

CIVIL DEFENCE
POCKET BOOK NO. 4

Warden Section



PUBLISHED FOR THE HOME OFFICE
AND SCOTTISH HOME DEPARTMENT BY
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ONE SHILLING NET

Foreword

This Pocket Book is confined to matters which are relevant to the Warden Section and does not attempt to be anything more than an AIDE MÉMOIRE for certain essential points to which the Warden can readily refer. It should not, therefore, be regarded as a complete digest of training information.

Similar Pocket Books will cover information which is particular to other Sections of the Civil Defence Corps. All Pocket Books should be read in conjunction with Pocket Book No. 3—"General Information" which contains information on matters of common interest to all Sections of the Corps.

HOME OFFICE
SCOTTISH HOME DEPARTMENT

Warden Section

CIVIL DEFENCE
POCKET BOOK NO. 4

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PART I

THE ROLE OF THE WARDEN

I. The Duties of the Warden

IN WARTIME

1.1 The functions and responsibilities which fall upon a warden in the event of nuclear attack, while they are broadly the same as formerly, greatly increase his importance as the person in closest touch with the public, particularly as regards the hazard of radioactivity. His role can, however, still be defined under three main headings:

- Public guidance and control.
- Reconnaissance and reporting.
- Operational control.

1.2 (a) *Public guidance and control*

- (i) Advising on self-protection and helping his fellow citizens in the area to which he has been allotted and, generally, acting as their leader both before and after attack.
- (ii) After attack, ensuring that the public remain under cover or return to cover on the arrival of fall-out.
- (iii) Rendering immediate first aid, and performing light rescue and elementary fire-fighting duties where necessary.
- (iv) Carrying out plans already made for augmenting the public warning system and giving local warnings in a damaged area.
- (v) Operating the release procedures in radioactive zones ("belts" in Scotland).
- (vi) Assisting the Welfare Section and the welfare services in the care of the homeless and in the distribution of food and water in emergency conditions.

(vii) Supervising the training given by street leaders to street parties and assisting in their recruitment when this is authorised by the Government.

(b) *Reconnaissance and reporting of information*

Reporting all information essential for the conduct of civil defence operations. This would include making both a preliminary and detailed reconnaissance for the information of higher controls and for the guidance of officers of incoming forces, and taking periodic readings for reporting on radio-activity in his area.

(c) *Operational control*

(i) Co-ordinating all local resources within his area, and the various services sent to his area.

(ii) Implementing the pre-arranged scheme for the clearance of his area if it be in a highly radioactive zone.

1.3 Some information on radiation hazards will be found in Pocket Book No. 3, and is not included in this Pocket Book, which summarises the more important of the warden's functions and details some aspects of training which are not easy to remember. Measures which the individual householder can take for his own protection will form the subject of a separate publication.

IN PEACETIME

1.4 The functions listed above can be effectively carried out in war only if much preparatory work has been done in peacetime.

Acquiring knowledge of the post area

1.5 This will largely consist of recording in a "Warden War Book" all information likely to be needed in war concerning the post area. Some of the information should also be shown on a large-scale map of the post area. Much of the information can be assembled now and its collection and compilation

will enable the warden to acquire the prime tool of his trade—knowledge of his area.

The Warden War Book

1.6 Information which should be included in the Warden War Book is under three headings:

- (a) *A Household Register* giving the number of persons in each household in the area, with particulars of handicapped persons, children and other members of the priority classes. Full information could only be completed by house-to-house visits, when this is authorised by the Government.
- (b) *Operational information*, i.e. information essential for the smooth progress of operations. It would include:
 - (i) The names, addresses and telephone numbers of wardens, street leaders and other civil defence personnel in any particular patrol area; doctors, nurses, local officials, etc.
 - (ii) The designations and locations of other warden posts adjoining the post area whether within the Sector or not; the location and designation of the Sector Post; locations of patrol posts.
 - (iii) The nearest police stations, "home cover" fire and ambulance stations, buildings earmarked as emergency feeding or rest centres, and other buildings which could be used in an emergency after attack.
 - (iv) Notes of important buildings, e.g. public utility premises and other installations which need to be specially noted; special hazards, e.g. petrol stores.
 - (v) Mutual aid arrangements with industrial undertakings in the area.
 - (vi) Points of special operational significance (e.g. bridges, aqueducts, overground mains, etc.).
 - (vii) Essential service and local access routes serving the area.

NOTE: Some of the information in this category, e.g. (ii), (vi) and (vii) should also be shown on the warden post map, together with the boundaries of the Sector/Post/Patrol areas.

- (c) *Local operational plans*, i.e. details of arrangements for:
- (i) Releasing the public from refuge in fall-out areas (see Appendix A).
 - (ii) Clearance of people from the area should it be necessary.

1.7 Thus the Warden War Book, together with the warden post map, should contain all information necessary for efficient operations in the post area. Certain of this information should be memorised by wardens, and should be reasonably comprehensive at patrol post level. Post Wardens and Sector Wardens (and their teams) should commit to memory such information as is necessary for the discharge of their responsibilities at their respective levels.

II. The place of the Warden in the Chain of Control

CIVIL DEFENCE CONTROL

2.1 The civil defence control system must be flexible enough to meet the consequences of any type or weight of attack within both the damaged and undamaged fall-out areas. It must provide a chain of control and communication from the Central Government downwards.

WARDEN CHAIN OF CONTROL

Sector Posts

2.2 Most Sub-areas contain between four and six Sector Post areas, each in charge of a Sector Warden. He, assisted by a deputy, will be responsible for the efficient organisation of his warden posts, and for allocating to them, as necessary, forces sent to his Sector. He has a Senior Warden as Staff Officer and two wardens. Normally Sector Posts report to Sub-area (in Scotland they normally report to Areas) (see Pocket Book No. 3, paragraph 1.9).

Warden Posts

2.3 Each Sector has between four and six warden post areas. The warden post, which is in the charge of a Post Warden, assisted by a Deputy Post Warden and a warden telephonist, is the focal point for all local civil defence operations. The Post Warden, with the assistance of his Senior Wardens, will be responsible for the co-ordination of operations within his warden post area. In densely populated areas this will cover about 160 acres and include a population of many thousands, while in rural areas it may cover a number of square miles with a population of a few hundred.

Patrol Posts

2.4 Each warden post area will contain between four and six patrol posts, each in charge of a Senior Warden, assisted by a warden. The patrol post is the final link in the civil defence chain of control.

Street Leaders

2.5 In relation to the size of, or number of people in, a patrol area, it will be necessary to appoint a number of street leaders through whom the Senior Warden can maintain contact with individual households for the quick dissemination and gathering of information.

PART II: THE WARDEN IN ACTION

III. Reconnaissance

3.1 The purpose of reconnaissance is to obtain an overall picture of the damage and hazards caused by enemy attack. Reconnaissance must be started as soon as possible after damage has been caused and (within the limits allowed by the fall-out situation) should continue until operations have "closed".

3.2 In the case of *conventional* attack (e.g. high explosive or incendiary) or where damage is isolated, reports sent in by wardens may suffice to give an accurate picture of the situation. But after *nuclear* attack, a Controller must build up his tactical plan on a broader basis. He needs to assess as quickly as possible the kind of damage which his area as a whole has suffered. Such first reports as are available to him will be of vital importance. Wardens should always endeavour to send in first reports to the next higher level. Even though it may not be possible to transmit such reports further up the chain of control, they will be of great value to incoming forces when they arrive, or the information may be collected by a reconnaissance party of the Headquarters Section.

Preliminary reconnaissance

3.3 The preliminary reconnaissance must be general, i.e. a quick survey of the area to obtain vital information, e.g. availability of access roads, damage to important buildings, state of public services, etc. At this stage a warden should not attempt a house-to-house casualty assessment, but confine himself to an assessment of the likely location of casualties. In making a reconnaissance the warden should bear in mind the report he will have to make, and consider:

- (a) who requires the information;
- (b) what use will be made of it;
- (c) what information is required;
- (d) in what priority.

Detailed reconnaissance

3.4 Having completed his first report, the warden should then carry out a more detailed reconnaissance of the area (if and when the fall-out situation permits). Whatever the scale of damage may be he should try and ascertain its nature and extent, and assess the numbers of trapped persons and where in wrecked houses or buildings they are likely to be. He should also note anything which might affect life-saving operations.

Reports

3.5 The operational reporting code on which the warden will base his reports will be found at Appendix B.

IV. Recording and Reporting of Fall-out

4.1 From the time of fall-out arrival and while deposition continues, there is a build-up of dose-rate intensity until fall-out maximum is reached.

4.2 Wardens are required to carry out certain procedures after a nuclear explosion in order to detect the arrival of fall-out, to make the subsequent recordings of dose-rates, and to report such fall-out and damage information as is required by higher control. The fall-out information will determine the time of deployment of forces, the boundaries of W, X, Y and Z Zones, and the release or clearance procedures which will apply.

Recording of fall-out

4.3 All wardens in a damaged area, and wardens in an undamaged area after a BLACK warning has been received, should (where they have a radiac survey meter):

- (a) Switch on the radiac survey meter at frequent intervals in order to detect fall-out arrival.
- (b) Where fall-out arrives, take and record fall-out readings *every five minutes* until the dose-rate reaches 3 r.p.h.
- (c) When the dose-rate reaches 3 r.p.h., retire within the post and continue to record readings *every ten minutes*.
- (d) When fall-out maximum is reached, continue to record readings *every 30 minutes*, starting at the next hour or half hour.
- (e) Convert all readings taken inside the post to estimated external readings (i.e. if the protective factor at the meter's position is 10, multiply the internal dose-rate by 10 to arrive at the estimated *external* reading).

4.4 Sector Wardens and Post Wardens should, when fall-out maximum is reached, and provided that the estimated *external* dose-rate does not exceed 100 r.p.h., take the survey meter outside the post and check the *actual external reading*.

If it is calculated to exceed 100 r.p.h., they should continue to take half-hourly readings and wait until it falls to a calculated 100 r.p.h.

4.5 If, after fall-out maximum has been reached, the dose-rate starts to rise again (indicating further fall-out from another bomb) wardens will revert to the procedure described in the two foregoing paragraphs.

Reporting of fall-out and damage

4.6 Sector Wardens and Post Wardens, and designated patrol posts in rural areas are required to make the following reports when communications permit:

- (a) Time of fall-out arrival (but no reading).
- (b) Time of fall-out maximum and reading.
- (c) Time of fall-out maximum and reading, together with the latest timed reading when a message cannot be sent until some time after fall-out maximum.
- (d) Other timed readings when called for by higher control.

4.7 Sector Wardens will, when asked by higher control, report collated times or readings of their warden post areas, or as many as are available, together with damage information. If no reports have been received from warden posts, the situation as at the Sector Post will be reported.

Transmitting reports when telephones are working

4.8 Fall-out reports will be asked for by the higher level of control. In the damaged area, Sector Wardens will start to ring up their warden posts about twenty minutes after bomb burst. A Post Warden who has not been contacted by his Sector Warden within half-an-hour of bomb burst should try to ring up the Sector. Senior Wardens in designated patrol posts will follow the same drill. In the undamaged area, the Sector Warden will ring up his warden posts as soon as he obtains a fall-out reading, and again when fall-out maximum has been reached at the Sector Post.

Reporting by runner

4.9 When telephones are not available or are not working, reports will be sent by runner subject to the following restrictions if there is fall-out:

- (a) *Before* fall-out maximum, by patrol posts only, provided the dose-rate at the time does not exceed 3 r.p.h.
- (b) In all other cases, by patrol posts and warden posts, *after* a fall-out maximum, when:
 - (i) In the damaged area, the dose-rate is not more than 10 r.p.h. or it falls to that figure.
 - (ii) In the undamaged area, the dose-rate is not more than 3 r.p.h. or it falls to that figure.

4.10 There is no restriction on sending a damage report by runner if no fall-out has been detected after three-quarters of an hour from bomb burst.

4.11 Sector Posts will not send reports upwards by runner, but will await their collection by a reconnaissance party or other means.

4.12 Fall-out reports are not required by runner after $H + 7$ if at $H + 7$ the dose-rate exceeds 10 r.p.h.

V. Action in Damaged Areas

I—IMMEDIATELY AFTER ATTACK

5.1 Immediately after attack all wardens, whether at their posts or not, should:

- (a) organise and assist householders in putting out incipient fires and rendering such first aid as is possible;
- (b) ensure that the public in general remain under or go to cover (cover in a damaged building is better than none);

- (c) make such reconnaissance as is possible having regard to the possibility of fall-out, and, in the case of the warden at the post, report where applicable (see also Chapters 3 and 4).

II—USE OF SERVICES

Deployment—general principles

5.2 All services will be deployed by higher control to Sector. The Sector Warden will, in consultation with officers of other Services, allocate the forces placed at his disposal to his warden posts on a priority basis. The Post Wardens will be responsible for allocating them to patrol areas, and Senior Wardens for their co-ordination on the spot. All levels will be responsible for briefing Services to the extent necessary.

Control at patrol level

5.3 Control in a patrol area should be exercised from the normal location of the patrol post if it is feasible to do so. If the patrol post has to be moved, the Post Warden must be told of this. A new location should be selected with the probable approach route of incoming services in mind.

Routing of Services

5.4 If there is road access, vehicles will go right into the patrol area. If roads are blocked, vehicles will go as near as possible to the patrol area, and personnel will off-load and proceed on foot. Ambulance loading will have to be located where there is an approach road with sufficient room for ambulances to turn round.

5.5 Drivers of vehicles are under the orders of the officers of the Service to which they belong. After off-loading, they will be instructed to return to a parking area designated by the wardens in consultation with officers of the Services concerned.

Deployment of Columns and their constituent units

5.6 The allocation of forces to any particular level will depend upon the resources available and the nature of the

task, but Rescue and First Aid companies will normally be deployed to Sectors, platoons to warden posts, and parties to patrol posts. The Company Ambulance Officer will normally operate at sector level, and the Column Ambulance Officer will have overall control of ambulances both forward and rear of the F.M.A.U.

Responsibilities of Section Officers

5.7 All officers of the life-saving forces should, in consultation with each other and the wardens at the appropriate level, determine how their forces can best be used and deployed, in accordance with the warden's briefing and order of priorities.

Ambulance Check Point

5.8 In consultation with the Sector Warden, the Company Ambulance Officer will establish and provide for the manning of an ambulance check point. Ambulances will go from the check point to warden post, but will return direct from the loading points to the check point.

Ambulance Loading Points

5.9 Loading points will be sited as far into the damaged area as circumstances permit so as to reduce stretcher carrying to a minimum. Wardens should do their best to provide able bodied persons as stretcher bearers where the need arises.

Forward Medical Aid Units

5.10 Sector Wardens should make contact with the Medical Officer of an F.M.A.U. located in his area, and detail a warden for liaison purposes.

NOTE: The Ambulance Service in Scotland is the responsibility of the Scottish Ambulance Service. The procedures are broadly the same as those outlined above.

APPENDIX A

Control of the Public in Radioactive Zones

Release and Clearance Procedures

I—BASIS OF THE SCHEME

1. The area affected by fall-out will be divided into four zones (in Scotland "belts") of radiation intensity—i.e. W, X, Y and Z zones. This Appendix deals with the principles of release and clearance.

II—RELEASE PROCEDURES IN W, X AND Y ZONES (UNDAMAGED)

W Zones

2. Area control will notify the provisional release times, based on a prediction, to all posts within the W zone. On receipt of the prediction (related to a time some hours ahead) the Post Warden will check the actual readings and if the dose-rate has in fact fallen to 0.3 r.p.h. or below he will issue release instructions to the public within his area and remove warning notices.

X, Y and Z Zones—Action to be taken

3. Area control will provisionally categorise X, Y and Z zone boundaries, based on the dose-rates calculated to exist at $H + 48$. After confirmation of the zone boundaries, warden posts will be notified of their zone category. (For the general procedure to be followed see Pocket Book No. 3.) The warden responsibilities are to:

- (a) Notify the public of release or clearance arrangements.
- (b) Place notices indicating the zone categories.
- (c) Where applicable, place movement warning notices on main roads at a boundary between two categories, e.g. "You are entering a Y zone".

III—CLEARANCE PROCEDURE IN A Z ZONE

4. Clearance of a Z zone will be organised from outside the zone and pending instructions all those inside it, including members of the Civil Defence Corps, will remain in refuge.

5. Present plans, which are provisional, stipulate that the maximum use should be made of all forms of private transport, and families with vehicles will be expected to clear themselves (self-clearance). The remainder will be cleared by official transport organised from outside.

6. *Assembly Areas* will be established some 20 miles from the Z zone, to which people will be cleared, and will be associated with *Clearance Bases*, from which clearance operations will be mounted.

7. The closest contact must be established between the Warden organisation within the zone and the clearance forces working from outside. Wardens must be prepared to provide clearance officers with information regarding the population to be cleared.

Responsibilities for clearance

8. Operations will be conducted by clearance units set up by Area control. Each Unit will be responsible for a clearance segment, the boundaries of which will, as far as possible, follow those of a Sector Post Area.

Conduct of clearance

9. When a clearance unit has been set up the following procedure will be adopted in a Sector segment:

- (a) The Sector Warden will report to the Clearance Unit Commander with maps and information.
- (b) Clearance Officers will then contact the Post Wardens (either at posts or at the Base) giving them the time for self-clearance and for official clearance. They will

plan the clearance of individual post areas with Post Wardens. Self-clearance will be timed to take place ahead of officially organised clearance.

- (c) Post Wardens, through their Senior Wardens and street leaders, will be responsible for notifying the public of the clearance timings.
- (d) Convoy Commanders (each in charge of five vehicles) will be allocated to patrol areas and, in conjunction with the Senior Warden, clear the area street by street. (The householder must hang a white sheet out of an upper storey window when his household has been cleared.)
- (e) Convoy Commanders will return to the same patrol area until it is completely cleared, reporting finally to the Senior Warden, who, in turn, will report completion of clearance to his Post Warden. The Senior Warden, together with other helpers, will then leave on the last convoy.

APPENDIX B

Use of Operational Reporting Code and Designation of Posts

I—OPERATIONAL REPORTING CODE

1. An Operational Reporting Code will be used in conjunction with Message Form F.Sigs.52 for all reports and operational messages at all levels of control up to Sub-region and Group level (see Pocket Book No. 3, Chapter VIII).
2. The word "OPREP" will be prefixed to the text of all normal operational messages and reports.

Code letters and their headings

3. Code letter	Heading
A	Time and type of attack
B	Kind of damage
C	Hazards threatening operations
D	Radioactivity
E	Road access
F	Control and communications situation
G	Casualty situation
H	Seriously injured (at Ambulance Loading Point)
J	Seriously injured (not yet collected)
K	Known trapped persons
L	Listed premises damaged
M	Services present
N	Homeless situation
P	Special equipment or supplies required
Q	Emergency feeding requirements
R	Transport required
S	Public Utilities disrupted
T*	Forecast of future progress
U*	Number of known dead
V	Behaviour of public
Z	Other information

* Information under these headings will normally be sent as and when required by Area control, and asked for through the chain of control or as laid down in Standing Orders.

USE OF CODE AT SECTOR LEVEL AND BELOW

General application of a first report

4. There is no distinct dividing line between a first report and subsequent messages, the object being to get in a first report as soon as possible, giving a *broad picture* of the situation, but if it cannot be sent in quickly (within half-an-hour of bomb burst if possible) then instructions for a first report would not apply and a more detailed report should be sent in later.

Essential information in a first report

5. Information required in a first report is that contained under the headings A to G, and S.

II—DESIGNATION OF CONTROLS AND POSTS

Basic designations

6. Each level of control has been given a basic designation (either a letter or number) by which it will be identified, as follows:

Level	Basic designation
Regions	Numbered 1 upwards
Zones (Scotland) ..	Lettered N, E or W
Sub-regions or Groups	Numbered 1 upwards and pre- fixed by the number of the Region
Areas	Lettered A and onwards
Sub-areas	Numbered 1 upwards
Sectors	Lettered K and onwards, omit- ting O
Warden Posts ..	Numbered 1 upwards
Patrol Posts ..	Lettered A and onwards

Use of designations in addressing messages

7. In addressing messages use is made of the above basic designations, prefixed by the designation of the level immediately above. This identifies any level of control within an Area, e.g.:

Level	Designation used for messages
Sector L in Sub-area 2	2L
Sub-area 3 in Area B	B3
Warden Post 4 in Sector M	M4
Patrol Post A in Post Area 2	2A

8. Area itself is identified by its basic designation, prefixed by the appropriate designation for the Sub-region or Group. For example 11A would represent Area A in Sub-region 1 of Region 1, 123B would represent Area B in Group 3 of Region 12, and so on.

9. The one exception to the above designations is where a level of control does not exist, in which case the missing level is indicated by the letter X. Thus in a rural area where wardens posts report direct to Sub-area, 3X3 would represent Warden Post 3 in Sub-area 3.

10. All messages should be identified by these designations in the "FROM", "TO" and "INFO" spaces on F.Sigs.52. But when, in the case of messages handed in by another Section to a warden post for transmission, it is necessary to give within the text of the message an address (e.g. of an emergency feeding centre) that address will be prefixed by the designation of the warden post in which it is located, e.g. "K 4 KING st emergency feeding centre". Similarly, the address from which the message originates should appear at the end of the text prefixed by the designation of the warden post transmitting the message, e.g. "K 2 BRIDGE st rest centre". The message in reply should be addressed to the warden post and the text of the message should begin with "For K 2 BRIDGE st rest centre". Wardens are responsible for ensuring that the message is forwarded on receipt to the location or person named in the text of the message.

APPENDIX C

Taking Readings with a Radiac Survey Meter

1. After a fall-out warning (or hearing, or seeing the flash of, a nuclear explosion) Sector, Post and Senior Wardens should read their meters in the open at frequent intervals in order to detect fall-out arrival (FOA).

2. When fall-out arrives, wardens will record the time of the fall-out arrival and record readings every five minutes. They will continue to take external readings until the dose-rate reaches 3 r.p.h. at which they will retire inside the post to a spot where the instrument reads 0.3 r.p.h. (1/10th of the external dose-rate, thereby indicating that that part of the building has a protective factor (PF) of 10). They will then leave the meter switched on at that spot and go further inside the post to seek the best possible protection—returning to the spot every 10 minutes to take a reading. The time, the actual instrument reading and the estimated external dose-rate should be recorded, e.g. 1010 hours: (1.5 r.p.h.): 15 r.p.h. REPORTS MUST ALWAYS BE MADE IN TERMS OF THE EXTERNAL DOSE-RATE.

3. If, however, the internal reading at this spot goes up to 3 r.p.h. (i.e. indicating an external dose-rate of 30 r.p.h.) the meter should be moved to a second spot where the reading goes down to 0.3 r.p.h. or the nearest approach to that figure, e.g.:

- (a) If the reading at the second spot is 0.3 r.p.h. the PF there is 100.
- (b) If the reading at the second spot is 0.5 r.p.h. the PF there is 60.
- (c) If the reading at the second spot is 1 r.p.h. the PF is 30.

Any readings must be converted to the external dose-rate by multiplying it by the appropriate PF.

4. When, after fall-out maximum (FOM), readings are taken at the hour and half-hour, the meter can be switched off between readings.

APPENDIX D

Communications Normal and Emergency

1. The principle means of communication for all purposes will be by Post Office telephone line. Field cable lines can be used for meeting local *ad hoc* requirements where the Post Office system, for any reason, is not available.
2. Wireless facilities will, in the main, be used for communications with and between controls, operational bases and by reconnaissance parties.
3. As an example, the communications which are likely to be available in a Sector Post area are:
 - (a) Two telephones will be provided at the Sector Post, one at each warden post and, wherever possible, a telephone will be made available to each Senior Warden.
 - (b) Messages, wherever possible, will be sent by telephone; they will be sent by hand (using wardens or members of the public) when telephones are not available.
 - (c) If all communications are out, but the Sector Post is able to function, some or all of the following emergency communications may be made available in a Sector area:
 - (i) A mobile signal unit with a rear link wireless set and field cable switchboard. It will have a small staff which may be augmented by placing the Sector Post's two telephonists at the disposal of the Signalmaster,
or
 - (ii) A field cable party,
or
 - (iii) Field cable equipment in charge of a member of the Signal Sub-section. He may require assistance from wardens in laying cables.

APPENDIX E

Procedures for Obtaining and Giving Information

I—APPRECIATIONS

1. In the conditions likely to prevail in nuclear warfare, smooth, speedy decisive action and economy of effort on the part of all will be of paramount importance. To achieve these results it is essential that reports to higher controls, and briefs to deployed parties should be clear and unequivocal. To achieve clarity in briefing a pre-requisite is "an appreciation of the situation" by its author, an "appreciation" being a logical sequence of reasoning which should lead to a sound solution of the problem being considered.

2. The sequence of thought should follow this pattern:

- (a) *The aim*—what are you trying to achieve?
- (b) *The factors*—every factor (and it must be a fact, not an assumption) which may have an influence on the achievement of your aim should be considered and deductions made therefrom.
- (c) *Courses open*—what action can be taken, having regard to your aim and the deductions made from the various factors surrounding your problem.
- (d) *The plan*—this is the logical result of your consideration of all the relevant factors, deductions therefrom, and the courses open to you.

II—BRIEFING

3. Success in any operation involving action by others depends very largely on the clearness and conciseness both of instructions by the person ordering that action and in

more detailed current information available on the spot which may be relevant to the conduct of such operations.

4. To ensure accuracy, speed and economy in the deployment of services to life-saving tasks, it is essential that all forces are adequately briefed before deployment on all relevant matters, by methods understood by all concerned.

5. For ease of reference the essential points in briefing are grouped under the following six main headings, but not all the main or sub-headings will apply to wardens:

(a) **SITUATION**

A description in general terms of the situation in the area. Unnecessary detail should be avoided.

- (i) Details of attack (if not known to the recipient).
- (ii) Effects of attack (extent of damage, fires, special hazards).
- (iii) Steps to deal with attack. (Location of subordinate controls, forces already deployed or expected, road situation, etc.)

(b) **MISSION**

A list, in order of priority, of the tasks on which assistance is requested. These should be stated in clear, concise terms.

(c) **FACTORS AFFECTING THE MISSION**

Based on the agreed tasks, information will be given on all matters which may affect the way in which they are to be carried out. This will include particular aspects of the situation in the area which need to be known to those coming in, e.g.:

- (i) Forces already working in the area (Fire, Rescue, First Aid, etc.).
- (ii) Boundaries of local area.
- (iii) Radioactivity (dose-rates).
- (iv) Fire situation, road situation, degree of local control functioning, special hazards, homeless, etc.

(d) **ADMINISTRATION/LOGISTICS**

Details of transport, quartering, and feeding arrangements for the forces taking part in the operation.

(e) **COMMAND AND SIGNAL**

Details of the locations of controls and posts and communications arrangements.

(f) **ANY QUESTIONS?**

III—PREPARATION OF ORDERS AND MESSAGES

6. When giving orders or making requests be as brief as possible consistent with clarity. The recipient has to assimilate their contents, make an appreciation and take appropriate action.

7. Be precise and concise; say "Send....." rather than "Will you send.....".

8. Start your sentences with the main subject matter so that the recipient knows at once what you are talking about. The Operational Reporting Code demands this by its layout (see Appendix B). Use the same technique when sending messages otherwise than by formal code.

IV—OBTAINING INFORMATION

9. While it is impossible to lay down hard and fast rules for interrogation, the questioner, in order to obtain useful information, should ask his questions in a logical sequence as far as possible as follows:

(a) Amplification of a formal message if any.

(b) Route followed by the visitor and if under control of police or wardens.

- (c) Physical characteristics of the route followed, e.g. kind of damage, accessibility to vehicles.
- (d) Services operating along the route.
- (e) Information given to the visitor (e.g. he may have stopped to enquire the way and incidentally been told of a route which is blocked or of large numbers of casualties at a loading point).
- (f) Matters noted casually by the visitor (e.g. homeless on the roads or congregated at any point; fire situation; walking wounded).
- (g) Knowledge of the radioactivity situation (if the visitor is a member of any of the Services he may have first-hand knowledge based on his individual dosimeter).

APPENDIX F

Light Rescue

1. Wardens will be expected to effect such rescue tasks as are within their competence and the following paragraphs set out a few of the more important points to remember.

I—DO'S AND DON'TS

2. Do make a reconnaissance before you start work. The time will not be wasted.

DO examine a casualty before removal and see that you give the correct first aid treatment.

DO free the nose and mouth of a casualty from dust and grit and so ease his breathing.

DO protect a casualty from falling debris and dust by using blankets, tarpaulins, corrugated iron sheets, etc.

DO be careful how you move debris from the vicinity of a casualty.

DO keep a casualty warm and so reduce shock.

DO make sure the stretcher is properly blanketed so that the casualty has the maximum amount of warmth and comfort.

DO remember the right way to carry a stretcher over debris and obstacles.

DO remember to keep a list of all casualties dealt with.

DO keep off wreckage as much as possible and leave it undisturbed or the natural voids may be destroyed by further collapses.

DO be careful how you remove debris and obstacles, especially from voids, to prevent further collapse.

DO remember it is often necessary to put a simple prop or strut to strengthen a floor loaded with debris before passing over or working underneath it.

DO use gloves when removing debris by hand.

DO remember to exercise great care when using sharp tools in debris.

DO walk as close as possible to the wall when on damaged stairs and upper floors.

3. DON'T move an injured person without rendering first aid unless he is in immediate danger from fall-out or any other hazard.

DON'T smoke or strike matches in case there is an escape of coal gas.

DON'T crawl over the debris or disturb parts of the damaged structure unless you are compelled to by circumstances.

DON'T pull timber out of the wreckage indiscriminately or you may cause further collapse.

DON'T enter dangerous places without informing other members of your team, or if possible without a companion to help in case of accident.

DON'T touch loose electric wiring.

DON'T throw debris aimlessly on one side—you may have to move it again.

II—EMERGENCY METHODS OF MOVING CASUALTIES

Handling of Casualties

4. It is better to do too little than to attempt too much and do the wrong thing. The aim should be to prevent further shock and injury by making the casualty as comfortable and warm as possible; stopping any bleeding; and moving the casualty as little as possible. BUT WHERE THERE IS RADIO-ACTIVITY CASUALTIES MUST BE REMOVED TO COVER, WHATEVER THE NATURE OF THEIR INJURIES. Similarly, where it is vital for the life of the casualty that he be removed for any other reason, e.g. fire, flooding, escaping gas, etc., he must be removed regardless of his injuries. ONLY IN THESE CIRCUMSTANCES DOES REMOVAL TAKE PRIORITY OVER STOPPAGE OF BLEEDING.

Methods of removal

5. There are various methods by which the casualty can be removed, including the pick-a-back, human crutch, fireman's

lift, rescue crawl, fore and aft method, and two-, three- and four-handed seats. The method chosen will, of course, depend on the type of injury, space available for the removal of the casualty and the number of rescuers. These methods should, however, only be used where no aggravation of his injuries is likely to result therefrom or when time will not permit the use of more orthodox methods.

III—MARKING BUILDINGS AFTER SEARCH

6. After search, buildings should be marked prominently on all sides where access is possible. Thus time and labour will not be wasted unnecessarily on a fruitless search later on. The following standard markings will be used:

$$\frac{S}{W} \text{ or } \frac{S}{F} \text{ or } \frac{S}{P} \text{ or } \frac{S}{R} \text{ or } \frac{S}{LR}$$

meaning "Searched by wardens" (or Fire, Police, Rescue Party, or those trained in light rescue respectively).

Where a building is, for any reason, dangerous, the symbol "D" (for dangerous) should be added to the standard marking: for example, if a member of a Rescue Party searched a building and considered it dangerous he would mark it:

$$\frac{S}{R} D$$

APPENDIX G

Records and Forms

1. The object of forms and records is to record and analyse information received so that appropriate action can be taken. In general terms, *a record* is the writing down of any fact or proceeding, *a form* is a schedule on which certain details—and only those details—require to be entered (a situation map or a resources board is, of course, as much a form as anything written on paper); *a log* is a chronological record of events as they take place.

The following paragraphs explain some of the more important records and forms used by wardens.

Warden War Book

2. All information valuable in wartime regarding the post area will be systematically acquired and recorded in a Warden War Book (see Chapter I).

Record Book

3. This will contain information of an administrative nature relating to the post area, e.g. records of wardens reporting for duty, equipment held or issued to individuals, etc., notes of exercises or training in the post area.

Operations Log (used exclusively in operations)

4. Wardens must keep an Operations Log at the post in which should be recorded, in order, all important events affecting operations. This log will also assist in the preparation of reports and in handing over to a relief.

Allocation of Resources Form

5. Wardens must keep a record of the number and locations of parties, etc., at work within their areas on the Allocation of Resources Form, which is self-explanatory.

Message Form

6. All messages will be written on message form F.Sigs.52.

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