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PROGRAM MATERIALS ON

COMMUNITY ACTION FOR CIVIL DEFENSE

H-11-5
GUIDE TO SUCCESSFUL MEETINGS ON CIVIL DEFENSE

68-16849
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DEPARTMENT OF DEFENSE
OFFICE OF CIVIL DEFENSE

VOL. 5 JULY 1968

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DEPOSITORY

PREFACE

This booklet contains program materials designed to help strengthen private sector involvement in community actions for civil defense at the local level.

The program materials presented are intended primarily for use by presidents, executives, leaders and program chairmen of community organizations, associations, and groups. The suggestions and aids are designed to achieve the fullest use of existing, available public and private community services. These materials may be used in whole or in part, to enlist the interest of local authorities, departments of local government, and related private sector services—to obtain appropriate action for civil defense in your community.

The materials may be used as suggested and in small group discussions or with larger groups of 30–100 persons. Generally, their use is not recommended with audiences of over 100 persons.

This booklet contains 12 suggested visuals accompanied by summary notes describing the purpose of each visual and providing guidance for the leader of the meeting.

The suggested materials are essentially educational in nature. They represent knowledge and information distilled from research and from practical experience at the community level. They are in the form of suggestions and aids that can be used to obtain interest, motivation and involvement of the public and private sectors of the community. They may be duplicated as they are, but it is strongly suggested that the basic materials should be adapted and modified as needed to fit the local scene.

The program chairman may wish to conduct this seminar alone or chair the seminar and use the assistance of officials and leaders from the public and private sectors.

For example, in discussions of local authorities and the role of local government departments in community action for civil defense, the program chairman may wish to involve the mayor or a council member, the civil defense director, or a local department head as participants.

Similarly private sector leaders, such as school board members, chairmen of health and welfare councils, leading architects, presidents of corporations, and chamber of commerce executives can be successfully involved in civil defense community action programs.

INTRODUCTION

Civil Defense Community Action programs are based upon the principle that people and groups support what they help to create. To create community action for civil defense or any other kind of action program, certain basic essentials are needed. At a minimum, these are: (1) a responsible organization, or structure; (2) knowledge of the subject—education and information; (3) motivation, or the necessary drive to pursue the decision or project to the desired end; (4) involvement, and active participation in a specific program or project.

Local Governing Authority

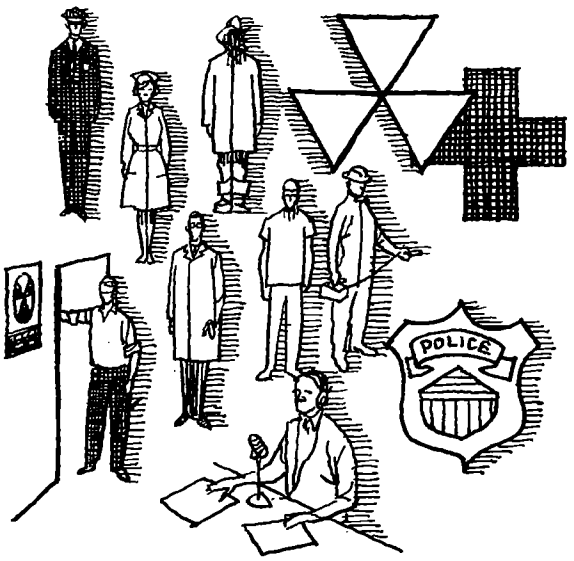
The central fact in community action for civil defense is that the local governing authority, mayor, county commissioner, parish supervisor, judge, or selectman is clearly responsible for local emergency planning and preparations. The civil defense director usually acts as staff director or coordinator for emergency plans and measures.

Local government provides the responsible organization the structure and key staff for planning emergency operations, but this is by no means enough to ensure effective emergency operating capability.

All the departments of local government must be aware of their emergency responsibilities and must take appropriate preparatory action in coordination with other local departments to cope with effects of an attack upon the country and with peacetime emergencies.

Private Sector Services

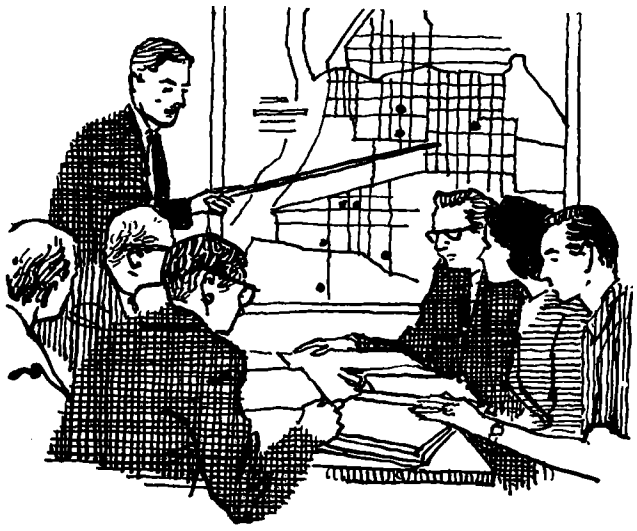
These departments of local government do not, however, have enough resources, i.e., manpower, equipment, supplies, and facilities to deal effectively with large-scale emergencies. Private sector resources and services of many varied groups, organizations, and agencies are needed to augment the emergency services of departments of local government. Many of these private sector services in health, welfare, education, public safety, transportation are already known locally and some may already be involved in community civil defense programs. For example, local health and welfare councils, municipal planning committees, public safety committees, committees on education, chambers of commerce, and the



agencies and groups who compose them have related resources and services that can be effectively involved in community action for civil defense.

Motivation

To achieve community action for civil defense, emergency concepts and measures should be explained to leaders and then built into the local services concerned. The value of civil defense must be demonstrated to the people—the community



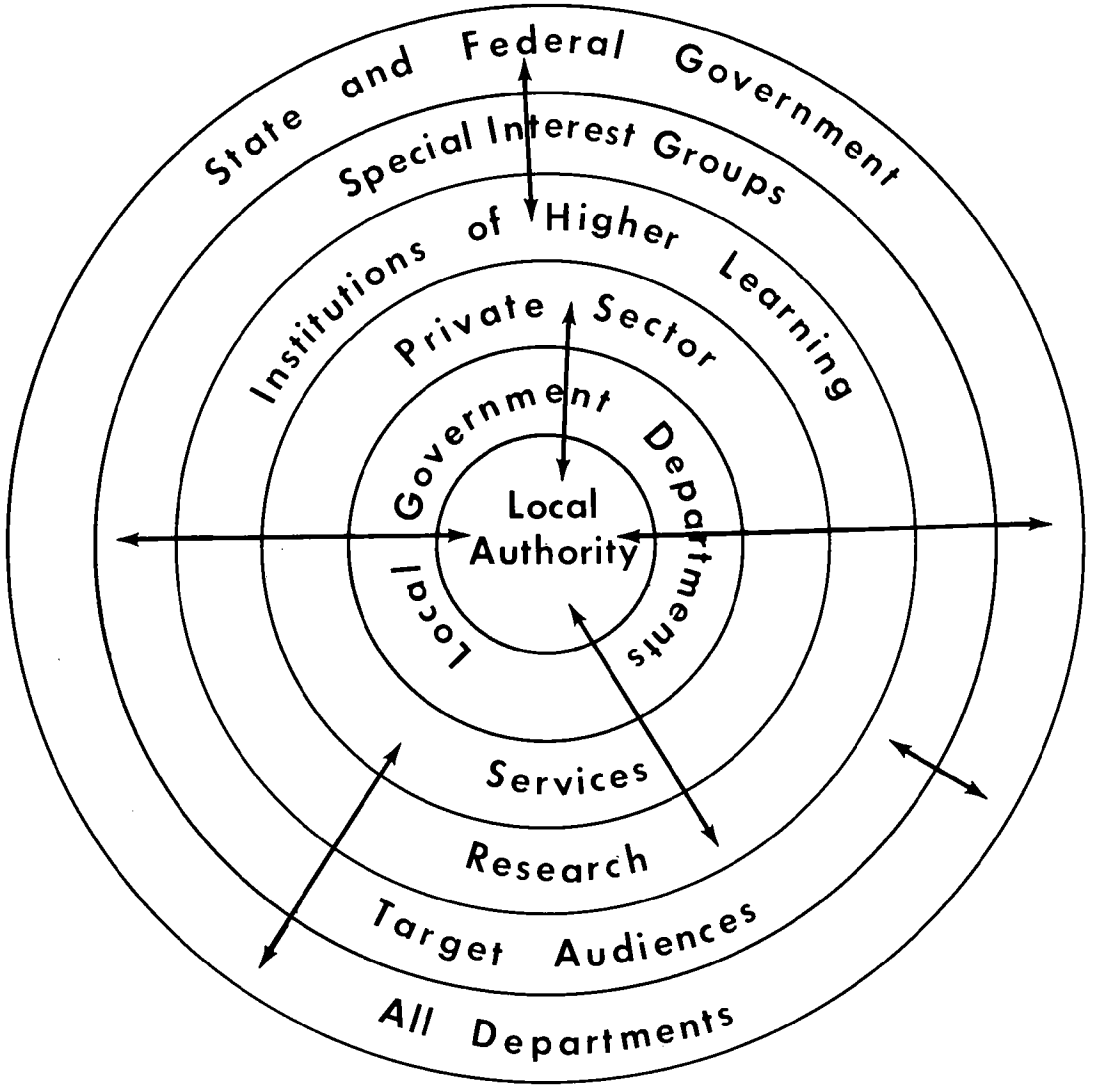
leaders—in the right way at the right time. When the key groups and persons in the community are informed and involved, they will accept and built the civil defense concepts into their on-going day-to-day programs.

The motivation of organizations, groups, and individuals can be obtained by clearly showing the usefulness of civil defense measures in: (1) wartime emergencies; and (2) in peacetime disasters and emergencies; (3) the everyday usefulness of civil defense services such as warning, communications, police, fire, engineering, emergency health, and welfare. Civil defense supported facilities such as State and local Emergency Operating Centers, the nationwide warning system, communication and the OCD engineering stockpile of pipes, pumps, etc., play vital roles in peacetime disasters of various types, and provide valuable resources for training as well as preparing us in case of nuclear attack.

Involvement

This, however, is only a beginning. To operate effectively these services and facilities must have the close cooperation of many varied private sector groups including: local industry and business, labor, health and welfare groups, educational, technical and scientific bodies, service groups, other community groups, and the general public. This cooperation can only be assured and effective when the above groups have made CD a part of their on-going responsibilities and programs in an organized way.

COMMUNITY ACTION FOR CIVIL DEFENSE - BASIC ELEMENTS



Visual I

Visual #1 Community Action for CD—Basic Elements

The introduction to Community Action for Civil Defense is depicted by concentric rings. The inner ring, or core, represents the local authority—the legal, fiscal, and administrative structure for local government and civil defense. This is where civil defense starts and where it gets its direction. Working outward, the next circle represents the departments of local government through which the authorized programs are carried out. Local authorities and local government departments have important responsibilities and roles in civil defense at the community level, but whether or not action takes place at the community level, depends upon a great many other facets of community life.

Private Sector

As we look at the private sector ring, perhaps the most important thing to achieve here is a climate of understanding and acceptance. This setting, or climate, has to be right before effective action on CD and community preparedness can take place. This is because most of the resources, the manpower, equipment and supplies that are needed at the local level exist not in government, but in the private sector.

For, no matter what government does or how many of its employees are trained or how well organized it is, government cannot do the job alone.

Private sector services of the community are absolutely vital to any action in any disaster whether it's natural or nuclear, and the big question is how can these vital services be effectively involved in the pre-emergency period so that they will be available when the disaster strikes. Here, it should be emphasized that the most effective way to assure this and involve both the public departments and private sector services is to build civil defense concepts and measures into the on-going day-to-day programs of each. This means that groups and individuals are not recruited to wear civil defense hats. All groups and individuals already have civil defense hats. The job is to help them recognize this—make them aware of this—so that their capabilities can be prepared and ready for the time when emergency action is needed. This can take place only if acceptance of civil defense community action in the public and private sectors can be achieved in the pre-emergency period. Clear and imaginative explanations of program goals and progress to elective and appointive public officials and to leaders in the private sector is vital in creating the favorable attitudes required.

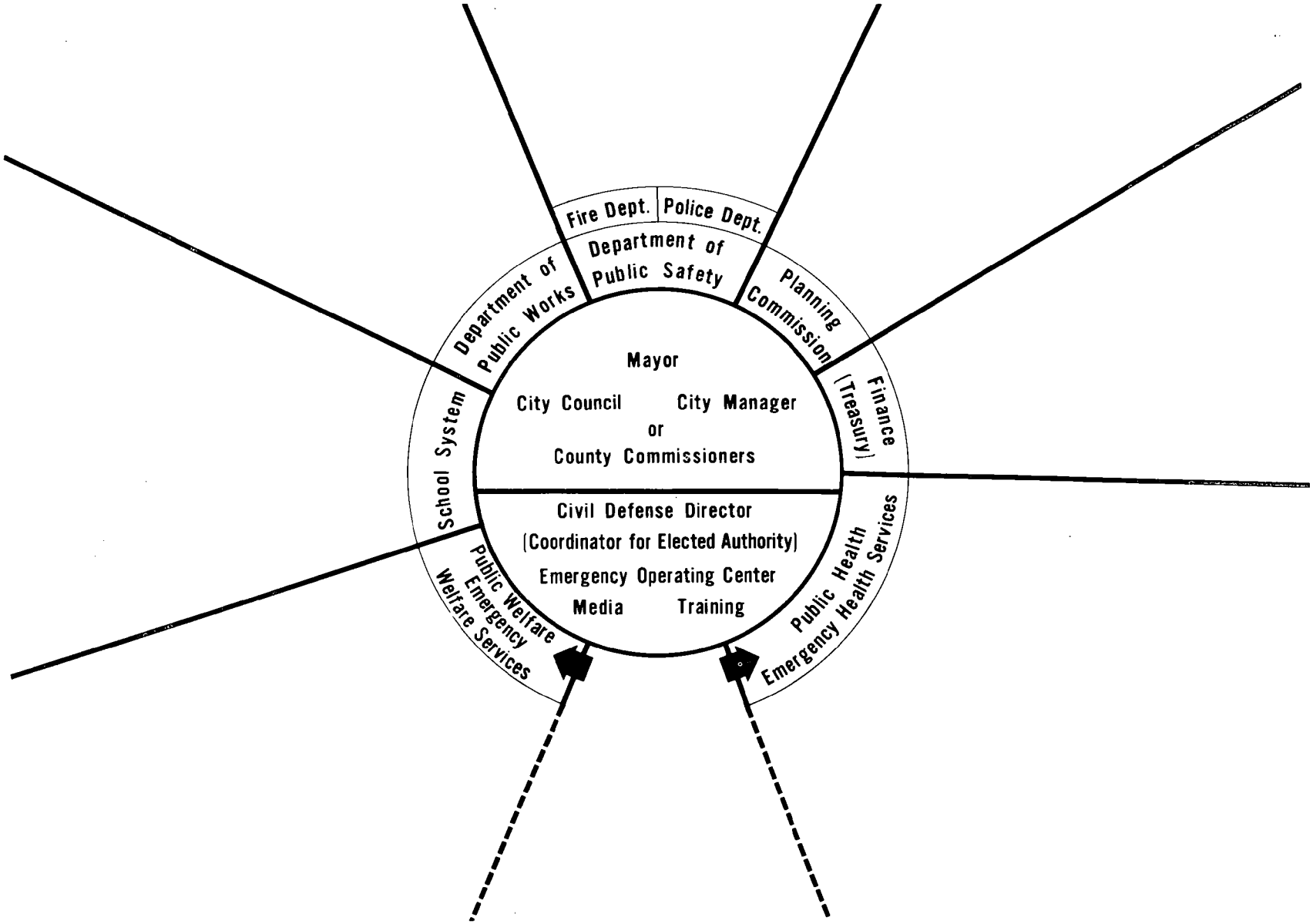
Institutions of Higher Learning

The next ring—higher learning—indicates the importance of universities, colleges, and institutions in creating the kind of climate and in-depth understanding that government officials, private sector leaders, and the citizenry need for coping with the emergencies that can strike communities at any time of day or night in this dangerous and uncertain world.

Special Interest Groups

The citizens fall into many special interest groups other than those in their vocational fields. These groupings strongly influence their members. These special audiences and a wide variety of community groupings can be involved in CD, particularly in identifying

DEPARTMENTS OF LOCAL GOVERNMENT



Visual 2

leadership, special skills, and in informational processes and support activities.

State and Federal Governments

The State and Federal Governments provide funds and essential services—but they do so through a variety of channels and to a variety of local agencies.

Not only are all of these elements involved in community CD, but their relations with each other are numerous, overlapping, and complex. All of these arrows show established channels of influence and interaction between and among these areas. You can't have adequate community action without paying attention to all of these areas of influence—from the Federal Government right down to the local government—including institutions of higher learning, special interest groups—and the local private sector with its multitude of interests, skills, manpower, and material resources.

Visual #2 Departments of Local Government

This visual depicts the basis of civil defense at the community level. Civil defense, in essence, is civil government prepared for and operating in emergencies. Because this is so, the inner ring encloses the mayor, city council, city manager, county commissioner, county judge, selectman, or other local authority.

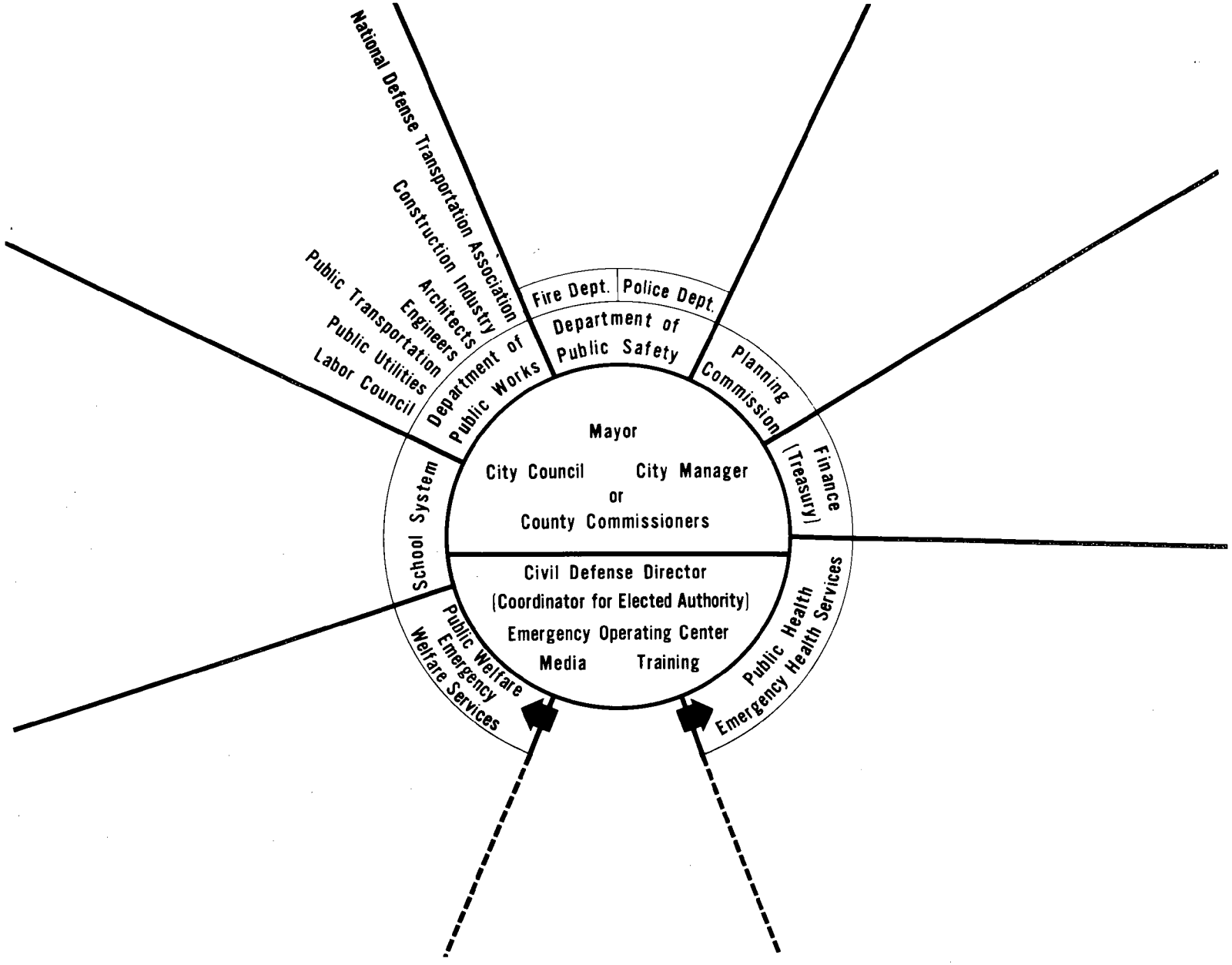
The Civil Defense Director's coordinating responsibilities are depicted in the lower half of the ring. The various local departments surrounding the center or hub of the visual have and must take very specific and definite responsibility for parts of the civil defense program, and the Civil Defense Director coordinates their emergency plans and functions.

Now let's look at the Department of Public Works—Engineering—or whatever name it bears at the local level.

Public works has a big job to do in civil defense. The questions are—does the director of this department know what his civil defense responsibilities are? If not, he must be told about them. If so—what's he doing about them?

Perhaps he feels the job is too big for his already overburdened department. If so, he's usually right. That's because, as has been said earlier, government can't possibly do the job alone. Private sector equipment, supplies, manpower, and know-how must be joined to the governmental structure and efforts.

DEPARTMENT OF PUBLIC WORKS AND PRIVATE SECTOR SERVICES



Visual 3

Visual #3 Department of Public Works and Private Sector Services

As this visual "Department of Public Works and Private Sector Services" shows, the Director of Public Works has a number of vital services and resources—that he works with everyday—available to help him carry out his responsibilities.

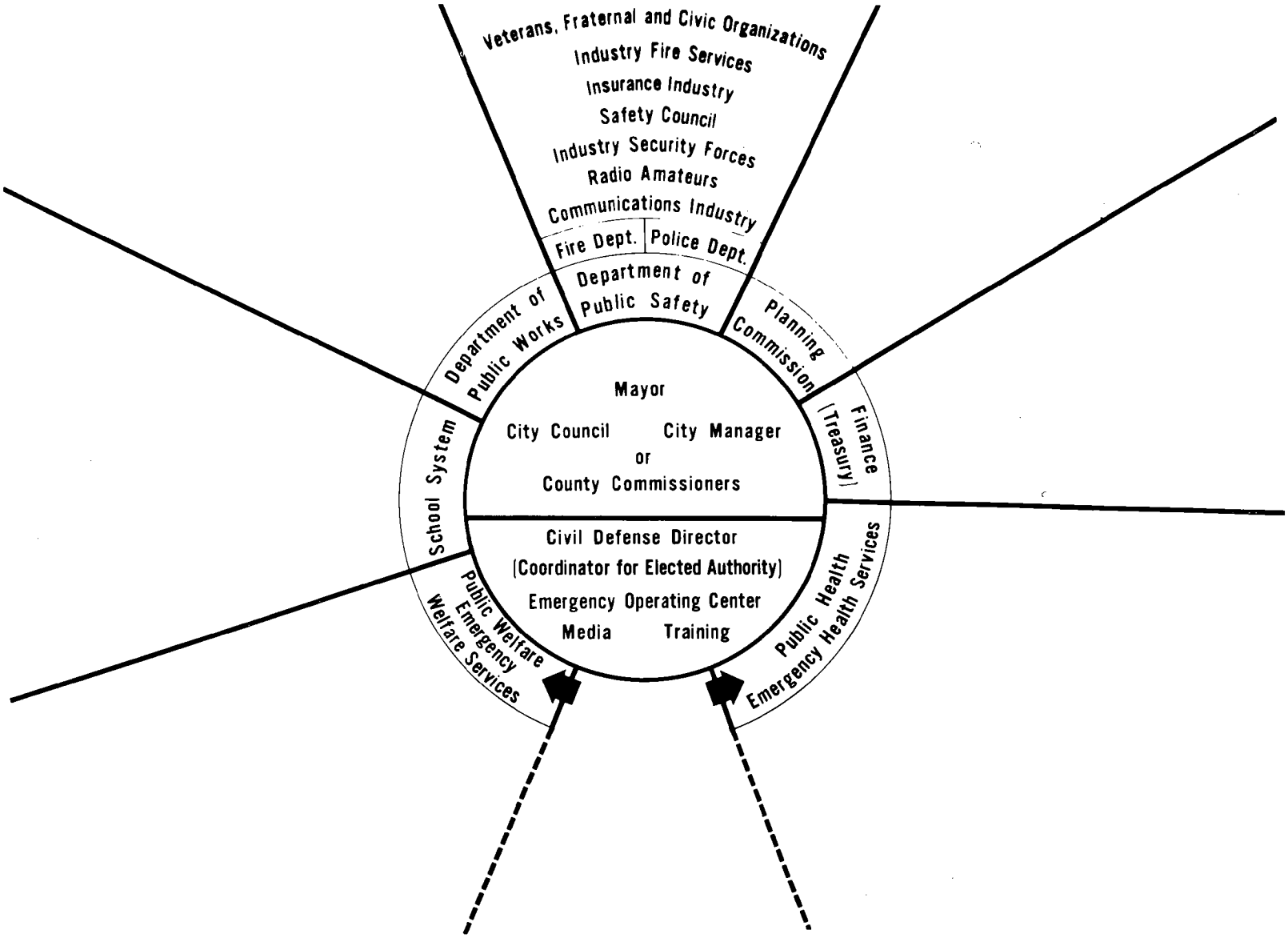
Now, public works may be known by another name in different cities and towns. The title is not important. What is important is the fact that whoever is in charge of these vital services can only do his job effectively by identifying and organizing the related private sector services. For example, the National Defense Transportation Association has a national agreement with the Office of Civil Defense. And the components of the total transportation industry are available in whole or in part in every community. NDTA has done an excellent job in stocking shelters in many places—and an equally good job in providing emergency transportation in natural disasters—and in its planning directly with governments concerned.

(If your community has an NDTA chapter, you can probably cite examples of successful action or planning between civil defense and NDTA. If there is no NDTA chapter in your town/city, you should point out that plans are (can be) worked out with the appropriate components of the transportation industry.)

What has been said thus far might give the impression that the local CD Director is being asked to identify and organize all these services. This is precisely what he should not do. The identification, organization, and use of private sector backup services is the responsibility of the local department involved—working with the civil defense director.

Working directly with the Associated General Contractors, Home Builders Association, or individual builders and contractors—developing inventories of heavy equipment that will be needed—public transportation, public utilities, working with chapters of Architectural and Engineering Societies, and with industry and labor councils—these functions are not the sole responsibility of the Civil Defense Director. They are a primary responsibility of the Chief of the Department of Public Works. He is working with these people constantly on other matters. He is supposed to know their capabilities. If he doesn't have an inventory or estimate of heavy equipment in his community, he can't operate effectively when a large disaster hits. He should have this ready for the Civil Defense Director and the Mayor for emergency use.

DEPARTMENT OF PUBLIC SAFETY AND PRIVATE SECTOR SERVICES

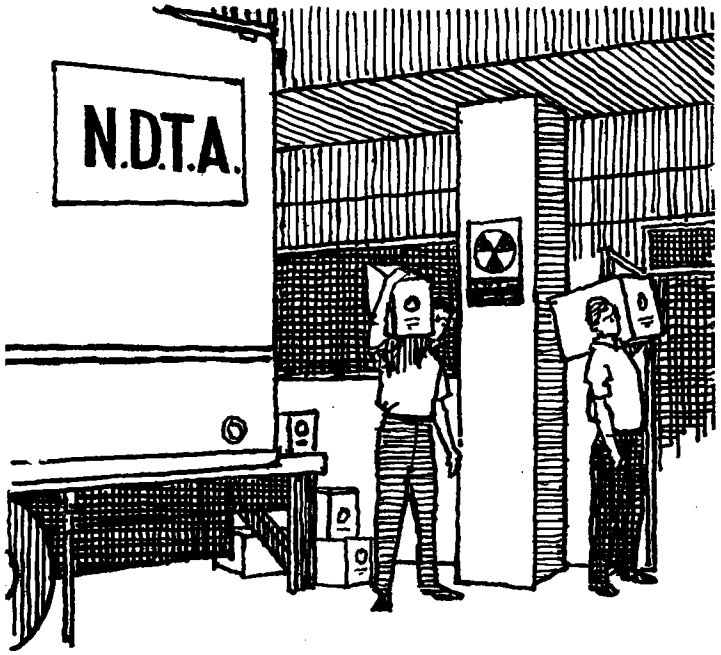


Visual 4

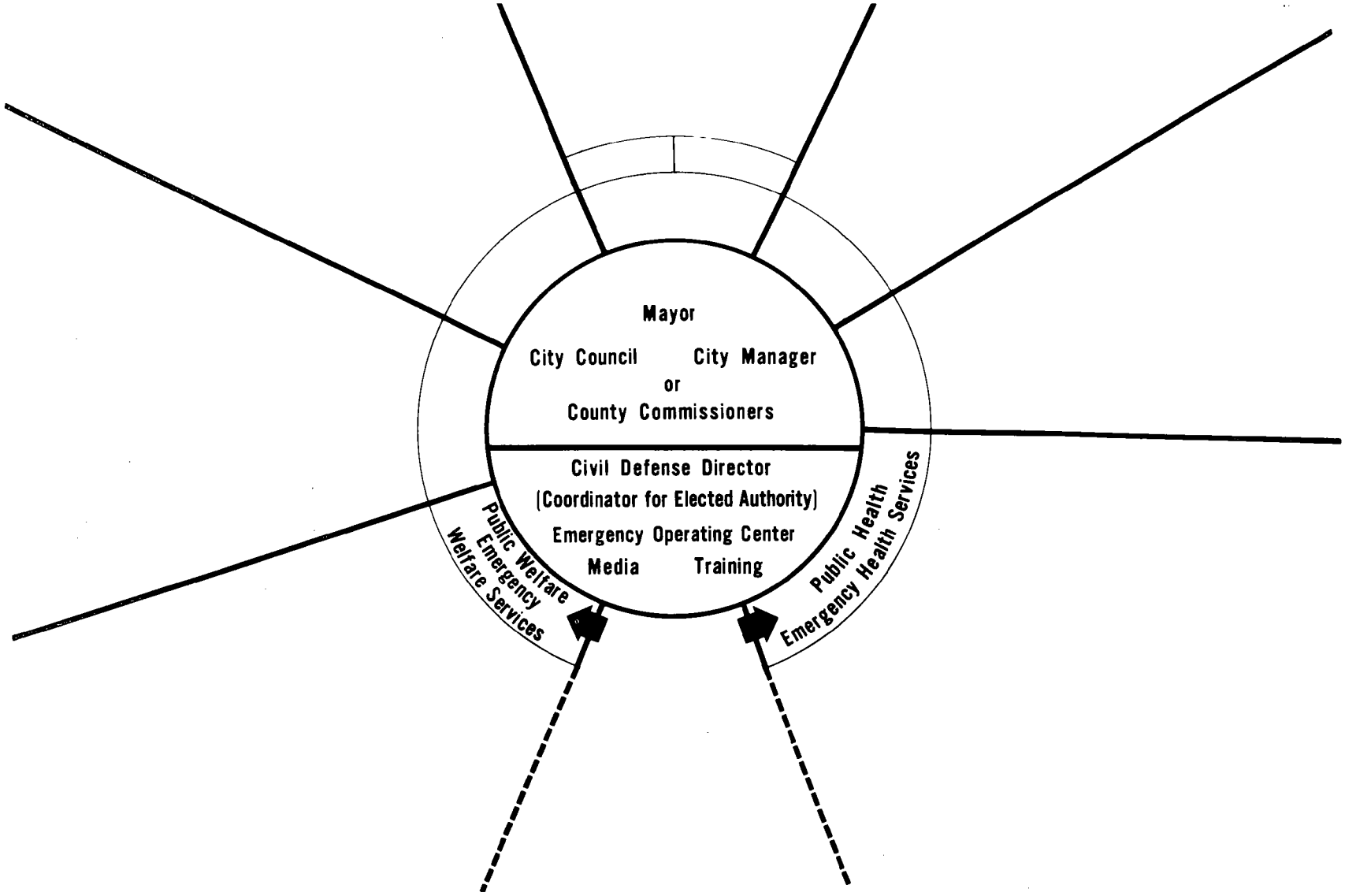
Visual #4 Department of Public Safety and Private Sector Services

Now, look at the Department of Public Safety. Here you'll see that the fire and police departments use many of the same private services and resources and they need to be properly coordinated under the public safety officials.

The veterans organizations and other civic and service organizations are excellent places to recruit high quality personnel for both fire and police auxiliary units, as well as radio amateurs for the Radio Amateur Civil Emergency Service. Industrial fire and security forces form a vital part of the total fire and security capability needed in an emergency. The insurance industry offers a valuable support to fire forces through maps, records, and analysis of hazards. As the staff coordinator for the Mayor—with primary interest in and responsibility for the Emergency Operating Center—the Civil Defense Director plays a vital role here.



DEPARTMENTS OF PUBLIC HEALTH & WELFARE AND PRIVATE SECTOR SERVICES

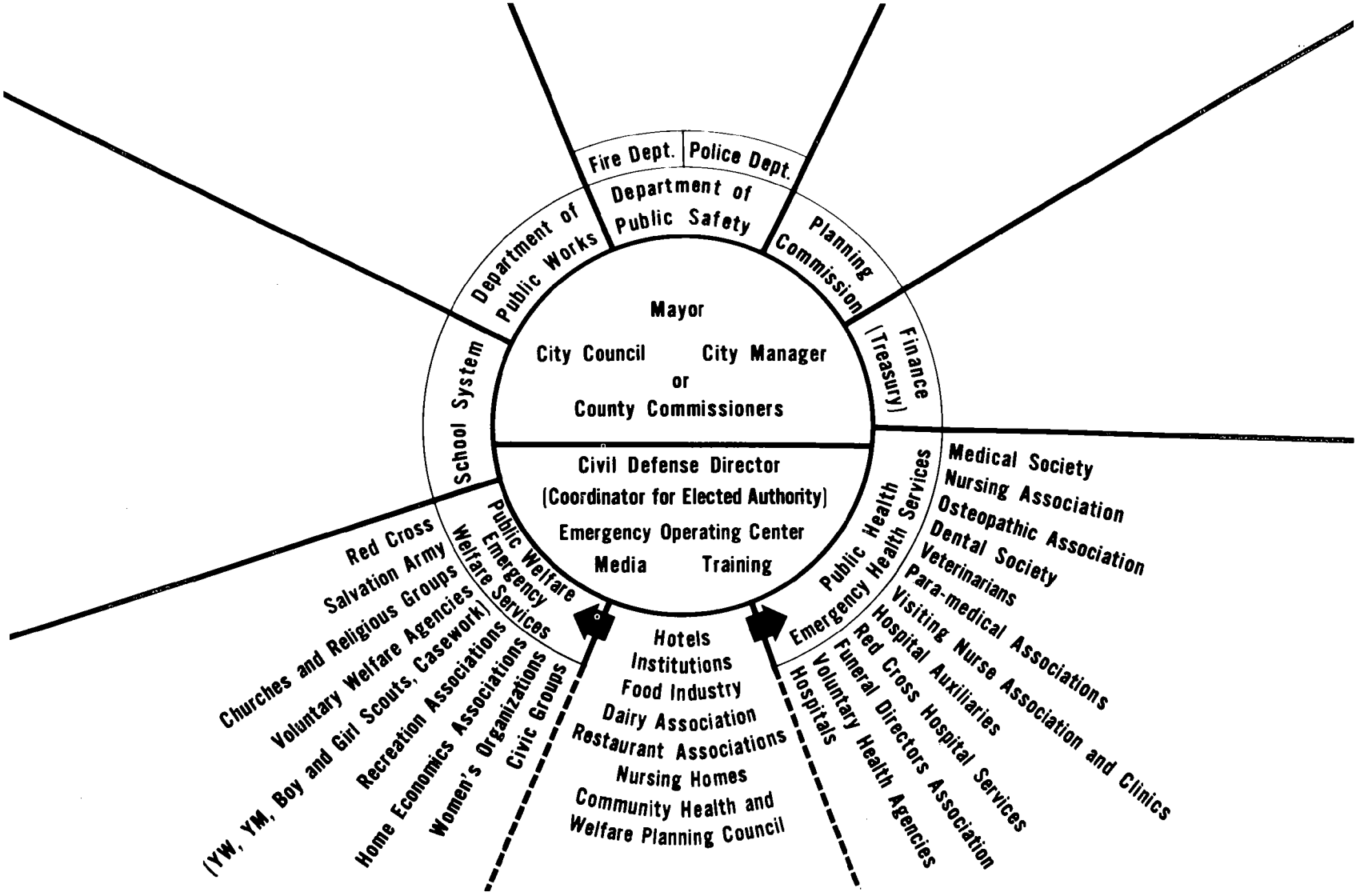


Visual 5

Visual #5 Departments of Public Health and Welfare

Now, consider the Department of Public Health. Here the participants should fill in some of the key private sector services that will help them get the Emergency Health Services job done. (Allow 3–5 minutes or so for this and then repeat the audience participation exercise for the Department of Public Welfare.)

HEALTH & WELFARE AND PRIVATE SECTOR SERVICES



Visual 6

311-936 O—68——2

Visual #6 Departments of Public Health and Welfare and Private Sector Services

Now, this visual lists some examples of private sector resources in both the Health and Welfare area.

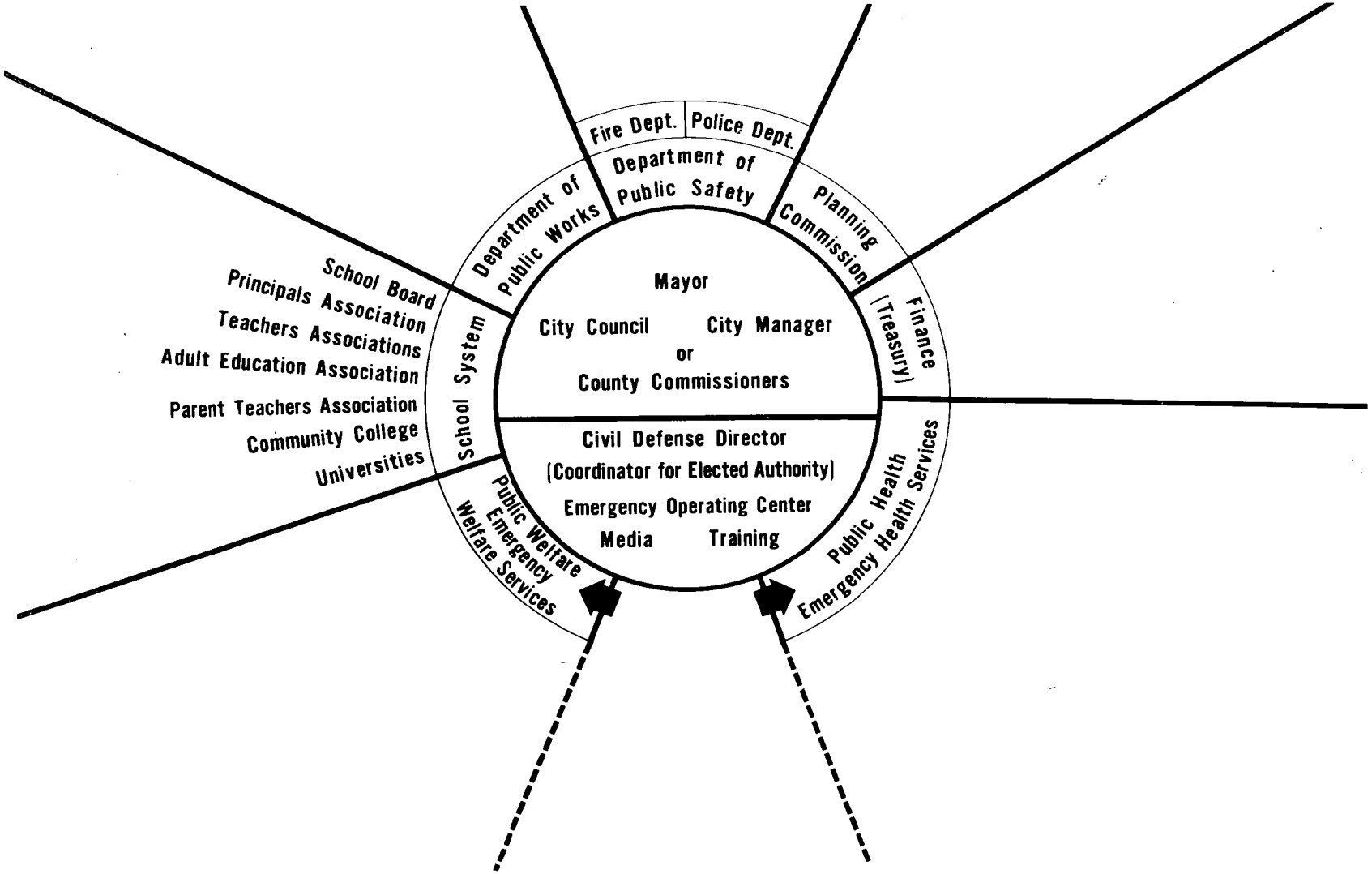
You have already identified some (many) of them yourselves. Civil defense concepts and plans should be built into every one of these institutions or organizations.

But the health field is, in fact, intimately related to the welfare field, and most communities have a Health and Welfare Planning Council. That Council has an important role to play in civil defense, and it should make this clear to the Civil Defense Director as he works with the head of Public Health, and with the head of the Welfare Department—to enlist the interest and participation of the private agencies who are members of the Health and Welfare Planning Council.

In the health field, the private sector services and institutions are included more effectively than in other fields, because the health field lends itself to disaster operations and is daily dealing with emergencies. But there are other private sector services which must be involved in backup to the whole health and welfare areas. Among these are: hotels, institutions, the food industry, the dairy associations, restaurant associations, etc.

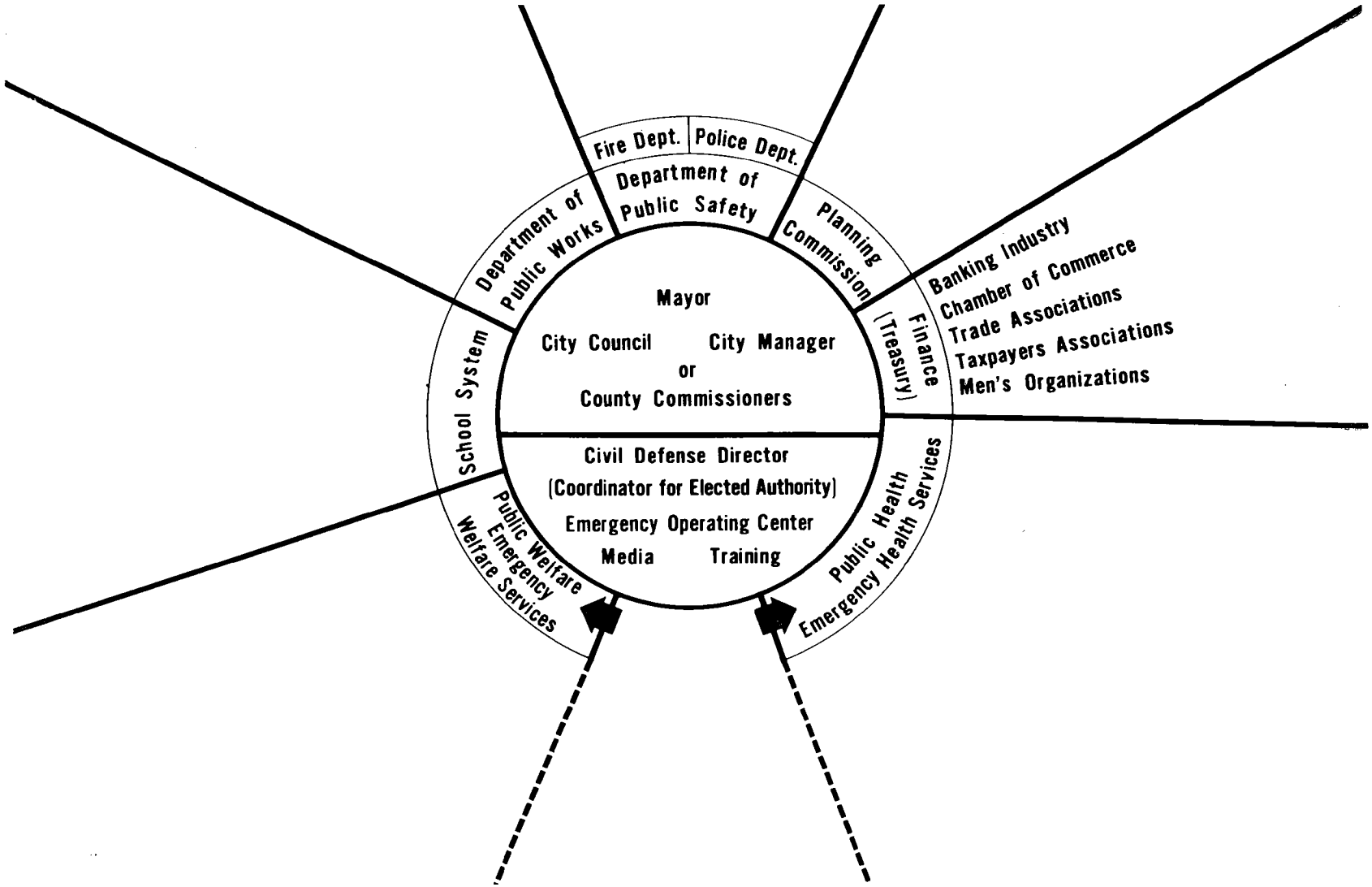
The welfare field is a bit harder to define. In addition, in about half of the States, welfare departments are not a part of local government, and the mayor or county officials cannot issue an executive order to them. Therefore organization of the local civil defense welfare services may, in some areas, be more complex than appears on the surface.

SCHOOL SYSTEM AND PRIVATE SECTOR SERVICES



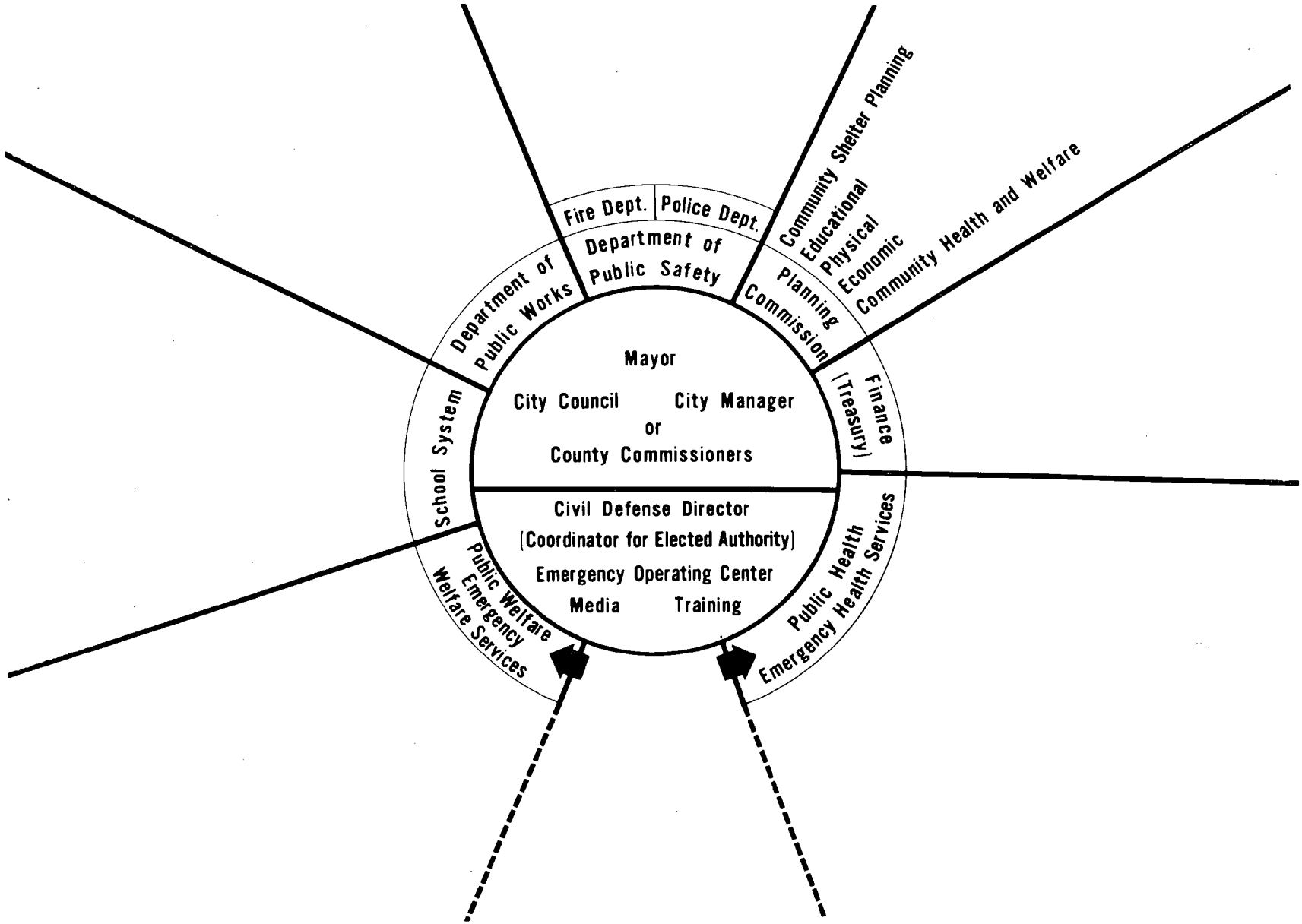
Visual 7

FINANCE (Treasury) AND PRIVATE SECTOR SERVICES



Visual 8

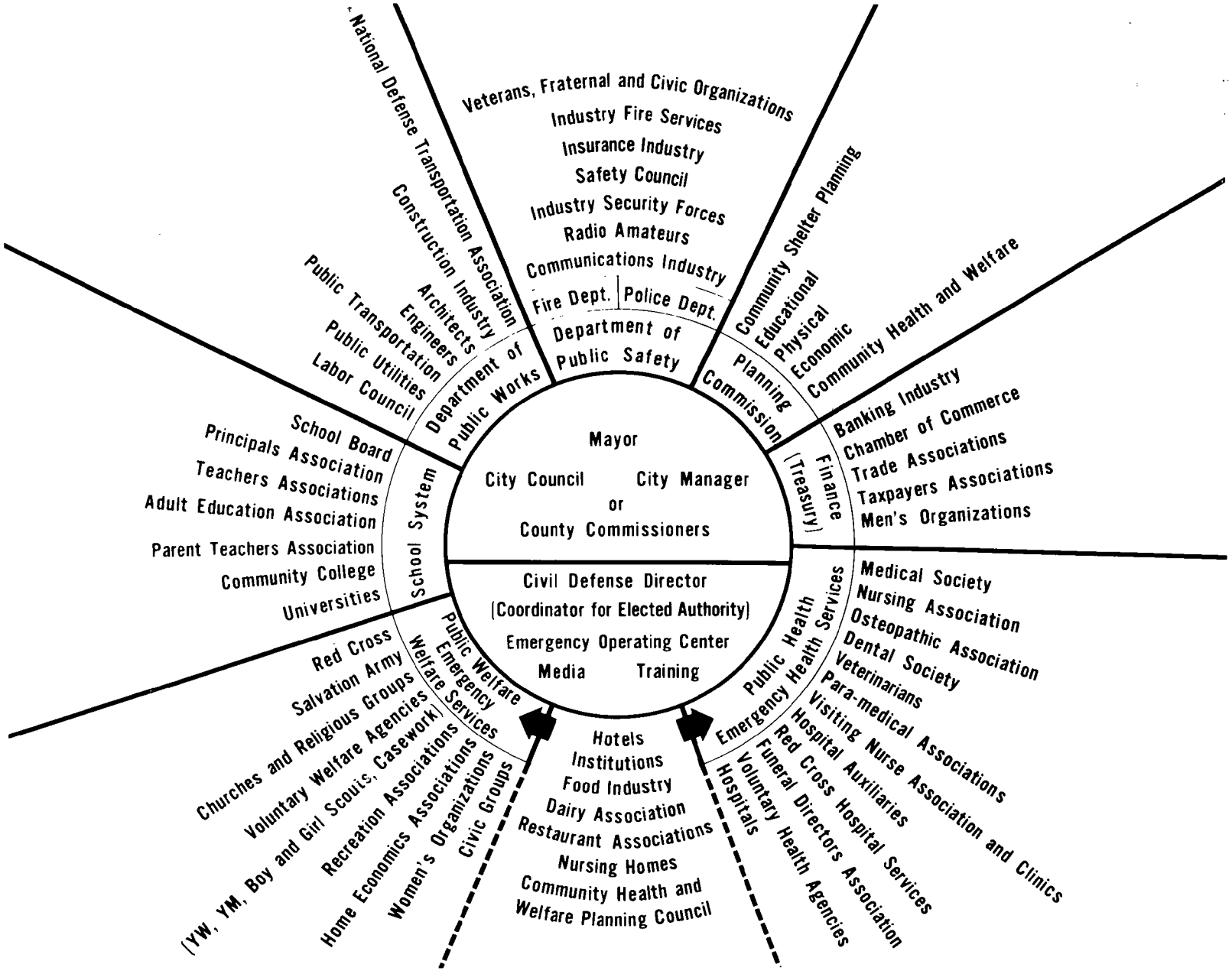
PLANNING AND PRIVATE SECTOR SERVICES



Visual 9

Up to this point, we have discussed the Department of Public Works, Public Safety, and Health and Welfare. Now let us fill in the other spokes of the wheel. ***Display Visual #7 (School System), Visual #8 (Finance), and Visual #9 (Planning)*** briefly pointing out and discussing private sector services and their relation to the public services in each case.

PLANNING - TOTAL TEAMWORK FOR CIVIL DEFENSE



Visual 10

Now, display *Visual #10 (Total Teamwork for Civil Defense)* which shows the complete picture.

Civil defense in action today is a highly complex picture—many people in many categories—many requirements, and many of those requirements competing with each other. Will the parts of this machine mesh when an emergency comes to the community? Will there be total teamwork, limited teamwork—or just plain disorder?

Here are some questions which raise various aspects of the big question—teamwork or disorder?

Take the governing body—say, the City Council—first. Do they support preplanning for emergency operations when a disaster strikes? Have they enacted the standby ordinances that will be needed in a disaster situation? When a disaster strikes, will the Council see a well-organized operation, which saves lives and property, and relieves human suffering?

What about the Emergency Operating Center? Is it prepared realistically for an emergency? Is it known just who will be there, and what their duties will be? Do *they* know, as well as the Civil Defense Director?

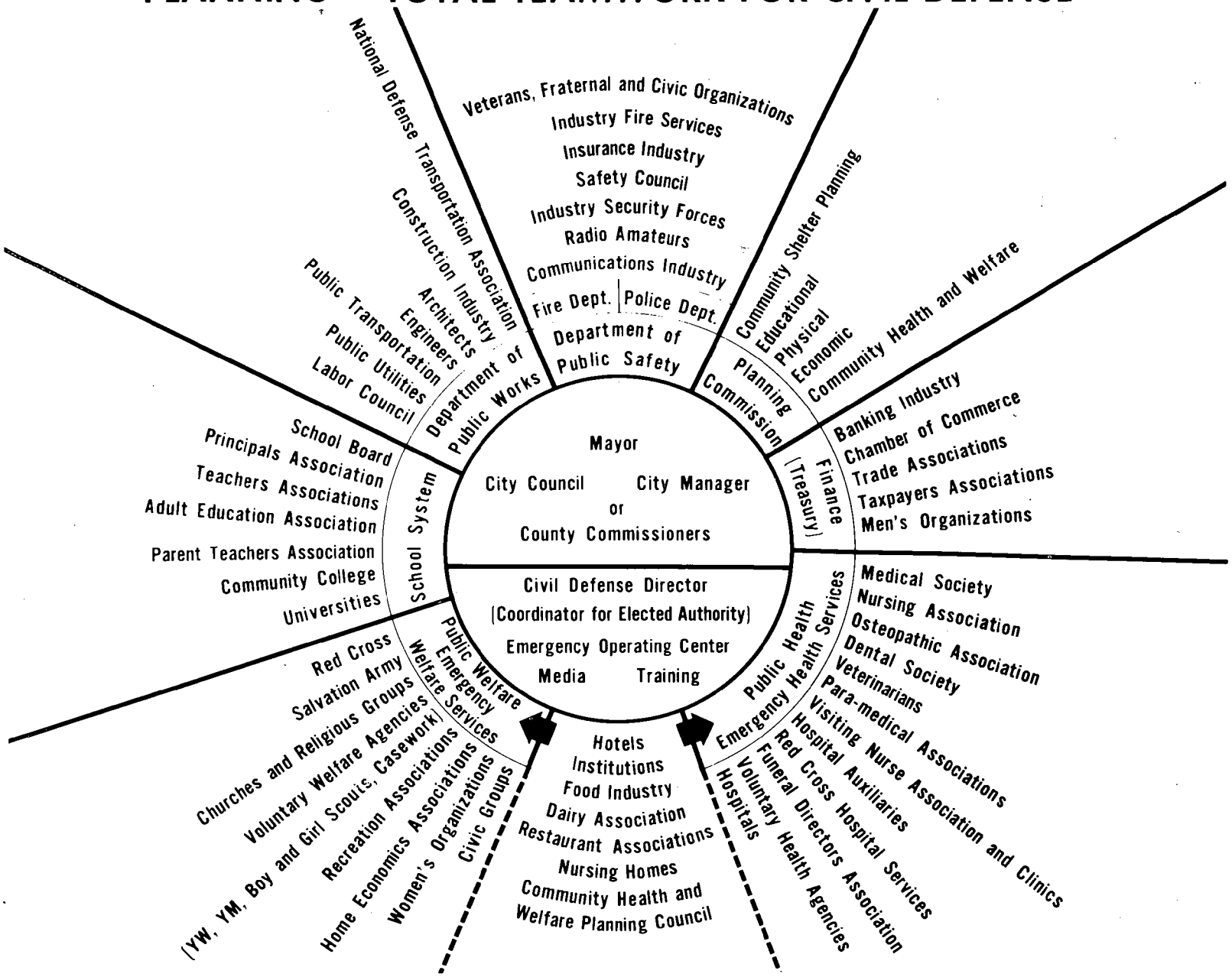
Communication will be difficult when a disaster strikes. Phone lines may be dead. Prior knowledge, plans and common understanding between people may save many lives.

What about private sector organizations and services of the community? Do they know that somebody in the government already knows what they can do? Do they know that the government is prepared to coordinate itself and not make conflicting or impossible demands upon them? Or worse yet, make no demands on them out of ignorance, when they could have made a contribution. Does the private sector group know who within the government, or within the private sector, will expect his backup?

Now, what about the private citizen? Has he been taught the things he ought to know? Does he know his community is well prepared to cope with an emergency? If it is well prepared, he will know it, because informing him is a part of that preparation. One thing the private citizen will do—he will turn on his radio. Will he get reliable information? Has the Civil Defense Director developed planning in advance which will be carried out by the departments of government and by the information media to assure accurate information to that private citizen?

Each of these questions turns our attention to the role of the various elements involved in civil defense and to their relationships. Many things come to mind

PLANNING - TOTAL TEAMWORK FOR CIVIL DEFENSE



Visual 10

when we try to give realistic answers to these questions, but perhaps one impression overshadows all others. If all of these requirements are to be met, many people must be working together on the basis of common understandings. And this whole job is far bigger than the local government can handle alone. No one man can do this job. He can kill himself trying, but he can only do it through the department heads of the local government with the planned support and participation of the private sector services of the community.

You have now seen in summary form a Community Action Program for Civil Defense. When responsible private sector leadership in a community becomes effectively involved with CD, surprising things can happen. Community leaders in a Florida coastal community were shocked when they realized that there was only one building in the area which afforded any fallout protection. The best they could do immediately was to make definite plans for using boats as fallout shelters. This they did. But more importantly, the community leaders, public and private, did not stop there. They proposed and obtained passage of bond issues to cover the low costs of incorporating fallout shelters in three new school buildings that were being considered for construction, thereby increasing the shelter space available to the community by 300 to 400 percent.

Total teamwork for civil defense involves preparing for all types of emergencies by joining the abundant resources of the private sector to the structured but limited resources of local government.

The method is to identify those private sector services, or agencies, or industries, or organizations which have resources needed by a particular department of the local government, select the effective leaders of those services and involve them in planning for CD and in building CD elements into their on-going programs.

The outcome should be a community better prepared to meet all types of emergencies.

ROLE OF THIS PRIVATE SECTOR GROUP

WORKING WITH APPROPRIATE DEPARTMENT HEAD AND CIVIL DEFENSE DIRECTOR

How can we assist in:

1. PLANNING EMERGENCY CAPABILITY AND COMMUNITY DEVELOPMENT?
2. PROBLEM SOLVING?
3. INFORMING AND EDUCATING OUR MEMBERS AND FRIENDS?
4. WHAT SPECIFIC PROJECTS CAN WE UNDERTAKE?

You have many ways to build CD into your on-going community services and activities.

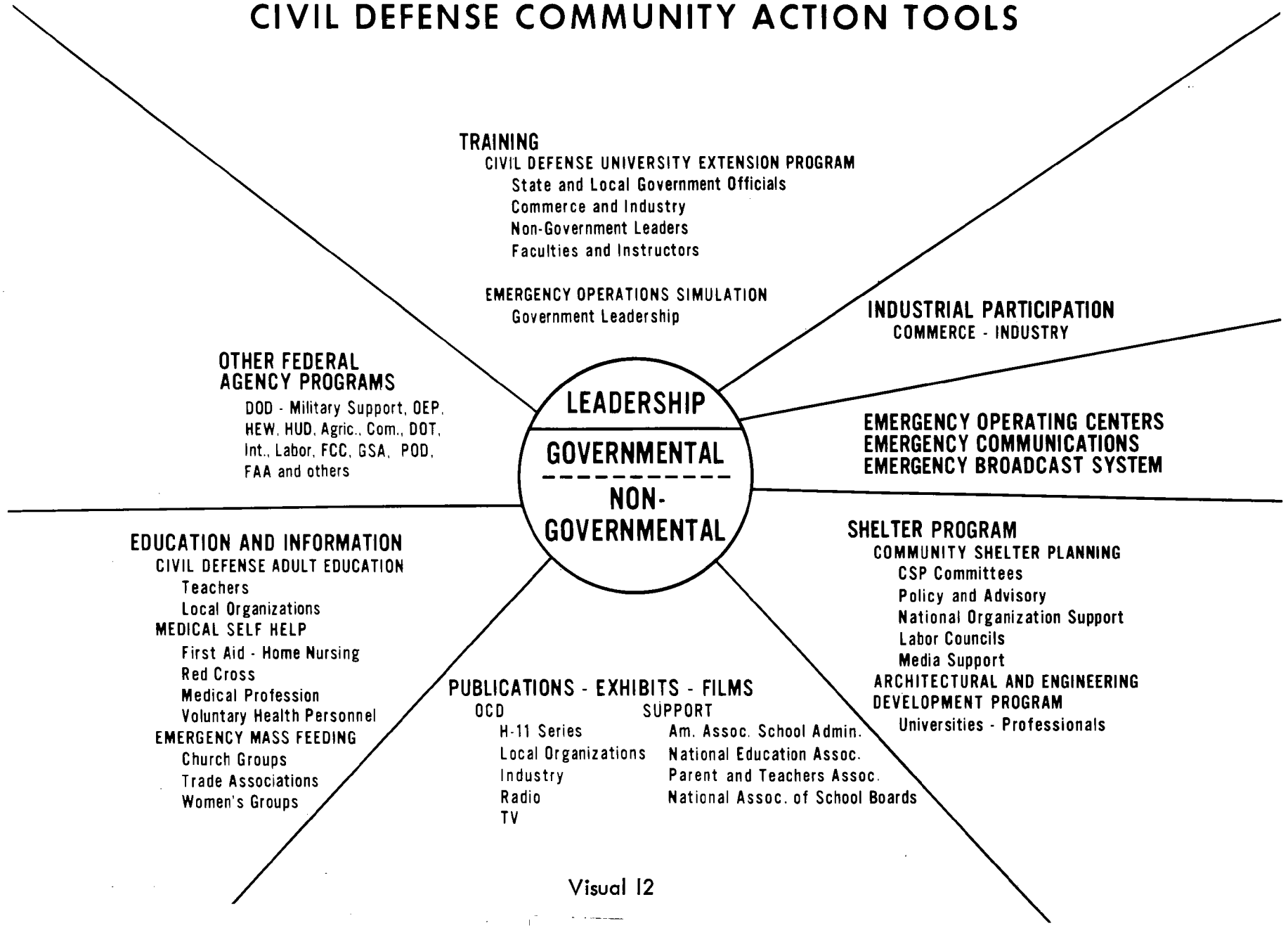
Visual II

Visual #11 Role of Private Sector Group

We have been talking about total teamwork. Let us now examine how this organization can fit into the Community Action picture.

1. How can we assist in planning?
2. How can we assist in problem solving?
3. How can we better inform and educate our members and friends?
4. What specific projects can we undertake?

CIVIL DEFENSE COMMUNITY ACTION TOOLS



Visual 12

311-936 O—68—3

Visual #12 Civil Defense Community Action Tools

There are many tools that can be used to achieve this community support—to inform and involve governmental and nongovernmental leadership. Beginning at the lower right side, we see the shelter program.

Community Shelter Planning

In Community Shelter Planning you normally have the assistance of a Policy Council and a Technical Advisory Committee. Now right here is a place for improved private sector participation. Too often, these bodies are composed almost entirely of local government people. This is not the way it should be. Leaders from representative areas of the private sector should be on the Council to participate in planning and problem solving.

Architectural and Engineering Development Program

The Architectural and Engineering Development Program has qualified over 15,000 architects and engineers in fallout shelter design and analysis. They are well distributed in all 50 States and represent a resource for action in influencing new construction, both public and private in your community.

Emergency Capabilities

Above are three of the key emergency facilities or systems: Emergency Operating Centers, Emergency Communications, and the emergency broadcasting capability. Their dual usefulness to the community is evidenced daily and particularly in peacetime emergencies.

Industrial Training Participation

Industrial and commercial participation in action is vital to the community. Both material resources and necessary skills are represented. Action by business and industry encourage action in other segments of the community. Labor fully supports these efforts.

Training

At the top are the specific training tools. The university extension programs of colleges and universities reach many leaders of the public and private sectors through instructor training and seminars. And then, under training, we have Emergency Operations Simulation which is especially effective in training government leadership to deal with emergency situations. It can also be adapted for the private sector.

Visual #12 Continued

Education and Information

Here we see the tools available in education, information, and training. In Civil Defense Adult Education, teachers and local organizations are vital. Medical Self-Help, First Aid and Home Nursing involve the Red Cross, the various medical professions and occupations, and voluntary health personnel. Emergency mass feeding involves church groups, the appropriate trade associations (those of the restaurants and food distribution industries, dairy associations, etc.), women's groups and others.

Publications, Exhibits, and Films

Finally, under publications, exhibits, and films there is a whole range of tools for education and information provided by OCD. The H–11 Series of which this program is a part is designed for use by local organizations of all kinds. The publication, exhibit, and film catalogs list other general and specialized tools.

Federal Agencies

Next we have the other Federal agency programs—the Department of Defense, with all of its military and civilian resources, the Office of Emergency Planning, the Department of Health, Education, and Welfare, the Department of Housing and Urban Development, the Department of Agriculture, the Department of Transportation, the Department of the Interior, the Department of Commerce, the Federal Communications Commission, General Services Administration and Post Office Department. These and other Federal departments and agencies have programs in CD which reach their local counterparts in government and many parts of the private sector.

CONCLUSION

These, then, are the tools available to public and private leadership. What has been presented today is the problem of obtaining the *identification of private sector resources* and the *identification and involvement of the leadership* which can bring in those resources and join with the public sector leadership in making full use of these and all other available tools to prepare the community to deal with the effects of any emergency or disaster.

Civil defense has always relied upon both public and private resources to prepare communities for emergencies.

You, as individuals and as an organized group, deal daily with the increasing competition for tax dollars and skilled personnel of all kinds. It is now more than ever necessary to build the community civil defense program, with the full range of available private sector resources, into on-going community development. In developing multi-purpose services and programs, the public and private sectors are finding ingenious forms of cooperation and joint action undreamed of a few years ago.

Through the total teamwork outlined today, your group can assist your community practically and economically to prepare to meet the community's needs in any emergency, and contribute to overall community development.

(Note to leader—Discussion on role of group should be encouraged.)

AVAILABLE INFORMATION MATERIALS

How To Obtain Publications, Displays, and Films

Ask your local Civil Defense office for free copies of publications or displays. All requests should include reference numbers. For free loan of any Office of Civil Defense public information films, contact the local Civil Defense office or the nearest Army Film Library Audio-Visual Support Center. (See complete list in H-11-1.)

SUGGESTED OCD MOTION PICTURES:

"It Happened in Texas," DOD CD 20-268. Time: 9 minutes.

(Cooperation of civil defense and other government agencies and voluntary groups in rescue and relief efforts after Hurricane Beulah.)

"Port Preparedness," DOD CD 55-257. Time: 23 minutes.

(Government and industry cooperating in civil defense plans for port communities.)

"Once To Make Ready," DOD CD 5-258. Time: 8 minutes.

(Explains what it can mean to the average citizen when his local government undertakes a Community Shelter Planning Program.)

"The Day that Made a Difference," DOD CD 38-226. Time: 27 minutes.

(Documents a 1-day shelter-stocking effort in New Orleans and San Francisco.)

"A Hurricane Called Betsy," DOD CD 20-251. Time: 29 minutes.

(The story of the 1965 Hurricane Betsy, the people who fought her, their victories and their losses.)

"Five Days of Betsy," DOD CD 20-250. Time: 11 minutes.

(Condensed version of "A Hurricane Called Betsy".)

"Though the Earth Be Moved," DOD 20-238. Time: 45 minutes.

(Dramatic story of the 1964 Alaskan earthquake and the 3 days of crisis which followed.)

"Face of Disaster," DOD CD 20-239. Time: 10 minutes.

(Highlights of some of our recent major natural disasters and the role of community welfare services in helping to meet the emergencies.)

SUGGESTED OCD DISPLAYS:

"Meeting the Needs of People in Emergencies," Tabletop #6.

"Industry Prepares for Emergency Operations," Tabletop #2.

"Build a Fallout Protected School," Tabletop #5.

SUGGESTED OCD PUBLICATIONS:

"Federal Civil Defense Guide, Part A, Chapter 2—National Civil Defense Program."

"Federal Civil Defense Guide, Part B, Chapter 2, Appendix 2—Civil Defense Directors' Guide to Citizen Participation."

"Federal Civil Defense Guide, Part G, Chapter 1, Appendix 2—Local Government Civil Defense Emergency Plans."

MP-46, "Status of the Civil Defense Program."

MP-32, "Hurricane Carla."

"Hurricane Dora, 1964."

H-14, "In Time of Emergency."

TR-33, "Schools Built With Fallout Shelters."

TR-46, "Community Development and Civil Defense."

TR-48, "Fallout Shelter in Industrial and Commercial Buildings."

TO ORDER MORE COPIES OF THIS PUBLICATION, AND/OR THIS SERIES, TEAR OUT THIS PAGE AND MAIL TO:

Community Service Office
Office of Civil Defense
Department of the Army, OSA
Washington, D.C. 20310

Quantity		*Title and Description*
_____	H–11	"Community and Family Service for Civil Defense." A 23-page booklet describing ways and means whereby voluntary organizations can develop and advance their community civil defense programs.
_____	H–11–A	"Community Involvement in Civil Defense." A 42-page booklet containing suggestions by the American National Red Cross to help civil defense leaders identify and involve a wide variety of related local resources in civil defense programs at the community level.
_____	H–11–K	"Community Action for Civil Defense." Workshop materials include Leader's Guide, one H–11–K2, "Participant's Workbook," and H–11–K3, a set of slides to be used with the Leader's Guide.
_____	H–11–K1	"Community Action for Civil Defense—Leader's Guide." Guide for a one-day workshop to assist local Civil Defense Directors and other appropriate persons to improve their management and coordinating skills in furthering civil defense emergency planning and action.
_____	H–11–K2	"Community Action for Civil Defense—Participant's Workbook." (See above for description. One workbook should be ordered for each workshop participant in "Community Action for Civil Defense." Workbooks are packaged in units of 20 copies.)
_____	H–11–K3	"Community Action for Civil Defense—Slides for Leader's Guide." (A set of slides may be ordered if original set is lost or damaged.)

(over)

_____	H–11–1	"Meetings that Move," Vol. 1. A guide to successful meetings on civil defense, using participative techniques and seminar-workshop guides. Program techniques topic: "Participative Techniques." Seminar-workshop topics: "Adjusting to Living in the Nuclear Age," "Preparedness and Natural Disasters," "Fallout Shelter in Schools."
_____	H–11–2	"Meetings that Move," Vol. 2. Program techniques topic: "Publicity." Seminar-workshop topics: "Why Civil Defense," "Fallout Shelter in New Buildings."
_____	H–11–3	"Meetings that Move," Vol. 3. Program techniques topic: "Getting Your Ideas Across." Seminar-workshop topics: "Warning Story," "Emergency Communications," "Emergency Operating Centers."
_____	H–11–4	"Meetings that Move," Vol. 4. A seminar guide on Community Shelter Planning. Subjects of: Planning Factors in the CSP Program and Local Status; Providing Citizens with Information; Shelter Space in New Buildings; The Role of Community Agencies in CSP and in Various Supporting Services.
_____	H–11–5	"Meetings that Move," Vol. 5 (this publication).

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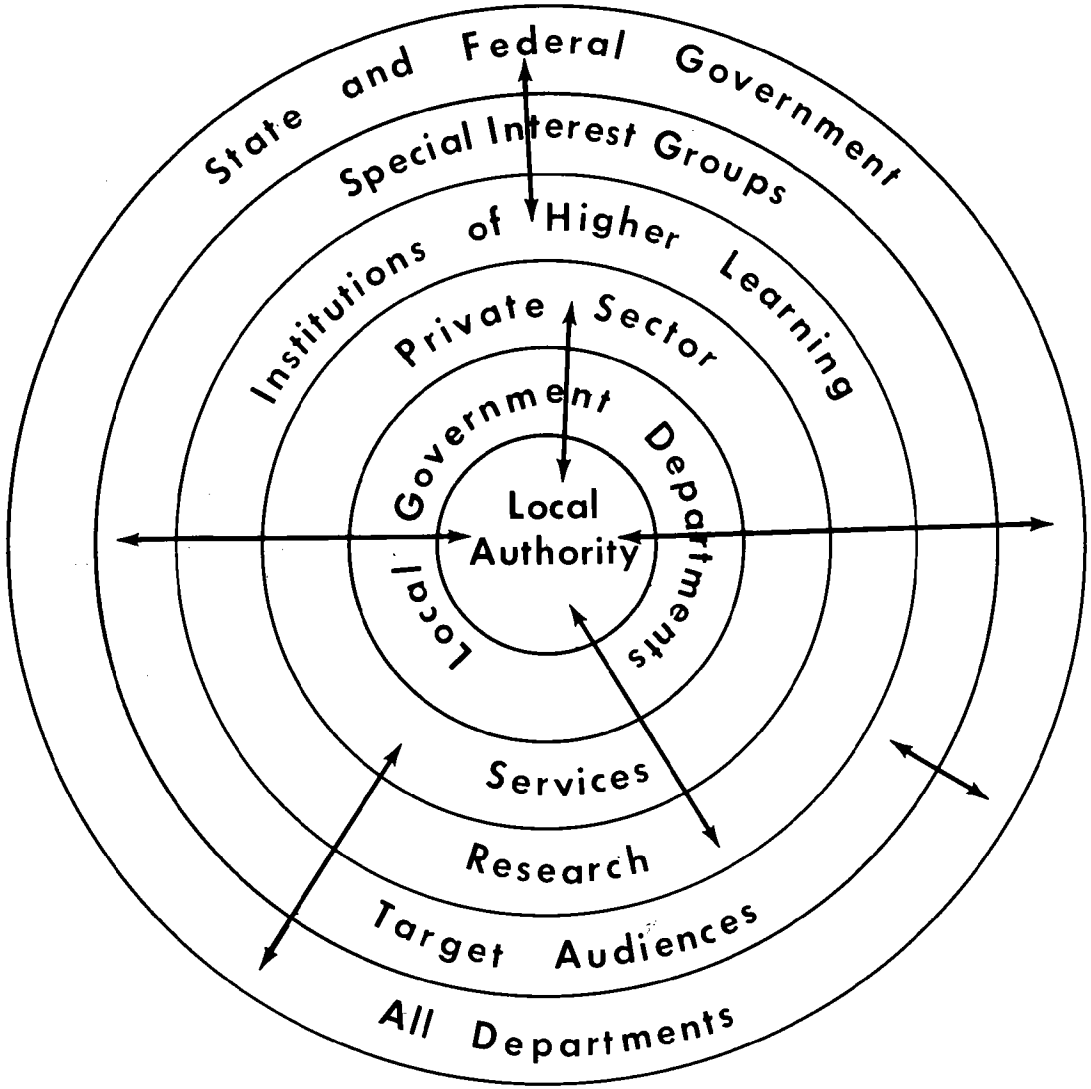
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Your Position _____

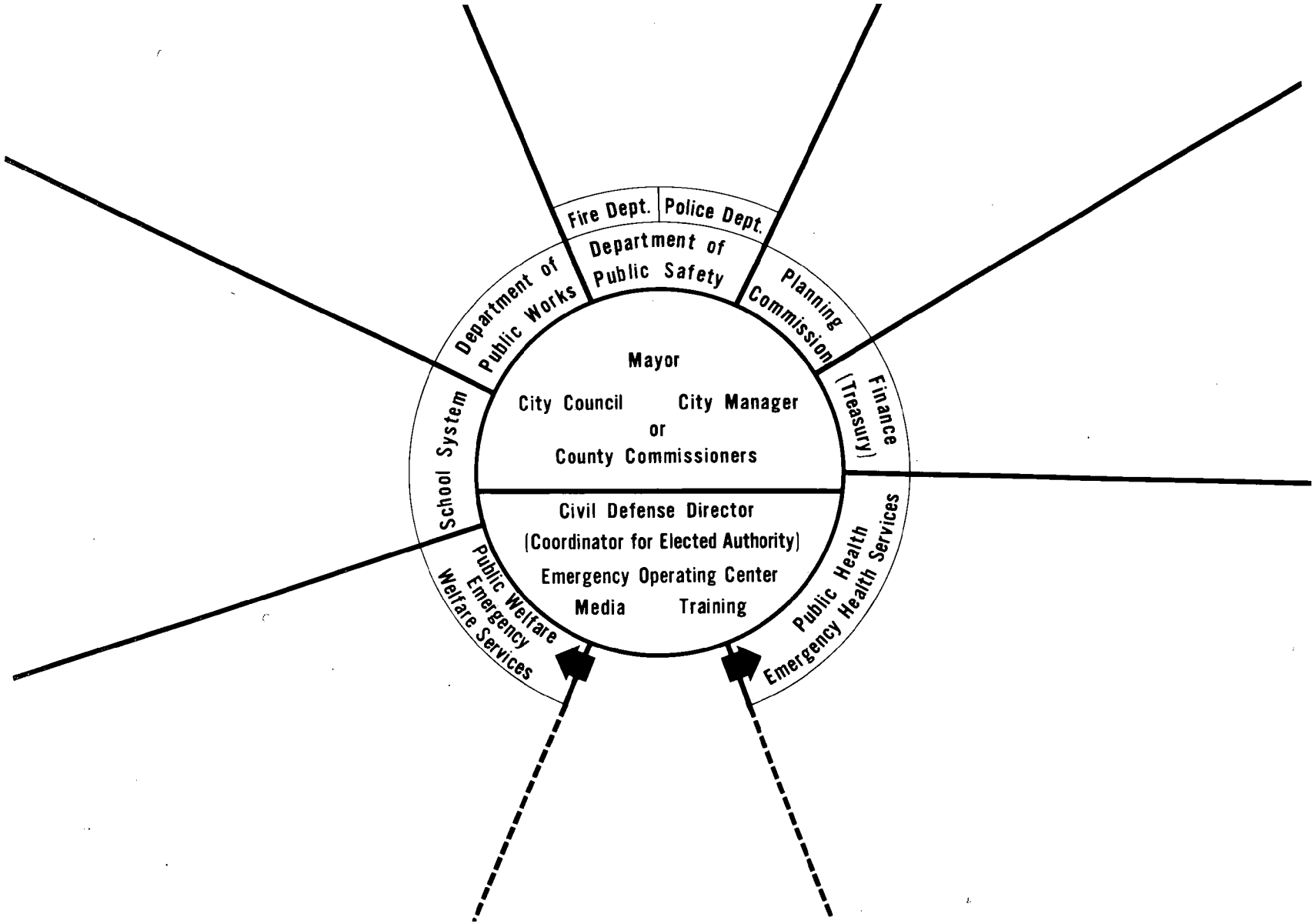
(The Office of Civil Defense would like to hear about your use of this material, types of meetings you have been conducting, the kind of organization you represent, and plans for future programs. If you wish, please use the space below for comments.)

COMMUNITY ACTION FOR CIVIL DEFENSE - BASIC ELEMENTS



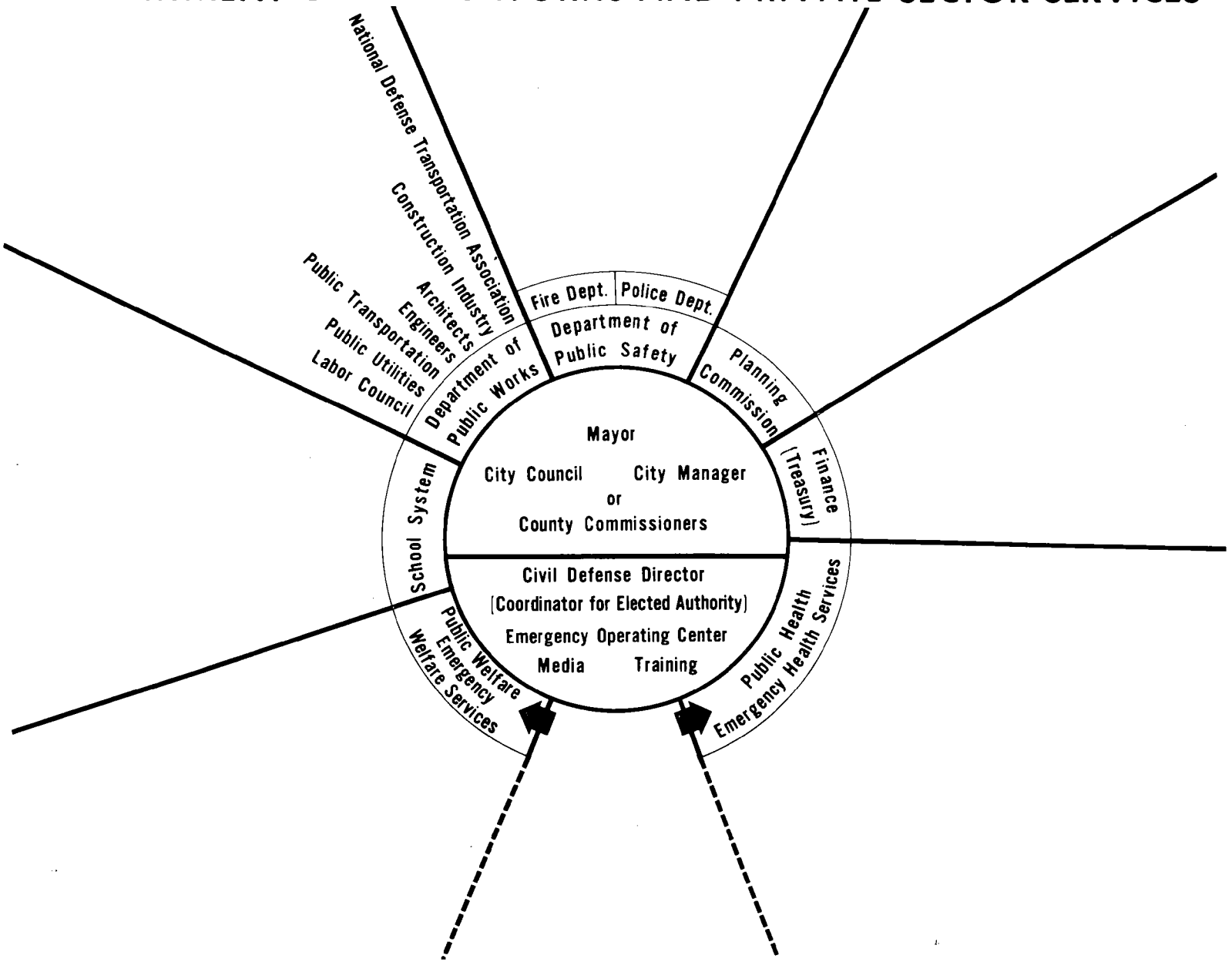
Visual I

DEPARTMENTS OF LOCAL GOVERNMENT



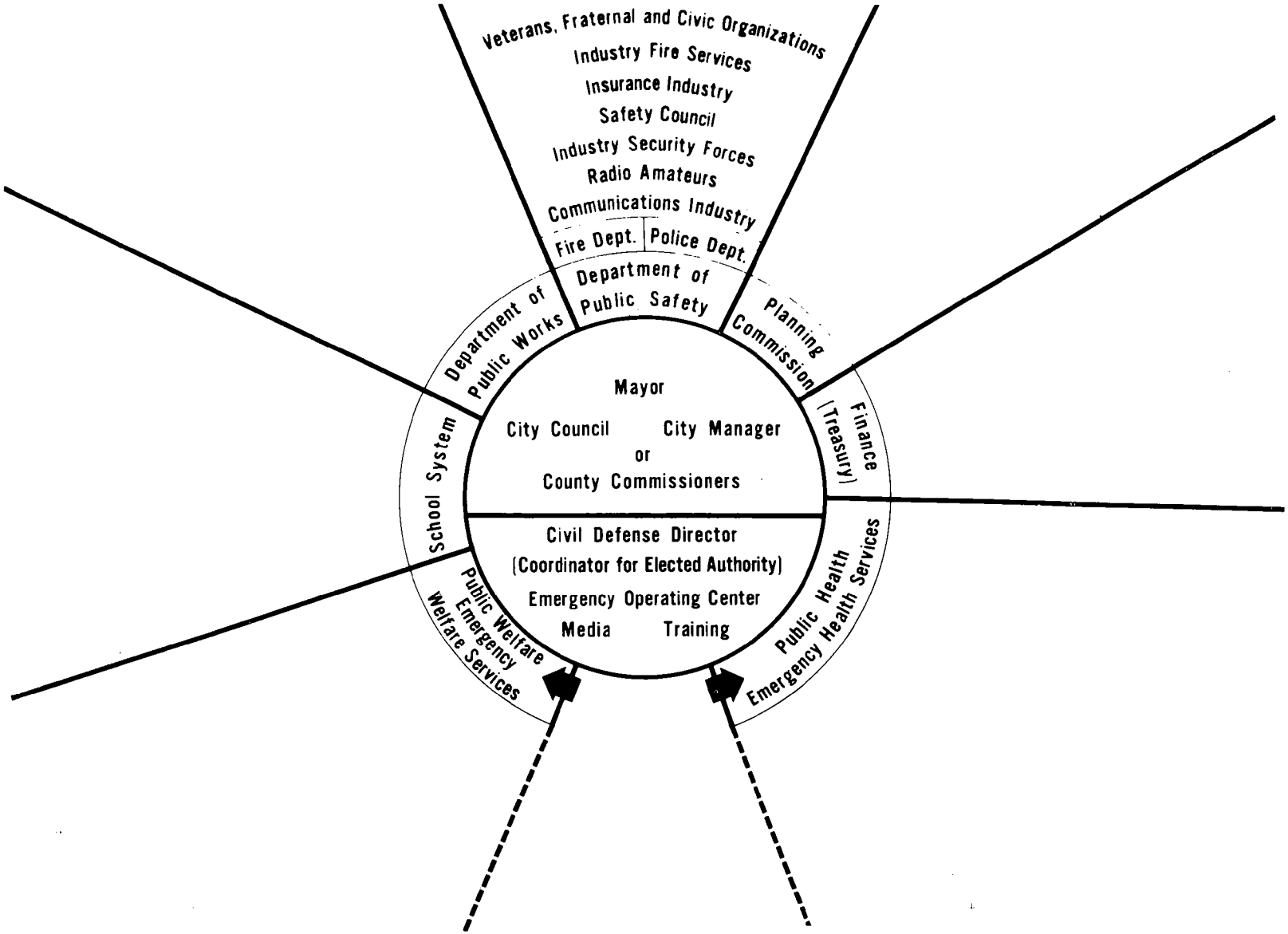
Visual 2

DEPARTMENT OF PUBLIC WORKS AND PRIVATE SECTOR SERVICES



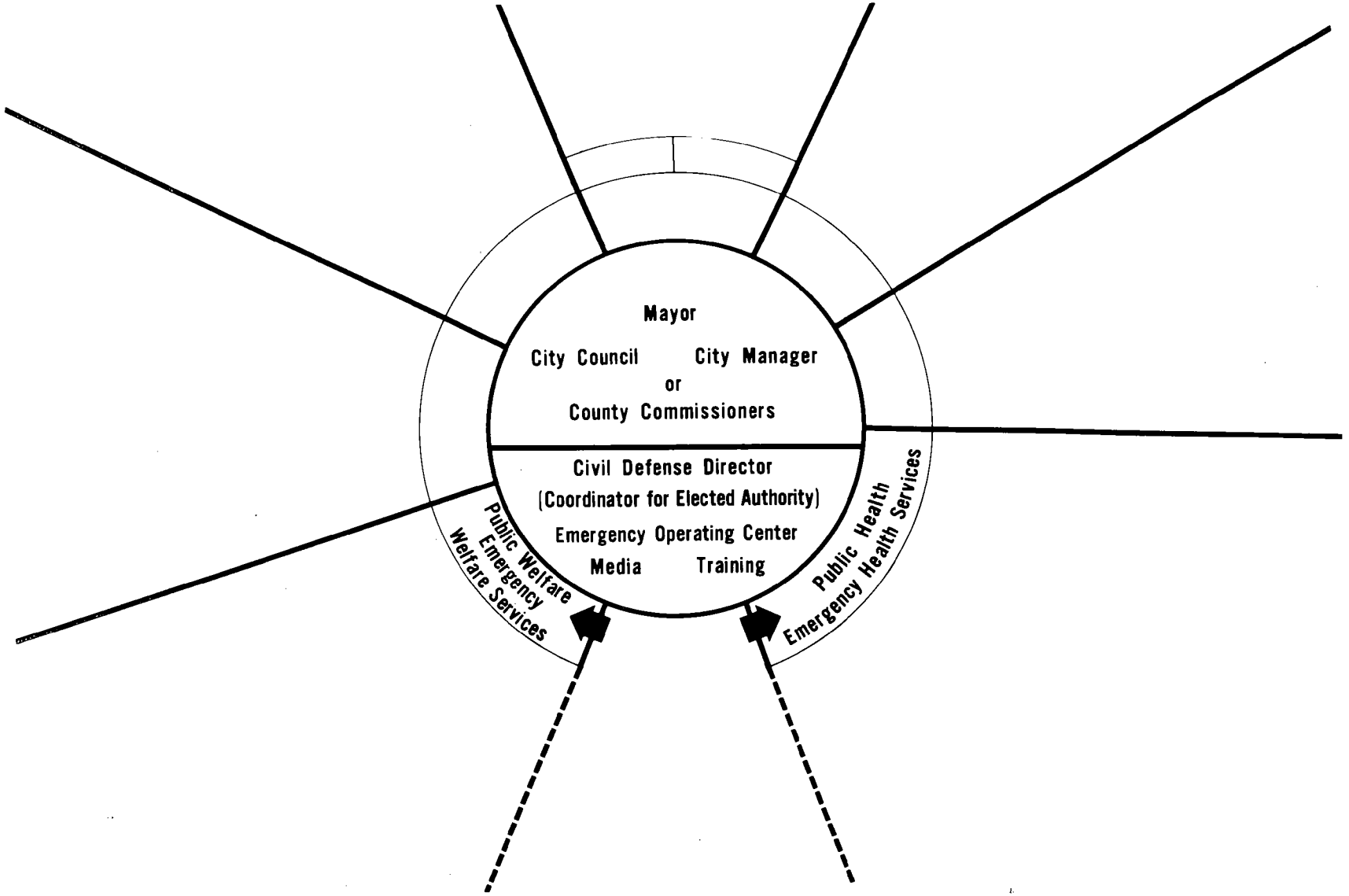
Visual 3

DEPARTMENT OF PUBLIC SAFETY AND PRIVATE SECTOR SERVICES

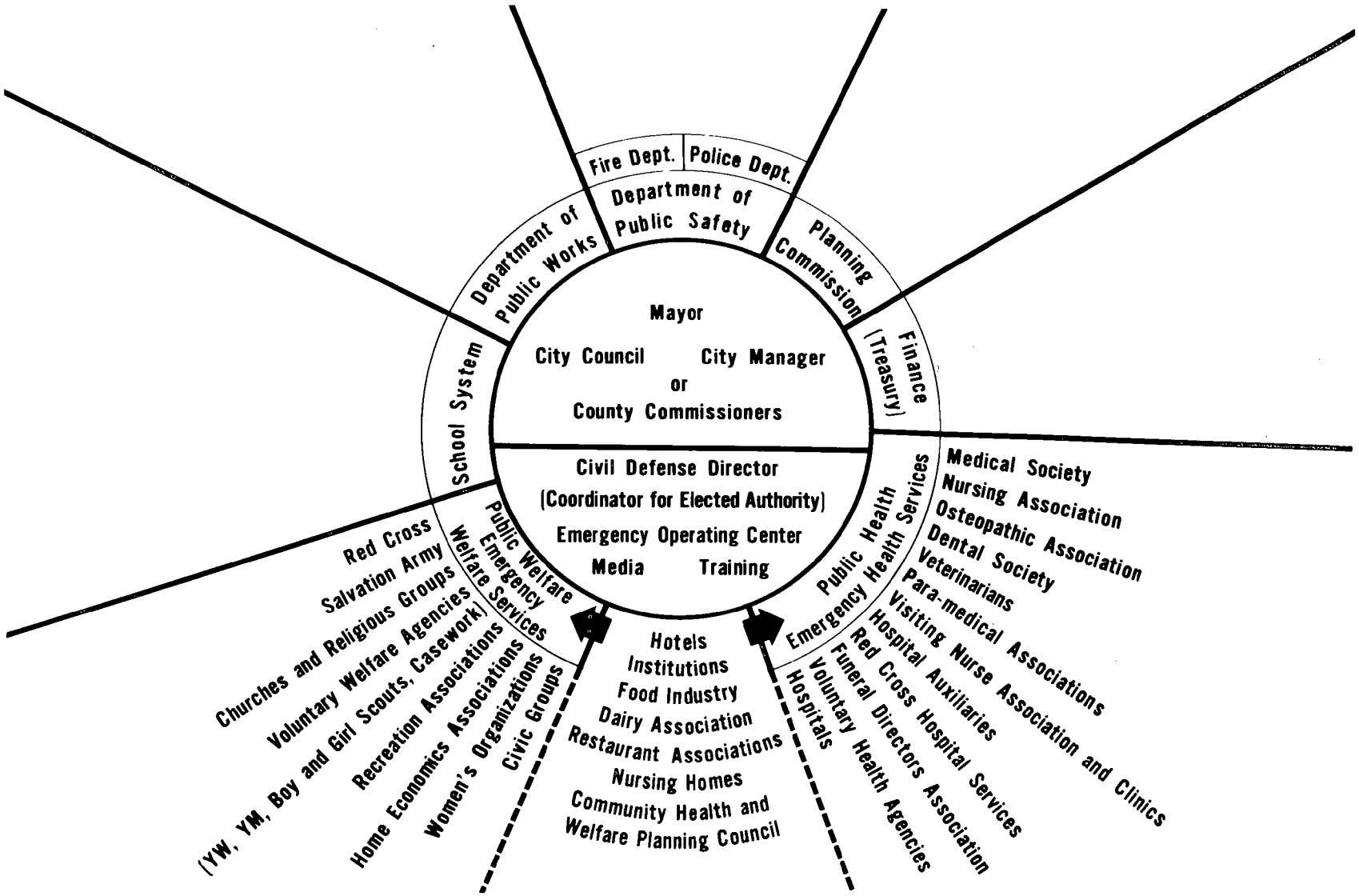


Visual 4

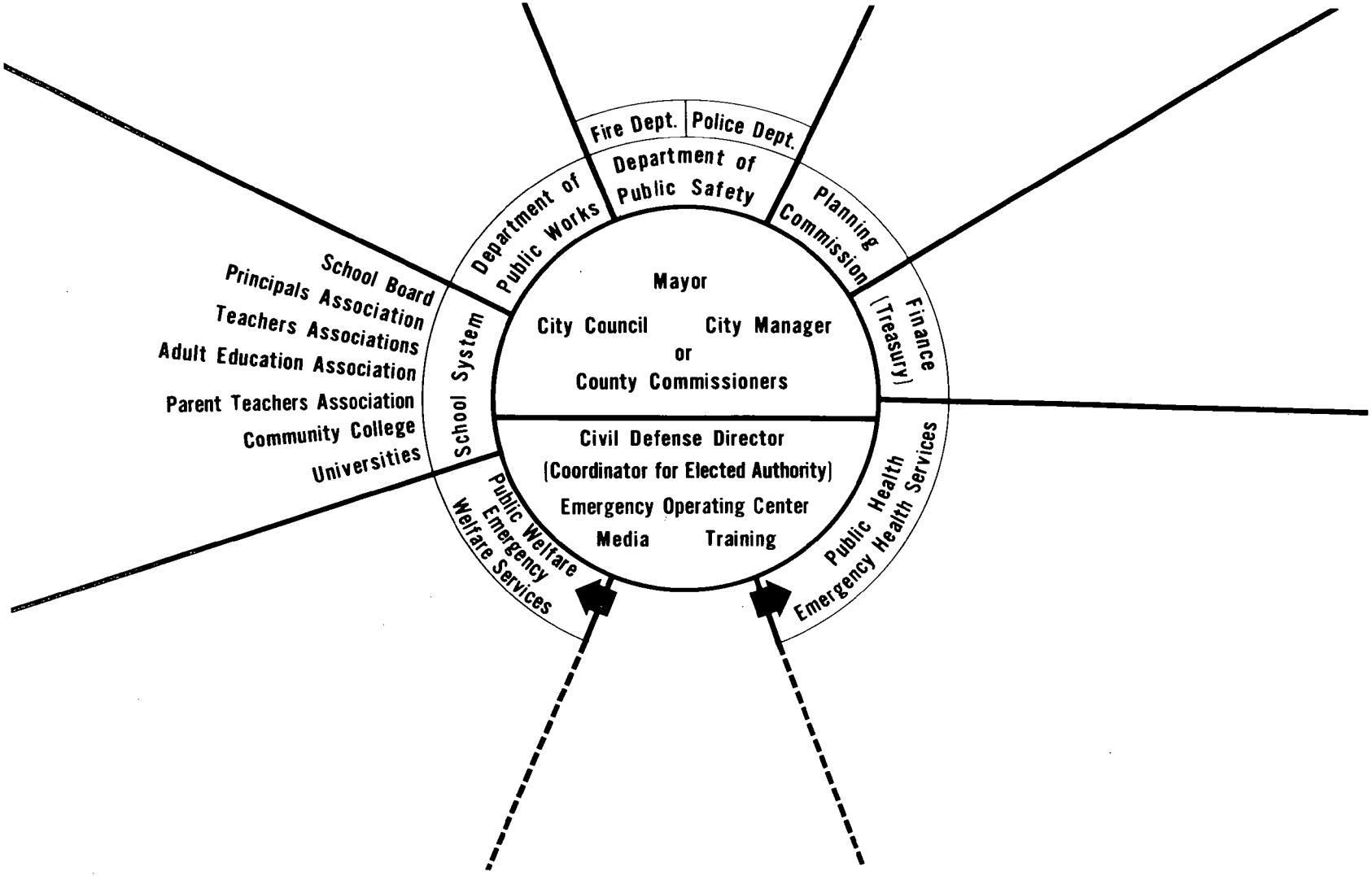
DEPARTMENTS OF PUBLIC HEALTH & WELFARE AND PRIVATE SECTOR SERVICES



HEALTH & WELFARE AND PRIVATE SECTOR SERVICES

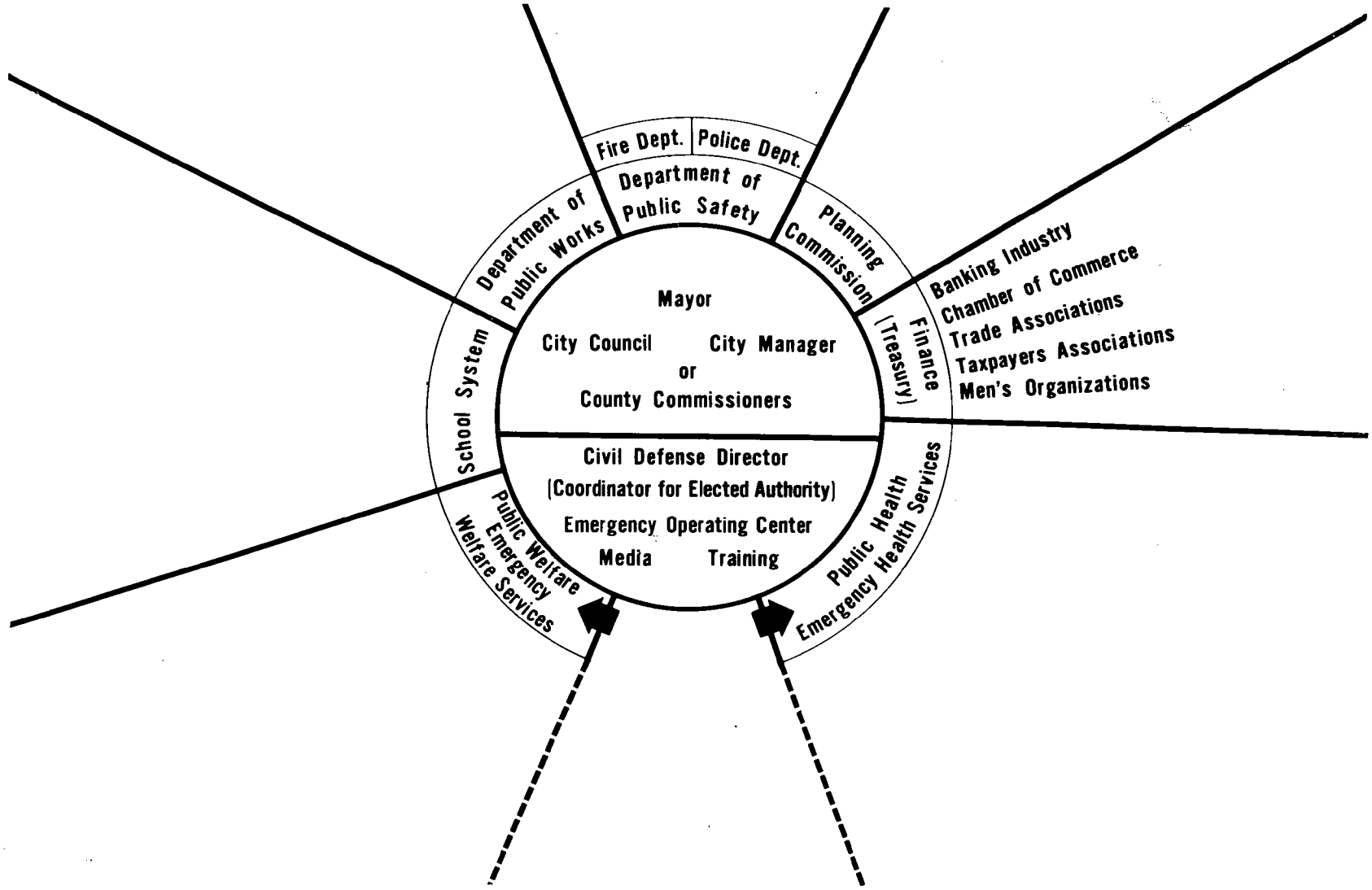


SCHOOL SYSTEM AND PRIVATE SECTOR SERVICES



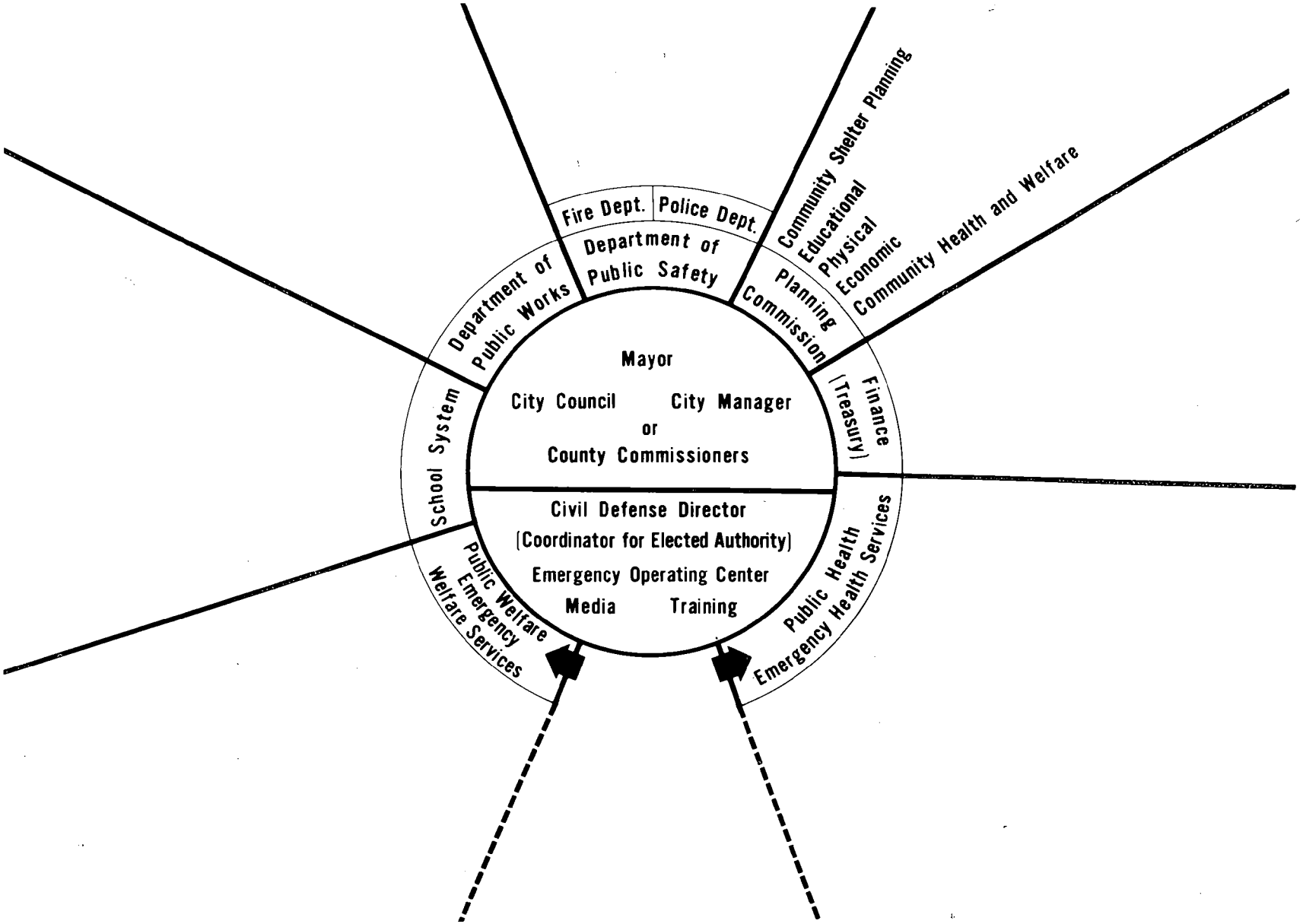
Visual 7

FINANCE (Treasury) AND PRIVATE SECTOR SERVICES



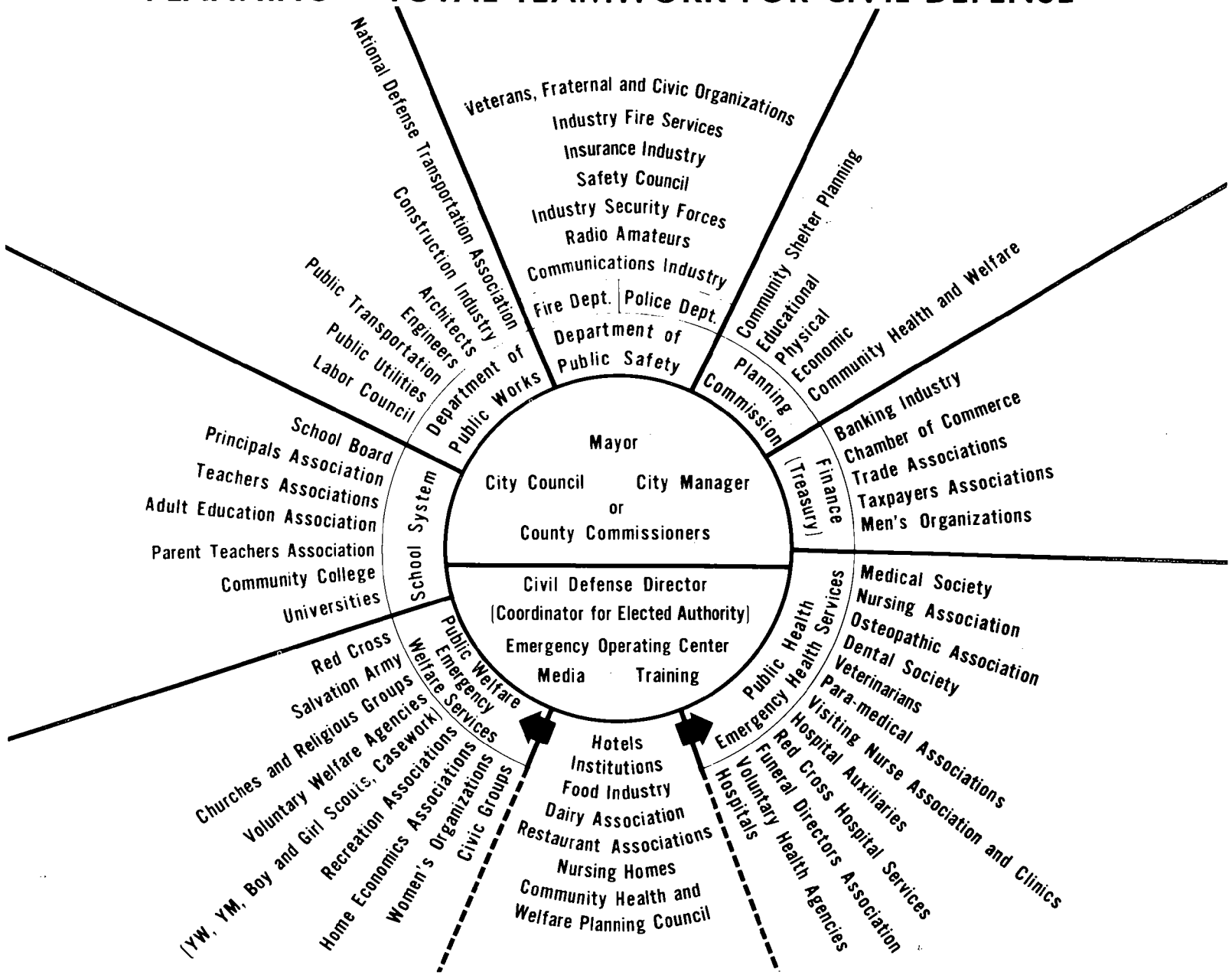
Visual 8

PLANNING AND PRIVATE SECTOR SERVICES



Visual 9

PLANNING - TOTAL TEAMWORK FOR CIVIL DEFENSE



Visual 10

ROLE OF THIS PRIVATE SECTOR GROUP

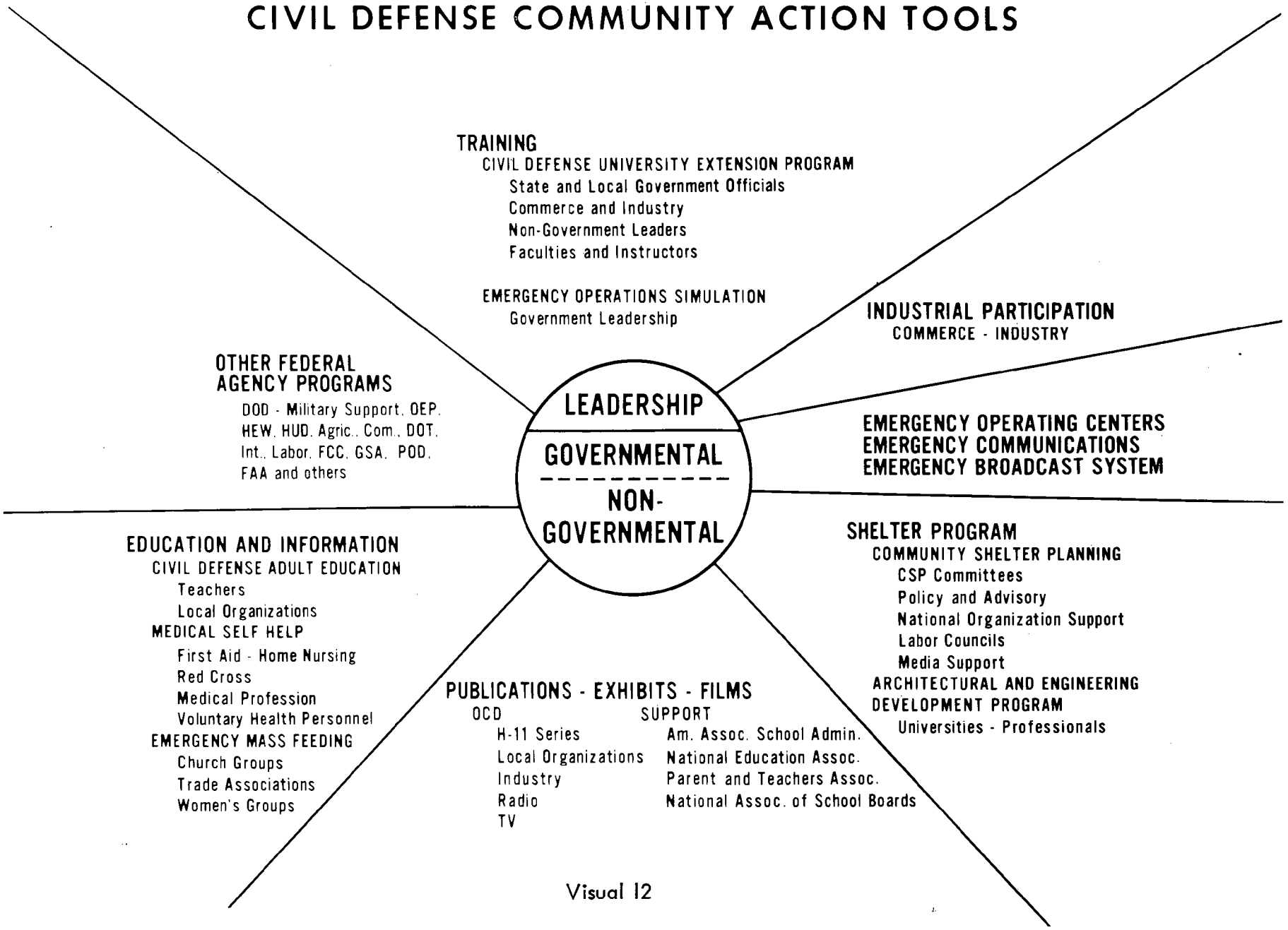
WORKING WITH APPROPRIATE DEPARTMENT HEAD AND CIVIL DEFENSE DIRECTOR

How can we assist in:

1. PLANNING EMERGENCY CAPABILITY AND COMMUNITY DEVELOPMENT?
2. PROBLEM SOLVING?
3. INFORMING AND EDUCATING OUR MEMBERS AND FRIENDS?
4. WHAT SPECIFIC PROJECTS CAN WE UNDERTAKE?

You have many ways to build CD into your on-going community services and activities.

CIVIL DEFENSE COMMUNITY ACTION TOOLS



Visual 12

Distribution:

OCD Regions, Staff College
State and Territory CD Directors
Local CD Directors
OCD Executive Reservists
OCD General Depots
Defense Coordinators of Federal Agencies
Selected Military Installations
State CD Adult Education Coordinators
Instructors Qualified in Fallout Shelter Analysis
Architects and Engineers Qualified in Fallout Shelter Analysis
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