

INSTRUCTION MANUAL FOR BASIC COURSES

PENNSYLVANIA CITIZENS' DEFENSE CORPS

This is the Second installment of the Official Instruction Manual, prepared by the Institute of Local and State Governments, University of Pennsylvania, for the Penna. Council of Defense, which is being printed in its entirety in The Evening Bulletin, in a form convenient for pasting into a scrapbook, so that all members of the Corps and the general public may acquire a copy of this valuable study and reference guide.

A complete civilian protection organization is described below.

(1) Air Raid Warden Service

(a) Air Raid Wardens

- 1. Duties
Air raid wardens are chiefly responsible for maintaining order, assisting civilians, directing service units to points of need, advising civilians on air raid precautions and defense.

2. Organization

- a. In each county there is a chief air raid warden appointed by and responsible to the county defense council. He is responsible for advice on and supervision of air raid wardens' activities in the county. Local councils of defense, in turn, have appointed their own chief air raid wardens.
b. A State-wide system of zones, sectors, and posts has been organized on the basis of population. Communities are divided into zones.
c. Each zone is headed by a zone warden. The population of a zone is approximately 50,000. Zones are subdivided into about 10 sectors.
d. Each sector is headed by a sector warden who reports to his zone warden. Sectors have a population of about 5,000, and are subdivided into about 10 posts.
e. Each post is staffed by a senior post warden and three or more post wardens. The post has a population of about 200. It is the operating unit during actual air raids.

(b) Fire Watchers

- During an air raid alarm fire watchers take up posts on roofs, towers or other high places in order to spot and mark incendiary bombs quickly and control them.

(c) Emergency Food and Housing Corps

- They provide food and shelter for those whose homes have been damaged or destroyed by air raid or other disaster. They are assisted usually by other organizations equipped to render aid.

(d) Auxiliary Firemen

- Under the direction of officers or first-grade firemen, auxiliary firemen lay hose-relays, operate small pumps, and extinguish fires trapped in debris; shut off broken gas, electric and water lines; turn on gas, electric and water through debris, and do minor demolition jobs; and render emergency first aid.

(e) Emergency Police Service

- Auxiliary police assist the regular police in enforcing restrictions on lighting and trespassing; guarding docks, bridges, and factories; and in enforcing curfew laws. They are also responsible for regulating traffic to facilitate movement of essential vehicles, and in preventing looting and other acts of disorder.

(f) Emergency Public Works

- These crews remove rubble and debris from streets, fill craters made by bombs or bombs, and reconstruct utility lines.

(g) Demolition and Clearance Corps

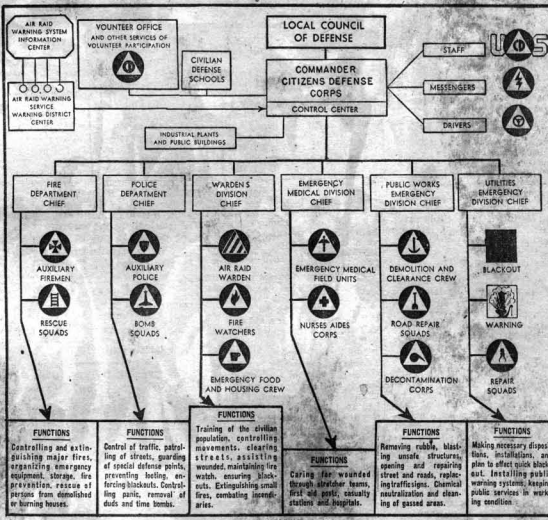
- These crews remove rubble and debris from streets, fill craters made by bombs or bombs, and reconstruct utility lines.

(h) Road Repair Crews

- These crews restore normal flow of traffic as rapidly as possible after an air raid, following up the rough clearance of the demolition crews. They smooth road surfaces, fill potholes, repave with

CIVILIAN PROTECTION ORGANIZATION FOR A LOCAL COUNCIL OF DEFENSE

Suggested by U. S. Office of Civilian Defense (Civilian Defense Corps)



available material and restore road markings.
(1) Decontaminating Squads
After a gas attack, these squads treat clothing and equipment and chemically neutralize streets and walls contaminated by the persistent liquids known as "chlorine gases."
(2) Emergency Medical Service
These squads are organized by hospitals and are composed of squads of physicians, nurses, and nursing auxiliaries. Upon orders from the center, the medical squad proceeds to the scene of disaster and sets up a casualty station; and, if necessary, a first aid post.
(3) Emergency Public Works
These crews remove rubble and debris from streets, fill craters made by bombs or bombs, and reconstruct utility lines.
(4) Demolition and Clearance Corps
These crews remove rubble and debris from streets, fill craters made by bombs or bombs, and reconstruct utility lines.
(5) Road Repair Crews
These crews restore normal flow of traffic as rapidly as possible after an air raid, following up the rough clearance of the demolition crews. They smooth road surfaces, fill potholes, repave with

General Course

Unit II - 1 1/2 to 2 Hours

CONTROL CENTER

A. CONTROL SYSTEM GIVES UNIFIED OPERATION

1. Commander is supplied with picture of situation in field. In a civilian protection organization which is decentralized and operating throughout a municipality or area, some means is required to enable the commander to know the disposition of auxiliary service squads and all that is happening in the area under his control, so that he can wisely assign the necessary service units to points of need. The control system serves this purpose.

2. Orders are transmitted quickly and accurately.

All citizens' defense corps units in a control center area are subject to the commander's orders. With his staff, he manages civilian protection operations. The control system enables him to transmit his orders quickly and accurately and to co-ordinate the activities of all district squads.

B. COMMANDER DIRECTS CIVILIAN PROTECTION

1. The commander is appointed by the local or county council of defense.

2. Main control center serves as his headquarters.

During air raid emergencies, the commander will be stationed in the main control center from which he directs civilian protection activities with the assistance of his staff.

3. He co-ordinates operations of auxiliary units.

In all periods when his area has received a red warning, and thereafter until official word is received that hostile airplanes are no longer operating in range, the commander assumes full power to direct such operations as he deems advisable in passive defense. All citizens' defense corps units are subject to his command during emergencies and are committed according to his orders.

4. He co-ordinates operations of auxiliary units.

His relationship with various functional groups is depicted in Figure 3.

4. The drills corps workers who have area boundaries.

Based on special duty instruction of citizens' defense corps workers is the responsibility of the County Director of Civilian Defense Schools, under the supervision of the Training Division of the State Council of Defense.

5. Once corps workers have completed such instruction and received their area assignments, the commander assumes responsibility for drilling them on the job for their records operating in corps and group drills and exercises.

Special duty training, which leads to the award of Civilian Defense medals, remains the responsibility of the county directors of civilian defense schools, and not the responsibility of the commander.

Relationship Between the Commander and the Functional Groups

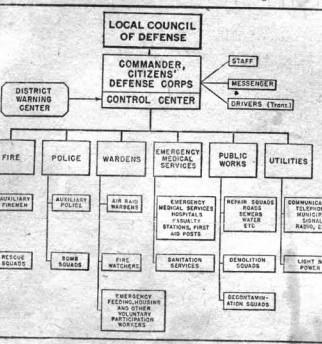


FIGURE 3

C. CONTROL CENTER IS "NERVE CENTER" OF CIVILIAN PROTECTION IN ACTION

1. Air raid warning messages are received from the civil air raid district warning center.

2. Such messages are transmitted to the proper recipients.

3. Orders for sounding air raid alarms are issued.

4. Reports of air raid damage are received from air raid wardens.

5. Operating units are dispatched to incidents.

D. AREA SERVED BY CONTROL CENTER DEPENDS ON LOCAL FACTORS

1. Population

In general, one control center will serve a population of 100,000. However, wide variations properly occur.

Small cities and other communities which are not located centrally close to other cities will find it necessary to establish independent control centers to co-ordinate operations in their own communities. They may be located in police or fire headquarters, or other suitable buildings.

2. Topography

Certain topographical features affect the boundaries of controlled areas. For example, where a river with but one or two bridges divides a community, it might be desirable if the crossings were destroyed, and it became impossible for action squads on one side of the river to help a severely damaged section on the other side.

3. Political boundaries

When adjoining communities are not worked out some mutual plan, political boundaries are determining factor.

2. Protective construction is essential

As the direction of air raid defense activities in action, it is especially important that the control center be adequately protected from bomb damage. Protective considerations, such as the following, are taken into account in selecting control center accommodations.

a. The building should not be of the type built with "load bearing"

b. The center should be located on a floor which is at least three full stories from the top of the building but not on the first floor.

c. Basements are desirable provided that:

- (1) There is no danger of flooding;
(2) The grade is above water, gas, and sewer mains;
(3) The ceiling supports are sufficient to bear the collapsible load of the soil above;
(4) There are two exits with direct access to the outside.

d. The building should be of fire proof construction.

e. Arrangement should be made for blackout, gas-proofing, and protection against bomb splinters and flying glass.

f. It should be possible to control access effectively in order to prevent unauthorized entry.

6.-A COMPLETE URBAN CONTROL CENTER IS FULLY STAFFED

Note: Staff corps trailers in large urban centers should have more of the details of the organization of their own control centers. They should consult the Control Center of the Citizens' Defense Corps, C. D. C.

1. Assigning the commander an executive officer; controller; and officers in charge of personnel, property, transport, briefing, incident, communication, and plotting. Included on the staff, also, are a panel recorder, records room, telephone, radio, aids, and guards.

2. Chief of the emergency services (fire, police, warden, medical, public works, utilities - or their deputies, assist the commander. They are responsible for mobilizing and alerting their service corps, and dispatching them according to the commander's orders.

H. CONTROL CENTER EQUIPPED WITH INTERNAL WARNING SYSTEM, MAP, COMMUNICATION SYSTEM

1. Electric bell and "black box" keep staff informed.

2. Colored pins used to show various kinds of information on large maps of the city.

3. Control panel used to rec'd. by means of pins, information from operators of main group, instrument, i. e. city or municipal building.

4. Printed forms are used for messages; warning lists are prepared; and record of incidents.

(Cont) Tomorrow