

TRAINING OF CIVIL DEFENCE PERSONNEL

13.1 However complete the scheme of Civil Defence to any area may be, the services will not be able to operate effectively unless the personnel of each service are well trained and disciplined. This is only possible with proper and systematic training. This is only possible with proper and systematic training. The efficiency and discipline of Civil Defence Services will depend largely upon the amount of training imparted to them.

No member of the Civil Defence Services can be considered to be trained until he has completed the individual and Team Training and taken part in several Combined Exercises.

People from all walks of life will volunteer for Civil Defence Services. The training plan should, therefore, provide for the training of part time personnel. The part time personnel can only be trained at times which are convenient to them. Generally speaking; such times will be after working hours or at week ends.

13.2 Principles of Civil Defence Training

The principles on which training in Civil Defence is based are as follows :-

- (a) The standard of training must be the highest possible in order to ensure high morale amongst Civil Defence workers and confidence in the Civil Defence Organisation among the general public.
- (b) Suitable machinery must be set up for the training of personnel.
- (c) The methods of training must be uniform so that :-
 - (i) Inspection may be facilitated.
 - (ii) Comparisons may be drawn between the efficiency of the Civil Defence Organisation in different parts of the country and defects which come to light may be rectified.
- (d) Training must be of such a type as it helps to hold the interest of and maintain discipline among Civil Defence workers in periods of inaction so that their morale and *esprit de corps* shall be of a high standard and they may ever be ready for emergency.

13.3 Training Policy

The training is divided into 3 phases which follow each other in the order given below, viz.

- (a) Individual Training.
- (b) Team Training.
- (c) Combined Training in conjunction with other branches of the Civil Defence Services.

These three phases of training are applicable to all members of the Civil Defence Services though the details may vary somewhat between services. In addition there are two other phases :-

- (d) Special training for certain categories of Civil Defence workers such as Leaders, Specialist, Instructors and Incident Officers and Reconnaissance Parties.
- (e) Higher Staff training which is intended to teach and exercise higher officials in such matters as :-
 - (i) Control of the services in action.
 - (ii) Mutual Assistance.
 - (iii) Reinforcement.

13.4 Training Programmes

While drawing up a general training programme the factors which have to be borne in mind are given below :-

- (i) The syllabi of training courses and the hours required.
- (ii) The number of persons required to be trained for each type of course.
- (iii) The time of the day during which training can be imparted.

13.4.1. It is important first to decide the period within which the training should be completed. On this decision will depend :-

- (i) the number of instructors to be provided;
- (ii) the number of centres to be opened to impart training; and
- (iii) training equipment to be provided.

This period may provisionally be fixed at six months.

13.4.2. In general a Civil Defence volunteers training would consist of :-

- (i) *Basic General*-This covers instructions on protections against incendiary and High Explosive bombs and Fire Fighting, general precautions against air raids and general idea of C.D. Organisation.

- (ii) *Basic/Full First Aid*—Certain sections of Civil Defence Services will do full First Aid Course. All other sections will do Basic First Aid Course.
- (iii) *Basic/Full Rescue*—Only certain services will take this course; Full or Basic course depending on the nature of their work.
- (iv) *Section Training*—It is technical training in the work of the service in which a volunteer has been enrolled. All volunteers after finishing general training will get section training of the respective sections to which they belong.

In addition a certain percentage of members of Rescue and Casualty section should be given driving instructions.

All persons employed in clerical capacity should also be encouraged to have Basic General training to increase their efficiency in an emergency. Training has also to be arranged for employees of industrial and commercial undertakings, general public, etc.

13.5 Responsibility for Training

This is vested in the Civil Defence Controller. He will delegate the responsibility for training in subjects special to services to the heads of the services concerned. For training subjects which are common to several or all services he may delegate responsibility to the Civil Defence Officer. Where necessary a special Training Officer or Officers with whole-time administrative and instructional staff may be provided.

13.6 Training Staff

A Civil Defence Volunteer will require Individual Training, Team Training and Combined Training. Assuming that each volunteer takes four hours training in a week, he will be able to complete the training in about six months time.

It may, however, not be possible to have all full time paid instructors. The instructors should further be classified under the following categories :-

- (a) Full time Local Instructors—Paid.
- (b) Part time Local Instructors—Honorary.

Obviously part time instructors will not be able to train as many volunteers as the paid Local Instructors can do. The number of instructors has accordingly to be increased depending upon the number of part time instructors employed. In a voluntary organisation, there is also likely to be a high training wastage, a fact which has to be reckoned with when formulating proposals for the training of Local Instructors. Two whole-time instructors per 2 lakh population with 1 clerk and 1 messenger and one part-time instructor per 180 trainees may be provided.

For every 25 lakhs of population of the selected towns in each border State the following staff for Instructor's Training School may be appointed. The seniormost instructor should be put in overall charge as commandant and normal charge allowance may be given to him :-

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| Staff per Instructors Training School | 2 Senior Instructors (Class-I) 8 Instructors (Class-II) 6 Demonstrators 1 U.D.C. 3 Typists 1 Daftry 2 Peons. |
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This strength of the staff may be proportionately increased or decreased according to the total population of the selected towns in the States concerned.

In addition, Mobile Training Teams (at the scale of one team for a population of every 25 lakhs in the selected towns) of four Instructors may be appointed to impart training in Civil Defence techniques, in different selected towns in the State.

Normally 3 Centrally trained instructors (Class I and II) are considered necessary for training 20 local instructors in a period of 5 weeks, *i.e.*, 3 Centrally trained instructors will take six months to train 100 local instructors. If this training is to be finished in a shorter time, the number of Centrally trained instructors should be suitably increased. The local instructors will be trained by Class I/II instructors. The training of the volunteers will be done by local instructors.

It is desirable that in addition to their training duties, the training staff should be given some attack and post attack duties such as Incident Officers, Reconnaissance Officers, etc.

13.7 Continuity of Training

It should not be assumed that the training will be completed as soon as the personnel have gone through the cycle of training stages once. The training in Civil Defence has to be continuous so as to keep the Services at a very high pitch of efficiency. It cannot cease at any particular stage. The Team Training and the Combined Training are a perpetual feature of the Civil Defence training. Besides, Refresher Courses will have to be organised from time to time to keep the Civil Defence personnel abreast of improvements and to ensure that instructions are kept fresh in their minds.