

NATIONAL PARK SERVICE

HANDBOOK

EMERGENCY OPERATIONS

RELEASE NO. 1

August 5, 1963

The National Park Service "Emergency Operations Handbook" is enclosed.

The "Departmental Emergency Operations Handbook" (March 1959) is being revised, and when released will, with this Handbook, constitute the basic plan of action for this Service in the event of an actual civil emergency. The Handbook does not include classified information. Its format differs from the approved Service Handbook format because it is to be used with revised Departmental material and a uniform format throughout is desired.

Each office and park must develop supplemental detailed material relating to its own organization and emergency operations. So far as possible such instructions will conform to the assumptions, delegations, and plan of operation outlined in this Handbook. However, adaptations to fit local needs must be provided for. Specific and detailed action instructions must be prepared so that each individual and the park or office organization, their families, park visitors, and all others concerned will be able to act promptly and effectively. Any major changes in concept or plan from that outlined in the Handbook should be referred to the Regional Director for approval. Close planning and working relationships with local State and other Federal agency civil defense officials are essential to the welfare of people, public and private property, and to continuity of government.

Our ability to discharge the National Park Service's responsibilities in time of an emergency is dependent largely on how well each of us plans and prepares to carry out our individual and collective functions. This Handbook is designed to provide some of the basic information to assist in doing so. It must be read, understood, kept current, supplemented by locally appropriate specific material, tested and kept available for emergency use.

After this Handbook has been reviewed, please fill in and return the tear-off portion of this transmittal for your additional needs. Copies of this Handbook should be issued to all key field personnel. This transmittal sheet should be filed in the front of the Handbook for future reference.

  
Assistant Director

Enclosure

Interior - Duplicating Section - Washington, D. C.

# **EMERGENCY OPERATIONS HANDBOOK**

**PART — 1**

**CIVIL DEFENSE**

**UNITED STATES DEPARTMENT OF THE INTERIOR  
National Park Service**



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U. S. Civil Service Commission - NATIONAL EMERGENCY STANDBY REGULATIONS AND INSTRUCTIONS - Personnel and manpower January 1963, 71 pages and 4 appendices (distributed to field separately).

U. S. Department of Agriculture - RURAL FIRE DEFENSE, Forest Service PA-517 - August 1962.

FO-2-62 Staff Responsibilities for Emergency Activities April 3, 1962.

REPORTING SERIOUS OR NEWSWORTHY OCCURRENCES - Report NPS (CR) 11

Map of Civil Defense Regions

It is also planned to prepare a Part 902(b) to cover Emergency Operations involving natural emergencies such as hurricanes, earthquakes, volcanic eruptions, localized major disasters such as airplane crashes, pestilence and epidemics, etc.



INTRODUCTION

The Emergency Operations Handbook sets forth a blueprint for PREPAREDNESS, ACTION, PROTECTION OF PEOPLE AND PARK VALUES; REHABILITATION, STAFF AND LINE RESPONSIBILITIES OF THE INDIVIDUAL AND AREA, ESSENTIAL FUNCTIONS AND PRIORITIES.

The Handbook will be issued in looseleaf form to provide for future revisions and amplification as additional information becomes available. The National Park Service Emergency Operations Handbook supplements and amplifies the Department of the Interior Emergency Operations Handbook, and the Departmental Manual, parts 205 and 901.

Copies of the Handbook should be issued to key field personnel of the National Park Service. It does not contain classified information and should be read and understood by all members of the staff and those parts of concern to them and their families explained, so that all will understand their function and responsibility.

It is expected that each field office will develop supplemental and detailed statements covering their own more specific emergency organization and operations to meet their particular requirements. Each should supplement this document but it also must be a self-contained document.

This Handbook has been extensively revised from the previous edition and is therefore being issued as a new document. Earlier editions should be discarded.

Basic Assumptions and Delegations

Emergency operations plans will be based upon a completely decentralized organization geared to take emergency action and to carry on only certain essential functions during the most critical part of a national or civil emergency. Plans must be flexible enough to adjust to less critical and more localized situations.

Delegation of Authority is complete and field officers, park and monument staffs, within broad operational guidelines, will take such local action as is required.

Basic Assumptions and Delegations (con.)

Lacking communication with higher authority, the ranking park employee available is authorized to use his own judgment in committing locally available facilities to fulfill the three fundamental responsibilities:

1. Immediate safety and welfare of people. Providing shelter, food, clothing, safe water, radiological monitoring if required and protection from fallout. This includes employees and their families and visitors in the area requiring assistance. Survival plans must be developed at all levels keyed into, first local needs, then State or regional requirements, and related to national plans.

2. Prompt control of fire and preservation or prevention of damage to important natural, historic or scenic values. Preservation or salvage of essential records. Continuation and restoration of minimum essential protection, services and facilities.

3. Continuity and restoration of essential National Park Service functions, and, as conditions require, the assumption of certain defense or emergency functions, and cooperative assistance to others.

If any designated emergency operations official is away from his home station at the time of enemy attack or disaster, he will attempt to proceed to his station upon learning of the situation. In the interim, and if possible before the occurrence, another official will be designated in an acting capacity, with full authority and responsibility to carry on that function. Alternates and replacements if required, will be carefully selected for their ability to fill the assignment. They will be recruited within the Service.

Assumption

A. It is assumed that major disasters such as fires, earthquakes, floods, hurricanes, or an attack upon the United States with nuclear weapons may occur at any time and without warning. Advance plans must be made to cope with each type of disaster--initially directed to the saving or safeguarding of

Assumption (con.)

human life and property, then to control and salvage activities, and continuity of government.

B. It must be assumed that simultaneous attack by more than one destructive device will occur, so that each area must prepare to be self-sufficient in action or prepared to assist others.

C. It must be assumed that Washington, regional and design offices, and many park headquarters may no longer be operable. At all levels emergency administrative direction and staff assistance may be on their own for a considerable time until communication can be restored.

D. If emergency conditions are the result of a less drastic set of circumstances, it is assumed that bureau management, organizational decisions, and readjustments can be made by available officials on the basis of known facts. This Handbook is intended to provide guidelines and references to carrying out independent and coordinated actions.

E. Under emergency conditions some normal functions in the areas and offices would be greatly curtailed, modified or discontinued.

F. It is possible that many installations, areas, and operations would be taken over by military forces or other defense agencies. The history of previous wars is a guide to the possibilities.

G. Continued operation, on a modified basis, or even on an expanded basis in certain activities, may be required as a part of the defense program.

General Plan of Operations During a Civil Emergency

A. Decentralization of Existing Essential Functions.

The existing essential operations of the National Park Service would be carried out as far as possible on a decentralized basis through existing or relocated offices in the field.

General Plan of Operations During a Civil Emergency (con.)

There would be a minimum of participation in, or review of, such operations by the Central Bureau Headquarters. For these operations only matters of basic changes in assignment of functions, essential matters of interagency relationships that could be handled only at the Director's level, or special assistance on a request basis will be referred to the Central Bureau Headquarters. Day-to-day operating decisions should be made in the field and all day-to-day operating records kept in the field during the emergency.

Particular attention will be devoted to maintaining contact at all levels to determine the current situation, needs, actions taken and additional actions and assistance required. While most of the actual operations in mobilization and controls under emergency conditions will be at a local level, national and regional consideration and decisions will be of significance and will require a strong and decisive national organization. Communication, by any means available, in both directions, is important.

It must be kept in mind that emergency planning and operations must be flexible to meet actual conditions. Emergency personnel assignment provides for only a basic staff required for the indicated functions that have been established for planning purposes. Personnel assignments, including supporting personnel, as well as staff positions, must be increased or decreased depending upon the emergency or training requirement or level of participation in each case and for each office or area concerned.

Individual and Family Survival

A prime responsibility is the development of a carefully considered plan to provide, so far as possible, for the welfare, safety, survival and emergency care of National Park Service employees, their families, local residents and any visitors who may be in, or dependent upon, parks or park offices when disaster strikes or is imminent. It is essential that as much advance planning and preparation as possible be given this vital priority matter.

Individual and Family Survival (con.)

1. Members of the Service with or without special assignments, their families and other residents in each area and office must be made aware of the local survival plan. Because these vary and depend on local conditions and preparations close coordination with municipal and area or regional Civil Defense Coordinators is essential. Every affected person should be familiarized with his or her part in the latest plan. Drill, practice, training, in-place or evacuation movements; fallout shelter preparation; supplies and materials; radiological monitoring; medical, spiritual and leadership direction provided for; and communication re-establishment must be provided for.

2. Each local individual should be instructed concerning:

- (a) Method of local warning which will be used.
- (b) Steps the individual should take in advance.
- (c) Steps the individual and families should take when warned.
- (d) Necessity for cooperation with local civil defense organization.
- (e) Assembly point, communications, responsibilities.
- (f) Supply and equipment for activating in-place or rehabilitation and shelters.

3. Each official, with or without, specific assignment is expected to participate in the planning and preparation for evacuation or in-place protection and welfare of families and staff not required for essential functions.

If assistance is needed or can be provided from locally available sources contact should be made, according to advance plans if possible, to secure or release assistance as the case may be.



Shelter Facilities

Where locally feasible and where recommended by Civil Defense authorities preparation and use of fallout shelter facilities is desirable. It is no longer generally recommended that evacuation, particularly from large centers of population be planned. Even though conditions will in many cases be primitive and uncomfortable, wherever possible plans should be prepared for developing local shelters.

Emergency supplies, bedding, first-aid, lighting, communication, radiological monitoring, sanitary facilities, and if required heat should be arranged for.

Fallout Shelters

A. Defense Department representatives should be authorized, in fact encouraged, to investigate potential shelter areas in the parks and offices. If found adequate, they should be designated and prepared for use.

B. Conservative and unobtrusive use of the standard yellow and black shelter sign designating locations of shelters is authorized.

C. Priority of use of park facilities for shelter should be in the following order:

- (a) To provide safe shelter for park employees and their families; concessioners and residents of the park.
- (b) Provide, wherever possible, for visitors who may be in the park at the time of warning or attack.
- (c) Other government agencies recommended and cleared for such occupancy by the Defense Department.
- (d) Nearby community residents.

If a facility is approved by the Department of Defense for use, and the capacity determined by them, use shall be limited to that number and based on priorities as determined above. (Supplied and equipment are furnished by Civil Defense.)

Fallout Shelters (con.)

1. There have been a number of public agency requests and independent plans for the use of park facilities by other agencies, both military and civilian. It is most important that all such requests, and full details of plans, be known to both the Regional Director and Director--even though part of the information concerning such use is classified. Representatives in both offices have security clearance. We are of the opinion that unless the Department of Defense determines that other uses must have a higher priority, the order indicated within the capacity of our installation should prevail. We cannot be expected to provide for all desired shelter facilities. Advance review by the Regional Director, or if he considers it advisable by the Director, should be furnished and approved for other agency or outside resident use of park facility shelters.

2. Any use of park facilities for shelter purposes must avoid damage or interference with natural features; normal movement of visitors; determination of responsibility for equipment, material and supplies to be stockpiled; and administrative control by this Service unless specifically authorized through agreement, in writing, with another agency or the Defense Department.

Radiological monitoring capability must be provided by trained staff and equipment for every shelter and activity.

Evacuation or local shelter provision for nonessential personnel, and their families, will be in accordance with local Civil Defense plans for each respective locality.

Employees not designated to occupy essential emergency positions in a Civil Defense Emergency at headquarters or relocation sites should secure from any Postmaster and send in their Emergency Registration Cards (SF 45) to the U. S. Civil Service Commission, c/o Postmaster, Washington, D. C., 20415 (see Appendix B, page 18-A). They will be placed in a standby capacity subject to call for essential duties in the Service or by Office of Civil Defense Mobilization as conditions develop and availability of other personnel is determined.

Advance training and equipping of personnel to handle local radiological monitoring at every office and area of the Service

Fallout Shelters (con.)

should be planned and receive high priority; this is an NPS responsibility.

Local participation in Rural Fire Defense at all levels is encouraged.

Liaison for Civil Defense Purposes  
Office of Emergency Planning-Executive Office of the President  
Office of Civil Defense - Department of Defense  
Civil Defense Regions  
National Headquarters - Washington, D. C.

Region 1 - Regional Hdqrs. Harvard, Mass.  
Me., N.H., Vt., Mass., R.I., Conn., N.Y., N.J.,  
(Puerto Rico and Virgin Islands)

Region 2 - Regional Hdqrs. Olney, Md.  
Penn., Ohio, W.Va., Ky., Va., Md., Del.,  
(D. C. National Hdqrs.)

Region 3 - Regional Hdqrs. Thomasville, Ga.  
Tenn., N.C., S.C., Ga., Ala., Miss., Fla.  
(Canal Zone)

Region 4 - Regional Hdqrs. and Operational - Battle Creek, Mich.  
Minn., Wisc., Mich., Ill., Ind.

Region 5 - Regional Hdqrs. Henton, Tex.  
Ark., La., Okla., Tex., N. Mexico

Region 6 - Regional Hdqrs. Denver, Colo.  
N.D., S.D., Neb., Kan., Wyo., Iowa, Mo., Colo.

Region 7 - Regional Hdqrs. Santa Rosa, California  
Utah, Ariz., Nev., California, and Hawaii (Amer. Samoa)

Region 8 - Regional Hdqrs. Everett, Wash.  
Mont., Idaho, Ore., Wash., and Alaska

The Office of the Secretary will issue new instructions concerning liaison with the Office of Emergency Planning and

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Office of Civil Defense, Office of Civil Defense Regional Offices. It is presumed that, as in the past, the Department of the Interior will have a Departmental Defense Liaison Officer (DDLO) with responsibility to represent the Department of the Interior and its bureaus and offices within each Civil Defense Region. A National Park Service liaison representative to assist each DDLO at the regional headquarters will be designated now and instructed later. In the interim, if required, the Assistant Regional Director, Conservation, Interpretation and Use, with alternate or substitute principle Regional Chief, Division of Ranger Services, or Regional Chief, Division of Operations and Maintenance will be designated and assigned. Northeast Region will designate representative for OCD, Region 1 and 3, the Director for Region 2. Southwest Region - Region 5; Western Region - Regions 7 and 8.

In the absence of any communications with Departmental Headquarters, with Bureau Headquarters or Regional Headquarters, and in the case of any need for immediate operating decisions in the field to resolve differences of opinion with respect to the Service's function or the availability of the Service's personnel, equipment or facilities to OEP - OCD, State or local governments, the Regional DDLO is authorized to make decisions for the Secretary. This authority to coordinate will automatically terminate when communications to the Departmental Headquarters have been established.

Clearance for access to classified information will probably be required for anyone assigned to any Departmental OEP - DOD - OCD Headquarters, either regional or national, but will not be required at any National Park Service locations.

GENERAL

Emergency Organization and Personnel (Reassignment)

1. To the extent that the emergency will allow, organizational control will operate along functional lines. Until relieved by the Secretary or Director, the successional line of authority will be Director, Associate Director, Assistant Director (Administration), Assistant Director (Conservation, Interpretation and Use), Assistant Director (Resource Planning) and Assistant Director (Design and Construction). In the regional offices counterpart officials will serve and to the extent practical similar operational officials should be designated.

(Successional Directives in DM and NPS Manual. See DM-205 and 901; NPS Manual, Organization Volume Part 6, Chapter 3, page 2)

Military Reserve Officers should not be listed or included in assignments involving civil defense on the assumption they will be called to duty with the Armed Forces. A successional replacement should be designated in advance.

Each emergency assignment should be indicated by title only, with a clear understanding of the responsibility and authority of an acting official in the absence or unavailability of the designated official. Successional lines of authority and responsibility should be clearly defined so that each individual knows his responsibility and authority.

In the event of sudden attack, resulting in dispersal of National Park Service staff, members of their families, and while communications may be disrupted, each unit must operate on its own initiative and responsibility.

2. Acting in a staff capacity at every level, the following functions must be provided for:

A. Protection, control of loss and damage, and salvage of the area's physical facilities and resources, maintenance or restoration of law and order before, during and after the emergency, and protection of people and their welfare is primary responsibility of the Division of Ranger



Emergency Organization and Personnel (Reassignment) (con.)

Services--Division of Ranger Services is responsible for staff work.

B. Maintenance, operation, and restoration to usable condition of roads, building, related utilities, equipment, transportation, communication, etc., within park areas. The Division of Operations and Maintenance of physical facilities is responsible for these activities.

C. For major repair, construction and improvement of roads, bridges, building and miscellaneous structures, utility systems, and other facilities the Division of Engineering is responsible.

D. For maintaining continuity of government, evacuation, general administration and Executive Direction, the Superintendent, as Emergency Administrator, is responsible with assistance by the Divisions of Personnel and Finance and others assigned as required.

3. Emergency Operations plans become operative only during a state of emergency (either actual or for training purposes). Upon declaration of an emergency requiring setting up of an emergency headquarters, either in-place or relocated, to continue essential functions, the planned emergency administrators and staff will be activated as quickly as possible to the extent personnel are available. When relocation is unnecessary, operational plans will be put into effect in place.

Washington Office - plans have not been completed concerning location of the Emergency Administrator and emergency operating headquarters pending instructions from the Office of the Secretary on representation at Department Headquarters. Relocation to Harpers Ferry or in-place operation are being considered.

A minimum essential operating staff should consist of the following:

Director (Emergency Administrator) and his secretary to be succeeded by and supported by:

Emergency Organization and Personnel (Reassignment) (con.)

Associate Director and secretary.

Assistant Directors (Adm.), (Resource Planning) and (D&C).

At least one individual from following units will provide staff support:

Division of Ranger Services and a radiological monitor.

Division of Engineering with D&C communication engineer.

Division of Operations and Maintenance.

Division of Property Management and General Services.

Division of Personnel.

Two secretaries.

Fifteen positions with necessary equipment, supplies and materials.

The Assistant Director (CIU) will represent the Service with the Department of Defense Liaison (DDLO) Officer at Civil Defense Region 2 Headquarters, Olney, Maryland.

The National Park Service will be represented at USDA - Rural Fire Defense Central relocation headquarters by representatives of the Branch of Park Protection.

Regional and Design and Construction Offices - Determination of advisability to relocate will be based upon the practical consideration of adequacy and safety of the headquarters location as determined by Civil Defense inspection. Where reasonably adequate and protected space is, or can be made locally available, no relocation of essential staff should be planned.

Emergency Organization and Personnel (Reassignment)(con.)

The Regional Director (Emergency Administrator) should be supported at headquarters by at least the Assistant Regional Directors, except CIU, and a staff representing the functions outlined for the Director's Office.

The Assistant Regional Directors, CIU, should plan to represent the Service at the following Civil Defense Regional Headquarters in supporting the DDLO:

CD Region 1 - Assistant Regional Director (CIU)  
Northeast Region

CD Region 2 - Assistant Director (CIU) Washington  
Office.

CD Region 3 - Assistant Regional Director (CIU)  
Southeast Region.

CD Region 4 - Superintendent, Isle Royale National  
Park.

CD Region 5 - Assistant Regional Director (CIU)  
Southwest Region.

CD Region 6 - Assistant Regional Director (CIU)  
Midwest Region.

CD Region 7 - Assistant Regional Director (CIU)  
Western Region.

CD Region 8 - Superintendent, Mount Rainier National  
Park.

Many regional office and individual park personnel representatives serve on State Rural Fire Defense Planning Committees. Whether they become operational in the event of an emergency attack should be determined and clearly indicated in regional and local plans.

Park, Monuments and other areas - Relocation or in-place operation plans should be based on local civil defense inspection

Emergency Organization and Personnel (Reassignment) (con.)

and on their local or regional plans and recommendation. There is now no nationwide program or advice that can be given, except that attention must be given to the potential for destruction, and to regional, civic, and national needs. It is important that we cooperate fully in local plans for civil defense, protection of visitors, park personnel and residents.

An emergency operational staff similar in functions to that outlined for the Director's Office should be alerted, trained, prepared, equipped and assigned.

At all levels specific arrangements shall be made wherever possible and requested, for families to accompany both emergency operational personnel and unassigned personnel. If it is not permissible or feasible for families to accompany those assigned emergency operational duties definite arrangements for taking care of them will be made.

Provisions for radiological monitoring will be made at all sites where park personnel will be expected to assemble during and following nuclear attack. Training, equipment and assignment of trained personnel are essential.

Regardless of whether emergency operating headquarters are to be established and maintained in-place or at a relocation site each Emergency Administrator must plan in advance and with the concurrence of the Director or Regional Director make necessary arrangements for activating an emergency headquarters.

Emergency Administrator - Under the criteria provided by the Office of the President, Office of Emergency Planning and Department of Defense, Office of Civil Defense, each agency, office and installation will have an Emergency Administrator with authority and responsibility to act, commit its staff and facilities, and provide cooperation or request assistance, under a Civil Defense situation. The National Park Service has many opportunities and responsibilities to assist, cooperate and take over responsibilities in this field. Some have not been specifically defined, but it is essential that we take the initiative in planning, defining and activating those which we consider necessary or advisable before the emergency occurs. Superintendents and regional directors are urged to inform us of such circumstances so that advance

Emergency Organization and Personnel (Reassignment) (con.)

plans and preparations can be made with agencies with primary responsibilities. Planning, training, organizing and equipping in the field to take positive local action are also fundamentally important.

There are a number of undefined responsibilities which need clarification as to responsibility and authority for local action. These should be clearly reconciled so that we or another agency knows who takes the necessary preliminary planning, training, equipment and responsibility action. Lacking such definition, the local Emergency Administrator should assume responsibility and authority for all emergency actions he considers necessary in planning and action in any local emergency that may occur, where communication with higher authority is lacking.

Transition Period. Immediately following an attack, it is assumed that there will be limited transportation and communications facilities available, but a maximum demand upon services and facilities to meet local and regional disaster conditions.

Accordingly, under these conditions, the head of each field installation of the National Park Service has been delegated full authority to commit the Service's resources to emergency action. Initial steps would be taken by local officials at the immediate local area. As facilities and communication are re-established, state and regional civil defense officials would be able to assume direction of governmental operations in their regions or States during the immediate post attack period. Concurrently, it is anticipated that NPS chains of command would be re-established through officials who have been predesignated to act for the Director and the heads of field installations until the organization can be established on the basis of emergency conditions as set forth in this Handbook.

It is essential that all necessary steps be taken to suspend or terminate promptly the nonessential functions of the National Park Service in order that it can concentrate on priority matters and make any surplus equipment, personnel and facilities available for carrying out essential functions. Separation of personnel, transfer of property and other similar actions, however, should generally be delayed until there has been an opportunity for the



Emergency Organization and Personnel (Reassignment) (con.)

Director to assess its losses and remaining resources.

Assumptions. In time of National Emergency, it is assumed:

A. That wherever conditions permit (climatic and isolation factors considered) selected areas administered by the National Park Service would assist in specialized operations for defense purposes.

B. That all areas not required for any essential park or defense functions would be operated on a reduced basis.

C. Field offices will promptly submit information to the Washington Office through the regional offices for their respective areas as to possible uses existing or proposed commitments as may have been requested by the Military, other civilian agencies, the Office of Emergency Planning or the Office of Civil Defense, DOD.

Major Functions of Director. The Director, National Park Service, as Emergency Administrator, will be primarily concerned with the following activities:

A. Executive Direction of the Bureau. Establishment and dissemination of policy guidelines for the execution of essential functions under conditions of enemy attack, and the supervision and coordination of these functions within Bureau Headquarters.

B. Adviser to the Assistant Secretary for Public Land Management on major matters involving the utilization for defense and other purposes, the protection, management and operation of 192 areas comprising about 26,000,000 acres of Federally owned lands administered by the Service.

C. Assuring that the National Park Service provides the necessary basic protection, services and functions considered essential. Provides, as requested or agreed to in advance, needs, cooperation, direction and support to the Office of the Secretary and other agencies.

Major Activities of Regional and Design Offices (in-place or relocated).

Emergency Organization and Personnel (Reassignment) (con.)

A. Appraise and evaluate the emergency from reports from field areas.

B. Determine welfare of employees and their families; program and direct action feasible and necessary for human safety and welfare.

C. Direct, coordinate and support parks and monuments within the designated geographic area to carry out essential functions for continuation of government, maintenance of physical facilities, protection of areas and people, and maintenance of law and order. Insure termination of nonessential functions.

D. Assist areas in the assumption of additional wartime or emergency functions as required to meet specific problems or needs as requested by OEP, OCIM, or DDLO.

E. Appraise manpower, equipment and material to channel to critical areas, offices or activities for essential or emergency functions required to meet appraised conditions or as directed by higher authority.

F. Obtain and evaluate all types of damage; plan for rehabilitation and resumption of essential activities with a minimum of delay.

G. Perform necessary liaison with EOP, OCIM, and DDLO at Civil Defense Regional Offices between field offices and areas, and the Director's Office and the Department. The Service official assigned to Regional OCD - DOD Headquarters with DDLO will represent the Director, Regional Director, and Superintendents.

H. (Similar plans of operations will be prepared by each park.)

Acting Officials. All field offices will designate the officials to act for them pending their arrival, where relocations and consolidations are involved. This action should be immediate upon the learning of the situation in the various field offices and would preferably be that superintendent or acting superintendent of the park to be occupied at a relocation site.

Emergency Organization and Personnel (Reassignment) (con.)

Designation of successors for field offices are contained in respective "Emergency Operations Handbook" and Supplements.

Operating Guidelines. The Service's central, regional and field offices would operate at their headquarters or respective relocation centers after an enemy attack as soon as any responsible official of the Service becomes available. The ranking official present would assume command and would continue to act in this capacity until a senior official arrived or other arrangements were made, including communications restored with the Director or regional director, or an official acting for him. When relocation centers were operational and communications were available, the field offices would be advised of these facts and of the general plan of operations under the actual conditions then existing based upon the plans set forth in this Handbook.

Essential records, equipment and facilities for operations of relocated offices will be available at the emergency operations headquarters.

Termination of Nonessential Functions. Any activities not essential to the wartime (or emergency) functions of the Service will be terminated immediately and will not be resumed, except as ordered by proper authority.

Park or monument areas to be maintained only under minimum custodial basis essential for basic protection are listed in the Regional Office supplements "Emergency Operation Handbook".

Regular Functions to be Suspended. All National Park Service activities not listed as essential wartime functions are to be immediately suspended in a national civil emergency, including:

1. Recreation Resource Planning - area investigation planning.
2. Interpretive services and functions.
3. Historic American Buildings surveys.
4. Water Resources Planning.

Emergency Organization and Personnel (Reassignment) (con.)

5. All construction except that required for survival or emergency defense.
6. Normal visitor and information services.
7. Operation of Museums and construction of exhibits.
8. Land acquisition.
9. Maintenance activities will be reduced to those necessary for protection of basic plant, and operation of physical facilities for the care of evacuees and residents.
10. Park concession activities except those required for emergency defense operations.
11. Fiscal, personnel, property, reporting and other similar activities except those required by or adjusted to minimum national or civil defense requirements.
12. White Pine Blister Rust and Forest Pest Controls, tree maintenance, and soil and moisture conservation.
13. Normal wildlife management and fisheries program--reduced to minimum to provide only for protection of rare or endangered species.

RURAL FIRE DEFENSE

Executive Order 10998, dated February 16, 1962, under authority of Reorganization Plan No. 1 of 1958 (72 Stat. 1799), requires the Secretary of Agriculture shall "\* \* \* in cooperation with Federal, State and local agencies, develop plans for a national program and direct activities relating to the prevention and control of fires in the rural areas of the United States caused by the effects of enemy attack."

The term "rural", for purposes of this Order, has been defined as all wild lands and those agricultural lands not now under organized fire protection. The work of carrying out this Order has been assigned to the U. S. Forest Service.

For many years a Dispatcher Plan to provide interarea, inter-regional, interagency and National dispatching and informational coordination in the handling of any type of emergency assistance has been in effect 24 hours a day, seven (7) days a week, in the Division of Ranger Services, in both the Washington and regional offices. It is most important that at all levels we be kept informed of local, regional or national situations which may involve assignment of personnel to assist each other, other agencies, or just to be ready.

The instructions in FO-2-62, April 3, 1962, regarding prompt reporting of emergency or newsworthy events is reiterated. It is essential that WASO, RO and adjacent parks be aware of local situations so that necessary action may be taken to supplement local action.

TRAVEL AND IDENTIFICATION CARDS DURING CIVIL DEFENSE EMERGENCIES

Emergency identification credentials shall be issued only to key employees assigned specific emergency operations and liaison functions or responsibilities. See 310 DM 3, Release 585, March 28, 1963--Civil Defense Identification Cards Form 138 (Rev. 6/62--OCD Reg. 231). Cards will be issued by the Washington Office based upon requests received from regional directors, justified on the basis of current specific CD or other emergency assignments away from headquarters. An annual review and qualification to hold these cards is required. Superseded cards shall be recalled and destroyed by the issuing office.

RECORDS

Copies of essential records and forms necessary for functioning of the bureau offices and all field offices must be provided at relocated or in-place headquarters before time of need.

Important records that cannot be removed will be stored in the safest place possible locally in all bureau and field offices. The following records deserve attention:

1. Individual Retirement Records, SF 2806, are microfilmed annually. The Civil Service Commission stores them.

2. For financial records listed below, one additional copy should be made by each field finance office and WASO and sent monthly in a sealed envelope to another predetermined park office.

- (a) Payrolls.
- (b) Schedules of payments.
- (c) Schedules of collections (certificates of deposit).
- (d) Trial balances.
- (e) 133 Report, Status of appropriations.

3. Deeds in Lands Division, WASO, should be microfilmed and stored in safe location. Water Rights records, because similar records are usually maintained in at least four places need not be duplicated for safety.

Contract records are picked up as fiscal records.

There may be other essential records deserving safeguarding.

PROTECTION OF CULTURAL PROPERTY IN TIME OF WAR

The Committee for the Protection of Cultural Property in time of War, in April 1958, requested a survey of valuable museum and other irreplaceable or valuable materials including:

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A. Historic treasures, either irreplaceable or of outstanding significance such as the Liberty Bell or an original copy of Lincoln's Gettysburg Address.

B. Nuclie collections of cultural material--paintings, historic objects.

C. Historic structures requiring protection in-place. Information concerning wartime storage needs in or outside a park or determination of how they might be safeguarded was to be inventoried, including recommendations for preparation, handling, packing, etc., including designation of personnel to be responsible for packing and transport; routes of travel including alternate routes; reception and storage at safer destination. This involves cooperation with others.

This program is of vital concern to the National Park Service, but plans and arrangements have not been completed. New conditions and criteria require replanning which should be promptly undertaken to provide specific local instructions.



