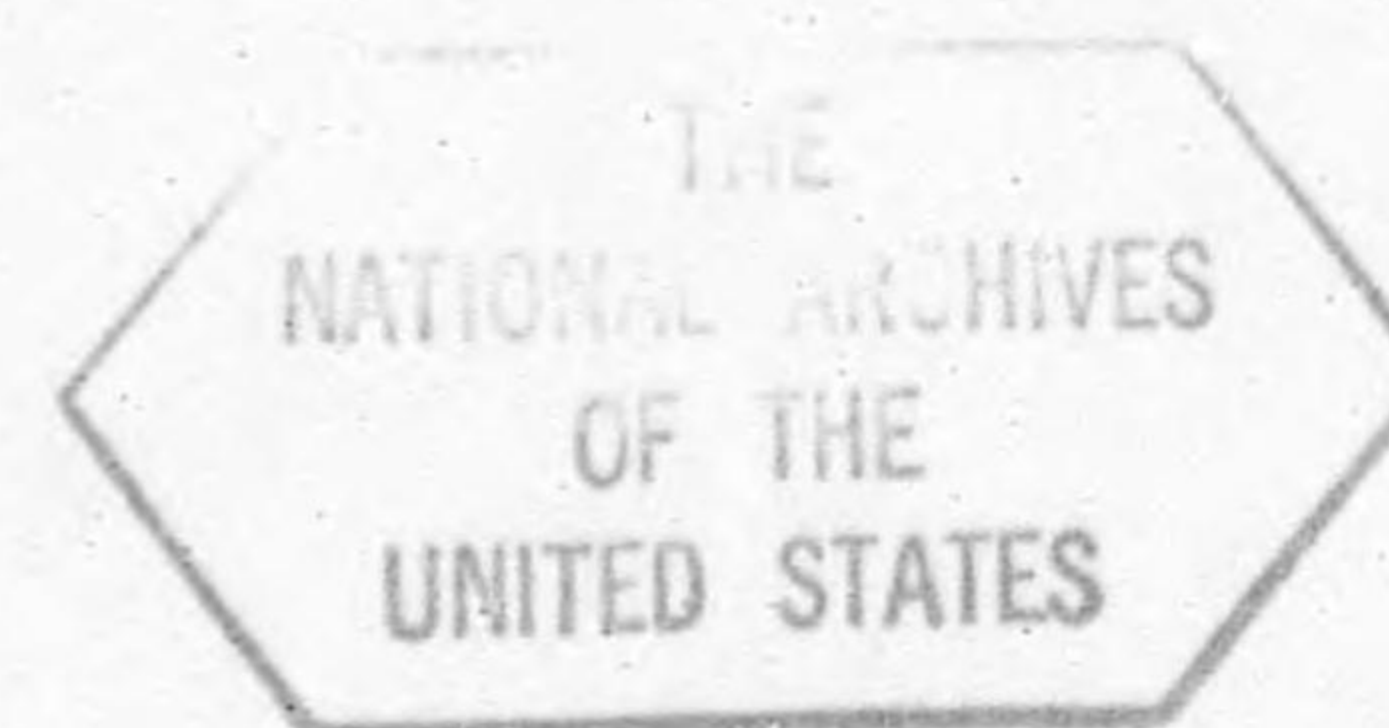


**GHQ/SCAP Records(RG 331)**  
**Description of contents**



- (1) Box no. 3300
- (2) Folder title/number: (4)  
**Fire**
- (3) Date: Jan. 1951 - Apr. 1951

(4) Subject:

Classification	Type of record
032	e

- (5) Item description and comment:  
**Includes Contents List**

(6) Reproduction: Yes No

(7) Film no. Sheet no.



LIST OF PAPERSFile under No. 000.92FIRE

Serial Number	From	Date	To	Synopsis
1	Hq & Sv Comd	14 Jan 51	CHS	Fire Regulations for Empire House.
2	Hq. & SV Comd	10 Feb 51	CHS	Operation Order #2 (Passive Air Defense Plan).
3	Exec. Off, CHS	16 Apr 51	Personnel	Empire House SOP for Passive Air Defence.
4	CHS	4 May 51	Personnel	Amend. #1 - Empire House SOP for Passive Air Defense.
5	Hq. & Sv Comd.	1 May 51	CHS	Change 1 to Operation Order #2 - Passive Air Defense Plan. Practice Alerts.
6	Hq & Sv Comd	17 May 51	CHS	Fire Regulations for Empire House.
7	Hq & Sv Comd	15 Jul 51	CHS	Fire Regulations for Empire House.
8	ESS	10 Apr 51	CHS	Empire House Standing Operating Procedure for Passive Air Defense.
9				



CHS  - SCAP

ROUTING SLIP

JUL 20 1951

Date

M/C Log No. 12

To	Initial	For
Chief	2	Action
Special Assistant	2	Comment/Concur
Exec. Off.	1	Note-return
Admin.	4	Dispatch
Personnel		Info
Library Div.		File
Spec. Proj. Br.		Initials
Pol-Soc. Aff. Div.		Signature
Economic Div.		Suspense Slip
		To Library

Remarks:

*Route to each member  
C & L for info.*

*Beard*

(Adm. #2 - Revised 22 May 50)



ES/PS 106.06

ECONOMIC AND SCIENTIFIC SECTION  
PROGRAMS AND STATISTICS DIVISION

FROM: Lt Col P.C. Bouck 20 July 57

TO: Mr Hutchinson RA 300  
Office Div. Chief      Population & Labor Branch

- 202 Morrow
- 202 Rose
- 202 Galloway

- 201 Blagg
- 201 Mettert
- 201 Jones

Executive Office

- 203 Blanton
- 205 Stevens
- 203 Schultz
- 203 Mochizuki

Price & Distribution Branch

- 205 French
- 205 Sharron

Administration Branch

- 206 Gooch
- 206 Rooney
- 102 Publication
- 116 Supply
- 107 IBM
- 204 Files
- 307 Library

Production & Programs Branch

- 203 Fitzgerald
- 207 VanSwearingen

Foreign & Domestic  
Commerce Branch

- 225 Deibert
- 223 Thayer

Action \_\_\_\_\_

Approval \_\_\_\_\_

Information

File

Return to \_\_\_\_\_

Initials or Signature \_\_\_\_\_

Remarks

Revised:  
17 July 57

Attention

Mr Hutchinson - 300  
Sgt Beayd. - 300



*Restricted*  
GENERAL HEADQUARTERS  
SUPREME COMMANDER FOR THE ALLIED POWERS  
Economic and Scientific Section

10 April 1951

EMPIRE HOUSE  
STANDING OPERATING PROCEDURE  
for  
PASSIVE AIR DEFENSE

I. RESCISSIONS:

1. Operation Orders Number 2 (Passive Air Defense Plan) revised 20 December 1950 and all other revisions and annexes published prior to 15 March 1951.
2. Standing Operating Procedure for Passive Air Defense, Empire House, dated 14 July 1950.

II. REFERENCES:

1. Operation Orders Number 2 (Passive Air Defense Plan) issued by Headquarters and Service Command, dated 10 February 1951.
2. Army Air Forces Field Manual 1-25, subject, Air Defense, dated 15 July 1943.
3. Field Manual 5-15, subject, Field Fortifications, dated 14 February 1944 and Field Manual 5-20, A through H, covering camouflage of specific installations.
4. ESS Administrative Memorandum Number 9, dated 19 February 1951.

III. GENERAL:

1. The purpose of this plan is to prescribe the responsibilities, govern the actions, and coordinate the activities of military and civilian personnel in Passive Air Defense measures for Empire House.

2. DEFINITIONS:

a. AIR DEFENSE - includes all measures necessary to prevent, to interfere with or to reduce the effectiveness of hostile air actions after hostile aircraft have left their own airdromes or carriers. These measures include both ACTIVE and PASSIVE AIR DEFENSE measures.

b. ACTIVE AIR DEFENSE - comprises all measures aimed to destroy or threaten destruction of hostile aircraft and their crews in the air.

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This is provided by fighter aviation, antiaircraft artillery, air warning services, air obstacles and controlled small arms fire.

c. **PASSIVE AIR DEFENSE** - includes all measures (other than **ACTIVE DEFENSE MEASURES**) taken to minimize the effects of hostile air action, such as the use of cover, concealment, dispersion, aircraft observers, air raid wardens, blackouts, alerts and shelters.

d. **AIR DEFENSE ELEMENTS** - include fighter aircraft, antiaircraft artillery, air warning service and any other ground or naval units manning antiaircraft weapons when engaged in **ACTIVE AIR DEFENSE**.

e. **AIR DEFENSE COMMANDER** - is a commander to whom the responsibilities of **AIR DEFENSE** have been specifically assigned.

f. **AIR DEFENSE AREA** - is the geographical division made by the Commanding General, FFAF, of his area of responsibility to insure effective operation of available **AIR DEFENSE FORCES**.

g. **AIR DEFENSE CONTROLLER** - is the officer in the **AIR DEFENSE** control Center responsible for **AIR DEFENSE** operations in his area. During his tour of duty he makes decisions and acts in the name of the **AIR DEFENSE COMMANDER**.

### 3. CATEGORIES OF AIR DEFENSE:

a. **CATEGORY I**. During this period all **AIR DEFENSE ELEMENTS** will continue to perform their occupation training and other missions in accordance with existing directives.

b. **CATEGORY II**. During this period all **AIR DEFENSE ELEMENTS** will train for **AIR DEFENSE**. Preparations will be made and training will be so conducted that all **AIR DEFENSE ELEMENTS** will be able to meet the requirements of **Category III** without delay. Responsible commanders will insure that **PASSIVE AIR DEFENSE** measures can be placed in effect upon the declaration of **Category III**.

c. **CATEGORY III**. During this period all **AIR DEFENSE ELEMENTS** will be fully deployed and ready to exert their full combat effectiveness in accordance with combat alert conditions prescribed by the Commanding General, Far East Air Forces. **PASSIVE AIR DEFENSE** measures will be placed in effect as directed by the Chief, Economic and Scientific Section.

4. **AIR DEFENSE WARNING MESSAGES**: These are flash messages initiated by **AIR DEFENSE** agencies to indicate the probability of hostile air attack on a given area.

(1) **FLASH BLUE** - means hostile or suspicious aircraft are

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so located than an attack is general. No general alarm will be given. Certain precautionary actions may be initiated by specific orders of MAJOR COMMANDERS.

(2) FLASH RED - means hostile or suspicious aircraft are so located that an attack is imminent or in progress. It will be indicated by three (3) audible warning signals.

(3) FLASH WHITE - means ALL CLEAR. It will be indicated by one (1) audible warning signal.

(4) AIRBORNE ATTACK - means attack by paratroopers, glider or transport borne enemy troops is imminent or in progress and will be indicated by seven (7) audible warning signals.

b. ALARMS: Operations under Category III will immediately go into effect upon:

(1) Sounding of Central Air Raid Siren located on the Dai Ichi Building (short intermittent blasts) in a series of three (3) for air alert, and a series of seven (7) for airborne attack.

(2) Telephone notification from Headquarters and Service Command Air Defense Command Post thru TIS Duty Officer for Empire House.

(3) AIR RAID ALARM: For Empire House Air Raid Alarms and Air Raid Evacuation Drills will be indicated by a series of three (3) short rings on the floor alarm bells. The ALL CLEAR signal will be sounded by a series of two (2) long rings on the alarm bells.

#### 5. GENERAL PRECAUTIONS TO BE TAKEN DURING AND AFTER AIR RAID:

It is assumed that an air raid of major proportions upon the city of Tokyo would or could constitute a major disaster. Therefore, current DISASTER PLANS, Economic and Scientific Section, will be placed in effect upon declaration of an air raid.

#### IV. DESIGNATION OF AIR RAID WARDENS AND FLOOR WARDENS:

1. The Chief, Economic and Scientific Section, GHQ, SCAP has designated Lieut. Col. P. C. Bouck, Room 205, Empire House (Tel. 26-7968) as Air Raid Warden for Empire House and Capt. A. T. McCabe, Room 207, Empire House (Tel. 26-8732) as Deputy Air Raid Warden for Empire House.

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2. The following named individuals are designated as Floor Air Raid Wardens for Empire House:

FLOOR	NAME	ROOM NO.	TELEPHONE
Basement:	Mr. M. Noritake	4	26-8408
Alternate	Sgt. H. A. Smith	4	26-8409
1st Floor:	Mr. B. W. Blosser	107	26-8040
Alternate	Mr. Anthony Ribes	106	26-6480
2nd Floor:	Mr. R. Fujimoto	206	26-7331
Alternate	Mr. Y. Waki	208	26-7109
3rd Floor:	Mr. W. E. Hutchinson	300	26-7509
Alternate	Capt. J. B. Beard	300	26-7136
4th Floor:	W/O C. J. H. Maund	421	26-8530
Alternate	S/Sgt M. Grose	421	26-8530
5th Floor:	Mr. R. C. Nagar	511	26-8009
Alternate	Mr. K. B. Tandan	503	26-6630
6th Floor:	Lt. Col. G. L. Kushner	609	26-6072
Alternate	Capt. Loren J. Heller	605	26-6074

V. RESPONSIBILITIES:

1. ~~all air~~ Raid Wardens designated in operational plans are responsible for the following:

- a. Enforcement of air raid precautions and discipline.
- b. Fire prevention and protection.
- c. Dispersal of personnel and material to dispersal areas as follows in accordance with Fire Evacuation Plan:

- (1) Personnel on 3rd and 4th floors will remain in respective offices, stationing themselves away from windows and outer walls.
- (2) Personnel located in basement, on 1st and 2nd floors will evacuate to 3rd floor and station themselves in corridors and against inside walls leaving an open path along corridors. Personnel will keep activity to a minimum.

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- (3) Personnel located on 5th and 6th floors will evacuate to 4th floor, stationing themselves against inside walls leaving open path along corridors. Personnel will keep activity to a minimum.
- d. Establishment of Passive Air Defense Command Post
- e. Emergency First Aid
- f. Dissemination of warning messages and control of personnel within restricted areas. Warning messages will correspond to signals designated in paragraph 3 above.
- g. Reconnaissance of suitable dispersal areas
- h. Control of lighting

VI. DUTIES:

1. During Category I:

a. Building Air Raid Warden Will:

(1) Acquaint himself with:

(a) Assigned Floor Air Raid Wardens

(b) Location of equipment available for defense against air attack.

(c) Location of classified documents which will require appropriate storage facilities in case of air attack.

(2) Assist the Section Air Raid Warden in the performance of his duties as required.

b. Floor Air Raid Wardens Will:

(1) Familiarize themselves with evacuation plan for their respective floors.

(2) Take charge of any equipment assigned their floor and inspect such equipment monthly to insure its readiness for use. (This includes fire fighting apparatus, first aid material, etc.)

(3) Acquaint themselves with location of all personnel and classified material on respective floors.

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- (4) Report to Building Air Raid Warden hazards or conditions prevailing on their floors which might interfere with orderly evacuation.
- (5) Assist Building and Section Air Raid Wardens in their duties as required.

2. During Category II:

a. Building Air Raid Warden will:

- (1) Establish Building Command Post
- (2) Establish liaison with Section Command Post
- (3) Insure that Floor Air Raid Wardens are available
- (4) When a drill is authorized, sound alarm, cut off electric current and supervise evacuation and defense measures.
- (5) Check on performance of drill under plan and take corrective measures to insure efficient operation.
- (6) Render reports to Section Command Post on conduct of drill

b. Floor Air Raid Wardens will:

- (1) Periodically check access to evacuation exits
- (2) On sounding of alarm denoting air raid drill:
  - (a) Supervise evacuation of all personnel according to evacuation plan
  - (b) Check floor for presence of personnel and adequate securing of classified materials
  - (c) Insure that fire fighting teams are at their posts at equipment locations
  - (d) Report completion of evacuation to Building Command Post
  - (e) Pick up first aid material

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- (f) Report to dispersal area and assist in maintaining order.
- (g) Stand by for any additional duties which might be designated by Building or Section Air Raid Warden

3. During Category III:

a. Building Air Raid Warden will:

- (1) On sounding of alarm, supervise evacuation to dispersal areas and secure area against possible attack
- (2) After evacuating building report to Section Command Post
- (3) Station fire fighting teams in critical locations
- (4) Stand by to implement orders issued by Section Air Raid Warden

b. Floor Air Raid wardens will:

- (1) On sounding of alarm exercise duties outlined for training drills (paragraph 2 above)
- (2) On notification of all clear, report to Command Post results of evacuation, injuries sustained and any destruction to facilities.

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GENERAL HEADQUARTERS  
SUPREME COMMANDER FOR THE ALLIED POWERS  
Economic and Scientific Section

10 April 1951

EMPIRE HOUSE  
STANDING OPERATING PROCEDURE  
for  
PASSIVE AIR DEFENSE

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This is provided by fighter aviation, antiaircraft artillery, air warning services, air obstacles and controlled small arms fire.

c. PASSIVE AIR DEFENSE - includes all measures (other than ACTIVE DEFENSE MEASURES) taken to minimize the effects of hostile air action, such as the use of cover, concealment, dispersion, aircraft observers, air raid wardens, blackouts, alerts and shelters.

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*Restricted*

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2nd Floor:	Mr. R. Fujinoto	206	26-7331
Alternate	Mr. Y. Waki	208	26-7109
3rd Floor:	Mr. W. E. Hutchinson	300	26-7509
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4th Floor:	W/O C. J. H. Maund	421	26-8530
Alternate	S/Sgt M. Grose	421	26-8530
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6th Floor:	Lt. Col. G. L. Kushner	609	26-6072
Alternate	Capt. Loren J. Heller	605	26-6074

V. RESPONSIBILITIES:

1. All Air Raid Wardens designated in operational plans are responsible for the following:

- a. Enforcement of air raid precautions and discipline.
- b. Fire prevention and protection.
- c. Dispersal of personnel and material to dispersal areas as follows in accordance with Fire Evacuation Plan:
  - (1) Personnel on 3rd and 4th floors will remain in respective offices, stationing themselves away from windows and outer walls.
  - (2) Personnel located in basement, on 1st and 2nd floors will evacuate to 3rd floor and station themselves in corridors and against inside walls leaving an open path along corridors. Personnel will keep activity to a minimum.

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(3) Personnel located on 5th and 6th floors will evacuate to 4th floor, stationing themselves against inside walls leaving open path along corridors. Personnel will keep activity to a minimum.

d. Establishment of Passive Air Defense Command Post

e. Emergency First Aid

f. Dissemination of warning messages and control of personnel within restricted areas. Warning messages will correspond to signals designated in paragraph 3 above.

g. Reconnaissance of suitable dispersal areas

h. Control of lighting

#### VI. DUTIES:

##### 1. During Category I:

a. Building Air Raid Warden Will:

(1) Acquaint himself with:

(a) Assigned Floor Air Raid Wardens

(b) Location of equipment available for defense against air attack.

(c) Location of classified documents which will require appropriate storage facilities in case of air attack.

(2) Assist the Section Air Raid Warden in the performance of his duties as required.

b. Floor Air Raid Wardens Will:

(1) Familiarize themselves with evacuation plan for their respective floors.

(2) Take charge of any equipment assigned their floor and inspect such equipment monthly to insure its readiness for use. (This includes fire fighting apparatus, first aid material, etc.)

(3) Acquaint themselves with location of all personnel and classified material on respective floors.

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*Restricted*

- (4) Report to Building Air Raid Warden hazards or conditions prevailing on their floors which might interfere with orderly evacuation.
- (5) Assist Building and Section Air Raid Wardens in their duties as required.

2. During Category II:

a. Building Air Raid Warden will:

- (1) Establish Building Command Post
- (2) Establish liaison with Section Command Post
- (3) Insure that Floor Air Raid Wardens are available
- (4) When a drill is authorized, sound alarm, cut off electric current and supervise evacuation and defense measures.
- (5) Check on performance of drill under plan and take corrective measures to insure efficient operation.
- (6) Render reports to Section Command Post on conduct of drill

b. Floor Air Raid Wardens will:

- (1) Periodically check access to evacuation exits
- (2) On sounding of alarm denoting air raid drill:
  - (a) Supervise evacuation of all personnel according to evacuation plan
  - (b) Check floor for presence of personnel and adequate securing of classified materials
  - (c) Insure that fire fighting teams are at their posts at equipment locations
  - (d) Report completion of evacuation to Building Command Post
  - (e) Pick up first aid material

*Restricted*



*Restricted*

(f) Report to dispersal area and assist in maintaining order.

(g) Stand by for any additional duties which might be designated by Building or Section Air Raid Warden

3. During Category III:

a. Building Air Raid Warden will:

(1) On sounding of alarm, supervise evacuation to dispersal areas and secure area against possible attack

(2) After evacuating building report to Section Command Post

(3) Station fire fighting teams in critical locations

(4) Stand by to implement orders issued by Section Air Raid Warden

b. Floor Air Raid Wardens will:

(1) On sounding of alarm exercise duties outlined for training drills (paragraph 2 above)

(2) On notification of all clear, report to Command Post results of evacuation, injuries sustained and any destruction to facilities.

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CHS - GHQ - SCAP

ROUTING SLIP

Date III 19 1951  
M/C Log No.       /o

To	Initial	For
Chief	2	Action
Special Assistant	3	Comment/Concur
Exec. Off.	1	Note-Return
Admin.	4	Dispatch
Personnel		Info
Library Div.		File
Spec. Proj. Br.		Initials
Pol-Soc. Aff. Div.		Signature
Economic Div.		Suspense Slip

Remarks:

1 - file  
1 - B. B.

(Adm. #2 - Revised 22 May 50)



ESS/PS 106.06

ECONOMIC AND SCIENTIFIC SECTION  
PROGRAMS AND STATISTICS DIVISION

FROM: Lt Col Bouck 50

TO: CAPT BEARD  
Office Div. Chief

Population & Labor Branch

- 202 Morrow
- 202 Rose
- 202 Galloway

- 201 Blagg
- 201 Mettert
- 201 Jones

Executive Office

Price & Distribution Branch

- 203 Blanton
- 205 Stevens
- 203 Schultz
- 203 Mochizuki

- 205 French
- 205 Sharron

Production & Programs Branch

Administration Branch

- 203 Fitzgerald
- 207 VanSwearingen

- 206 Gocch
- 206 Rooney
- 102 Publication
- 116 Supply
- 107 IBM
- 204 Files
- 307 Library

Action \_\_\_\_\_

Approval \_\_\_\_\_

Information  \_\_\_\_\_

Foreign & Domestic  
Commerce Branch

File \_\_\_\_\_

Return to \_\_\_\_\_

- 225 Deibert
- 223 Thayer

Initials or Signature \_\_\_\_\_

Remarks

Attention

Room 300



HEADQUARTERS  
HEADQUARTERS AND SERVICE GROUP  
GENERAL HEADQUARTERS  
FAR EAST COMMAND

AFO 500  
15 July 1951

FIRE REGULATIONS FOR EMPIRE HOUSE

SECTION I

These instructions are published in order to clarify and coordinate fire defense measure for the protection of personnel, records and activities of the GHQ, FEC, SCAP & B.C.O.F. Section and Missions occupying space in the Empire House.

SECTION II

1. Fire ALARMS: Any person discovering a fire will:
  - a. Sound the fire alarm. Alarm boxes are located on each floor in the main corridor near the staircase.
  - b. Notify the Building Custodian (Telephone 26-8408) giving exact location and class of fire:
    - (1) Ordinary combustible materials
    - (2) Burning liquids
    - (3) Electrical equipment
  - c. In the event the Building Custodian or other Custodial Personnel are unavailable, the person discovering fire will call the telephone number listed in paragraph No. 3.

2. When the alarm is sounded all personnel except those designated as fire wardens and fire fighters, will close all transoms, windows and doors and leave the building in an orderly manner through exits designated in the Evacuation Plan (Incl 1). Walk across the street from the Empire House to sidewalk along ATIS Motor Pool and remain in groups. Personnel will not re-enter the building until the All Clear signal is given.

3. Duties of the Custodial Staff:
  - a. The custodian or clerk on duty will:
    - (1) Sound the building alarm if the alarm is not already in operation.
    - (2) Report the fire by telephone to:
      - (a) English speaking operators  
26-7261 26-7263 57-8221 57-8222
      - (b) Japanese Fire Station  
23-1739 23-2758 119
      - (c) Building Fire Warden 26-7968  
After Duty Hours 42-3969
      - (d) Asst. Bldg. Fire Warden 26-8732  
After Duty Hours 48-4439



Fire Regulations for Empire House (cont'd)

(3) In the event medical attention is required, call any of the following:

- (a) Tokyo General Hospital 26-7571
- (b) Tokyo General Dispensary 26-8290
- (c) 361 Station Hospital 26-7656

b. In the absence of the Building Fire Warden, the Asst. building Fire Warden or senior member of the custodial staff present, will assume command until such time as the Fire Department arrives.

(1) Under the supervision of the Custodian or his representative, the custodial personnel function as follows:

- (a) Personnel will go to their assigned floors and aid in directing the evacuation of the building. All rooms will be checked to insure that windows, transoms, doors and fire doors are closed.
- (b) Elevators will go to the main floor immediately upon the sounding of the alarms and cease operation. Japanese personnel operating elevators will then comply with Japanese evacuation program.
- (c) Responsible custodial personnel will shut down ventilating and blower system throughout building.

4. Floor Fire Wardens will, in event of fire or during fire drills, direct evacuation of personnel, securing of records and closing of windows, transoms and doors. The Floor Fire Warden will direct fire fighting operations in his area pending the arrival of Building Fire Warden or the Fire Department. Floor Fire Wardens will familiarize themselves with the location and operation of emergency fire-fighting equipment.

5. Floor Fire Wardens for Empire House are as follows:

First Floor	Mr. Blosser	Room 107	Tel 26-8040
Second Floor	Richard Fujimoto	Room 206	" 26-8039
Third Floor	Captain Beard	Room 300	" 26-7136
Fourth Floor	W. O. Mound	Room 421	" 26-8846, 8530
Fifth Floor	Mr. Nagar	Room 509	" 26-8009
Sixth Floor	Lt. Col. G. L. Kushner	609	" 26-6072

6. FIRE DRILLS

a. Fire drills and Fire Inspections will be held monthly.

b. Unit and Floor Fire Wardens and Guards will evacuate Personnel from the building according to the Evacuation Plan.

c. Records will not be moved but "Secret" and "Confidential" files will be locked and all other records placed in file cabinets, safes, or vaults which have been previously designated for this purpose by Unit Chiefs.

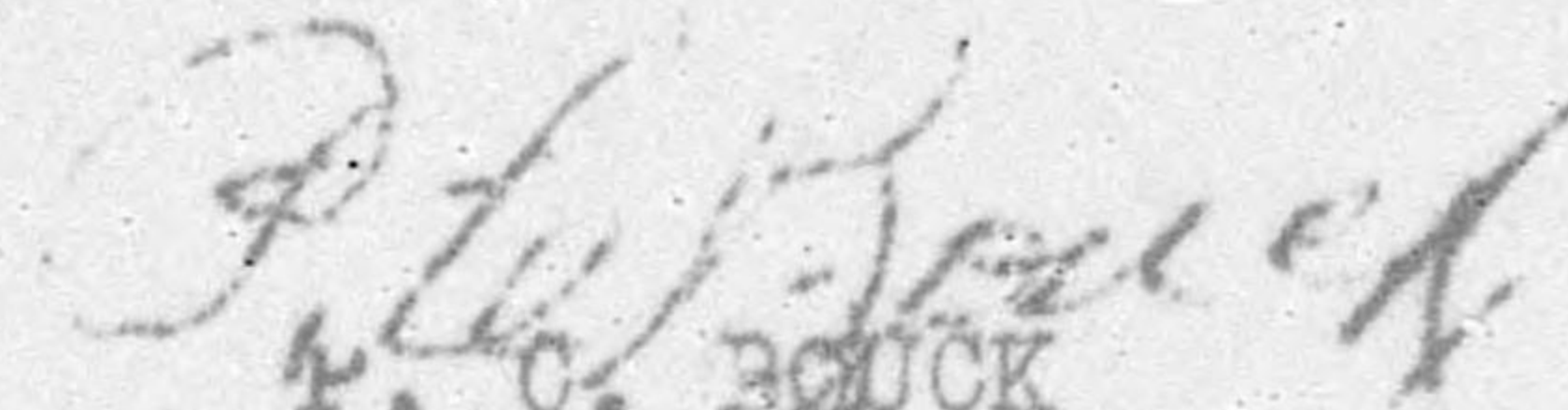


Fire Regulations for Empire House (cont'd)

d. During fire drills one individual may remain on duty in each separate office to insure minimum interruption of normal business.

7. A copy of this memorandum will be posted in a conspicuous location on each floor. In addition, Unit Chief are responsible the personnel in their divisions are entirely familiar with the contents of this memorandum.

8. The Chief of Economic and Scientific Section GEQ, SCAR has appointed the following named officers as Building Fire Warden and Assistant Building Fire Warden for Empire House, respectively: Lieutenant Colonel P.C. Bruck, Room 205, Telephone 26-7968, and Capt. A. T. McCabe, Room 207, Telephone 26-7720.

  
P. C. BRUCK  
Lieut. Col. Armor.

BUILDING FIRE WARDEN

Incl 1 - Evacuation Plan



ENCLOSURE NO 1

EMPIRE HOUSE

EVACUATION PLAN

IN THE EVENT OF FIRE, SOUND THE FIRE ALARM (ALARM BOXES ARE LOCATED ON EACH FLOOR NEAR THE FRONT STAIRCASE). NOTIFY THE BUILDING CUSTODIAN, PHONE 26-8408.

REPORT THE FIRE TO THE FIRE DEPARTMENT. DIAL ANY OF THESE NUMBERS:

26-7261      26-7262  
57-8221      57-8222

IN THE EVENT MEDICAL AID IS REQUIRED, CALL FOR:

DOCTOR OR AMBULANCE AT (TOKYO MEDICAL GENERAL DISPENSARY)  
26-8290 OR 26-8092

WHEN THE FIRE ALARM IS SOUNDED, ALL PERSONNEL, EXCEPT FIRE WARDENS AND GUARDS, WILL IMMEDIATELY EVACUATE THE BUILDING THROUGH EXITS DESIGNATED BELOW:

Room No.	Fire Exit No.	Room No.	Fire Exit No.	Room No.	Fire Exit No.	Room No.	Fire Exit No.
101	1	210	1	319	2	503	1
102	1	211	2	320	2	504	1
103	1	212	2	321	2	505	1
104	1	213	2	322	2	506	1
105	1	214	2	323	1	507	1
106	1	215	2	324	1	508	1
107	1	216	2	325	1	509	1
108	1	217	2	326	1	510-B	1
108-1	1	218	2	327	1	511	1
108-2	1	219	2	328	1	512	1
109	1	220	2	329	2	512-A	1
110	1	221	2			512-B	1
111	2	222	2	400	1	513	1
112	2	223	1	401	1	514	1
113	2	224	1	402	1	515	1
114	2	225	1	403	1	516	2
115	2			404	1	517	2
116	2	300	1	405	1	518	2
117	2	301	1	406	1	519	2
118	2	302	1	407-408	1	520	2
119	2	303	1	409	1	521	2
120	2	304	1	410	1		
122	1	305	1	411	1	601	1
123	1	306	1	412	1	602	1
124	1	307	1	414	1	603	1
128	2	309	1	415	1	604	1
		310	2	416	2	605	1
201	1	311	2	417	2	607	1
202	1	312	2	418	2	608	1
203	1	313	2	419	2	609	1
204	1	314	2	421	2	610	1
205	1	315	2	430	2	612	1
206	1	316	2			613	1
207	1	317	2	501	1	614	1
208	1	318	2	502	1	615	2
209	1					620	2
						621	2

ENCLOSURE NO. 1



CHS - GHQ - SC

ROUTING SLIP

Date MAY 18 1951

M/C Log No. 15

To	Initial	For
Chief	2	Action
Special Assistant	3	Comment/Concur
Exec. Off.	1	Note return
Admin.	4	Dispatch
Personnel		Info
Library Div.		file
Spec. Proj. Br.		Initials
Pol-Soc. Affs. Div.		Signature
Economic Div.		Suspense Slip
		To Library

Remarks:

**RESTRICTED**

(Adm. #2 - Revised 22 May 50)



**RESTRICTED**

CHS

HEADQUARTERS  
 HEADQUARTERS AND SERVICE COMMAND  
 GENERAL HEADQUARTERS, FAR EAST COMMAND  
 8232nd ARMY UNIT  
 APO 500

HC 371.2 (GC)

SUBJECT: Practice Alerts

17 May 1951

TO : See Distribution

1. REFERENCE: Letter, GHQ, FEC, File AG 381 (1 Apr 50) GC-0,  
 Subject: Passive Air Defense Measures, dated 28 December 1950.

2. Commanding Officers of Units and Installations, GHQ, FEC and SCAP, and units assigned and attached to Hq & Svc Comd (JLCOM units in MTA refer to ltr, Hq, Yokohama Command, File YC 381 SC dated 26 Jan 51) holding practice alerts to test SOP's in accordance with existing plans must first clear with G3 Hq & Svc Comd at least seventy-two (72) hours in advance of drill date.

3. Request will be made in writing and classified RESTRICTED unless cogent reasons exist that require higher classification.

4. Audible warning devices controlled centrally by this Hq will not be sounded in connection with practice alerts at any time.

5. Tests will be conducted so as not to interfere with the operation of transportation systems, industry, communications, hospitals, utilities or the Japanese Economy in general or to cause excitement, give away intentions of the alert to indigenous employees and the Japanese Populace.

6. Recent experiences has indicated that necessary individual training and instruction as well as sound planning must become an accomplished fact, before successful implementation of existing plans can be relied upon. It behooves all commanders to devote the minutest attention required so as to know confidently that their respective units are capable of implementing existing plans.

FOR THE COMMANDING GENERAL:

*Clarence Q. Graham*  
 CLARENCE Q. GRAHAM  
 Colonel, AGC  
 Adjutant General

## DISTRIBUTION:

"A" plus 10 to G3, Hq & Svc Comd  
 CINCFE (5)  
 CG, FEAF (5)  
 CG, XVI Corps (5)  
 CO, 6162d Air Base Wing (5)  
 CO, 314th Air Division (5)  
 CG, JLCOM (5)  
 ComNavFe (5)  
 CG, Yokohama Comd (5)  
 Chief Air Raid Warden (20)  
 Staff Sections, GHQ, FEC, and SCAP (2 ea)  
 British Com Sub Area, Tokyo, Camp Ebisu (2)  
 Tokyo Main PX (5)  
 Tokyo Army Hosp (3)  
 361st Sta Hosp (2)  
 JLCOM Procurement Sec, Tokyo Br (2)

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- DISTRIBUTION: (Cont'd)
- JLC Deputy Comm. O (2)
  - U. S. Army Stockade (2)
  - Tokyo QM Depot (2)
  - 64th Topo Bn (2)
  - Sugamo Prison (2)
  - Tokyo Ord Depot (2)
  - QM Commissary (3)
  - Tokyo Engr Works Ord Plant (2)



RESTRICTED



**RESTRICTED**

HEADQUARTERS  
 HEADQUARTERS AND SERVICE COMMAND  
 GENERAL HEADQUARTERS, FAR EAST COMMAND  
 8232nd ARMY UNIT  
 APO 500

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 CINCPAC (5)  
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 ComNavFe (5)  
 CG, Yokohama Comd (5)  
 Chief Air Raid Warden (20)  
 Staff Sections, GHQ, FEC, and SCAP (2 ea)  
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 Tokyo Main PX (5)  
 Tokyo Army Hosp (3)  
 361st Sta Hosp (2)  
 JLCOM Procurement Sec, Tokyo Br (2)

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DISTRIBUTION: (Cont'd)  
JLC Deputy Comm. O (2)  
U. S. Army Stockade (2)  
Tokyo QM Depot (2)  
64th Topo Bn (2)  
Sugamo Prison (2)  
Tokyo Ord Depot (2)  
QM Commissary (3)  
Tokyo Engr Works Ord Plant (2)



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CHS - GHQ - SCAP

ROUTING SLIP

MAY 1951

Date \_\_\_\_\_  
M/C Log No. \_\_\_\_/\_\_\_\_

To	Initial	For	Action
Chief	2		Comment/Concur
Special Assistant	3		Note-Return
Exec. Off.	1		Dispatch
Admin.	1		Info
Personnel			File
Library Div.			Initials
Spec. Proj. Br.			Signature
Pol-Soc. Aff. Div.			Suspense Slip
Economic Div.			

Remarks:

*CHS SOP will be amended accordingly.  
Beard*

(Adm. #2 - Revised 22 May 50)



*Restricted AS-980*

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

Change 1 to Operation Order #2 (PAD Plan) 1 May 1951  
Hq, Hq & Svc Comd, dated Feb. 51.

Effective immediately, pars 5 c (1) (a) (b) (c) Operation Order No. 2 (PAD Plan) this Hq are changed as follows:

- 5 c (1) (a) FLASH BLUE - Means air attack probable, unidentified aircraft in vicinity. No general alarm will be given; certain selected precautionary actions may be initiated by specific order of Major Commander
- (b) FLASH RED - Means air attack imminent, enemy aircraft in vicinity. It will be indicated by three (3) audible warning signals.
- (c) FLASH WHITE - Means all clear, aircraft identified as friendly or hostile aircraft no longer in the vicinity. It will be indicated by one (1) audible warning signal.

## DISTRIBUTION:

MILBURN  
Brig General

"A" plus 50 to G3, Hq & Svc Comd  
CINCFE (5)  
CG, FEAF (5)  
CG, GHQ Reserve Corps (5)  
CO, 6162d Air Base Wing (5)  
CO, 314th Air Division (5)  
CG, JLCOM (5)  
ComNavFe (5)  
CG, Yokohama Comd (5)  
Chief Air Raid Warden (20)  
Staff Sections, GHQ, FEC, and SCAP (2 ea)  
British Com Sub Area, Tokyo, Camp Ebisu (2)  
Tokyo Main PX (5)  
Tokyo Army Hosp (3)  
361st Sta Hosp (2)  
JLCOM Procurement Sec, Tokyo Br (2)  
JLC Deputy Comm. O (2)  
U. S. Army Stockade (2)  
Tokyo QM Depot (2)  
64th Topo Bn (2)  
Sugamo Prison (2)  
Tokyo Ord Depot (2)  
QM Commissary (3)  
Tokyo Engr Works Ord Plant (2)

## OFFICIAL:

*SALEE*  
SALEE  
G3 by *mid-*

*Restricted*

(5)



*Restricted*

GENERAL HEADQUARTERS  
SUPREME COMMANDER FOR THE ALLIED POWERS  
Civil Historical Section

4 May 1951

EMPIRE HOUSE  
STANDING OPERATING PROCEDURE  
for  
PASSIVE AIR DEFENSE

Amendment Number 1:

1. Paragraph 3, Empire House Standing Operating Procedure for Passive Air Defense, dated 16 April 1951, is rescinded and the following substituted therefor:

- a. FLASH BLUE - Means air attack probable; unidentified aircraft in vicinity. No general alarm will be given; certain precautionary actions may be initiated upon specific orders.
- b. FLASH RED - Means air attack imminent; enemy aircraft in vicinity. It will be indicated by three (3) audible warning signals.
- c. FLASH WHITE - Means ALL CLEAR. It will be indicated by one (1) audible warning signal.

FOR THE CHIEF OF SECTION:

*J. B. Beard*  
J. B. BEARD  
Capt., Inf.  
Executive Officer

Distribution:

Each indiv. CHS - 1  
file - 6

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(4)



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 GENERAL HEADQUARTERS  
 SUPREME COMMANDER FOR THE ALLIED POWERS  
 Civil Historical Section

16 April 1951

EMPIRE HOUSE  
 STANDING OPERATING PROCEDURE  
 for  
 PASSIVE AIR DEFENSE

1. GENERAL: The purpose of this plan is to prescribe the responsibilities, govern the actions, and coordinate the activities of personnel of the Civil Historical Section in Passive Air Defense measures for Empire House.

2. PASSIVE AIR DEFENSE: This is defined as including all measures (other than ACTIVE DEFENSE MEASURES) taken to minimize the effects of hostile air action, such as the use of cover, concealment, dispersion, aircraft observers, air raid wardens, blackouts, alerts and shelters. PASSIVE AIR DEFENSE measures will be placed in effect as directed by the Empire House warden.

3. AIR DEFENSE WARNING MESSAGES: These are flash messages initiated by AIR DEFENSE agencies to indicate the probability of hostile air attack on a given area.

- a. FLASH BLUE: Means ~~hostile or suspicious aircraft are so located~~ *air attack probable; unidentified aircraft* that an attack is general. No general alarm will be given; ~~Certain~~ *in vicinity* precautionary actions may be initiated upon specific orders.
- b. FLASH RED: Means ~~hostile or suspicious aircraft are so located~~ *air attack imminent; enemy aircraft in vicinity* that an attack is imminent or in progress. It will be indicated by three (3) audible warning signals.
- c. FLASH WHITE: Means ALL CLEAR. It will be indicated by one (1) audible warning signal.
- d. AIRBORNE ATTACK: Means attack by paratroopers, glider or transport borne enemy troops is imminent or in progress and will be indicated by seven (7) audible warning signals.

4. ALARMS:

- a. Sounding of Central Air Raid Siren located on the Dai Ichi Building (short intermittent blasts) in a series of three (3) for air alert, and a series of seven (7) for airborne attack.
- b. Air Raid Alarms and Air Raid Evacuation Drills for the Empire House will be indicated by a series of three (3) short rings on the fire alarm bells. The ALL CLEAR signal will be sounded by a series of two (2) long rings on the alarm bells.

*Restricted*  
 - 1 -



*Restricted*

5. ACTIONS DURING RAID: Personnel in Civil Historical Section will remain in respective offices, stationing themselves away from windows and outer walls. Activity will be kept to an absolute minimum.

Mrs. Alice K. Green, R.N., is responsible for rendering First Aid where required.

6. THIRD FLOOR AIR RAID WARDENS:

Mr. William E. Hutchinson

Captain J. B. Beard (alternate)

7. EVACUATION: Evacuation will be upon order of the third floor Air Raid warden.

8. This information will not be disseminated to Japanese Nationals until the plan is placed in effect. At that time, supervisors of Japanese Nationals will be responsible for informing employees of the proper action to be taken during the emergency. This directive will not be taken from Civil Historical Section offices.

FOR THE CHIEF OF SECTION:

*J B Beard*

J. B. BEARD  
Capt., Inf.  
Executive Officer

Distribution:

Each indiv. CHS-1

File - 6

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- 2 -



CHS - GHQ - 0 CAP

ROUTING SLIP

Date FEB 13 1951

M/C Log No. 29

To	Initial	For
Chief	<u>2</u>	Action
Special Assistant	<u>3</u>	Comment/Concur
Exec. Off.	<u>1</u>	Note-Return
Admin.	<u>4</u>	Dispatch
Personnel		Info
Library Div.		File
Spec. Proj. Br.		Initials
Pol-Soc. Aff. Div.		Signature
Economic Div.		Suspense Slip

Remarks:

(Adm. #2 - Revised 22 May 50)



CHS

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

10 February 1951

OPERATION ORDER NUMBER 2 (PASSIVE AIR DEFENSE PLAN)

Laps: City Lap 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 military and D/A civilian personnel and their dependents assigned to GHQ, Hq & Svc Comd, and JICOM organizations and installations in the Metropolitan Tokyo Area, in PASSIVE AIR DEFENSE measures.

b. Liaison and responsibility in regard to JICOM organizations and installations in the Metropolitan Tokyo Area has been effected by letter, dated 8 Nov. 1950, Hq. Yokohama Command, Subject; "Responsibility For JIC Installations In Metropolitan Tokyo Area For Emergencies".

c. In order to standardize terminology, expressions defined in Paragraph 1 d and capitalized throughout this plan will be used by all lower echelons of this command in preparing instructions pertaining to PASSIVE AIR DEFENSE.

## d. Definitions.

- (1) AIR DEFENSE - includes all measures necessary to prevent, to interfere with or to reduce the effectiveness of hostile air action after hostile aircraft have left their own airdromes or carriers. These measures include both ACTIVE and PASSIVE AIR DEFENSE measures.
- (2) ACTIVE AIR DEFENSE - comprises all measures aimed to destroy or threaten destruction of hostile aircraft and their crews in the air. It is provided by fighter aviation, antiaircraft artillery, air warning service, air obstacles and controlled small arms fire.
- (3) PASSIVE AIR DEFENSE - includes all measures (other than ACTIVE AIR DEFENSE measures) taken to minimize the effects of hostile air action, such as the use of cover, concealment, dispersion, aircraft observers, air raid wardens, blackouts, alerts and shelters.
- (4) AIR DEFENSE AREA - is that geographical division made by CG FMF of his area of responsibility to insure effective operational employment of available AIR DEFENSE FORCES.
- (5) AIR DEFENSE COMMANDER - is a commander to whom the responsibilities of AIR DEFENSE have been specifically assigned.
- (6) AIR DEFENSE CONTROLLER - is the officer in the Air Defense Control Center responsible for AIR DEFENSE operations in his area. During his tour of duty he makes decisions and acts in the name of the AIR DEFENSE COMMANDER (except for the responsibilities specifically delegated to the AIR DEFENSE COMMANDER).

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- (7) AIR DEFENSE ELEMENTS - include fighter aircraft, antiaircraft artillery, air warning service, and any other ground or naval units manning antiaircraft weapons, when engaged in ACTIVE AIR DEFENSE.
- (8) AIR RAID WARNING MESSAGES - are flash messages initiated by air defense control agencies to indicate the probability of hostile air attack on a given area. These flash messages are based on filtered and evaluated information obtained from established air warning systems and are for the purpose of alerting all units and personnel in the threatened area in order that appropriate active or passive counter measures may be initiated.
- (9) CATEGORY OF AIR DEFENSE - a classification of the degree of preparedness to meet a hostile air attack.

c. Categories of AIR DEFENSE. Future conflict will require that all AIR DEFENSE ELEMENTS be ready to meet instantly hostile air attacks. Therefore at some time prior to the initial air attack all AIR DEFENSE ELEMENT must be thoroughly trained, equipped, and so deployed that this attack will be met with maximum effectiveness. Such measures will necessitate a decision to change from one CATEGORY OF AIR DEFENSE to another. The Commander-in-Chief, Far East, will declare either Category II or III (below) except that: a commander authorized by General Headquarters, Far East Command, Operations Instructions to assume operational control of Far East Command forces in an area, may declare Category III within his area in event of ATTACK BY AN ARMED ENEMY: (The Commanding General, Headquarters and Service Command, is not authorized to declare Category II or III.) The Commanding General, Far East Air Forces, United States Air Force, or an AIR DEFENSE COMMANDER specifically so authorized by him, may declare Category III within an AIR DEFENSE AREA in event of IMMINENT HOSTILE AIR ATTACK. The Commander-in-Chief, Far East, and appropriate other commanders will be notified of such a declaration by the most expeditious means available. At all other times Category I (below) exists for General Headquarters and Headquarters and Service Command installations:

- (1) Category I - during this period all AIR DEFENSE ELEMENTS will continue to perform their occupation, training, and other missions in accordance with existing directives.
- (2) Category II - during this period all AIR DEFENSE ELEMENTS will train for AIR DEFENSE. Preparations will be made and training will be so conducted that all AIR DEFENSE ELEMENTS will be able to meet the requirements of Category III without delay. Responsible commanders will insure that PASSIVE AIR DEFENSE measures can be placed in effect upon the declaration of Category III.
- (3) Category III - during this period all AIR DEFENSE ELEMENTS will be fully deployed and ready to exert their full combat effectiveness in accordance with combat alert conditions prescribed by the Commanding General, Far East Air Forces. PASSIVE AIR DEFENSE measures will be placed into effect as directed by the Commanding General.

2. MISSION

A. The Commanding General, Hq & Svc Comd, GHQ, FEC, is responsible for PASSIVE AIR DEFENSE for General Headquarters, Hq & Svc Comd and Japan Logistical Command installations in Metropolitan Tokyo Area. The CG, Hq & Svc Comd will coordinate plans, exercise initial control, furnish air raid warning service and give initial support to all JICOM units and installations in Metropolitan Tokyo Area, by mutual agreement with CG, Yokohama Command; when such support is no longer feasible, and upon notification to CG, Yokohama Command, the control of these JICOM units then becomes the responsibility of the CG, Yokohama Command.

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3. TASKS.

a. Staff Sections, GHQ, FLC, GHQ SC&P, Hq & Svc Comd, and JICOM (Tokyo Area).

- (1) Each Staff Section Chief is responsible for PASSIVE AIR DEFENSE measures pertaining to personnel and space occupied by the staff section. In cases where the staff section occupies a separate building or area, (i.e., Engineer Section, Hq & Svc Comd) a plan will be prepared by the Staff Section Chief for that building or area.
- (2) If more than one staff section occupies a building or area, the Senior Staff Section Chief or his designate (i.e., the Space Control Officer of the building or area) will coordinate PASSIVE AIR DEFENSE plans for the building or area in coordination with the building or area AIR RAID WARDEN and the Custodian. One Plan will be prepared for each building (i.e., Pacific Bldg. - Senior Officer, Chief, Ordnance Section)

b. Units Assigned and Attached to Hq & Svc Comd, and JICOM Units located in the Tokyo Area.

- (1) A unit occupying a separate building or area will prepare a plan for that area (i.e., 720th MP Bn, Camp Burness).
- (2) All units occupying space in buildings or areas with other units or staff sections will coordinate PASSIVE AIR DEFENSE measures with the senior officer of the building or his designate (i.e., Space Control Officer of the building) and the custodian. One plan will be prepared for the building, (i.e., Finance Building houses units and sections, Hq & Svc Comd. The PASSIVE AIR DEFENSE plan will be prepared by the Staff Battalion Commanding Officer).

c. The Senior Officer in each General Headquarters, Hq & Svc Comd and JICOM (Tokyo Area) military installation is responsible to the Commanding General, Hq & Svc Comd, for the installation's PASSIVE AIR DEFENSE plan, and for its enforcement.

d. The CO, 1st Air Battalion, upon receipt of "AIR RAID WARNING FLASH RED" will immediately assemble fourteen (14) 2½ ton 6 x 6 trucks and fifteen (15) ½ ton 4 x 4 trucks, with full gas tanks in the Personnel Vehicle Pool, to be used as directed by the Commanding General, Hq & Svc Comd.

e. The Chief, Billeting Section, Hq & Svc Comd will plan for the PASSIVE AIR DEFENSE of all billets and housing areas under his control.

f. The CO, Grant Heights Housing Area 6232 Army Unit will assist Custodian of Grant Heights, in the preparation of PASSIVE AIR DEFENSE plans for Grant Heights Dependent Housing Area.

g. Provost Marshal, Metropolitan Tokyo Area will:

- (1) Take necessary steps to reinforce patrols as the situation demands.
- (2) Send eight (8) radio-equipped vehicles to Signal Officer, Hq & Svc Comd, Finance Building. (½ Ton Trucks)
- (3) Take necessary steps to safeguard occupation personnel and property by patrols and security guards.
- (4) Supervise traffic control in the Metropolitan Tokyo Area.

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- (5) Establish and maintain liaison with civil police.
- (6) Establish and maintain liaison with CIC.
- (7) Render reports as required in SOP No. 1, Hq & Svc Group, 3 June 1949 (limited distribution).

## h. The Engineer, Hq &amp; Svc Comd will:

- (1) 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.
- (2) Be prepared to assist, any installation in PASSIVE AIR DEFENSE measures pertaining to technical advice, construction within authorizations, determination of strength and protection factors of proposed shelters, and emergency repairs when necessary.

## x. (1) Submission of Plans.

(a) Plans will be submitted to Commanding General, Hq & Svc Comd, ATTN: G3, not later than 15 March 1951. Plans will include the following where applicable (plans to be classified RESTRICTED or lower):

1. Enforcement of Air Raid precautions and discipline.
2. Fire prevention and protection.
3. Bomb disposal: Report unexploded bombs to Ordnance Officer, Hq & Svc Comd, through G3, Hq & Svc Comd.
4. Protection against atomic, Biological, and Chemical warfare. Radiological aspects are covered by Opn Order #5 this Hq and need not be contained in this plan.
5. Dispersal of personnel and material in potential target areas.
6. Camouflage of vital installations.
7. Control of radio emissions, (amateur and military) with particular attention to usefulness as navigational aids to hostile aircraft.
8. First aid.
9. Establishment of PASSIVE AIR DEFENSE command posts.
10. Emergency repair of vital installations such as roads, communications, electricity and other utilities.
11. Dissemination of warning messages and control of personnel within restricted areas.
12. Reconnaissance of suitable areas (air raid shelters, slit trenches, etc.) and locations providing protection against heavy blast

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effects; full consideration will be given to the utilization of blast resistant structures

13. Traffic Control.

Provost Marshal, Metropolitan Tokyo Area, will plan for traffic control in the Metropolitan Tokyo Area. Unit or area commanders will plan for traffic control in their respective areas in coordination with Provost Marshal, Metropolitan Tokyo Area.

14. Control of lighting. (Interior and exterior)

- (b) Plans will give consideration to phases of preparation and training consistent with each CATEGORY OF AIR DEFENSE, and will be so drawn that upon the announcement of and during Category II immediate action will commence with training for Category III.
- (c) During the existence of Category II practice alerts will be conducted to a degree necessary to insure proficiency in training for AIR DEFENSE MEASURES. All practice alerts will be first cleared through G3, Hq & Svc Comd.
- (2) Although the use of smoke is classified as a PASSIVE AIR DEFENSE measure, its use seriously affects the capabilities of ACTIVE AIR DEFENSE, particularly fighter aviation and antiaircraft artillery. Therefore plans for the use of smoke will be cleared through this headquarters, which will in turn coordinate with the Air Defense Control Center.
- (3) Japanese government officials and the Japanese civilian population will not be informed or advised of plans or organizations for PASSIVE AIR DEFENSE until directed by CINCPAC and announced by this headquarters. Liaison will be effected with the Japanese government officials and civil population as directed by GHQ, FEC.
- (4) Procedure for Control.
- (a) The Assistant Fire Marshal, Metropolitan Tokyo Area, is designated as CHIEF AIR RAID WARDEN and will prepare and enforce instructions issued to AIR RAID WARDENS by this headquarters.
1. The Chief Air Raid Warden will periodically inspect and be responsible for the maintenance of the audible air raid warning net in the Metropolitan Tokyo Area, and insure that emergency power is available.
  2. The Chief Air Raid Warden will render such assistance as is required by the Commanding General, Far East Air Forces, in the establishment of ground observation posts.
- (b) Fire wardens in all GHQ, Hq & Svc Comd and JICOM buildings and installations in Metropolitan Tokyo Area and dependent housing areas are designated as AIR RAID WARDENS. Exceptions: at Grant Hgts Housing Area, Washington Hgts Housing Area, Pershing Hgts Housing Area and Daichi Bldg, where the existing system of fire and air raid

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wardens will continue .

- (c) In buildings and/or installations which are occupied by more than one (1) Staff Section, or unit, fire wardens for each staff section and unit are designated as ASSISTANT AIR RAID WARDENS. Their activities will be coordinated with the AIR RAID WARDEN in the building in which the section or unit is located.
  - (d) Plans will be formulated immediately for a system of assistant air raid wardens to be established in each dependent housing area by the AIR RAID WARDEN of that installation, from military personnel available.
  - (e) AIR RAID WARDENS will prescribe the action to be taken by personnel in the section, unit, dependent housing area or building in the event of an air raid, and under the direction of the CHIEF AIR RAID WARDEN will assist commanders and section chiefs, General Headquarters, Hq & Svc Comd and JICOM organizations in Metropolitan Tokyo Area in the training necessary for PASSIVE AIR DEFENSE upon the declaration of Category II. Insure that all personnel within installation have read and understand instructions issued by this Hq entitled "Instructions for Military Personnel, D/A Civilians and Dependents in event of emergencies", dated 25 November 1950.
  - (f) The CHIEF AIR RAID WARDEN, AIR RAID WARDENS AND ASSISTANT AIR RAID WARDENS will make frequent inspections during Category II and Category III to insure that this plan is being effectively executed.
  - (g) The CHIEF AIR RAID WARDEN will keep current, a list of all AIR RAID WARDENS for Hq & Svc Comd, General Headquarters, and JICOM military installations in the Metropolitan Tokyo Area.
- (5) Action to be Taken During and After Air Raids.
- (a) It is assumed that an air raid of major proportions upon the City of Tokyo would or could constitute a major disaster. Therefore (current) Disaster Plan, this headquarters, will be placed into effect upon declaration of an air raid.
  - (b) All personnel will be instructed that occupation personnel on the streets will immediately, upon notification of an air raid warning:
    1. Seek the nearest air raid shelter, or
    2. Report to nearest military installation. (This does not apply to key personnel who must report to their duty stations.)
  - (c) Individuals will be thoroughly familiar with instructions referred to in Par 3A(4)(c) above.

4. ADMINISTRATION AND LOGISTICS.

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## a. Personnel.

Daily Strength Reports will be submitted to Commanding General, Hq & Svc Comd, ATTN: G1, by all assigned and attached units at 0900 daily as of 2400 the previous day.

## b. Supply - as currently authorized.

## c. Evacuation.

## (1) From afflicted areas.

(a) as directed by Commanding General, Hq & Svc Comd.

(b) as directed by local commanders as the situation demands. Facts to be reported to Commanding General, Hq & Svc Comd.

## (2) Priority.

(a) Personnel.

(b) Rations.

(c) Critical items of equipment.

(d) Other.

(3) Medical - as prescribed by Surgeon, Hq & Svc Comd in coordination with Commanding Officers, Tokyo Army Hospital, Tokyo Dispensary and 361st Station Hospital.

## d. Traffic Control.

as directed by Provost Marshal, Metropolitan Tokyo Area.

## e. Transportation.

as directed by Transportation Officer, Hq & Svc Comd.

## f. Construction.

Public funds will not be expended in implementation of Passive Air Defense measures, prior to declaration of a general emergency, without approval of CINCPAC. Maximum improvisation and use of surplus and salvage material will be employed in Passive Air Defense measures.

## 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 Commanding General, Hq & Svc Comd, 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 insure against contamination.

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

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i. During and/or after the occurrence of an air raid, reports will be made by the most expeditious means available, to the Commanding General, Hq & Svc Comd, listing the following information:

- (1) Casualties.
- (2) Scope and magnitude of damage.
- (3) Action being taken locally.
- (4) Requirements for assistance.

j. This plan supercedes Operations Order Number 2 with Annexes Thereto (PASSIVE AIR DEFENSE PLAN) this Hq., dated 16 March 1950 which will be destroyed in its entirety. Unnumbered Memo, HC 371.2 (GPAG) This Hq dated 1 July 1950, Subject: PASSIVE AIR DEFENSE PLANS, (SECRET) is still in effect.

5. COMMAND AND COMMUNICATION.

## a. Command Posts.

- (1) Present locations initially. (Command Post, Commanding General, Hq & Svc Comd is the Finance Bldg.)
- (2) Others will notify Commanding General, Hq & Svc Comd of any change in location of command posts.

## b. Signal Communication.

- (1) Command and administration communications systems in accordance with current Signal Operating Instructions Hq & Svc Comd.
- (2) For air raid warning messages, the following procedures apply:
  - (a) The Air Defense Control Center will notify the Commanding General, Hq & Svc Comd via the direct line telephone located in the G3 Office, Room 242, Finance Building.
  - (b) Dissemination of warning - audible devices will be sounded thru a centrally operated audible warning system, controlled by G3, of this command. The procedure outlined in Annex #1 this plan will apply.

## c. AIR DEFENSE WARNING MESSAGES.

- (1) These are Flash Messages initiated by air defense agencies to indicate the probability of HOSTILE AIR ATTACK on a given area.
  - (a) FLASH BLUE - means hostile or suspicious aircraft are so located that an attack is possible. No general alarm will be given; certain selected precautionary actions may be initiated by specific order of major commanders.
  - (b) FLASH RED - means hostile or suspicious aircraft are so located that an attack is imminent or in progress. It will be indicated by three (3) audible warning signals.
  - (c) FLASH WHITE - means all-clear. It will be in-

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indicated by one (1) audible warning signal.

- (d) AIRBORNE ATTACK - means attack by paratroop, gliders or transport borne enemy troops is imminent or in progress. It will be indicated by seven (7) audible warning signals.

LILBURN  
Brigadier General

## ANNEXES:

1. Standing Operation Procedure for Dissemination of Air Raid Warnings.

## DISTRIBUTION:

"A" plus 50 to G3, Hq & 4vc Comd  
 CINCPAC (5)  
 CG, FLLF (5)  
 CO, 6162d Air Base Wing (5)  
 CO, 314th Air Division (5)  
 CG, JICOL (5)  
 ComNavFor (5)  
 CG, Yokohama Comd (5)  
 Chief Air Raid Warden (20)  
 Staff Sections, GMA, FLC, and SCAP (2 ea)  
 British Com Sub Area, Tokyo, Camp Ubisu (2)  
 Tokyo Main PX (5)  
 Tokyo Army Hosp (3)  
 361st Sta Hosp (2)  
 JICOL Procurement Sec, Tokyo Br (2)  
 JIC Deputy Comm. O (2)  
 U.S. Army Stockade (2)  
 Tokyo QM Depot (2)  
 64th Topo Bn (2)  
 Sugamo Prison (2)  
 Tokyo Ord Depot (2)  
 QM Commissary (3)

OFFICIAL:

S. L. E.  
G3

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HEADQUARTERS  
 HEADQUARTERS AIR SERVICE COMAND  
 GENERAL HEADQUARTERS, FAR EAST COMAND  
 APO 500

10 February 1951

ANNEX NUMBER 1  
 TO  
 OPERATION ORDER NUMBER 2

DISSEMINATION OF AIR RAID WARNINGS

1. The following procedure will be observed in notifying installations within the audible warning device network. Upon receiving an air-raid warning message or air-borne attack message from Air Defense Control Center (Via direct line and/or Air Force Air Alert Net), the duty Officer, G3 Section, Hq & Svc Comd will:

a. Notify the following by Direct Line (24 Hours Daily)

- (1) Engineer Section
- (2) British Com Sub Area
- (3) 71st Signal Service Bn
- (4) APL 46
- (5) U. S. Army Stockade
- (6) Sugamo Prison
- (7) 361st Station Hospital
- (8) Dai Ichi Bldg
- (9) Bunka Apts
- (10) Pershing Heights
- (11) Grant Heights
- (12) Washington Heights
- (13) A.S., Pacific
- (14) Tokyo QM Depot
- (15) 1956th AACS
- (16) 64th Ingr Topo Bn.
- (17) Ordnance Maintenance
- (18) Tokyo Ordnance Depot

b. Notify the following during duty hours, via intercom:

- (1) C.G. Hq & Svc Comd, Thru C/S
- (2) Adjutant General
- (3) Billeting Section

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(4) G4

(5) LCT

(6) G1

c. Notify the following during duty hours via dial telephone:

(1) Tokyo Army Hospital - 26-7571 Ext 313

(2) JLC DCO (Tel Ex) - 26-6868

(3) GHQ Staff Dy O. AG Radio and Cable - 26-5822, 26-5823

(4) GHQ G3 Staff Dy O. - 26-5942

(5) Chief Air Raid Warden

2. The following key personnel, Staff Section Chiefs, and installations will be notified during OFF DUTY HOURS, By G3 Staff Dy Officer:

a. Via Intercom

(1) Adjutant General

(2) Billeting Section

b. Via Dial Phone

(1) Tokyo Army Hospital - 26-7571 Ext 400

(2) JLC DCO (Tel Ex) - 26-7171 Ext 2

(3) C/S Co. H. C. Johnson - 33-5652

(4) G3, Lt Col Saloe - 26-7741 Ext 244

(5) GHQ Staff Dy O., AG Radio and Cable - 26-5822, 26-5823

(6) GHQ G3 Staff Dy O. - 26-5942

(7) G4, Col P. Mitchell - 26-7551 Ext 135

(8) LCT, Col E. ... Johnson - 33-5482

(9) G1, Col Ammons - 46-3027

(10) C.G. - Brig Gen B. L. Milburn - 26-7551 Ext 205

(11) Chief Air Raid Warden

3. Only in the event of failure of audible warning devices, dissemination of warning will be accomplished by system described in Annex #1 to Operation Order #3 (Disaster Plan) Hq, Hq &amp; Svc Comd, dated 20 December 1950.

4. Upon receipt of an authentic message, installations listed in Par 1a above less Engr Section will:

a. For "Air Raid Warning Message - FLASH RED"

(1) Sound three (3) distinct signals with installed switch. Each signal and the pause between signals should be of thirty seconds duration.

b. For "Airborne Attack"

(1) Sound seven (7) distinct signals.

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- c. For "FLASH WHITE" (All Clear)
  - (1) Sound one (1) long signal of two (2) minutes duration.
- d. Do not sound "FLASH WHITE" unless "FLASH WHITE" has been preceded by "FLASH RED" or "AIRBORNE ATTACK".

L. LILBURN  
Brigadier General

*Salce*  
OFFICIAL:

SALCE  
G3

Annex No. 1 to Opn Order No. 2 (P.D. Plan) Hq & Svc Comd,  
10 February 1951

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Chief  
Sp. Asst. *MSH*

HEADQUARTERS  
HEADQUARTERS AND SERVICE GROUP  
GENERAL HEADQUARTERS  
FAR EAST COMMAND

APO 500  
14 January 1951

FIRE REGULATIONS FOR EMPIRE HOUSE

SECTION I

These instructions are published in order to clarify and coordinate fire defense measure for the protection of personnel, records and activities of the GHQ, FEC, SCAP & B.C.O.F. Section and Missions occupying space in the Empire House.

SECTION II

1. Fire ALARMS: Any person discovering a fire will:
  - a. Sound the fire alarm. Alarm boxes are located on each floor in the main corridor near the staircase.
  - b. Notify the Building Custodian (Telephone 26-8408) giving exact location and class of fire:
    - (1) Ordinary combustible materials
    - (2) Burning liquids
    - (3) Electrical equipment
  - c. In the event the Building Custodian or other Custodial Personnel are unavailable, the person discovering fire will call the telephone number listed in paragraph No. 3.

2. When the alarm is sounded all personnel except those designated as fire wardens and fire fighters, will close all transoms, windows and dorrs and leave the building in an orderly manner through exits designated in the Evacuation Plan (Incl 1). Walk across the street from the Empire House to sidewalk along ATIS Motor Pool and remain in groups. Personnel will not re-enter the building until the All Clear signal is given.

3. Duties of the Custodial Staff:

- a. The custodian or clerk on duty will:
  - (1) Sound the building alarm if the alarm is not already in operation.
  - (2) Report the fire by telephone to:
    - (a) English speaking operators  
26-7261 26-7263 57-8221 57-8222
    - (b) Japanese Fire Station  
23-1739 23-2758 119
    - (c) Building Fire Warden 26-8070  
After Duty Hours 43-3960
    - (d) Asst. Bldg. Fire Warden 26-8374  
After Duty Hours 26-7741 Ext. 737



Fire Regulations for Empire House (cont'd)

(3) In the event medical attention is required, call any of the following:

- (a) Tokyo General Hospital 26-7571
- (b) Tokyo General Dispensary 26-8290
- (c) 361 Station Hospital 26-7656

b. In the absence of the Building Fire Warden, the Asst. building Fire Warden or senior member of the custodial staff present, will assume command until such time as the Fire Department arrives.

(1) Under the supervision of the Custodian or his representative, the custodial personnel function as follows:

- (a) Personnel will go to their assigned floors and aid in directing the evacuation of the building. All rooms will be checked to insure that windows, transoms, doors and fire doors are closed.
- (b) Elevators will go to the main floor immediately upon the sounding of the alarms and cease operation. Japanese personnel operating elevators will then comply with Japanese evacuation program.
- (c) Responsible custodial personnel will shut down ventilating and blow r system throughout building.

4. Floor Fire Wardens will, in event of fire or during fire drills, direct evacuation of personnel, securing of records and closing of windows, transoms and doors. The Floor Fire Warden will direct fire fighting operations in his area pending the arrival of Building Fire Warden or the Fire Department. Floor Fire Wardens will familiarize themselves with the location and operation of emergency fire-fighting equipment.

5. Floor Fire Wardens for Empire House are as follows:

First Floor	Mr. Blosser	Room 107	Tel 26-8040
Second Floor	Mr. Wm. Carter	Room 203	" 26-6897
Third Floor	Captain Beard	Room 300	" 26-7136
Fourth Floor	W. O. Mound	Room 421	" 26-8846, 8530
Fifth Floor	Mr. Nagar	Room 509	" 26-8009
Sixth Floor	Mr. Ihrig	Room 618	" 26-8461

6. FIRE DRILLS

a. Fire drills and Fire Inspections will be held monthlt.

b. Unit and Floor Fire Wardens and Guards will evacuate Personnel from the building according to the Evacuation Plan.

c. Records will not be moved but "Secret" and "Confidential" files will be locked and all other records placed in file cabinets, safes, or vaults which have been previously designated for this purpose by Unit Chiefs.

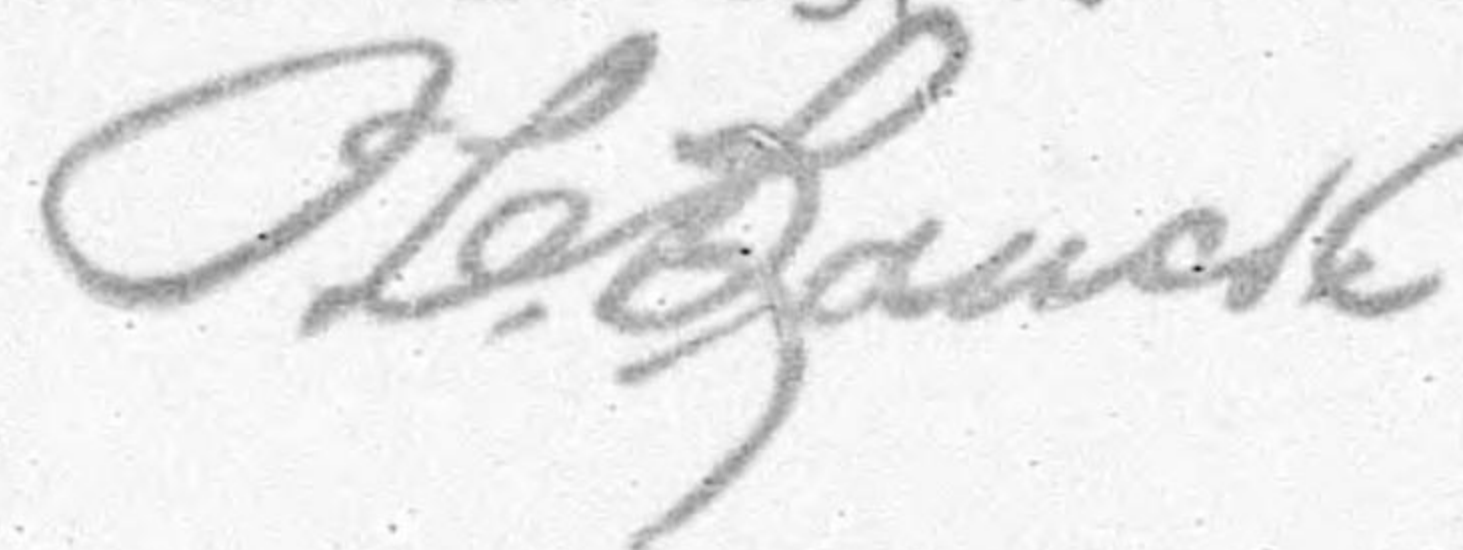


Fire Regulations for Empire House (cont'd)

d. During fire drills one individual may remain on duty in each separate office to insure minimum interruption of normal business.

7. A copy of this memorandum will be posted in a conspicuous location on each floor. In addition, Unit Chief are responsible that persons in their divisions are entirely familiar with the contents of this memorandum.

8. The Chief of Economic and Scientific Section GHQ, SCAP has appointed the following named officers as Building Fire Warden and Assistant Building Fire Warden for Empire House, respectively: Lieutenant Colonel P.C. Bouck, Room 323, Telephone 26-8070, and Lieutenant S.W. Thompson, Room 603, Telephone 26-8374.



P. C. BOUCK  
Lieut. Col. Armed. CAV.  
BUILDING FIREWARDEN

Incl 1 - Evacuation Plan



ENCLOSURE NO 1

EMPIRE HOUSE

EVACUATION PLAN

IN THE EVENT OF FIRE, SOUND THE FIRE ALARM (ALARM BOXES ARE LOCATED ON EACH FLOOR NEAR THE FRONT STAIRCASE). NOTIFY THE BUILDING CUSTODIAN, PHONE 26-8408.

REPORT THE FIRE TO THE FIRE DEPARTMENT. DIAL ANY OF THESE NUMBERS:

26-7261      26-7262  
57-8221      57-8222

IN THE EVENT MEDICAL AID IS REQUIRED, CALL FOR:

DOCTOR OR AMBULANCE AT (TOKYO MEDICAL GENERAL DISPENSARY)  
26-8290 OR 26-8092

WHEN THE FIRE ALARM IS SOUNDED, ALL PERSONNEL, EXCEPT FIRE WARDENS AND GUARDS, WILL IMMEDIATELY EVACUATE THE BUILDING THROUGH EXITS DESIGNATED BELOW:

Room No.	Fire Exit No.	Room No.	Fire Exit No.	Room No.	Fire Exit No.	Room No.	Fire Exit No.
101	1	210	1	319	2	503	1
102	1	211	2	320	2	504	1
103	1	212	2	321	2	505	1
104	1	213	2	322	2	506	1
105	1	214	2	323	1	507	1
106	1	215	2	324	1	508	1
107	1	216	2	325	1	509	1
108	1	217	2	326	1	510-B	1
108-1	1	218	2	327	1	511	1
108-2	1	219	2	328	1	512	1
109	1	220	2	329	2	512-A	1
110	1	221	2			512-B	1
111	2	222	2	400	1	513	1
112	2	223	1	401	1	514	1
113	2	224	1	402	1	515	1
114	2	225	1	403	1	516	2
115	2			404	1	517	2
116	2	300	1	405	1	518	2
117	2	301	1	406	1	519	2
118	2	302	1	407-408	1	520	2
119	2	303	1	409	1	521	2
120	2	304	1	410	1		
122	1	305	1	411	1	601	1
123	1	306	1	412	1	602	1
124	1	307	1	414	1	603	1
128	2	309	1	415	1	604	1
		310	2	416	2	605	1
201	1	311	2	417	2	607	1
202	1	312	2	418	2	608	1
203	1	313	2	419	2	609	1
204	1	314	2	421	2	610	1
205	1	315	2	430	2	612	1
206	1	316	2			613	1
207	1	317	2	501	1	614	1
208	1	318	2	502	1	615	2
209	1					620	2
						621	2

ENCLOSURE NO. 1