

COCOANUT GROVE DISASTER

November 29, 1942

Mrs. Snow called at 1:45 A.M. She had reached two stenographers and had arranged for them to be at the Disaster Office at Headquarters, one at 3:00 A.M. and one at 6 A.M. to relieve Miss Cullen. Mrs. Snow went directly to 17 Gloucester Street and asked that I relieve her at 6:30 A.M.

Upon arriving, I was informed that two stenographers were sent to the Southern Mortuary at 6:00 A.M. and three others to the Home Service Office now set up in the Volunteer Service Room and that 2 extra stenographers had been added to the Disaster office group.

Home Service asked that twelve Staff Assistants from the Disaster Personnel be on duty at 9 and I added three more to the list, making a total of fifteen. (Only 17 calls were made for 15 Staff Assistants.) Five handled the Registration and Information, four were sent to Home Service for filing, typing and answering the telephone, three to Disaster for the same purpose, one to Nurse's Aide, one to Mobile Canteen and one was used in the Staff Assistance Room.

Two regular Staff Assistance Emergency Home Service Volunteers arrived at 10 A.M. for four hours' duty. They handled the few telegrams that came in and the telephones in the Staff Assistance Office. This Service has four-hour shifts Sundays from 10 A.M. to 10 P.M. - two Staff Assistants in the morning, three in the afternoon and three in the evening. Everyone volunteered to stay after their four hours and help in any way. These volunteers relieved the "regulars" for lunch and supper.

Three typists for Home Service and one for Disaster were supplied through 8 A.M. Monday.

Respectfully submitted,

Florence B. Stephenson
Mrs. Preston T. Stephenson
Vice-Chairman, Staff Assistance Corps