

CHICAGO CIVIL DEFENSE CORPS
Rm 1188, 140 South Dearborn St., Chicago 3, Illinois

GENERAL ORDER NUMBER 1, JANUARY 7, 1952

Federal and State Civil Defense laws confer certain authority and impose certain responsibilities in relation to Civil Defense Mutual Aid Mobile Support. To insure observance of the provisions of these laws, and for the proper protection of all concerned, standard methods should govern the operation of such units.

To develop the best methods by experience, the Chicago Civil Defense Corps conducted two mobile Support Unit Exercises in 1951 involving components of all divisions of the Corps. Evaluation of these Exercises lead to the preparation of the following:

STANDARD OPERATIONAL PROCEDURE FOR MUTUAL
AID MOBILE SUPPORT UNITS OF THE CHICAGO CIVIL
DEFENSE CORPS

1. Outgoing Mobile Support Assembly Areas for this Corps are as follows:

For movements north and northwest of the city:
HANSON PARK, 5500 W. Fullerton Avenue,

For movements west of the city:
ROCKNE STADIUM, Roosevelt Rd & Central Avenue,

For movements south, southeast and southwest:
RYAN'S WOODS, 87th St. & Ashland Avenue.

The direction and distance of the disaster area from the City will govern which one of these areas will be used for any Mobile Support Assembly.
2. Upon request from the Illinois Civil Defense Director, the Chicago Director will immediately order the mobilization of a Mobile Support Unit and designate its Commander, as well as the place of its assembly.
3. Thereupon, the Mobile Support Unit Commander will organize the Unit with full assistance from the Deputy Directors of all Divisions and will set the time of its assembly. Unless otherwise desired by the State Civil Defense Director, the Unit Commander will, so far as possible, comply with the basic provisions of Annexes XIV and XV to the Illinois Civil Defense Plan in organizing the Unit. While the organization is in progress, Staff Services Division will ascertain the Collection and Transfer Point near the damaged area at which the Unit is expected to report and will inform the Unit Commander accordingly.

4. Arrival of the teams of the Unit at the Designated assembly area may be almost simultaneous or progressive, depending on circumstances. For like reasons, the teams may be dispatched to the disaster area in one column or separately. The needs of the disaster area as stated by its Civil Defense Director will govern the decisions of the Unit Commander as to the method of dispatch. In any event, the teams of the Unit will be inspected and checked at the assembly area by the Unit Commander and, if possible, by a representative of the Illinois Civil Defense Office before departure.
5. Prior to, or during the inspection, a staff services team will secure a triplicate list of all personnel and equipment. As the Unit is dispatched, the Staff Services Team will report the overall number of persons and vehicles to Primary Control Center by telephone or radio. One copy of each of the above mentioned lists will be given to the Unit Commander, one copy will be forwarded to Primary Control Center and one copy to the State Civil Defense Office. Staff Services will also notify the Civil Defense Director of the damaged area as well as the Illinois and Chicago Directors as to the time of the departure and the route of travel.
6. Whenever possible, the Communications staff will provide telephone services at the assembly area and radio services during the entire operation so that the unit may maintain contact with the Corps.
7. In traveling between Chicago and the disaster area, the Mobile Support Unit will be governed by the prevailing traffic requirements of the State or States through which it moves. Toward this end, components of the Unit's Police Team will cooperate with all Municipal, County and State Police along the route of travel.
8. Upon arrival at the designated Collection and Transfer Point near the damaged area, the Unit Commander will report to the local civil defense director under whom the unit will serve while in the area. The Unit Commander will then engage his teams as required and will take the necessary steps for the safety, feeding and sheltering of his personnel. At this time, he will also check for any needed equipment for his Unit and make every effort to procure this equipment.

9. The Unit Commander's Staff will keep accurate records of all the Units operations in the damaged area. Upon return to the City, a written report will be made to the Director of the Corps. This report will set forth the services rendered and any expenses or obligations incurred. It will include full details concerning any accident or injury to personnel or equipment. Such reports are essential to the proper protection of the City of Chicago and its Civil Defense personnel under the provisions of Federal and State Civil Defense Laws.
10. When relieved from service by proper authority and ordered to return to Chicago, the Commander will assemble and check his Mobile Support Unit and return to the city over designated routes in the manner set forth in Section 7 above. Upon arrival, he will report to the Director of the Corps who will cause the Staff Services Division to check all returning personnel and equipment and make a written report thereon to Primary Control Center.
11. No member of a Mobile Support Unit of the Chicago Civil Defense Corps shall, at any time, refuse any lawful and reasonable service requested of him by the Civil Defense authorities of any damaged area in which he serves. While so serving, he shall in no way conduct himself so as to bring discredit upon the City or the People of Chicago.
12. All Deputy Directors are requested to see that the personnel of their Divisions are familiar with the provisions of this **STANDARD OPERATIONAL PROCEDURE FOR MOBILE SUPPORT UNITS OF THE CHICAGO CIVIL DEFENSE CORPS.**

CHICAGO CIVIL DEFENSE CORPS

Gerald J. Slattery,
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Approved:

Robert J. Quinn, Acting Director

6/25/58