REQUIREMENTS FOR SECTION FIRE MARSHALL

1. Fire Inspection Report (See sample #54) will be sent to Fire Marshall, Dai Ichi Building, by 20th of each month.

   Section Fire Marshall will conduct a monthly inspection prior to submitting above report.

2. Fire drill will be conducted by section once each month.

   Prior to drill - Telephone Fire Marshall, Dai Ichi Building, 26-5870, and inform him of date and hour scheduled for fire drill.

   After drill - Send check note that drill has been held.

Fire Drill

26-7359 7L
CAPT DIAMANTES

Govt Sec
Fire Warden

Dai Ichi Bldg.
Fire Warden (Bn 429)

30 August 49

A fire drill was conducted by Government Section at 0845 30 August 1949. All fire equipment was checked, and no discrepancies reported.

- - - -

Capt T. Deaminton
7.E. 26-7358
27 Sept

Fire Inspection Report

28 August 1948

Govt Sec
Fire Warden

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

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

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. - - - - - - - - -

0 X 2

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

(Do not remove from attached sheets)

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

Note No.

From: Fire Warden
Dai Ichi Bldg

To: Staff Section
Fire Wardens
SGS IG
G-1 JSPOG
G-2 SG
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)

Date 28 July 48

1. Fire drills for the Dai Ichi Bldg for the month of August 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 August 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.

4 aug. 48

2. { Telephone report was made this date.
Next Section Fire Drill - 27 aug. '48
Time 0845.

J. S.

Fire Inspection Report

23 aug. 48
~~25 July 1948~~

Fire Warden
Dai Ichi Bldg

Govt Sec
Fire Warden

1. Fire prevention inspection has been conducted in Government Section
1 ~~21 July 1948~~.
20 aug 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.

GS FILE

----------O.W.----------

(GOVT SECT FIRE WARDEN)
Capt. T. DAMIANTES
26-7358
-CH/OLR/JPR/TD/mc-

July Fire Drill

Govt Sec

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

5 OCTOBER
~~20 July 1948~~

1

1. Government Section participated in the Dai Ichi Building fire drill on ~~20 July 1948~~. 5 OCTOBER

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.- - - - - - - - - - -

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET
(Do not remove from attached sheets)

File No.

Subject: July Fire Drill, Dai Ichi Building

Note No. (1)

From: Fire Warden, Dai Ichi Building

To: Staff Section
Fire Wardens:

SGS	AG	SC
G-1	CCS	Dai Ichi Disp
G-2	GS	Dai Ichi Br APO 500
G-3	IG	Dai Ichi Br PX
G-4	JSPOG	Dai Ichi Auditorium

(Thru CG, Hq & Sv Gp, Theater C)

Date: 1 July 1948

1. Fire drill for the Dai Ichi Bldg. during the month of July 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.

- H.H.C. - - - - - - - - -

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

9 June 1948

SUBJECT: Fire Inspection Report

TO : Fire Warden
Dai Ichi Building

1. Fire prevention inspection has been conducted in Government Section 9 June 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 do not block fire exits or fire equipment.

8. Fire exits are marked and clearly accessible.

T. Diamantes
T. DIAMANTES
Capt INF
Fire Warden, GS

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

3 June 1948

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: Fire Drill

A fire drill will be conducted by Government Section at 0845, 25 June 1948, in accordance with provisions of the Government Section Fire Plan with the following modifications:

a. Personnel will evacuate offices to head of fire exit stairways only, but will not leave the floor on which their offices are located.

b. Electric lights will not be turned off; nor will any doors be locked.

ROBERT E. MELVEN
Capt INF
Administrative Division

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET
(Do not remove from attached sheets)

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

Note No.	From: Fire Warden Dai Ichi Bldg.	To: Staff Section Fire Wardens	Date: 2 June 48
		SGS	IG
1.		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 June 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 8 June 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.

Done by phone 3 June 48

cc: Bldg
Custodian

- H. H. C. - - - - - - - - - - - -

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

1 June 1948

ADMINISTRATIVE MEMORANDUM NO. GS-29

SUBJECT: Appointment of Fire Marshall

1. Effective this date Captain Thomas Diamantes, O-35694, Inf., is appointed Fire Marshall, Government Section vice Major Roger W. Snow, Jr., O-380703, FA, relieved.

2. Captain Crescenzo F. Guida, O-387075, Inf., is appointed Deputy Fire Marshall, Government Section, vice Captain Thomas Diamantes.

CARL DARNELL, Jr.
Lt Col FA
Executive Officer

Appointment of Fire Marshall

Govt Sec

Fire Marshal
Dai Ichi Bldg. (Room 429)
Info: Building Custodian

24 May 1948

Effective 1 June 1948, Captain Thomas Diamantes, 026694, Inf., telephone number 26-7348, is appointed Fire Marshall vice Major Roger V. Snow, Jr., 0283703, FA, and Captain Crescenzo F. Guida, 0387075, Inf., telephone number 26-6076 is appointed Deputy Fire Marshall, Government Section.

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

Fire Hazards

Govt. Section — Fire Warden, Dai Ichi Bldg (Room 429) — 20 May 1948

1. Reference: Check Note dated 1 April 1948 from Fire Warden, Dai Ichi Building to Staff Section Fire Wardens, Subject: Fire Hazards.

2. Under new interpretation of multiple plugs to mean more than two outlets, the above requirements have been taken care of by Government Section.

CW

MEMORANDUM FOR THE RECORD: 20 May 1948

According to reference, paragraph 1 above, the use of multiple plugs was considered hazardous and a report was required when this and certain other conditions were considered to be satisfactory. The problem of modifying the electrical set-up was given to the Building Custodian on or about 5 April 1948. In the meantime, however, in a conversation with Colonel Capers, Dai Ichi Building Fire Warden, it was discovered that the term "multiple plugs" was construed to mean more than two outlets. Inspection of Government Section revealed that no more than two outlets are being used on any one plug. Other conditions set forth in reference were found to be satisfactory as a result of inspection.

ROGER W. SNOW, Jr.
MAJ FA
PUBLIC SERVICE QUALIFICATIONS DIVISION

PSQD

GOVERNMENT SECTION
GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

SUBJECT: Fire Inspection Report 20 May 1948

TO : Fire Marshal
Dai Ichi Building

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

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

3. Storerooms are non-hazardous.

4. Electrical equipment is satisfactory.

5. No inflammables are used or stored by Section.

6. Office furniture is kept to a minimum and do not block fire exits or fire equipment.

7. Fire exits are marked and clearly accessible.

ROGER W. SNOW, Jr.
Maj FA
FIRE MARSHAL

PSOD

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

29 April 1948

MEMORANDUM FOR: Government Section

SUBJECT : Fire Drill

1. A fire drill will be conducted by Government Section at 0845, 28 May 1948, in accordance with provisions of the Government Section Fire Plan with the following modifications:

a. Personnel will evacuate offices to head of fire exit stairways only, but will not leave the floor on which their offices are located.

b. Electric lights will not be turned off; nor will any doors be locked.

FRANK R. HARRISON
Lt. Col. Inf.
Chief, Administrative Division

SPD

GOVERNMENT SECTION
Buck Slip

28 Apr 1948

FROM:
TO:

	INITIAL	DATE
CHIEF		
1 EX OFF	CW	28
Deputy Chief		
Col Hays		
Maj Rizzo		
2 Ch, Adm Div	JJH	28
Pub Affairs Div		
Local Gov't Div		
Nat'l Gov't Div		
Gov't Powers Div		
Parl & Pol Div		
Courts & Laws Div		
3 Spe Proj Div	Law	
Civil Service Div		
Chief Clerk		
File		

Tel 22

FOR:

1 - 2 INFORMATION
3 NECESSARY ACTION
_____ ACTION (PREPARE REPLY)
_____ APPROVAL
_____ SIGNATURE
_____ INITIAL
_____ COMMENT OR CONCURR.
_____ RETAIN
3 FILE

Be sure to get clearance before about this

714

MAY 28 1948

Fire Drill held this date. Check-Sheet to that effect sent Dai Ichi Fire Marshall Diamond

GENERAL HEADQUARTERS
FAR EAST COMMAND

0895
28 May 48

CHECK SHEET
(Do not remove from attached sheets)

File No:

Subject: Fire Drills,
Dai Ichi Bldg.

Note No.	From:	To:	Date: 27 April 1948
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)	

1. Fire drills for the Dai Ichi Bldg for the month of May 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 5 May 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.

drills to be done

3. In reference to paragraph 3b, check-note, 27 January 1948, subject "Fire Drills, Dai Ichi Bldg", regarding congestion on stairways during fire drill evacuation, a check of this situation during the fire drill held on 12 April 1948 developed the fact that stairways 1 and 4 were least used, stairways 2 and 3 most used, but with no serious congestion noted.

4. It is again requested that electric lights be not turned off during fire drills.

5. The attention of staff section fire wardens is again invited to Section V, "Fire Prevention Inspections", Administrative Memorandum 40, Hq, Hq and Sv Gp, 20 February 1948 and Appendix "C", "Model for a Fire Inspection Check List". Section fire inspection reports are desired from staff section fire wardens by the 20th of each month.

cc: Bldg
Custodian

H.H.C.

GOVERNMENT SECTION
GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS

20 April 1948

SUBJECT: Fire Inspection Report

TO : Fire Marshal
Dai Ichi Building

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

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

3. Storerooms are non-hazardous.

4. Electrical equipment is satisfactory except for the use of multiple plugs for lighting; this condition has been called to the attention of the Building Custodian and electricians have made a survey of corrective requirements.

5. No inflammables are used or stored by Section.

6. Office furniture is kept to a minimum and do not block fire exits or fire equipment.

7. Fire exits are marked and clearly accessible.

ROGER W. SNOW, Jr.
Maj. FA.
FIRE MARSHAL

SPD

T.D
CW/CLK/JPN/RWS/rg

July
~~April~~ Fire Drill

Govt. Section — Fire Warden
Dai Ichi Bldg. (Room 429)

20 July
~~13 April~~ 1948

1. Government Section participated in the Dai Ichi Building fire drill on ~~12 April~~ 20 July 1948.

2. Approximately three ~~(3)~~ (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.

- CW -

SPD

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

5 April 1948

MEMORANDUM FOR: Government Section

SUBJECT : Fire Drill

1. A fire drill during the month of April will be conducted on a building wide basis. It will be conducted on an unannounced date upon the sounding of the alarm over the building loud speaker system.

2. There will be a demonstration of the use of fire chutes from windows on the North side of the fourth floor upon completion of evacuation of the building. Personnel after leaving the building through approved exits may proceed to the street on the North side of the building in order to observe this demonstration.

3. The general provisions of Government Section fire plan will be followed. Personnel are cautioned not to lock doors and to not turn out lights.

FRANK R. HARRISON
Lt Col Inf
Chief, Administrative Division

GOVERNMENT SECTION
Buck Slip

Fi

DC Mar 1948

FROM:
NO:

		INITIAL	DATE
	CHIEF		
1	EX OFF	CR.	26.
	Deputy Chief		
	Col Hays		
	Maj Rizzo		
22	Ch, Adm Div	WH.	29.
	Pub Affairs Div		
	Local Gov't Div		
	Nat'l Gov't Div		
	Gov't Powers Div		
	Parl & Pol Div		
	Courts & Laws Div		
3	Spe Proj Div	Maj. Stout	
	Civil Service Div		
	Chief Clerk		
	File		

FOR:

1 - ✓ INFORMATION
_____ NECESSARY ACTION
3 ACTION (PREPARE REPLY)
_____ APPROVAL
_____ SIGNATURE
_____ INITIAL
_____ COMMENT OR CONCURR.
_____ RETAIN
_____ FILE

Memo. Prepared.
Herewith attd.
Snow.

Action cleared thru GS and they were informed 5 April We had all Papers in our file. Mac

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET
(Do not remove from attached sheets)

File No: Subject: April Fire Drill, Dai Ichi Building

Note
No. From: Fire Warden
Dai Ichi Building

To: Staff Section
Fire Wardens:

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

Date: 26 March 48

1. Fire drill for the Dai Ichi Bldg during the month of April 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. There will be a demonstration of the use of the fire chutes from windows on the north side of the fourth floor, Dai Ichi Bldg, upon completion of evacuation of building. It is requested that this information be disseminated to personnel of respective sections so that they may, after leaving the building through approved exits, proceed to the street on the north side of the building to observe this demonstration. It is further requested that not over two individuals from each section proceed to the fourth floor, north side of the building to observe the demonstration from that point.

3. 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.

4. The attention of staff section fire wardens is invited to Section IV, "Fire Drills", Administrative Memorandum 40, Hq and Sv Gp, 20 Feb 48 and Appendix "B","Model for a Fire Drill Check List". Section fire drill reports hereafter should be based on this check list.

5. The attention of staff section fire wardens is further invited to Section V,"Fire Prevention Inspections" same memorandum and Appendix "C" "Model for a Fire Inspection Check List". Section fire inspection reports are desired from staff section fire wardens by the 20th of each month commencing with the month of April 1948.

cc: Bldg Custodian

- H.H.C. - - - - - - - - - - - - - - -

CW/CLK/JPW/KWS/ked

Fire Drill

Govt. Section

Dai Ichi Building
Fire Marshal

26 March 1948

A fire drill was conducted by Government Section at 0845 on 26 March 1948. All fire equipment was checked, and no discrepancies reported.

CW

GHQ SCAP

49

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

(Do not remove from attached sheets)

File No: Subject: Fire Drills, Dai Ichi Building.

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

1. Fire drills for the Dai Ichi Bldg. for the month of March 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 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 6 March 1948 of date and hour scheduled for their section fire drills and check note report of the fire drill after it has been held listing any deficiencies noted.

3. It is requested that the following staff section fire wardens comply with paragraph 3b(2), C/N from this office, dated 27 January 1948, without delay:

SGS	SC
G-1	Dai Ichi Disp.

4. The attention of all staff section fire wardens is invited to Headquarters and Service Group Administrative Memorandum 40, 20 February 1948, subject: "Fire Regulations for the Tokyo Area", which rescinds Hq & Sv Gp Memorandum 55, 20 August 1947.

- H. H. C. - - - - - - -

cc: Dai Ichi Bldg. Custodian.

0545

Notified at Capes am 9 Mar 48

26 Feb 48

CW/CLK/JPN/RWS/rt

Fire Drill

Govt. Section

Dai Ichi Building
Fire Marshall

27 February 1948

A fire drill was conducted by Government Section at 0845 on 27 February 1948.

----------CW----------

DPS

47

CW/CLK/JPH/HHS/hmd

Fire Plan - Government Section

Govt. Section

Fire Marshal
Dai Ichi Building

4 February 1948

1. Forwarded for your information is a copy of Annex #3 to Government Section Fire Plan.

2. Inasmuch as there are only three extinguishers available to the offices for which the above Annex is applicable, it is requested that two additional extinguishers be provided for use therein.

Incl: Annex #3 to Govt. Section
Fire Plan

CW

GHQ
7/8/48

46

Annex No. 3 to Govt. Section Fire Plan

2 February 1948

1. The general regulations and principles set forth in Government Section Fire Plan will apply to personnel in Room 25.

2. The detailed application of the Fire Plan to Room 25 is modified insofar as a diagramatic sketch of fire exits, equipment, etc., is concerned. Attached is the diagram as it applies to this room.

FRANK R. HARRISON
Lt. Col. Inf.
ADMINISTRATIVE OFFICER

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

File

31 January 1948

MEMORANDUM FOR: Government Section

SUBJECT : Fire Drill

1. A fire drill will be conducted by Government Section at 0845, 27 February 1948, in accordance with provisions of the Government Section Fire Plan with the following modifications:

a. Personnel will evacuate offices to head of fire exit stairways only, but will not leave the floor on which their offices are located.

b. Electric lights will not be turned off; nor will any doors be locked.

FRANK R. HARRISON
Lt Col Inf
Chief, Administrative Division

SPD FILE COPY

45

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

(Do not remove from attached sheets)

File No: Subject: Fire Drills, Dai Ichi Building.

Note No.	From: Fire Marshal, Dai Ichi Bldg	To: Staff Section, Fire Marshals	Date: 27 Jan 48
		SGS	GS
		G-1	SC
		G-2	CCS
		G-3	Dai Ichi Disp
		G-4	Dai Ichi Br, APO 500
		JSPOG	Dai Ichi Auditorium
		AG	(Thru CG, Hq & Sv Gp Theater O)

1. Fire drills for the Dai Ichi Bldg for the month of February 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 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 marshals advise this office by telephone (26-5870), prior to 5 February 1948 of date and hour scheduled for their section fire drills and check-note report of the fire drill after it has been held.

3. During the building fire drill held on 16 January 1948, it was noted that:

a. In certain staff sections, personnel designated to man fire extinguishers, remained at their posts during the drill. It is not intended that personnel assigned to operate fire extinguishers remain at their posts indefinitely. Upon determination by the staff section fire marshal, that the fire is not within his areas of responsibility, such designated personnel will evacuate the section or the building as the case may be leaving extinguishers in their usual locations for later use by building or fire department personnel if required.

b. (1) In the evacuation of the building, stairway #5 became congested delaying evacuees on lower floors two or three minutes before they were able to join the flow of personnel on this stairway. This situation may require a revision of certain staff section fire plans pertaining to routes of evacuation.

(2) In order to make an analysis of the use of the six main stairways in this building as exits, it is requested that staff section fire marshals advise this office of the approximate numbers of personnel in their sections (exclusive of those on duty on the first floor) using respective stairways. For example: Blank Section, 2d floor, Stairway #1, 10; Stairway #2, 20; Stairway #6, 10; 3d floor, Stairway #2, 10; Stairway #3, 5.

H.H.C.

File

CH/GLK/JPH/HMS/mcd

Fire Drills - Dai Ichi Building

Govt. Section

Fire Marshal
Dai Ichi Building

30 January 1948

1. Reference Fire Marshal Check Sheet, subject as above, dated 27 January 1948.

2. In accordance with request for report of estimated section personnel using stairways as exits during building fire drill Government Section submits the following:

Government Section, 6th Floor,
Stairway No. 2 - 23;
Stairway No. 3 - 43;
Stairway No. 4 - 4;
Stairway No. 5 - 26.

CH

SPECIAL PROJECTS DIVISION

44

CW/CLK/JPH/HMS/kcd

Fire Drill

Govt. Section

Dai Ichi Building
Fire Marshal

23 January 1948

(2)

1. A fire drill was conducted by Government Section during the Building Fire Drill for January.

2. Evacuation of personnel from Government Section Offices required approximately three minutes.

3. The alarm was audible in all rooms occupied by Government Section.

4. No discrepancies were noted.

---CW---

spd

43

CW/CLK/JPN/RWS/rg

Fire Drill

Govt. Section

Building Fire Marshal
Dai Ichi Building
Inf: Building Custodian

22 December 1947

1. Fire Drill was conducted by Government Section at 0845, 19 December 1947.

2. During the fire drill the fire door located at the east end of the balcony adjoining rooms 618C and 605B was found locked.

- - - - - - - - - - - - - - - - - - CW - - - - - - - - - - - - - - - - - -

22 Dec 1947

MEMORANDUM FOR THE RECORD

The Building Custodian has assumed responsibility for opening fire door referred to in Paragraph 2 of check note. Merely mentioning that it was found locked should suffice to prevent recurrence.

ROGER W. SNOW, Jr.
Major FA
PUBLIC SERVICE QUALIFICATIONS DIVISION

PSQD

41

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

15 December 1947

MEMORANDUM FOR: Government Section

SUBJECT : Fire Drill

1. A fire drill will be conducted by Government Section at 0845, 19 December 1947, in accordance with provisions of the Government Section Fire Plan with the following modifications:

a. Personnel will evacuate offices to head of fire exit stairways only, but will not leave the floor on which their offices are located.

b. Electric lights will not be turned off; nor will any doors be locked.

FRANK R. HARRISON
Lt Col Inf
Chief, Administrative Division

File Copy
Returned

RETAINER

40

Fire Drills, Dai Ichi Bldg.

2 December 1947.

Fire Marshal
Dai Ichi Bldg.

Staff Sections
Fire Marshals
SCAP
G-1
G-2
G-3 Dai Ichi Mess
G-4 Dai Ichi Disp
AFO Dai Ichi HF AFO 500
AG Dai Ichi Auditorium

1. Fire drills for the Dai Ichi Building for the month of December 1947, 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 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 marshals advise this office by telephone (28-5870), prior to 6 December 1947 of date and hour scheduled for their section fire drills and check-note report of the fire drill after it has been held.

H.H.C.

Return Duvidal 0
618 C

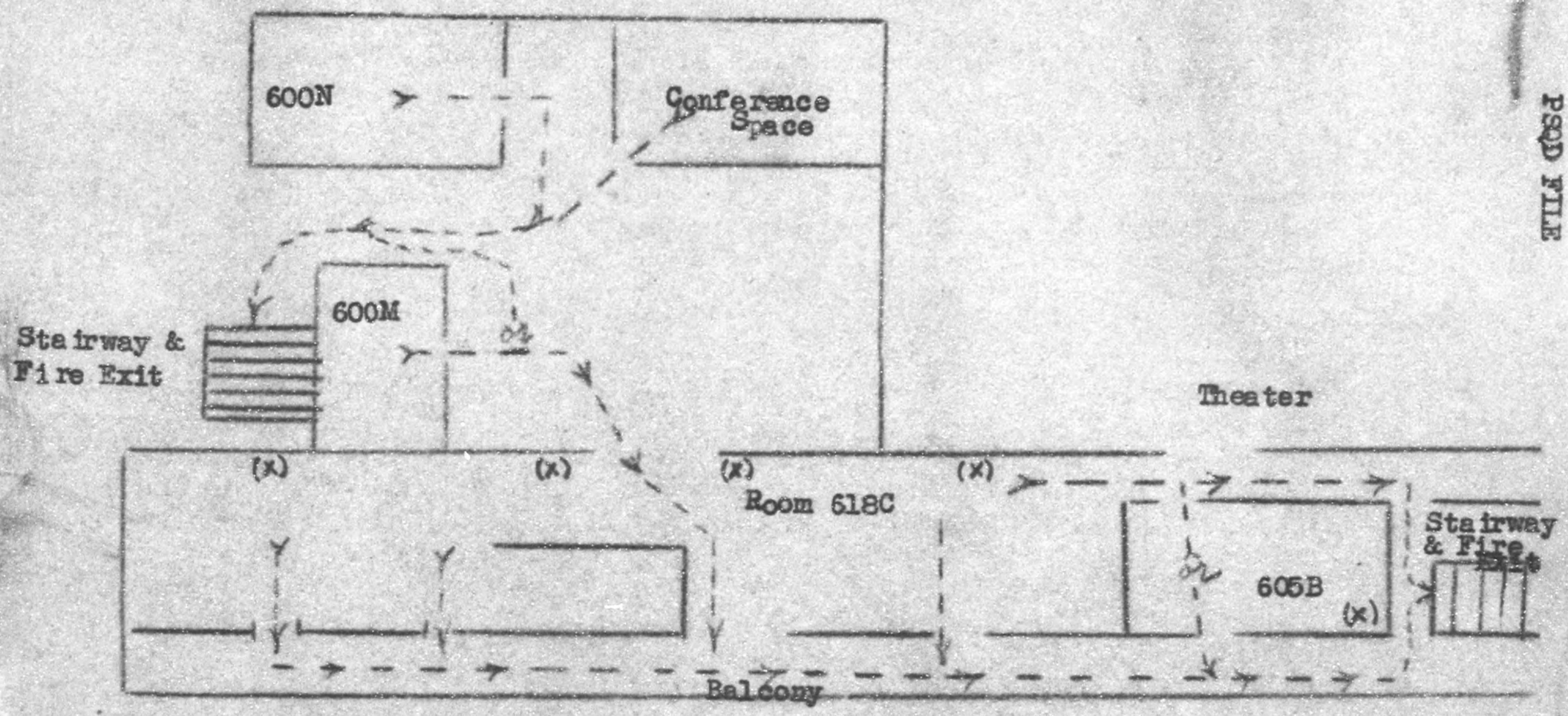
Annex No. 2 to Govt. Section Fire Plan

Current
12 December 1947

1. Annex No. 1 to Govt. Section Fire Plan is rescinded.

2. The general regulations and principles set forth in Govt. Section Fire Plan will apply to personnel in Rooms 600M, 600N, 618C, and 605B. 25

3. The detailed application of the Fire Plan to Rooms 600M, 600N, 618C and 605B is modified insofar as the diagramatic sketch of fire exits, equipment, etc., is concerned. Below is the diagram as it applies to these rooms. 25



(x) Fire Extinguishers

39

FRANK R. HARRISON
Lt. Col. Inf.
ADMINISTRATIVE OFFICER

PSCD FILE

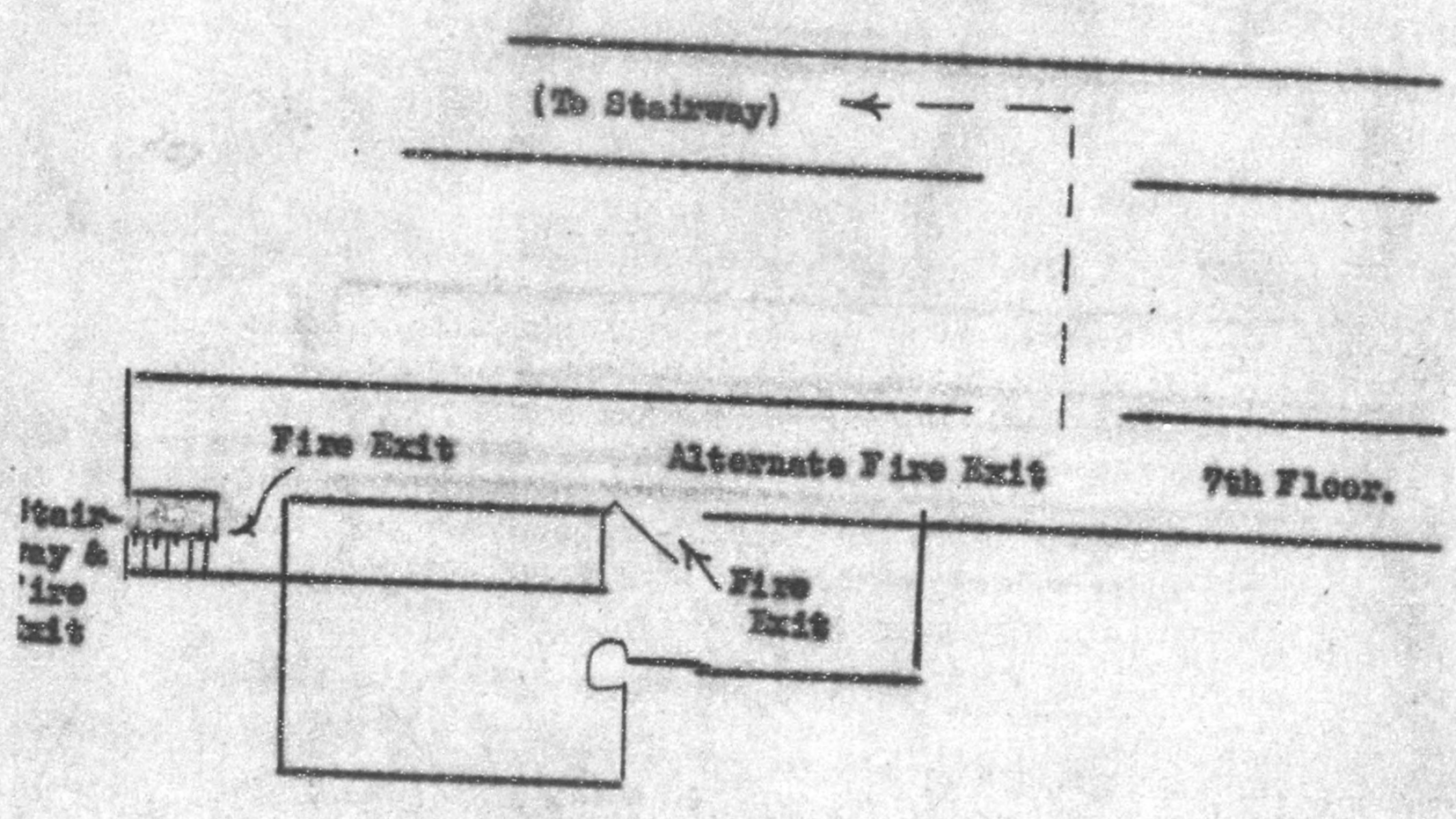
OO OO

5/47

Annex 1 to Government Section Fire Plan

1. The regulations and principles set forth in Government Section Fire Plan will apply to personnel in Room 702 D.

2. The detailed application of the fire plan to Room 702 D is modified only insofar as the diagramatic sketch of fire exits, equipment, etc., is concerned. Below is the diagram as it applies to Room 702 D:



FSOD FILE

FRANK R. HARRISON
Lt. Col. Inf.
Administrative Officer

D2

CM/CLK/JPM/HMS/sg

Fire Drill

Govt. Section — **Bldg. Fire Marshal, Bldg. Custodian, Dai Ichi Bldg.** — **29 Nov 47**

1. Government Section conducted a fire drill at 0945, 28 Nov 47, as scheduled.

2. During this drill fire extinguishers were checked, and it is reported that the bracket for one extinguisher requires repair and two extinguishers require brackets.

- CM -

PSQD

38

Check Sheet

Subject: Fire Prevention

From: Bldg. Fire Marshal, Dai Ichi Bldg. To: GS, Bldg. Custodian, Dai Ichi Bldg. Date: 25 Nov 47

1

1. Reference C/N (3), Bldg. Custodian, dated 7 November 1947, on replacing present wiring in Room 615, Dai Ichi Bldg., occupied by Govt. Section, by metal covered conduits and floor plugs, information furnished this office by the Fire Prevention & Safety Division, R&U Section, Hq & Sv Gp, is to the effect that the work order is being processed and work is expected to commence within ten days to two weeks.

2. Reference C/N, this office to Hq Comdt (copy to Bldg. Custodian), dated 4 September 1947, on inspection of the auditorium, Dai Ichi Bldg., paragraphs 1c and d are quoted herewith:

c. Certain fire exit doors from the theater onto the foyer on the sixth floor were found locked.

d. Conference and office tables stored in the foyer close to exits.

3. Inspection this date has disclosed that the situation quoted in paragraph 2 above is still in effect, although at an inspection about 7 September 1947, these undesirable features had been removed. In view of the fact that locked and blocked exists to an auditorium or theater which is regularly used by large numbers of people are a violation of the basic principles of safety, it is imperative that this condition be corrected.

4. It is requested that this office be advised of action taken by Govt. Section, as it pertains to use of their conference space in the left foyer, sixth floor, and by the Bldg. Custodian, as it pertains to the locked left exit doors leading onto the sixth floor foyer as well as the furniture stored near the center exit doors.

- END -

PSSD

37

GM/CLK/JPM/RHB/ZG

Fire Prevention

Govt. Section — Bldg. Fire Marshal, Dai Ichi Bldg. — 25 Nov 47

1. Reference paragraphs 3 and 4, Check Note No. 1.

2. The left exit door of the theater on to the sixth floor foyer has been unlocked, conference tables belonging to Government Section have been removed, and remaining conference tables have been arranged so that exit is no longer blocked.

3. Government Section has no control over the exit doors of the theater being locked, and tables remaining in the subject conference space are the property of the Chief of Staff's Office.

4. The situation referred to in paragraph 3, Check Note 1, above, has been corrected by Government Section on three separate occasions in the past, and on each occasion has reoccurred by means not under Government Section control.

- C. W. -

RETAINER

7 November 1947

MEMORANDUM FOR: Government Section

SUBJECT : Fire Drill

1. A fire drill will be conducted by Government Section at 0845, 28 November 1947, in accordance with provisions of the Government Section Fire Plan with the following modifications:

19 Nov,

a. Personnel will evacuate offices to head of fire exit stairways only, but will not leave the floor on which their offices are located.

b. Electric lights will not be turned off; nor will any doors be locked.

FRANK R. HARRISON
Lt Col Inf
Chief, Administrative Division

PSOD

1 orig
1 - GS
1 - PSOD file
1 - PSOD R.S.

CW/CLK/JPN/wk

Fire Drill, Government Sec., Dai Ichi Bldg.

Govt. Section Fire Marshal 20 October '47
Dai Ichi Building

Fire drill was conducted by Government Section at 1430 this date.

CW

P.S.Q.D. CW to JPN

MEMORANDUM FOR : Government Section

2 October 1947

SUBJECT : Fire Drill

1. A fire drill for the Month of October will be conducted on a building basis. The date on which the drill will be held is not to be announced. The fire drill will be held simultaneously throughout the building upon the sounding of the alarm over the building loudspeaker system.

2. Members of Government Section are reminded that in accordance with the Dai Ichi Fire Plan, orderly evacuation will be made down stairways to the street level, and to the opposite side of the street from the building.

F. R. HARRISON
Lt. Col. Inf.
Administrative Officer

PSOD FILE

CM/CLK/VTEC/TES/kcd

Fire Drill, Government Section, Dai Ichi Bldg.

Govt. Section

Fire Marshal
Dai Ichi Building

30 September '47

The scheduled fire drill was conducted by Government Section at 0830 this date. All fire-fighting equipment was checked.

CM

PSCD

8 Sept. '47

MEMORANDUM FOR : Government Section

SUBJECT : Fire Drill

1. A fire drill will be conducted in Government Section at 0830, 30 September 1947.

2. The provisions of the Government Section Fire Plan will be followed except that personnel will evacuate only to the Main Hallway adjacent to Government Section offices.

FRANK R. HARRISON
Lt. Col. Inf.
CHIEF, ADMINISTRATIVE DIVISION

PSCD BULLETIN BOARD

32

6830 30 Sept 47.

Capt Diamantes 7.5.
Maj. Snow

Fire Drills, Dai Ichi Bldg.

Fire Marshal,
Dai Ichi Bldg.

Staff Section Fire Marshals: 29 August 1947

SGS	
G-1	GS ✓
G-2	SC
G-3	CCS
G-4	Dai Ichi Mess
JPO	Dai Ichi Disp
AG	Dai Ichi Br, APO 500
	Dai Ichi Auditorium

(1) 1. Fire Drills for the Dai Ichi Bldg. for the month of September 1947 will be conducted by staff sections separately or in conjunction with adjacent staff sections on respective floors, such fire drills to include evacuation of staff sections to the head of 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 marshals advise this office by telephone (26-5870) prior to 6 September 1947 of date and hour scheduled for their section fire drills and C/N report of the fire drill after it has been held.

3. In view of numerous recent and scheduled changes in assignment of office space within the Dai Ichi Bldg., it is requested that staff section fire plans be reviewed toward necessary changes thereto in connection with these office reassignments.

4. Your attention is invited to the publication of Memorandum No. 33, Hq, Hq & Sv Gp, dated 20 August 1947, subject, "Fire Regulations" and the rescission thereby of Memorandum No. 51, same Hq and subject, dated 23 September 1946. Paragraph 34, Section IV, Memorandum No. 33 is quoted herewith for your information and compliance:

> "34. Fire Drills. Fire drills are held for training in the orderly evacuation of personnel, and in the early control of the fire.
>
> "a. Troops and employees in all buildings and facilities 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. Responsibility will be placed on designated individuals to see that all water outlets,

MEMORANDUM FOR : Government Section 11 August 1947

SUBJECT : Fire Drill

1. A fire drill will be conducted in Government Section at 0830, 29 August 1947.

2. The provisions of the Government Section Fire Plan will be followed except that personnel will evacuate only to the Main Hallway adjacent to Government Section offices.

FRANK R. HARRISON
Lt. Col. Inf.
CHIEF, ADMINISTRATIVE DIVISION

FSGD BULLETIN BOARD

GOVERNMENT SECTION
Buck Slip

1 Aug 1947

FROM	INITIAL	DATE
	CHIEF	
1	Ex O	8/1
	Deputy Chief	
	Col. Hays	
	Maj. Rizzo	
4	Ch Adm. Div.	
	Special Proj. Div.	
	Pol. Affairs Div.	
	Local Gov't Div.	
	Legis Div.	
3	Ch. P.S.Q.D. (Maj. Smith)	
	Gov't Powers Div.	
	Courts and Laws Div.	
	National Gov't Div.	
	Civil Service Div.	
	Chief Clerk	
	File	

TCR

1 - V — INFORMATION
(3) — ACTION
_____ APPROVAL
_____ SIGNATURE
_____ INITIAL
_____ COMMENT OR CONCURRENCE
_____ TRANSLATION
_____ FILE

Ted Kardell
6 Aug 47

GS
Phoned Fire Marshal 29 Aug 8:30 AM

Fire Drills, Dai Ichi Building

Fire Marshal, Dai Ichi Bldg.	Staff Section Fire Marshals:	30 July 1947
	SGS GS ✓	
	G-1 SC	
	G-2 CCS	
	G-3 Dai Ichi Mess	
	G-4 Dai Ichi Disp.	
	JPO Dai Ichi Br., APO 500	
	AG Dai Ichi Auditorium	

Old Yokohama Cup 47

(1) 1. Building fire drill held on 15 July 1947 developed the fact, by personal investigation, that all personnel (except key personnel) are not evacuating the building as indicated in "Fire Plan for the Dai Ichi Bldg.", dated 8 April 1947, in the following instances: (a) a number of individuals were discovered on the roof, (b) one isolated staff section had apparently not heard the alarm and was still working three minutes after the alarm sounded, (c) one staff section division or branch had at their own admission 25% of their personnel working, the reason being given for this large number as security of classified material, (d) in one staff section division the division chief, executive and a typist were working. The intent of key personnel remaining on duty is to avoid complete disruption of message center and signal communication activities and to permit a limited number of personnel to remain for security reasons.

2. The fact that many office doors opening onto hallways were closed restricted the audibility of the loud speaker system when the alarm was sounded and caused some delay in evacuating the building. The Dai Ichi Building Custodian advises that the announcement on air conditioning as published in Daily Bulletin No. 163, 14 July 1947, which requested that doors be kept closed at all times, pertains to doors leading outside of the building and not to interior doors.

3. Fire drills for the Dai Ichi Bldg. for the month of August 1947 will be conducted by staff sections separately or in conjunction with adjacent staff sections on respective floors, such fire drills to include evacuation of staff sections to the head of 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.

4. Request that staff section fire marshals advise this office by telephone (26-6870) prior to 6 August 1947 of date and hour scheduled for their section fire drills and C/S report of the fire drill after it has been held.

RC

- - - -

MEMORANDUM FOR: Government Section 9 July 1947

SUBJECT : Fire Drill

1. A fire drill for the Month of July will be conducted on a building basis. The date on which the drill will be held is not to be announced. The fire drill will be held simultaneously throughout the building upon the sounding of the alarm over the building loudspeaker system.

2. Members of Government Section are reminded that in accordance with the Dai Ichi Fire Plan, orderly evacuation will be made down stairways to the street level, and to the opposite side of the street from the building.

F. R. HARRISON
Lt. Col. Inf.
Administrative Officer

PSOD BULLETIN BOARD

GM:CLK/GD/

Fire Drill 15 July 1947

Govt. Section | Fire Marshall, Dai Ichi Building | 22 July 1947

(1) 1. The following deficiency was noted by Government Section with respect to the subject Fire Drill:

> The Speaker System used to sound the alarm was not audible in Room 702-D, nor was it audible or at least noticeable in Room 615.

Apparently it is not able to cut through the normal office noises. It is recommended that some unusual noise, such as a bell, be made over the speaker system prior to the announcement of fire drills.

2. The Government Section Personnel experienced no difficulty in evacuating the Building.

---GM---

PSGD

MEMORANDUM FOR: Government Section 9 July 1947

SUBJECT : Fire Drill

1. A fire drill for the Month of July will be conducted on a building basis. The date on which the drill will be held is not to be announced. The fire drill will be held simultaneously throughout the building upon the sounding of the alarm over the building loudspeaker system.

2. Members of Government Section are reminded that in accordance with the Dai Ichi Fire Plan, orderly evacuation will be made down stairways to the street level, and to the opposite side of the street from the building.

F. R. HARRISON
Lt. Col. Inf.
Administrative Officer

PSCD
714

00 90

File

July Fire Drill, Dai Ichi Building

Subj

Fire Marshal,
Dai Ichi Bldg.

Staff Section Fire Marshals,
SGS
G-1 GS ✓
G-2 SC
G-3 CCS
G-4 Dai Ichi Mess
JPO Dai Ichi Disp
AG Dai Ichi Hr, APO 500
Dai Ichi Auditorium

1 July 1947

1. During staff section fire drills in June 1947, it was noted on one occasion that personnel in evacuating offices and moving out onto the inner court balcony did not proceed along balcony to the head of the approved fire exit stairway. Request that in staff section fire drills all personnel evacuate respective sections to the head of the approved fire exit stairway.

2. There have been a number of reports received from staff sections on non-receipt of fire extinguishers requested. This situation is being developed on an overall basis with the Building Custodian, and staff sections will be advised of results thereof.

3. Fire drill for the Dai Ichi Building during July 1947 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 marshals are cautioned to convey the alarm, when sounded, to those areas in the building where the alarm cannot be heard.

cc: Dai Ichi Bldg. Custodian

H.H.C.

Memo for GS.
prepared 8 July 47.

76

CH/CLK/JIH/kmd

Fire Drill, Government Section, Dai Ichi Bldg.

Govt. Section — Fire Marshal, Dai Ichi Building — 20 June 1947

The scheduled fire drill was conducted by Government Section at 0845 this date.

CH

PSCD

24

MEMORANDUM FOR : Government Section

SUBJECT : Fire Drill

17 June 1947

1. A fire drill will be conducted in Government Section at 0945, 20 June 1947.

2. The provisions of the Government Section Fire Plan will be followed except that personnel will evacuate only to the Main Hallway adjacent to Government Section offices.

F. E. HARRISON
Lt. Col. Inf.
Administrative Officer

CW/CLK/RWS/c

Fire Drill
Dai Ichi Bldg.
Fire Marshall
Attn: Lt. Col. Capers
Room 412

Govt Section

16 May 1947

1. Fire drill was conducted by Government Section at 0830 this date.

2. One fire extinguisher, CTC, was discovered to be nearly empty. It is requested that a copy of this check sheet be forwarded to Building Custodian in order that this condition may be corrected.

CW

(Fire Marshall) - Fire Drill

21

QO

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

15 May 1947

MEMORANDUM

SUBJECT: Fire Drill

1. A fire drill will be conducted in Government Section on Friday, 16 May 1947 at 0815.

2. The drill will be conducted in accordance with Government Section Fire Plan, a copy of which is posted on the bulletin board; however, personnel will not evacuate beyond the hallway immediately adjacent to Government Section Office space.

FRANK R. HARRISON,
Lt. Col. INF.

FILE

YO

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

26 April 1947

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.

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 f[illegible] 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.

CARL DARNELL
Lt. Col. FA
Executive Officer

Annex No. 3 to Govt. Section Fire Plan

2 February 1948

1. The general regulations and principles set forth in Government Section Fire Plan will apply to personnel in Room 25.

2. The detailed application of the Fire Plan to Room 25 is modified, insofar as a diagramatic sketch of fire exits, equipment, etc., is concerned. Attached is the diagram as it applies to this room.

Frank R Harrison
FRANK R. HARRISON
Lt. Col. Inf.
ADMINISTRATIVE OFFICER

EXIT FROM FRONT
ENTRANCE OF BUILDING

_F_I_R_E_ _E_V_A_C_U_A_T_I_O_N_ _P_L_A_N_

EXIT OVER COUNTERS IN EMERGENCIES

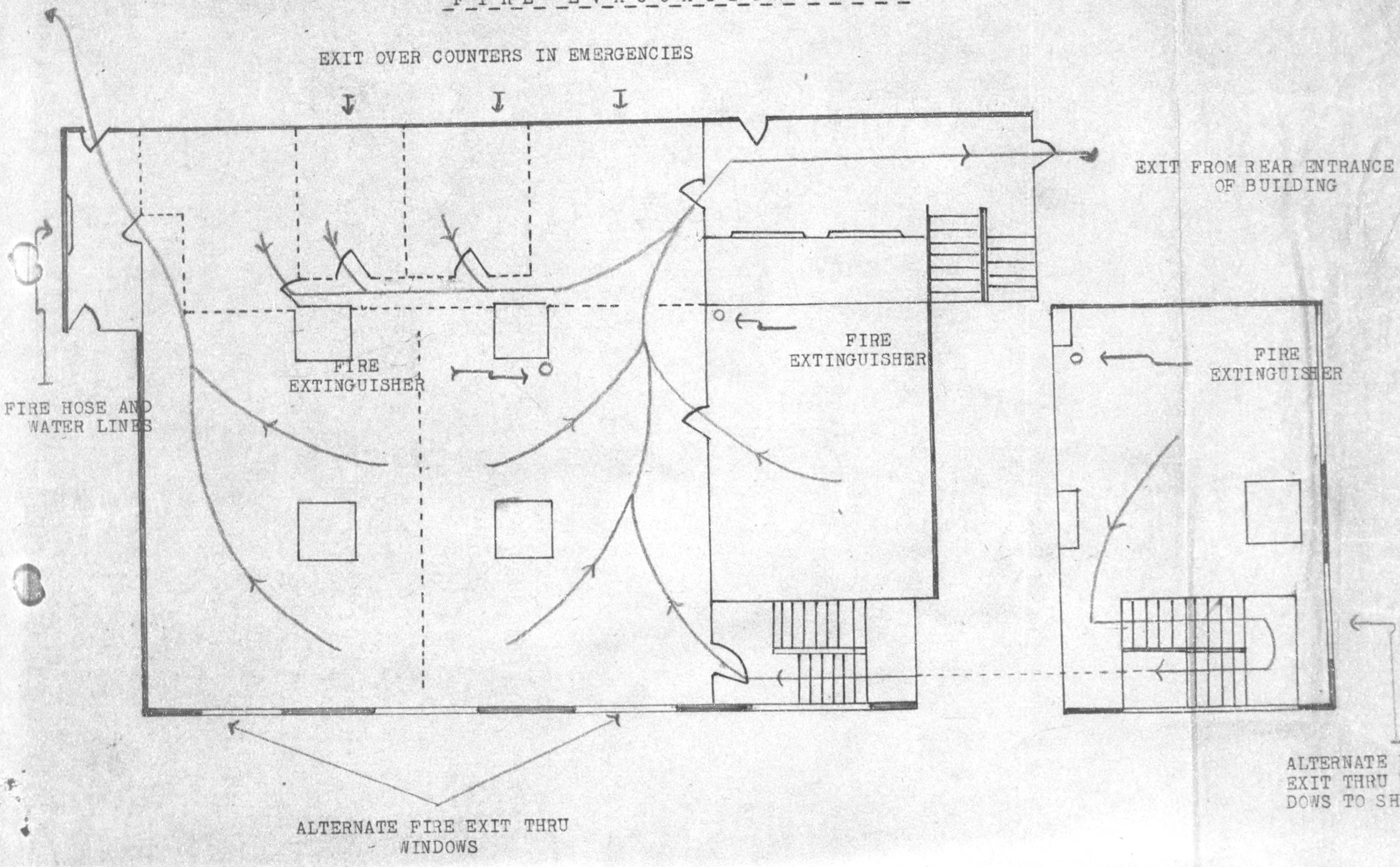
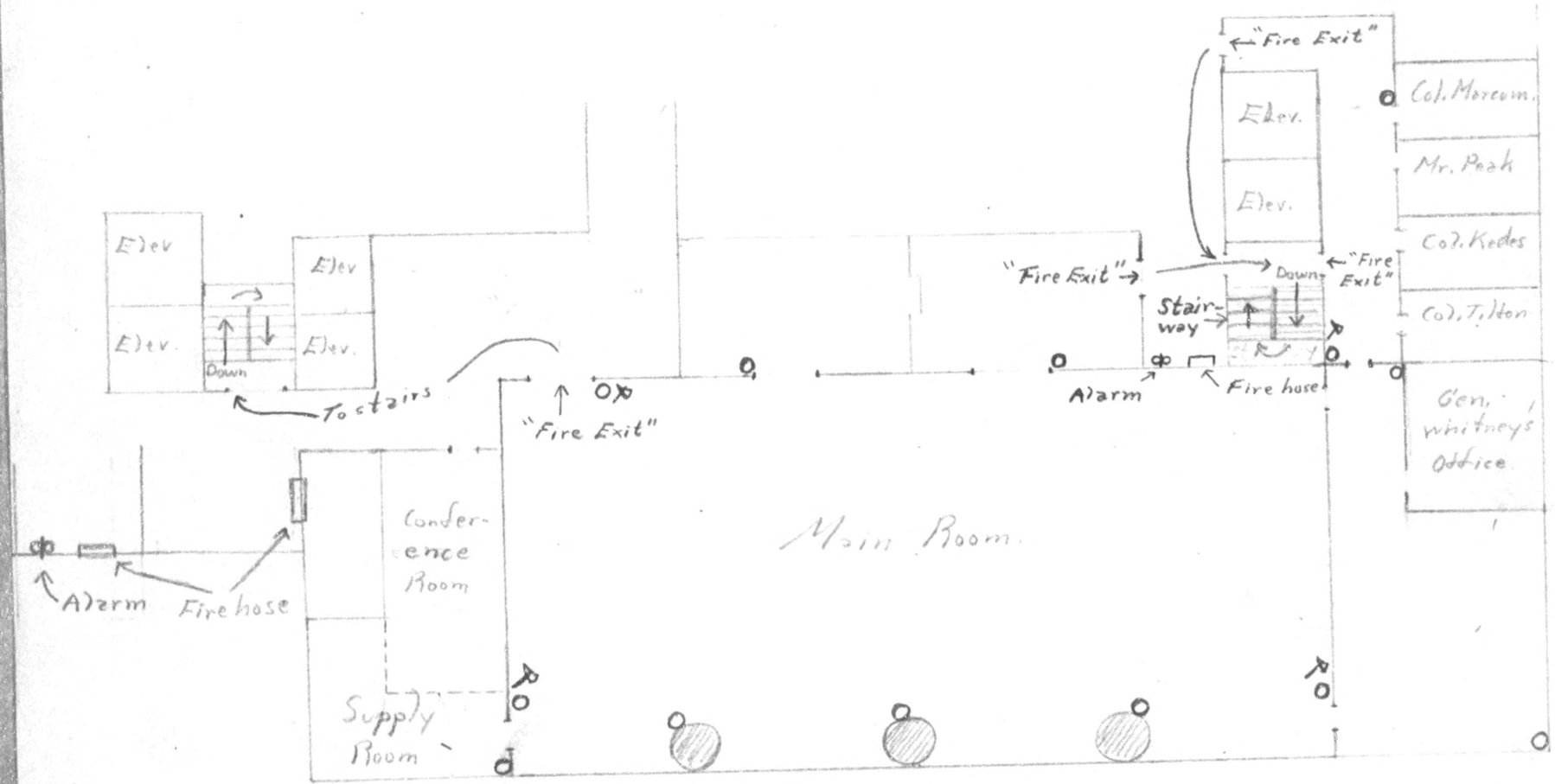


Diagram of Essential Information for Fire Defense

Government Section



Key: O = Fire extinguisher.

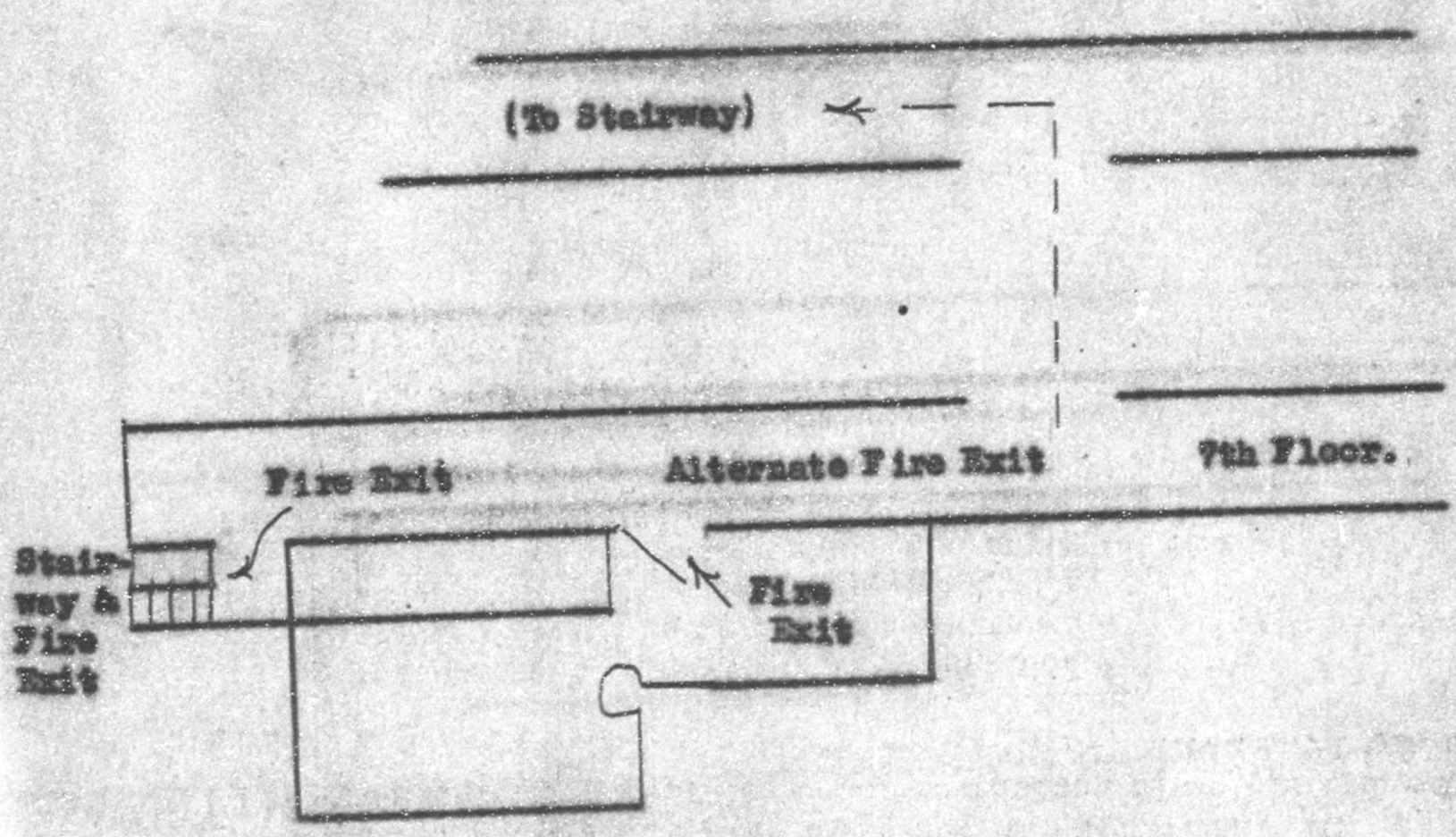
⚒ = Fire axe.

Incl. #1

Annex 1 to Government Section Fire Plan

1. The regulations and principles set forth in Government Section Fire Plan will apply to personnel in Room 702 D.

2. The detailed application of the fire plan to Room 702 D is modified only insofar as the diagramatic sketch of fire exits, equipment, etc., is concerned. Below is the diagram as it applies to Room 702 D:



FRANK R. HARRISON
Lt. Col. Inf.
Administrative Officer

Fire Drill, Dai Ichi Building

Fire Marshal,
Dai Ichi Bldg.

1. Staff Section Fire Marshals, 25 April 1947

SGS	GS ✓
G-1	Sig O
G-2	CCS
G-3	Dai Ichi Mess
G-4	Dai Ichi Disp.
JSPOG	Dai Ichi Br. APO 500
AG	Dai Ichi Auditorium

1. In connection with the Dai Ichi Building fire drill held on 23 April 1947, evacuation of the building was completed in less than five minutes. No deficiencies in operation of the building or staff section fire plans were observed or reported to this office. Certain loud speaker outlets failed to function when the alarm was sounded. This failure will be corrected by the Building Custodian.

2. The Building Custodian has requested that in ~~the~~ future fire drills no effort be made to turn off electric lights (this does not pertain to electric heaters which should be disconnected). In the event of fire, electric current will be disconnected at the master switch by custodial personnel.

3. Fire drills for the Dai Ichi Building for the month of May 1947 will be conducted by Staff Sections separately or in conjunction with adjacent Staff Sections on respective floors, such fire drills to include evacuation of Staff Sections to the head of 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.

4. Request that Staff Section Fire Marshals advise the undersigned by ~~25~~ May 1947 of date and hour scheduled for their section fire drills and C/S report of the fire drill after it has been held.

- H.H.C. - - - - - -

18

Fire Drill and Demonstration, Dai Ichi Building

Fire Marshal,
Dai Ichi Bldg.

(1)

Staff Section Fire Marshals:

14 April 1947

S&S	GS
G-1	Sig O
G-2	CCS
G-3	Dai Ichi Mess
G-4	Dai Ichi Disp.
AG	Dai Ichi Br, APO 500
JSPOG	Dai Ichi Auditorium

1. Fire drill for the Dai Ichi Building on 23 April 1947 has been approved. This fire drill will be held simultaneously throughout the building upon the sounding of the alarm over the building loud speaker system.

2. There will be a demonstration of the use of the fire chutes from windows on the north side of the fourth floor, Dai Ichi Building, upon completion of the evacuation of the building. Notification of this fact will appear in the Daily Bulletin for 21 and 22 April 1947. It is desired that all staff section fire marshals, upon completion of their duties in connection with the fire drill and evacuation of respective section personnel from their floor (s), proceed to the fourth floor, north side of the building, to observe the fire chute demonstration at that point.

- H.H.C. - - - - - - -

17

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

AG 671 (6 Feb 47)GA

APO 500
8 April 1947

STAFF MEMORANDUM)
:
NO.....35) (SCAP & FEC)

FIRE INSTRUCTIONS FOR OFFICE BUILDINGS OCCUPIED BY GENERAL HEADQUARTERS

	Section
Rescission and References	I
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Safety Precautions	VII
Action on Outbreak of Fire	VIII
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Fire Drills	XI
Reports	XII

I. RESCISSION AND REFERENCES. 1. a. Rescission. Staff Memorandum 62, General Headquarters, Supreme Commander for the Allied Powers and United States Army Forces, Pacific, 29 December 1946.

b. References.

(1) Army Regulations 25-20, 29 May 1945.

(2) Army Regulations 100-80, 10 August 1942.

(3) Army Regulations 105-260, 25 September 1941.

(4) Army Regulations 210-10, 20 December 1940.

(5) Army Regulations 210-390, 6 December 1946.

(6) Army Regulations 420-5, 20 May 1940.

(7) Army Regulations 700-10, 31 January 1947.

(8) Army Regulations 700-25, 8 November 1946.

(9) Army Regulations 850-20, 20 May 1940.

(10) Army Regulations 850-65, 19 September 1942.

(11) Army Regulations 850-300, 5 August 1944.

(12) Field Manual 5-25, 12 May 1945.

(13) Technical Manual 1-430, 24 April 1942.

(14) Technical Manual 3-250, 5 December 1940.

(15) Technical Manual 5-315, 23 March 1944.

(16) Technical Manual 5-687, 15 January 1946.

(17) Technical Manual 9-1900, 18 June 1945.

(18) Technical Manual 10-250, 1 March 1946.

(19) Staff Memorandum 18, General Headquarters, Supreme Commander for the Allied Powers and Far East Command, 21 January 1947.

(20) Memorandum 81, Headquarters, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, 23 September 1946.

II. GENERAL PROVISIONS. 2. Purpose. These regulations are published in order to clarify and coordinate fire defense measures for the protection of personnel, records, and activities of General Headquarters, Supreme Commander for the Allied Powers and Far East Command.

3. Responsibility. a. The Commanding General, Headquarters and Service Group, General Headquarters, Far East Command, is responsible for supply and maintenance of light fire fighting equipment and signs required by staff sections of General Headquarters, Supreme Commander for the Allied Powers and Far East Command. He will provide and maintain heavy fire protection equipment and personnel to operate same for each building occupied by staff sections. This will include procurement of assistance from Eighth Army Fire Fighting Units in Tokyo, the Japanese Fire Department, Tokyo, and the Provost Marshal, Tokyo, to prevent fires and to extinguish fires should they occur or be of such magnitude as to require assistance.

b. The Fire Marshal, assisted by the Deputy Fire Marshal, General Headquarters, is responsible for the preparation of plans for fire prevention in buildings occupied by staff sections of General Headquarters,

Supreme Commander for the Allied Powers and Far East Command. He will also recommend the appointment of assistant fire marshals of buildings occupied, and coordinate their plans on fire prevention activities in these buildings with the Commanding General, Headquarters and Service Group, General Headquarters, Far East Command.

c. Assistant fire marshals are responsible for the preparation of fire plans and regulations for their respective buildings. They will designate an assistant and will also be assisted by the staff section fire marshals designated in section IV. Contact will be maintained with the building custodian in all matters pertaining to fire prevention and fire fighting affecting their buildings.

d. 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.

III. BUILDING FIRE MARSHALS. 4. Designation. General Headquarters will appoint assistant fire marshals for each building occupied by staff sections. The persons so designated have been announced initially, with their telephone numbers, in Staff Memorandum 18, General Headquarters, Supreme Commander for the Allied Powers and Far East Command, 21 January 1947. This information will be posted in a conspicuous place at the outside entrance to the building custodian's office. Changes in designation will be similarly announced and posted.

5. Duties. In addition to other duties, the building fire marshal shall perform the following:

a. Prepare a building fire protection plan in coordination with staff section fire protection plans and any other fire protection plans of the occupants of the building. This plan will also include arrangements for outside assistance in case of a fire of magnitude.

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

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

d. Insure that fire guards are instructed in the procedure to be followed in case of fire where special precaution or action is necessary to safeguard valuable records or supplies maintained by staff section.

IV. STAFF SECTION FIRE MARSHALS. 6. Designation. Each staff section General Headquarters, Supreme Commander for the Allied Powers and Far East Command, will appoint a senior officer of the staff section as "Staff Section Fire Marshal." Where staff sections occupy more than one building, a staff section fire marshal will be appointed for each building occupied by divisions of the staff section. The name of the staff section fire marshal in each building, telephone number (office and residence), and location (room and floor) in the building will be furnished to the building fire marshal.

7. Duties. In addition to other duties, staff section fire marshals will:

a. Prepare the staff section fire defense plan, paying particular attention to:

(1) Assignment to office personnel of definite duties relating to fire defense.

(2) Safeguarding official records from damage by fire.

(3) Coordinating section fire plan and evacuation of offices with building fire plan.

b. Make a daily check for serviceability of fire fighting equipment and for fire hazards within the space occupied by the section; also take action to correct deficiencies noted.

c. Take action to procure suitable fire fighting or fire defense equipment and fire escape signs affecting the section.

d. Hold section fire drills as needed.

V. FIRE PLANS. 8. Preparation. a. Staff section fire marshals will prepare fire protection and defense plans for their respective sections which will include the provisions of this staff memorandum, in addition to other pertinent subject matter. The plan will be approved by the chief of the staff section and its contents made known to the personnel of that section. One copy will be delivered, safe hand, to the building fire marshal, one copy will be posted on the section bulletin board, and other copies filed or disposed of as required.

b. Building fire marshals' plans prepared under the provisions of this staff memorandum and Memorandum 51, Headquarters, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, 23 September 1946, will be in coordination with the fire plans of the various staff sections quartered in the building. A copy of the building fire plan will be furnished to each staff section in the building, and one copy posted in a conspicuous place in the building custodian's office.

VI. FIRE PREVENTION. 9. Survey. Surveys and inspections will be conducted by all fire marshals with a view to eliminating fire hazards. Fire hazards or deficiencies in serviceability or quantity of fire fighting equipment, observed by fire marshals, will be corrected by them or, if not under their jurisdiction, reported to the proper authority. Particular attention will be given to proper marking of all exits used as fire escapes Under no condition will fire escape exits be blocked, nor will fire escapes or stairways be used for storage or office space.

10. Equipment. a. Light fire fighting equipment, such as hand operated chemical fire extinguishers, fire buckets filled with water, water cans or barrels, sand, axes, crowbars, and similar tools, should be provide for each room or hallway. This equipment will be suitably marked and stored in a conspicuous place, easily accessible and out of danger from damage by normal activities. Where gasoline or other volatile combustible material is used, the foam type extinguisher will be provided. Extinguishers should not be placed closer than twenty feet from the place where fire from gasoline may originate. The staff section fire marshal will submit to the building custodian a request for light fire fighting equipment required for the space occupied by the staff section. He will also request the building custodian to replace or repair unserviceable fire fighting equipment when necessary.

b. Heavy fire fighting equipment, such as fire hydrants, fire hose, automatic sprinkler systems, fire alarms, fire escapes, and equipment supplied by outside agencies, is a responsibility of the building custodian. This equipment will be inspected, tested, and maintained in serviceable condition by the building custodian under supervision of the building fire marshal.

VII. SAFETY PRECAUTIONS. 11. Personnel. a. All personnel of each staff section will be instructed as to the location of fire escapes and the plan for evacuation of the section in case of fire. Certain members of the staff section will be instructed in the use of the fire fighting equipment located in the space occupied by the section. Other members of the section will be instructed in the procedure to be followed in safeguarding official records and United States Army property.

b. When directed by the building fire marshal, with the approval of the Fire Marshal, General Headquarters, Supreme Commander for the Allied Powers and Far East Command, the building custodian will provide fire guards and firemen to protect all General Headquarters' offices at night or when not occupied by staff section personnel. This personnel when provided will be instructed in special procedures or precautions necessary to safeguard staff section records and property.

12. Valuable Records. Staff section fire plans will contain specific provisions for safeguarding valuable official records and property. The provisions and instructions will be brought to the personal attention of the building fire marshal by the staff section fire marshal.

VIII. ACTION TO BE TAKEN ON OUTBREAK OF FIRE. 13. Standing Operating Procedure. Each staff section and subsection where a section occupies office space in more than one building will prepare a Standing Operating Procedure for the section and post it in conspicuous places in the office. The Standing Operating Procedure will include the following:

In case of fire, your mission is to:

(1) Spread the alarm, notify personnel in danger.

(2) Attempt to put out the fire; use hand extinguisher.

(3) Notify building fire marshal.

(4) Save and protect lives and evacuate office.

(5) Save valuable records and protect government property.

(6) Close fire doors, and shut off ventilating systems.

(7) Evacuate casualties and all persons in danger.

(8) Mobilize all fire fighting equipment and personnel.

IX. FIRE CONTROL MEASURES. 14. Control Procedure. a. The best control of fires is to prevent them by:

(1) Enforcement of fire regulations.

(2) Proper disposal of cigarettes and lighted matches.

(3) Prompt removal of all fire hazards.

(4) Correct arrangement, insulation, and ventilation of heat producing devices.

(5) Proper installation of electric lines and equipment.

(6) Control of ignition sources, such as smoking, static sparks, sparks produced by welding, grinding, and friction in areas where highly combustible material is stored or handled.

b. Control and extinguishment of fires by:

(1) Smothering or exclusion of combustion-supporting oxygen. This can be accomplished by the use of sand, foam extinguisher, wet blankets, or other smothering article.

(2) Cooling of material below kindling point. This is accomplished by the application of water or fire extinguishing liquids, usually contained in hand fire extinguishers having directions for use printed on the container.

(3) Starvation or removal of material feeding the fire; this includes surrounding the fire with fire proof material to prevent the spread of the blaze, and closing fire doors, ventilating systems, and other openings to stop all drafts.

c. Report fires by dividing them into three classes:

(1) Ordinary combustible materials burning; report as Class "A" fires.

(2) Liquids burning; report as Class "B" fires.

(3) Fires involving electrical equipment; report as Class "C" fires.

d. When fires are discovered and reported to the fire marshal or fire department, they should be reported by class. This information enables the fire department or other fire fighting personnel to arrive at the scene of fire with proper equipment prepared to take prompt action to bring the fire under control.

X. COMMAND AT SCENE OF FIRE. 15. Fire Fighting. Command responsibility at the scene of a fire will be strictly adhered to as follows:

a. The staff section fire marshal will assume operational control of fire fighting when the fire is confined to space occupied by the section and additional assistance is not required.

b. The building fire marshal or a previously designated assistant will assume operational control of fire fighting where the fire affects more than one staff section, parts of the building not occupied by General Headquarters, and when staff section personnel are absent.

c. The Fire Marshal or Fire Chief, Eighth Army Engineer Fire Fighting Unit, will assume operational control of all fire fighting equipment at scene of fire when this unit arrives or is employed.

d. The senior officer present at a fire will assume authority until a fire marshal arrives to take charge. No officer, regardless of rank, will assume authority over the fire marshal or commander of the trained Army fire fighting personnel or unit. Until the arrival of the trained personnel the fire marshal noted above will be in charge. The orders of fire marshal and Army fire fighting personnel will be obeyed. Violations will be reported by the officer in charge to the Fire Marshal, General Headquarters, Supreme Commander for the Allied Powers and Far East Command.

16. Civilian Fire Department. The Fire Marshal, Tokyo Area, appointed by the Commanding General, Eighth Army, will coordinate fire fighting actio between United States Army units and personnel under his control with civilian fire department arriving at scene of fire.

XI. FIRE DRILLS. 17. Conduct. Each staff section fire marshal will conduct necessary fire drills within his section to insure effective fire fighting teams, and thereafter conduct not less than one fire drill per month. These drills will be coordinated with the building fire marshal so that any confusion and disturbance to other occupants of the building will be held to a minimum. Lack of equipment, of personnel training in fire fighting duties, or of information as to fire plan procedure which are observed during the fire drill, will be corrected or reported to the building fire marshal. Reports of all fire drills will be made to the fire marshal by building fire marshals.

XII. REPORTS. 18. Data. The information required for making reports on loss or damage to government property will be forwarded by staff section fire marshals to the Commanding General, Headquarters and Service Group, General Headquarters, Far East Command, in accordance with section IV, Memorandum 51, Headquarters, Headquarters and Service Group, General Headquarters, United States Army Forces, Pacific, subject, "Fire Regulations," 23 September 1946.

BY COMMAND OF GENERAL MacARTHUR:

PAUL J. MUELLER,
Major General, General Staff Corps,
Chief of Staff.

OFFICIAL:

John B. Cooley
JOHN B. COOLEY,
Colonel, AGD,
Adjutant General.

GENERAL HEADQUARTERS
FAR EAST COMMAND

CHECK SHEET

(Do not remove from attached sheets)

File No: Subject: Fire Plan for GS

Note No.	From: Fire Marshal, Dai Ichi Bldg. To: Fire Marshal, GS Date: 4 April 1947
(1)	1. Staff section fire plan is approved, as amended, to show correct telephone numbers as of 29 March 1947. 2. Request approval by section chief, publication and dissemination to section personnel and delivery of one copy each safehand to Building Custodian and to this office. One copy should be posted on your bulletin board. ~~1 Incl:~~ ~~Fire Plan~~ H.H.C.

AFPAC AGO Form No. 37

15

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

27 March 1947

MEMORANDUM:

SUBJECT: Fire Drill

1. A fire drill will be conducted by Government Section on 28 March at 0815.

2. All personnel except one male person per division will evacuate the rooms occupied by Government Section by the proper fire exit and will remain in the adjoining halls.

3. The Fire Marshal and Assistant Fire Marshal will check the time required to evacuate the section, and will notify the personnel to return as soon as the section has been evacuated.

4. Upon return to the section each division chief will explain to the members of his division the papers and other documents which he considers important and will establish a general priority of importance for papers and documents to be saved in the event of a fire.

FRANK R. HARRISON
Lieutenant Colonel, Infantry
Chief, Administrative Officer

MAJOR SNOW

GW/CLK/RWS/mef

Fire Drill

Gov't. Section Dai Ichi Bldg. 28 March 1947
Fire Marshall
(Lt. Col. Capers Rm. 412

1. Government Section conducted a fire drill at 0815 this date.

2. The purpose of this drill was to time the orderly evacuation of all members from the rooms occupied by the section and to provide instruction by key personnel, regarding papers and documents to be saved in event of fire.

C.W.

14

MAR 12 1947

Maj. Snow,

Fire drill will be held Friday 28 Mar. at 1000.

LT. Col. Capers has requested memo. from G.S. that drill has been completed.

J.S.

07696

Staff Section Fire Drills, Month of March

(1) Fire Marshal,
Dai Ichi Bldg.

Staff Section Fire Marshals:
SGS
G-1
G-2
G-3
G-4
AG
Sig O
CCS
GS
JSPOG
Dai Ichi Disp.
Dai Ichi Mess
Dai Ichi Branch, APO 500

11 March 1947

1. Staff Memorandum 62, GHQ, SCAP and AFPAC, dated 29 December 1946, subject: "Fire Instructions for Office Buildings Occupied by GHQ", rewritten as a GHQ, SCAP and FEC Staff Memorandum presently awaiting approval by C/S will change Sec, XI, paragraph 17, to requiring fire drills each month.

2. The GHQ Fire Marshal has requested a report be submitted to his office by 14 March 1947 indicating fire drills held or scheduled for March 1947.

3. It is desired that fire drills during the month of March 1947 be conducted by Staff Sections separately or in conjunction with adjacent Staff Sections on respective floors, such fire drills to include evacuation of Staff Sections only to head of stairways, personnel not to leave the floor on which they are on duty.

4. Use of the building loud speaker system for above Staff Section fire drills is not authorized.

5. Request that Staff Section Fire Marshals contact the undersigned by telephone, 2-2273, prior to 1000, 14 March 1947, for coordination as to proposed date and time of their section fire drills.

6. Reports of above fire drills to be submitted to Building Fire Marshal should include any deficiencies in operation of section fire plan and/or fire hazards observed.

- -

-Harold H. Capers -
Lt. Col., Inf.

12

CW/CLK/RWS/jl

Fire Hazard in Government Section, GHQ
(6th floor, Dai Ichi Bldg.)

Govt. Sect. Fire Marshall GHQ (Rm. 412) 11 February 1947

1 There have been two instances, one on 10 Feb and the second on this date, in which electric wiring which runs under floor covering has short circuited. The wiring which supplies current for the numerous desk lamps in this section evidently becomes short-circuited when it is stepped upon, as no reinforcement has been placed between the wire and the floor matting and because of the poor quality of the wire.

It is very likely that the short-circuiting of this wiring will cause a serious fire if the rubber matting covering the wire begins to burn. It is recommended that all electrical wiring be examined in this connection and that necessary corrective action be taken.

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

Fire Marshall F.E.

9

CW/FEH/CPW/RWS/srp

Report on Practice Fire Alarm

GS

Dai Ichi Bldg.
Fire Marshall, Rm. 212

7 February 47

1. The fire alarm announcement was audible in the main room of Government Section and in the immediately adjacent room the doors of which were open. However, there were six (6) rooms in which the alarm was not audible.

2. In the rooms in which the alarm was audible, a short amount of time was required to get the attention of persons in those rooms. It was not sufficiently different from or louder than ordinary office noises to attract attention as quickly as would normally be considered desirable in an emergency.

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

P.A.D. Files/Fire Marshall Folder

8

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Government Section

21 January 1947

MEMORANDUM:

FIRE DRILL

1. There will be a fire drill in Government Section at 1430 today, Tuesday, 21 January 47.

2. All personnel with the exception of the chief clerk, who will answer phones, will participate, and will assemble in the large conference room at 1400 to receive instructions.

Roger W. Snow, Jr.
ROGER W. SNOW, JR.
Major, F.A.
Fire Marshall

20 January 1947

MEMORANDUM TO: Staff Sections Fire Marshals, Dai Ichi Bldg.

SUBJECT : Fire drill for the Dai Ichi Bldg.

1. The Deputy Chief of Staff has directed that fire drills will be held in every GHQ office building prior to 1600, 21 January 1947.

2. Fire drill for the Dai Ichi Building will be held by sections coordinated with adjoining sections on each floor and with the building fire marshal. These drills will be held between 0800 and 1600, 21 January 1947.

3. Details and development of necessary plans for these drills will be taken up at the fire marshal meeting to be held at 1600, 20 January 1947, in the G-1 conference room, Room 425.

Harold H. Capers
Lt. Col., Inf.
Dai Ichi Bldg. Fire Marshal

Room 525

Copy to:
C/S
G-1
G-2
G-3
G-4
AG
GS ✓
SigO
CCS
APO 500
Dai Ichi Mess
GHQ Disp

1430 21 Jan 1947

5

GENERAL HEADQUARTERS
FAR EAST COMMAND

C H E C K S H E E T

(Do not remove from attached sheets)

File No: Subject: Fire Hazards

From: Fire Warden
Dai Ichi Bldg (Room 429)

To: Staff Section
Fire Wardens

Date: 1 April 1948

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

1. Two small fires have occurred in the building during March 1948 and were caused by overheating of combustible material by coffee making appliances. A subsequent inspection by the Fire Prevention Division, Hq & Sv Gp developed the following conditions:

a. In all sections multiple plugs are used in connection with single and double utility outlets. From multiple plugs not only coffee makers are serviced, but also hot plates, mimeograph machines, table lamps and other electric appliances which severely overload the circuits and present serious fire hazards.

b. Numerous extensions have been made to light circuits with sub-standard wiring which has been stapled along base boards and trim, for the purpose of supplying current to convenience outlets. In some cases extension cords servicing convenience outlets were noted passing through wood partitions without insulation.

c. Information disclosed that all appliances are used extensively over long uninterrupted periods, causing an imminent fire hazard in the severe overheating of plugs, sockets, appliances and cords.

d. In most sections electric cords, multiple plugs and sockets are manufactured by the Japanese of inferior materials to accepted American types approved by the National Board of Fire Underwriters and therefore do not possess the safety factor required for the use for which they are intended.

e. In general sections had hot plates which presented a decided fire hazard in that their construction did not allow for the free circulation of air between the bottom of the hot plate and the combustible stand upon which it was placed.

50A

17
37

f. Paper napkins, cleaning cloths and improvised curtains were noted close to and in contact with, extension cords, sockets and coffee making appliances.

2. As recommended by the Fire Marshal, Tokyo Area, the Custodian, Dai Ichi Bldg is checking all circuits for overload and is removing all fuses in excess of 15 amperes from #14 gauge wire.

3. Based on further recommendation by the Fire Marshal, Tokyo Area, the following is applicable within the Dai Ichi Bldg ard is a responsibility of staff sectior fire wardens for their respective sections:

a. Discontinue the use of multiple plugs in connection with utility outlets.

b. Remove all flexible cord used to extend electric circuits for permanent use.

c. Flexible cords used to be suitable for the conditions of use and location, in a continuous length without splice or tap, not smaller than 14 gauge and correspondingly larger dependeng upon wattage of electric appliance. Asbestos covered cord to be used for all appliances producing heat in excess of 250° F.

d. Loose terminals attached to cords to be repaired or replaced.

e. All combustible surfaces upon which electric coffee makers and hot plates are used to be insulated with $\frac{1}{4}$" asbestos board covered with sheet metal.

f. Only coffee makers and hot plates so made or equipped as to provide a 2" free air space between the bottom of the appliance and the surface upon which it rests are approved for use.

4. In reference to par 3e above, requests from staff section fire wardens for insulating material referred to should be submitted to the Building Custodian.

5. Request C/N report when all points enumerated in paragraph 3 have been complied with.

- H.H.C. - - - - - - - - - - -

1 '×2' board
Requested from
Building custodian
Capt 48 per Lt
Fire Chief's office
03.30 PM 9 Apr 42

Fire Extinguishers, Dai Ichi Bldg.

Fire Marshal,
Dai Ichi Bldg.

Custodian,
Dai Ichi Bldg.

10 July 1947

(1) 1. The copy of Report of Fire Extinguisher Equipment, dated 15 June 1947, with breakdown by floors on the basis of T/A, as indicated in Memorandum, Hq & Sv Gp, dated 17 February 1947, shows the following requirement in fire extinguishers and present status thereof:

Type of Extinguisher	T/A	On Hand	Required
Carbon Dioxide, 5 lb.	152	0	57**
Carbon Tetrachloride, 5 lb. (or 2-2½ lb.)	0	95*	
Water-Pump, 4 gal.	152	0	152
Soda and Acid, 2½ gal.	77	91	0

* Approximately 20% are 2½ lb.
** Included in 41 under repair or being refilled.

2. It would appear that the assignment and requirement of fire extinguishers per floor should conform to the following table:

Floor	Length of Corridor	CARBON DIOXIDE, 5 lb. T/A	On Hand	Required	WATER PUMP T/A	On Hand	Required	SODA & ACID T/A	On Hand	Required
2d Roof	101 ft.	2	2	0	2	0	2	1	1	0
1st Roof	109	2	2	0	2	0	2	1	1	0
7th Floor	706	14	9	5	14	0	14	7	7	0
6th Floor	970	19	11	8	19	0	19	10	10	0
5th Floor	746	15	9	6	15	0	15	7	7	0
4th Floor	714	14	9	5	14	0	14	7	7	0
3rd Floor	714	14	9	5	14	0	14	7	7	0
2nd Floor	651	13	8	5	13	0	13	7	7	0
Mezz	150	3	2	1	3	0	3	2	2	0
1st Floor	679	14	9	5	14	0	14	7	7	0
1st Bsmt.	740	15	9	6	15	0	15	7	7	0
2d Bsmt.	369	7	4	3	7	0	7	4	4	0
3d Bsmt.	515	10	6	4	10	0	10	5	5	0
4th Bsmt.	524	10	6	4	10	0	10	5	5	0
TOTAL		152	95	57	152	0	152	77	77	0

Fire Extinguishers, Dai Ichi Bldg.

Fire Marshal,
Dai Ichi Bldg.

Custodian,
Dai Ichi Bldg.

10 July 1947

(1) 3. It is requested that extinguishers presently available be redistributed on the above basis as indicated in the "on hand" column and as new extinguishers are received, they be equitably distributed to floors until the total requirement has been met.

4. A check of the nine extinguishers on the fourth floor revealed the fact that two were located in a mop room and one in a closet, the room and closet being normally not authorized for entry by allied personnel. It is believed that extinguishers on each floor, as authorized by the T/A, which are in addition to the soda and acid type located in fire hose cabinets should be distributed proportionately to staff sections for use within their offices. In this connection, a distribution of the extinguishers should be made on the following basis:

	Carbon Dioxide or CTC	Water Pump	Soda & Acid
2d Roof:			
SC	2	2	1
1st Roof:			
SC	2	2	1
7th Floor:			
G-4	1	1	
GS		1	
SGS		1	
Mess	6	5	
Auditorium	6	5	
PX	1	1	
Fire Hose Cabinets			7
6th Floor:			
SGS	7	7	
GS	2	2	1
Bakery	1	1	1
G-2	2	2	1
Auditorium	7	7	
Fire Hose Cabinets			7
5th Floor:			
SGS	3	3	
G-4	6	6	
G-2	6	6	
Fire Hose Cabinets			7

Fire Extinguishers, Dai Ichi Bldg.

10 July 1947

Fire Marshal,
Dai Ichi Bldg.

Custodian,
Dai Ichi Bldg.

	Carbon Dioxide or CTC	Water Pump	Soda & Acid
4th Floor:	6	6	
G-1	1	1	
G-2	2	2	
G-3			7
JPO			
Fire Hose Cabinets			
3rd Floor:	7	7	
BC	7	7	
CCS			7
Fire Hose Cabinets			
2nd Floor:	11	11	
AG	1	1	
Dispensary	1	1	
G-2			37
Fire Hose Cabinets			
Mezz:	1	2	
AG	1		
G-2	1	1	
SC			2
Fire Hose Cabinets			
1st Floor:	8	8	
AG	3	3	
G-2	2	2	1
APO 500	1	1	
Bldg. Custodian			6
Fire Hose Cabinets			

1st to 4th Basements, inclusive, as determined by the Japanese Building Manager.

5. The procurement of the additional requirement in fire extinguishers is a matter of concern to the Building Custodian and the Japanese Building Manager for their respective areas.

cc: GHQ Fire Marshal
Staff Section Fire Marshals,
Dai Ichi Bldg.

H.H.C.

XXXX

XXXX

Fire Marshall Foster

CW/CLK/CM/RS/hh
Request for Fire Fighting Equipment

Gov. Sec. Custodian, Dai Ichi Bldg. 14 January 1947

1. Request this section be provided the following fire-fighting equipment:

Item	On Hand	Requested	Total
Carbon-tetrochloride Fire Extinguishers	3	11	14
"Fire Exit" Signs	0	5	5
Fire Axes	0	4	4

2. Carbon-tetrochloride extinguishers are desired over other types because of the large amount of electrical wiring running under floor matting in the main office rooms. It is felt that the use of any other type of extinguisher (particularly water or foam-type) would be overly dangerous due to this existing condition.

3. It is further requested that the above items be installed in the locations indicated on the attached diagram, Incl. #1.

4. It is desired also that the three extinguishers now in this section be re-serviced, for they are at present only partially full. In this connection it is desired that the instructions for their use be placed on them in English.

1 Incl. - Diagram

..... C. W. .....

Maj. Snow

4