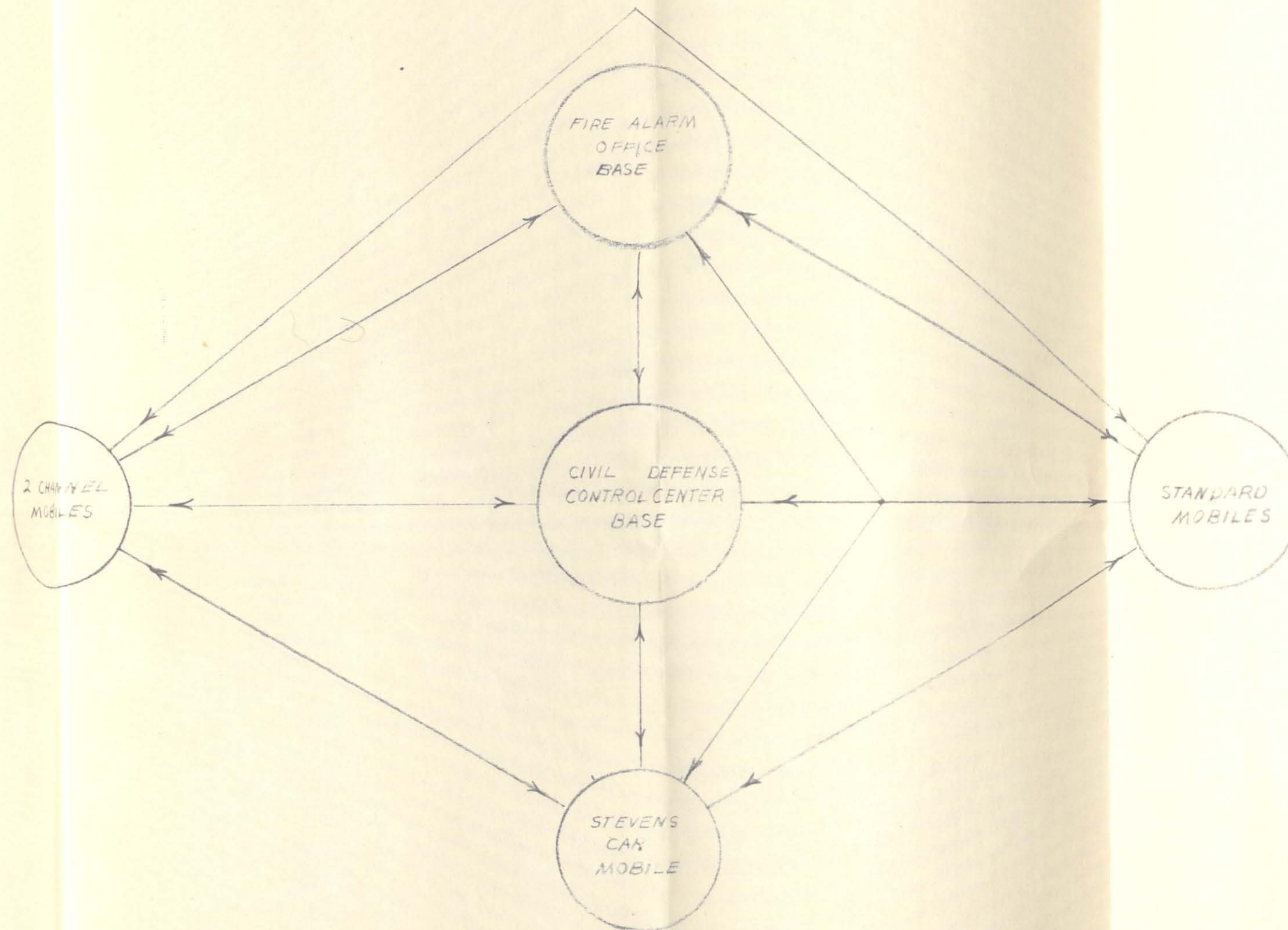


CIVIL DEFENSE FIRE RADIO  
COMMUNICATIONS PLAN



DRAWING SHOWS COMMUNICATION  
ON CHANNEL "A" 154.07 MC.  
MAIN FIRE CHANNEL.

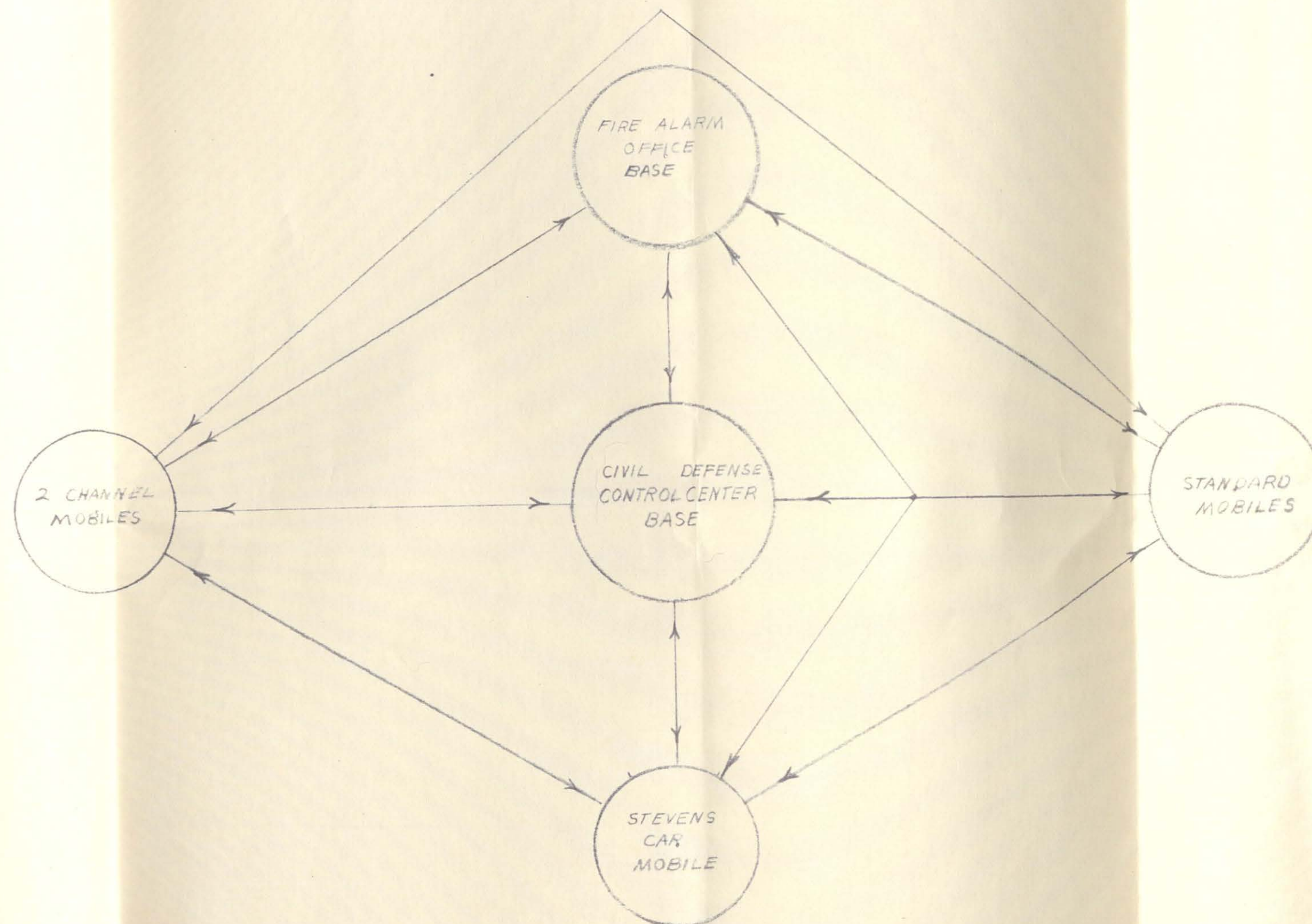
BUREAU OF COMMUNICATIONS & ELECTRONICS  
CITY OF PORTLAND ORE.  
7-15-54

SHEET B

DESIGN	DRAWN	CHECKED	OK
T.V.E.	C.A.C.	LW	TVE



# CIVIL DEFENSE FIRE RADIO COMMUNICATIONS PLAN



DRAWING SHOWS COMMUNICATION  
ON CHANNEL "A" 154.07 MC.  
MAIN FIRE CHANNEL.

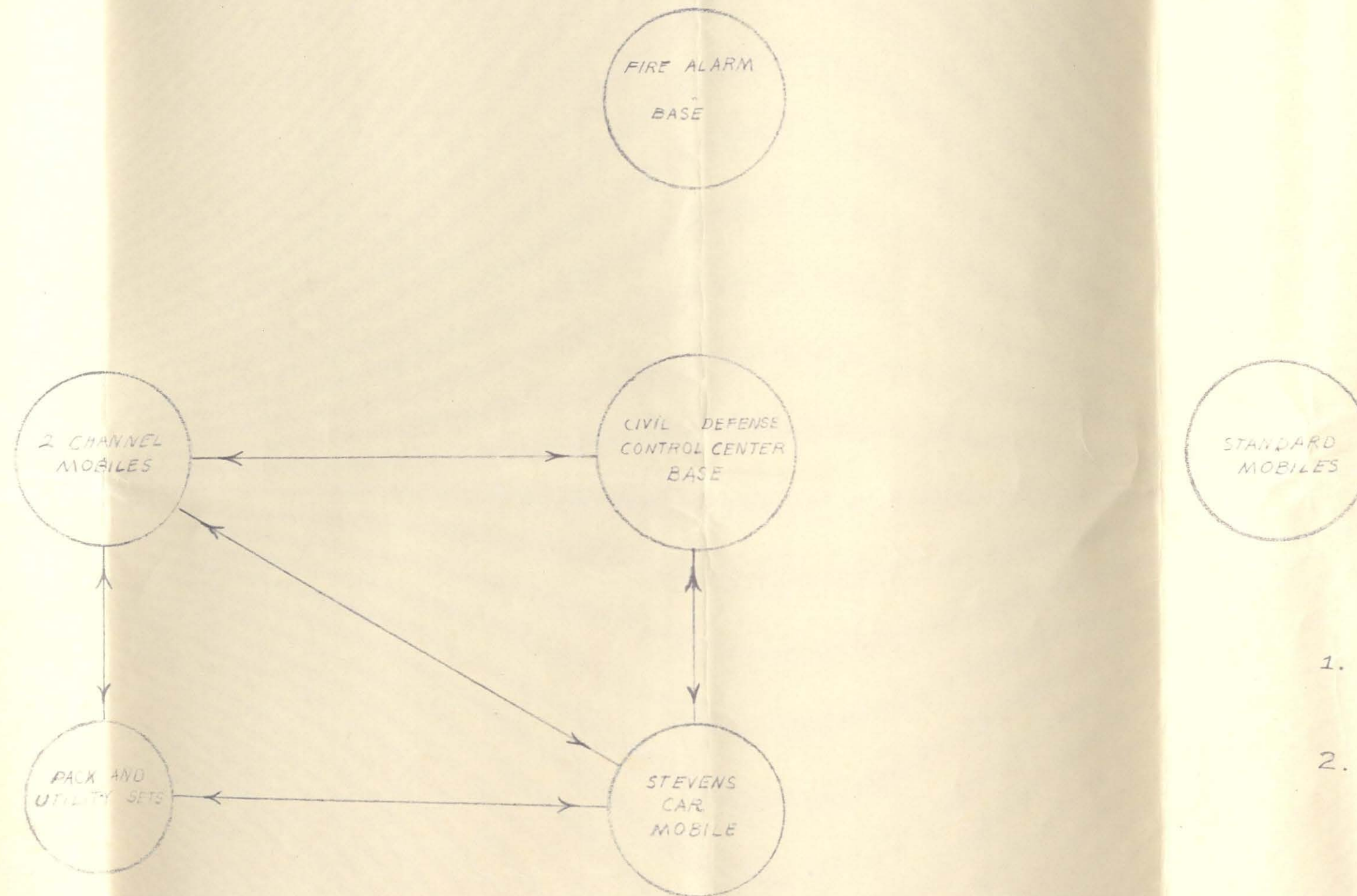
BUREAU OF COMMUNICATIONS & ELECTRONICS  
CITY OF PORTLAND ORE.  
7-15-54

SHEET B

DESIGN	DRAWN	CHECKED	OK
T.V.E.	C.A.C.	LW	TVE



# CIVIL DEFENSE FIRE RADIO COMMUNICATIONS PLAN



1. DRAWING SHOWS COMMUNICATION ON CHANNEL "B" (PACK SET CHANNEL 154.07 MC.)
2. "A" CHANNEL = 154.01 MC.

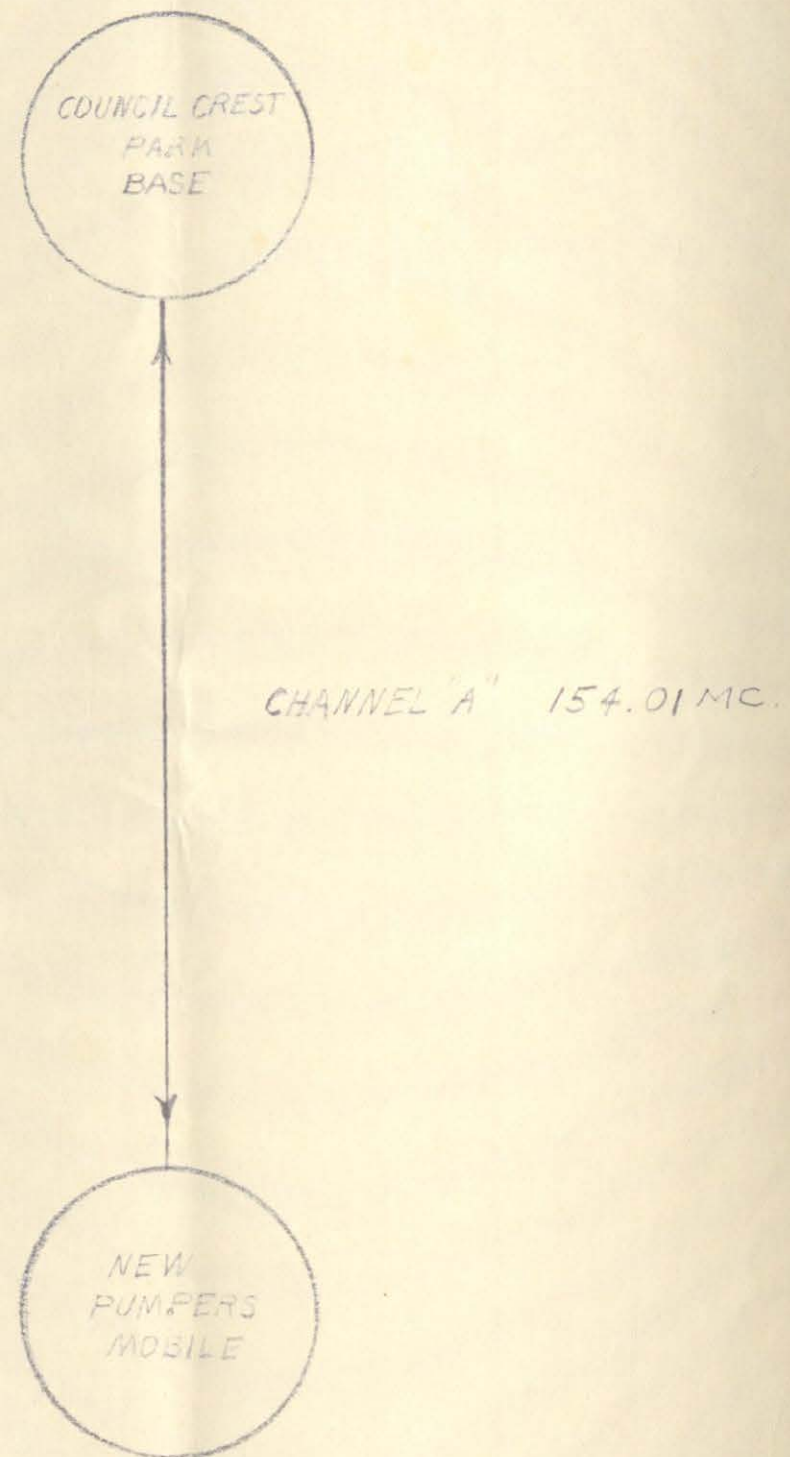
BUREAU OF COMMUNICATIONS & ELECTRONICS  
CITY OF PORTLAND ORE.  
7-15 54

SHEET C

DESIGN	DRAWN	CHECKED	OK
T.V.E	C.A.C.	LW	TVE



CIVIL DEFENSE FIRE RADIO  
COMMUNICATIONS PLAN



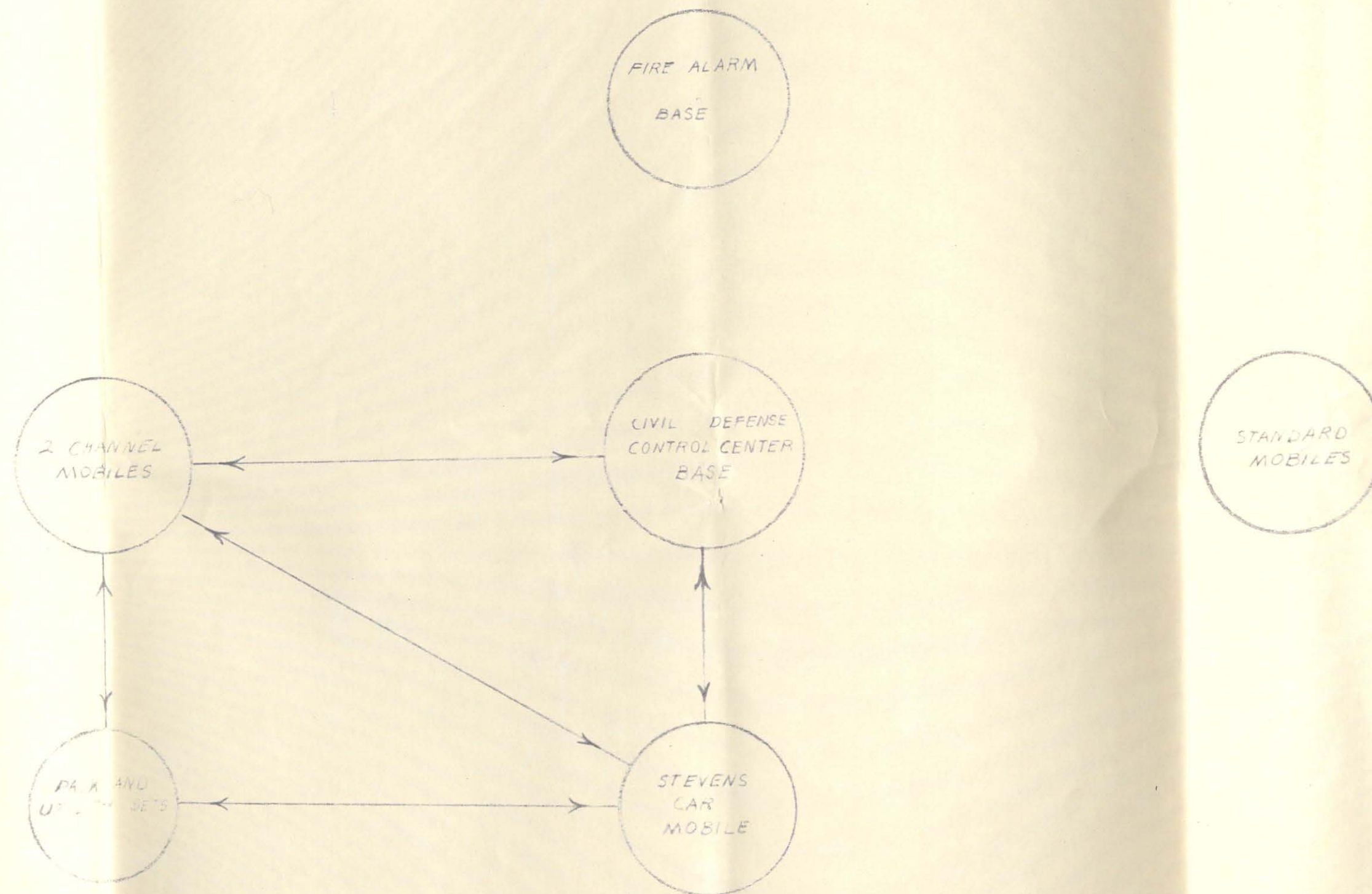
BUREAU OF COMMUNICATIONS & ELECTRONICS  
CITY OF PORTLAND ORE  
7-21-54

SHEET D

DESIGN	DRAWN	CHECKED	OK
T.V.E.	CAC.		



# CIVIL DEFENSE FIRE RADIO COMMUNICATIONS PLAN



DRAWING SHOWS COMMUNICATION  
ON CHANNEL "B" PACK SET  
CHANNEL 154.01 (154.37) MC.

BUREAU OF COMMUNICATIONS & ELECTRONICS  
CITY OF PORTLAND ORE.  
7-15 54

SHEET 5

DESIGN	DRAWN	CHECKED	OK
T.V.E	C.A.C.	LW	TVE



CIVIL DEFENSE FIRE RADIO  
COMMUNICATIONS PLAN



CHANNEL "A" 154.01 MC.



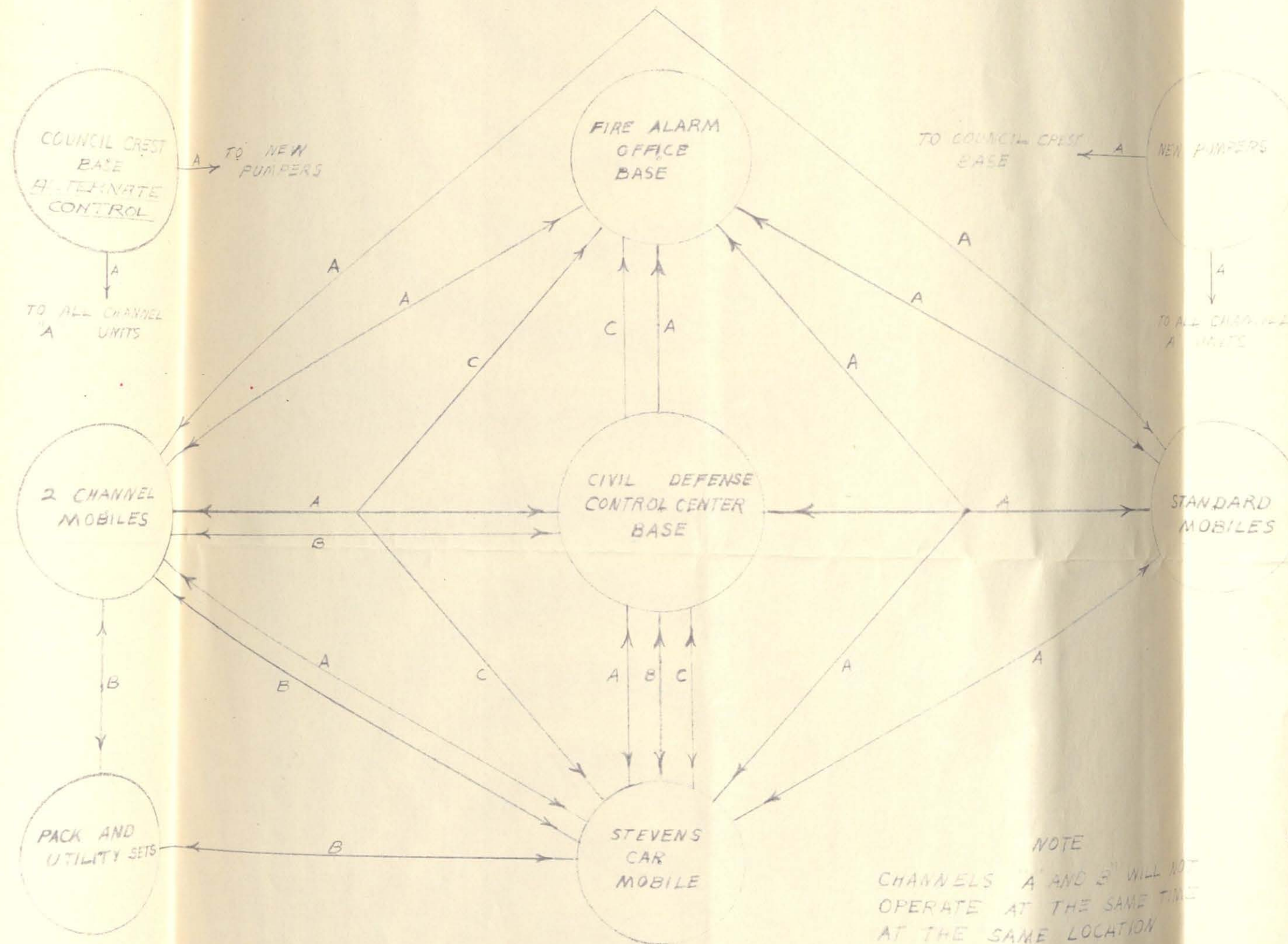
BUREAU OF COMMUNICATIONS & ELECTRONICS  
CITY OF PORTLAND ORE  
7-21-54

SHEET D

DESIGN	DRAWN	CHECKED	OK
T.V.E.	CAC.		



# CIVIL DEFENSE FIRE RADIO COMMUNICATIONS PLAN



NOTE  
CHANNELS A AND B WILL NOT  
OPERATE AT THE SAME TIME  
AT THE SAME LOCATION

DRAWING SHOWS COMMUNICATION  
ON ALL CHANNELS.  
CHANNEL A MAIN FIRE CHANNEL - 154.01 MC.  
CHANNEL B PACK SET CHANNEL 154.07 MC.  
CHANNEL C ADMINISTRATIVE - 450 MC.

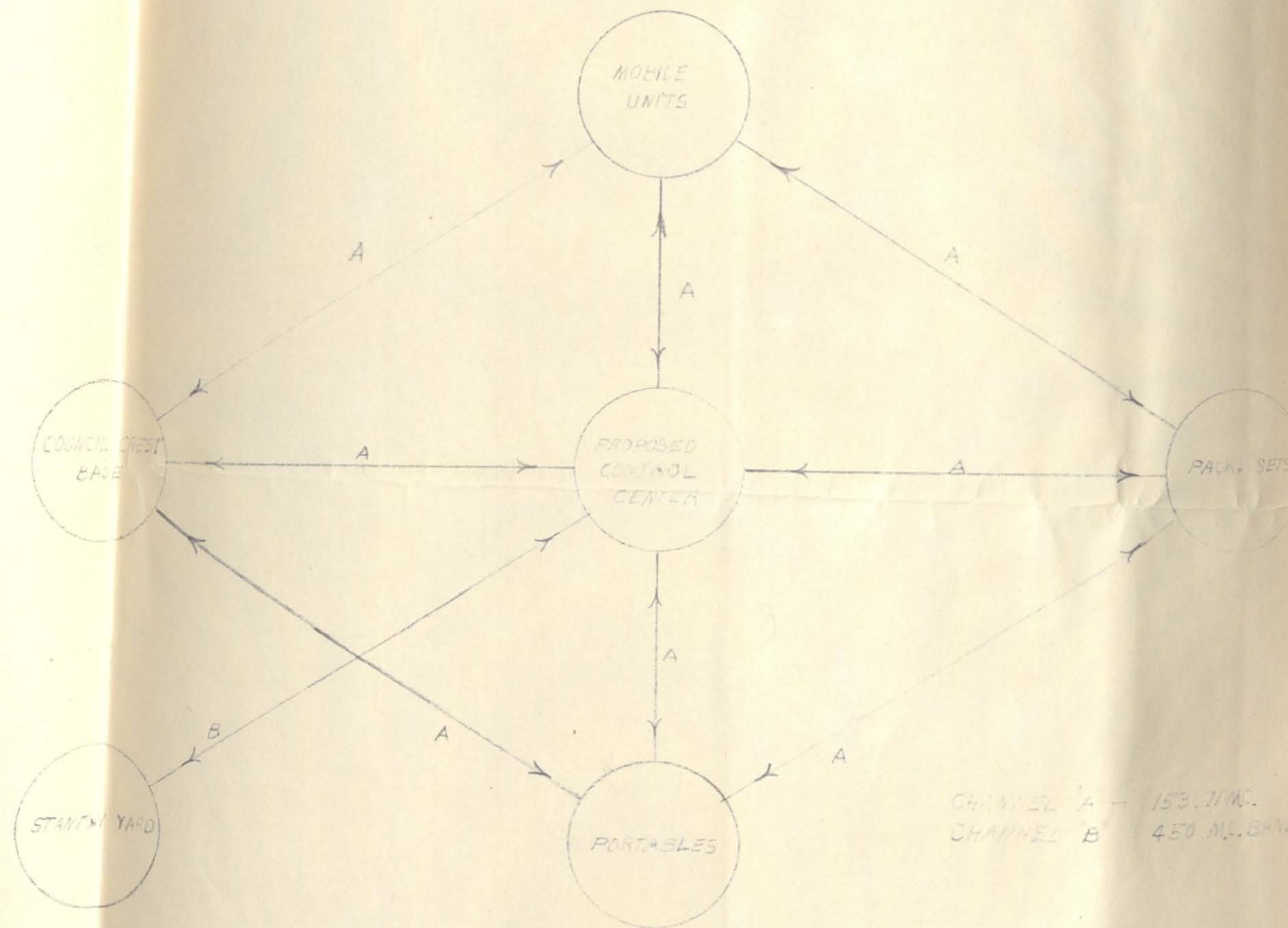
BUREAU OF COMMUNICATIONS & ELECTRONICS  
CITY OF PORTLAND ORE.  
7-15-54

SHEET A

DESIGN	DRAWN	CHECKED	OK
T.V.E.	C.A.C.	LW	TVE



CIVIL DEFENSE COMMUNICATION PLAN  
FOR PORTLAND WATER BUREAU



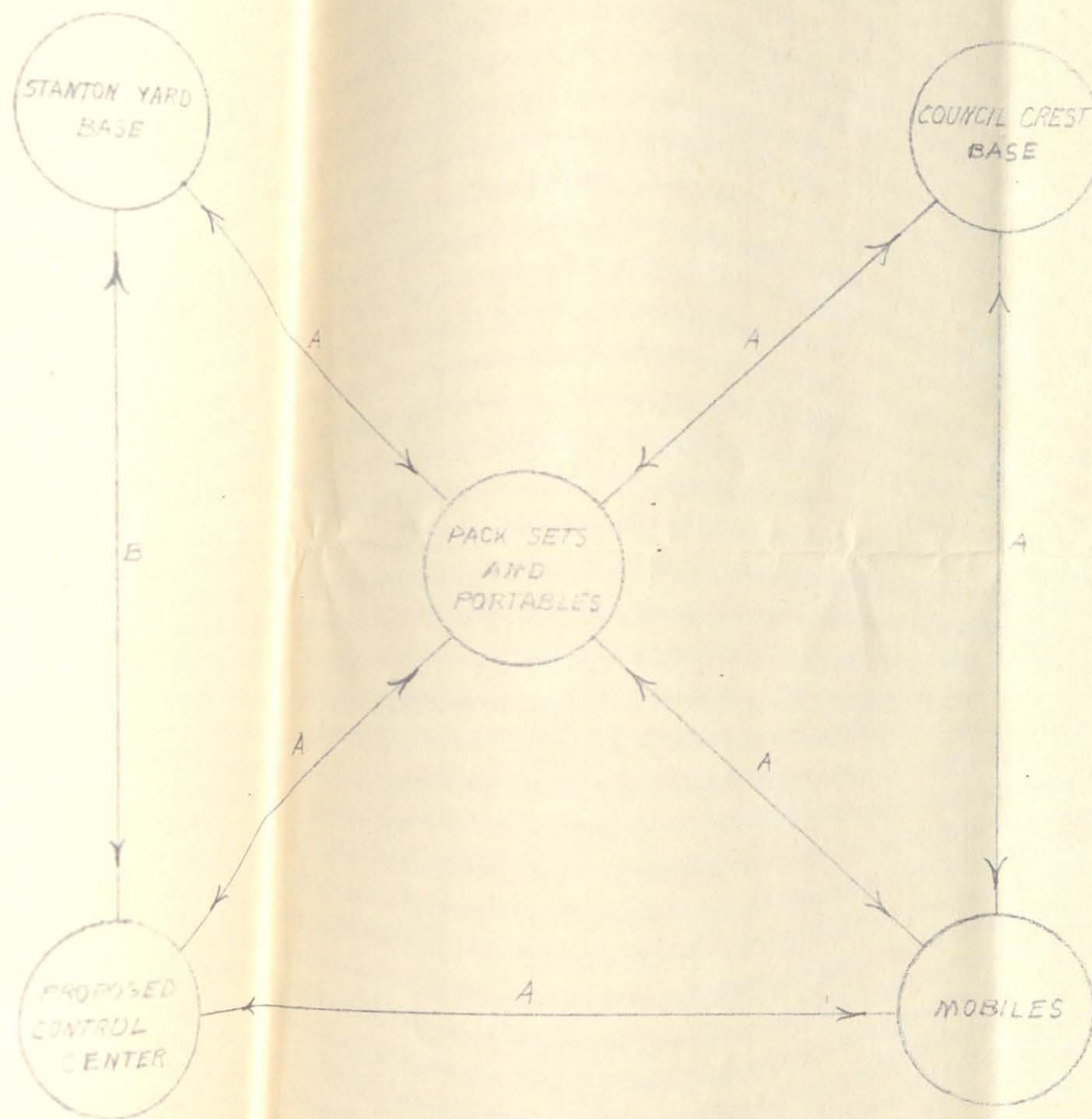
CHANNEL A - 153.7 MC.  
CHANNEL B - 450 MC. BAND

NOTE  
FOREMENS CARS AND  
EMERGENCY TRUCKS TO BE  
2 WAY MOBILE EQUIPPED

BUREAU OF COMMUNICATIONS & ELECTRONICS			
CITY OF PORTLAND			
7-21-54			
DESIGN	DRAWN	CHECKED	APPROVED

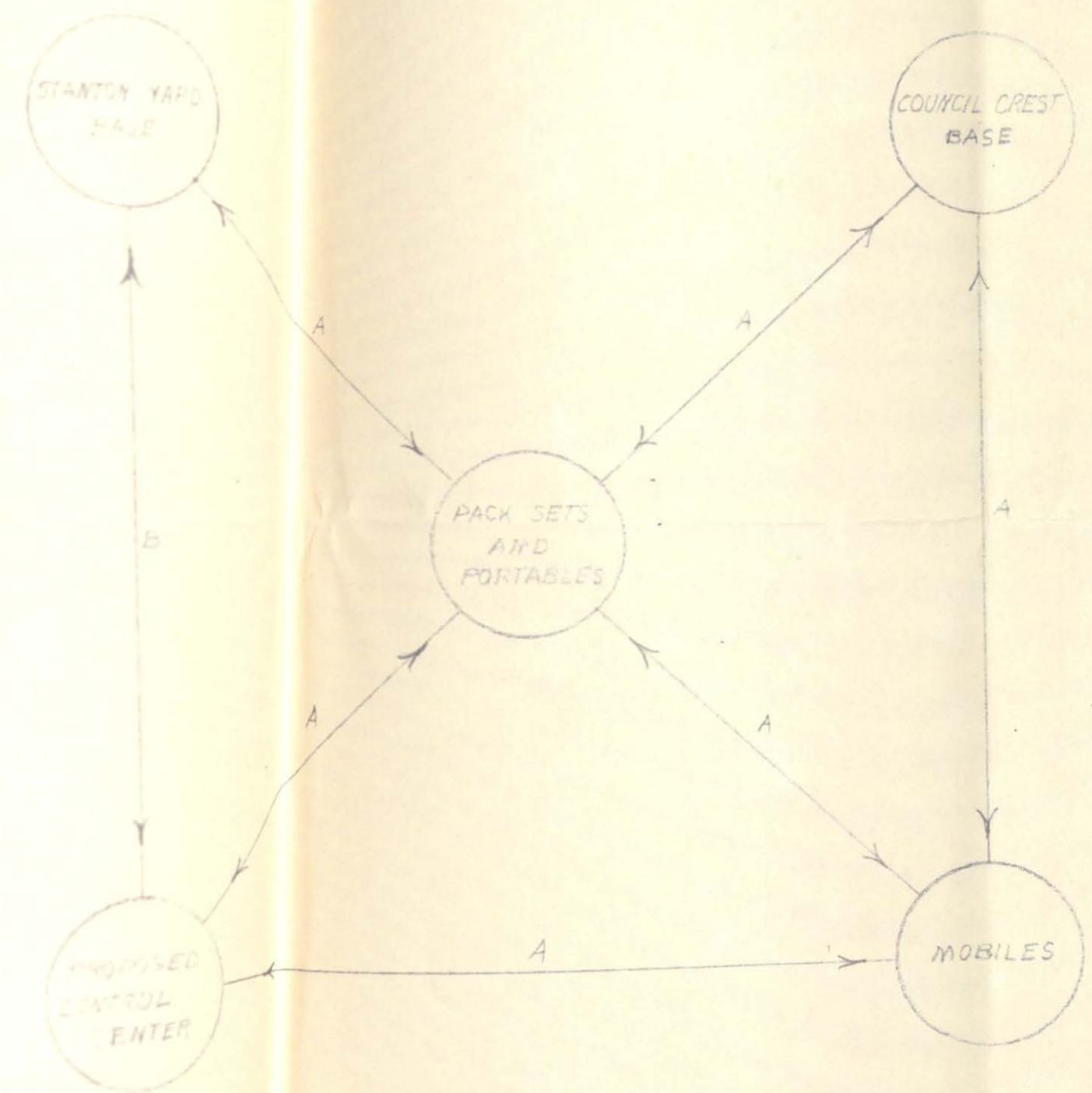


CIVIL DEFENSE COMMUNICATION PLAN  
FOR PORTLAND DEPT. OF PUBLIC WORKS





CIVIL DEFENSE COMMUNICATION PLAN  
 FOR PORTLAND DEPT. OF PUBLIC WORKS



- NOTES
- FOLLOWING TO BE 2-WAY EQUIPPED
- WATER TANK TRUCKS
  - EMERGENCY TRUCKS
  - SUPERVISORS CARS
  - FOREMANS CARS
  - COMPRESSORS
  - PANEL TRUCKS
  - PICK-UP TRUCKS
  - TRAFFIC ENGINEERS
  - ENGINEERS CARS

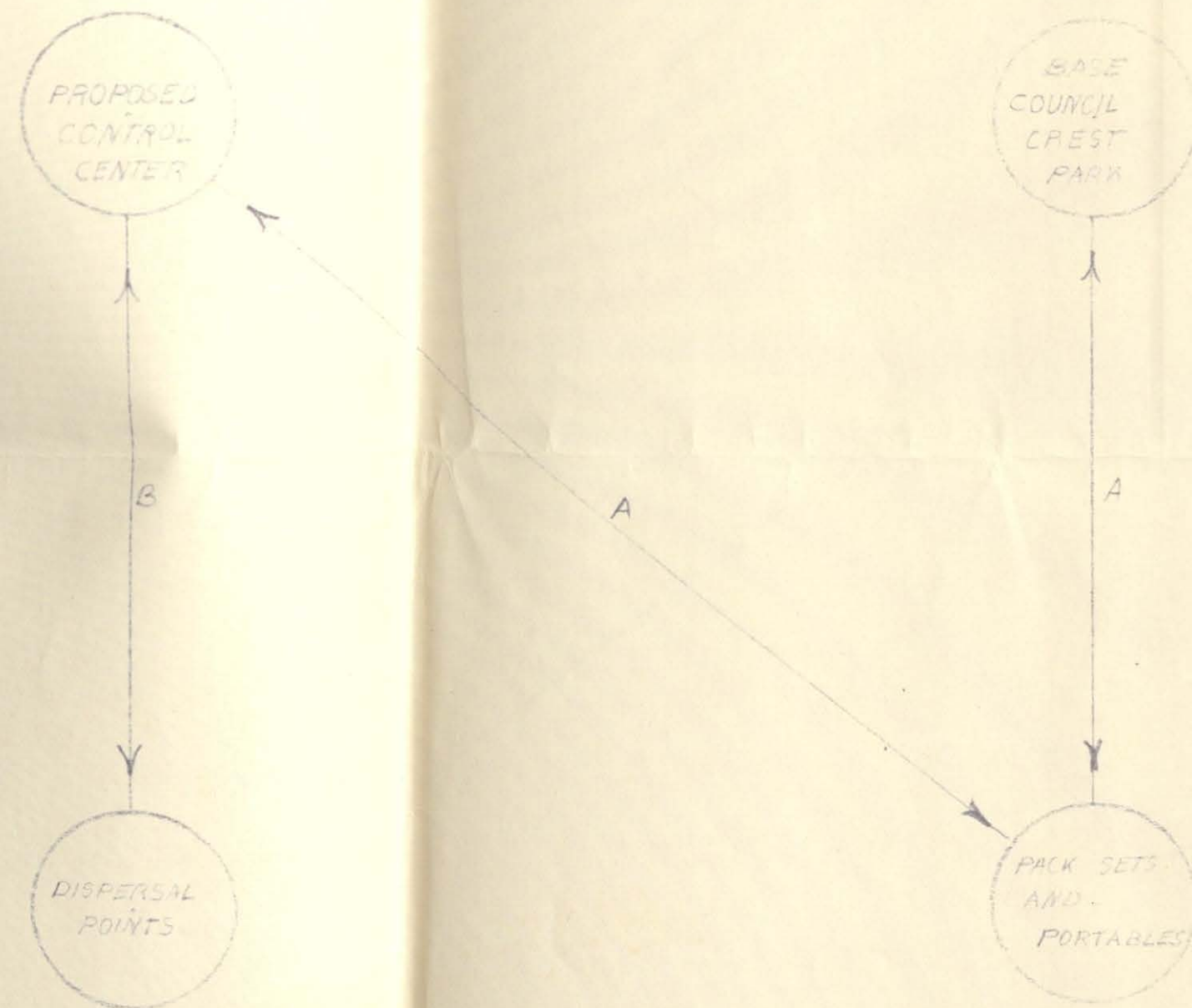
CHANNEL A 156.15 MC.  
 CHANNEL B 450 M.C. BAND

BUREAU OF COMMUNICATIONS & ELECTRONICS  
 CITY OF PORTLAND  
 7-22-54

	DRAWN	CHECKED	OK
TVE.	C.A.C.		



CIVIL DEFENSE COMMUNICATION PLAN  
PORTLAND POLICE BUREAU



NOTE:

THE FOLLOWING UNITS & POINTS TO  
BE EQUIPPED WITH PACKSETS  
COMMANDING OFFICERS  
FIRE TRUCK  
TRAFFIC CONTROL POINTS  
EMERGENCY POINTS

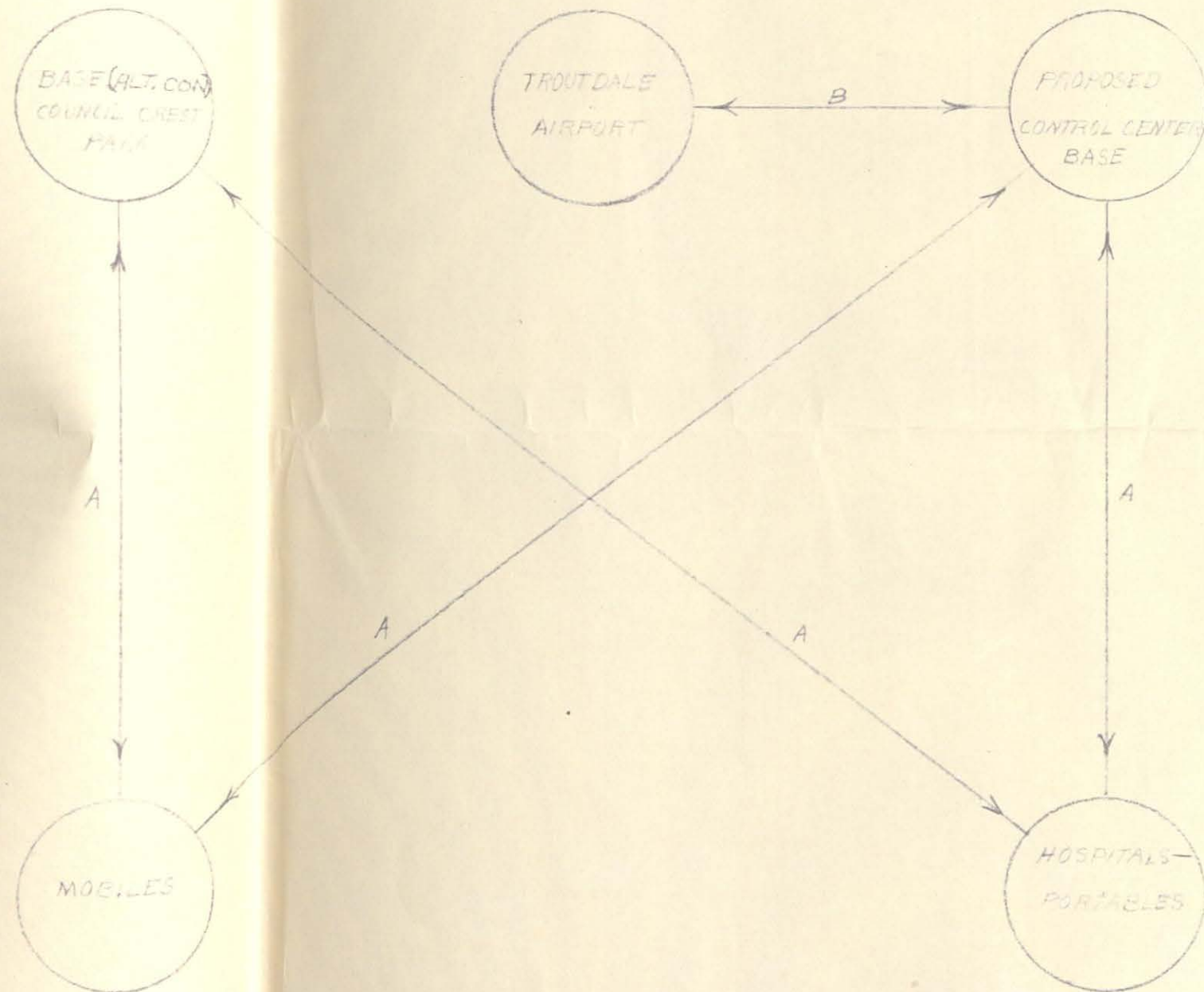
CHANNEL A - 159.21 M.C.  
CHANNEL B - 450. MC. BAND

BUREAU OF COMMUNICATIONS & ELECTRONICS  
CITY OF PORTLAND  
7-22-54

DESIGN	DRAWN	CHECKED	OK
T.E.	C.A.C.		



CIVIL DEFENSE - COMMUNICATION PLAN  
FOR PORTLAND CITY MEDICAL DEPT  
AND INSECT CONTROL



FOLLOWING UNITS TO BE 2 WAY  
SUPERVISORY PERSONNEL  
CITY PHYSICIANS  
HEALTH INSPECTORS  
INSECT CONTROL CARS  
INSECT CONTROL TRUCKS  
AIRCRAFT

CHANNEL A - 155.19 M.C.  
CHANNEL B - 450 MC BAND

BUREAU OF COMMUNICATIONS & ELECTRONICS  
CITY OF PORTLAND  
7-23-54

DESIGN	DRAWN	CHECKED	OK
TVE.	MC.	LW	TVE



12 October 1953

Colonel Arthur M. Sheets, Director  
Oregon State Civil Defense Agency  
State Office Building  
Salem, Oregon

Dear Colonel Sheets:

This is in reference to Sandy's letter of 29 September requesting that we review and comment on the draft of the plan for the communications operations of the State Control Center. This draft has been examined by my Operations Officer and my Chief of Communications and the comments which follow are condensed from their comments to me.

We believe message forms should be standardized throughout the State. Therefore, we shall adopt your "message" form and prepare our own in general conformity with it.

Paragraph 2, on page 3, of the plan outlines the TWX operations. It is our understanding that State TWX operations are now limited to communications with Regional FCDA. We recommend that additional TWX facilities be installed by the State to provide TWX communication to all County Control Centers and the City of Portland. We also think it is essential to emergency operations in this area that a direct radio link be established for the exclusive use of State Control and City of Portland Control.

Paragraph 3(a) of the draft plan outlines the use of Oregon State Police and State Highway Department radio facilities. The use of these facilities is of course, not a responsibility of this Organization. However, it would seem to us that in event of a major emergency, first priority of message transmission over these facilities should be given to the emergency functions of the State Civil Defense Office and that the State Police and Highway Departments should subordinate their normal activities to the operations of State Civil Defense Agencies. This would also apply to the radio facilities of the State Forestry Service.



Colonel Arthur M. Sheets

2

12 October 1953

Operations Section

Director

May we also suggest that it might be advisable to include in this plan some reference to the preparation of and transmission of messages of public information when such messages are to be broadcast over Conelrad facilities. The Conelrad operations in the Portland area, of course, is at your service for state messages. In this respect, a copy of our Conelrad message form is attached for your information.

I trust these comments will be of some value to you. Thank you for the opportunity to review this plan prior to publication.

Yours sincerely,

Director

JL/no

(1) It is suggested that the term "Communications Center" be changed to "Message Center" thus avoiding the possibility of confusing the "Attachment Center" with the "Communications Center."

(2) That part of the draft outlining TWT operations be expanded from the proposed one TWT machine which now links the State Civil Defense Agency with the Regional Office of FEMA, to include provisions for use such machine and operators to provide for TWT service from the State Control Center to the Control Center of the Portland Region area.

(3) That part of the draft outlining the use of Oregon State Police and State Highway Department public facilities be amended to establish the emergency use of the State Civil Defense Office as having first priority in emergency transmission during such emergency periods. This suggestion is made in view of the relative immediate importance between normal activities of the State Police and Highway Department and disaster control operations of the State Civil Defense Agency during emergency periods. It is the understanding of the writer that these units, namely State Police and Highway Department, would, in times of emergency, subordinate their normal activities to the operations of the State Civil Defense Agency who would in turn be acting for the Governor on a state-wide basis.

(4) That the amended policy be applicable to the use of the State Forestry Service radio facilities.

(5) That some reference be made to the operations of a State Message Center to provide for the transmission of messages of public information when such messages are to be relayed via public broadcasting facilities, namely Conelrad. It would seem without such provision made in this plan that a great possibility of confusion would be introduced to the public and the authority of such public information.



October 7, 1953

It is suggested that all such messages should be channeled through the State Public Information Office but in a definite form and manner assuring maximum of clarity and security. The attached message form for Conelrad as has been adopted here might well be included in the State Message Center operations in the interest of standardization of message center forms.

Attached hereto is a brief comment offered by Mr. Ehnson, Deputy Director for Communications who has also reviewed the attached draft.

Sir:

Respectfully submitted,

Complying with your request for comment relative to the attached draft and outline of a plan for the establishment of a Communications Center in the Oregon State Civil Defense Control Center, the following is submitted as a result of a study of the draft considering only the standard methods of operations as shown in the plan, without reference to any oral interpretation of the questionable points by its authors.

(1) It is suggested that the term "Communications Center" be changed to "Message Center" thus avoiding the possibility of confusing the term "Control Center" with the "Communications Center."

(2) That part number 2 of the draft outlining TWX operations be expanded from the proposed one TWX machine which now links the State Civil Defense Agency with the Regional Office of FCDA, to include provisions for two such machines and operators to provide for TWX service from the State Control Center to the Control Center of the Portland target area.

(3) That part 3 outlining the use of Oregon State Police and State Highway Department radio facilities be amended to establish the emergency functions of the State Civil Defense Office as having first priority of message transmission during such emergency periods. This suggestion is made in view of the relative immediate importance between normal functions and activities of the State Police and Highway Departments as weighed against disaster control operations of the State Civil Defense Agency during emergency periods. It is the understanding of the writer that these units, namely State Police and Highway Departments, would, during times of emergency, subordinate their normal activities to the operations of the State Civil Defense Agency who would in turn be acting for the Governor on a state-wide basis.

(4) That the same amended policy be applicable to the use of the State Forestry Service radio facilities.

(5) That some reference be made in the operations of a State Message Center to provide for the transmission of messages of public information when such messages are to be relayed via public broadcasting methods namely Conelrad. It would seem without such provision being made in this plan that a great possibility of confusion would be existant in establishing the source and authority of such public announcements.



CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE

Page 2  
(NOT FOR MAILING)

October 7, 1953

From Dept. of *Public Information*  
To Dept. of *Public Information*  
Addressed to *Mr. Conrad*  
Subject *Standardization of message center forms.*

It is suggested that all such messages should be channeled through the State Public Information Office but in a definite form and manner thus assuring maximum of clarity and security. The attached message form for Conrad as has been adopted here might well be included in the State Message Center operations in the interest of standardization of message center forms.

Attached hereto is a brief comment offered by Mr. Ehmsen, Deputy Director for Communications who has also reviewed the attached draft.

Respectfully submitted,

Complying with your request for comment relative to the attached draft and outline of a plan for the establishment of a Communications Center in the Oregon State Civil Defense Control Center, the following is submitted as a result of the draft considering only the standard methods of communication in the plan, without reference to any other points of the questionable points by its authors.

E. H. Clark  
Operations Officer

EHC/dlp

Attachments 2

It is suggested that the term "Communications Center" be changed to "Message Center" thus avoiding the possibility of confusing the term "Control Center" with the "Communications Center."

(2) That the draft outlining TWX operations be expanded from the present TWX machine which now links the State Civil Defense Agency with the Regional Office of FCDA, to include provide one for each machine and operators to provide for TWX service from the State Control Center to the Control Center of the Portland area.

(3) That the use of Oregon State Police and State Highway Department facilities be amended to establish the emergency facilities of the State Civil Defense Office as having first priority of use during such emergency periods. This suggestion is based on the relative immediate importance between normal functions of the State Police and Highway Departments as against disaster control operations of the State Civil Defense Agency during emergency periods. It is the understanding of the writer that these units, namely State Police and Highway Departments, during times of emergency, subordinate their normal activities to the operations of the State Civil Defense Agency who would be acting for the Governor on a state-wide basis.

(4) That the same policy be applicable to the use of the State Forest Service facilities.

(5) That the same be made in the operations of a State Message Center to provide for the transmission of messages of public information from the State Office to be relayed via public broadcast by radio and television. It would seem without such provision being made in the plan that a great possibility of confusion would be existent in determining the source and authority of such public announcements.



CITY OF PORTLAND  
**INTER-OFFICE CORRESPONDENCE**  
(NOT FOR MAILING)

October 7, 1953

From Dept. of Operations Section

To Dept. of Director

Addressed to Jack Lowe

Subject

Sir:

Complying with your request for comment relative to the attached draft and outline of a plan for the establishment of a Communications Center in the Oregon State Civil Defense Control Center, the following is submitted as a result of a study of the draft considering only the standard methods of operations as shown in the plan, without reference to any oral interpretation of the questionable points by its authors.

(1) It is suggested that the term "Communications Center" be changed to "Message Center" thus avoiding the possibility of confusing the term "Control Center" with the "Communications Center."

(2) That part number 2 of the draft outlining TWX operations be expanded from the proposed one TWX machine which now links the State Civil Defense Agency with the Regional Office of FCDA, to include provisions for two such machines and operators to provide for TWX service from the State Control Center to the Control Center of the Portland target area.

(3) That part 3 outlining the use of Oregon State Police and State Highway Department radio facilities be amended to establish the emergency functions of the State Civil Defense Office as having first priority of message transmission during such emergency periods. This suggestion is made in view of the relative immediate importance between normal functions and activities of the State Police and Highway Departments as weighed against disaster control operations of the State Civil Defense Agency during emergency periods. It is the understanding of the writer that these units, namely State Police and Highway Departments, would, during times of emergency, subordinate their normal activities to the operations of the State Civil Defense Agency who would in turn be acting for the Governor on a state-wide basis.

(4) That the same amended policy be applicable to the use of the State Forestry Service radio facilities.

(5) That some reference be made in the operations of a State Message Center to provide for the transmission of messages of public information when such messages are to be relayed via ~~public broadcasting methods~~ namely Conelrad. It would seem without such provision being made in this plan that a great possibility of confusion would be existant in establishing the source and authority of such public announcements.



No - Col sheets

It is suggested that all such messages should be channeled through the State Public Information Office but in a definite form and manner thus assuring maximum of clarity and security. The attached message form for Conelrad as has been adopted here might well be included in the State Message Center operations in the interest of standardization of message center forms.

Attached hereto is a brief comment offered by Mr. Ehmsen, Deputy Director for Communications who has also reviewed the attached draft.

Respectfully submitted,



E. H. Clark  
Operations Officer

EHC/dlp  
Attachments 2



CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

October 5, 1953

From Dept. of Public Safety, Bureau of Radio Communications  
To Dept. of  
Addressed to Jack Lowe, Director of Civil Defense  
Subject Enclosed State C.D. message center procedure.



I have read the enclosure with the understanding that it is nothing more than a message routing and form plan to accomplish standardization for C.D. communications.

I believe Ed Clark's comments are well taken (along with what "Bugs" that will develop during practice sessions), but I do not care to make any additional comments at this time. Certainly the time element precludes such a procedure for our intra-city messages as applied to our public safety services. However, I recommend that we adopt this standardized form and procedure for our routine written intra-city and intercity messages.

Again the state has the "cart-before-the-horse" with this communication procedure; ~~it~~ still woefully weak with communication circuits. What we need, if we are serious in our communications, are direct and exclusive radio links between Salem and Portland for fire, police, medical, welfare, and administrative traffic. I believe this should be brought to a showdown with the State unless we want to risk a breakdown of communications with our upstate support during a real emergency.

  
Temple V. Ehmsen





STATE OF OREGON  
OREGON STATE CIVIL DEFENSE AGENCY  
STATE OFFICE BUILDING  
SALEM

September 29, 1953

RECEIVED  
SEP 30 1953  
DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

Mr. Jack Lowe, Director  
Disaster Relief & Civil Defense  
2200 N. E. 24th  
Portland, Oregon

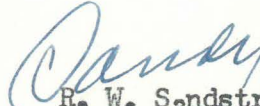
Dear Jack:

Attached is a draft of the Communications Operations  
of the Oregon State Civil Defense Agency Control Center.

It would be appreciated if you would review same and  
give us your comments by October 9.

Sincerely yours,

OREGON STATE CIVIL DEFENSE AGENCY

  
R. W. Sandstrom  
Administration

RWS:bw

Attachment



CA 1954j

D R A F T  
(For Official Use Only)

COMMUNICATIONS OPERATIONS - OSCDA CONTROL CENTER

PURPOSE

This plan describes the operation of the Communication Center (hereinafter called Comcenter) in the State Control Center.

It covers the preparation and dissemination of Control Center "OUT" messages and the receipt and dissemination of "IN" messages to the Control Center.

The importance of an efficiently organized Communications service is obvious. It is, therefore, essential that all State Control Center personnel become thoroughly familiar with the procedures outlined in this operating plan.

County and city Control Centers are urged to use the procedures outlined herein as a guide to their Comcenter operations. The advantages of a standard procedure for the handling of Control Center messages cannot be overemphasized.

COMMUNICATION RESPONSIBILITIES

The preparation of "OUT" messages is the responsibility of the originator of such messages. The "OUTGOING" message form as hereinafter described will always be used to prepare "OUT" messages.

The dissemination of "OUT" messages (except for direct telephone calls between service position principals and their County counterparts) is the responsibility of the Comcenter.



D R A F T  
(For Official Use only)

2.

The responsibility for receiving and disseminating "IN" messages (except for direct telephone calls between service position principals and their County counterparts) is the responsibility of the Comcenter. The "INCOMING" MESSAGE form as hereinafter described will always be used to receive and transcribe "IN" messages.

COMMUNICATIONS FACILITIES

The Comcenter services will include wire and radio facilities as follows:

1. Telephones -

- (a) One administrative telephone will be provided at each service position, to be used primarily between service position principals and their county counterparts where direct consultation between such principals is required.
- (b) A telephone message center will be provided consisting of 12 individual telephone lines, six to transmit "OUT" messages, and six (arranged for trunk hunting)\* to receive "IN" messages. Each of these individual lines will terminate in a headset instrument and will be covered by a telephone message center operator. A Telephone Supervisor will supervise the telephone message center.

Note - \*Trunk hunting is the use of a series of consecutive telephone numbers arranged so that if the first number is busy the call will be automatically completed to the first number in the group not busy.



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(For Official Use Only)

3.

2. Teletypewriter -

One teletypewriter (TWX) machine is provided for sending and receiving TWX messages. *This now goes to F.C.D.A. 1. only? how about T.W.X. from state to local levels*

3. Radio -

(a) The State Police and Highway Nets will be extended to the Control Center during emergencies. Net Control will rest with the State Police, and State Police and the Highway Department messages will have priority over other Civil Defense messages. *? e/H*

(b) The State Forestry net will also be extended to the Control Center during emergencies, Net Control to rest with the Forestry Department, and the Forestry Department messages will have priority over other Civil Defense messages. *? e/H*

(c) The State Amateur (Races) Net will be available for use as required by all Civil Defense Agencies. This Net, which has one voice and one telegraph (CW) channel, extends to most of the County Control Centers. Net Control rests with the Communications Office, State Control Center.

Note: Personnel assigned to operate radio equipment in the State Control Center should report to the Comcenter for duty upon receipt of the "Warning Yellow" alert or upon receipt of a White all clear signal in event of a Red alert not preceded by a Warning Yellow.



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(For Official Use Only)

4.

MESSAGE AUTHENTICATORS

The State Civil Defense Control Center, City of Portland and each County will be assigned a separate authenticator number to be included in all messages as described hereinafter. Message authenticators are used to protect the Civil Defense Communications System against fraudulent messages.

PREPARATION OF "OUT" MESSAGES

BY MESSAGE ORIGINATORS

Following are general guides for originators of messages in the preparation of messages on the OUTGOING MESSAGE form. Only the items on the form for which the originators are responsible are discussed. These are taken in the order in which they occur, starting at the top of the message form. (See Exhibit - for sample of OUT MESSAGE Form).

1. "Classification" - "Urgent" messages must be given preferential treatment, i.e., processed and transmitted before any "Routine" messages previously filed. Authority to class messages as "Urgent" is delegated only to the Director, Service Chiefs, or their authorized representatives. In assigning message priority it should be remembered that all messages as they go through the Comcenter Chief's hands will be assigned to the communication media that affords the most prompt dissemination at the time. The use of "Urgent" priority should be carefully limited to messages whose immediate dissemination is of vital importance.



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5.

2. "Originators Location", - "Time Prepared" and "Date Prepared" -  
The "Originator's Location" will be expressed by use of the originating County name followed by the assigned authenticator number, e.g., "Multnomah 12." Authenticator numbers for the State Control Center, each County, and city of Portland will be assigned from the State Control Center and will be changed from time to time for security purposes.
3. "To" - Avoid use of personal names, if possible use titles and service names, e.g., "Director" or "Medical."
4. "Location" should be expressed in terms of County, (City, in case of Portland), e.g., "Marion" or "Portland."
5. "Originator's Message No." - For reference purposes, each service position and other Originators of Messages should assign their own "Originators Message Numbers," consecutively, starting with 1 (one) each day. Midnight is the start of a new day.
6. "Reference your (our) Message" is used where it is desirable to refer to a previous message sent either by the "Originator" or "Addressee." Cross out item not applicable.
7. Body of Message -
  - (a) Be brief. Use fewest words possible to convey intelligence.
  - (b) Be clear. The addressee should not have to ask questions to understand the message.
  - (c) Confine the message to one subject. This promotes brevity and clarity.



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6.

- (d) Where messages are prepared in longhand, care must be exercised that they are clearly legible.
8. "From" - Use Title of Originators Service wherever possible followed by the initials of the person originating the message, e.g., "Fire J. B.", "Medical R.H.," etc.

DUTIES OF COMCENTER AND SERVICE POSITIONS

ON OUTGOING MESSAGES

Service Chiefs and Others Originating Messages

1. Prepares messages in quadruplicate as previously described under "Preparation of 'OUT' Messages By Message Originators".
2. Forwards all copies to Comcenter Clerk for assignment of OUT message number. (Color) Copy of message is returned to originator by Comcenter Clerk immediately after OUT message number is assigned. This copy thereupon becomes originator's file copy.

Comcenter Clerk

1. Enters next consecutive OUT message number on all copies of message. (Messages numbered consecutively starting with 1 (one) each day. Midnight start of new day).
2. Forwards (color), (color) and (color) copies of message to Comcenter Chief.
3. Immediately returns (color) copy of message to originator for his files.

Comcenter Chief

1. Checks message for ambiguous or faulty wording and degree of Priority indicated.



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(For Official Use Only)

7.

2. Assigns TRANSMITTING MEDIA by a check (✓) in proper space on all copies of message in his possession. Transmitting media codes are (Tel) - telephone, (TWX) - Teletypewriter, and (R) - Radio, and (M) - Messenger.

Note: Messages to any given point will be assigned to the Transmitting service able to furnish the most rapid transmission at the time of assignment.

3. Forwards (color) and (color) copies of message to assigned Transmitter media.
4. Forwards (color) copy of message to Comcenter File Clerk.
5. Maintains a check on pending file to insure that messages previously forwarded for transmittal are being transmitted promptly.

Transmitting Communications Section

1. Upon receipt of (color) and (color) copies of message, checks TRANSMITTING MEDIA and classification indicated and transmit message to addressee as promptly as possible.

Note: Messages marked "Urgent" are transmitted prior to all messages previously received marked "Routine".

2. Enters on both copies of message appropriate data as called for in the spaces "MESSAGE TRANSMITTED BY," "RECEIVED BY," "TIME" AND "DATE."
3. Forwards (color) copy of message to Comcenter File Clerk.
4. Retains (color) copy of message for files.

Comcenter File Clerk

1. Upon receipt of (color) copy of message from Comcenter Chief enters



D R A F T  
(For Official Use Only)

8.

"COMCENTER MESSAGE NUMBER", "SENDING" and "RECEIVING" agencies, and assigned Transmitting Media on "OUT MESSAGE LOG SHEET." (See Exhibit\_\_\_for sample of OUT MESSAGE LOG SHEET.)

2. Files (color) copy of message in Pending File in message number order.
3. Upon return of (color) copies of messages from Transmitting Section, withdraws (color) copy of message from Pending File and notes on it the Time and Date of Transmission. Also enters TRANSMITTED TIME and DATE on OUT MESSAGE LOG SHEET.
4. Forwards (color copy) of completed message to originator.
5. Files (color copy) of completed message numerically on completed OUT Message clipboard file for information of Operating Forces.
6. Check pending file and advise Comcenter chief of messages apparently encountering undue delay in transmission.

FLOW CHART - OUT MESSAGES

A Flow Chart - OUT Messages is included in this memorandum as Exhibit\_\_\_.

PREPARATION OF INCOMING MESSAGES

Following are guides in the preparation of incoming messages on the INCOMING MESSAGE form.

Both the "INCOMING" and "OUTGOING" MESSAGE forms provide for the same entries listed in the same sequence. (See Exhibit\_\_\_for sample of IN MESSAGE form.)

The sending operator will furnish message information to the receiving operator, starting at the top of the Message Form and reading from left to



D R A F T  
(For Official Use Only)

9.

right. Information regarding the following entries will be transmitted by the sending operator and copied by the receiving operator.

1. "WORD COUNT" - used only when messages are transmitted by radio.
2. CLASSIFICATION - a check (✓) will be made in appropriate space by receiving operator.
3. TRANSMITTING MEDIA - Proper media will be checked by receiving operator but not read by sending operator.
4. Copy information exactly as furnished by the sending operator for the following headings -

- (a) "ORIGINATORS LOCATION" - "TIME PREPARED" - "DATE PREPARED."

Make certain the "Originators Location" includes an "Authenticator number."

- (b) "TO" - "LOCATION."

- (c) "ORIGINATORS MESSAGE NO." - "REFERENCE (YOUR) (OUR) MSG." -

Cross out word not applicable.

- (d) The text of the actual message will follow.

- (e) "FROM" - "BY."

- (f) "MESSAGE TRANSMITTED BY" - "RECEIVED BY" (Receiving operator)

"TIME" - "DATE."

Note: The sending operator will first furnish each Message Form heading followed by the appropriate entry, e.g.,  
"CLASSIFICATION - ROUTINE."

Sending operators will transmit message information slowly so receiving operator can prepare legible copy. After entire message has been transmitted, receiving operator will read



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10.

message back to sending operator for accuracy purposes.

DUTIES OF COMCENTER AND SERVICE POSITIONS  
ON INCOMING MESSAGES

All Recipients of Incoming Messages

1. Prepares message in quadruplicate on INCOMING message form in manner described under PREPARATION OF INCOMING MESSAGES.
2. Retains (color) copy for files.
3. Forwards (color) (color) and (color) copies to Comcenter Clerk.

Comcenter Clerk

1. Enters next consecutive IN message number on all copies of message.  
(Messages numbered consecutively starting with 1 (one) each day.  
Midnight start of new day.)
2. Forwards all copies of message to Comcenter Chief.

Comcenter Chief

1. Reads message to determine action addressee and indicates action service or individual on line "Action Service," on all copies of message.
2. Forwards (color) copy of message to Action Addressee.
3. Forwards (color) copy of message to Plotting Clerk.
4. Forwards (color) copy of message to Comcenter File Clerk.

Action Service Position

1. Takes appropriate action on message.
2. Uses "Originators Message Number" as a reference number in further communications relative to incoming message.



D R A F T  
(For Official Use Only)

11.

Plotting Clerks

1. Plots damage report or other indicated subject on situation map as appropriate.
2. Enters incident data on Incident Board as appropriate.
3. Indicates in spaces provided on message form that plotting as described in (1) and (2) above has been accomplished and forwards the (color) copy of message to Control Center Administrator for his information and for filing. (Filed in Message number order on clip board file.)

Comcenter File Clerk

1. Upon receipt of (color) copy of message notes Incoming Message No., Originators Message No., Sending Agency, Action Addressee, Receiving Communications Media, and time of receipt of message by receiving operator on INCOMING MESSAGE LOG. (See Exhibit \_\_\_\_ for sample of IN MESSAGE LOG SHEET).
2. Files (color) copy of message numerically by Incoming message number on INCOMING MESSAGE clipboard file.

FLOW CHART - INCOMING MESSAGES

A Flow Chart - Incoming Messages is included in this memorandum as Exhibit \_\_\_\_.

COMCENTER MESSAGE SERVICE

The Comcenter Chief assisted by a Chief Messenger shall exercise supervision and control over messengers assigned to the Control Center.

Their duties will be to carry messages within the Control Center as follows:



D R A F T  
(For Official Use Only)

12.

1. OUTGOING MESSAGES

- (a) From the "OUT" basket at Service Positions to the Comcenter Clerks "IN" basket. *- check for priority?*
- (b) From the Comcenter Chief "COMMUNICATIONS OUT" basket to the appropriate Transmitting Communications Sections "IN" basket. *urgent? Routine?*  
(The appropriate transmitting Communications Section will be checked in the TRANSMITTING MEDIA portion of the message form, e.g., "TEL" (telephone), "TWX" (Teletypewriter), "R" (radio), "M" (Messenger), etc.)
- (c) From Transmitting Media "OUT" baskets to Comcenter File Clerk's "IN" basket.
- (d) From Comcenter File Clerks "OUT" basket to Message Originators Service Position "IN" basket.

2. INCOMING MESSAGES

- (a) From the "OUT" baskets of all recipients of Incoming Messages to the Comcenter Clerk's "IN" basket. *urgent? Routine?*  
(Incoming Messages may be received at all Service Positions and from all Communications Sections positions, i.e., Telephone Message Center, Teletypewriter, Radio and Messenger positions.)
- (b) From Comcenter Chief's "ACTION OUT" basket:
  - 1. (Color) Copy to "Action Addressee's" "IN" basket, (Action Addressee located in upper left corner of INCOMING MESSAGE form.)
  - 2. (Color) Copy to Plotting Clerk's "IN" basket.



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(For Official Use Only)

13.

- (c) From Plotting Clerk's "OUT" basket to Control Center  
Administrator's "IN" basket.

The duties of the Messengers are important and they must become acquainted with the Service Position Chiefs, the locations of the Service Positions, and the various communications transmitting and receiving positions. Extreme care must be exercised to see that messages are promptly delivered to the proper locations.



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(For Official Use Only)

TABLE OF ORGANIZATION  
FOR  
COMCENTER OPERATION

<u>Position Title</u>	<u>Each tour of Duty</u>	<u>Total For 24 Hours</u>
Comcenter Chief	1	3
Comcenter Clerk	1	3
Comcenter File Clerk	1	3
Messenger Chief	1	3
Messengers	4	12
Telephone Supervisor	1	3
Incoming Telephonists	6	18
Outgoing Telephonists	6	18
TWX Operator	1	3
Radio Dispatchers (one for each service)	3	9
TOTAL	25	75



INCOMING MESSAGE LOG

<u>IN</u> <u>MESSAGE</u> <u>NO</u>	<u>ORIGINATORS</u> <u>MESSAGE</u> <u>NO</u>	<u>SENDING</u> <u>AGENCY</u> <u>(NAME &amp; LOCATION)</u>	<u>ACTION</u> <u>ADDRESSEE</u>	<u>RECEIVING</u> <u>COMMUNICATIONS</u> <u>AGENCY</u>	<u>TIME OF RECEIPT</u> <u>OF MESSAGE BY</u> <u>RECEIVING OPERATOR</u>
--	---	---	-----------------------------------	--	---



OUTGOING MESSAGE LOG

<u>OUT MESSAGE NO</u>	<u>SENDING AGENCY</u>	<u>RECEIVING AGENCY (NAME &amp; LOCATION)</u>	<u>TRANSMITTING AGENCY</u>	<u>TRANSMITTED TIME</u>	<u>DATE</u>
-------------------------------	---------------------------	---	--------------------------------	-----------------------------	-------------



INCOMING MESSAGE FORM ONLY

(tear edge)

OREGON STATE CIVIL DEFENSE

ACTION SERVICE

OUTGOING MESSAGE

WORD COUNT

CLASSIFICATION  
MSG ORIGINATOR  
ASSIGNS

URGENT ☐

ROUTINE ☐

COMCENTER  
MESSAGE NO. \_\_\_\_\_

TIME ASSIGNED \_\_\_\_\_ AM  
PM

TRANSMITTING MEDIA  
COMCENTER CHIEF  
ASSIGNS

TEL ☐

TWX ☐

R ☐

M ☐

ORIGINATORS LOCATION  
(INCLUDING AUTHENTICATOR)

TIME PREPARED

AM  
PM

DATE PREPARED

TO

TITLE CD SERVICE OR UNIT

LOCATION

ORIGINATORS MESSAGE NO. \_\_\_\_\_ REFERENCE OUR MSG  
YOUR

FROM

BY

TITLE ORIGINATORS  
CD SERVICE OR UNIT

INITIALS  
ORIGINATOR

MESSAGE TRANSMITTED BY

RECEIVED BY

TIME

AM  
PM

DATE

ON IN  
MSG  
(COLOR)  
COPY ONLY

SITUATION MAP PLOTTED

INITIALS PLOTTER

INCIDENT BOARD PLOTTED

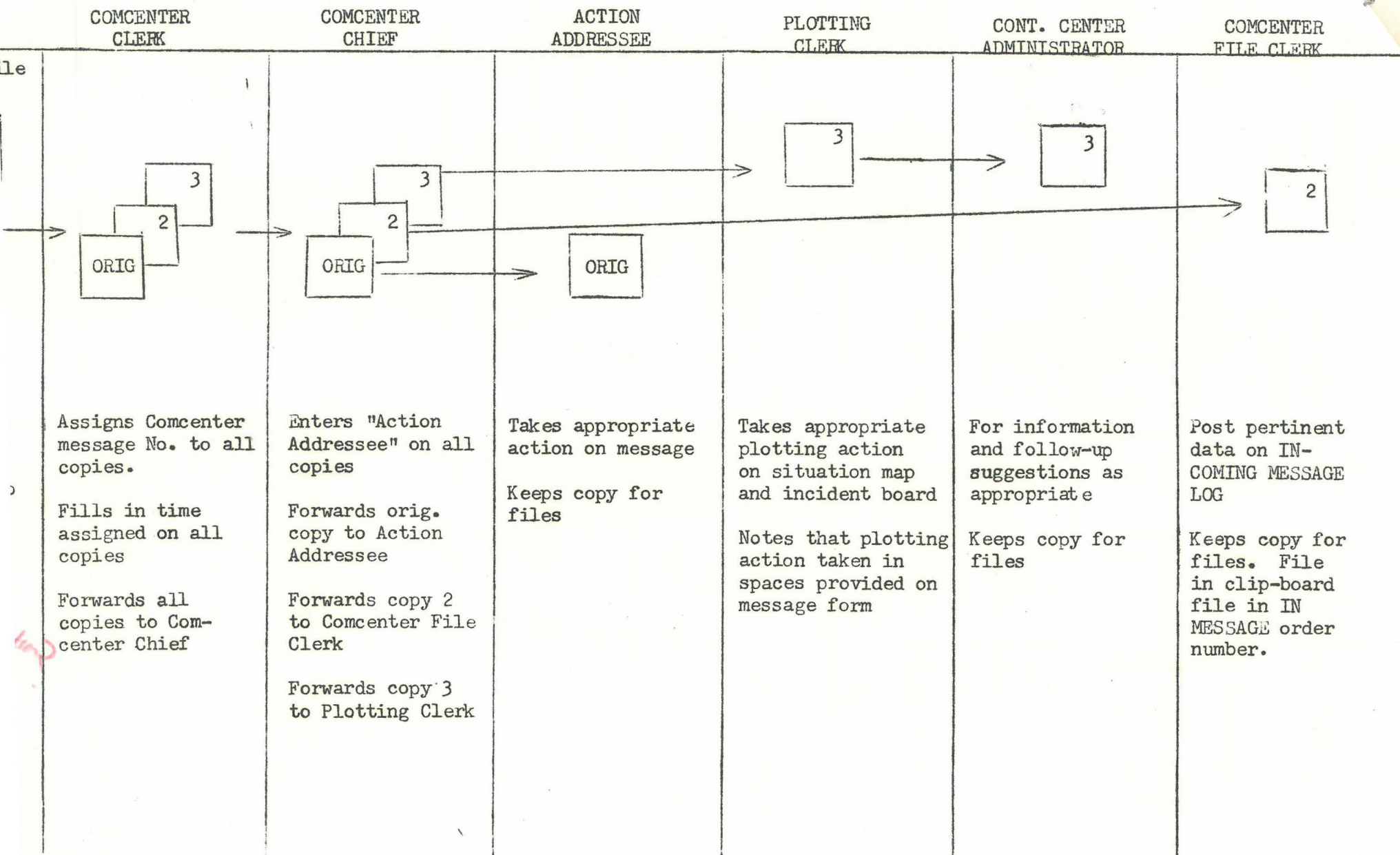
INITIALS PLOTTER

AM

TIME PM

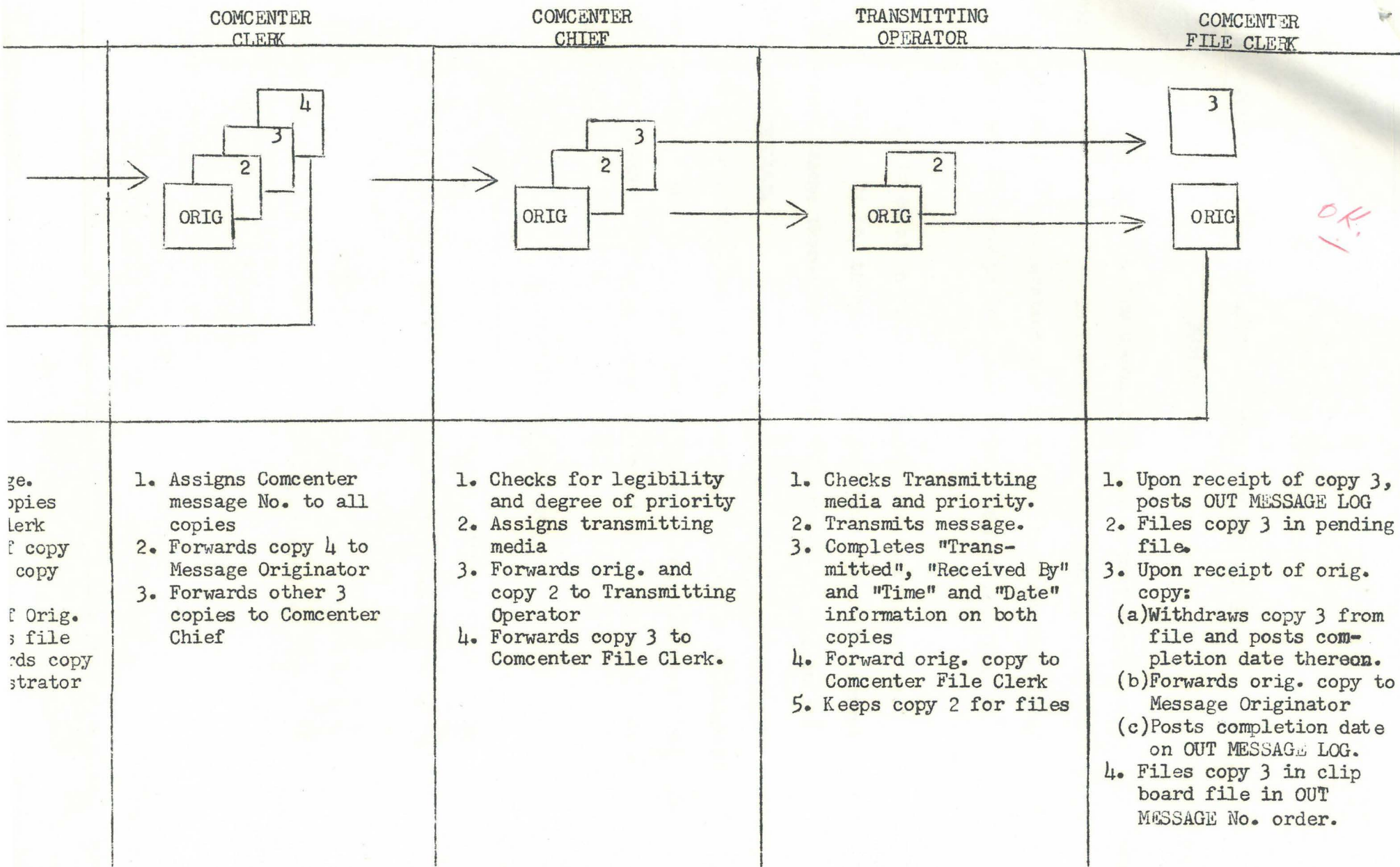


# FLOW CHART --- IN MESSAGES





# FLOW CHART --- OUT MESSAGES





RACES  
File

December 17, 1953

Temple V. Emsen  
Communications Officer  
Bureau of Disaster Relief & Civil Defense  
Portland, Oregon

Dear Sir:

With reference to the following names submitted to this office in connection with the RACES organization, please be advised that William Allingham, Temple Emsen, Marvin Worthley, and James Rhodes have been checked by the subversive activities section of the Bureau of Police, Portland, Oregon, and found to be clear in so far as any record of subversive activities is concerned.

Yours very truly,

Jack Lowe  
Director

EHC:mb

RACES  
FILE



RACES

24 December 1953

Colonel Arthur M. Sheets, Director  
Oregon State Civil Defense Agency  
Room 12, State Office Building  
Salem, Oregon

Dear Colonel Sheets:

Please find attached hereto application of this Bureau to the Federal Communications Commission for station license and operator's licenses to establish a mobile amateur net within the RACES plan for disaster relief and civil defense purposes.

If approved, we plan to establish a mobile net which will consist of a base station, an alternate base station, and approximate 20 mobile units, all to be maintained and operated by licensed amateurs with equipment provided by the City of Portland. Project applications for this equipment will be submitted separately.

May I request your approval of the plan and such other action in forwarding the application as is required. It is our understanding appropriate action will be along the following lines:

1. An original and two copies are submitted. All three copies are to go through channels to FCDA in Washington. FCDA in Washington and forward the original to the Federal Communication Commission.
2. FCC Form 432 (there is one for each of the three radio officers) requires the approval and signature of a State Civil Defense Official as well as a Federal Civil Defense Official.

Yours very truly,

Director

JL/ho

Attachment



DISASTER RELIEF AND CIVIL DEFENSE  
2200 N. E. 24th Avenue  
Portland, Oregon  
TRinity 1203

COMMUNICATION PLAN FOR RACES NETWORK  
CIVIL DEFENSE - PORTLAND, OREGON

The base station is set up on Council Crest Park which places the antenna approximately 1300 feet above the city. This station will be manned by the licensed amateur operators when in operation. Twenty-two mobile units all on the same channel as the base station (145.17 MC) will operate in the field. These in turn will be operated by licensed amateur personnel.

A radio control link will be set up at the Civil Defense headquarters about six miles distant from Council Crest. This control transmitter will be on 147.03 MC. A repeater transmitter will be located with the base station at Council Crest Park, and will operate on 53.75 MC. By the use of separate frequencies it will not be possible for a mobile station to lock-out the Civil Defense remote control. Thus, by patching at the Council Crest location, the CD headquarters can talk directly with the mobile units.

A standby 110 AC portable transmitter will be located at CD headquarters to contact the mobile and Council Crest base station if the radio link were to fail. Additionally two 110 AC portable units on the mobile frequency are to be used as directed by the CD director where suitable power is available.

License applications as required have been submitted to FCC.



EDMUNDSON, KOCHENDOERFER AND KENNEDY

ARCHITECTS AND ENGINEERS

325 HENRY BUILDING  
PORTLAND 4, OREGON  
PHONE ATWATER 9339

13 January 1954

Bureau of Civil Defense & Disaster Relief  
2200 N.E. 24th Avenue  
Portland 12, Oregon

Attn: Jack Lowe, Director

Re: Control Center  
Radio Tower

Dear Jack:

It is our understanding that your Control Center may utilize the existing KPTV Transmitter Tower for transmitting and receiving purposes, if it can be modified successfully.

The proposed site of the Center would require a tower approximately 300' high, for the top to be 200' above the crest of the hill.

In order for us to consider the present structure to determine its possible re-use, we need the following information:

1. The original design data of the tower:
  - a. The original design height
  - b. The original design loads (winds, ice, etc.)
2. The correct sizes of all members.
3. The final details of all members and connections.

This information should be available from the original manufacturer or from the present owner.

Very truly yours,



REK:ph

RECEIVED  
JAN 15 1954

DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

*Planned temp.  
15 Jan 54. 16' steel tower  
put Evan & R. Olson in touch  
with each other.*

DONALD W. EDMUNDSON A. I. A.  
ARCHITECT

NEIL R. KOCHENDOERFER A. I. A.  
ARCHITECT

R. EVAN KENNEDY  
PROF. ENGINEER



State Civ DefRACES*Our letter dated  
24 Dec*

February 8, 1954

Mr. Henry S. Eaton, Regional Director  
Federal Civil Defense Administration  
2223 Fulton Street  
Berkeley 4, California

Dear Mr. Eaton:

Enclosed in triplicate is an application from the Portland Civil Defense Agency for a station license and operators licenses to establish a mobile amateur net within the RACES plan.

The Plan consists of a base station, an alternate base station and approximately 20 mobile units, all to be operated by licensed amateurs. The equipment to operate this net will be provided by the City of Portland, and will be installed and maintained under the supervision of the Bureau of Radio Communications, City of Portland.

For your information, the Oregon State Civil Defense RACES Plan will be submitted for approval in the near future.

In the meantime we should appreciate the forwarding of the attached application prior to receipt of the Oregon State Plan in order that this important part of the Target City Communications requirements may be completed as promptly as possible. This matter has been discussed between Messrs. Scotford and McKinney.

Yours very truly,

*Sheets*

Director

IBM:LK

Attachment



15 April 1954

To Whom It May Concern:

Please be advised that the following named radio officers for our RACES program have been checked by the subversive activities investigation section of the Portland, Oregon Police Department and by fingerprint through the Federal Bureau of Investigation and found to be safe security risks.

Marvin Sewell Worthley, 6209 N. E. 16th Ave., Portland  
William David Allingham, 2854 N. E. 15th Ave., Portland  
Clinton B. Rodes, Jr., 8509 S. E. Washington St., Portland  
Temple Volney Hansen, 0346 S. W. Texas St., Portland

Signed,

\_\_\_\_\_  
Director



ADVISORY COUNCIL  
HARRY C. BRUMBAUGH  
PAUL B. MCKEE  
CLIFFORD G. SCHNEIDER  
E. A. VALENTINE  
I. D. WINSLOW



STATE OF OREGON  
OREGON STATE CIVIL DEFENSE AGENCY  
STATE OFFICE BUILDING  
SALEM

May 5, 1954

RECEIVED  
MAY 6 1954  
DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

Mr. Jack Lowe, Director  
Disaster Relief and Civil Defense  
2200 N. E. 24th Avenue  
Portland 12, Oregon


Dear Mr. Lowe:

For your information there is attached a  
copy of our request to FCDA pertaining to your  
letter of 21 April re facilities to utilize  
national network broadcasts on Conelrad.

As soon as we receive a reply we shall  
so advise you.

Very truly yours,

OREGON STATE CIVIL DEFENSE AGENCY

  
A. M. Sheets  
Director

AMS:bn

Attachment



BRUMBAUGH  
PAUL B. MCKEE  
CLIFFORD G. SCHNEIDER  
E. A. VALENTINE  
I. D. WINSLOW



## STATE OF OREGON

OREGON STATE CIVIL DEFENSE AGENCY

STATE OFFICE BUILDING

SALEM

May 5, 1954

COPY FOR JACK LOWE:

Mr. Henry S. Eaton, Administrator  
Federal Civil Defense Administration  
Berkeley Regional Office  
2223 Fulton Street  
Berkeley, California

Dear Mr. Eaton:

This letter supplements recent conversation between Messrs. Scotford and McKinney regarding radio broadcasts over national networks under CONELRAD operation.

The possibility of utilizing national networks for the purpose of broadcasting over CONELRAD facilities on a nation wide basis a message from the President or other high Government officials has been discussed from time to time since the advent of CONELRAD.

Mr. Jack Lowe informs us that in the CPX which was conducted during the recent Operations Course he attended at Olney such a broadcast was simulated. This seems to confirm once again that National Network Programs are expected to be made available over CONELRAD programs.

We have not to date received any information as to how such broadcasts would be arranged and how they would be introduced into particular CONELRAD networks.

As we see it there are some problems to be solved before such a program would be introduced into the CONELRAD network in a target city.

Using the City of Portland as an example present operational plans contemplate that all CONELRAD programs are fed through the CONELRAD studio in the Portland Control Center. Further all present national networks terminate in the downtown studios of the broadcast stations.



While it would be contrary to present operating procedures it would be possible to feed national network programs into the CONELRAD network from a downtown studio under pre-attack conditions.

Under post-attack conditions this would be impossible if downtown studios or the control Telephone Company central office were damaged. As you know in order to obtain maximum security in our Portland CONELRAD network the broadcast transmitters are tied together by facilities which do not go into any Telephone Company offices within the City proper.

It appears to us that the solution to a problem like the one in Portland is for the national network to feed from a distant city and come directly without going through any of the Telephone Company control offices within the city to the CONELRAD studio in the Civil Defense Control Center or to the transmitter location of the Key broadcast station.

It is our further thought that the cost of such facilities should be borne in the same manner as for other leased CONELRAD facilities.

We should appreciate information as to what plans have been made or are under progress to care for this activity. It seems to us that this is the sort of problem which is common to all areas of the country and the solution therefore should be worked out at the Federal Civil Defense Administration level.

Very truly yours,

A. M. Sheets  
Director



ADVISORY COUNCIL  
HARRY C. BRUMBAUGH  
PAUL B. MCKEE  
CLIFFORD G. SCHNEIDER  
E. A. VALENTINE  
I. D. WINSLOW



STATE OF OREGON  
OREGON STATE CIVIL DEFENSE AGENCY  
STATE OFFICE BUILDING  
SALEM

DRAFT COPY  
INFORMATION  
COMMENT  
ACTION  
SEE  
ASSIGN TO

*Scotford*

1954 MAY 10 AM 10 48

F.C.D.A. - REGION VII  
BERKELEY, CALIFORNIA

May 7, 1954

Mr. Henry S. Eaton, Regional Director  
Federal Civil Defense Administration  
2223 Fulton Street  
Berkeley 4, California

Re: State No. 54-26  
FCDA No. Oreg C-2(54)  
5354-OE-Comm-2

Dear Henry:

On April 20 we advised you that from information received from Mr. Lowe, the equipment included in the above-referenced request had been certified by Motorola to FCDA.

The City of Portland is particularly interested in a prompt decision on this application, and we would appreciate it if we could be advised as to the present status of this application in view of our letter of April 20 to you.

Very truly yours,

OREGON STATE CIVIL DEFENSE AGENCY

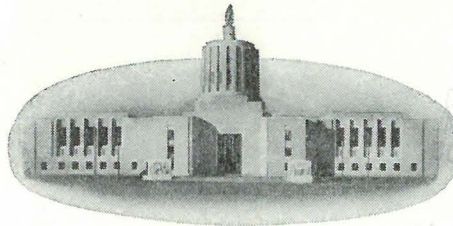
*R. W. Sandstrom*  
R. W. Sandstrom  
Administration

RWS:in

cc: Mr. Jack Lowe



ADVISORY COUNCIL  
HARRY C. BRUMBAUGH  
PAUL B. MCKEE  
CLIFFORD G. SCHNEIDER  
E. A. VALENTINE  
I. D. WINSLOW



STATE OF OREGON  
OREGON STATE CIVIL DEFENSE AGENCY  
STATE OFFICE BUILDING  
SALEM  
May 17, 1954

1954

MAY 19

PM 2 31

*Scott*

REGION VII  
BERKELEY, CALIFORNIA

Mr. Jack Lowe, Director  
Disaster Relief and Civil Defense  
2200 N. E. 24th Avenue  
Portland, Oregon

Re: Request No. 54-26  
FCDA No. Ore. C-2 (54)

Dear Jack:

This will confirm our telephone conversation of today regarding TWX received from Region on the above referenced application. The TWX is here quoted:

"RE STATE 54-26 PORTLAND. MOTOROLA HAS ADVISED OUR WASH D.C. OFFICE THE MODELS ON THIS APPLICATIONS CANNOT BE BROUGHT UP TO FCDA SPECIFICATIONS. CAN APPROVE APPLICATION PROVIDING CERTIFIED SETS ARE PURCHASED."

You indicated you would promptly make a decision as to what to do and advise us so that the application would include items meeting FCDA specifications. As soon as we receive information from you we shall forward same to Region for decision. We are by copy of this letter requesting Region to pend decision till they receive additional information from us.

Very truly yours,

OREGON STATE CIVIL DEFENSE AGENCY

*RWS*  
R. W. Sandstrom  
Administration

RWS:bn

ADVISORY COUNCIL  
HARRY C. BRUMBAUGH  
PAUL B. MCKEE  
CLIFFORD G. SCHNEIDER  
E. A. VALENTINE  
I. D. WINSLOW



STATE OF OREGON  
OREGON STATE CIVIL DEFENSE AGENCY  
STATE OFFICE BUILDING  
SALEM

*Scott  
Rund*

June 10, 1954

Mr. Henry S. Eaton, Regional Director  
Federal Civil Defense Administration  
2223 Fulton Street  
Berkeley 4, California

Re: State No. 54-26  
FCDA No. Oreg C-2(54)  
5354-OE-Comm-2

Dear Mr. Eaton:

Your letter of March 19 indicated that you would hold in abeyance this project application until additional information was furnished to you in order that a decision could be made.

We have advised the City of Portland of the information contained in your letter of March 19 and, as a result, they have furnished us with a revised Part II and the revision is dated June 1, 1954, and is in a total amount of \$10,968.54. The attached Part II is submitted to replace the earlier submitted Part II with our letter of transmittal dated February 26, 1954. You will notice on the Part II that we have assigned the same Federal, State and City of Portland numbers. Please use the Part I submitted with our letter of February 26.

In view of the revised Form 233, Part II, please change Form 233, Part III(CB) as follows:

A: Delete Line 3.

(Amateur-owned equipment for this link will be procured for the time being.)

B: Change Line 2 as follows:

(1) Change column 14 to read "DNA".

(2) Change column 16 to read "Mobile 4".



Mr. Henry S. Eaton


-2-

June 10, 1954

It is recommended that this project application be approved, and it is assumed from your letter of March 19 that the Federal share was previously encumbered. If any additional information is needed by you in order to make a decision on this application, please let us know.

Very truly yours,

OREGON STATE CIVIL DEFENSE AGENCY

  
A. M. Sheets  
Director

AMS:in  
Enclosure

ADVISORY COUNCIL  
HARRY C. BRUMBAUGH  
PAUL B. MCKEE  
CLIFFORD G. SCHNEIDER  
E. A. VALENTINE  
I. D. WINSLOW



STATE OF OREGON  
OREGON STATE CIVIL DEFENSE AGENCY  
STATE OFFICE BUILDING  
SALEM

July 6, 1954

RECEIVED  
JUL 7 1954  
DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

Mr. Jack Lowe, Director  
Disaster Relief and Civil Defense  
2200 N. E. 24th Avenue  
Portland 12, Oregon

Re: State No. 54-26  
FCDA No. Oreg C-2 (54)  
5354-OE-Comm-2

Dear Mr. Lowe:

We have now received a notice from our Regional Office that in view of the information contained in our letter of June 10 the application is now approvable. They continue however by advising us that funds are not available.


They indicate that as they had not heard from us they processed other applications up to Oregon's total allocation. They conclude by suggesting the application be re-submitted under the next program.

FCDA did not encumber Federal funds allocated to Oregon for this application when they TWX'd us on May 17. (A copy of which you have.)

Your Revised Application was forwarded from here June 10. No re-allocation to Oregon was available to approve this project and as a result we suggest re-submission of the application at the time the new program is announced. The date is contingent upon the Congress appropriation to FCDA and Mr. Eaton's staff now guesses August as the announcement of the new program. Be assured we shall promptly advise you of the date.

Very truly yours,

OREGON STATE CIVIL DEFENSE AGENCY

  
A. M. Sheets  
Director

AMS:bn

cc: Mr. I. B. McKinney



ADVISORY COUNCIL  
HARRY C. BRUMBAUGH  
PAUL B. MCKEE  
CLIFFORD G. SCHNEIDER  
E. A. VALENTINE  
I. D. WINSLOW



STATE OF OREGON  
OREGON STATE CIVIL DEFENSE AGENCY  
STATE OFFICE BUILDING  
SALEM

July 26, 1954

Mr. Jack Lowe, Director  
Disaster Relief and Civil Defense  
2200 N.E. 24th Avenue  
Portland 12, Oregon

Re: State No. 54-26  
FCDA No. Ore. C-2(54)  
5354-Oe-Comm-2

Dear Mr. Lowe:

We have received from FCDA the above project application with a letter indicating that the reason for the return is that the available Federal funds have been completely exhausted and as a result cannot be approved under the program terminated June 30, 1954. This project totalled \$10,968.54.

They further suggest that the project application may be resubmitted for approval under the 1955 Federal Contributions Program.


The project application is here returned, disapproved for the lack of Federal funds.

It is suggested you may want to retain the application for submission at the time the fiscal year 1955 program is announced. Be assured we shall so advise you when such may be resubmitted with the appropriate instructions for you to follow.

We are sorry that there was not sufficient Federal funds available to approve the application.

Very truly yours,

OREGON STATE CIVIL DEFENSE AGENCY

  
A. M. Sheets  
Director

RECEIVED  
JUL 28 1954  
DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

AMS/bl  
enclosures  
cc: Mr. I. B. McKinney

*File  
Control Center*

AIR COORDINATING COMMITTEE  
REGIONAL AIRSPACE SUBCOMMITTEE  
5651 W. Manchester Avenue  
Los Angeles 45, California

November 1, 1954

Disaster Relief and Civil Defense  
2200 Northeast 24th Avenue  
Portland 12, Oregon

Attention: Mr. Jack Lowe, Director

Gentlemen:

This will acknowledge receipt of your letter of 17 September, 1954 with Forms ACA-117, sketch and topographical photo describing the proposed construction of a radio broadcasting tower 240 feet above ground level, 154 feet above crest, 520 feet away-top at elevation 750 feet, to be located 2 miles S. 79° W. from the nearest boundary of the landing area of Troh's Division Street Airport and approximately 5½ miles S. 77° E. of the City Hall, Portland, Oregon at N. Latitude 45° 30' 01", W. Longitude 122° 33' 11".

This office will interpose no objection to the proposed construction; however, it is recommended that the tower be obstruction painted and obstruction lighted in accordance with the specifications set forth in the appropriate FCC Regulation.

This letter will serve as informal approval by the Seattle Regional Airspace Subcommittee of the above construction.

FOR THE SEATTLE REGIONAL AIRSPACE SUBCOMMITTEE

Elwood B. Cole  
Secretary



DISASTER RELIEF  
AND  
CIVIL DEFENSE  
2200 N. E. 24th AVENUE  
PORTLAND 12, OREGON

ADDITIONAL JUSTIFICATION - PROJECT COMM 3(54-55)

C  
O  
P  
Y

This list of communications requirements is over and above those normally used in the Bureau of Fire. It is designed to provide a flexible mobile radio communications network for a disaster situation which would render normal wire and radio facilities inadequate and/or otherwise inoperative. Generally the system provides for the following:

1. An equal distribution of the emergency load between nets.
2. The use of existing communications facilities wherever possible or practicable.
3. For a "backup" within nets to cover failures or dead spots.
4. For Fire Pumpers to use their normal (existing) radio sets in dispersal, re-assembly, and initial fire line deployment; but for them to become silent and be used as fire pumps and not as radio stations once committed to the fire line. The noise level at a pumping engine precludes its practical use as a radio station without an interruption in its primary function of keeping water on the fire.
5. Sets used by the District Chiefs (Fire Task Force Commanders) and other Chiefs (Logistical Support) cars to be 154.01 mc FM (Channel C) with a switching device to permit working 154.01 mc FM (Channel B) in order

to allow these cars to function in either net, thereby providing flexibility in command and support assignments.

6. Six mobile communications VANS to serve as Chiefs (Task Force Commanders) Field Headquarters Communications Units for the assembly, coordination, and dispatch of all district communications including those pertaining to Mobile Support, Reserves, and initial radiation monitor reporting. These District Communication Vans will afford decentralized control and dispersal flexibility. They will serve as a communications Headquarters for the District Task Force. They will provide for an automatic dispersal (in one package) of all the supplementary district communication pack sets, plans, maps, radiological equipment and spare radio parts. They will not be dependent upon fixed stations or locations for effective operation at any hour or in any weather. They will be mobile and as such may be dispatched individually or as a group to meet Portland's mobile support and mutual aid obligations if required by other communities.

*Jack Lowe*  
Jack Lowe  
Director

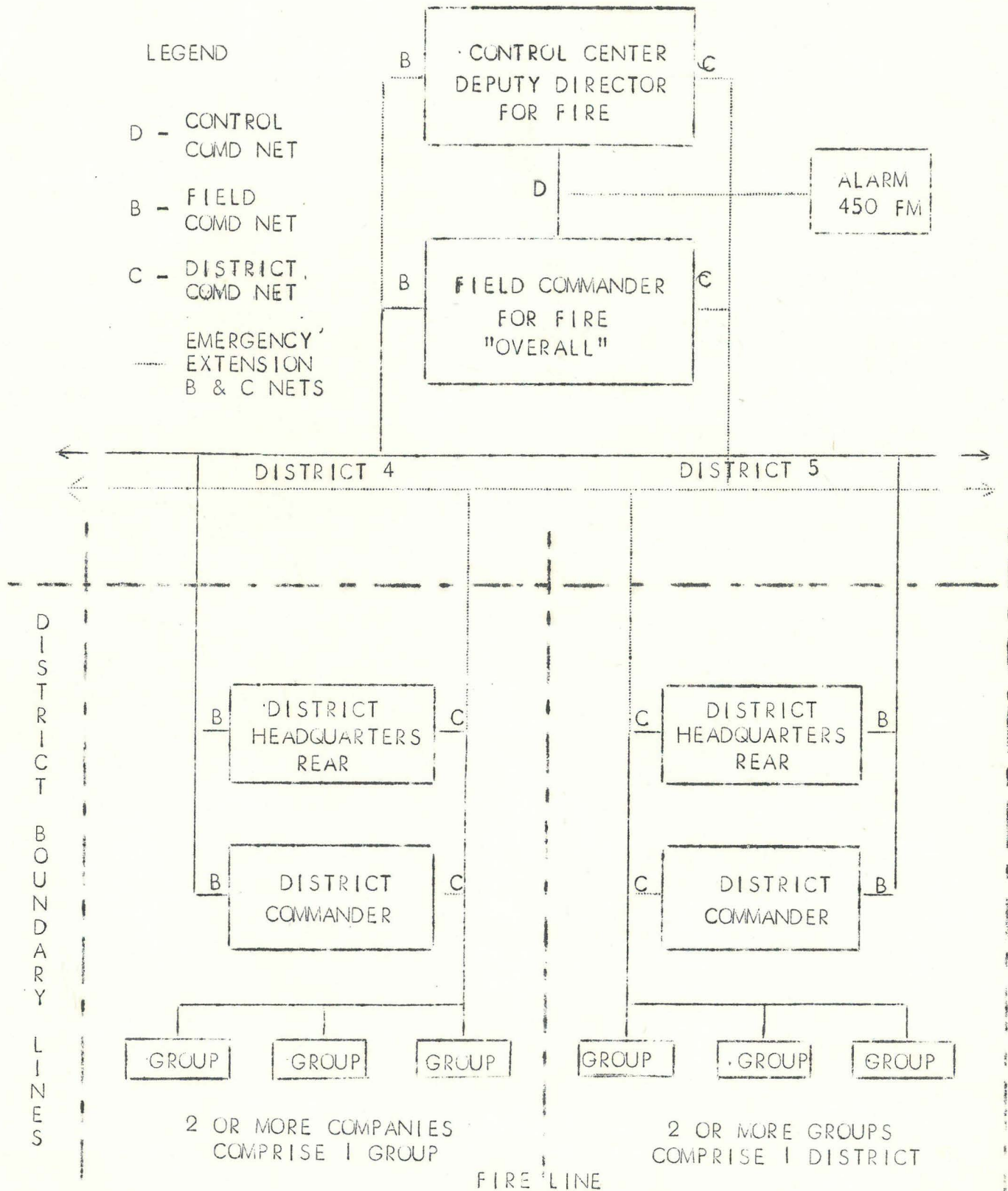
ATTACHMENTS:

Schematic, Radio Nets Portland Bureau of Fire

The District Task Force Organization

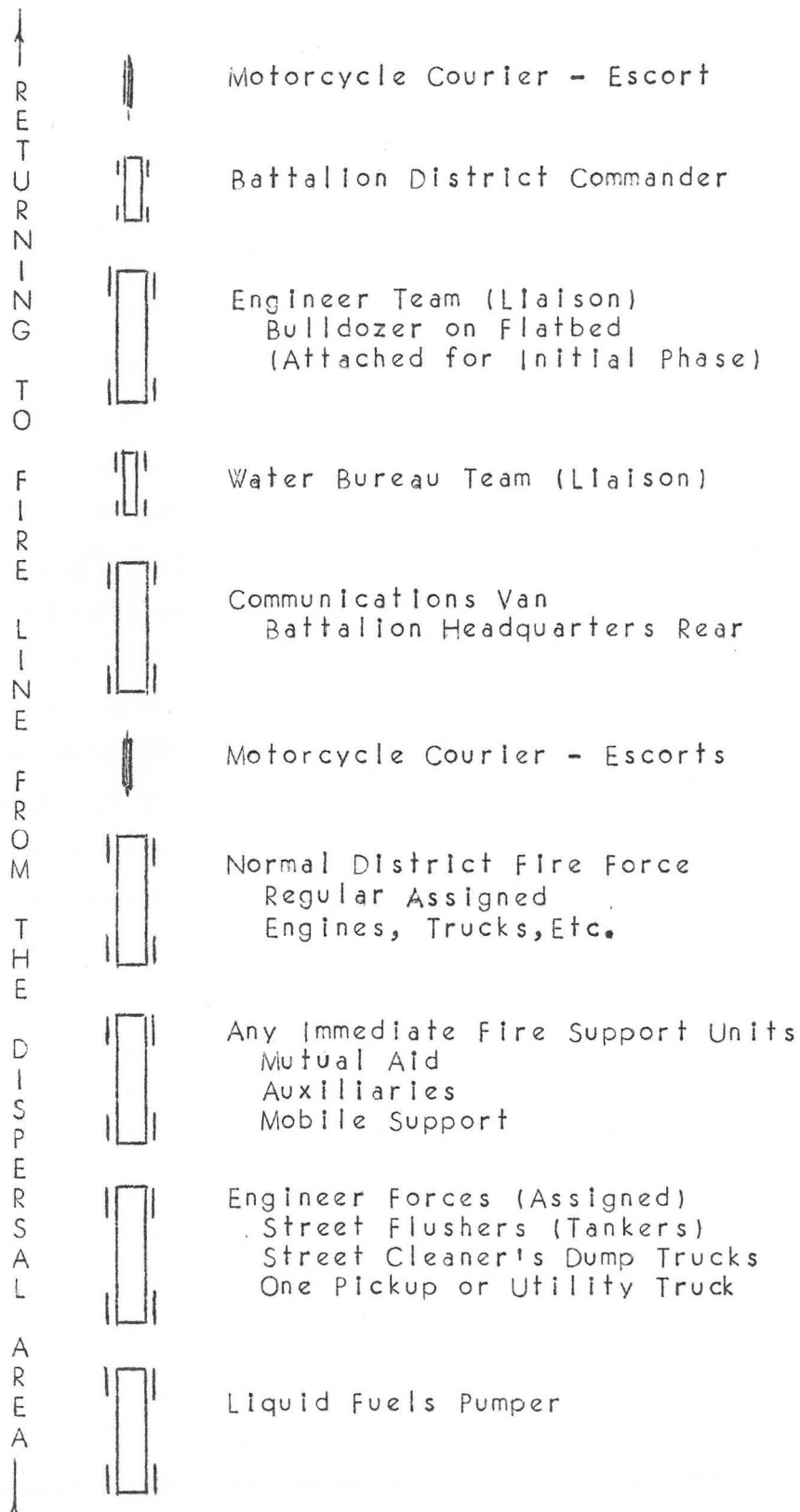


# RADIO NETS PORTLAND BUREAU OF FIRE

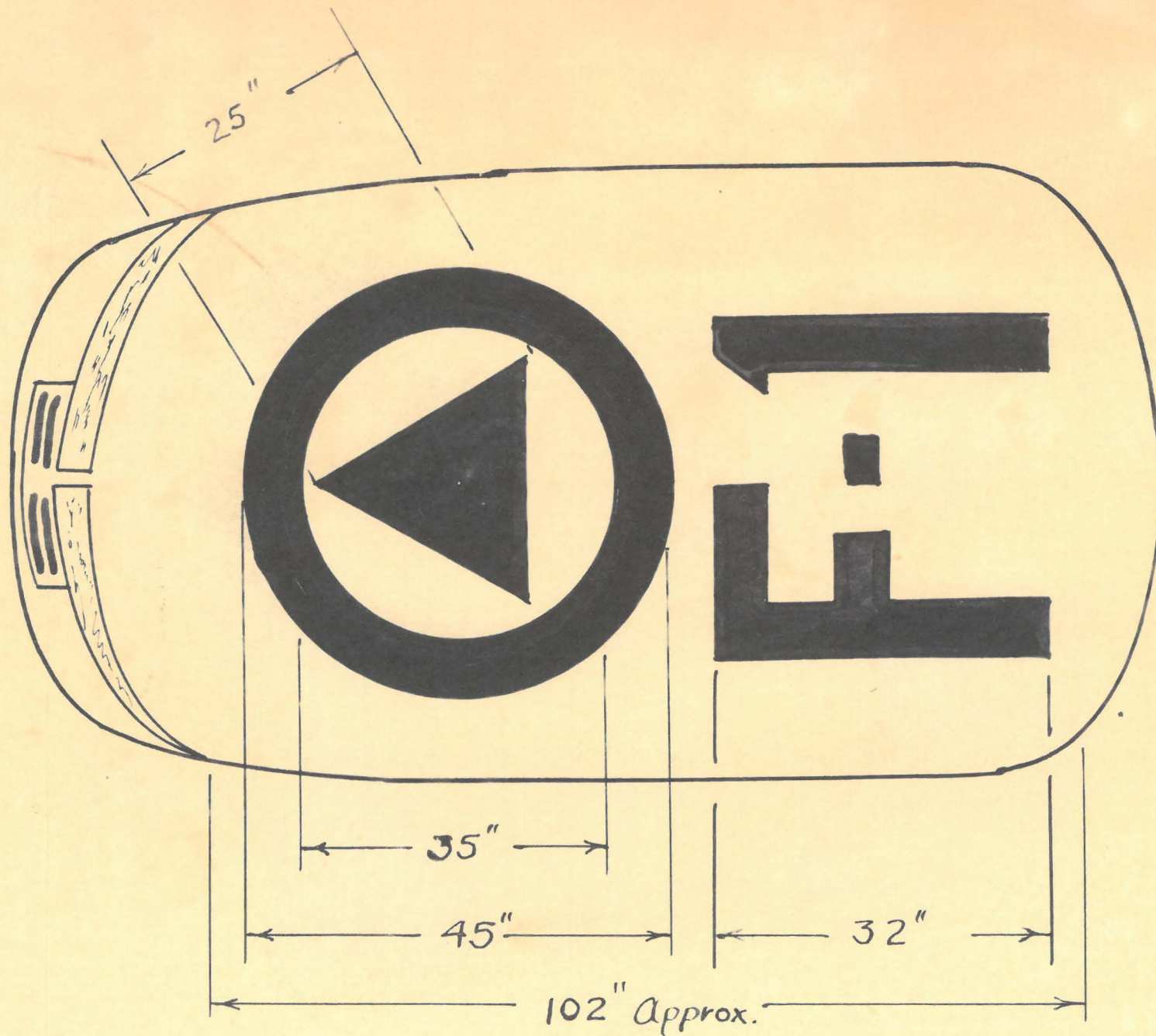


# FIRE DISTRICT TASK FORCE

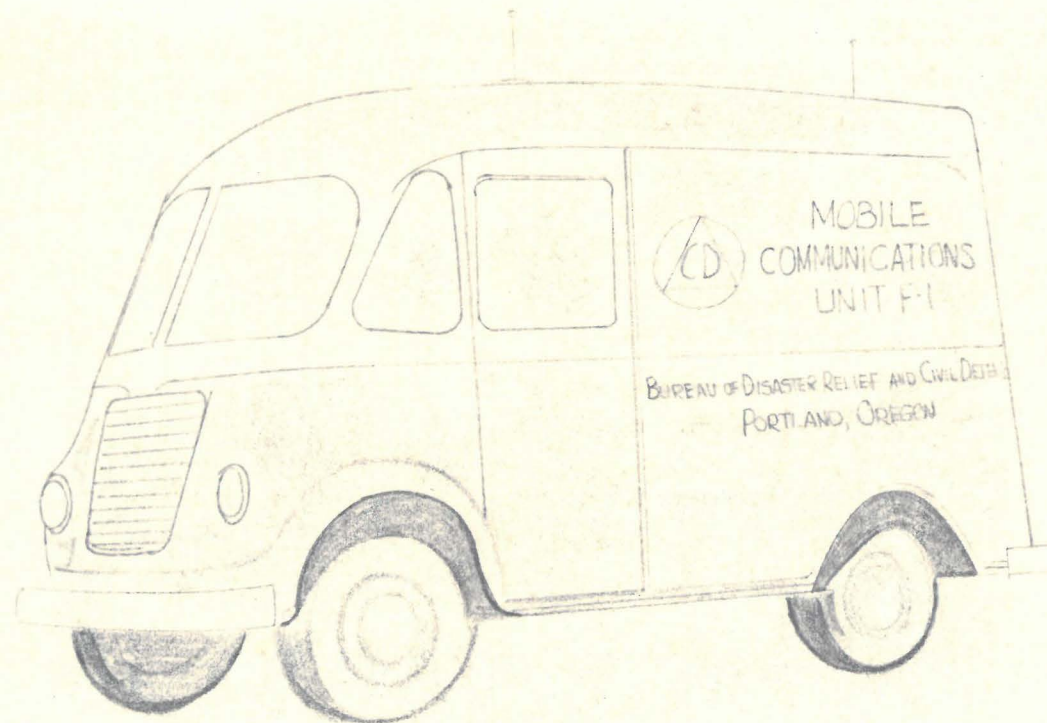
## The Fire Line







Not to Scale



### PAINT SCHEDULE

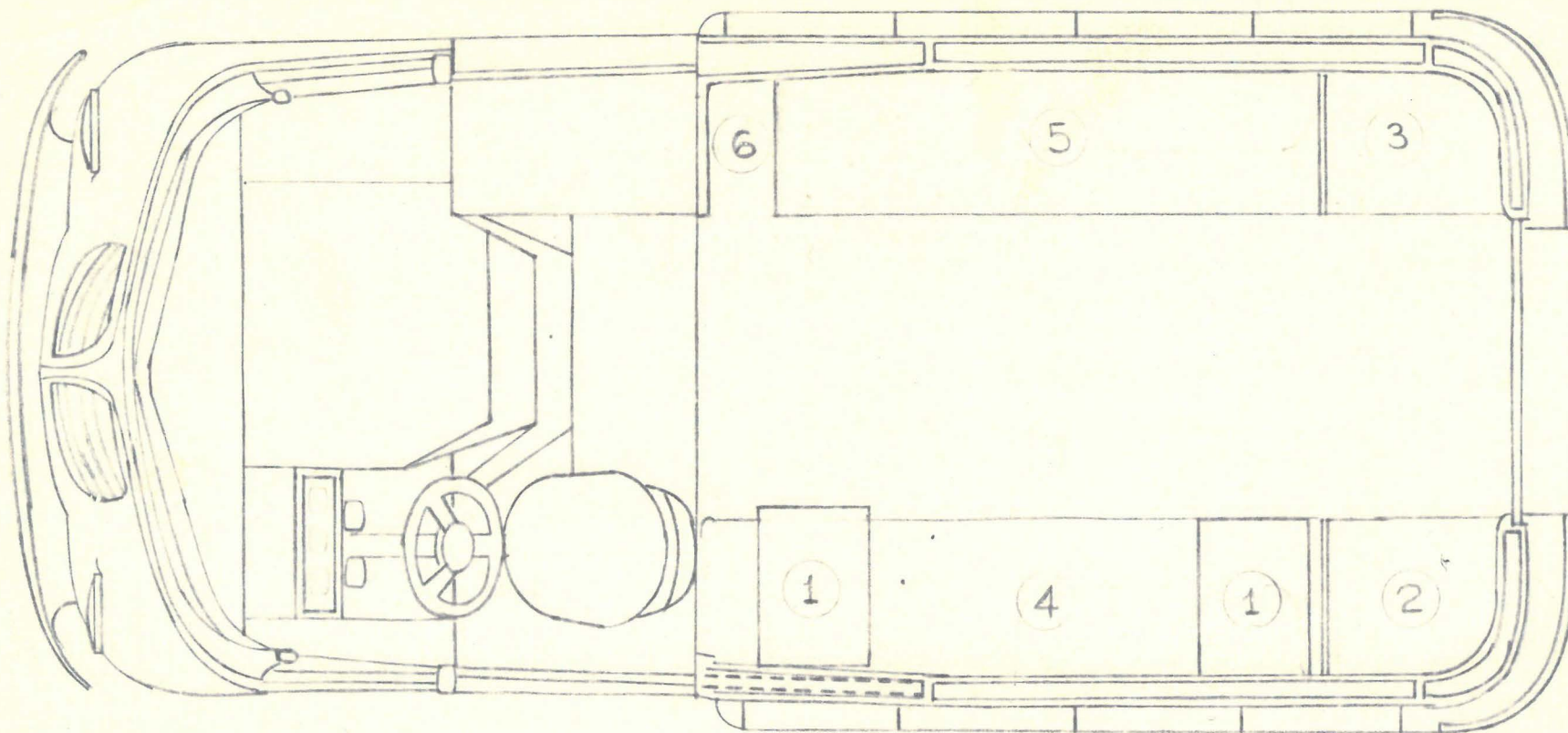
BODY - BLUE

CD EMBLEM - CIRCLE: WHITE  
TRIANGLE: BLUE  
LETTERS: WHITE

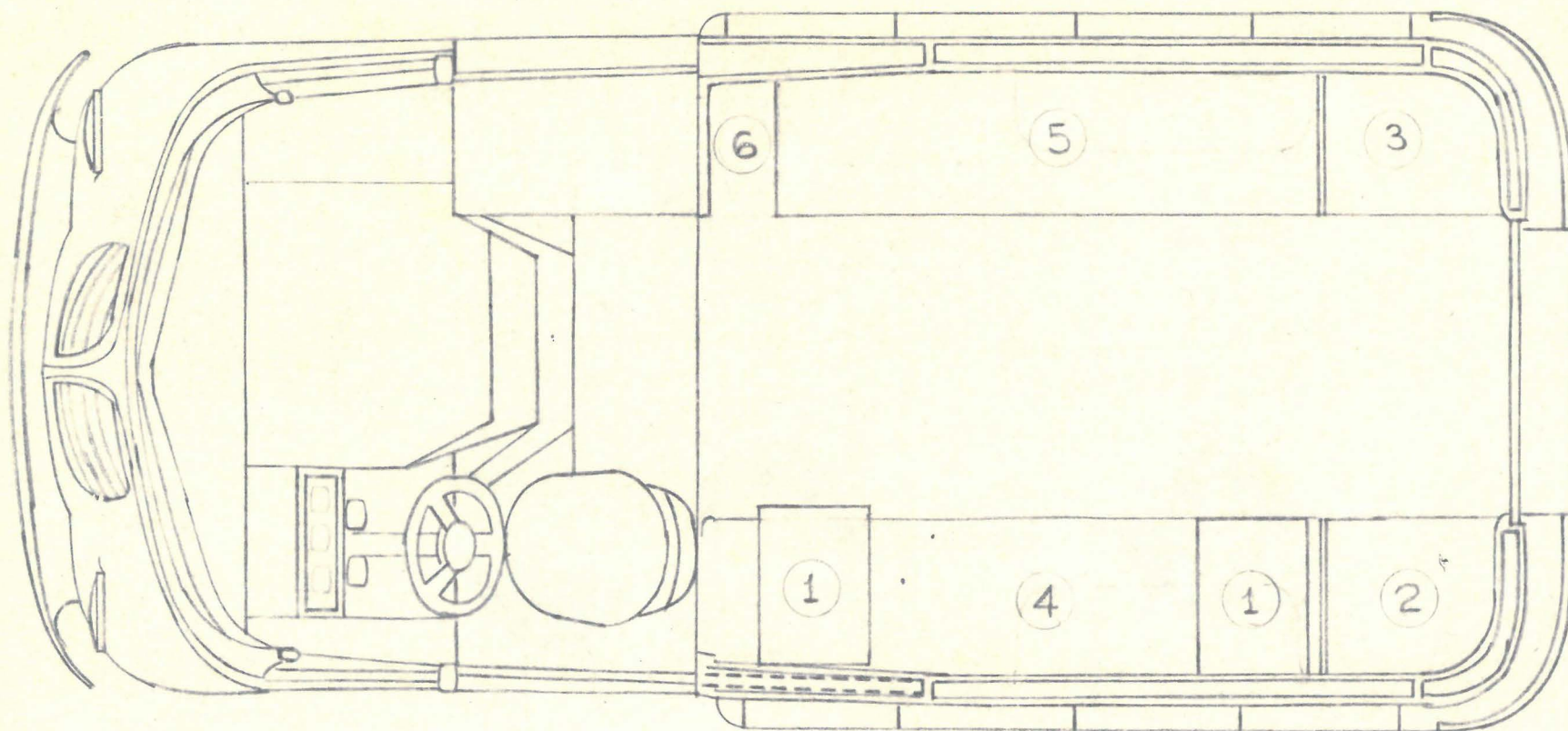
ALL SIDE LETTERING ON VAN WHITE

DISASTER RELIEF  
AND  
CIVIL DEFENSE  
2200 N. E. 24th AVENUE  
PORTLAND 12, OREGON





- ① Two-way radio (FM.)
- ② File cabinet - signal plans, pers'n'l lists, call lists, emg'l lists
- ③ Tier cabinet - radiation inst's., handy-talkies, spare parts, first aid kit.
- ④ Fixed shelf 30" high - operators message logs & journals
- ⑤ Dispatchers board
- ⑥ Storage - four metal chairs in transit



- ① Two-way radio (FM.)
- ② File cabinet - signal plans, persn'l lists, call lists, emg' lists
- ③ Tier cabinet - radiation inst's., handy-talkies, spare parts, first aid kit.
- ④ Fixed shelf 30" high - operators message logs & journals
- ⑤ Dispatchers board
- ⑥ Storage - four metal chairs in transit



17 February 1955

13. Dean wants to talk to Jack regarding the disassembly of KPTV radio tower.  
 Training  
 19. Plans for erecting radio tower if the permanent one is blown down?  
 Director  
 20. Two-way speaker & mike on outside of building.  
 Jack Lowe

## Conference on Electrical Facilities for the Control Center

Jack:

Robert C. Burns

On 16 February a conference was held on the proposed electrical facilities for the Control Center. Those present were:

\* New Suggestions

cc Ed C	Jack Lowe	Carl Lundell
	Arnold Scott	Lee Wright
	Ed Clark	Evan Kennedy
	Bob Burns	Fritz Qualla, Electrical Engineer
	Vern Toedtmeier	

Listed below are some of the topics discussed:

1. Innerphone system
2. Right away phones in Director's and Mayor's office
3. 4 Power generators (3 100 KW Descel; 2 for load and one as standby and 1 25 KW gasoline for radios and emergency lights.
4. Normal usage will buy minimum of 100 KW from a Power Company.
5. Power generators (Descel) to stand-by for 8 minutes after return of normal electric power.
6. Emergency plants should be tested at least once a month.
7. Battery lamps for walls
8. Automatic CO<sup>2</sup> system for power generators
9. Small oil furnace or electric system for day to day heat.
10. Suggestion for inertian type of electric rods in hot water tank in place of oil furnace.
- \* 11. P.A. mike outlet for receptionist desk for use on day to day paging calls.
- \* 12. Ed suggests a innerphone connection beyond the blast door of the escape hatch.
13. Fire Alarm system in building and tie-in with city fire alarm.
14. Overhead or city dug trench for telephone cable
15. Power fuel tanks should be large enough to hold supply for 7 day continuous operation.
16. Wall outlets in offices
17. Germacyle lamps in Zone A for day to day use

17 February 1955

17 February 1955

13. Evan wants to talk to Jack regarding the disassembly of KPTV radio tower.
19. Plans for erecting radio tower if the permanent one is blown down?
20. Two-way speaker & mike on outside of building.

Conference on Electrical Facilities for the Control Center  
Sincerely yours,

Jack

On 16 February a conference was held with Robert C. Burns, Training Officer, and electrical facilities for the Control Center. The following were present:

## \* New Suggestions

cc Ed Clark

Ed Clark

John Burns

John Goodenough

Oscar Lundell

Lee Wright

Evan Kennedy

Fritz Galla, Electrical Engineer

Listed below are some of the topics discussed:

1. Interphone system
2. Night key phones in Director's and Mayor's offices
3. 6 power generators (3 100 KW Diesel; 2 for load and one as standby and 1 25 KW generator for radios and emergency lights)
4. Normal usage will require minimum of 100 KW from a Power Company.
5. Power generators (Diesel) to standby for 3 minutes after return of normal electric power.
6. Emergency plants should be tested at least once a month.
7. Battery lamps for walls
8. Automatic fire system for power generators
9. Small oil furnace or electric system for day to day heat.
10. Suggestion for location type of electric rods in hot water tank in place of oil furnace.
11. P.A. mike outlet for receptionist desk for use on day to day paging calls.
12. Ed suggests a interphone connection beyond the blast door of the escape hatch.
13. Fire alarm system in building and tie-in with city fire alarm.
14. Overhead or city dug trench for telephone cable
15. Power fuel tanks should be large enough to hold supply for 7 day continuous operation.
16. Wall outlets in offices
17. Germicide lamps in Zone 1 for day to day use



ADVISORY COUNCIL  
HARRY C. BRUMBAUGH  
PAUL B. MCKEE  
CLIFFORD G. SCHNEIDER  
E. A. VALENTINE  
I. D. WINSLOW



STATE OF OREGON  
OREGON CIVIL DEFENSE AGENCY  
STATE OFFICE BUILDING  
SALEM

March 2, 1955

Mr. Jack Lowe, Director  
Disaster Relief and Civil Defense  
2200 Northeast 24th Avenue  
Portland 12, Oregon

Re: Your numbers:  
T & EP 5354-4  
E & I 5(54-55)  
5455-OE-Comm 2 (Races)

Dear Jack:

This will acknowledge receipt of your project applications No. T & EP 5354-4, resubmitted under the Rescue Services Program, and your No. 5455-OE-Comm 2 (Races) for Communications equipment. We also acknowledge your letter of explanation for your number E & I 5 (54-55), also for Communications equipment.

These are over and above the federal allocation made available to Portland. We do not know when we may expect a reallocation of federal funds, but in the past it has always been near the end of the fiscal year.

We shall keep you advised of any further action.

Sincerely yours,

OREGON STATE CIVIL DEFENSE AGENCY

R. W. Sandstrom  
Administration

RWS/bl

RECEIVED  
MAR - 3 1955  
DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

EDMUNDSON, KOCHENDOERFER AND KENNEDY

ARCHITECTS AND ENGINEERS

Page Two  
A. V. Petersen Co.

325 HENRY BUILDING  
PORTLAND 4, OREGON  
PHONE CAPITOL 8-9339

- 17 January 1956
2. Furnish a 3" diameter sleeve through the wall of the room. This sleeve is to be capped at both ends, be adjacent to the cable outlet in the room wall, and slope down and out. It is to be used to pull through any future telephone cable that may be required.

A. V. Petersen Co.  
General Contractors  
P. O. Box 3268  
Portland 14, Oregon

Re: Control Center  
Telephone Conduit

Gentlemen:

Due to size requirements requested by the Pacific Telephone & Telegraph Company, we want to revise the subject design slightly. Refer to drawings E3, 11 and 10A as follows:

Item	Drawing No.	Comments
1.	E3	It is desired by PT&T that their cable come into the building from the wall at the end of the triangular shaped room of the second floor shown here. The cable should come out the wall at a point two feet above the floor and in the middle of the width of the space.
2.	11	Omit the pull-box shown here in plan above the sliding door, and detailed by K/11.
3.	10A Plot Plan	The telephone conduits as shown here are to come from the building at a point under the room of Item 1 above and not from the pull-box by the flag pole.

Presently, you are to furnish 2 - 2" diameter conduits for the telephone cable to be pulled through as per Sheet 10A. Revise this as follows:

1. Furnish 1 - 3" diameter conduit running from the inside face of the wall of Item 1, down in the wall to the top of the footing, out the wall to the level of the existing grade or a few inches below, and toward the power - telephone pole a distance of 30'. This will be placed prior to backfilling and should end at a point that will be 2' below the finished grade so that the 2' trench toward the pole will match the level of the 3" conduit. This conduit is for PT&T to pull a 400 pair cable through.

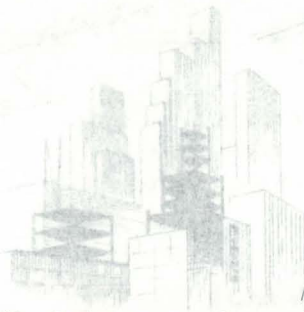


# A. V. PETERSEN CO.

Page two

A. V. Petersen Co.

*General Contractors*



2. Furnish a 3" diameter sleeve through the wall of the room of Item 1. This sleeve is to be capped at both ends, be adjacent to the cable outlet in the room wall, and slope down and out. It is to be used to pull through any future telephone cable that may be required.

Please let us know what cost changes are involved in this.

January 9, 1956

RECEIVED

FEB 10 1956

Very truly yours,

ANDERSON, KOS. & KENNEDY  
& KENNEDY

Anderson, Koschendoerfer & Kennedy

Architects and Engineers

R. Evan Kennedy Building

Portland, Oregon

REK:m

cc: F. Klawa

J. Lowe

Mr. R. Evan Kennedy

RE: CIVIL DEFENSE CONTROL CENTER

Telephone Conduit

Gentlemen:

Reference is made to your letter of January 17, 1956 regarding telephone conduit revisions.

Please be advised that there will be no change in contract price for the telephone revisions.

Very truly yours,

A. V. PETERSEN CO.

By

D. A. Trulsen

DAT/bm

cc: Mr. A. J. Armes

RECEIVED  
JAN 18 1956  
DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

**A.V. PETERSEN CO.**  
*General Contractors*



P. O. BOX 2368 • PORTLAND 14, OREGON  
BELMONT 4-8471

January 9, 1956

RECEIVED

FEB 10 1956

EDMUNDSON, KOCHENDOERFER & KENNEDY

Edmundson, Kochendoerfer & Kennedy  
Architects and Engineers  
325 Henry Building  
Portland, Oregon

ATTENTION: Mr. R. Evan Kennedy

RE: CIVIL DEFENSE CONTROL CENTER  
Telephone Conduit

Gentlemen:

Reference is made to your letter of January 17, 1956 regarding telephone conduit revisions.

Please be advised that there will be no change in contract price for the telephone revisions.

Very truly yours,

A. V. PETERSEN CO.

By

D. A. Trulsen

DAT/bm

cc: Mr. A. J. Armes

RECEIVED  
FEB 14 1956

DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON



FEDERAL CIVIL DEFENSE ADMINISTRATION  
REGION 7  
SANTA ROSA, CALIF.  
TELEPHONE 2285

JUNE 11, 1956

JUNE 15, 1956  
TO: ALL STATE AND TERRITORY DIRECTORS OF CIVIL DEFENSE  
FEDA, REGION VII

FROM: PHILIP D. BATSON  
REGIONAL ADMINISTRATOR, REGION VII

MR. PHILIP D. BATSON  
REGIONAL ADMINISTRATOR, REGION 7  
FEDERAL CIVIL DEFENSE ADMINISTRATION  
SANTA ROSA, CALIFORNIA

DEAR MR. BATSON: FOLLOWING IS AN ANALYSIS OF THE PROBLEM OF MARKING CIVIL DEFENSE COMMUNICATIONS EQUIPMENT. OUR NATIONAL HEADQUARTERS HAS PRESCRIBED THE FOLLOWING REGULATION, WHICH WILL BE INCORPORATED IN THE NEXT EDITION OF THE REGULATION ON MARKING CIVIL DEFENSE COMMUNICATIONS EQUIPMENT WHICH WILL BE IN THE NEXT EDITION OF THE CONTRIBUTION MANUAL M25-1 AND IN FEDERAL SPECIFICATIONS MANUAL, MC-1.

ALTHOUGH YOU HAVE NOT ASKED FOR COMMENTS WE FEEL THAT WE MUST OFFER YOU OURS. FIRST, WE FEEL THE PRESENT CD IDENTIFICATION SYSTEM OF A DECAL IS ADEQUATE. WE FURTHER FEEL THAT THE SPECIFICATION CALLING FOR A "GLOSS YELLOW" WILL, IN EFFECT, DISFIGURE EXPENSIVE EQUIPMENT AND WHILE IT CERTAINLY WILL BE "DISTINCTIVE," IT WILL NOT BE APPROPRIATE. SUCH A DISTINCTIVE COLOR IS NOT USED IN THE ARMED SERVICES NOR IN INDUSTRY. IT WILL ALSO ADD TO THE COST OF PRODUCTION AS PROCUREMENT WILL BE LOCAL.

YOURS SINCERELY,  
A. M. SHEETS  
DIRECTOR  
OREGON STATE CIVIL DEFENSE AGENCY

CC: IVAN B. MCKINNEY  
CAPTAIN JACK LOWE

IT SHALL BE THE RESPONSIBILITY OF THE STATES AND THEIR POLITICAL SUBDIVISIONS TO MAKE ADEQUATE PROVISIONS TO THE EFFECT THAT PURCHASERS OR LESSORS OF EQUIPMENT, SUBJECT TO THE FEDERAL CIVIL DEFENSE ADMINISTRATION CONTRIBUTIONS FUNDS, ENTERED AFTER JULY 1, 1956, WILL IMPOSE UPON THE MANUFACTURER, OR LESSOR, THE RESPONSIBILITY TO COMPLY WITH THE ABOVE REQUIREMENTS.

THE PURCHASER OR LESSEE OF SUCH CIVIL DEFENSE COMMUNICATIONS EQUIPMENT IS SPECIFICALLY PROHIBITED FROM ALTERING THE COLOR OR MARKING OF SUCH EQUIPMENT AS PROVIDED IN THIS PARAGRAPH.

THE PROVISIONS OF THIS PARAGRAPH APPLY TO ALL COMMUNICATIONS EQUIPMENT PURCHASED OR LEASED UNDER THE CONTRIBUTIONS PROGRAM ON OR AFTER JULY 1, 1956.

RECEIVED  
JUN 18 1956  
DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON



FEDERAL CIVIL DEFENSE ADMINISTRATION  
REGION 7  
SANTA ROSA, CALIF.  
TELEPHONE 2885

TO: ALL STATE AND TERRITORIAL DIRECTORS OF CIVIL DEFENSE - JUNE 11, 1956

JUNE 11, 1956

THE FOREGOING INFORMATION IS TRANSMITTED TO YOU AT THIS TIME AS A  
TO: ALL STATE AND TERRITORIAL DIRECTORS OF CIVIL DEFENSE MANU-  
FACTURERS WILL BE NOTIFIED OF THIS REGULATION.

FROM: PHILIP D. BATSON  
REGIONAL ADMINISTRATOR, REGION VII

SUBJECT: CIVIL DEFENSE INSIGNIA AND DISTINCTIVE COLOR FOR COMMUNI-  
CATIONS EQUIPMENT

FOLLOWING AN ANALYSIS OF THE PROBLEM OF MARKING CIVIL DEFENSE COMMUNI-  
CATIONS EQUIPMENT, OUR NATIONAL HEADQUARTERS HAS PRESCRIBED THE  
FOLLOWING REGULATION, WHICH WILL BE INCORPORATED IN THE NEXT EDITION  
OF THE FCDA CONTRIBUTIONS MANUAL AND IN FEDERAL SPECIFICATIONS  
MANUAL, M6-1:

"FINISH AND INSIGNIA - THE EXTERIOR OF ALL MOBILE, PORTABLE, AND HANDCARRIED COMMUNICATIONS EQUIPMENT PURCHASED OR LEASED UNDER THE CONTRIBUTIONS PROGRAM, SHALL BE FINISHED IN GLOSS YELLOW, FEDERAL SPECIFICATIONS TT-C-595, COLOR NO. 1315. THE STANDARD CIVIL DEFENSE INSIGNIA SHALL APPEAR PROMINENTLY ON THE EQUIPMENT. (SEE ADVISORY BULLETIN No. 119.) THE FRONT PANELS OF ALL BASE STATION EQUIPMENT SHALL BEAR THE STANDARD CIVIL DEFENSE INSIGNIA PROMINENTLY DISPLAYED. THE STANDARD CIVIL DEFENSE INSIGNIA SHALL ALSO APPEAR PROMINENTLY ON THE EXTERIOR OF ALL ENCLOSED EQUIPMENT. IT SHALL BE THE RESPONSIBILITY OF THE MANUFACTURER TO SEE THAT THE ABOVE REQUIREMENT IS MET IN ALL CASES CONCERNING CERTIFICATION UNDER SPECIFICATION 1-100 OF MANUAL M6-1.

"IT SHALL BE THE RESPONSIBILITY OF THE STATES AND THEIR POLITICAL SUBDIVISIONS TO MAKE ADEQUATE PROVISIONS TO THE EFFECT THAT ALL PROCUREMENT CONTRACTS FOR THE LEASE OF EQUIPMENT, SUBJECT TO THE FEDERAL CIVIL DEFENSE ADMINISTRATION CONTRIBUTIONS FUNDS, ENTERED INTO ON OR AFTER JULY 1, 1956, WILL IMPOSE UPON THE MANUFACTURER, OR LESSOR, THE RESPONSIBILITY TO COMPLY WITH THE ABOVE REQUIREMENT.

"THE PURCHASER OR LESSEE OF SUCH CIVIL DEFENSE COMMUNICATIONS EQUIPMENT IS SPECIFICALLY PROHIBITED FROM ALTERING THE COLOR OR MARKING OF COMMUNICATIONS EQUIPMENT AS PROVIDED IN THIS PARAGRAPH.

"THE PROVISIONS OF THIS PARAGRAPH APPLY TO ALL COMMUNICATIONS EQUIPMENT PURCHASED OR LEASED UNDER THE CONTRIBUTIONS PROGRAM ON OR AFTER JULY 1, 1956."



FEDERAL CIVIL DEFENSE ADMINISTRATION  
REGION 7  
SANTA ROSA, CALIF.

TO: ALL STATE AND TERRITORIAL DIRECTORS OF CIVIL DEFENSE - JUNE 11, 1956

THE FOREGOING INFORMATION IS TRANSMITTED TO YOU AT THIS TIME AS A MATTER OF RECORD, SO THAT YOU WILL HAVE MAXIMUM ADVANCE NOTICE OF THE REGULATION PRIOR TO ITS IMPLEMENTATION PERIOD. ALL MAJOR MANUFACTURERS WILL BE NOTIFIED OF THIS REGULATION.

(SIGNED)

PHILIP D. BATSON

DR. PHILIP D. BATSON  
REGIONAL ADMINISTRATION, REGION 7  
FEDERAL CIVIL DEFENSE ADMINISTRATION  
SANTA ROSA, CALIFORNIA

COLONEL ARTHUR M. SHEETS - OREGON ✓

WE HAVE YOUR NOTICE OF JUNE 11 ADVISING OF THE NEW REGULATION ON MARKING CIVIL DEFENSE COMMUNICATIONS CONTAINER WHICH WILL BE IN THE NEXT EDITION OF THE REGULATION MANUAL M25-1 AND IN FEDERAL REGULATIONS MANUAL.

ALTHOUGH YOU HAVE NOT YET RECEIVED THE PRESENT GO IDENTIFICATION SYSTEM OF A SOCIAL IS THE FURTHER FEEL THAT THE SPECIFICATION CALLING FOR "DIS-FIGURE EXPENSIVE MARKING" WILL, IN EFFECT, BE "DIS-FIGURE", IT WILL NOT BE A "DIS-FIGURE". SUCH A DISTINCTIVE COLOR IS NOT USED IN THE COMMERCE AND IN INDUSTRY. IT WILL ALSO ADD TO THE COST OF PRODUCT. IMPLEMENTATION WILL BE LOCAL.

COPY

YOURS SINCERELY,

CHIEF, STATE CIVIL DEFENSE AGENCY

A. M. BATSON  
DIRECTOR

CC: ✓ IVAN G. HICKAM  
CAPTAIN JACK LANE

RECEIVED  
JUN 18 1956

DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

November 16, 1956

Public Affairs, Bureau of Communications & Electronics

Disaster Relief and Civil Defense

Director Jack Lowe

Radio equipment

The radio equipment covered in Contract #8292 is satisfactory. This Bureau has inspected the equipment and you have our approval to make all final payments on the above contract equipment.

*Temple V. Emsen*

Temple V. Emsen

RECEIVED  
NOV 16 1956

DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON



December 17, 1956

Public Affairs, Bureau of Communications & Electronics

✓ CIVIL DEFENSE

Subject : Closure of radio shop on official holidays.

DISASTERS  
PORTLAND, OREGON  
9961 82  
28 1956

Effective immediately, the City radio shop will be closed Sundays and on all official City holidays unless they fall on a Monday. The present hours of 8 AM to 5:30 PM remain in effect Mondays thru Saturdays.

All radio dispatchers have a call list of technicians if emergency service is required. The Chief of the Bureau should not be called until the call list is exhausted.

Please post this notice prominently at your radio dispatch point.

*Temple V. Emerson*  
Temple V. Emerson

COPY

ADVISORY COUNCIL  
HARRY C. BRUMBAUGH  
PAUL B. MCKEE  
E. A. VALENTINE  
I. D. WINSLOW



STATE OF OREGON  
OREGON CIVIL DEFENSE AGENCY  
STATE OFFICE BUILDING  
SALEM

December 4, 1956

Captain Jack Lowe, Director  
Disaster Relief and Civil Defense  
2200 Northeast 24th Avenue  
Portland 12, Oregon

DEC 5 1956  
DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

Re: State 56-85  
Portland COM 5657-3

Dear Captain Lowe:

Your application for 5,000 gallons diesel motor oil in an estimated total amount of \$567.50 has been forwarded to Region for decision.

We note from your Part I of the application you reference Chapter 9.4(g). Your attention is invited to 9.5(b) and it would appear the requested diesel oil is not approvable. We shall advise you of FCDA's decision.

The application is being submitted with the understanding that the state will match if approved by FCDA.

Sincerely yours,

OREGON STATE CIVIL DEFENSE AGENCY

  
A. M. Sheets  
Director

AMS/bl

*Recurring expenses for elect. power, fuel, water, etc.*



STATE OF OREGON  
OREGON CIVIL DEFENSE AGENCY  
STATE OFFICE BUILDING  
SALEM

December 19, 1956

RECEIVED  
DEC 24 1956  
DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

Captain Jack Lowe, Director  
Disaster Relief and Civil Defense  
2200 Northeast 24th Avenue  
Portland 12, Oregon

Re: State 56-85, FCDA Oreg C-41(56)  
Portland COM 5657-3

Dear Jack:

The above referenced application for diesel oil in an estimated total amount of \$567.50 has been assigned state number 56-85 and forwarded to the Federal Civil Defense Administration for decision. FCDA has assigned Oreg C-41(56) to the application.

We shall advise you of any action taken on the application.

Sincerely yours,

OREGON STATE CIVIL DEFENSE AGENCY



R. W. Sandstrom  
Administration

RWS/bl

STATE OF OREGON  
OREGON CIVIL DEFENSE AGENCY  
STATE OFFICE BUILDING  
SALEM

January 16, 1957

RECEIVED  
JAN 17 1957

DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

Captain Jack Lowe, Director  
Disaster Relief and Civil Defense  
2200 Northeast 24th Avenue  
Portland 12, Oregon

Re: State 56-85, FCDA Oreg C-41(56)  
Portland COM 5657-3

Dear Captain Lowe:

Attached is a copy of the referenced application which has been disapproved by the FCDA Regional Administrator.

*#2 returned to John McKinney  
Reg 7  
3 May 57*

In disapproving the application the Regional Administrator states:

"We regret that this application will have to be disapproved, inasmuch as the item requested is not approvable, as covered in Paragraph 9.5(b) of the Contributions Manual."

Sincerely yours,

OREGON STATE CIVIL DEFENSE AGENCY



A. M. Sheets  
Director

AMS/bl  
attachment



STATE OF OREGON  
OREGON CIVIL DEFENSE AGENCY  
STATE OFFICE BUILDING  
SALEM

RECEIVED  
FEB 15 1957  
DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

February 14, 1957

11 February 1957

Colonel Arthur M. Sheets, Director  
Oregon State Civil Defense Agency  
Room 12, State Office Building  
Salem, Oregon

(Diesel Oil for  
Operation and Control  
Center generators)

Re: State 56-35, FCDA Oreg C-41(56)

Dear Captain Lowe: Re: State 56-85, FCDA C-Portland COM 5657-3  
Dear Colonel Sheets: Portland COM 5657-3

This is to appeal the decision of the FCDA Regional Administration disapproving the above referenced application.

Peterson with your letter of February 11 pertaining to this request.

The Regional Administrator states the item requested (diesel oil for Operations Center standby generators) is not approvable as covered in Paragraph 9.5(b) of the Contributions Manual. This paragraph lists as non-approvable recurring charges for electric power, fuel, etc.

May we point out the cost of the item in this application is not a recurring charge. This application is submitted under Paragraph 9.4(g) which lists as approvable diesel-driven engine generators, control equipment and fuel tanks. FCDA has approved and provided funds for generators, control panels and fuel tanks for our Operations Center. It certainly appears inconsistent not to approve funds for the one remaining element upon which a standby electrical generating capability depends, namely, fuel oil. Certainly, if you need a standby generator, with a standby fuel tank, you surely need the standby fuel oil to go in the tank.

May I repeat, we appeal the disapproval of the Regional Administrator and base our appeal on the fact the fuel oil requested is an essential element of the standby generator system and is not a recurring charge.

Yours truly,

Jack Lowe

JL:lb

STATE OF OREGON  
OREGON CIVIL DEFENSE AGENCY  
STATE OFFICE BUILDING  
SALEM

RECEIVED  
FEB 15 1957  
DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

February 14, 1957

Captain Jack Lowe, Director  
Disaster Relief and Civil Defense  
2200 Northeast 24th Avenue  
Portland 12, Oregon

(Diesel Oil for  
Operation and Control  
Center generators)


Dear Captain Lowe:      Re: State 56-85, FCDA C-41(56)  
Portland COM 5657-3

We are today sending an appeal to FCDA Administrator Val  
Peterson with your letter of February 11 pertaining to this request.

We shall advise you of the results.

Yours sincerely,

OREGON STATE CIVIL DEFENSE AGENCY

  
A. M. Sheets  
Director

AMS/bl



APR 24 1957

Colonel Arthur M. Sheets, Director  
Oregon State Civil Defense Agency  
Room 12, State Office Building  
Salem, Oregon

Dear Colonel Sheets:

This is in reference to your letter of February 14, 1957, forwarding the letter of February 11, 1957 from the City of Portland, Oregon, appealing the decision of the Regional Administrator in connection with Project Application FCDA No. Oregon C-41(56). This application was for matching funds for fuel oil for use with a diesel-driven engine generator.

The general policy limitations as contained in the M25-1 Contributions Manual, paragraph 1.7b, prohibit Federal contributions for fuel for heating, transportation, or other purposes, except as specifically authorized by the Administrator. Paragraph 9.5b of the Manual states that funds for fuel are not approvable when incurred as recurring charges.

Justification in support of this application would indicate that the request is for the initial filling of the tank for a recently installed motor generator set. This would be a cost of the original installation and not for replenishment of fuel used in daily operation. In view of the fact that this would not be a recurring charge, but rather part of the cost of the original installation, I am directing the Regional Administrator to take the necessary action to approve this application.

Sincerely,

Signed

Val Peterson

WC:CEDEMEY:db:3/18/57x311

Rewritten CN/WIFRASER:bec:4/15/57 x 247

cc: ALL REGIONS

7

1021 VEB SE VW 8 22

STATE OF OREGON  
OREGON CIVIL DEFENSE AGENCY  
STATE OFFICE BUILDING  
SALEM

May 16, 1957

RECEIVED  
MAY 20 1957

DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

Captain Jack Lowe, Director  
Disaster Relief and Civil Defense  
2200 Northeast 24th Avenue  
Portland 12, Oregon

Diesel Oil for  
Operations Center

Dear Captain Lowe:      Re: State 56-85, FCDA Oreg C-41(56)  
Portland COM 5657-3

The referenced application was disapproved January 9 by FCDA, an appeal filed and as a result of the appeal the FCDA Administrator has directed the Regional Administrator to approve the application. Copy of the approved application and a copy of the letter dated April 24 from the Administrator are attached.


As indicated by our December 4, 1956 letter, the state will match as the application has been approved by FCDA.

We are now requesting the advance of the federal funds which should be received by us in about one month. Upon receipt of the federal share we shall so advise you.

If you have any questions, please let us know.

Yours sincerely,

OREGON STATE CIVIL DEFENSE AGENCY

  
A. M. Sheets  
Director

AMS/bl  
Attachments



Mr. A. P. Miller

29 January 1957

## 1. GENERAL OPERATIONS

General equipment to provide full

AT7 ---

1. Providing a backup program to all participating stations operating under sequential control, with overall provisions for the inclusion of selected originated national programs.

2. Providing the full AT7 mode program to a limited number of participating stations. Stations are being furnished the sequential control program. Under latter situation voice activation is required to trigger designated transmitters at specified time intervals.

29 January 1957

Mr. A. P. Miller

Acting Deputy Assistant Administrator

Operations Control Services

Federal Civil Defense Administration

Battle Creek, Michigan

Dear Al:

You are of course aware that we are preparing to occupy our new Operations Center. A part of this preparation involves the relocation of the Conelrad facilities to the new center.

Since the inception of the Conelrad project we have been aware of and dissatisfied with our ability to quickly get on the air on the Conelrad frequencies when an air defense warning is received. The implications of this deficiency are now more serious than ever under the present defensive concept involving public evacuation. As you know, the principal difficulty involves the inability of some of the A.M. stations to immediately convert to their assigned frequencies. Therefore, an important part of this re-location involves the installation of equipment to provide for alternate methods of operation, as well as the provision for better security of some of the Conelrad technical equipment. The sequential control device we use here is an item in this category.

As a result of our past experiences with Conelrad, we have developed the following methods of operations as being the most desirable and that which is needed in order to provide a flexible operational capability in keeping with the present Conelrad system of operations as well as provision for the technical revisions to the system which are likely to occur in the immediate future. Phase (2) - Conelrad, with which you are undoubtedly familiar, is a specific example which will provide additional program requirements on Civil Defense. The desired methods of operations are shown as follows:



29 January 1957

## I. EMERGENCY OPERATIONS

Minimum equipment to provide for:

- A. Feeding a common program to all participating stations operating under sequential control, with console provisions for the inclusion of network originated national programs.
- B. Feeding "On and Off" mode program to a limited number of specified stations, while clusters are being formed for sequential operations. Under latter situation voice actuation is required to trigger designated transmitters at selected time intervals.
- C. Feed common program to all stations or certain selected stations, to be broadcast on their normal frequencies; this type of operation applicable to a natural disaster of major proportions or Phase 2 Conelrad.
- D. One man operations under emergency conditions with operations confined to the engineers control booth, with provisions for live voice, tape or discs recordings.
- E. Live broadcasting with provisions for a minimum of two voices.

## II. NORMAL OPERATIONS

- A. Periodic Testing. Provisions for live programming and the production of a minimum of 60 minutes of recorded material.
- B. Studio recording facilities to:
  - 1) Provide discs and tapes of adequate quality for normal use by commercial stations.
  - 2) Provision to broadcast or record forum or panel type programs involving up to 6 voices.

For the past several months engineers of the local radio industry who have been associated with us in the Conelrad project, have at our request, been engaged in a study of the equipment and circuitry requirements necessary to the implementation of the above outlined methods of operation. This study is now nearing completion. There is some indication that the equipment desired may exceed that which is described in the Contributions Manual. Therefore, we feel that it is timely to ask the following questions.



29 January 1957

- 1- Will FCDA matching funds be available for the purchase of equipment as will be required for operations as we have outlined.
- 2- Is there a reasonable assurance that the Conelrad system of broadcasting will continue in force as a primary means of civil defense communication to the public, and not be abandoned in the face of the general and widespread current criticism of the system.
- 3- Have you knowledge of any significant changes contemplated for the Conelrad operations other than Phase 2, which should be considered by us at this time insofar as technical equipment is concerned.

It will be deeply appreciated if you will endeavor to answer those questions as a reply from you will more clearly define our immediate and future actions.

Yours truly,

Jack Lowe

EC:CG

In a result of our past experience with Conelrad, we have developed the following methods of operations as being the most desirable and that which is needed in order to provide a flexible operational capability in keeping with the present Conelrad system of operations as well as provision for the technical variations in the system which are likely to occur in the immediate future. Phase (2) - Conelrad, with which you are undoubtedly familiar, is a specific example which will provide additional program recommendations on Civil Defense. The various methods of operations are shown as follows:





7-1: RACES  
**RECEIVED**  
FEB 4 1957



DISASTER RELIEF AND CIVIL DEFENSE  
2200 N. BROADWAY  
Portland, Oregon

Date 30 Jan 57

To: Lemp Elmsen

From: Jack Lowe, Director

For your information and file

Please note and return

May I have your comments

We have 4 decals. I suggest  
they only go on cars containing  
mobile RACES units, when we  
get them. What are your  
recommendations?

OK - won't need them now - should have  
them for RACES later. Jack.

Our present policy is not to  
mark any car or vehicle unless the  
car or vehicle is a CD unit.

L.





STATE OF OREGON  
OREGON CIVIL DEFENSE AGENCY

STATE OFFICE BUILDING  
January 28, 1957  
SALEM

RECEIVED  
JAN 30 1957

DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

Mr. Jack Lowe, Director  
Disaster Relief and Civil Defense  
2200 N. E. 24th Avenue  
Portland 12, Oregon

Dear Mr. Lowe:

Enclosed are a number of official civil defense RACES decals for the amateur operators enrolled in your RACES program. This decal was designed by the American Radio Relay League and accepted by FCDA as the official RACES emblem. In addition to providing civil defense publicity, this decal serves as an identification of those amateurs who are participating in civil defense communications through the RACES program.

Due to the limited number of decals available, one only is forwarded for each of your present RACES members. We expect that additional decals will soon be available to take care of additional amateurs who may be enrolled in the future.

Sincerely yours,

OREGON STATE CIVIL DEFENSE AGENCY

Leo A. White  
Radio Engineer/SRO RACES

LAW:sr

cc: Mr. Temple Ehmsen ✓  
Enclosures

SCOTTY:

WHO HAS THE DECALS?  
NOT US.

Temp.



FILE

25 February 1957

Disaster Relief and Civil Defense  
Bureau of Communications and Electronics  
Mr. Temple Hansen  
Changes to FCDA Specification I-100.

Dear Temp:

Please find attached copy of material received by OCDA and forwarded for our information. Please note OCDA requests the original material be returned, so when you have had a chance to look it over, please return to me. You may keep the attached typed copy for your files (without drawings).

Yours truly,

Jack Lowe

JL:cg  
encl.



ADVISORY COUNCIL  
HARRY C. BRUMBAUGH  
PAUL B. MCKEE  
E. A. VALENTINE  
I. D. WINSLOW



STATE OF OREGON  
OREGON CIVIL DEFENSE AGENCY  
STATE OFFICE BUILDING  
SALEM

March 11, 1957

RECEIVED  
MAR 12 1957

DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

*[Handwritten signatures]*

Captain Jack Lowe, Director  
Disaster Relief and Civil Defense  
2200 Northeast 24th Avenue  
Portland 12, Oregon

Dear Captain Lowe: Re: State 56-102, Portland C&CC 5657-2  
(CHANGE ORDERS B-11 thru B-21)

This is to acknowledge receipt of your project application C&CC 5657-2 in the amount of \$5,728.98 for additional funds in connection with construction of your control center. The application has been forwarded recommending approval.

As we have previously advised you, the state is unable to participate in the construction of the control center and the application is forwarded for approval with that understanding.

Sincerely yours,

OREGON STATE CIVIL DEFENSE AGENCY

*[Handwritten signature]*  
A. M. Sheets  
Director

AMS/bl

ADVISORY COUNCIL  
HARRY C. BRUMBAUGH  
PAUL B. MCKEE  
E. A. VALENTINE  
I. D. WINSLOW



STATE OF OREGON  
OREGON CIVIL DEFENSE AGENCY  
STATE OFFICE BUILDING  
SALEM

April 9, 1957

RECEIVED  
APR 10 1957  
DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

Captain Jack Lowe, Director  
Disaster Relief and Civil Defense  
2200 Northeast 24th Avenue  
Portland 12, Oregon

Change Order B-22  
Drainage system on top of  
Control Center  
Change Order B-23  
Fire Extinguisher System  
Additions for architectural  
and Engr. fees

Dear Captain Lowe:


Re: State 56-108, Portland C&CC 5657-3

This is to acknowledge receipt of your project application referenced above in the amount of \$4,862.18 for additional contract costs and Engineer-Architect fees in connection with the construction of your control center. The application has been forwarded to FCDA recommending approval.

The state is unable to participate in the construction of the control center and the application is forwarded for approval with that understanding.

Yours sincerely,

OREGON STATE CIVIL DEFENSE AGENCY

  
A. M. Sheets  
Director

AMS/bl



ADVISORY COUNCIL  
HARRY C. BRUMBAUGH  
PAUL B. MCKEE  
E. A. VALENTINE  
I. D. WINSLOW



STATE OF OREGON  
OREGON CIVIL DEFENSE AGENCY  
STATE OFFICE BUILDING  
SALEM

April 9, 1957

RECEIVED  
APR 10 1957

DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

*[Handwritten signatures]*

Captain Jack Lowe, Director  
Disaster Relief and Civil Defense  
2200 Northeast 24th Avenue  
Portland 12, Oregon

Dear Captain Lowe:      Re: State 56-102, FCDA Oreg 400-1(57)  
Portland C&CC 5657-2

We are happy to advise you the above referenced application for additional funds for construction of your control center has been approved by FCDA as submitted in the total amount of \$5,728.98. A copy of the approved application is attached.

As you have been previously advised, the state is unable to participate in the construction of the control center.

We have requested the advance of the federal funds which should be received by us in about one month. Upon receipt of the federal share we shall so advise you and you may then bill us for the federal share. It is expected reimbursement of the federal share will be made to you within two weeks following receipt of such proper billing from you.

Yours sincerely,

OREGON STATE CIVIL DEFENSE AGENCY

*[Handwritten signature]*  
A. M. Sheets  
Director

AMS/bl  
Attachment

ADVISORY COUNCIL  
HARRY C. BRUMBAUGH  
PAUL B. MCKEE  
E. A. VALENTINE  
I. D. WINSLOW



STATE OF OREGON  
OREGON CIVIL DEFENSE AGENCY  
STATE OFFICE BUILDING  
SALEM

May 24, 1957

RECEIVED  
MAY 27 1957  
DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

Captain Jack Lowe, Director  
Disaster Relief and Civil Defense  
2200 Northeast 24th Avenue  
Portland 12, Oregon

Dear Captain Lowe:      Re: State 56-102, FCDA Oreg 400-1(57)  
Portland C&CC 5657-2

As indicated by our April 9 letter the referenced application for additional funds for construction of your control center was approved as submitted. We have now received the federal advance in the amount of \$2,865.00.

The state is unable to participate in the construction of the control center. You may now bill us for the federal share and it is expected reimbursement should be received by you within two weeks following receipt of such billing from you.

If you have any questions please let us know.

Yours sincerely,

OREGON STATE CIVIL DEFENSE AGENCY

A handwritten signature in blue ink, appearing to read 'A. M. Sheets'.

A. M. Sheets  
Director

AMS/bl



ADVISORY COUNCIL  
HARRY C. BRUMBAUGH  
PAUL B. MCKEE  
E. A. VALENTINE  
I. D. WINSLOW



STATE OF OREGON  
OREGON CIVIL DEFENSE AGENCY  
STATE OFFICE BUILDING  
SALEM

RECEIVED  
JUN 4 1957

DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

June 3, 1957

Captain Jack Lowe, Director  
Disaster Relief and Civil Defense  
2200 Northeast 24th Avenue  
Portland 12, Oregon

Dear Captain Lowe:      Re: State 56-108, FCDA Oreg 400-6(57)  
Portland C&CC 5657-3

*(CHANGE ORDERS B-224 B-23)*

FCDA has assigned number Oreg 400-6(57) to the referenced application submitted in the total estimated amount of \$4,862.18 for additional funds in connection with the construction of your control center.

We shall advise you of any action taken on this application.

Yours sincerely,

OREGON STATE CIVIL DEFENSE AGENCY

*A M Sheets*

A. M. Sheets  
Director

AMS/bl

ADVISORY COUNCIL  
HARRY C. BRUMBAUGH  
PAUL B. MCKEE  
E. A. VALENTINE  
I. D. WINSLOW



STATE OF OREGON  
OREGON CIVIL DEFENSE AGENCY  
STATE OFFICE BUILDING  
SALEM

June 12, 1957

RECEIVED  
JUN 13 1957

DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

Captain Jack Lowe, Director  
Disaster Relief and Civil Defense  
2200 Northeast 24th Avenue  
Portland 12, Oregon

Dear Captain Lowe:      Re: State 56-108, FCDA Oreg 400-6(57)  
Portland C&CC 5657-3


We are happy to advise you the referenced application for additional contract costs and engineer-architect fees in connection with the construction of your control center has been approved by FCDA in the total amount of \$4,862.18. A copy of the approved application is attached.

As stated in our April 9 letter, the state is unable to participate in this application.

We are now requesting the advance of the federal funds which should be received by us in about one month. Upon receipt of the federal share we shall so advise you.

Yours sincerely,

OREGON STATE CIVIL DEFENSE AGENCY

  
A. M. Sheets  
Director

AMS/bl  
Attachment



c 0A 1958:

**GENERAL.** This CONELRAD MONITOR RECEIVER is designed to give long trouble free service in continuous operation. This is not just a carrier monitor, but a CONELRAD monitor. In order to activate the alarm circuit a carrier break followed by a 1000 cycle tone modulated carrier is required.

The circuit is designed to give fail - safe operation wherever possible. In the event of any tube or component failure in the R.F. or I.F. section the "fail - safe" panel indicator will light up. The audio portion can be readily checked by switching to the "LISTEN" position and audibly monitoring the KEY radio broadcast station. Also included in the circuitry are delay circuits to prevent alarm indications in case of momentary power failures to the receiver.

Six channels are provided:

Channel "A", 640 kc. crystal controlled.  
Channel "B", 1240 kc. crystal controlled.  
Channel "C", crystal controlled, 540 kc. to 1000 kc. or 1000 kc. to 1600 kc.  
Channel "D", crystal controlled, 540 kc. to 1000 kc. or 1000 kc. to 1600 kc.  
Channel "E", crystal controlled, 1000 kc. to 1600 kc. or 540 kc. to 1000 kc.  
Channel "F", adjustable covering 540 kc. to 1600 kc.

When a CONELRAD signal is received the alarm circuit locks in until manually reset by the user with the front panel "RESET" control. Until the alarm circuit is reset the following conditions prevail:

- (1) "ALERT" panel indicator lights up.
- (2) Speaker is energized at full pre-set level.
- (3) "External relay" contacts close.
- (4) Alarm circuit is "locked in". Power failures to receiver will not reset the alarm circuit.

**OPERATING PROCEDURE.** After all adjustments have been made, rotate the "Alert-Reset-Listen" switch to the "Reset" position to allow the relay to pull-in and extinguish the "Alert" light. While in the "Reset" position, the "pre-set volume" can be adjusted to the desired level. The panel volume control is used only to adjust the "Listen" volume level, and is ineffective in the "Alert" or "Reset" position.

The "pre-set volume" is the audio level that is heard upon reception of the Conelrad signal. Rotate the "Alert-Reset-Listen" switch to the "Alert" position; the receiver is now ready to monitor the key Conelrad station.

It is suggested that when all the adjustments have been made, that the key Conelrad station, to which this receiver has been tuned, be contacted and the time of the regularly scheduled Conelrad tests be requested.

The operation of the receiver should be checked at the specified time to verify its operation, once the installation is completed.

During the reception of the Conelrad signal sequence, the "fail - safe indicator" will light for 5 seconds, go out for 5 seconds, relight for 5 seconds, go out again and 3 seconds later the "Alert" signal will light, and the 1000 cycle tone will be heard at the "pre-set volume" level. The speaker will remain "on" at the pre-set volume allowing subsequent Conelrad voice messages to be heard until reset by the owner. If desired the "Alert-Reset-Listen" switch can be rotated to the "Listen" position so that the volume can be controlled.

If this receiver is shut down for the night, or any other period of time, the alarm circuit must be reset after it is again turned on. This is done by turning the "ALERT-RESET-LISTEN" switch to the "RESET" position for a few seconds after the receiver has warmed up for about one minute.

FRONT PANEL ITEMS.

- (1) Channel Selector.....Selects the two CONELRAD cluster frequencies of 640 kc. and 1240 kc. as well as four other pretuned broadcast stations.
- (2) "ON - OFF" switch.....Controls primary power, must be "ON" at all times.
- (3) Green pilot light.....Indicates primary power "ON".
- (4) Fuse.....Primary power. Does not fuse "ALERT" light. "ALERT" light will be on if fuse is defective.
- (5) "ALERT-RESET-LISTEN" switch.....Normally left in "ALERT" position. "RESET" position resets alarm circuit. "LISTEN" position can be used to audibly monitor a broadcast station. The "LISTEN" position will not destroy the alarm function. The red "ALERT" light will still function if a CONELRAD signal is received.
- (6) Volume Control.....Controls the speaker volume in the "LISTEN" position only.
- (7) Fail - Safe Indicator.....Indicates broadcast station carrier failures as well as component failures in the receiver circuitry.
- (8) "ALERT" Indicator Light.....Lights when a CONELRAD signal is received and also when the primary power fuse is defective.
- (9) "Pre-set" Volume (In rear).....Regulates the volume level at which the CONELRAD message is received after the speaker is energized before the "RESET" switch is operated.
- (10) Carrier Break Sensitivity Control  
(On rear apron).....Adjusts the sensitivity of the carrier break detector for the KEY CONELRAD broadcast station.



Conalrad Monitor.  
be left on at all times.

position of switches is indicated by red dots.

channel switch should be left on position (E-KEX) unless they are off the air for maintenance or unless an alert is in progress. If an alert is announced switch to either channel A or B until the all clear is given. When KEX is off the air due to transmitter failure or for transmitter maintenance switch to channel C (KOIN).

5-Failure indicator lights when the station being monitored is off the air, or there is a failure in the conelrad receiver. If the light remains on for more than 15 minutes the radio shop should be notified at CA-7-3941.

6-Alert reset listen switch- Normally left in the alert position. Reset position resets the alarm circuits. Listen position may be used to monitor the broadcast station. This position will not destroy the alarm function, the red alert light will still light if a alarm is received.

7-Volume control controls volume in listen position only.

8-Alarm indicator light will light when on Alert signal is received and also when the fuse on the receiver is open. When an alert signal is received, the loud speaker is energized so that the announcement which follows the signal may be heard. Listen for this announcement before resetting alarm.

When the set is turned on, after a period of being off, the alarm light might light-up in which case "reset" to cancel same.

When the receiver is in the Conelrad signal sequence, the "Fail - safe indicator" will light, go out for 5 seconds, relight for 5 seconds, go out again and 3 seconds later the "Alert" signal will light, and the KEX alarm tone will be heard at the "pre-alert" tone. The speaker will remain "on" at the pre-alert volume allowing subsequent Conelrad messages to be heard until reset by the owner. If desired the "Alert-Reset-listen" switch can be rotated to the "listen" position so that the volume can be controlled.

If this receiver is shut down for the night, or any other period of time, the alarm will be reset after it is again turned on. This is done by turning the "Alert-Reset-listen" switch to the "RESET" position for a few seconds after the receiver has warmed up for operation.



CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

March 5, 1958

From Dept. of Public Affairs, Bureau of Communications & Electronics  
To Dept. of  
Addressed to All Bureaus using 2-way radio  
Subject Proper talking into microphones.

RECEIVED  
MAR 7 1958  
DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

We are having increasing complaints from the cars of low volume from the radio dispatchers.

It is our observation that most radio dispatchers are talking too far from the microphones, and not watching the "Kick" meters on the consoles. This also applies to many of the mobile operators, and such careless operation is definitely degrading the radio systems.

The following rules are suggested:

- 1-Base station dispatchers should talk not more than six inches from the microphone and in any case make sure to use a constant level of voice to drive the console panel meter to the zero marking on the scale for an average.
- 2-All mobile operators should talk into their microphones with their lips practically touching the mike.

The above suggestions should be followed up to make sure that all operators comply at all times. Otherwise your radio system will not be delivering its full value.

This problem has come up before, and it is suggested that the addressees periodically check their dispatchers to make sure they continue to talk into their microphones as outlined above.

*Temple V. Emsen*  
Temple V. Emsen

CC/Commissioner Stanley Earl



CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

March 10, 1958

RECEIVED  
MAR 21 1958

DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

From Dept. of Public Affairs, Bureau of Communications & Electronics

To Dept. of

Addressed to

Subject The attached letter.

The suggestion of Jack Lowe's contained in the last paragraph of the attached letter would not be feasible. It was brought up at the meeting of the addressees that the Civil Defense Center might be a suitable location for the central dispatcher, but due to the following reasons, no further consideration had been given this idea.

- From  
Opus C*
- 1-The centralized dispatching arrangement requires that all leased control lines from the various users terminate at the central dispatcher. To extend all control lines out to the Civil Defense Center, and then a line back to the base transmitter would attenuate the signals to such an extent that the system would be unworkable.
  - 2-The cost of some six leased lines from downtown to the Civil Defense Center would be prohibitive in relation to what would be accomplished.
  - 3-When Civil Defense completes its own base transmitter installation on the "Catchall" channel, the Civil Defense calls would be transmitted and received right at the Center. This would eliminate the cost of the present leased line from the Center to town.
  - 4-A further complication would arise from the necessity of having the police dispatcher handle the calls between 5 PM and 8 AM, which is presently done. This would mean another leased line from Civil Defense to the police station which would add additional attenuation and cost.

*Temple V. Ehmsen*  
Temple V. Ehmsen

RECEIVED

MAR 12 1958

BUREAU OF  
TRAFFIC ENGINEERING



CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

6 March 1958

RECEIVED  
MAR 21 1958

DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

From Dept. of Public Safety; Disaster Relief and Civil Defense  
To Dept. of Public Safety; Mayor's Office  
Addressed to Mayor Terry D. Schrunck  
Subject "Catchall" Radio Channel

C  
O  
P  
Y  
  
Dear Sir:

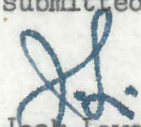
One of the radio frequencies being used by the City of Portland is known as the "catchall" channel as it is presently serving the Bureau of Health, including Insect Bureau, Office of the Traffic Engineer, Bureau of Parks and Civil Defense. It has also been indicated by the Director of Communications that other City functions requiring two-way radio in the future will operate on this same channel.

At a recent conference in Dr. Meador's office at which were present Mr. Ehmsen and representatives of the other City agencies operating on this channel, it was the consensus of opinion that there was a need for a central dispatcher to handle all radio traffic on this channel. This would eliminate the present situation where each agency concerned must have an individual listening to all traffic on the channel and sifting out that which concerns his or her particular agency.

Mr. Ehmsen's recommendation is that effective 1 July 1958, a central radio dispatcher-typist position be established for this purpose and located in the Office of Traffic Engineer, and further that this position be established in the budget of the Bureau of Traffic Engineering.

We agree a central dispatcher would be a more efficient overall method of operation than that now presently in use, but suggest that if this system is to be established it would be more appropriate for the dispatcher to be located at the Civil Defense Operations Center which would assure maximum probability of continuity of radio operation in event of a major emergency.

Respectfully submitted,

  
Jack Lowe  
Director

JL:rs

cc: Mr. Temple Ehmsen ✓  
Mr. William Weller



CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

March 10, 1958

From Dept. of Public Affairs, Bureau of Communications & Electronics

To Dept. of

Addressed to

Subject

Please initial and forward.

Capt. J. Richardson, Police Department

Mr. Gordon Burt, City Engineer

Mr. Art Nussbaumer, Park Bureau

Mr. Bill Weller, Traffic Engineer

Mr. Horace Bell, Health Department

Mr. Cal Mulanax, Fire Department

Mr. Ken Anderson, Water Bureau

Mr. Bob Wally, Paving Plant

Mr. Jack Lowe, Civil Defense



RECEIVED  
MAR 21 1958

DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

*ja*  
*52 B 3/11/58*  
*AKW - 3/12/58*  
*WSE 3/14/58*  
*HTV 3-14-58*  
*C.S.M. 3-18-58*  
*H.K.A. 3-19-58*  
*R.M.W. 3/20/58*



Mayor Terry D. Schrunk

31 March 1958

31 March 1958

Public Safety; Disaster Relief and Civil Defense

Public Safety; Mayor's Office result would be a requirement for a  
communications van for police purposes for each of the Dispersal Areas.

Mayor Terry D. Schrunk under their present operations plan, or five

Communications Van for Police Bureau other principal emergency services

In my memo to you of 14 March, which accompanied our 1958-59 budget  
request, I stated it appeared we could make funds available in the  
Department to do something for the Police Bureau in this respect.  
Dear Sir: It was not budgeted however, as sufficient adequate data was  
not available.

May I refer to your letter of 25 March with attached memo of  
18 March from Chief Hilbruner.

First; in answer to your query whether the Bureau of Fire could  
operate in the field with four communications units rather than the  
five they now have, may I say final determination in this respect can  
only be made by the Chief of the Fire Bureau. However, unless their  
basic concept of operation under major disaster conditions has been  
changed from that developed by Chief Grenfell and which appears in the  
Fire Bureau Civil Defense Plan, and to my knowledge no such change has  
been made or is contemplated, the Fire Bureau for most effective fire  
fighting operations under major disaster conditions requires five vans,  
one for each of the regular fire districts, which under major emergency  
conditions forms the nucleus of a damage control task force. The most  
logical organizational set-up for the Fire Bureau is on the basis of  
five task forces as this can be accomplished very simply by expanding  
the regular five Battalion District Organizations. If only four vans  
were available, the Fire Bureau would have to re-organize for major  
emergency operations on a four task force basis or operate one task  
force without a mobile task force headquarters. In my opinion, both  
these alternatives are highly undesirable from an organizational or  
operational standpoint, and would reduce to a considerable degree the  
potential effectiveness of what has been nationally recognized as an  
outstanding Civil Defense Fire Plan.

In addition, it must be remembered the Fire Bureau vans and their  
equipment were purchased with 25% State funds and 50% Federal funds for  
specific use in the FCDA approved Bureau of Fire Civil Defense Com-  
munications Plan. Federal regulations prohibit the use of these vehicles  
for purposes which would deny the use for which originally intended, ex-  
cept upon FCDA prior approval. I doubt we could obtain such approval.

Second; with reference to <sup>the</sup> your need for a similar van by the  
Bureau of Police, it has been my hope for several years that the Bureau  
of Police would take the time and make the effort to study, as did the  
Bureau of Fire, their radio communication requirements to fulfill their  
assigned responsibilities in event of an enemy attack or major natural  
disaster. I feel such a study is long overdue. It is my belief that when



Mayor Terry D. Schunk

-2-

31 March 1958

DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

such a study is made, a likely result would be a requirement for a communications van for police purposes for each of the Dispersal Areas. This would be three vans under their present operations plan, or five vans if the Bureau of Police modified their operations plan to conform in number of Dispersal Areas with the other principal emergency services of the City.

In my memo to you of 14 March, which accompanied our 1958-59 budget request, I stated it appeared we could make funds available in the coming budget to do something for the Police Bureau in this respect. Such an item was not budgeted however, as sufficient adequate data was not available.

Dear Captain Lowe:

My recommendation to you therefore, is as follows;

1. A communications van should not be transferred from the Bureau of Fire to the Bureau of Police, as requested by Chief Hilbruner. Such our Identification Bureau as a Mobile Laboratory and Workshop. Such a unit would be a valuable asset to the Bureau of Police when national emergencies arise.
2. The Bureau of Police be instructed to study their van requirements to meet Civil Defense or other major emergency assignments (communications and identification laboratory) and develop a Plan, within available funds, showing how these vans will be used within the Police Civil Defense operations. This study should include complete specifications to be used for calling of bids. This study would be submitted to you for approval.
3. Upon your approval, we will submit the study to FCDA, accompanied by a request for Federal matching funds.
4. Upon approval by FCDA, vans will be procured by this office and turned over to the Police Bureau for installation of equipment, garaging, maintenance and operational control.

Respectfully submitted,

TDS:y

Enc.

Jack Lowe  
Director

JL:rs



THE MAYOR  
Y HALL



CITY OF PORTLAND  
OREGON

TERRY D. SCHRUNK  
MAYOR

RECEIVED  
MAR 26 1958

DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

*[Signature]*

March 25, 1958

Captain Jack Lowe  
Director  
Bureau of Disaster Relief and Civil Defense  
Portland, Oregon

Dear Captain Lowe:

Attached find copy of a letter received from Chief Hilbruner, Bureau of Police, relative to a communications truck which could be used by our Identification Bureau as a Mobile Laboratory and Workshop. Such a unit would be extremely important and useful in cases when national emergency or disaster might strike and the problem of proper identification of bodies became involved.

How important to the operation of the Bureau of Fire are the five units now assigned to them. Could they operate with four units in the field, transferring one to the Bureau of Police, as requested by Chief Hilbruner.

Yours truly,

*[Signature of Terry D. Schrunk]*  
MAYOR

TDS.y

Enc.



CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

RECEIVED  
MAR 26 1958  
DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

March 18, 1958.

From Dept. of Bureau of Police  
To Dept. of Commissioner of Public Safety  
Addressed to Mayor Terry D. Schrunk  
Subject Request for Truck.

Dear Mayor Schrunk:

After our conversation regarding the desirability of requesting a truck in our forthcoming budget for a combination Laboratory and Radio transmission truck, I examined one of the trucks purchased by Civil Defense.

This truck was stored in the basement of the Central Fire Station and was shown to us by Chief Riopelle.

Supervisor Hamilton of the Identification Division and myself looked at the truck, and it is our opinion that it would be ideal for the purpose we have in mind.

Commissioner Earl has stated he would transfer a truck to us if a request is made for one.

It is my desire that such a request be made. If a truck is transferred to us we can cancel the one in our requested budget.

Yours truly,

William J. Hilbruner  
Chief of Police.

WJH:r

APPROVED

-----  
MAYOR



CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

May 26, 1958

21 May 1958

From Dept. of

To Dept. of

Addressed to

File

Subject

Public Safety; Disaster Relief and Civil Defense

Public Safety; Mayor's Office

Mayor Terry D. Schrunk

Protest of Director of Communications

Dear Sir:

Reference attached material, due note has been taken of the contents and all G-4's originating in this office will carry a notation whether equipment is electronic or whether electric parts are involved.

The unit I had seen was a part of the National Warning

However, I would like to point out that I take exception to the statement in Mr. Ehmsen's letter to Commissioner Bean that this office has installed a new intercom system without his knowledge. This is not a statement of fact as Mr. Ehmsen could easily have determined by a single inquiry without resort to writing letters to Commissioners for reproduction and distribution to all City offices. I see no reason why this office should be singled out as a sample for criticism upon completely unfounded charges.

The installation Mr. Ehmsen apparently observed and has reference to is an extension into this office of the National Warning System which originates at Colorado Springs, Colorado, and which is installed and maintained by the Federal Government at no expense to the City of Portland to provide the citizens of Portland with attack warnings and Civil Defense intelligence. Mr. Ehmsen has no responsibility for installation, operation or maintenance of this equipment.

Respectfully submitted,

Jack Lowe  
Director

JL:rs  
Attachment



CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

May 26, 1958

Public Affairs, Bureau of Communications & Electronics

Public Affairs

Commissioner Ormand Bean

Commissioner Stanley W. Earl

My letter of 23 April relative to channeling electronic  
and radio purchase requests thru the Bureau of Communications  
and Electronics.

I have been advised by Jack Lowe that I was in error  
in mentioning in the subject letter that I saw an in-  
tercom unit being installed at the C.D. Center.

The unit I had seen was a part of the National Warning  
System that is being installed by the Telephone Company.

Unfortunately, the Telephone Company had not contacted this  
Bureau on the installation of this warning device. Normally  
they get together with us before installation of any of  
their equipment before hand.

Temple V. Ehmsen  
Director of Communications

TVE/ts  
Copy Jack Lowe. ✓

CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE

CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

25 February 1959

RECEIVED  
FEB 26 1959

MAYOR'S OFFICE

From Dept. of Public Safety; Disaster Relief & Civil Defense  
To Dept. of Public Safety; Mayor's Office  
Addressed to Mayor Terry D. Schrunk  
Subject Equipment for new Police Radio Dispatch Room chargeable to Disaster Relief and Civil Defense

Dear Sir:

Line 19 (?), page 98, of our Special Levy Budget for the current year is an item of \$6000.00 for equipment for the Police Radio Dispatch Room. This item was placed in our budget by the Budget Committee and I have never been informed what specific equipment this item is to cover.

I have now received from the Bureau of Communications and Electronics the attached Departmental Bill for \$1000.00 chargeable to the above mentioned item. If this D.B. should be approved may I be so informed and may I request the D.B.s be returned.

Respectfully submitted,

*Jack -*  
Jack Lowe

JL:bp  
attachment

APPROVED

*Terry D. Schrunk*  
MAYOR

RECEIVED  
MAR 13 1959

DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON



CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

March 16, 1959

From Dept. of Public Affairs, Bureau of Communications & Electronics  
To Dept. of Mayor's Office  
Addressed to Howard Trevor  
Subject Breakdown of material and equipment required for new Police  
Radio dispatching room.

RECEIVED  
MAR 16 1959  
MAYOR'S OFFICE

The attached list complies with your recent request for a  
breakdown of the subject material and equipment.

*Temple V. Ehmsen*  
Temple V. Ehmsen  
Communications Director

TVE/ts

RECEIVED  
MAR 16 1959  
DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

	2--Motorola double control consoles @175.00	\$350.00	
	2--RCA cabinet racks @300.00	\$600.00	
3.	1--Motorola station receiver	\$225.00	
4.	2--Desks for dispatchers @175.00	\$350.00	
5.	*1--Desk for Sergeant	\$150.00	
6.	*3--Service chairs (swivel) @120.00	\$360.00	
7.	*4--Plain office chairs @56.00	\$224.00	
8.	1--In-Out of service board	\$350.00	
9.	8--Plug in relays @30.00	\$240.00	
10	30--Plug in amplifiers with power supplies (parts & material) @ \$25.00	\$750.00	P.B. 4/30/59 \$171.50 (35 transformers)
11. ✓	5--Motorola P-9001 comp. amplifiers @\$200.00 =	\$1,000.00	DB 20 Feb 59
12.	2--Console clocks @22.00	44.00	
13.	18-Key switches @8.00	\$144.00	
14.	2--Microphones with booms @200.00	\$400.00	
15.	1--Endless belt for complaint board	\$1,500.00	
16.	Special wiring	\$500.00	
17.	Move stand-by station to first floor (extra feed line)	\$350.00	
18.	Misc. line changes etc.	\$500.00	
	Total	<u>\$7,987.00</u>	

\* These items may be obtained from existing equipment at Police Station.

RECEIVED  
MAR 13 1959  
PORTLAND, OREGON  
DEFENSE



23 April 1959

Public Safety; Disaster Relief and Civil Defense

Public Affairs; Bureau of Communications and Electronics

Mr. Temple Ehmsen

Matching Funds Application

Dear Temp:

In January we submitted a project application for Federal matching funds covering a base station, some handie talkies, batteries and battery chargers for the Fire Department and some quick-call units and PA units for the Police Department.

Inasmuch as we have not heard reference this application, we inquired for information as to its status and have received a reply from the new Region 8 office in Everett, that we should be hearing very soon. Copies of our correspondence on this matter are attached for your information.

You may be interested to note that the Communications Officer in the new Regional office located at Everett, Washington, is Bill Cruse. Lee Wright just called with some questions and I informed him that if funds were available for the total cost, you do not have to wait for approval of the project application before proceeding with procurement, if State funds are not involved, and they are not in this case. If and when the project is approved, Federal funds can be made available on a retroactive basis, provided the transaction is within the same fiscal year.

May I remind you that to be eligible for matching funds, communications equipment must be procured in accordance with OCIM regulations. OCIM Region 7 Administrative Field Memos of 14 August 1958 and 9 January 1959, have been furnished you for guidance in this matter. However, additional copies are also attached for your information.

Yours sincerely,

Jack Lowe

JL:rs  
Attachments  
cc: Mayor Schrunk



40  
Kilob



Mr. Temple Shmsen

-2-

7 May 1959

this purpose it is necessary you provide us with three copies of all purchase orders, invoices, contracts and specifications involved in this transaction. May we also again point out that communications equipment must be procured in accordance with OGDN Region 7 Administrative Field Memos of 14 August 1958 and 9 January 1959, copies of which have already been furnished you.

Our original application for matching funds covering the above items of equipment also included an item of 20 mobile PA systems. This item was deleted by OGDN as not being a proper item for a communications project. As a consequence, we have already submitted a new application for this item under the warning program, and have been informed it has been approved by the State and forwarded to OGDN. We should receive a decision from OGDN on this matter in the immediate future. We will keep you informed.

Yours truly,

Jack Lowe

JL:rs

Encl.

cc: Mayor Schunk  
Commissioner Earl  
Chief Simpson  
Chief Hilbruner



9 June 1959

Public Safety; Disaster Relief and Civil Defense

Public Affairs; Bureau of Communications & Electronics

Mr. Temple Ehmsen

OCDM Contributions Manual

Dear

Transmitted herewith is copy of latest revision of OCDM Administrative Manual M25-1, "Federal Contributions". Please destroy all previous copies in your possession.

Your attention is invited to Chapter 9, Communications Program, and specifically in relation to our conversation in your office last week, to paragraph 9.5 S (page 9-13) which deals with maintenance of civil defense communications systems.

Would you please study this with a view to determining whether we can properly submit an application for Federal matching funds for radio system maintenance. If so, would you assemble necessary data covering the period 1 July 1959 through 30 June 1960.

Yours truly,

Jack Lowe  
Director

JL:cg  
cc: Mayor Schrunk  
enclosure



19 May 1959

Public Safety; Disaster Relief and Civil Defense

Public Affairs; Bureau of Communication and Electronics

Mr. Temple Ehmsen

Equipment for New Police Radio Dispatch Room Chargeable to  
Disaster Relief and Civil Defense

Dear Temp:

Your memo of 16 March to Howard Traver of the Mayor's Office subject "Breakdown of material and equipment required for new Police Radio dispatching room", transmitted to him a list of material and equipment you propose to purchase within the \$6,000.00 item in the budget of this office for the above purpose. This list was forwarded to us to use in approving departmental billings submitted by you against this fund.

We have already approved your DB of 20 February in the amount of \$1,000.00 for 5 P-9001 amplifiers and have charged this item against line 11 of your list of equipment. We have also approved your DB of 30 April in the amount of \$171.50 for 35 Osborne transformers at \$4.90 and charged this item against line 10.

We now have on hand 6 additional DBs in the total amount of \$3,257.41 which I am returning to you with the request they be re-written or modified as necessary in order to correlate the charges against the items as shown in the list previously submitted by you.

Yours truly,

Jack Lowe

JL:rs  
Attachments  
cc: Howard Traver



1.	2--Motorola double control consoles @175.00	\$350.00
2.	2--RCA cabinet racks @300.00	\$600.00
3.	1--Motorola station receiver	\$225.00
4.	2--Desks for dispatchers @175.00	\$350.00
5.	*1--Desk for Sergeant	\$150.00
6.	*3--Service chairs (swivel) @120.00	\$360.00
7.	*4--Plain office chairs @56.00	\$224.00
8.	1--In-Out of service board	\$350.00
9.	8--Plug in relays @30.00	\$240.00
10.	30--Plug in amplifiers with power supplies (parts & material) @25.00	\$750.00
11.	5--Motorola P-9001 comp. amplifiers @200.00	\$1,000.00
12.	2--Console clocks @22.00	\$44.00
13.	18--Key switches @6.00	\$108.00
14.	2--Microphones with booms @200.00	\$400.00
15.	1--Endless belt for complaint board	\$1,500.00
16.	Special wiring	\$500.00
17.	Move stand-by station to first floor (extra feed line)	\$350.00
18.	Misc. line changes etc.	<u>\$500.00</u>
Total		<u>\$7,987.00</u>

\*These items may be obtained from existing equipment at Police Station.

*Copy of Temple Ekman's listing of radio dispatch room equipment to be purchased (financed) by Civil Defense Funds. chgl 5630/720 (not to exceed 6000. as per Budget Vget 98.*



CITY OF PORTLAND  
**INTER-OFFICE CORRESPONDENCE**  
(NOT FOR MAILING)


*From Dept. of*      Public Affairs, Bureau of Communications & Electronics  
*To Dept. of*        Public Safety, Bureau of Disaster Relief & Civil Defense  
*Addressed to*      Jack Lowe, Director  
*Subject*            Purchase of 110 volt drive unit

19 June 1959

Please place a purchase order for a 110 volt drive unit for message conveyor.

The above to be supplied by Northwest Tube & Metal Fabricators, 2658 S.E. Tenino, Portland, Oregon for the sum of \$232.00  
The drive unit is for the complaint board at the new Police Dispatcher's Room and will be charged to 5630-720.

The drive unit is to be used in connection with the endless belt, Item 15 on your list of "Breakdown Of Materials And Equipment Required For New Police Radio Dispatching Room".

  
Temple V. Ehmsen

City Communications Director

*Over Reg  
8/8/59*

CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

RECEIVED  
JUN 22 1959

DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

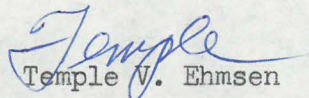
From Dept. of Public Affairs, Bureau of Communications & Electronics  
To Dept. of Public Safety, Bureau of Disaster Relief & Civil Defense  
Addressed to Jack Lowe, Director  
Subject Purchase of message conveyor endless belt

18 June 1959

Please place a purchase order to furnish a message belt, frame, pulleys and accessories assembled in one unit at \$491.00.

The above to be supplied by Northwest Tube and Metal Fabricators, 2658 S.E. Tenino, Portland, Oregon.

The endless belt is for the new Police Dispatcher's Room and will be charged to 5630-720. The endless belt for complaint board is Item 15 on your list of "Breakdown Of Materials And Equipment Required For New Police Radio Dispatching Room".

  
Temple V. Ehmsen

City Communications Director

Out Rg 893



CITY OF PORTLAND  
**INTER-OFFICE CORRESPONDENCE**  
(NOT FOR MAILING)

June 22, 1959

From Dept. of Public Affairs, Bureau of Communications & Electronics  
To Dept. of Public Safety, Bureau of Disaster Relief and Civil Defense  
Addressed to Jack Lowe, Director  
Subject Purchase of Complaint Board chairs.

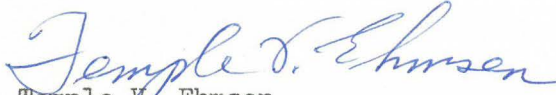
Please place a purchase order for:

7--Harter Model C-100 chairs, steel frame to be surf green color.  
Upholstered with Naugahyde, 15-89, flame color and foam rubber.  
Each chair to have two rubber bumpers installed at each of the two  
front vorners. @ \$63.07 each                      total              \$441.49

The above chairs are to be supplied by Kilham Stationery and Print-  
ing Company, 134 N. W. 8th Avenue, Portland, Oregon.

These Chairs are for the complaint board of the New Dispatching  
Room and will be charged to 5630-720. These are items 6 and 7  
on your list of "Breakdown of Materials and Equipment Required for  
new Police Radio Dispatching Room."

TVE/t

  
Temple V. Ehmsen  
City Communications Director

*Over Reg. 890*

CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

RECEIVED  
JUN 24 1959

DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

June 22, 1959

From Dept. of Public Affairs, Bureau of Communications & Electronics  
To Dept. of Public Safety, Bureau of Disaster Relief and Civil Defense  
Addressed to Jack Lowe, Director  
Subject Purchase of Time Clock

Please cancel our June 22nd request for purchase order for Stromberg Time Stamp #12 and place a purchase order for:

1--Simplex Time stamp for operation on 117 volt, 60 cycle AC. \$195.00

Simplex Time Recorder Company , 1119 S. W. 2nd Avenue, Portland, 4, Oregon.

This time stamp is for the new Police Dispatching Room and will be charged to 5630-720. On your list of "Breakdown of Materials and Equipment Required for New Police Radio Dispatching Room", certain items have been changed and some eliminated; however, the total with this clock is a little less than the earmarked \$6,000.00. Therefore, the time stamp clock is included along with the console clocks, item #12.

TVE/t

*Temple V. Ehmsen*  
Temple V. Ehmsen  
City Communications Director



CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

June 22, 1959

From Dept. of Public Affairs, Bureau of Communications & Electronics  
To Dept. of Public Safety, Bureau of Disaster Relief and Civil Defense  
Addressed to Jack Lowe, Director  
Subject Purchase of Time Clock

Please place a purchase order for:

1--Stromberg #12 time stamp for operation on 117 volt, 60 cycle  
AC \$165.00

Stromberg Time Corporation, 109 Lafayette Street, New York, 13 N.Y.

This time stamp is for the new Police Dispatching Room and will be charged to 5630-720. On your list of "Breakdown of Materials and Equipment Required for New Police Radio Dispatching Room", certain items have been changed and some eliminated; however, the total with this clock is a little less than the earmarked \$6,000.00. Therefore, the time stamp clock is included along with the console clocks, item #12.

*See Reg. 891*

TVE/t

*Temple V. Ehmsen*  
Temple V. Ehmsen  
City Communications Director

*See called 22 June 59  
& stated that this order was to  
be cancelled in favor of simplified  
Time Stamp @ 195.00 Model No. HA26.  
Letter will follow.*

CITY OF PORTLAND  
**INTER-OFFICE CORRESPONDENCE**  
(NOT FOR MAILING)

1 July 1959

From Dept. of Public Safety, Civil Defense Office  
To Dept. of Public Affairs, Bureau of Communications & Electronics  
Addressed to Lee Wright  
Subject Purchase Orders issued for Police Radio Dispatch Room equipment

Lee:

This is a summary of equipment items ordered through Purchase Orders issued by this office in response to Temp's memos. I think you will find this listing helpful in relating equipment received with Purchase Orders issued.

Would you please scratch-out a note to us whenever a particular piece of equipment is received. This will allow us to pay for same.

<u>P.O. No.</u>	<u>Quan.</u>	<u>Description</u>	<u>Vendor</u>
1). 60702	2	Desks, Y&E surf green, Model 7450-10-OT-15, one-right handed - one-left handed, each with 2 pedestal drawers & one shelf.	Kilham Stationery
2). 60703	5	Desk end panels, type OP, surf green, 20" deep by 30" high.	
	7	Desk tops, type 74530, 45" wide by 30" deep, surf green, with formica or equal in solid grey.	Kilham Stationery
3). 60704	4	Desk pedestals, type 3P, letter width, 20" deep, surf green.	Kilham Stationery
4). 60937	1	Simplex Time Stamp, Model HA2G, 117 v 60 cycle AC.	Simplex Time
5). 60938	7	Chairs, Harter Model C-100, steel frame surf green. Upholstered with Naugahyde 15-89, flame color and foam rubber.	Kilham
6). 60939		Message belt, frame, pulleys and accessories assembled into one unit.	Northwest Tube
7). 60940	1	Drive unit, 110V	Northwest Tube

*Nest Leo*



5 August 1959

Public Safety; Disaster Relief and Civil Defense

Public Affairs; Bureau of Communications and Electronics

Mr. Temple Ehmsen

Surplus Communication Equipment

Dear Temple:

Please find enclosed for your information and guidance copy of FCDA publication MP-4-1 entitled "Surplus Communication Equipment and its Use in Civil Defense Organizations".

We have only received these today from the State organization, but I note that the date of the publication is July 1957. We are placing a copy of this publication in the RACES room and in the Communications Officer's file here at the Operations Center.

Sincerely,

Jack Lowe

JL:rb  
Encl.



19 August 1959

19 August 1959

obligations. Inasmuch as at our Emergency Operations Center we have automatic standby power, I am confident that our new installation will meet the new requirements of OCDM. I am certain it is not their intent to require for base stations which will be abandoned and not used during a Civil Defense emergency. Such stations include Council Crest, Stanton Yard and the Police Station.

While it may be highly desirable for civil emergency operations requirements to have automatic standby power at the locations of all

Dear Sir: One of the City of Portland, it is my personal opinion that this will not be required by OCDM and that our installation of the Emergency. In a memo from the Director of Communications to Comm. Earl, dated 10 August 1959, Mr. Ehmsen states that when in Battle Creek recently he was informed by OCDM that effective 2 September, there will be a requirement that every radio system making an application for matching funds must have an emergency power supply at every base radio station in its system before matching funds will be made available. Mr. Ehmsen further states in his memo that this will affect Council Crest, Stanton Yard, the Police Station and the Water Bureau in Portland.

In the Oregonian of this date a news release by Commissioner Earl states that the City of Portland was advised Tuesday it will have to set up four more standby radio power stations in order to qualify for future Federal funds for Civil Defense and that the "Office of Civil Defense Management" has directed that it will not match funds for radio equipment unless the power additions are installed. The news article goes on to state that the suggested installations would cost between \$2,000.00 and \$2,500.00 each, and probably would be put at Stanton Yard, Council Crest, Dodge Park and the Police Station. I would like to comment on both Mr. Ehmsen's and Commissioner Earl's interpretation of the OCDM requirement.

The new OCDM requirement does state that applicants for Federal matching funds for communications equipment must have in operation an emergency power generator for each base and repeater station location used by and licensed in the service for which the equipment is requested. Also, that where the control or dispatching console is separate from the base station, this control position must have the same emergency capabilities. The requirement further states that all standby generators must be permanently installed and complete with automatic starting and change-over facilities and capable of supplying power for all radio equipment and emergency lighting for a minimum period of 14 days without refueling. This would seem to indicate that all base stations operated by the City of Portland would require automatic standby power. However, OCDM also points out the purpose of this new requirement (emergency power) is to assure a true emergency capability for all departments utilizing matching funds for radio equipment to fulfill their Civil Defense



19 August 1959

obligations. Inasmuch as at our Emergency Operations Center we already do have standby base stations on all City frequencies, and we also have automatic standby power, I am confident that our present Emergency Operations Center installation will meet the new requirements of OCDM. I am certain it is not their intent to require automatic standby power for base stations which will be abandoned and not used during a Civil Defense emergency. Such stations include those of the City of Portland located at Council Crest, Stanton Yard and the Police Station.

While it may be highly desirable for daily emergency operations requirements to have automatic standby power at the locations of all base stations of the City of Portland, it is my personal opinion that this will not be required by OCDM and that our installation at the Emergency Operations Center will meet their requirements as far as future matching funds for communications equipment are concerned. OCDM's precise view in this matter will be requested.

Respectfully submitted,

Jack Lowe

JL:rb  
Attachment



*Handwritten: New*

Mayor Terry D. Schunk

-2-

21 August 1959

21 August 1959

Public Safety; Disaster Relief and Civil Defense

Public Safety; Mayor's Office

Mayor Terry D. Schunk

Standby Power Equipment for Radio Base Stations

Dear Sir:

My memo to you of 19 August on the same subject as above, was in response to a memo from the Director of Communications to Commissioner Earl, dated 10 August. I have now received from you, with a request to investigate and report, copy of a further memo from the Director of Communications to Commissioner Earl on this same general subject, dated 17 August. This latter memo from the Director of Communications is returned herewith and my comments are as follows:

Reference paragraph 1. This is basically the situation as pointed out in my memo to you of 19 August. I do not believe it is the intent of OCDM to require any further standby power equipment other than that now installed at the Emergency Operations Center.

Reference paragraph 2. I do not at this time agree that Portland cannot obtain future radio matching funds unless emergency gas-engine power supplies are installed at Stanton Yard, Council Crest, Dodge Park and the Police Station. This may be true, but I doubt it very much. I shall, immediately upon return from vacation, request a definite ruling from OCDM on this subject. In the meantime I recommend no action be taken. Incidentally, if OCDM is going to require standby power for all base station installations, they will also require standby power for all remote control console installations which, in addition to those installations enumerated by Mr. Ehmsen, would include the City Hall, the City Hall Annex and possible other locations with which I am not familiar.

Reference paragraph 3. I agree with Mr. Ehmsen that if standby power equipment is to be installed it would probably be in the interests of the City to procure new equipment rather than attempt to modify such equipment as may be available under the Surplus Program.



21 August 1959

Reference paragraph 4. I also question, in view of the fact OCDM has already provided matching funds for standby power equipment to meet all emergency base station requirements of the City of Portland, that they would necessarily provide additional matching funds for standby power for base stations that will not be used during a Civil Defense emergency. However, their position in this respect has relaxed considerably over what it was a short time ago, and it is possible they would match in these cases. I feel, however, I must point out the City would be in a rather untenable position if they were to write specifications and call for bids on the assumption that matching funds are available. It has been the policy of this office never to assume that funds are available until a project application has been developed, submitted to OCDM, approved, and Federal funds are actually on deposit in Salem. This guarantees the City will never be caught short on a false assumption. Mr. Emsen's categorical statement that the cost of such equipment is 50% matchable is, I believe, a questionable statement at this time. We will request a determination from OCDM, although it is possible they would refrain from a decision in this matter until a project application for funds is actually submitted. It is my recommendation that if the Council does desire to procure standby power equipment that all necessary data and specifications be assembled by the Director of Communications and that we then be instructed to submit this data with a matching funds project to OCDM.

Respectfully submitted,

Jack Lowe

JL:rb  
Attachment



CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

September 14, 1959

From Dept. of Public Affairs, Bureau of Communications & Electronics  
To Dept. of Civil Defense  
Addressed to Herb Leo  
Subject

RECEIVED  
SEP 15 1959

DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

*JS*

We have received from Kilham Stationery and printing Company.  
*already reported* 2 desks, on your P.O. 60702, 4 desk pedestals, on your P.O.  
60704 and 7 chairs on your P.O. 60938.

? No chairs on P.O.  
OK.

*Lee Wright*

Lee Wright  
Asst. City Communications Director



file  
Herb

8 October 1959

Public Safety; Disaster Relief and Civil Defense

Public Affairs; Bureau of Communications and Electronics

Mr. Temple Henson

July 1959 Edition, AM-25-1, OCDM "Federal Contributions for Civil Defense  
Equipment"

Dear

Forwarded herewith one copy of the latest issue of the OCDM Contributions Manual. As you know, any equipment for which OCDM matching funds are to be made available must be procured in accordance with the provisions of this Manual.

Chapter 9 still covers the Communications Program. It remains virtually unchanged except for the new requirement for emergency power.

Yours truly,

Jack Love

JL:cg



12 October 1959

Public Safety; Disaster Relief and Civil Defense

Public Affairs; Bureau of Communications and Electronics

Mr. Temple Ehmsen

Matching Funds Projects

Includes 7 mobiles, 3 radios for Police Bureau and one  
test motor.

Project not yet approved by OCDM.

Dear Temp:

This is to summarize as of this date the status of the  
various communications matching funds projects currently in  
an active status.

1. Our project COM 5859-3

Includes one base station, 12 Handi-talkies and associated  
equipment for Fire Bureau and 20 Quick-call units for Police  
Bureau.

Project approved, OCDM funds allocated and items now under  
procurement.

2. Our project AWS 5859-3

Includes 20 Mobile PA's for Police Bureau.

Project approved, OCDM funds allocated and items now under  
procurement.

3. Our project AWS 5960-3

Includes 16 Mobile PA's for Police Bureau.

Project not yet approved by OCDM.

4. Our projects COM 5960-3 and COM 5859-5

Includes one base station, one mobile and associated  
equipment for State Fire Net.

Project not yet approved by OCDM.



Mr. Temple Ehmsen

-2-

12 October 1959

5. Our project COM 5960-4

Includes 16 Quick calls for Police Bureau.

Project not yet approved by OCDM.

6. Our project COM 5960-5

Includes 7 mobiles, 3 cycles for Police Bureau and one test meter.

Project not yet approved by OCDM.

We have requested early decisions on the projects not yet approved. We will inform you immediately when we receive further information.

Sincerely,

Jack Lowe

JL:rb



CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

October 15, 1959

From Dept. of Public Affairs, Bureau of Communications & Electronics  
To Dept. of Public Safety, Bureau of Disaster Relief and Civil Defense  
Addressed to Jack Lowe, Director  
Subject Equipment received

RECEIVED  
OCT 19 1959  
DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

We have received and you may tally for the 5 desk end panels and the 7 desk tops from Kilham Stationery and Printing Co.= These two items were purchased on your purchase order #60703 from the earmarked \$6,000.00 for the new police radio room. These two items were substituted for items 5,6 & 7 on your list of "breakdown of materials and equipment required for the new police radio dispatching room.

*Temple V. Ehmsen*

Temple V. Ehmsen  
City Communications Director



CITY OF PORTLAND  
INTER-OFFICE CORRESPONDENCE  
(NOT FOR MAILING)

January 7, 1960

From Dept. of Public Affairs, Bureau of Communications & Electronics  
To Dept. of Public Safety, Bureau of Disaster Relief and Civil Defense  
Addressed to Jack Lowe, Director  
Subject Merchandise received.

RECEIVED  
JAN 11 1960

DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

We have received and you may tally for the following items for which you issued purchase orders charged to 5630-720 and to be installed as equipment at the New Police Radio Dispatcher's Room:

Northwest Tube and Metal Fabricators	
2658 S. E. Tenino, Portland, Oregon	
1---110 volt drive unit	\$232.00
1-----Message belt, frame, pulleys and accessories assembled in one unit.	\$491.00

The above two items are used in connection with the endless belt item #15 on your list of "Breakdown of Materials and Equipment Required for New Police Radio Dispatching Room".

*Temple V. Ehmsen*  
Temple V. Ehmsen  
City Communications Director







20 January 1960

Public Safety; Bureau of Disaster Relief and Civil Defense

Public Affairs; Bureau of Communications & Electronics

Mr. Temple Ehmsen

Requirements for Standby Generators

Dear

Please find enclosed State memorandum of 12 January with amendment to contributions manual pertaining to standby generators.

Also enclosed is a copy of a recent resolution of the National Fire Defense Advisory Committee on same subject.

Sincerely,

Jack Lowe  
Director

JL:mg  
encl:2



TERRY D. SCHRUNK  
MAYOR

ORMOND R. BEAN  
WILLIAM E. BOWES  
MARK (BUCK) GRAYSON  
STANLEY W. EARL  
COMMISSIONERS



RECEIVED  
MAY 1 1961

JACK LOWE  
DIRECTOR  
JAMES A. SCOTT  
ASSISTANT DIRECTOR

DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON



ALpine 2 - 1411  
TWX: PD 550

## DISASTER RELIEF AND CIVIL DEFENSE

P.O. Box 9186  
Portland 15, Oregon  
11 May 1961

Civil Defense Magazine  
Box 247  
Franklin, Indiana

Gentlemen:

Please find enclosed a Postal Money Order in the amount of three (3) dollars covering a one-year subscription to "Civil Defense Magazine".

This magazine can be sent to the above address.

Yours truly,

James A. Scott  
Assistant Director

HL:met

Enclosure DEFENSE MAGAZINE, Box 247, Franklin, Indiana

Please enter my subscription for one year to

Civil Defense Magazine, \$3.00

The Home Defender, \$2.00

Name CITY OF PORTLAND, OREGON DISASTER RELIEF & CIVIL DEFENSE OFFICE

Address P.O. BOX 9186

City PORTLAND

Zone 15 State OREGON



# TO FILL AN URGENT NEED

RECEIVED  
MAY 1 1961

DISASTER RELIEF AND CIVIL DEFENSE  
PORTLAND, OREGON

- ★ A source of information on the civil defense program;
- ★ An organ of opinion, pro and con, on the unsolved problems of civil defense;
- ★ A medium of publication of the advanced thinking of leading scientists and officials on the various aspects of non-military defense;
- ★ Popular articles on technical aspects of civil defense;
- ★ Reports on civil defense equipment, techniques, organizational policy and procedures.

Now, more than ever before, civil defense preparedness is urgently needed. British Field Marshal Montgomery has said, "In a situation of nuclear equality between two sides, that side will survive which has the best organized Home Front." The development of the super-bombs and the means of delivering them has made the defense of the homeland of equal importance with the military means of attack upon the enemy.

The editor of Civil Defense Magazine, Prof. Henry Williams, has been active in civil defense for almost a decade; was Director of Civil Defense of a Chicago suburb for four years. He is a former newspaper reporter, editor, and publisher, and a college professor of mathematics and economics. His aim is to publish authoritative articles, clearly written so that they can be understood by the average person.

If you are primarily interested in protecting your own family, the "Home Defender" at \$2.00 per year, may best suit your needs. "Civil Defense Magazine" will contain all of the material in the "Home Defender" plus additional articles on civil defense theory and practice. Subscription: \$3.00. Published bi-monthly.

-----  
To: CIVIL DEFENSE MAGAZINE, Box 247, Franklin, Indiana

Please enter my subscription for one year to

- ☒ Civil Defense Magazine, \$3.00  
☐ The Home Defender, \$2.00

Name CITY OF PORTLAND, OREGON DISASTER RELIEF & CIVIL DEFENSE OFFICE

Address P.O. BOX 9186

City PORTLAND Zone 15 State OREGON



# To Protect Our Homes and Our Country –

## Civil Defense Magazine

MAY - JUNE 1961



Cheap Bombs From Gas Centrifuges  
Governor Meyner and Civil Defense  
The Chemical Warfare Threat

### COULD YOU SURVIVE ATOMIC WAR?

YOUR SURVIVAL DEPENDS ON (a) KNOWLEDGE OF WHAT TO DO;  
(b) ADVANCE PREPARATION OF EQUIPMENT, SHELTER, FOOD. REGULAR  
READING OF CIVIL DEFENSE MAGAZINE CAN GREATLY IMPROVE YOUR  
UNDERSTANDING OF THE NATURE OF THE DANGER WE FACE, AND THE  
WAY TO COPE WITH IT. TO KEEP UP WITH THE RAPIDLY CHANGING  
DEVELOPMENTS IN CIVILIAN WARFARE AND DEFENSE, SEND IN YOUR  
SUBSCRIPTION TODAY. DON'T WAIT UNTIL THE NEXT "CRISIS." THAT  
MIGHT BE TOO LATE.



Plan

23 May 1961

Colonel Arthur M. Sheets, Director  
Oregon State Civil Defense Agency  
Room 122, Finance Building  
Salem, Oregon

Dear Colonel Sheets:

Thank you for your letter of 16 May which concerns our completion reports to you for the first three months under PL 85-606.

I too am concerned with the slow progress we are making in reviewing and updating our Basic Operations Plan. I am hopeful that we will be able to submit this in final form by the end of the current fiscal year. However, I would not be surprised if we were unable to do so. This is a task which I must do myself. I have the material immediately at hand at my desk and hope every day to be able to put some time on it. However, sometimes weeks go by without touching it because of the press of day to day requirements which must be met.

Also, I have just received from OCIM, as a member of the USCDC Local Plans Committee, an OCIM working draft of an outline for writing a local Civil Defense Plan. I have also received OCIM working drafts of an outline for Condensation of State Operational Survival Plans and a guide on Pre-Emergency Staffing for State and Local Civil Defense Organizations. I think you will agree I should study these OCIM outlines very carefully before finalizing our local plan to assure its conformity with current thinking at OCIM.

Please be assured I regret our Basic Plan has not yet been revised and that I will complete it just as soon as possible.

Yours truly,

Jack Lowe

JL:bs



23 May 1961

Colonel Arthur M. Sheets, Director  
Oregon State Civil Defense Agency  
Room 122, Finance Building  
Salem, Oregon

Dear Colonel Sheets:

This is in furtherance of the open discussion on "Federal Contributions and Surplus Property" which was held in conjunction with the USCDC Region 8 Conference in Boise last week. I am in full accord with your views that billing and auditing procedures required under current regulations in connection with PL 85-606 are entirely too strict. May I by this means officially support your views and request that these procedures and requirements be simplified.

I believe the fiscal and the accounting procedures of the City of Portland are adequate and comprehensive enough to meet all OCIM or GAO requirements. I suggest they be examined by an appropriate representative and following this that a Certification of Expenditures on a lump sum basis by the Auditor of the City of Portland be accepted in lieu of the present requirements.

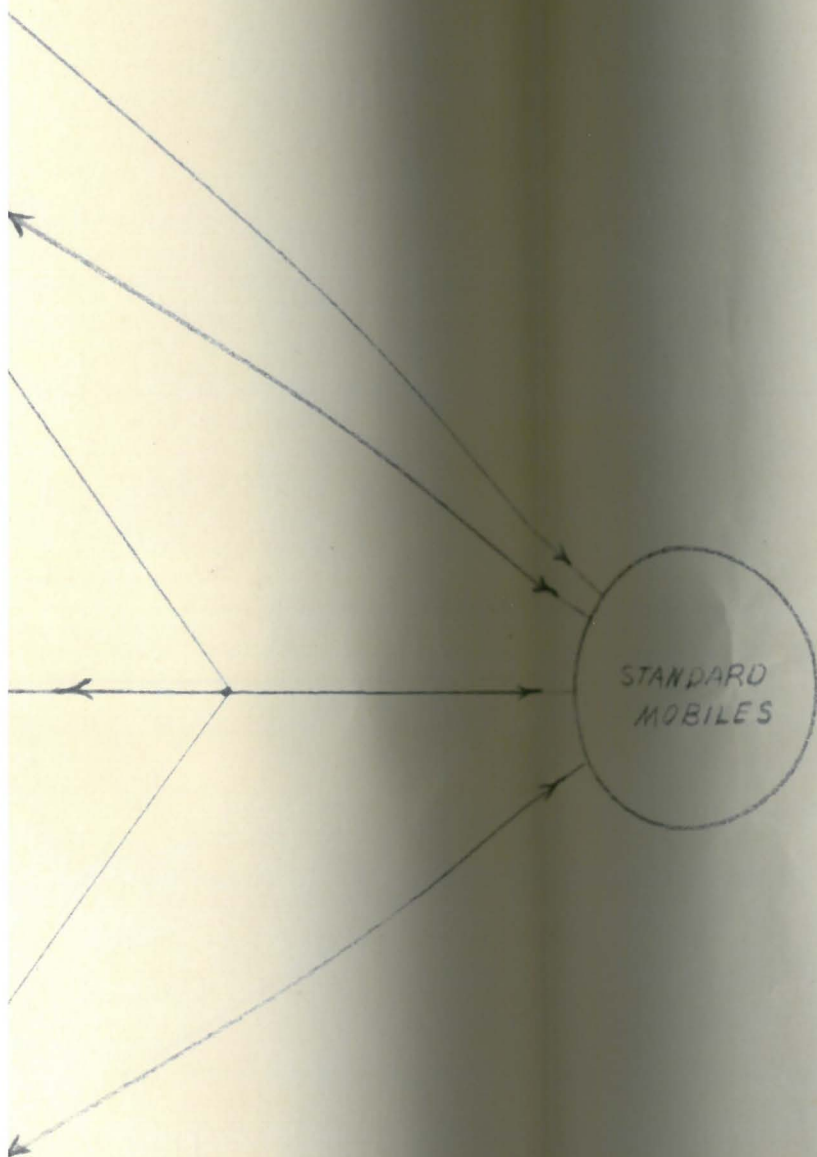
Yours truly,

Jack Lowe

JL:bs



FIRE RADIO  
PLAN



DRAWING SHOWS COMMUNICATION  
ON CHANNEL "A" 154.07 MC.  
MAIN FIRE CHANNEL.

BUREAU OF COMMUNICATIONS & ELECTRONICS  
CITY OF PORTLAND ORE.

7-15-54

SHEET B