

HEADQUARTERS
CHICAGO FIRE DEPARTMENT



SPECIAL ORDER X X X

Revised - June, 1958

INTRODUCTION:

The Fire Department and the Police Department are the two principal components of the PUBLIC SAFETY DIVISION of the Chicago Civil Defense Corps. (See attached Organizational Chart and Summarized Description of the Corps).

The Civil Defense Operational Procedure for the Fire Services is set forth herein under the title "SPECIAL ORDER X X X".

"SPECIAL ORDER X X X" consists of three parts as set forth below. Each part provides for fire department procedure corresponding to the warning signals emanating from the U. S. Air Defense Command and the Federal Civil Defense Administration and received in Chicago via the Key Point Warning Telephone located in the Main Fire Alarm Office. These signals and the parts of this order conditional to them are as follows:

PART 1 - "ALERT" Warning (Advance Warning), Fire Department dispersal upon transmission of Signal 9-9-9-9.

PART 2 - "TAKE COVER" Warning (Attack Warning), Fire Department supplements air raid sirens upon receipt of signal 7-7-7-7.

PART 3 - "ALL CLEAR" Warning. Fire Department companies at their regular stations supplement Air Raid Sirens upon receipt of Signal 5-5-5-5 and then respond to damaged area if city has been hit or return to normal stations if attack has been unsuccessful.

PART 1 - "ALERT" - (Advance Warning) --

1. The "ALERT" may come thirty minutes or more before the "TAKE COVER". It will mean that the Air Defense Command has located enemy planes heading in our direction. "ALERT" Warning will be transmitted

to the public by radio through the Chicago "CONELRAD" clusters. (See "CONELRAD" brochure attached). Upon receipt of the "ALERT" Warning, all components of the Chicago Civil Defense Corps will be alerted and the Primary and Alternate Control Centers of the Corps will be activated.

2. Subsequent to the "ALERT" Warning and upon instruction from the Civil Defense Director, the Chief Fire Marshal will order the Fire Alarm Office to transmit Signal 9-9-9-9 to all fire stations. Upon receipt of Signal 9-9-9-9 fire department movement to Dispersal Stations will be accomplished by changing of the following companies to the assigned Dispersal Areas:

DISPERSAL STATION NO. 1 - Sunset Ridge School, Sunset Ridge & Willow Roads (1 block east of Route 42A or 41), Winnetka, Illinois.
Phone: Winnetka 6-1146

Engines: Number 22, 40, 42, 56, 70, 71, 79, 98, 112, 128

Hook & Ladders: Number 9, 10, 21, 43 and 47

Squad: Number 4

Battalion Chiefs: Number 2, 3, 13

Ambulance: Number 6

C. D. Fire & Rescue Unit Number 476

Total: 34

Insurance Patrol: Number 5

Mechanical Service: Number 1

Electrical Service: Number 1

Reserve Engines: Number - 10

DISPERSAL STATION NO. 2 - Itasca Country Club, Route 19,
(East of Railroad Depot), Itasca, Illinois
Phone: 30 and 515

Engines: Number 20, 26, 43, 57, 69, 76, 91, 94, 108, 110

Hook & Ladders: Number 13, 23, 35, 38 and 57

Squad: Number 6

Battalion Chiefs: Number 4, 20, 24

Total: 32

Ambulance: Number 3

C.D. Fire & Rescue Unit Number 475

Mechanical Service: Number 2

Reserve Engines: 10

DISPERSAL STATION NO. 3 - Roosevelt Rd & Park Ave. (Intersection)
Alt. 30 or Route 64, Glen Ellyn, Illinois
Phone: Glen Ellyn 1583 - 9813

Engines: Number 5, 8, 18, 21, 23, 95, 96, 109, 117, 125
Hook & Ladders: Number 12, 26, 28, 39, 46
Squad: Number 2
Battalion Chiefs: Number 6, 18, 24
Ambulance: Number 2 Total: 35
C.D. Fire & Rescue Unit: Number 474
High Pressure: Number 1
Water Tower: Number 1
Light Wagon: Number 1
Insurance Patrol: Number 2
Reserve Engines: 10

DISPERSAL STATION No. 4 - Highland School, Downers Grove, Illinois
Highland Rd (Route N), south of Ogden Ave.
R-34, Phone: Downers Grove 5182

Engines: Number 34, 44, 48, 49, 53, 54, 61, 66, 113, 122
Hook & Ladders: Number 8, 14, 18, 41, 48
Squad: Number 9
Battalion Chiefs: Number 15, 21, 28 Total: 31
Ambulance: Number 10
C.D. Fire & Rescue Unit Number 472
Reserve Engines: 11

DISPERSAL STATION No. 5 - Southmoor Golf Club, Orland Park, Ill.
131st St. & Southwest Highway, Route 7,
Phone: Gibson 8-0777

Engines: Number 28, 36, 62, 64, 73, 77, 99, 115, 123, 127
Hook & Ladders: Number 24, 34, 45, 50, 52
Squad: Number 12
Battalion Chiefs: Number 11, 12, 26 Total: 31
Ambulance: Number 14,
Mechanical Service: Number 3
Reserve Engines: 10
C. D. Fire & Rescue Unit Number 471

DISPERSAL STATION No. 6 - Calumet Country Club, Homewood, Illinois
175th St. one block west of Dixie Highway,
Route 54 (2000 W), Phone: Homewood-106

Engines: Number 16, 45, 63, 72, 80, 81, 84, 87, 93, 100
Hook & Ladders: Number 11, 30, 37, 42, 49
Squad: Number 3
Battalion Chiefs: Number 10, 16, 19
Ambulance: Number 4
C. D. Fire & Rescue Unit Number 473
Insurance Patrol: Number 4
Electrical Service: Number 2
Reserve Engines: 10

Total: 32

Marine Engine Dispersal:

Engine 37 - Lake Michigan (Wilmette Harbor)
Engine 41 - Sanitary & Ship Canal to Route 83 (Bridge)
Engine 58 - Lake Michigan to Indiana Harbor.

Fireboat Engine Companies 37 and 58 shall head for Lake Michigan upon receipt of Signal 9-9-9 and take up positions six miles off shore. Fireboat Engine Company 41 shall leave its dock and proceed southwest in the Chicago River to the Cicero Avenue Bridge. These companies shall remain in their respective locations for radio orders.

The foregoing list of changes will be posted at the instrument boards in all company quarters.

3. Those companies not specified in the foregoing list shall remain in their quarters. All companies involved in the Dispersal movement shall place the fire clothes of off-duty men aboard their apparatus before leaving quarters. In addition, they shall carry 5 gallons of drinking water in jugs and 3 gallons of lubricating oil which shall be conveniently located on the trucks. Engine Companies shall carry an additional 500 feet of 3-inch hose and/or 2-1/2 inch hose. All responding companies shall have their gas tanks filled at convenient gas stations after arriving at their assigned designations. Officers in charge shall sign receipts for gasoline procured in this manner.
4. In this Dispersal operation, companies shall not sound their sirens, but shall proceed with safety and dispatch using their bells only when necessary.

5. As soon as off-duty members become aware through "CONELRAD" radio announcements or by call from their company officers that the "ALERT" Warning is in effect, they will report immediately to the Dispersal Station nearest to where they happen to be at the time. Upon arrival, they shall be suitably assigned by the Chief Officer in charge. Officers in charge of Dispersal Stations shall see to it that communications are immediately established and maintained with the Chief Fire Marshal.

PART 2 - "TAKE COVER" (Attack Warning)

1. U. S. Air Defense will transmit "TAKE COVER" Warning when enemy planes are discovered to be heading for the Chicago area. Upon receipt of "TAKE COVER" Warning, the Fire Alarm Office will sound the attack warning sirens (See attached list of Air Raid siren locations) and will transmit signal 7-7-7-7 over all fire alarm circuits by register and bell with a long dash between each 7.
2. Upon receipt of Signal 7-7-7-7, Commanding Officers will have all apparatus proceed to front of company quarters and supplement the air raid sirens by sounding the apparatus sirens for a period of three (3) minutes, using a fluctuating or warbling tone of variable pitch. When this operation is completed, apparatus will be put back in fire stations awaiting further orders.
3. In the time between "TAKE COVER" warning and "ALL CLEAR" warning, all public radio and television will be off the air except those operating in the Chicago "CONELRAD" clusters which will be used by the Civil Defense Director to advise and instruct the public. (Again see attached "CONELRAD" brochure). During this period, all fire officers will keep themselves informed on "CONELRAD" announcements and will also remain alert to all fire department communications including telephone, telegraph and radio to ensure receipt and acknowledgement of any special orders or instructions issued by the Civil Defense Director or Chief Fire Marshal.

It is of course possible that "TAKE COVER" warning may be sounded without receipt of any "ALERT" Warning. In this event, there would be no time for the Dispersal movements provided for in the foregoing paragraphs and all units would remain at their regular stations and follow the other instructions set forth herein.

PART 3 - "ALL CLEAR" WARNING

1. When the U.S. Air Defense Command transmits "ALL CLEAR" warning, the Fire Alarm Office will transmit Signal 5-5-5 over the fire alarm system with a long dash between each 5.
2. After the "ALL CLEAR" warning, if it has been determined that the city has not been damaged, the units at dispersal points will return to their normal stations upon orders of the Chief Fire Marshal. In this movement, no sirens will be sounded and bells will be used only when necessary.

Post-Attack Operations:

If, after receipt of "ALL CLEAR" warning, it is found that any area of the city has been hit, the following procedures shall be carried out, subject to such modifications or changes as may be ordered by the Fire Commissioner, Assistant Fire Commissioner and Chief Fire Marshal in line with the standard operational procedures of the Chicago Civil Defense Corps (see copy).

1. The Chief Fire Marshal shall assume command of all fire fighting forces in the field and shall set up his command post on the west side of any area damaged by an atomic explosion, midway between the northern and southern limits of that part of the area involved in the fire. However, if the eastern boundary of such area is west of Western Avenue, he shall take a similar position east of the area. In the event that two or more areas of the city are involved, the senior fire officer responding to any such area will take position as indicated above. The Chief Fire Marshal's command post shall be designated as command post #1. All other command posts shall be numbered consecutively, clockwise from command post #1, surrounding the damaged area.
2. The 1st and 2nd Deputy Fire Marshals shall report to the Chief Fire Marshal for orders. The Division Marshal assigned to Personnel, Plans & Training, also serving as Coordinator of the Chicago Civil Defense Corps, will remain at Civil Defense Primary Control Center.
3. The Drillmaster will report to fire alarm headquarters and, in cooperation with the Chief Fire Alarm Operator, will seek to maintain communications and deploy fire companies to the best advantage. In the event of destruction of one or both fire alarm offices, he will be responsible for improvisation of fire department communications by radio, telephone, field telephone, A.D.T. or messenger service. Incidentally, he is responsible for the instruction of all officers relative to "Special Order XXX".
4. The Chief of the Fire Prevention Bureau shall be in charge of supplies and repairs. He shall cooperate with the Automotive Service Engineer in efforts to provide food, drinking water, gasoline, oil and parts of fire forces in action and in making such repairs as may be required to equipment in the field.

5. The Automotive Engineer shall seek to maintain all mobile units in operating condition in the field. He shall establish his headquarters at the Fire Department Repair Shop, 3100 South Sacramento Avenue, with Alternate headquarters at 3300 South Wentworth Avenue. All off-duty mechanics and service personnel shall report directly to his headquarters or to the nearest Dispersal Station for transportation to his headquarters. (In preparation for "SPECIAL ORDER X X X", the Automotive Service Engineer shall be constantly aware of the vulnerability of the Repair Shop and shall maintain an equitable distribution of reserve stocks of hose and supplies insofar as practicable).
6. The faculty member of the Illinois Institute of Technology, who is in charge of the Radiological Division of Fire Service, will work in conjunction with the Division Marshals in arranging to have radiological personnel transported to Command Posts surrounding damaged areas. The Chief Medical Officer of the Fire Department shall work in conjunction with the head of the Radiological Division.
7. The Deputy Fire Commissioner shall be responsible for the preservation of all department records. He shall make plans for their safekeeping in advance and shall activate such plans before, during and after the operation of "SPECIAL ORDER X X X".
8. Division Marshals shall be responsible for the proper distribution of apparatus and men to cope with fires in their respective divisions subsequent to Signal 9-9-9 and shall remain in contact with their Dispersal Stations for this purpose. They shall suitably deploy and use all mutual aid fire fighting units which may be sent into their areas by the Chief Fire Marshal from the Collection and Transfer Points outside the City. (See attached Chicago Civil Defense Corps Operational Procedure). They shall arrange to man the trailer pumps and extra equipment in their areas with men reporting from off-duty. They shall retain certain units at Dispersal Stations to maintain a minimum force within their divisions. Such forces shall not exceed one Battalion Chief, one Hook and Ladder Company and two Engine Companies. They shall dispatch these companies to the most advantageous locations after all other units have responded to damaged areas in compliance with this order.
9. Division Marshals or other Chief Officers shall regulate the post-attack departure of companies from Dispersal Stations to damaged area or areas at given intervals to avoid congestion and allow officers at Command Posts the necessary time to assign incoming companies.

10. They shall leave a company officer as an aide at each Dispersal Station to keep the 'Day Book' properly posted and be responsible for dispatching companies and men in accordance with orders. All off-duty Division Marshals shall report to the nearest Dispersal Stations for orders or shall report directly to the Chief Fire Marshal's headquarters at the damaged area.
11. All officers shall ascertain whether or not their communications have been disrupted following visual knowledge of an atomic bomb burst. If lines are found to be intact, officers shall await orders from the Fire Alarm Offices. The Fire Alarm Office shall dispatch companies to specific Command Posts around the damaged area, disregarding the usual running card assignments. If Chief Officers in charge of Dispersal Stations find that their communications have been destroyed, they will determine the approximate location of the bomb burst and will order companies to proceed in that general direction, traveling north, south, east or west on one mile thoroughfares.
12. Command Posts shall be set up at mile intersections as close as possible surrounding the damaged area. The senior fire officer at these command posts shall be in charge of operations as provided for in the Rules and Regulations of the Chicago Fire Department. Companies traveling toward the damaged area and discovering that it lies to their left or right will turn in the proper direction at the first mile square intersection and travel toward the Command Post set up at the mile intersection in closest proximity to the damaged area.
13. If Fire Boats Number 37, 41 and 58 find that their communications have been disrupted during the attack, they will proceed toward the vicinity of the damaged area, continuing to seek contact and instructions from Civil Defense Primary Control or the Chief Fire Marshal by whatever means of communication may be available to them. They shall use care and discretion to avoid radio-active locations.
14. Division Fire Marshals shall assign to the Fire Alarm Office such light wagons and portable generating units as may be required for emergency operations. The Fire Alarm Repair Division shall use these units as sources of power at terminal stations in an effort to restore destroyed or damaged communications.
15. All companies remaining in quarters (not on dispersal order) and in operative condition after bomb drop, shall turn on two-way radio on apparatus and make communication contact with Fire Alarm Office or Civil Defense Alternate Control Centers for necessary information. Officers shall use care and discretion to avoid radiological hazards to their men and remain under cover and listen to "CONELRAD" - 640 and 1240 on radio dial for instructions.

16. The American District Telegraph Company shall assist wherever they can in maintaining or supplementing overall fire department communications.
17. Officers in charge of Command Posts shall take immediate steps to locate static water supplies for use in the event that normal water supply is disrupted. They shall also contact representatives of the Water Department on the scene to determine where water has been "valved off" to prevent loss due to disrupted mains. These officers shall also maintain their usual liaison with the gas, electric and transportation companies and aid them in restoring these various services as soon as possible.
18. Officers at Command Posts shall maintain contact with immediately adjacent posts and with the Chief Fire Marshal's damaged area headquarters by radio, field telephone or messenger and shall make every effort to coordinate and equalize their forces, consistent with need. If the Fire Alarm office is intact, they shall also maintain contact with that office. They shall maintain a record of the movement of companies through their Posts so that off-duty men reporting for service can be advised as to location of their respective companies.
19. Officers at Command Posts shall perform all necessary rescue work within their power and make every possible effort to prevent the spread of fire. While doing so, they shall keep in mind the safety of their men and shall take every precaution to guard them against radiological hazards. In this, they shall have the full assistance of the Civil Defense Radiological unit previously referred to in this order.
20. All the foregoing provisions of this order are based on the assumption that an enemy may explode one or more hydrogen bombs over the city. Should a combination of high explosives and incendiary bombs be used, companies shall be deployed by the Fire Alarm Office or by the Division Marshals or other Chief Officers from Dispersal Stations as previously described. Under such conditions, companies shall respond to such incidents requiring heavy duty equipment, either through routine communications or upon visual observation of explosives. Discretion shall be used in leaving minor fires to be brought under control by volunteer neighborhood groups (Civil Defense Fire & Rescue Teams) who will continually receive instructions from Civil Defense Primary Control Center via "CONELRAD" or other means.
21. If an atomic or other large scale explosion should be set off by saboteurs or come from the air without any warning during the alert period, all officers and companies, except those permanently located in Dispersal Stations will proceed to the incident in accordance with provisions previously described in this order.

22. Under any of the aforementioned conditions, the officers at Command Posts shall endeavor to keep constant contact with the Chief Fire Marshal or other Chief Officer in charge by radio, field telephone or messenger and keep him informed on conditions prevailing in their respective areas.
23. As normal conditions are gradually restored, all officers will cooperate in returning the fire department to normal service and stations and each officer will prepare a report on the activities of his unit during the "POST-ATTACK" period. These reports will be forwarded to the Fire Commissioner through regular channels.
24. If "TAKE COVER" Warning is not preceded by an "ALERT" Warning, there will be no movement to Dispersal Stations. Companies will await the "ALL CLEAR" Warning at their own stations and if the city has been hit, they will deploy to damaged areas as ordered by the Fire Alarm Office under direction of the Civil Defense Director or the Chief Fire Marshal. (If communications have been destroyed, proceed as provided in Paragraph 11).

Conclusion:

In this revision of "SPECIAL ORDER X X X", the language of the original order has been preserved as much as possible consistent with the necessary re-arrangement and revision of the text. In order to assure that this order may be executed as efficiently as possible, all officers will familiarize themselves with all of its provisions and will see to it that their subordinates are likewise informed,

Approved:

/s/ Raymond J. Daley,
Chief Fire Marshal.

/s/ Robert J. Quinn, Fire Commissioner

Enclosures: "CONELRAD", Dispersal
Map, Siren Locations,
Organizational Chart &
Standby Organization, CCDC

Distribution: All Fire Department Chief Officers,
Companies and Units, all Key
Personnel, Fire Services, CCDC

GJS/AD