

WARDEN'S SERVICE

6.1 **General**—There will be great need in time of air raids for persons of influence, courage and personality, with a sound knowledge of the locality to advise and help their neighbours and generally to serve as a link between the public and the authorities. To provide for this, an Air Raid Warden's Service will be organised.

No one should be enrolled who is a member of the Territorial Army or is liable to recall as a reservist to the Defence Forces, or has undertaken to join a Police Force or Fire Service or Home Guards or has undertaken any other statutory obligation in an emergency.

6.2 **Duties**—A warden's duties are *inter alia*—

- (a) To give general advice on Civil Defence to the residents in his locality as to what they can do to help themselves and others in an air raid, and to organise self/help parties from among the residents.
- (b) To help to recruit volunteers for Civil Defence Services.
- (c) To assess air raid damage and to report it concisely and correctly, to guide and assist the Civil Defence Services, to deal with it.
- (d) To advise persons in the street to take shelter when an air raid warning has been sounded.
- (e) To report outbreaks of fire to the fire brigade.
- (f) To study his sector in the hours of darkness so that he can find his way out without hesitation in an emergency—when the area may be plunged in darkness.
- (g) To keep his C.D. diary up-to-date.
- (h) To set an example of coolness and to prevent and control panic and specially counteract rumours.
- (i) To tour his sector at regular intervals, noting weather conditions such as the direction of wind and any other points, which may prove of value in an air raid, e.g., empty houses where fires may occur unnoticed, nearest telephones, location of Fire Hydrants etc.
- (j) To give warnings in the following manner :—
 - (i) A succession of short blast on the whistle to indicate that incendiary bombs are being dropped in the neighbourhood;

- (ii) "Action Warning" by a short blast followed by a long blast on whistle repeated at intervals of three seconds.
- (iii) "Raiders Passed" signal by two long blasts on the whistle repeated at intervals of three seconds.
- (k) To maintain a household register for his sector showing the number of residents in each building by day and by night.
- (l) To give advice regarding emergency sanitation, care of animals etc.
- (m) To help in collection drive for emergency clothing.
- (n) To control the incident pending arrival of Incident Officer, make arrangements for parking of vehicles, control of traffic etc.
- (o) To render first aid, rescue and such other assistance as may be necessary pending arrival of specialised services.
- (p) To report UXBs, cordon off the areas and get the houses evacuated.
- (q) To arrange for temporary morgue pending arrival of Corpse Disposal Squads.
- (r) To render succour to homeless people, pending their dispersal to Rest centres.
- (s) To furnish information to people regarding their various problems such as loss of clothing, identity cards, rations, repairs to houses, whereabouts of relatives etc.
- (t) To secure useful equipment like ladders, ropes, buckets etc. from local people or improvise the same.

6.3 **Warden's Post**—The unit of organisation for a Warden's Service is the Warden's Post which should serve normally 5 sectors each comprising a resident population of about 4000.

The post should be in a prominent position in order that it can easily be found by Wardens and members of the public. It should be situated as near as possible to the centre of the group of sectors which it serves.

The Warden's Post is the place at which Wardens allotted to the post would assemble on "Action Warning". It is also the place from where they would telephone or send message to the Sub-Control Centre. It may be that some of the sectors served by the post will be found to be too far from it to admit of the wardens residing in those sectors to proceed to the post before bombs might be expected to fall. Wardens of those sectors would assemble at a pre-arranged place in those sectors.

The post should be large enough to provide a message room in which there should be a telephone, if possible, and the necessary furniture. This room should be capable of

affording protection for the wardens using the room, against blast and splinters of a 1,000 lb high explosive bomb, falling 75 feet away and protection against the fall of debris.

6.4 **Spacing of Warden's Posts**—In the very sparsely populated parts and on the outskirts of towns a minimum of at least one post per sq. mile would be necessary.

The Civil Defence authority, having determined the number of posts and their location on the principles laid down above, should proceed to select the premises to be used.

6.5 **Number of Wardens**—The establishment is two wardens per sector of 4000 population. In sparsely populated areas, a sector may consist of about 1000 population. In addition, there should be one Post Warden per Post.

Additional personnel upto 25 per cent of the authorised establishment should be enrolled and trained in order to provide a reserve to be called upon in case of need.

It is essential that all industrial and commercial concerns should be fully informed of the arrangements made by the Civil Defence Controller of the area in which they are situated, and of the best method of calling for assistance.

To avoid variation in the methods used by firms, factories etc., for reporting incidents, it is considered desirable in the interest of efficiency to secure uniformity in this matter. The following procedure is recommended :—

- (a) In concerns not having their own Control Post, the request for assistance should be sent through the nearest Warden's Post to the Sub-Control Centre.
- (b) In concerns which have their own Control Post, the request should be made from the Control Post direct to the Sub-Control Centre.
- (c) The reporting procedure should conform to that in use in the city or town Civil Defence area.

6.6 **Organisation of the Wardens Service**—The executive head of the Warden's Service should be a Chief Warden or Officer Commanding, who will require a Deputy.

10 Posts should normally be grouped in a division under a Divisional Warden. Normally a division should consist of two lakh population.

The post should be placed in charge of a Post Warden and one of the Wardens should be appointed as Deputy Post Warden to assist him and to act as his relief. The Post Warden will be in charge of the wardens in the post area.

Each group of posts should be distinguished by the name of the division or a symbol. The posts belonging to a division will be indicated by the name of that division or a symbol coupled with a number—thus the Posts in the 'Karol Bagh' division would be

numbered KB1 KB2 KB3 and so on. It is preferable for administrative convenience, to have the numbers of the posts rather than of the sector which may be otherwise distinguished if considered necessary—e.g., sectors attached to Post KB1 might be known as sectors KB1(a), KB1(b), etc.

Thus the structure of the organization for a town of approximately 2,00,000 inhabitants will be :-

Divisional Warden (with one deputy)

Division (2,00,000 population)

Post Warden Post (20,000 population) i.e. K.B.1	9 other posts
Sector Warden Sector (4,000 population) i.e. K.B.1(a)	4 other Sectors

Where the Chief Warden and Divisional Warden are volunteer officers, they may be provided with the assistance of whole time Staff to impart training and to ensure efficiency of the Warden Service in addition to taking charge of routine duties. He can also act as Incident Officer in his area. The staff officers should be provided with clerical assistance according to necessity. As a general rule, two Instructors with one clerk and one messenger per two lakh of population or per division have been authorized.

The basic requirements of Warden Service in a typical town with two lakh population will be as follows :-

Sector Warden (2 per 4,000 population)	100
Dy. Post Wardens (10 Posts)	10
Post Wardens (10 Posts)	10
Dy. Divisional Warden	1
Divisional Warden	1
Dy. Chief Warden	1
Chief Warden	1
Staff Officer/Specialised Instructors	2
Clerk	1
Messenger	1
Total	<u>128</u>

A reserve of 25 per cent of the personnel should be provided.

Each Wardens post should also have 2 outdoor Messengers, with 25 per cent reserve, all diverted from existing staff.

The Chief Warden, the Deputy Chief Warden, the Divisional Warden, the Deputy Divisional Warden and the Post Warden should take part in arranging for the registration and training of wardens, and should be responsible for allotting them to posts and arranging roster of duty, replacement in cases of sickness or injury and so on. With the exception of the Post Warden, they would not, however, constitute a chain of communication in time of air raids; the individual wardens would send their reports direct or through the Post Warden and not through their Divisional or Chief Wardens or their Deputies.

There may, however, be occasions when the most expeditious method for calling out the C.D. Service would be for the warden to directly contact the C.D. Depot, e.g., where an incident has occurred in close proximity to the depot. Warden should, however, take the earliest opportunity to inform the appropriate Sub-Control Centre in CDM1 form adding the details of services requisitioned from the Depot.

6.7 Incident Officers—The presence of various C.D. Services at a scene of air raid damage requires that their work should be controlled and co-ordinated on the spot by a responsible officer. This officer is usually designated as an "Incident Officer". Incident Officers are in fact an adjunct to the Warden's Service Organisation. Suitable persons from the higher ranks of Warden's Service and instructional staff who have no operational function during an air raid should be selected to perform the functions of incident Officers. Their duties in general consist of :—

- (i) exercising control over the C.D. Services at the scene of an incident;
- (ii) ensuring that operations proceed systematically;
- (iii) keeping the Report Centre informed of the progress of the incident.

The Incident Officer is required to co-ordinate the work of a number of services each of which has its own technical problem to solve. He is not required to decide all the details of the technical work to be done, but to see that the work is adjusted to suit the general plan.

One Incident Officer (Post Warden) per 50,000 population may be selected and trained; a reserve of 25 per cent of Incident Officers should be provided. Staff Officers or some of the instructional staff may be designated as Incident Officers and hence no fresh recruitment will be necessary.

Incident Officers should be selected with regard to personality, power to command, coolness in danger, ability to size up the situation and to make a plan, etc. They should

have detailed knowledge of the topography of the affected area and of the Civil Defence Organisation and operation.

It is desirable to accommodate the Incident Officers in the Combined Depots because transport and other information affecting the area will be readily available there. If they are accommodated at a selected Wardens Post in each Division, transport, communication, and other arrangements will have to be duplicated.

Until the arrival of an Incident Officer, the Post Warden or the senior most Warden present will co-ordinate the activities of various services at the scene of damage.

6.8 **Card of Appointment**—Wardens should be provided with a card of appointment. A suggested form of card, which should be signed by the Controller of C.D. Services, is given below. It is advisable that a photograph of the Warden should be placed on the back of the card and stamped with the seal of the Civil Defence authority concerned.

<p>NAME OF THE CIVIL DEFENCE AUTHORITY</p> <p>Civil Defence</p> <p>This is to certify that Shri has been duly appointed as an Air Raid Warden*. This is his authority to carry out the duties laid upon him by the (name of C.D. authority).</p> <p>Signed.....</p> <p style="text-align: center;">Controller of C.D. Services</p> <p>Place and Date of issue of card.....</p> <p>Date of appointment of Warden.....</p> <p>Signature of Warden.....</p>
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* A similar card of appointment should be issued to the personnel of all other C.D. Services by replacing the word 'Air Raid Wardens' with the appropriate designation.