

Nelson

#5325

WAR RELOCATION AUTHORITY

Area Office

Cody, Wyoming

August 7, 1942

TENTATIVE PLAN INTRODUCTORY

We are informed the advance assignment of Japanese will arrive in the evening of August 10th or early August 11th. Due to delays that are apt to occur in train arrivals, we must be on guard to handle the people as soon as they arrive regardless of the time of day or night.

Much depends upon whether Pullman facilities are provided during trip. If they are provided and the train should arrive late, they will probably be kept in the cars until the next morning. If, on the other hand, they are occupying chair cars, they should be unloaded and perhaps fed immediately upon the arrival regardless of time.

I. COMMUNICATIONS: Responsibility - John Nelson

- A. Arrangements with Telephone Company, the Train Dispatcher at Cheyenne and Casper, for telephonic communications of departure of train, if train should leave at night.
- B. Arrangements with Western Union for speedy delivery of Telegrams regardless of origin or time.
- C. Report from Greybull as to arrival and departure of train.

Note (1) We will undoubtedly have telegraphic advice on departure of train from Pomona, Los Angeles, San Francisco, and may have some further advice while the train is enroute. At least it is hoped so.

II. TRANSPORTATION: Responsibility - Mr. Kreizenbeck and Mr. R. A. King

- A. Trucks should be completely serviced, provided with seats fastened securely to body of trucks, and there should be ladders for all trucks. 5 to 6 porter steps should be provided in case they do not have them on the train as has often occurred. The trucks should be systematically parked at the Administration Building. Drivers for each truck should be provided; possible assignments as drivers being Friedman, Lane, Stanton, Downing, Hill, Chandler, Mechau, Girardo, Ryan, Rossman, and Banta, the two truck drivers from Cheyenne, and the additional temporary help. Richey to be used for standby in case of mechanical trouble.

For the first contingent, it should be possible to move the people from the railroad to quarters in one trip with the 19 trucks; 15 of which to be used for transporting Japanese and 3 available for baggage. One truck driver to be responsible for cleaning up cars, such as surplus food, baggage, etc. The baggage is to be unloaded from truck between barracks 2 and 3. Truck drivers must be prepared to move trucks according to conditions that might prevail. After this job is completed the above-named men should then be released for service in connection with registration and housing.

- B. All passenger cars should be available to transport the nurses, doctors, and the ill from the train to mess hall and/or registration. Drivers being Rachford, Barber, Kreisenbeck, Todd and Nelson. These cars should be available at the Administration Building in advance of train arrival.

Note (1) The four men indicated above on receiving and direction, will be responsible for the loading of the trucks. Drivers of trucks should assist by placing steps for entrance into the trucks.

Note (2) Instructions should be given one truck driver to take the lead and follow the most direct route to the mess hall selected for registration. (Mess Hall 30, Block 1)

Note (3) Safety zone should be established. Keep Japanese out of area occupied by trucks. Military Police see that no one gets around loading place. M. P. be on site of loading and some on site of unloading.

III. REGISTRATION: Responsibility -- Barber, Carroll, (Knopf)

- A. In mess hall 30, block 1; arrangement of tables, typewriters, and aisle. (rehearsal)
- B. Registrars: E. King, Clanin, McDowell, Story, Eckhardt, Knopf, Fryer, Shaffer.

Note (1) Immediately upon arrival of train, Rachford will select 3 Japanese girls to act as interpreters for the registrars.

Note (2) Barber and Knopf will receive at the entrance of the place of registration and see that the people are made comfortable and seated. All families to be kept together and the first entrants asked to be seated in front or to go immediately to the registration desk. Also, see about electric lights and drinking water.

- C. Direction after registration--Responsibility, Jerry King

Note (1) The copy of the registration each family is given the registrant and turned over to King, who will give directions for the medical examination.

Note (2) Immediately outside the door, further guide service is necessary. (Friedman)

Note (3) Immediately after unloading at the Registration Building, the truck drivers should park their trucks in a proper place and the drivers be available for other services. (R. A. King)

IV. MEDICAL EXAMINATION: Recreation Hall 26, Block 1
Responsibility - Dr. Keith, (Assisted by two doctors; one white, Dr. Carlson, and one Japanese, Dr. Ike, and a nurse coming from San Francisco, Miss Wetzell, and Mrs. Jackson)

- A. Medical supplies consisting of absorbents, tongue compresses, flash lights, etc. Dr. Keith to give Mr. Nelson list of supplies he desires and Nelson to take care of this through the Blair Drug.
- B. Two nurses at tables, one employed by Denver, the other employed here. (Barber see about these)
- C. Guard service at exit of Medical Building to direct people to Housing. (Lane and Banta)

V. HOUSING: Responsibility - Mr. Carroll, (Assisted by Parr)

- A. Assignment to quarters -- Responsibility, Corbett

Note (1) Have a map of the block to which people are to be assigned, each dormitory divided into rooms and numbered, and the numbers placed on the door of the apartment. (Carroll to see that this is done.)

Note (2) As each assignment is made, the apartment will be crossed off with red pencil on the rough work map.

- B. The occupant will be given one copy of his registration.
- C. Guide service should be provided from Housing to the Apartments. Responsibility--Chandler

Note (1) Chandler should be provided with copy of registration. He will have the occupant of an apartment sign the receipt for property in the apartment.

Note (2) Chandler should be provided with additional guide service. Possible assignments, Stanton, Downing, Hill, and Ryan.

Note (3) Immediately after our colonists are received in the registration office, Barber go to Medical Room, Knopf to Housing.

- D. Assignment to Quarters --Responsibility, Carroll
Typists: Novicki, Leota Williams

Note (1) When the colonists are located in the apartments, the guide will make note of any additional equipment needed, such as blankets, etc.

Note (2) These notes will be sent immediately to the office of supplies and the additional equipment furnished.

Note (3) In the assignment of quarters, care should be exercised in assigning large families to the larger apartments. Families may consist of all relatives and will need to be assigned in adjoining quarters.

Note (4) Kreizenbeck to see that baggage is sorted alphabetically. Friedman to see that letters are posted on side of building. Baggage to be claimed under supervision.

- E. The truck drivers not mentioned in other places should be available for driving passenger cars from Housing to Barracks to take care of invalids or old people.
- F. Furnishing personnel dormitories--Responsibility, Carroll and Chandler

Note (1) Each dormitory should be furnished with cot, mattress, 5 blankets, 4 sheets, 4 pillow cases, and mirror. This should be done before August 10.

VI. MESS: RESPONSIBILITY- Mr. Hawes

- A. Complete equipment and supplies ready for serving meals on short notice.
- B. Assignment of cooks and other help immediately after arrival.

Note (1) We should have information tomorrow on the names of individuals who may serve in various capacities.

- C. Personnel mess hall to be in readiness to accommodate our own personnel and army; cooks to be hired on a temporary basis; the mess hall to be in readiness on or before dinner August 10.

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- D. Depending upon time of arrival, the steward should be prepared to serve meals to our arrivals within a short time after arrival. This might be accomplished at the personnel mess hall if the arrival is at night, or by the employment of additional temporary cooks in the block mess hall.

Note (1) Hawes may need additional assistance, and he may call upon either or both Girardo and Mechau.

- E. See that mess hall is supplied with G. I. buckets.

VII. PREPARATION OF BARRACKS: Responsibility, Kreizenbeck (Chandler)

- A. Each large apartment to be supplied with following equipment: 5 cots, 5 mattresses, 3 blankets to each cot. Each small apartment to have 3 cots, 3 mattresses, and 3 blankets to each cot. Each apartment to be supplied with broom. One G. I. bucket supplied for each building (6 apartments).
- B. See that all supplies requisitioned by Hawes are in various mess halls--Responsibility, Chandler, R. A. King, Jerry King.

Note (1) Both mess halls to be in readiness not later than for supper August 10.

VIII. MOVING OFFICE TO ADMINISTRATION BUILDING: Responsibility, Kreizenbeck and Nelson

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- A. All furniture to be tagged, moved, and put in assigned palces at the Administration Building.
- B. Assignment of space in the Administration Building--Responsibility, Rachford and Nelson.
- C. Moving personnel and ~~baggage~~--Responsibility, Kreizenbeck, R. A. King
- D. Assignment of quarters of personnel--Responsibility, Carroll

Note (1) The rooms should be numbered and assignment made in approximately the same way as quarters are assigned to the Japanese.

C. E. Rachford
Project Director