

# Bend with the Wind



## INTRODUCTION

This booklet is given to you compliments of the Regional Security Office. While it is not classified, it should be safeguarded just as you would your favorite piece of jewelry or valuable papers.

The booklet has been serialized and is being issued to you as the head of your household. For the purpose of accounting for this publication it is required that it be returned to the Regional Security Office when you depart post.

You are receiving this booklet for two specific purposes. The first is to acquaint you with your responsibilities in times of emergency; the second is to inform you of what the Mission can do to assist you in an emergency situation.

It is urged that you read the contents of this booklet carefully, share it with the adult members of your household, and then keep it in a handy accessible location. It will serve as a guide to your actions should an emergency arise.

BOOKLET NUMBER 201



## BEND WITH THE WIND

In an allegorical story, "The Three Bamboos" by Robert Standish, a jeering oak tree chides the bamboo to acknowledge that the wind is his master. This the bamboo refuses to do stating that it is the nature of the bamboo to be supple and not rigid like the oak.

A great typhoon hits the village where the oak and the bamboo grow. Most of the villagers lash themselves to the sturdy oaks, but one family lashes themselves to the bamboos. When the storm is spent and dawn comes, the family which was lashed to the bamboos is safe and nothing but gaping holes remain where the oaks once stood.



The peoples of Asia have long ago learned how to "bend with the wind" and take the upheavals of nature -- earthquakes, floods, typhoons, and tidal waves in their stride. Fires, too, are a constant hazard in the overcrowded cities.

Most Americans, less used to such things, find this attitude more difficult to accept. In spite of this, or perhaps because of this, we know we should be prepared for any and all emergencies.

At all posts throughout the world there are committees whose duty is to prepare plans which can be used to meet any and all emergency situations. These plans include arrangements necessary to provide for all on the spot and to provide for the movement of women and children if they have to be moved somewhere in a hurry.





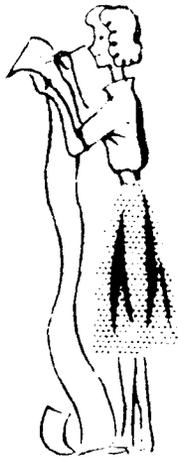
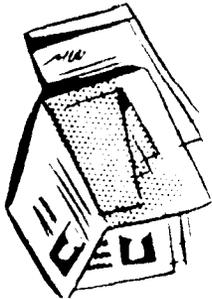
This booklet has been prepared as a guide to assist you should an emergency occur. You may also use this booklet as a folder to hold those papers you would want to carry with you. It is designed to fit into the average lady's handbag.

**THINGS YOU SHOULD DO NOW**

Always keep your important papers together, readily available in a safe place, and up-to-date. These include, but are not limited to, such items as:

- Passports
- ID Cards
- Medical and Health Records
- Immunization Register
- Birth Certificate
- Powers of Attorney
- Wills
- Marriage Certificate
- Bank Books and Bond Receipts
- Stock Certificates
- Auto Registrations and Titles
- Insurance Policies
- Personal Property Inventory
- Identification Tags
- U.S. Currency
- 6 Passport-type photos of each individual

Have an up-to-date inventory of all your personal property and household goods with appraised values. This would be invaluable in the event you had to file a claim for loss. Keep one copy here and another on file at some other location, preferably at your U.S. home.



address. These lists should be checked periodically for additions or deletions.

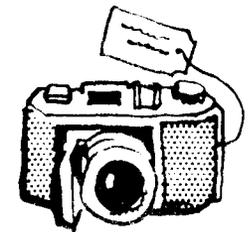
Prepare and keep handy a supply of tags for all handbags, luggage, camera cases, etc., similar to these below....

**WITH SPONSOR**

- Mrs. Mary Jones      Wife of Mr. J.H. Jones  
14 Clark St.          American Embassy  
TILTON, IOWA          Vientiane, Laos

**WITH NO SPONSOR**

- Miss Mary Jones      American Embassy  
14 Clark St.          Vientiane, Laos  
TILTON, IOWA



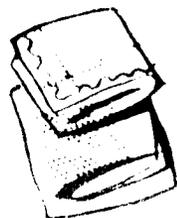
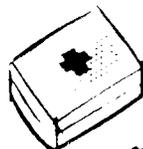
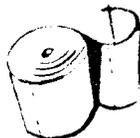
Give some thought to emergency clothing. Just this once, don't worry about how well you may look and select clothing that will be comfortable and sensible. Slacks are sometimes the most appropriate apparel for ladies, so

include them. Remember also that you may be moved to a cooler location, so take some warmer clothing than you usually wear here. A suggested list of items to have handy might include: (per individual)

- 1 Sweater or Coat
- 1 Complete change of outer clothing
- 2 Changes of underwear
- 2 pairs of socks
- Low-heeled shoes
- Raincoat
- Baby clothing and supplies as necessary
- Blanket
- Cake of soap
- Towel
- Toothbrush
- Tube or can of toothpaste
- Roll of toilet tissue
- Sanitary napkins

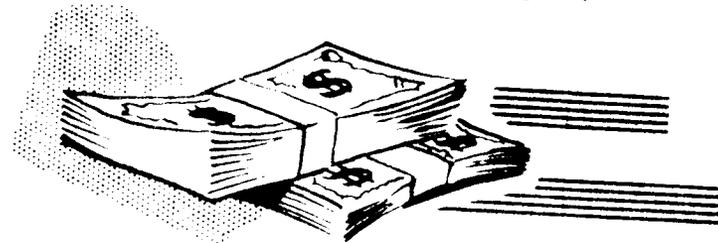
The following items are suggested as advisable items to have available within each family group:

- Flashlight with extra batteries
- Utility penknife (combination)
- Can opener
- Sewing kit
- Windproof lighter with fluid
- Plastic eating utensils
- Cigarettes (if required)
- First aid kit, including gauze, bandage, scissors, cotton, compresses, safety pins, band aids, methylate or iodine, swabs or Q-tips, burn ointment and vaseline
- Required medicines and prescriptions.
- Extra glasses if needed (enter prescription on immunization record.)



Always try to have a U.S. currency reserve on hand of about fifty dollars per member of the family. Don't count on being able to cash checks, but have your checkbook with you in case you can.

Collectively, all the above items might be called your emergency kit.



### HOUSEHOLD GOODS

Naturally, your furniture, your carefully accumulated souvenirs, your heirlooms are all precious to you. We've thought of them also. But let's face it! If you had to move suddenly, you couldn't take them with you. If you make that inventory we have suggested, it could serve as the basis for an indemnity claim if they should be lost. However, after your personal safety is assured, every effort would be made to secure your belongings. Security, packing, crating and moving would be carried out to the very limit of our ability. Your inventory would assist us greatly in this packing.



### AUTOMOBILES

In the event of an emergency, you would be advised what to do about your car. In past emergencies in other countries, they have been gathered together



in a safe, central location and shipped out when conditions permitted or later reclaimed by their owners. Make a tag for your car and keep it in the glove compartment. The tag should be filled out like the example below:

<p>BUICK, 1962 SPECIAL SEDAN  ENGINE NO. 6246246  REG. NO. CD-0319 NG</p> <p>OWNER: Mr. U.R. WRIGHT  2121 N. Lincoln Drive  BALTIMORE, MARYLAND  U.S.A.</p>
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CHILDREN:



We know you feel you can take care of your children, and we think so, too. However, little Sally did wander off that day in Macy's and gave you quite a scare! Just to be on the safe side, prepare a waterproof tag which could be securely pinned or sewn on each child's clothing, something like this:

NAME: SALLY WRIGHT  
AGE: 5  
BLOOD TYPE: O  
PARENTS: MR. AND MRS. U.R. WRIGHT  
2121 N. Lincoln Drive  
BALTIMORE, MARYLAND  
U.S.A.

Should some emergency arise while your children are in school, we would take every possible step to insure their safety and to deliver them safely to their homes as soon as conditions permitted. You could assist us greatly in our efforts if you would refrain from calling the school on the telephone as this line would be very important for official instructions to the school authorities.

PETS

We love our pets as much as you do yours, and would do all we could for them. However, they would have to be left behind initially if an evacuation should be necessary. If you could make arrangements to leave them with a local inhabitant, this would be by far the best solution. If you could not, we would do our best to provide for them but could not guarantee anything, since our major effort must of necessity be directed toward your safety.



YOUR SERVANTS

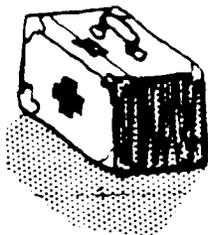
The plans we are discussing apply to American personnel and their dependents only. Many of you have grown very fond of some of your local servants who have been with you for a long time. However, they could not be included in any movement out of the country.



MEDICAL TREATMENT

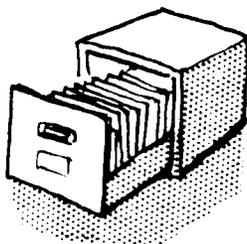
If there is one thing our medics are good at doing, it is taking care of us in times of stress. Emergencies just don't floor them! They know what to do, and you could count on them to provide

you with the best medical care in case of trouble. Under emergency conditions, our Medical Unit would be in full operation and a second facility would be established if necessary. Additionally, your Area Chief would be able to tell you the location of a nearby first-aid station presided over by a qualified American doctor, nurse or medical technician. Seriously ill, crippled or bed-ridden people would receive special care and priority as would those expectant mothers in the later stages of pregnancy. The medics would do their part, and you could do yours by keeping your health and immunization records current.



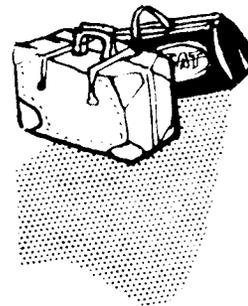
RECORDS

Speaking of records, we would have to have them. If your sponsor is not a member of, or under contract to the U.S. Government, it is important that you keep the American Consul informed of your situation. He maintains a card file for each American civilian in Laos. It is important that you inform him of any changes of address, additions to your family or departures of members of your family from the country. Unless you keep the Consul advised of your moves, we cannot assure you that you would receive our assistance in time of stress. Also make sure that someone, a child or servant, knows either where you are or when you will be home, so your Area Chief knows when he may return with a message.



BAGGAGE

For planning purposes, accompanying baggage allowance is restricted to 50 pounds per individual if evacuation is by air. An additional 135 pounds of luggage per individual should be packed and readied to go as this will be accompanying hold baggage if evacuation is by land. Every effort will be made to forward this extra 135 pounds of baggage as soon as possible if your evacuation is by air.



NOTIFICATION

Primary means for notification of and information on emergencies will be the Citizens Band Joint Alert Notification Net (JANO). If you have your own CB radio all JANO broadcasts will be via Channel #9. If you have been provided with a U.S. Mission owned "walkie-talkie", this receiver should be tuned to Channel "A". The Mission CB Model 310A is equipped with a converter and should be plugged into a 110V socket. Periodic tests are conducted over the JANO system. If you have reason to believe your set is not working properly, please inform your General Services office. This will be back-stopped by instructions issued through office supervisors and by the use of the area system. A whereabouts file of all Americans in Laos is maintained by the Mission in connection with the JANO system.

For future reference fill in the blanks below:

My Area Chief is \_\_\_\_\_  
 His home phone is \_\_\_\_\_  
 My Assistant Chiefs are:  
 1. \_\_\_\_\_ phone: \_\_\_\_\_  
 2. \_\_\_\_\_ phone: \_\_\_\_\_

EMERGENCIES

As we mentioned earlier, there are numerous things which could cause our Ambassador to institute emergency actions for the safety of the American Community. For your information and to provide a guide for your actions under these emergency conditions, the following set of standards have been instituted:

FIRE

In many types of disasters, the TAPS and the local fire departments could have more fire to combat than they can handle. You could help by knowing how to fight a fire effectively in your office or home. It may save your life and the lives of your family. A fire extinguisher is a handy item to have available. Be sure you know where it is and how to use it. After a disaster has struck, one of the first things to do is check your house to see if any fires have been started.



If a closed door is warm or hot to the touch you may expect to find fire or heated gases when the door is opened. Smoke explosions often occur when air comes in contact with these heated gases. In opening these doors, stand to one side against the wall, turn the knob and push (or pull) the door open quickly. The wall will protect you from flames or explosive gases. Do not enter the room to fight the fire until you can see a smoke-cleared area under the smoke.

To escape from a smoke-filled room, place a handkerchief or other cloth (moist, if possible) over the nose and mouth, drop to your hands and knees and crawl to the nearest door, staying as close to the wall as possible.

If you are trapped on the second or third floor and sheets are available, tie them together using square knots, fasten one end securely to a pipe or piece of furniture too large to pass through a window, throw the other end of the sheetrope out the window and slide down it. The sheets may not reach the ground, but will shorten the distance you will have to drop. This is a dangerous method of escape and should be used only as a last resort when firemen are not present.

### RIOTS AND OTHER DISORDERS



In the event of local riots or other disorders, Americans should exercise common sense and discretion and take such passive security precautions as are required for their safety. In this connection, it will generally be safest and most wise to remain in your home or office, wherever you are at the beginning of the disorder until you receive instructions on JANO or through your Area Chief or your Agency Chief of the nature of the disturbance and any actions you should take. If the situation is such that you must leave your home for your personal safety, leave a note or chalked message on the door informing your Area Chief of your whereabouts. American officials here are better able to judge the degree of security precautions you should take than you are and have established four Security Conditions with measures to be taken under each. You will be informed of the declaration by the Ambassador of these Security Conditions. These Security Conditions, and the actions you should take under each, are as follows:

#### I. SECURITY CONDITION WHITE:

1. Avoid crowds.
2. Keep away from all civil disturbances.

3. Park automobiles off streets at night.
4. Exercise care in the selection and use of taxis, cyclos, etc., particularly at night. Do not permit drivers to deviate from desired route.
5. Advise servants of their responsibilities for residential security. Instruct them not to admit unknown persons to the premises without your authority and not to accept unsolicited packages delivered by persons unknown to them.
6. Employ alternate routes to and from work if possible.
7. Curtail late night movement on streets.
8. Exercise fullest degree of personal good conduct in public places.
9. Refrain from forming in groups when outside billets or place of duty.
10. Leave word when you will return home if entire family is away from billets. If no servant is present, leave note for Area Chief on door.
11. Immediately report any unusual or suspicious acts or occurrences to the Embassy Security Officer during normal duty hours or to the Embassy Marine Guard during other than normal duty hours.

12. Make certain your JANO radio is on.

## II. SECURITY CONDITION GREY:

In addition to those passive security measures specified for Security Condition WHITE, you should:

1. NOT enter public bars, restaurants, cinemas and/or other places of amusement.
2. NOT schedule nor attend social functions unnecessary to the conduct of business.
3. NOT go out after dark except on required official business.
4. Remain in billets or official place of business to maximum extent possible.
5. Employ "Buddy" system when travelling outside billets or place of business.
6. Deviate from normal patterns of movement as much as possible.
7. Perform periodic checks of vehicles for bombs, booby traps and concealed explosive devices.
8. Prohibit use of public transportation by unaccompanied children.
9. Make certain your JANO radio is on.

## III. SECURITY CONDITION YELLOW:

The operation of the American School would be suspended. In addition to those passive security measures specified for Security Condition GREY, you should:

1. Minimize use of vehicles.
2. Cancel all commitments to attend or hold social functions.
3. Remain in billets unless specifically ordered to report elsewhere by competent U.S. authorities. If you must go out for any reason, leave a note for the Area Chief.
4. Report to duty station if assigned specific duties in connection with emergency plans.
5. Be prepared to move to a designated emergency billeting area if this should become necessary.
6. Take all steps necessary to protect life and limb. Firearms should be used only as a last resort and when such action is clearly the only action which can protect your life.
7. Turn on your JANO radio and listen for announcements and/or news concerning the disturbances.
8. Have following immediately available:
  - a. Passport
  - b. Health Certificate (immunization register)
  - c. One (1) copy of inventory of personal property remaining in billets.

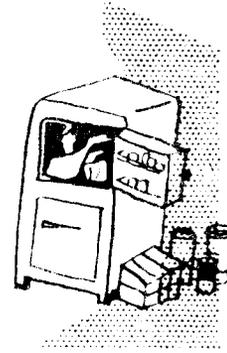
#### IV. SECURITY CONDITION RED:

In addition to security measures specified for Security Condition YELLOW, you should:

1. Remain calm - DO NOT PANIC
2. Prepare for immediate evacuation, should this become necessary.
3. Remain in place until instructions are received. If you must leave for any reason, leave a note for your Area Chief.
4. Secure personal property to the limit of your ability.
5. Have immediately available:
  - a. U.S. currency and documents referred to earlier in this booklet.
  - b. Packed luggage including emergency items suggested earlier.
6. Follow instructions explicitly.

#### HINTS FOR ALL

It is always advisable during times of normal, peaceful, undisturbed living to prepare for emergency periods. The various types of emergencies described earlier could make street travel unwise,



so have about seven days' emergency food supplies on hand at all times. There could also be a disruption of electric power. Hence, the food should be non-perishable and ready-to-eat. The water supply may be interrupted also. Fill as many containers as possible with water at the first sign of local disorder. Limit its use to drinking if the regular supply is halted. Dry-wash hands or use a bowl of disinfectant as a dip for hands, before eating. A supply of bottled or canned soft drinks may help preserve your water supply.



Waste disposal will become a problem if the water supply is cut off. A tightly covered container may be used both for toilet purposes and for garbage disposal. Garbage should be drained dry and paper-wrapped before putting in the receptacle. Should the emergency last for more than 24 hours, a sump hole should be dug about 36 inches deep so that garbage and human waste put therein will be covered by at least 24 inches of earth.

There is a little bit of the doctor in us all. This together with a natural desire to help someone who has been injured sometimes leads us to compound an injury or condition rather than help the

victim. Following are a few First Aid "Do's" and "Don'ts" which will help you determine what action you should take:

1. Look at the victim's face. If it is white, he may be suffering from shock caused by bleeding, burns, broken bones, crushing injuries, or extreme tension or fright. If the lips or fingernails are blue, he may be suffocating or may be in shock. Patient should be covered with dry blanket, kept warm with as little movement as absolutely necessary, placed so the head is lower than rest of body (unless there is a head injury) and legs elevated. Seek medical assistance as soon as possible.



2. DO NOT move an injured person at all unless further serious injury will probably result if left where he is.

3. If the victim is bleeding profusely, make him lie down. If wound is not too large, apply clean gauze or cloth pad to the surface of the wound and apply pressure. Bind the pad in place continuing the pressure. It is important to stop the bleeding to prevent shock and pressure will often accomplish this.

4. In bad burn cases, do not apply any grease, oil, salve or any other substance on the burned surface. Apply a clean, dry cloth compress and bind it in place snugly enough to keep out as much air as possible. Remember, blood circulation must continue, so don't bind it too tightly. Once the dressing is in place it should be removed only by a doctor who can treat the burn. Remember that any grease or oils you apply only add to the doctor's problem for they must all be thoroughly removed by the doctor before he can treat the burn properly, and any particles not removed can readily cause infection. Air coming into contact with the burned tissue is the thing which causes pain for the victim, hence, careful application of dry bandage to cut off the air will relieve the pain.

5. If it appears a bone is broken, do not try to set it. If the victim must be moved, apply a splint to the broken bone first. Use sufficient padding under the splints to prevent chafing and tie it above and below the break in sufficient numbers of places to insure the immobility of the bone.

6. If you are alone and must move an unconscious person downstairs, place him on his back, put both hands under his armpits cradling his head in the crook of one elbow, and back down the stairs letting the victim's feet trail. Use this method only in emergency.



7. If a victim appears to be suffering from suffocation, remove the cause if possible by removing any foreign object in the mouth or throat or by letting clean air into a dust or smoke-filled room. Apply artificial respiration immediately thereafter.

8. There are many items which may be used as an emergency stretcher, such as doors, shutters, chairs and ironing boards.

9. Never try to raise wreckage off the body of a victim without some kind of prop to insert as you go which will prevent the wreckage falling back on the victim. A length of pipe, a bed slat or an ironing board may serve well as a lever to pry wreckage off the victim.



TO PUT IT IN A NUTSHELL

Emergencies come and go throughout the world, and attempts have been made to deal with them ever since Noah built

his ark. While we do not claim that our advance knowledge of impending difficult situations would be as reliable as his, we do try to foresee and to provide in advance for both natural and manmade disturbances.

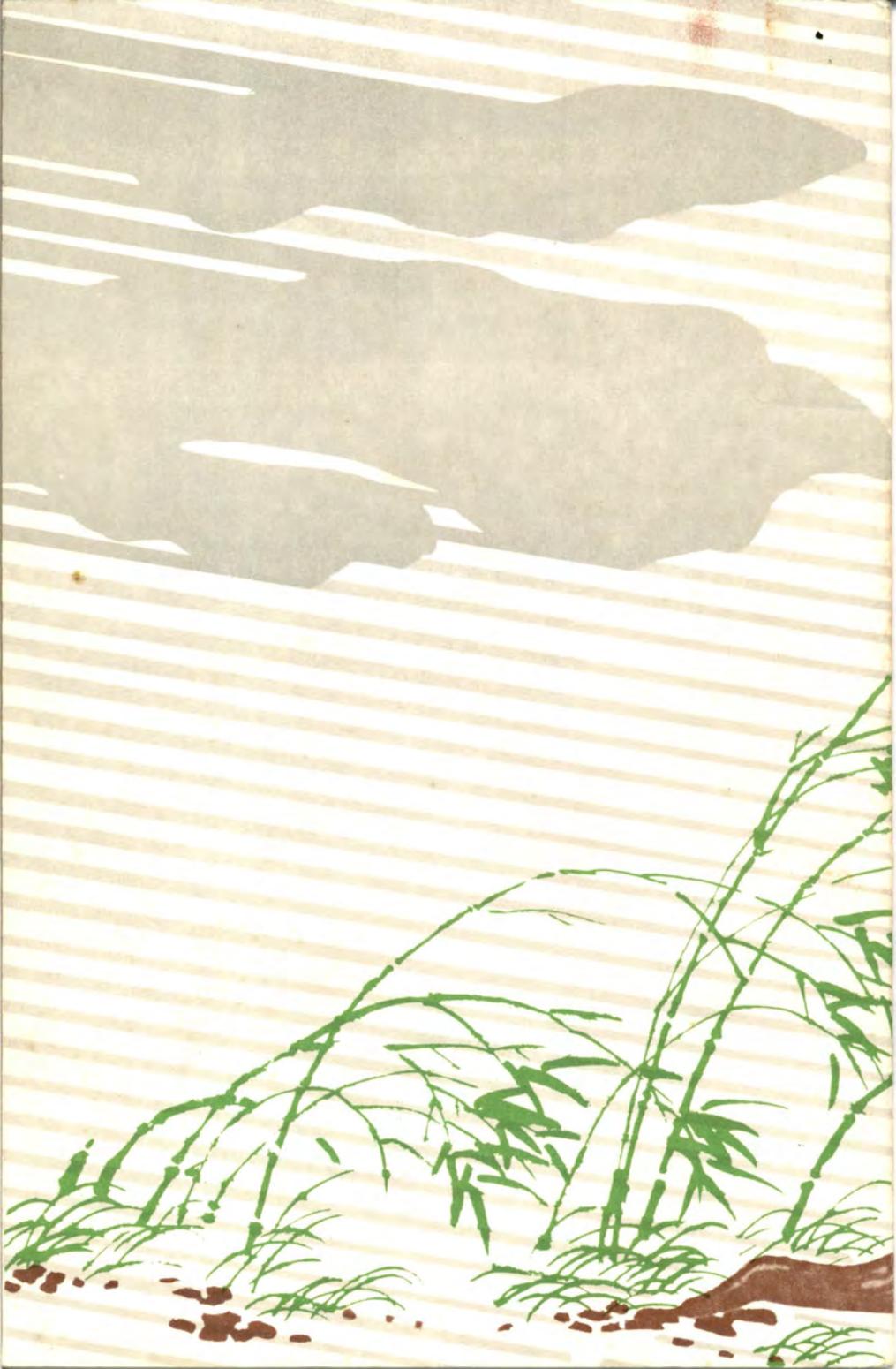
Follow the suggestions we've made here and you and your family will be organized to meet any emergency that might arise.

Then, if something should happen, refer to this booklet for the action you should take. Remain calm and keep your telephone calls to the absolute minimum, thus assisting the prompt passage of messages between those who MUST use it for emergency purposes.

Don't listen to rumors. You will receive news of the real situation through our official channels. Your coolness and cooperation are your and our best assets and can be a real help to others. Sit tight and await instructions. Don't panic!

Remember the bamboo. It survives many things because it is adaptable and can "Bend with the Wind"!





The following information is provided for reference in establishing your Area and Assistant Area Chiefs. Page 10 of "Bend with the Wind" provides spaces in which you should make pencil entries for your Area: GREEN, BLUE, YELLOW, RED, and your Area Chief and Assistant Area Chiefs.

Example: AREA BLUE

My Area Chief is JOHN DOE
His home phone is 1234 (Avenue Lane Xang)
My Assistant Chiefs are:
1. Harry Smith Phone 5678
2. Mary Jones Phone 4321

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AREA GREEN: Wattay, Koua Luang, Vientiane, Na Hai Diao, That Khao

JANO Sector I & Sector II

My Area Chief is HOWARD HERTZOG - PMB
His home phone is
My Assistant Chiefs are:
1. SUBURO SUGITANI - AGR Phone 6691
2. HIRAM SMITH - SMD Phone 6191

[Redacted] 1)

AREA BLUE: Lane Xang, Silver City, That Luang

JANO Sector III & Sector IV

My Area Chief is GILBERT A. KINDELAN - EAD
His home phone is
My Assistant Chiefs are:
1. SUSAN A. LA FRIMIERE - DAO Phone 6690
2. STEPHEN T. JOHNSON - POL Phone 6634

[Redacted]

AREA YELLOW: Dong Palane, Leeville, Saladeng, Sokpaluang, Salakoktane

JANO Sector V & Sector VI

My Area Chief is DENNIS OBERMAYER - EAD
His home phone is
My Assistant Chiefs are:
1. ROGER BURGESS - PER Phone 6353
2. ERNEST KUHN - ORRA Phone 7252

[Redacted]

AREA RED: KM-6, KM-9

JANO Sector VII & Sector VIII

My Area Chief is WILLIAM MC CLUSKY - AGR
His home phone is
My Assistant Chiefs are:
1. GERARD GLASER - TRP Phone K-67
2. OLIVER FREEHAUF - IVS Phone K-97

[Redacted]

NOTE: PLEASE MAKE THESE PENCIL ENTRIES NOW. ANY FUTURE REVISION TO THIS LIST WILL BE PUBLISHED IN THE "KHAO LAO."

MEMORANDA

NAME \_\_\_\_\_ AGENCY \_\_\_\_\_

WIFE \_\_\_\_\_ CHILDREN \_\_\_\_\_

LOCAL ADDRESS \_\_\_\_\_

ADDRESS IN USA \_\_\_\_\_

SOCIAL SECURITY NO'S \_\_\_\_\_

BANK (NAME-LOCATION) \_\_\_\_\_

LAWYER (NAME-LOCATION) \_\_\_\_\_

INSURANCE POLICY NOS.

Government Ins. \_\_\_\_\_

Commercial Ins. \_\_\_\_\_ Company \_\_\_\_\_

\_\_\_\_\_ " \_\_\_\_\_

\_\_\_\_\_ " \_\_\_\_\_

Auto Ins. \_\_\_\_\_ " \_\_\_\_\_

Other \_\_\_\_\_ " \_\_\_\_\_

\_\_\_\_\_ " \_\_\_\_\_

IMPORTANT TEL. NOS. \_\_\_\_\_ No. \_\_\_\_\_

\_\_\_\_\_ No. \_\_\_\_\_

\_\_\_\_\_ No. \_\_\_\_\_

NEXT OF KIN Name \_\_\_\_\_

Address \_\_\_\_\_

HUSBAND'S EMPLOYEE NO. \_\_\_\_\_

AUTOMOBILE DATA Engine No. \_\_\_\_\_ Reg. No. \_\_\_\_\_

In Memory of  
EDGAR (POP) BUELL

Born  
April 26, 1913

Passed Away  
December 30, 1980

Age  
67 Years, 8 Months, 4 Days

Funeral Services From  
Eden United Methodist Church  
Eden, Ohio

Time  
1:00 P.M., Tuesday, January 6, 1981

Officiating

Rev. Russell Brayton  
Rev. Robert Meredith  
Rev. Evelyn Pearl

Organist

Bula Coles

Final Resting Place

Eden Cemetery  
Eden, Ohio

Pallbearers

Raymond Wilson	John Foster
W. Connie Dewire	Vern Kloss
Wayne Buell	George Talley

Arrangements By  
Kundard Funeral Home

THE CLOCK OF LIFE

The clock of life is wound but once,  
And no man has the power,  
To tell just when the clock, will stop,  
At late or early hour.

Now is the only time you own,  
Live, Love, Toil with a Will—  
Place no faith in "tomorrow" for  
The clock may then be still.  
author unknown

Graveside Rites in charge of  
Eden American Legion Post 662.

*Perhaps you sent a lovely card,*

*Or sat quietly in a chair.*

*Perhaps you sent a funeral spray,*

*If so we saw it there.*

*Perhaps you spoke the kindest words,*

*As any friend could say;*

*Perhaps you were not there at all,*

*Just thought of us that day.*

*Whatever you did to console our hearts,*

*We thank you so much whatever the part.*

*The family of*

*Edgar "Pop" Buell*