The content of THIS file, while created from PUBLIC DOMAIN material, produced by the U.S. (or other) Government at taxpayer expense, is presented in THIS digital format, produced from the ORIGINAL hardcopy document, for the benefit of all mankind, in hoping to help spread the idea of PREPAREDNESS for any and all threats that may come from either natural, extraterrestrial (space based), or manmade sources.

There are too many situations and incidents that can come to pass in everyday life, that when time is taken to learn and skills obtained, can mean the difference between life and death. Sept. 11, 2001 proved to the world that no matter how safe a person thinks they may be, death and injury can come from the most UNLIKELY place, at any time. The documents presented in this series of digitized works, can help the average person with the knowledge within, to know how to save those persons closest to them in REAL disaster. Help spread this idea of sharing SURVIVAL INFORMATION.

If you have documents from any era, on any disaster or civil defense area, PLEASE contact Richard at his email address of RAFLEET@AOL.COM. Check the website for the LATEST additions to the CIVIL DEFENSE NOW online library archive. All data online, and much more, is also available on CD-ROM. Information is available at the website on how to obtain it. Thanks for your support, and enjoy the information contained on the following pages. Share them with those who will learn from them and teach what they know to others.

Donations of U.S. or other civil defense documents, articles, books, videos, digitized ephemera, patches, tools, photos, or anything of this nature is appreciated, as well as cash gifts or donations to support the website costs and bills. Address information is available on the homepage of Civil Defense Now!


This document may NOT be reproduced commercially on any media WITHOUT EXPRESSLY WRITTEN permission from the creator of this digital presentation. Educational Institutions MAY use this material in any way needed.

Permission granted to individuals for PERSONAL USE ONLY.
CIVILIAN DEFENSE WEEK

Plan and Suggestions for Defense Councils

OFFICE OF CIVILIAN DEFENSE
WASHINGTON, D.C.
Issued by the United
States Office of
CIVILIAN DEFENSE
Washington, D.C.

October 1941
CIVILIAN DEFENSE WEEK
Office of Civilian Defense
Washington, D. C.

FOREWORD

The President has proclaimed November 13-19 as Civilian Defense Week. Its purpose will be three-fold:

1. To stimulate the people to an awareness of the need for civilian defense and the many specific ways in which people can participate.
2. To inform the people as to how local civilian defense groups are being organized and how a civilian can enroll and serve.
3. To stimulate the establishment of Volunteer Offices so that active civilian protection and community service programs can proceed promptly.

The theme of the week: The only effective answer to total war is total defense.

General plans for the week have been formulated by the Washington Office of Civilian Defense and cooperating governmental and private groups. The responsibility for carrying out and adapting national plans will fall to the regional directors of the OCD and their staffs and the State Defense Councils but the real opportunity rests with local Defense Councils to carry to all the people of the United States the story of what civilian defense means and the various opportunities for service it offers to every man, woman, and child in the country. We in the national office are making and will continue to make every effort to assure the success of Civilian Defense Week but the real measure of success will be how well the defense councils tell the story in their own communities.

I, therefore, urge that every State and local Defense Council give this program its immediate attention and do whatever necessary to translate it into action without delay.

[Signature]

U. S. Director Civilian Defense.

Washington, D. C.
October 18, 1941.
SCHEDULE OF CIVILIAN DEFENSE WEEK

Armistice Day . . . . Tuesday, Nov. 11
War Against Waste Day . Wednesday, Nov. 12
Sign Up for Defense Day . Thursday, Nov. 13
Health and Welfare Day . Friday, Nov. 14
Civilian Protection Day . Saturday, Nov. 15
Freedom Day . . . . Sunday, Nov. 16

Procedure

It is suggested, as a first step, that chairman of local Defense Councils delegate a member to be in charge of each of the six days of Civilian Defense Week and responsible for carrying the message of that day home to all the people of the community. Suggested day by day programs will be found in this booklet but of necessity they will have to be adapted to local use. They provide merely a skeleton outline to be filled by community councils, each determining its own mode and methods of approach.

The Washington Office of Civilian Defense, cooperating with the Division of Information, Office for Emergency Management, will provide guide speeches for the various days of Civilian Defense Week, will release newspaper stories and photographs nationally, will arrange for network stories and a large number of network radio broadcasts and spot announcements. But the real job of telling the story will have to be done in communities through the local dissemination of information. The local newspapers and radio stations and the local speakers’ bureaus will constitute the real backbone of the information program.

Need for an Information Committee

Since the purposes of Civilian Defense Week are largely educational, the chairman of the local Defense Council should immediately set up an information committee whose functions shall be to obtain the widest possible publicity for the week through newspapers, radio, and all other available media. If the Council already has a permanent information committee, this group should be assigned to handle the publicity for Civilian Defense Week. If there is no such committee, one should be named, to be headed by a chairman who has a practical working background in public relations. On the committee should be included editors or managing editors of the local newspapers, managers of the local radio stations, at least one motion picture theater manager, and several experts on window displays, outdoor advertising, and newspaper display advertising. It is recommended that this committee have the full-time services of an executive assistant to the chairman. Preferably he should be an experienced newspaper man with wide contacts. The organization of the Defense Council will be materially strengthened if this information committee is set up on a permanent basis to handle all local defense public relations.
Civilian Defense Week

The Information Committee should attempt to obtain widest possible publication of all press releases mailed newspapers by the Division of Information in Washington, but it should make an even greater effort to tell the story in terms of its own locality. City editors should be asked to assign a reporter and photographer to daily coverage of the Defense Council's activities; the aid of editorial writers should be enlisted. It will be necessary to build up the story of Civilian Defense Week at least ten days in advance and to obtain thorough daily coverage during the week itself if the full educational possibilities of the campaign are to be realized. The Information Committee should be able to develop an abundance of local feature stories and interviews as well as studies in pictures. The first story should break with a proclamation by the Mayor and a statement by the head of the Defense Council explaining the purposes of and the plans for Civilian Defense Week. These should be followed daily by announcements of more detailed plans for the various days of Civilian Defense Week. Every facility should be offered newspapers for getting complete coverage. Advance releases should be issued on the text of the more important speeches.

Managers of all radio stations will have available a number of transcriptions prepared in Washington and scheduled by the National Association of Broadcasters, which also will prepare promotional matter for 720 station managers. Information Committees should urge radio stations to make the greatest possible use of these transcriptions and also to provide time for five-minute talks by local speakers. Local radio coverage of special events such as mass meetings also should be requested.

A single sheet Civilian Defense Week poster will be issued from Washington and widespread display of this is requested. Information Committees should obtain the cooperation of merchants in the preparation of window displays for the week. Here the ingenuity of local display men must be depended upon.

The Washington Office of Civilian Defense already has requested the establishment of Speakers' Bureau by each local Defense Council. This request is again emphasized in connection with Civilian Defense Week. The chairman of the Bureau should have speakers available for all occasions during the week. Five-minute Venues should be recruited in large numbers for speaking in theaters, at small group meetings, and over the radio. A smaller group of men and women should be recruited to deliver longer speeches at the larger meetings. The Junior Chamber of Commerce, the Junior Bar Association, the Kiwanis Club, and other similar groups will furnish many recruits. Two guide speeches for the various days of the week, one of five minutes and the other of fifteen minutes will be mailed from Washington. The matter of setting up a Speakers' Bureau is a matter of immediate importance.

A complete list of suggested programs for the week follows.
ARMISTICE DAY, TUESDAY, NOVEMBER 11

**Purpose**
To emphasize that Armistice Day is a symbol of the determination of this country to preserve the ideals upon which it is founded.

**Theme**
Only by being stronger than anyone else—which means not prepared—can we hope to avert the celebration of a second World War Armistice Day.

**Method**
Assist the Veterans in demonstrating their support of Civilian Defense activities.

**Suggestions for Local Defense Councils**
1. Arrange in your community to have speakers discuss purposes of and need for Civilian Defense at all meetings and exercises held on Armistice Day.
   (The speakers preferably should be Veterans who are working on Civilian Defense.)
2. Obtain permission for 5-minute speeches in movie houses.
3. Arrange for short speeches on local radio stations.
4. Exhibit cooperation of merchants on window displays.

WAR AGAINST WASTE DAY, WEDNESDAY, NOVEMBER 12

**Purpose**
To inform the public why and how critical supplies required for national defense and essential civilian uses should be conserved.

**Theme**
The party is over; we must stop extravagance.

**Method**
Spend the sacrifices. Save—Simplify—Substitute.

**Suggestions for Local Defense Councils**
1. Arrange for speakers at:
   (a) Movie theatres.
   (b) Radio stations.
   (c) Regularly scheduled meeting of all types of welfare— civic, labor, church, fraternal, etc.
2. Call the aid of women’s home economic groups in—
   (a) Organizing marketing trips—minimum number of minutes— for the maximum number of shoppers, to conserve gasoline, rubber, etc.
   (b) Demonstrating wherever public attention may be obtained how to maintain consumer goods, how to preserve food, how to live simply and get the most out of available supplies.
3. Urge organizations to obtain pledges from their members to Save—Simplify—Substitute.
4. Ask the newspapers and radio stations to publicize any waste collections that are already under way.
Civilian Defense Week

SIGN UP FOR DEFENSE DAY, THURSDAY, NOVEMBER 13

Purpose
To inform the public of the existence of Volunteer Offices, or to stimulate their establishment, and to explain the range of their activities.

Theme
There will be a part in Civilian Defense for you.

Method
Through newspapers, radio, and speeches urge all citizens who desire to participate in Civilian Defense to enroll at the Volunteer Office in their community.

Suggestions for Local Defense Councils
1. In target areas (regions vulnerable to attack, usually extending 300 miles from coastal) urge through all available media—enrollment of volunteers for assignment as air-raid wardens, auxiliary policemen and firemen, nurses’ aides, etc.
2. In non-target areas, emphasis should be placed on building a strong community.
3. If a Volunteer Office has been established in your community, publicize its street address and working hours. Ask the newspapers to use interviews, feature stories, and pictures. Ask the radio stations to broadcast from the Volunteer Office, interviewing workers and civilians.
4. Use newspapers, radio, speakers, and window displays to explain who wears the Civilian Defense insignia, uniforms, and emblems, what they mean and how they are earned.

HEALTH AND WELFARE DAY, FRIDAY, NOVEMBER 14

Purpose
To emphasize the importance of a healthy and secure population as a foundation for strong military defense, to minimize in the community the economic and social disturbances caused by the impact of the defense program and its consequent shortages, unemployment, etc., to promote the cause of physical well-being, especially in times of national trial.

Theme
Only a fit nation can defend itself.

Methods
Through all available media, inform the public that protection of civilians includes protection of their physical well-being by proper exercise, nutrition, and medical care, protection of their social welfare by adequate economic security and by recreational, educational, and housing facilities, etc.

Suggestions for Local Defense Councils
1. Immediately plan the program for this day in cooperation with your local Public Health Department, Public Welfare Department, local medical, nursing, and other professional associations, local council of social agencies, local nutrition committees, local school authorities, local housing authorities, and local representatives of such Federal agencies as the Recreation Division of the Office of Defense Health and Welfare Service, the National Youth Administration, the Work Projects Administration, and with State and local organizations, governmental and private, engaged in health and welfare work in its broadest sense.
CIVILIAN DEFENSE WEEK

2. Present the most pressing local problems in these fields, both the short-term defense problems and the long-term community welfare problems, and publicize what is being done or planned to meet them, as well as what needs are not now being met. Use this day to intensify the drive against these problems utilizing volunteer workers whenever possible. Secure from local agencies information as to type of work now available or planned for the future, in which volunteers can help to meet both defense and long-term community problems.

3. Arrange for speakers to attend all appropriate meetings, and to enlist the support of fraternal, civic, social, and other organizations in this work.

4. Arrange for displays in connection with nutritious, exhibitions of physical fitness, demonstrations of playground work, etc.

CIVILIAN PROTECTION DAY, SATURDAY, NOVEMBER 15

Purpose
1. To stress the need for civilian protection particularly in target areas and the need for civilian participation in community service activities everywhere and to stimulate the desire to volunteer for service in both.

Theme
We must be ready.

Method
Explains and demonstrates the existence of and role played by each unit of the Citizens' Defense Corps.

Suggestions for Local Defense Councils
1. Use speakers, newspapers, and radio to inform the public of the danger in the target area. Army and Navy officers would be particularly effective as speakers.
2. Use the same media to describe functions of and necessity for each unit of Citizens' Defense Corps and conduct local drives if necessary in component units.
3. Stage actual demonstrations of civilian protection work if such demonstrations would be impressive.
4. Ask local merchants to arrange window displays.
5. Study possibilities of publicity at football games, utilizing bands, marching groups, cheerleading sections, and public address systems.
6. Make every effort to dignify and dramatize the work of volunteer units and their enrollees.

FREEDOM DAY, SUNDAY, NOVEMBER 16

Purpose
To reaffirm our faith in the fundamental freedoms.

Theme
A nation founded upon essential freedoms must defend them.

Method
Through the cooperation of the churches and citizens devote this Sunday both during church services and at community meetings throughout the nation to a reexamination of our historical principles and the threat to them today.
Civilian Defense Week

Suggestions for Local Defense Councils

1. Appoint a citizens' committee, including a representative of the Protestant, Catholic, and Jewish church, and representatives of educational, civic, labor, industrial, veterans, and fraternal organizations, to arrange a community meeting for Sunday evening which will combine the patriotic and religious appeals. In arranging such meetings take advantage of historical sites or picturesque settings, making use if possible of parade, the flag-lowering ceremony and colorful support from veterans' organizations, Boy Scouts, high school or college bands, choral groups, etc. It would be preferable for the principal speaker to be a layman and have the clergymen deliver an invocation, Scripture passage, patriotic quotation, or benediction.

2. Assist the committee in publicity, in encouraging organizations to attend meetings in groups, especially youth organizations, in securing prominent speakers, etc.

3. Enlist the support of local church organizations in devoting services for the day to the subject of freedom and the inseparability of religious freedom and democracy; and Sunday school lessons to a simple explanation of the Bill of Rights, especially the first amendment. (A letter will be sent to all ministers, priests, and rabbis from national headquarters along with a suggested sermon.)