

INCOMING EVACUEES
RECEPTION COMMITTEE

OUTLINE OF DUTIES

Y. D.
Y. Tsukada
Tatehake

RECEPTION COMMITTEE

I. Members

John J. O. Moore	Welfare	Reception Hall
Ed. Baklor	Housing	So. Ad. Bldg.
James Hikido	"	6F-12-E
Lewis W. Fanslan	Registrar	Empl. Office
Walter Higuchi	Council	7F-6-D
John Azeka	"	12E-12-B
Minoru Matsuda	"	11F-8-B
Harry Nishijima	"	11H-3-E
Giichiro Mitani	Block Managers	11H-3-F
Kuhashi Ikuta	" "	12K-4-D
Yasutoshi Yoshizawa	" "	11K-12-A
Toshio Ninomiya	Newspaper	6F-4-D
Enoch Dumas	Schools	Elementary School (8H)
Lester Suzuki (Rev.)	Churches	7K-7-E
John Rademaker	Social Analysis	Reception Hall
W. Ray Johnson	At Large	Reception Hall
Shiro Abe	At Large	6G-1-C
Frances Shuck	Schools	8H School
Harlow Tomlinson	Int. Security	So. Ad. Bldg.
✓ Yuri Domoto	At Large	6F-5-C
Dr. Robert Obi	Hospital	Hospital
Mrs. Ruth Hudson	Hospital	Hospital

RECEPTION COMMITTEE

II. Organization

Sub-Committees

Space--Ed Baklor, Co-Chairman

James Hikido, Co-Chairman

John Rademaker

Harry Nishijima

John Azoka

Minoru Matsuda

Registration--Lewis Fanslan, Co-Chairman

*Toshio Ninomiya, Co-Chairman

Kuhashi Ikuta

Frances Shuck

Harlow Tomlinson

DR. ROBERT OBI

MRS. RUTH HUDSON

Hospitality--Enoch Dumas, Co-Chairman

Shiro Abe, Co-Chairman

Giichiro Mitani

Yasutoshi Yoshizawa

Walter Higuchi

Lester Suzuki

W. Ray Johnson

Yuri Domoto

INCOMING EVACUEES
RECEPTION COMMITTEE
TIME TABLE

(As Adopted By Reception Committee, August 14)

Aug. 16 (Mon.)	Report to Block Managers
Aug. 17 (Tue.)	Report to Council No more moves within blocks
Aug. 21 (Sat.)	Survey of Housing completed
Aug. 27 (Fri.)	Deadline for sub-committee meetings
Aug. 28 (Sat. 2:30)	Committee Meeting Reports from sub-committees Plans completed
Aug. 30 (Mon.)	Reports to Block Managers
Aug. 31 (Tue.)	Report to Council
Sept. 10 (Fri.)	Block Managers and Housing to have completed discussions All moves within blocks completed
Sept. 11 (Sat.)	List of incoming families
Sept. 15 (Wed.)	Houses assigned
Sept. 18 (Sat.)	Houses cleaned and arranged
Sept. 18 (Sat. 2:30)	Final Committee meeting All plans completed and arrangements made for their execution.
Sept. 21 (Tue.)	First group arrives (500)
Sept. 26 (Sun.)	Second group arrives (500)

SUB-COMMITTEE ON SPACE

I. Members

E. B. Baklor, Co-Chairman

James Hikido, Co-Chairman

John Rademaker

Harry Nishijima

John Azeka

Minoru Matsuda

Other committee members should be added by the chairmen as they become necessary.

Generally speaking, the more people directly involved in this program, the more smoothly it is likely to operate.

II. Duties

This committee will be responsible for seeing that housing space is sufficient to care for the incoming group, is available, and that units are assigned. The most important factor to keep in mind here is that every possible effort must be made to avoid causing more than one family (excepting single persons) to occupy the same unit.

The committee will be expected to work out its own program. The following specific steps will probably be necessary:

- A. An order stopping all moves within blocks.
- B. A housing survey to determine the available housing space. Careful consideration will have to be given to family composition in this connection.

SUB-COMMITTEE ON SPACE

(Continued)

- C. In consultation with each block manager, decision regarding the number to be housed in his block, and the moves to be made within the block.
- D. Cooperation with the block managers in securing needed moves.
- E. Provision of adequate amounts of equipment: cots, blankets, mattresses, brooms, etc.
- F. Assignment of families to apartments.
- G. Placement of cots, mattresses and comforters in rooms after assignments are made.
- H. A complete census after the movement is completed.
- I. Disposition and protection of property left behind by persons on indefinite leaves.

In connection with the above, the committee will need the voluntary and whole-hearted cooperation of the Center residents. Every means should, therefore, be used, first, to make sure that Center residents know about the program; and second, that care be taken to make sure that those needing to move thoroughly understand and are reconciled to the move. Plans should therefore be told in detail to the Publicity Manager so that he can keep the Center residents informed and ready for each step as it occurs.

SUB-COMMITTEE ON REGISTRATION

I. Members

Lewis W. Fanslan, Co-Chairman

Toshio Hinomiya, Co-Chairman

K. Ikuta

Frances Shuck

Harlow Tomlinson

Mrs. Ruth Hudson

Dr. Robert Ohi

Other committee members should be added by the chairmen as they become necessary.

Generally speaking, the more people directly involved in this program, the more smoothly it is likely to operate.

II. Duties

This committee will be responsible for seeing that all incoming persons are properly registered. It will have charge of the program from the arrival of incoming persons at the Center until they are in their homes.

The committee will be expected to work out its own program. However, attention should be given to the following points:

- A. Place for registration properly set up.
- B. Issuing housing assignments previously made by housing office.
- C. Preparation of all necessary forms:
 1. Basic Family Card
 2. Employment interviews
 3. Receipt for housing equipment
 4. Etc.

- D. Medical check-up
- E. Distribution of baggage
- F. Direction of families and transportation of baggage to apartments
- G. Tags or other means of identification with the individual's name on it, to be worn by all officials and committee members working.

It should be remembered that first impressions are lasting impressions. The sub-committee on registration should make every effort to register a good first impression.

Factors most likely to contribute to this are:

1. Unhurried but efficient operation of the registration machinery.
2. Complete and detailed planning.
3. Unfailing courtesy.
4. Cheerfulness and warmth in greeting.
5. Avoidance as far as possible of regimentation and impersonalization. For instance, use names with Mr. or Mrs. wherever possible, provide privacy in medical examination, etc.

The committee should plan specifically to provide for these factors.

SUB-COMMITTEE ON HOSPITALITY

I. Members

Enoch Dumas, Co-Chairman

Shiro Abe, Co-Chairman

Giichiro Mitani

Yasutoshi Yoshizawa

Walter Higuchi

Lester Suzuki

W. Ray Johnson

Yuri Demoto

Other committee members should be added by the chairmen as they become necessary.

Generally speaking, the more people directly involved in this program, the more smoothly it is likely to operate.

II. Duties

The reason for this committee is two-fold. First, it is simply the courteous thing to do to extend our hospitality to newcomers into the community. More important, however, is the fact that these persons are coming, not because they want to, but because they have to. This is the second move of this nature for them. They may, in addition, feel that they are crowding the people in this community. Also, they will have been on a long, hot train ride. Under these circumstances, it would seem imperative that we must go out of our way to help them adjust to their new surroundings.

Another important factor is that this Center should, with the changes taking place, become more than ever a relocation center. We want this new group to have a feeling from the beginning that we are genuinely interested in their future. The best way to accomplish this is to demonstrate our

interest in their immediate needs.

It is not at this moment apparent how directly or how soon the question of relocation should be pushed with this group. The sub-committee will want to consider all possibilities at this point with the Relocation Office in order not to overlook any "bets".

One thing does seem clear, however. Adjustment, or rehabilitation must precede actual movement in the direction of relocation. This rehabilitation begins with establishing confidence in the Center, its administration and its residents. From such confidence will come the confidence in themselves and the poise to venture into the new experiences of relocation. This process starts from the time they alight from the train.

The program of this committee will have to be built largely by the committee itself. The following are suggestions which may serve as a starting point.

1. Adequate preparation, by publicity of various kinds, of the Center residents so that a friendly attitude towards the newcomers will be generated.
2. A "snack" upon arrival on the grounds.
3. A simple brochure containing a map and essential information concerning the Center.
4. A committee of interested persons in each block to clean and prepare the living quarters for occupancy.
5. Arrangements for acknowledgments and introductions at the first meal in the dining hall. Perhaps a family could be assigned to act as host to each family coming in.

6. A reception for the adults and older children which would be attended by key members of the appointed personnel, the Council and Block Managers, with their wives. The program should include singing, short welcoming speeches, presentations of various phases of Center life, entertainment and refreshments.

7. Planning with various community groups for welcoming activities; namely, schools, churches, clubs.