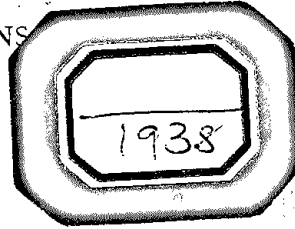


AIR RAID PRECAUTIONS

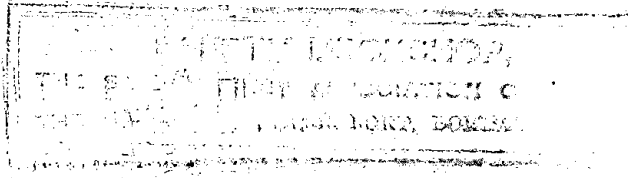
MEMORANDUM No. 7

(1st Edition)



PERSONNEL REQUIREMENTS
FOR AIR RAID GENERAL AND
FIRE PRECAUTIONS SERVICES,
AND THE POLICE SERVICE

*Issued by the Home Office
and the Scottish Office*



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NEW EDITION

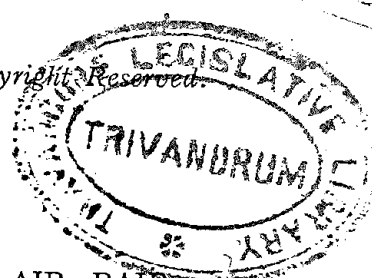
While the requirements set out in the present (1st) edition of this Memorandum remain generally in force, the arrangements with which it is concerned are under revision on points of detail, and a new edition of the Memorandum may be expected in the early autumn.

July, 1939.

(19360)

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INTRODUCTION

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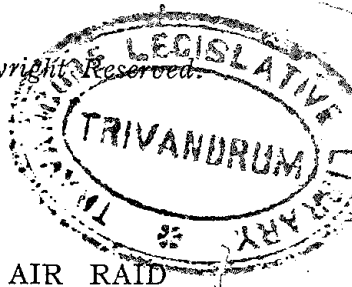
There are no age restrictions with regard to women volunteers other than the obvious need to avoid those who are too young to occupy responsible positions, and those whose age or physical condition makes them unsuited to the duties of the service concerned.

Reservists of any branch of the Fighting Services should not be enrolled, nor should members of the Territorial Army or the Auxiliary Air Force. Further, care should be taken not to divert to other services members of the police reserve or fire brigade reserve, or past members of those services, who might more profitably rejoin their own service.

It will also be necessary in time of war to avoid withdrawing essential employees from industries engaged in work of national importance. Men and women whose presence at work would be essential for this purpose should not be chosen to form part of any public air raid precautions service in which they would be likely to be called out for long periods, though there would be no objection to their engaging to do duty if the work of their undertaking were suspended during air attack; or outside working hours—e.g. as special constables, auxiliary firemen, or air raid wardens. In many cases the right course for these persons, if they were to undertake other duties, would be to report to the Air Raid Precautions Officer may be a

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MEMORANDUM No. 7
(1st Edition)

PERSONNEL REQUIREMENTS FOR AIR RAID
GENERAL AND FIRE PRECAUTIONS SERVICES
AND THE POLICE SERVICE

INTRODUCTION

It is the object of this Memorandum to summarise shortly the main personnel requirements of a local authority in connection with its air raid general and fire precautions schemes. The information given is substantially in accordance with what has already been circulated in other A.R.P. Memoranda and in the Emergency Fire Brigade Memoranda, and, where it differs, is to be understood as anticipating amendments which will be incorporated in revised editions shortly to be issued.

Part I is concerned with the general air raid precautions services, Part II with fire precautions services, and in Part III a section is added dealing with supplementary police requirements.

Local authorities are expected, for national reasons, to observe as closely as possible the minimum age limits for men as laid down under each service. There are no age restrictions with regard to women volunteers other than the obvious need to avoid those who are too young to occupy responsible positions, and those whose age or physical condition makes them unsuited to the duties of the service concerned.

Reservists of any branch of the Fighting Services should not be enrolled, nor should members of the Territorial Army or the Auxiliary Air Force. Further, care should be taken not to divert to other services members of the police reserve or fire brigade reserve, or past members of those services, who might more profitably rejoin their own service.

It will also be necessary in time of war to avoid withdrawing essential employees from industries engaged in work of national importance. Men and women whose presence at work would be essential for this purpose should not be chosen to form part of any public air raid precautions service in which they would be likely to be called out for long periods, though there would be no objection to their engaging to do duty if the work of their undertaking were suspended during air attack; or outside working hours—e.g. as special constables, auxiliary firemen, or air raid wardens. In many cases the right course for these persons, if they need to undertake other duties, is to transfer to other posts. The Ambulance Officer may be a

receive training primarily to act within their own places of work, but, being trained, to be available to supplement the public air raid precautions services if necessary.

As stated in the following paragraph a distinction should be drawn between the numbers of men likely to be required in the event of air attack, and the larger numbers who should be trained. A reserve is necessary and, in addition, the larger the numbers of persons who have, in peace time, received some training, the larger will be the proportion of the public who, in war time, will know what to do for themselves and for others.

The numbers of personnel given under each service in this Memorandum are to be understood as the numbers whom it would be necessary to have regularly available for duty in time of war. It is clear that there is every likelihood of a considerable number of the persons selected for these services in peace time becoming unavailable from one cause or another by the time an emergency occurred, *and the numbers to be trained should, therefore, be substantially greater than the numbers who would be immediately required.* The organisation of a local authority should be framed to use at any one time the numbers given in this Memorandum, but the aim at all times should be to train a greater number to allow for those who fall out and to constitute a reserve on which to draw in time of war.

The whole of the air raid precautions service is voluntary. Much of it would be part-time, but some members would be required for whole-time duties in war, and these would be paid.

PART I.—AIR RAID PRECAUTIONS GENERAL SERVICES

1. Air Raid Wardens

Unit of organisation: County and metropolitan boroughs, large boroughs and, in county areas, such sections of the county as may be determined.

Memorandum: A.R.P. Memorandum No. 4.

Numbers: Up to 1,200 per 100,000 population.

Personnel: Men over 30 years of age (preferably older), and women.

Controlling Official: Chief Constable, or other official nominated.

Executive Head: Chief Warden.

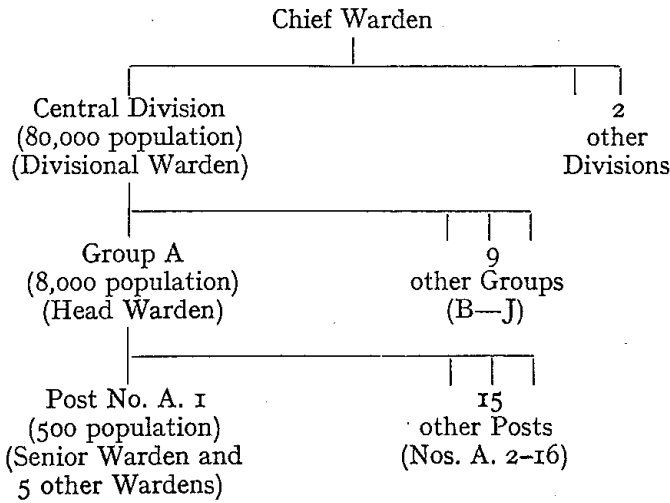
~~Air raid wardens are to constitute a link between the general local authority's organisation. They must~~

prepared to give advice and help to the public, and to keep the authorities informed of damage sustained and of the course of events in their sectors.

The unit of organisation for wardens is the wardens' post, which is to be responsible for a sector comprising a population of about 500. Each post should have particular wardens allotted to it (residents in the sector where possible), one of whom should be made the Senior Warden in charge of the post. During an air raid, a post should be manned by three wardens, and in important towns there should be two reliefs of three wardens, making six in all. (Where two reliefs are provided a Second Warden should be nominated for each post as deputy to the Senior Warden.)

In peace-time it is essential that contact should be established by the wardens with the population of their sector. The way in which the sector is apportioned for this purpose will depend upon the numbers of wardens allotted to the post. No warden should be expected to establish contact with more than 250 persons, and as additional wardens are recruited and trained the number of persons within the charge of each warden at the post will be reduced.

Posts may suitably be organised in Groups of 12 to 20, each under a Head Warden; and in the larger towns it may be convenient to have Divisional Wardens in charge of a number of Groups, in order to lighten the responsibility of the Chief Warden. The structure of the organisation might thus be, for a town of 250,000 inhabitants:



Wardens should not be special constables. Ambulance
~~nevertheless be organised under the local authorities' trans-~~
~~personnel posts. The Ambulance Transport Officer may be a~~

their duties would bring them into close contact with the police. Alternative methods of organisation have been outlined in A.R.P. Memorandum No. 4.

In the choice of wardens, the first aim should be to get men (over 30, and preferably older) of standing and influence in the sector concerned. Women may also be enrolled, and will be particularly useful to act in the absence of the men at work.

To some extent the spacing of posts in industrial or business neighbourhoods will have to pay regard to the numbers of the working population as distinct from the residential population. Only where the premises are small, however, should the formula of one post per 500 persons be applied strictly.

In the case of large industrial or commercial buildings, with more than, say, 100 occupants, the owners or occupiers of the premises should be encouraged to organise factory wardens or office wardens for duty within the premises. Wherever possible the local authority should assist in the training of these wardens, and should in other cases be aware of the nature of the instruction given; but their duties during working hours would be primarily within the premises, and they would not form part of the public air raid wardens' service, though in time of war they would have to work in co-operation with that service.

Wardens with duties similarly restricted to particular buildings would also be desirable in large blocks of flats or tenements (with 100 or more occupants). Such wardens should be recruited from those living or employed in the premises concerned, but the local authority should make itself responsible for their training and may, where this seems desirable, regard them as forming part of the public wardens' organisation, additional to the posts provided in the streets.

As in industrial areas, so in those parts where large blocks of flats are frequent, posts should be spaced at convenient intervals in the streets irrespective of the number of persons in the sector.

2. First Aid Parties

Unit of organisation: County and metropolitan boroughs, large burghs and, in county areas, such sections of the county as may be determined.

Memorandum: A.R.P. Memorandum No. 1.

Numbers: 12 to 15 parties of 4 men each per 100,000 population, with 25 per cent. reserve in towns.

Personnel: Men over 30 years of age.

Controlling Official: Medical Officer of Health.

Executive Head: First Aid Commandant.

~~Each wardens' party should consist of four men, and the general local authority parties per 100,000 population should be~~

In towns there should be in addition a 25 per cent. reserve of parties. The parties would give first aid to casualties at the places where they were injured, before arranging for them to be taken to a first aid post or hospital.

First aid parties should be stationed at convenient depots throughout the district. The 25 per cent. reserve in towns should be held as a central reserve. Each depot in a town should have two, three or four parties based upon it, so that a system of reliefs could be worked. There should be an officer in charge of each depot, to arrange the despatch of parties, relief rotas, etc.

Each party on duty should have at its disposal a car with driver (*not* an ambulance) to make it mobile.

The organisation of first aid services should be based on county and metropolitan boroughs and large burghs, and on areas within administrative counties defined for the purpose. In each case the organisation should be under the charge of a Medical Officer of Health, assisted by a First Aid Commandant (who would also have charge of first aid posts and the ambulance services).

It is most desirable that there should be close co-operation with the voluntary First Aid Organisations, and wherever it suits the circumstances of the area the personnel of first aid parties should be found from the members and auxiliaries of those Organisations.

3. Ambulance Services

Unit of organisation: As for first aid parties (see Section 2), except in the county of London.

Memorandum: A.R.P. Memorandum No. 1.

Numbers: Two ambulances, per first aid party, each vehicle with one or two drivers (women) and one or two attendants (women); and one car or other vehicle per first aid party, for sitting cases.

Personnel: Women.

Controlling Official: Medical Officer of Health.

Executive Head: First Aid Commandant acting through an Ambulance Transport Officer.

The number of ambulances would have to be very substantially greater than at present exist. The majority would have to be obtained at the outset of an emergency by adapting motor vans (10 cwt. or over) with an improvised fitting to carry four stretchers. Similarly for sitting cases, cars, or light vans with benches, would have to be used. Instructions on these points will be circulated in due course.

Ambulances should be organised in central Ambulance Depots which can no doubt often be local authorities' transport depots. The Ambulance Transport Officer may be a

transport official, but as regards the movement of ambulances he should act under the orders of the First Aid Commandant and the Medical Officer of Health.

Each ambulance should have a driver and attendant, both of whom should preferably be women. (For the purpose of releasing men for other duties, existing men drivers and attendants should wherever practicable be replaced by women in war.) In towns two drivers and two attendants should be available for each ambulance, to work in reliefs. All should have some anti-gas training, and the attendants should be trained in first aid as well, if possible.

4. First Aid Post Staffs

Unit of organisation: As for first aid parties (see Section 2).

Memorandum: A.R.P. Memorandum No. 1.

Numbers: For Large Posts, about 110 persons; for Medium Posts, about 90 persons; for Small Posts about 70 persons. (These figures allow for working in two reliefs at part strength.)

Personnel: Men (over 30 years of age), and women.

Controlling Official: Medical Officer of Health.

Executive Head: First Aid Commandant.

First Aid Posts would be required at about two mile intervals, or rather less, in towns. A Post is only necessary when the population within a radius of a mile exceeds 3,000.

The size of a Post (Large, Medium, and Small) should depend on the population within the area to be served by the Post, viz.:—

<i>Population in Area of Post.</i>				<i>Size of Post.</i>
30,000—60,000	Large.
20,000—30,000	Medium.
3,000—20,000	Small.

The staffs of the Posts (including relief staff) should be approximately as follows, the distinction being between those trained in first aid and those for whom this training is not essential:—

	<i>Men.</i>		<i>Women.</i>	
	<i>Trained.</i>	<i>Untrained.</i>	<i>Trained.</i>	<i>Untrained.</i>
Large Post ...	32	24	32	22
Medium Post	26	20	26	18
Small Post ...	20	16	20	14

The "trained" personnel should include a majority fully trained in first aid as well as in first aid for anti-gas cases, but for some the latter training alone would suffice. The

" untrained " personnel would include stretcher bearers, door-keepers, clerks, storemen, etc., and should be trained in general anti-gas precautions.

Of the men, the " trained " should be over 30 and may include older men, and the " untrained " can largely be men over 45.

As regards the use of members and auxiliaries of the voluntary First Aid Organisations, see under Section 2, First Aid Parties.

5. Rescue Parties

Unit of organisation: County and metropolitan boroughs, large burghs and, in county areas, such sections of the county as may be determined.

Memorandum: A.R.P. Memorandum No. 2.

Numbers: Six parties each of 6 or 8 men (according to the type of equipment needed) for every 100,000 population in urban areas.

Personnel: Partly local authorities' staffs, partly employees of building contractors (over 30 years of age, but some between 25 and 30 may be required).

Controlling Official: County, etc., Engineer or Surveyor.

Executive Head: Superintendent of Rescue Parties.

Rescue parties of trained men are required in towns to extricate casualties from damaged buildings. Each should be under a foreman skilled in demolition work and in using the kind of equipment needed in collapsed buildings. This foreman should be specially picked, since it may be difficult to complete the parties with men who have experience in this kind of work. As much training as is practicable should be given to the members of the parties.

Rescue parties should be based on depots, which they might well occupy in common with decontamination squads and repair gangs. There should be a Superintendent of Rescue Parties at the main depot, and an officer in charge of each other depot.

Rescue party personnel should to a large extent be interchangeable with decontamination squads—see next section.

6. Decontamination Squads

Unit of organisation: County and metropolitan boroughs, large burghs and, in county areas, such sections of the county as may be determined.

Memorandum: A.R.P. Memorandum No. 3.

Numbers: Six squads each of 6 men for every 100,000 population.

Personnel: Local authorities' street cleansing staff or county highway employees (over 30 years of age, but some between 25 and 30 may be required).

Controlling Official: County, etc., Surveyor, or other official in charge of street cleansing.

Executive Head: Superintendent of Decontamination.

The main work of decontaminating streets and buildings is arduous and would require trained and fit men. Decontamination squads should so far as possible be chosen from the street cleansing service, and since they would not be required for decontamination work if gas were not used, they should also be trained to supplement the rescue parties.

In addition, members of the same service would be responsible for decontaminating vehicles and movable articles, such as household goods, tools, etc.

Decontamination squads should be based on depots, which they might occupy in common with rescue parties and repair gangs. There should be a Superintendent of Decontamination at the main depot and an officer in charge of each other depot.

7. Ancillary Services

Additional personnel will be needed for a number of ancillary services, including Report Centre staffs and messengers.

The staffs for Report Centres can probably be found largely from men over 45, and women.

Messengers (on motor cycles, pedal cycles or on foot) should be men over 30, and possibly youths from 16 to 18.

There will also be need for clerks, storemen, doorkeepers, etc. Most of these can be men over 45, or women.

PART II.—FIRE PRECAUTIONS SERVICES

8. Fire Brigade Reserve and Auxiliary Fire Service

Unit of organisation: County of London, Scottish counties, boroughs, large and small burghs, urban districts, and (optional) rural districts.

Memoranda: Home Office and Scottish Office Memoranda on Emergency Fire Brigade Organisation (February, 1937) and Sketches of Emergency Fire Brigade Organisation for a Hypothetical Town (Home Office, December, 1937; Scottish Office, February, 1938).

Numbers: According to the crews required for manning appliances and for other duties included in the local schemes.

Personnel: Men between 25 and 50 on enrolment: women for watch-room and other duties (other than fire-fighting).

Controlling Official: Chief Officer of the Fire Brigade.

In case of incendiary attack so large a number of fires might be started almost simultaneously that the conditions to be met would be quite different from those obtaining in peace and would require a different organisation. The relatively small number of existing fire stations would have to be increased by making use of auxiliary fire stations: and it would be necessary to institute a system of patrols to discover and deal with fires in their early stages before they can spread. The necessary appliances are being made available to local authorities when their schemes have been approved, but it is essential to have as well auxiliary firemen to man the auxiliary stations and watch rooms, to form crews for the larger appliances kept at stations, to form the fire patrols who will patrol their "fire beats" with the smaller appliances, looking out for fires, and to act as drivers and messengers. Under emergency conditions the auxiliary fire service would have to be kept in a state of readiness, and the aim should therefore be to obtain and train such a number of men that under emergency conditions at least twice the number of men would be available as would be required by the mere duties provided for in the fire precautions scheme.

The men needed will fall into the following categories.

Fire brigade reservists are men who have had fire brigade experience and undertake to join the brigade in an emergency. After enrolment they should be medically examined annually and may be called up for "refresher" training. They may be paid an annual retaining fee not exceeding £5, at the discretion of the fire brigade authority. When called up for duty in an emergency they would become full-time members of the brigade and would be paid on a corresponding basis. Only men who are suitable in every respect will be retained on the reserve, and the services of a reservist will be terminable at not less than a week's notice. (For the full conditions see Appendix 6 of the Memoranda on the Emergency Fire Brigade Organisation.) Fire brigade authorities should take steps to prepare a list of suitable men and revise it annually: but the number of such men will necessarily be relatively small.

Auxiliary firemen are men, mainly without fire brigade experience, who offer their services to the Auxiliary Fire Service for duty in an emergency. They must be British subjects between 25 and 50 and physically fit, and will be medically examined before enrolment. It will be necessary for all auxiliary firemen to receive, in peace time, a course of instruction which will include drill with the various appliances, instruction in fire prevention, fire fighting, anti-gas, first aid, incendiary

bombs, smoke conditions and war organisation generally. (For the full syllabus see Appendix 9 of the Memoranda on Emergency Fire Brigade Organisation.) "Refresher" courses may be arranged, and auxiliary firemen may also undertake to assist the fire brigade in peace time. Their appointment will be terminable at a week's notice, and when in training or on duty at a fire they will be under the control of officers of the fire brigade. (For the full conditions see Appendix 7 of the Memoranda on Emergency Fire Brigade Organisation.)

Under emergency conditions auxiliary firemen would be attached to a fire brigade station or an auxiliary fire station and would be employed on patrol duties or as members of crews of the station appliances.

Other personnel, men or women, will be required for employment as messengers, drivers, watch room attendants, telephonists, fitters or electricians for repair work, or other miscellaneous duties for which they are specially fitted.

PART III.—POLICE SERVICES

9. Police Reserve and Special Constabulary

The measures for supplementing the police forces in an emergency rest with the Police Authorities and the Chief Officers of Police.

In time of war, very important duties would devolve upon the police in connection with air raid precautions, and they would also have many emergency duties of other kinds.

The measures for supplementing the regular police include the appointment of police reservists and special constables. (There is no scheme for police reservists in Scotland, but temporary constables may be appointed.)

Police reservists are men, whether police pensioners or not, who undertake to join the police as temporary constables, and, when so serving, are paid. A reservist who has not had previous police experience would receive any necessary training in peace time.

The Special Constabulary is an unpaid service, but provision is made for the repayment of out-of-pocket expenses, etc. Special constables ordinarily perform part-time duty, but many would, no doubt, be willing to undertake whole-time duty, if required, in time of war.

The Observer Corps is a branch of the Special Constabulary, but its members may enrol for observer duty only. This Corps

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is recruited as and when the Chief Officer of Police is notified that the Observer Organisation is to be extended to his police district.

It is open to a police authority to enrol police reservists or special constables for duty only in case of war, and with no obligation to undertake duty in other emergencies.

Most police forces have a Police Reserve or Special Constabulary or both (in Scotland a Special Constabulary only), and the measures which need to be taken consist in augmenting these auxiliary police services so that the necessary police personnel may be available for duty if war should ever occur.