

At this time we started on a tour of the building. Mr. Lawson requested two men outside the entrance the President would use, two men inside and one man on each stair landing of the four floors. We then continued on through the hall on the route the President would take. Mr. Lawson pointed out the spots or locations at which he felt security officers were needed. Notes were taken by Stevenson of the locations for assignment of police officers.

He went throughout the entire first and second floors pointing out where he wanted security officers stationed. Notes were taken and placed on the floor plans where he had requested security. (See attached floor plans.)

When we reached the kitchen on the first floor, the problem of screening the kitchen help was discussed. Arrangements with Mr. John S. Saich, the caterer, representing Crotty Food Service, Mr. Frantz H. Sherman, formerly with the City of Dallas, and Mr. Lawson were made to secure the outside door leading into the kitchen at 7:00 a.m. One officer was to be placed outside the door and a second officer inside the kitchen. All employees entering the kitchen were to be identified before being admitted. All those who were in the kitchen at that time were to be cleared also. We also discussed identifying badges which would be worn by the kitchen help.

After completely covering the first floor, we went to the second floor and covered it, with Mr. Lawson laying out his plans as to where security officers would be needed. Since the third and fourth floors were the same as the second floor in their physical layout, with the exception of one less corridor leading into the courtyard, Mr. Lawson stated he would need the same security measures duplicated on those floors as he had on the second floor. Batchelor instructed Stevenson to ascertain the number of personnel, both patrolmen and detectives, needed to properly secure these positions. It was decided that Stevenson's command would extend to the securing of the outside entrances of the Trade Mart.

The only persons to be allowed in the building after 7:00 a.m. would be the occupants of the building and buyers. They would be excluded from the dining area and they would not be permitted to bring guests for the purpose of seeing the President at the luncheon. It was also discussed that as near as possible, the officers on the outside parking area would screen the early parkers to limit parking to building occupants and buyers.

Battalion Chief Raymon Burress agreed to furnish men and fire extinguishers to supplement fire prevention throughout the building.