noted.

- C. W. - - - - - - - - - - - - -

Fire Plan

Maj Barford 266753

Fire Warden
Dai Ichi Bldg

G3 Section

19 July 1949

1.

1. In order to provide adequately for fire prevention of the Dai Ichi Building, it is necessary for the fire plans of each staff section to be kept up-to-date at all times.

2. The attached fire plan indicates a considerable lapse of time since its submission and may not be current with the present evacuation plan. Accordingly the fire plan of your section is returned herewith for any adjustments or amendments deemed necessary and should this plan be sufficient to meet the current needs of your section it may be returned with a notation on this check sheet to the effect that fire plan, dated 28 April 1947, remains current and no changes are considered necessary as of 31 July 1949.

3. Inclosed for your information is the evacuation plan for your staff section for your files.

4. Any future changes to the current fire plan of your section or any inconsistancies noted between your fire plan and the inclosed evacuation plan will be reported to the building fire warden as soon as possible.

5. Files of this office indicate the fire warden of your section is:

Capt Guida, Room 615, phone 26-6076, quarters - 33-5277

2 Incls
1. Evacuation Plan
2. Fire Plan

T. M. B.

GENERAL HEADQUARTER
FAR EAST COMMAND

CHECK SHEET

(Do not remove from attached sheets)

File No: Subject: Fire Plan Maj Barford 266753

Note No.	
	From: Fire Warden, Dai Ichi Bldg To: GS Section Date: 19 July 1949
1.	1. In order to provide adequately for fire prevention of the Dai Ichi Building, it is necessary for the fire plans of each staff section to be kept up-to-date at all times.
	2. The attached fire plan indicates a considerable lapse of time since its submission and may not be current with the present evacuation plan. Accordingly the fire plan of your section is returned herewith for any adjustments or amendments deemed necessary and should this plan be sufficient to meet the current needs of your section it may be returned with a notation on this check sheet to the effect that fire plan, dated 28 April 1947, remains current and no changes are considered necessary as of 31 July 1949.
	3. Inclosed for your information is the evacuation plan for your staff section for your files.
	4. Any future changes to the current fire plan of your section or any inconsistancies noted between your fire plan and the inclosed evacuation plan will be reported to the building fire warden as soon as possible.
	5. Files of this office indicate the fire warden of your section is:
	Capt Guida, Room 615, phone 26-6076, quarters - 33-5277
	2 Incls 1. Evacuation Plan 2. Fire Plan
	T. M. B.

FEC AGO Form No 37

1042—FEC Printing Plant—6/45—30M

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

File No. Subject: July Fire Drill 1t Col Hubbard 26-6753

Note No	From:	To:	
1	Fire Warden Dai Ichi Building	Staff Section Fire Wardens	5 July 1949

SGS JAPOG
G-1 Signal
G-2 Dai Ichi Disp
G-3 Dai Ichi Br PX
G-4 Dai Ichi Auditorium
AG (Thru CG, Hq & Sv Gp
CCS Theatre O)
GS PMG
IG

1. Fire drill for the Dai Ichi Building during the month of July 1949 will be conducted as a building fire drill on a date approved by the DC/S, FEC. Notification of the date will not be made, and the fire drill will be held simultaneously throughout the building upon the sounding of the alarm over the building loud speaker system. Staff Section fire wardens are cautioned to convey the alarm, when sounded, to those areas in the building where the alarm is indistinct or inaudible.

2. C/N report from staff sections should be forwarded to this office immediately after the fire drill, indicating length of time required to evacuate the section and any discrepancies noted in the operation of the staff section fire plan.

J. H.

Capt. Guida 26-6076

Fire Drill

Govt Sec

Fire Marshall
Dai Ichi Bldg.
(Lt. Col. Hubbard)

22 June 1949

1. A fire drill was conducted by Government Section at 1000, 22 June 1949. All fire equipment was checked. No discrepancies are reported.

- C. W. - - - - - - - - - - -

Capt. Guida 26-6976

Fire Inspection Report

Govt Sec

Fire Warden
Dai Ichi Bldg.
(Lt. Col. Hubbard)

21 June 1949

1. 1. Fire prevention inspection has been conducted in Government Section 21 June 1949.

2. Fire Plan meets requirements and is displayed on all bulletin boards.

3. Fire equipment has been inspected and is in satisfactory condition.

4. Storerooms are non-hazardous.

5. Electrical equipment is satisfactory.

6. No inflammables are used or stored by Section.

7. Office furniture is kept to a minimum and does not block fire exits or fire equipment.

8. Fire exits are marked and clearly accessible.

- C. W. - - - - - - - - - -

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

(Do not remove from attached sheets)

Subject: June Fire Drill — Lt Col Hubbard
Dai Ichi Building — 26-6753

Note .
No. 1

From: Fire Warden
Dai Ichi Building

To: Staff Section
Fire Wardens:

10 June 1949

SGS JSPOG
G-1 Signal
G-2 Dai Ichi Auditorium
G-3 (Thru CG, Hq & Sv GP
G-4 Theatre 0)
AG Dai Ichi Disp
CC Dai Ichi Br PX
~~GS~~
IG RMG

1. Fire drills for the Dai Ichi Building for the month of June will be conducted by staff sections separately or in conjunction with adjacent staff sections on respective floors. Such fire drills will include manning of fire extinguishers by designated personnel and evacuation of staff sections to the head of the fire exit stairways only. Personnel will not leave the floor on which they are on duty. The building loud speaker system will not be used for section drills.

2. It is requested that staff section fire wardens advise the building fire warden by check note of the results of the section fire drill and fire prevention inspection no later than the 28th of June. Reports will be based on Administrative Memorandum 20, Headquarters, Headquarters and Service Group, 17 February 1949.

J. H.

Capt. Guida 26-6076

Fire Drill

Govt Sec

Fire Marshall
Dai Ichi Bldg.
(Lt. Col. Hubbard)

25 May 1949

1. A fire drill was conducted by Government Section at 1000, 25 May 1949. All fire equipment was checked. No discrepancies are reported.

----------C. W. ----------

Capt. Guida 26-6076

Fire Inspection Report

Fire Warden
Dai Ichi Bldg.
(Lt. Col. Hubbard)

24 May 1949

Govt Sec

1. 1. Fire prevention inspection has been conducted in Government Section 24 May 1949.

2. Fire Plan meets requirements and is displayed on all bulletin boards.

3. Fire equipment has been inspected and is in satisfactory condition.

4. Storerooms are non-hazardous.

5. Electrical equipment is satisfactory.

6. No inflammables are used or stored by Section.

7. Office furniture is kept to a minimum and does not block fire exits or fire equipment.

8. Fire exits are marked and clearly accessible.

- C. W. - - - - - - - - - - -

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

(Do not remove from attached sheets)

Subject: May Fire Drill — Lt Col Hubbard
Dai Ichi Building — 26-6753

Note No	From: Fire Warden, Dai Ichi Building	To: Staff Section Fire Wardens:	6 May 1949
1		SGS JSPOG G-1 Signal G-2 Dai Ichi Disp G-3 Dai Ichi Br PX G-4 Dai Ichi Auditorium AG (Thru CG, Hq & Sv Gp CCS Theatre O) ~~GS~~ RMG IG	

1. Fire drills for the Dai Ichi Building for the month of May will be conducted by staff sections separately or in conjunction with adjacent staff sections on respective floors. Such fire drills will include manning of fire extinguishers by designated personnel and evacuation of staff sections to the head of the fire exit stairways only. Personnel will not leave the floor on which they are on duty. The building loud speaker system will not be used for section drills.

2. It is requested that staff section fire wardens advise the building fire warden by telephone (26-6753) prior to 10 May of the date and hour scheduled for their section fire drill. By 27 May a check note reporting the section fire drill and fire prevention inspection should be submitted to the building fire warden. Reports will be based on Administrative Memorandum 20, Headquarters, Headquarters and Service Group, 17 February 1949.

J. H.

J. H.

Capt. T. Diamantes
26-7358

Fire Inspection Report

Fire Warden
Dai Ichi Bldg.
(Lt. Col. Hubbard)

Govt Sec — 27 April 1949

1. Fire prevention inspection has been conducted in Government Section 27 April 1949.

2. Fire Plan meets requirements and is displayed on all bulletin boards.

3. Fire equipment has been inspected and is in satisfactory condition.

4. Storerooms are non-hazardous.

5. Electrical equipment is satisfactory.

6. No inflammables are used or stored by Section.

7. Office furniture is kept to a minimum and does not block fire exits or fire equipment.

8. Fire exits are marked and clearly accessible.

- C. M. - - - - - - - - - - -

(Govt Sec Fire Warden)
Capt. T. Diamantes
26-7358

14 April 1949

April Fire Drill

Govt Sec

Fire Warden
Dai Ichi Bldg.
(Lt. Col. Hubbard)

1. Government Section participated in the Dai Ichi Building fire drill on 14 April 1949.

2. Approximately two (2) minutes were required to evacuate the section and an additional five (5) minutes required for section personnel to evacuate the building.

3. No discrepancies were noted.

- C. W. - - - - - - - - - - -

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
AND
FAR EAST COMMAND
APO 500

7 December 1948

FIRE PLAN FOR THE DAI ICHI BLDG

1. Purpose. This fire plan, published pursuant to instructions contained in Staff Memorandum 35, GHQ, SCAP and FEC, 8 April 1947, "Fire Instructions for Office Buildings Occupied by GHQ", supersedes Fire Plan for the Dai Ichi Bldg, dated 8 Apr 1947, and is for the information and guidance of all concerned.

2. Alarm.

a. Any person discovering fire will:

(1) Sound the alarm from fire alarm boxes located on each floor.

(2) Notify the Building Custodian, Telephone 26-6133, giving location and class of fire: "A" ordinary combustible materials; "B", burning liquids; "C", electrical equipment.

(3) If the fire is small, use available fire fighting equipment (extinguishers) to put out or bring under control.

3. Duties of Building Custodial Staff.

a. The clerk on duty will:

(1) Have the alarm sounded over the building loud speaker system, outlets of which are on all floors.

(2) Report the fire by telephone to:

(a) Japanese Fire Stations.

English speaking operators	26-7261	26-7262
	57-8221	57-8222
Japanese speaking operators	119	

(b) Staff Duty Officer, Hq & Sv Gp 26-6681

(c) Building Fire Warden, Room 249 26-6753

(d) The Guard Room, Telephone 26-7386

(3) In the event that medical attention is required, call:

(a) 385th Medical General Dispensary, 26-8092 or 26-8290.

(b) 49th General Hospital, 26-7570 or 26-7571

b. The Custodian will place himself and the custodial staff under the command of the Building Fire Warden.

(1) Under the supervision of the Custodian, the custodial personnel will be used as follows:

(a) Cut off ventilating system.

(b) A small group will be dispatched to the floor on which the fire is located to assist the Section Fire Warden as directed.

(c) Remaining personnel will go to the 4th, 5th, 6th, and 7th floors and will assist in the evacuation of personnel by means of fire chutes if an emergency requires the use of this equipment. In addition, all rooms will be checked to insure that no personnel remain other than those engaged in suppression of the fire. Windows and doors of rooms will be closed.

(d) Elevators will go to the 1st basement and cease operation.

4. Duties of Staff Section Fire Wardens.

a. Assume control of fire fighting and evacuation within the section when the fire is confined to the space occupied by his section. In the event the fire spreads beyond this area, control will be assumed by the Building Fire Warden. In the event fire department equipment is employed, control will pass to the Fire Chief of the Eighth Army Fire Fighting Unit or the Fire Marshal.

b. Function in suppression of the fire, evacuation of personnel, safeguarding of valuable records and protection of Government property within the section in accordance with section VII, Staff Memorandum 35, GHQ, SCAP and FEC, 8 April 1947, "Fire Instructions for Office Buildings Occupied by GHQ", and as outlined in Staff Section Fire Plans.

5. Duties of the Honor Guard.

To perform normal security functions, aid in the evacuation of the building through the five first floor exits, and to prevent entry into the building of individuals other than fire fighting personnel until the "ALL CLEAR" has been sounded.

6. Evacuation.

a. When a general alarm is sounded all individuals except members of the custodial staff and others who may be engaged in fighting the fire will immediately evacuate the building according to plan. Windows and doors will be closed. No attempt will be made to remove personal effects and luggage.

b. Plan of evacuation.

(1) Elevators will not be used.

(2) Exit will be made from office or area through door marked "FIRE EXIT" to stairway indicated on red arrow located adjacent to and outside these doors. There are five exits from the 1st floor, six stairways from the 1st basement and from all floors above the 1st floor, three stairways from the 2nd basement, and four stairways from 3d and 4th basements. All personnel are advised to acquaint themselves with the location of the fire exit where they are on duty and the designated stairway.

c. Individuals, upon evacuation, will move to a position on the side of the street away from the building so as not to interfere with the operation of the Fire Department. Under no circumstances will any individual re-enter the building until the "ALL CLEAR" has been announced.

d. A copy of this fire plan and the respective Staff Section Fire Plan will be posted on each section bulletin board within this building. Copies of this fire plan and all Staff Section Fire Plans will be on file in the offices of the Building Fire Warden and the Building Custodian.

/s/ JAMES W. WILLIAMS
Major, AGD,
Dai Ichi Bldg Fire Warden.

GENERAL HEADQUARTERS
FAR EAST COMMAND

File

CHECK SHEET

(Do not remove from attached sheets)

File No: Subject: Fire Drills, Month of December
Dai Ichi Bldg

Note No.

From: Fire Warden
Dai Ichi Bldg.

To: Staff Section
Fire Wardens
SGS
G-1
G-2
G-3
G-4
AG
CCS
GS
IG
JSPOG
SC
Dai Ichi Disp
Dai Ichi Br, APO 500
Dai Ichi Br, PX
Dai Ichi Auditorium
(Thru CG, Hq & Sv Gp
Theater O)

Date: 30 Nov 1948

1. Fire drills for the Dai Ichi Bldg for the month of December 1948, will be conducted by staff sections separately or in conjunction with adjacent staff sections on respective floors. Such fire drills will include manning of fire extinguishers by designated personnel and evacuation of staff sections to the head of the fire exit stairways only. Personnel will not leave the floor on which they are on duty. The building loud speaker system will not be used for section drills.

2. Request that staff section fire wardens advise this office by telephone (26-6753), prior to 7 December 1948 of date and hour scheduled for their section fire drills and check-note report of the fire drill after it has been held. Report to be based on Appendix "B", "Model for a Fire Drill check List", Administrative Memorandum 40, Hq, Hq and Sv Gp, 20 February 1948.

cc: Bldg Custodian

J.W.W. W.

Telephoned Maj. Williams (26-6753) our next fire drill will be 30 December 1948, 0845.

J.W.

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

26 November 1948

MEMORANDUM:

FIRE PLAN

1. PURPOSE: This fire plan, published pursuant to instructions contained in Staff Memorandum No. 62, GHQ, SCAP AND AFPAC, dated 29 December 1946, "Fire Instructions for Office Buildings Occupied by GHQ", is for information and guidance of all members of this section.

2. REFERENCES:

   A. Staff Memorandum No. 62, GHQ, SCAP AND AFPAC, dated 29 December 1946.

   B. "Fire Plan for the Dai Ichi Building", GHQ, SCAP and AFPAC, dated 29 December 1946.

3. PREVENTIVE MEASURES:

   A. The Section Fire Marshall will

      (1) Make a daily check for serviceability of fire fighting equipment and for the hazards within the space occupied by the section, and will take action to correct deficiencies noted.

      (2) Take action to procure suitable fire fighting equipment and fire escape signs.

      (3) Hold section fire drills as needed.

   B. The Assistant Fire Marshall will assist the Fire Marshall in the performance of his duties and will assume the duties of the Fire Marshall in the latter's absence.

   C. Chiefs of Divisions and others with comparable positions will see that valuable records and important papers, the loss of which would impair the operations of the section, are normally kept in safes or metal filing cabinets.

24 5 B53
Rec'd

   D. All persons will:

      (1) Utilize ash trays as a repository for lighted cigarettes and for butting purposes.

      (2) Familiarize themselves with all the provisions of this plan.

      (3) Report to the Fire Marshall any noted fire hazards, deficiencies in fire fighting equipment, etc.

4. ACTIONS TO BE TAKEN IN CASE OF FIRE:

A. The person discovering the fire will spread the alarm.

B. The person on duty at the chief clerk's desk will proceed to alarm box, located on the wall at the north end of the corridor between the double bank of elevators (see diagram, Incl. #1), will send in the alarm and remain there to direct fire fighting personnel to the fire.

C. The person discovering the fire will notify the Building Custodian, Phone 26-6133, giving location and class of fire: "A" ordinary combustible material, "B" burning liquids, "C" electrical equipment.

D. The male person nearest each fire extinguisher (see attached diagram for location of extinguishers) will take it to the scene of the fire and employ it independently or as directed by the Fire Marshall.

E. All female personnel will evacuate via the fire exit, (see attached diagram for fire exits and stairways) which is nearer to them than to the fire and will proceed in an orderly and normal manner to the stairway nearest that exit, and, in the event a general alarm is sounded, will proceed down the stairways and out to the far side of the street from the building.

F. Male personnel will assist in the evacuation of female personnel and will assist in extinguishing the fire, safeguarding official records and protecting government property independently or as directed by the Fire Marshall.

(1) Fire hoses are located in the vicinity of the east bank of elevators (see diagram, Incl. #1), and should be secured promptly.

(2) Valuable records and papers should be placed in safes and metal files which should then be locked.

(3) Any other records deemed important will be placed in the large conference room and the fire-doors closed.

(4) Windows and doors should be closed.

(5) Male personnel will evacuate when no longer required for the above fire fighting activities.

(6) If only a very few persons are in the office at the out-break of a fire, the above functions, modified to meet the situation, should nevertheless be performed in the order listed.

5. The provisions of this plan are in no way intended to restrict the exercising of common sense and good judgment in meeting special situations.

NOTE: The following additional duties in connection with fire prevention are hereby added to the duties of the Section Duty Officer:

1. The Duty Officer before leaving at night will make a thorough inspection for fire-hazards, taking necessary corrective measures and reporting those noted and action taken to the Fire Marshall on the following day.

2. Disconnect all electric wall plugs in the main office room to eliminate the possible source of fire from the numerous wires running along the floor.

3. Insure that all windows and doors are closed.

T. DIAMANTES
Capt INF
Fire Marshal

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

(Do not remove from attached sheets)

File No:

Subject: Fire Drills, Month of November
Dai Ichi Bldg

Note No.	From:	TO:	Date:
(1)	Fire Warden Dai Ichi Bldg.	Staff Section Fire Wardens SGS IG G-1 JSPOG G-2 SC G-3 Dai Ichi Disp G-4 Dai Ichi Br, APO 500 AG Dai Ichi Br, PX CCS Dai Ichi Auditorium GS (Thru CG, Hq & Sv Gp Theater O)	29 Oct 1948

1. Fire drills for the Dai Ichi Bldg for the month of November 1948, will be conducted by staff sections separately or in conjunction with adjacent staff sections on respective floors. Such fire drills will include manning of fire extinguishers by designated personnel and evacuation of staff sections to the head of the fire exit stairways only. Personnel will not leave the floor on which they are on duty. The building loud speaker system will not be used for section drills.

2. Request that staff section fire wardens advise this office by telephone (26-6753), prior to 7 November 1948 of date and hour scheduled for their section fire drills and check-note report of the fire drill after it has been held. Report to be based on Appendix "B", "Model for a Fire Drill check List", Administrative Memorandum 40, Hq, Hq and Sv Gp, 20 February 1948.

cc: Bldg Custodian

J. W. W.

Fire Inspection Report

Capt. T. Diamantes
26-7558
~~20 October 1948~~
15 December 1948

Govt Sec

Fire Warden
Dai Ichi Bldg.
(Maj. J. W. Williams
Rm. 249)

1. Fire prevention inspection has been conducted in Government Section ~~20 October 1948~~. 15 December 1948

2. Fire Plan meets requirements and is displayed on all bulletin boards.

3. Fire equipment has been inspected and is in satisfactory condition.

4. Storerooms are non-hazardous.

5. Electrical equipment is satisfactory.

6. No inflammables are used or stored by Section.

7. Office furniture is kept to a minimum and does not block fire exits or fire equipment.

8. Fire exits are marked and clearly accessible.

- C. W. - - - - - - - - -

(Govt Sect Fire Warden)
Capt. T. Diamantes
26-7350

October Fire Drill

11 Jan 1949

Govt Sec

Fire Warden
Dai Ichi Bldg. (~~Rm 429~~)
~~Maj. J. W. Williams~~

5 October 1948

1. Government Section participated in the Dai Ichi Building fire drill on ~~5 October~~ 11 1948.

2. Approximately two (2) minutes were required to evacuate the section and an additional seven to eight (7-8) minutes required for section personnel to evacuate the building.

3. No discrepancies were noted.

C. W.

October Fire Drill — Maj. Williams 26-6253

6 October 1948

Fire Warden
Dai Ichi Building

Staff Section
Fire Wardens:
SGS Sig Dai Ichi Disp
G-1 GCS
G-2 (GS)
G-3 IG
G-4 JSPOG
AG Ryukyus MG Section

1

1. During the Dai Ichi Building fire drill conducted at 1500, 5 October 1948, the following deficiencies were noted:

a. Windows were left open in a number of instances. In this connection it is pointed out that in practically all wash rooms inspected the windows were open. Fire wardens in whose areas wash rooms are located should take appropriate measures to have these windows closed during fire drills.

b. Lights were turned off in a few instances.

c. In one instance, a door was locked. Doors should be closed but not locked.

d. There was some congestion on stairways two and four. On stairway two it is believed that certain people were using it instead of their proper exit. It is requested that section fire wardens orient all new personnel as to the proper exit to use. On stairway four, there was unnecessary "visiting" which resulted in people from higher floors being delayed in evacuating the building. It is requested that all personnel be cautioned against this. It leaves the impression that some people regard fire drills as a joke.

2. Your cooperation in preventing resurrence of these deficiencies is solicited.

J.W.N.

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET
(Do not remove from attached sheets)

File No.

Subject: October Fire Drill, Dai Ichi Bldg. Maj Williams 26-6753

Note No.	From: Fire Warden, Dai Ichi Building	To: Staff Section Fire Wardens:	Date: 28 Sept 1948
(1)		SGS SC G-1 CCS G-2 GS G-3 IG G-4 JSPOG AG	Ryukyus MG Sec Dai Ichi Disp Dai Ichi Br APO 500 Dai Ichi Br PX Dai Ichi Auditorium (Thru CG, Hq & Sv Gp, Theater O)

1. Fire drill for the Dai Ichi Bldg. during the month of October, 1948, will be conducted as a building fire drill on a date to be approved by the DC/S, FEC. Notification of the date will not be made, and the fire drill will be held simultaneously throughout the building upon the sounding of the alarm over the building loud speaker system. Staff Section fire wardens are cautioned to convey the alarm, when sounded, to those areas in the building where the alarm is indistinct or inaudible.

2. C/N report from staff sections should be forwarded to this office immediately after the drill, indicating length of time required to evacuate the section and any discrepancies noted in the operation of the staff section fire plan.

cc: Bldg. Custodian.

J.W.W.

74

Fire Inspection Report Capt. T. Dinmanten
28-7252

Govt Sec
Fire Wardem

Fire Wardem
Dai Ichi Bldg.
(Maj. J. W. Williams
Bn 249)

27 Sept 1948

1. Fire prevention inspection has been conducted in Government Section 20 September 1948.

2. Fire Plan meets requirements and is displayed on all bulletin boards.

3. Fire equipment has been inspected and is in satisfactory condition.

4. Storerooms are non-hazardous.

5. Electrical equipment is satisfactory.

6. No inflammables are used or stored by Section.

7. Office furniture is kept to a minimum and does not block fire exits or fire equipment.

8. Fire exits are marked and clearly accessible.

O. K.

Fire Drill

Capt Diamantes
26-7250
24 Sept 1948

Govt Sec
Fire Warden

Dai Ichi Bldg. 249
Fire Warden (Rm 429)
(MAJ. J. W. WILLIAMS)

1 A fire drill was conducted by Government Section at 0845 24 Sept. 1948. All fire equipment was checked, and no discrepancies reported.

- C.W. - - - - - - - -

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

(Do not remove from attached sheets)

File No: Subject: Fire Drills, Month of September Dai Ichi Bldg.

Note No.	From: Fire Warden Dai Ichi Bldg.	To: Staff Section / Fire Wardens	Date: 31 Aug 1948
(1)		SGS	IG
		G-1	JSPOG
		G-2	SC
		G-3	Dai Ichi Disp
		G-4	Dai Ichi Br, APO 500
		AG	Dai Ichi Br, PX
		CCS	Dai Ichi Auditorium
		GS	(Thru CG, Hq & Sv Gp Theater O)

1. Fire drills for the Dai Ichi Bldg for the month of September 1948, will be conducted by staff sections separately or in conjunction with adjacent staff sections on respective floors. Such fire drills to include manning of fire extinguishers by designated personnel and evacuation of staff sections to the head of the fire exit stairways only, personnel not to leave the floor on which they are on duty. The building loud speaker system will not be used for section drills.

2. Request that staff section fire wardens advise this office by telephone (26-5870), prior to 7 September 1948 of date and hour scheduled for their section fire drills and check-note report of the fire drill after it has been held. Report to be based on Appendix "B", "Model for a Fire Drill check List", Administrative Memorandum 40, Hq, Hq and Sv Gp, 20 February 1948.

cc: Bldg Custodian

H. H. C.

7 Sept. 1948

Telephoned Maj. Williams this date. Our next fire drill will be held at 0845 24 September 1948.

Capt. T.Diamantes