

FW1.12:1



AIR RAID

DEFENSE TRAINING
FOR
FEDERAL EMPLOYEES



TRAINING BULLETIN NUMBER ONE
FEDERAL WORKS AGENCY

FEDERAL WORKS AGENCY

WASHINGTON

Office of the Administrator

Fellow Employees of the Federal Government:

We have two jobs now. One we do every day. The other we must be prepared to do in case of air raids. We won't fail in either.

The Public Buildings Administration of the Federal Works Agency has developed plans to protect Government employees and buildings. It is working in cooperation with the Civilian Defense Coordinator for the District of Columbia—Commissioner John Russell Young. Mr. Charles A. Peters, Buildings Manager, is directly in charge. His office is completing all necessary plans and is organizing Federal workers to carry them out.

Authoritative instruction bulletins on this work will come from Mr. Peters' office periodically. This pamphlet is the first such bulletin. Read it carefully. Make sure you are completely familiar with everything in it. Ignorance of the part you play in this plan of protection may be disastrous. It may bring injury to you or to your friends and fellow workers. It may cause damage that will paralyze the operations of essential Government organizations.

Only by knowing exactly what to do—and doing it, if an air raid comes—can we defeat the enemy's purpose.

We have two jobs now.

PHILIP B. FLEMING,

Federal Works Administrator.

AIR RAID

DEFENSE INSTRUCTIONS FOR FEDERAL EMPLOYEES

Q. An air raid?—here in Washington? Impossible!

A. In this war impossible things happen every day. Sensible people prepare for the worst. An air raid alarm may come and we must be ready.

Q. What happens when the alarm is given?

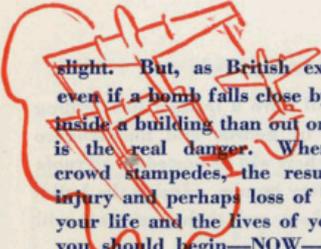
A. That is when we civilians go into action. The Public Buildings Administration of the Federal Works Agency has worked out a plan providing all possible air raid protection for Federal workers day or night. The alarm will give us 5 minutes to get ready when enemy planes are on their way, but we can start getting ready right now. That 5 minutes will be ample time, *provided we have learned beforehand exactly what to do.*

Q. What should we Federal workers do when we hear the alarm?

A. Stop work immediately. Leave doors unlocked and go directly to the "Shelter Area." Public Buildings Administration engineers have studied Government buildings to determine the safest place in each in case of air bombing. You will be notified where the Shelter Areas are. They will be conspicuously marked.

Q. How much danger is there in an air raid?

A. That depends on where you are. The chances of a direct hit on any particular place are very



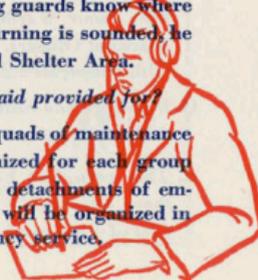
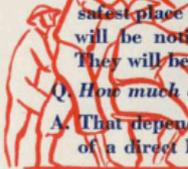
slight. But, as British experience indicates, even if a bomb falls close by, you are far safer inside a building than out on the street. Panic is the real danger. When a panic-stricken crowd stampedes, the result may be serious injury and perhaps loss of life. To help save your life and the lives of your fellow workers, you should begin—NOW—to develop a clear picture in your own mind of exactly what you are going to do when the alarm sounds. Know where your Shelter Area is and how to get there. Walk—DO NOT RUN. Follow the instructions of the air raid protection officer in charge.

Q. Are people working at night protected?

A. Where regular night shifts are working, a protection organization duplicating the daytime organization will be on duty. When buildings are either unoccupied by workers or occupied by only a few people doing extra work, the night force of building maintenance men will be organized into an air raid protection group. In such cases, anyone doing extra work at night should see that the building guards know where he is working. When a warning is sounded, he should go to his designated Shelter Area.

Q. Are rescue work and first aid provided for?

A. Specially trained Rescue Squads of maintenance employees are being organized for each group of buildings. In addition, detachments of employees trained in first aid will be organized in every building for emergency service.



Q. *What happens in case of fire?*

A. Each building will have a trained fire-fighting squad composed of guards and maintenance employees. Watchers will be posted on all roofs to handle incendiary bombs. Inside the buildings, Floor Wardens and their assistants will patrol the floors.

Q. *Will Government buildings be blacked out?*

A. At dusk all blinds will be drawn. Whenever a room is left unoccupied, during the day or after dark, lights should be turned off. Blackout on each floor is under the supervision of Blackout Officers. However, it is the responsibility of every worker to see that blackout precautions are taken in the room he works in.

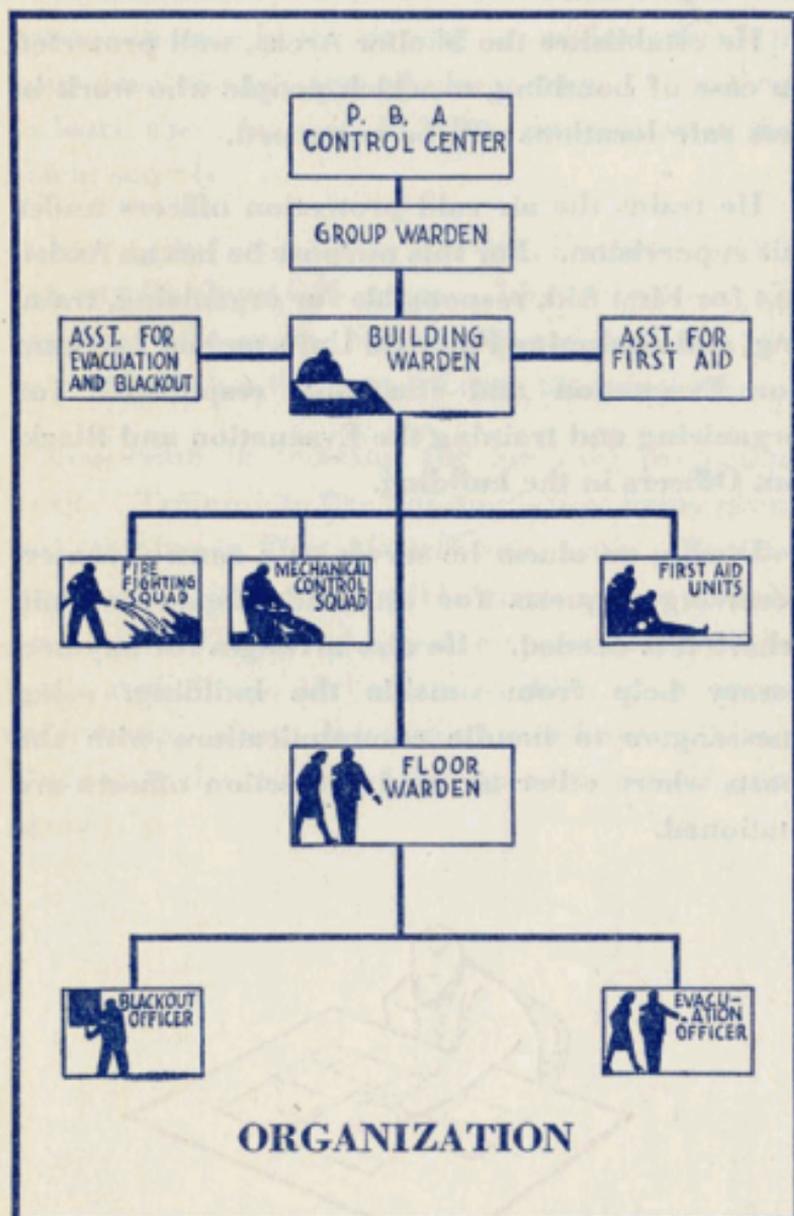
Q. *What is the organization of the air raid protection in each building?*

A. The accompanying chart shows a typical organization plan. The officers directly responsible for the protection of employees on their floors are: Floor Wardens, Evacuation Officers, and Blackout Officers. For your own safety during raids cooperate fully with them.

Q. *What are the duties of air raid protection officers, and what can Federal employees do to help?*

A. This pamphlet has been prepared to answer these questions. Read it carefully. It is the first of a series of training bulletins, and will be

followed by others dealing in greater detail with various aspects of air raid protection work in Government buildings.



The Building Warden . . .

Organizes and directs all the air raid protection work in his building.

He establishes the Shelter Areas, well protected in case of bombing, to which people who work in less safe locations will be evacuated.

He trains the air raid protection officers under his supervision. For this purpose he has an Assistant for First Aid, responsible for organizing, training, and equipping First Aid Units and an Assistant for Evacuation and Blackout, responsible for organizing and training the Evacuation and Blackout Officers in the building.

During an alarm he serves as a control center, receiving requests for aid and dispatching aid where it is needed. He also arranges for any necessary help from outside the building, using messengers to handle communications with the posts where other air raid protection officers are stationed.



How YOU Can Help

Learn the air raid protection instructions for your floor and office. They will be posted where you can see them, and the air raid protection officers in your area will tell you all about them. The time to learn them by heart is NOW, and not when the alarm sounds.

Learn who your Floor Warden, Evacuation Officer, and Blackout Officer are. Identifying insignia for these officers are being prepared, and you will be notified what they are. Learn these insignia.

Cooperate in training for air raid protection work. Training in fire fighting is now being given and training in First Aid will start soon. For the time being this training will be given only to air raid protection officers. As soon as possible it will be made available to all Federal workers. For more information about this training ask your Floor Warden or the Personnel Training Division of your Agency.



The Floor Warden . . .

Is responsible for air raid protection work on a floor or part of a floor. He may appoint one or more assistants.

He assists in training the Evacuation and Black-out Officers on his floor, supervises their work in preparing people for air raids, and directs the activities of these officers during alarms.

He patrols his floor during an alarm to deal with fires or other emergencies. If his post is in one of the Shelter Areas he is the chief officer in charge of all other officers and people evacuated to his floor, in addition to those already on his floor.

After the All-Clear signal he will advise employees when they can communicate with families or friends by the usual means. (During a raid, all telephones are reserved for official emergency calls.)



How YOU Can Help

When the alarm sounds, follow the instructions you have learned:

See that your office is left prepared for the raid—lights out, shades down, doors unlocked so that patrolling officers can enter.

Report any injury, damage, fire, or other incident requiring emergency action to the Floor Warden or other officer near you.

Do not try to be a hero and act on your own authority—you will be doing a better job of protection if you follow exactly the directions of the Floor Warden or other officer in charge.

Do not use the telephone during a raid—it is reserved for official emergency calls. After a raid, help to keep the lines clear for necessary business by refraining from making unnecessary calls. Contact your Floor Warden for advice as to when you can communicate with family or friends.



The Blackout Officer . . .

Is responsible for the blackout of his section.

The Building Warden (with the PBA training organization) trains him in up-to-date blackout techniques, and he in turn trains the people on his floor.

He studies each room for which he is responsible and works out the best method of preventing light leaks.

He secures the cooperation of all workers to see that blackout regulations are enforced at all times.

He checks the effectiveness of the blackout daily, and calls any light leaks to the attention of the proper persons.

During an alarm—

He may be designated to help the Floor Warden patrol his section.

If he is not designated for patrol duty, he goes to the Shelter Area with the occupants of his floor.



How YOU Can Help

Draw the shades and blinds as soon as darkness falls, and in all air raids and drills.

Turn out all lights when you leave a room unoccupied, day or night.

Remember that the blackout can be made 100 percent effective only if you do your part.



The Evacuation Officer . . .

With the Floor Warden, he works out the plans for removing all persons in the area for which he is responsible to the designated Shelter Area, with the greatest speed and safety.

He informs all workers in his area of—

The location of the Shelter Area.

The exact route to be followed.

The order of evacuation of workers.

He posts these instructions in every office.

He arranges for elevators or other means of evacuation for handicapped people, and keeps in constant touch with his group to make arrangements for any who are temporarily handicapped.

During an alarm—

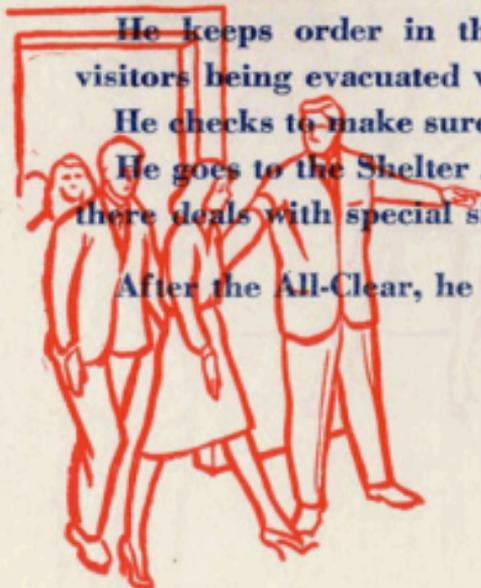
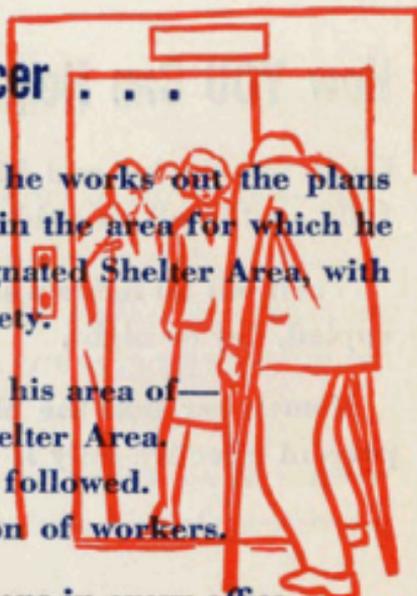
He directs the evacuation of his area.

He keeps order in the group, including any visitors being evacuated with it.

He checks to make sure no one is left behind.

He goes to the Shelter Area with the group, and there deals with special situations as they arise.

After the All-Clear, he directs the return.



How YOU Can Help

In preparation for an alarm—

Learn your Shelter Area and the route there.

Cooperate to the best of your ability in the practice drills.

If you are handicapped or temporarily handicapped, notify your Evacuation Officer so that he can arrange for you to use the elevator to reach the Shelter Area.

During an alarm—

ObeY the instructions of your Evacuation Officer.

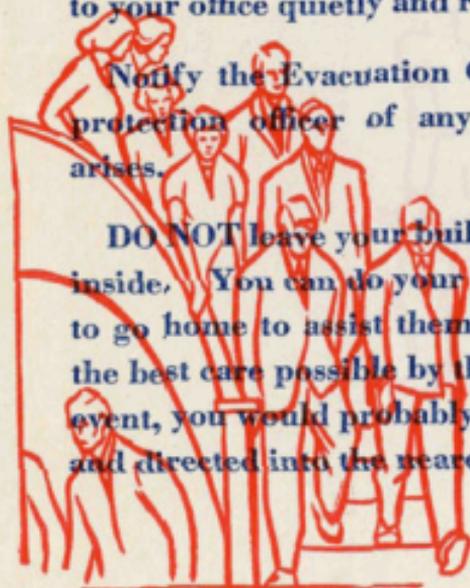
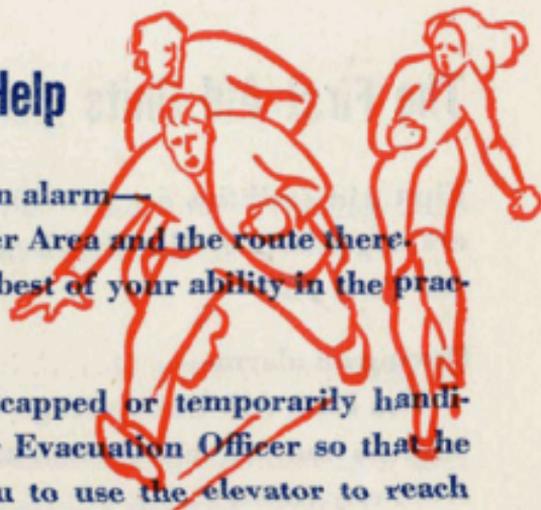
Go to the Shelter Area promptly and in an orderly manner.

Use the stairs; remember that elevators are reserved for the handicapped.

Stay in the Shelter Area with the Evacuation Officer until he directs the return. Then go back to your office quietly and resume work.

Notify the Evacuation Officer or other air raid protection officer of any unusual situation that arises.

DO NOT leave your building. You are far safer inside. You can do your family no good by trying to go home to assist them. They are being given the best care possible by the local Warden. In any event, you would probably be stopped on the street and directed into the nearest shelter.



The First Aid Units . . .

First Aid facilities are provided and trained workers organized by the Building Warden's Assistant for First Aid.

During an alarm—

The First Aid Units will go immediately to their stations and will take immediate care of all injuries from any cause.

They direct the movement of all injured persons.

Through the Building Warden they arrange for advanced medical care and removal to hospitals, if necessary.



How YOU Can Help

Get First Aid training. Ask your Training Division what classes you can attend.

During an alarm—

Notify the nearest air raid protection officer of any injury.

Follow the instructions of any member of a first aid detachment, concerning injured persons.

Do not crowd around the scene of an injury.

Do NOT try to move an injured person. You may do him serious harm.



The Fire Fighting Squads . . .

Building guards and maintenance men are especially trained to fight fires resulting from incendiary bombs or any other cause.

During an alarm—

They post fire watchers on all roofs to watch out for and extinguish incendiaries.

They are called on to fight major fires throughout the building.



How YOU Can Help

In case of fire during a raid—

Notify the nearest air raid protection officer. If one is not immediately available, pull the building fire alarm.

If a fire occurs under ordinary conditions—not during a raid—pull the building fire alarm immediately.

Keep away from the scene.

Give assistance *only where and when it is requested.*

Follow instructions of the air raid protection officer in charge.



The Mechanical Control Squads . . .

Consist of building maintenance men who are especially trained to deal with all emergencies affecting the building's mechanical equipment.

During an alarm—

They go to previously assigned posts and stay there until the All-Clear, to control the mechanical equipment.

They advise the Building Warden of any repairs necessary.



How YOU Can Help

Notify the nearest air raid protection officer of any damage or improper functioning of equipment.

Keep away from damaged equipment.

DO NOT try to repair any damage yourself.

FROM NOW 'TIL THEN . . .

Here's how you can prepare to meet the alarm:

Cooperate in blackouts.

Learn the air raid protection instructions for your office.

Take training for special jobs. Contact your Training Division about it.

Learn who your air raid protection officers are.

Learn the meaning of air raid protection insignia.

Learn to recognize the alarm.

Cooperate in practice drills.

WHEN THE ALARM SOUNDS . . .

Stop work immediately.

Turn off lights and electrical equipment.

Draw all blinds and shades.

Leave doors unlocked.

Go quietly and quickly by the designated route to your Shelter Area. Use the stairway. DO NOT RUN. Do not crowd or push.

Obey the directions of the air raid protection officer in charge.

IF YOU ARE AWAY FROM YOUR OFFICE, for instance in a Government cafeteria, obey the air raid protection officer in charge and go to the shelter provided for the occupants.

Stay in the Shelter until you are directed to return.

Report any emergency to the air raid protection officer in charge.

Do NOT telephone. Report emergencies in person. Leave the wires free for official calls.

When you get the All-Clear, go back to your office and resume work promptly.

The purpose of air raids is to interrupt work as much as it is to damage material. If you were to waste time discussing the raid or telephoning unnecessarily, you would carry out the enemy's purpose in raiding Washington.

Help win the air raid battle by getting right down to work and making up for lost time.

Things YOU will want to know about bombs and shelters . . .

If we observe all of these rules for our protection in air raids, the likelihood of our ever having to combat bombs is small. However, those of us who serve as air raid protection officers may need to know, and all of us will want to know, what bombs are, how they behave, and what we can do about them.

Q. What types of bombs are used?

A. The chief types are incendiary, gas, and demolition bombs.

Q. What is a demolition bomb?

A. It is a steel case containing a high explosive. When the bomb strikes, or a set time thereafter, the explosive is fired; that is, it is suddenly converted into hot compressed gas, which bursts the bomb case. The blast—a sudden pressure on the surrounding air, followed by suction—damages nearby buildings, and windows, doors, and lighter structures even at a distance. At the same time, the steel case breaks up into thousands of jagged splinters, which may cause serious personal injury. Demolition bombs vary in size from a few inches to several feet.

Q. What should a person do if he is on the street when the alarm sounds?

A. Get under shelter. Stay away from windows. The Shelter Area in your building is best. If you do happen to be caught on the street, get down behind some kind of cover—in a doorway,

behind a low wall; or if no cover of any kind is to be had, lie down flat in the street or in the gutter. The diagram shows how much safer that is than standing up. Certain bombs are set to explode some time after impact—from a few seconds to several hours or days. You should notify an air raid protection officer immediately of any unexploded bomb seen, or any hole where an unexploded bomb may have entered the ground. NEVER, under any circumstances, handle an unexploded bomb yourself. Just moving it may make it explode.

Q. *Is it likely that poison gas will be used in an air attack?*

A. Gas bombs have not been used so far in this war. The duration of serious danger from gas is generally temporary and limited to a relatively small area, even under the best atmospheric conditions. The ineffectiveness of gas in large-scale operations is probably one reason it has

STANDING



To stand up in the open during a raid is to invite disaster.

PRONE



The chance of injury is only 50% as great if you lie prone.

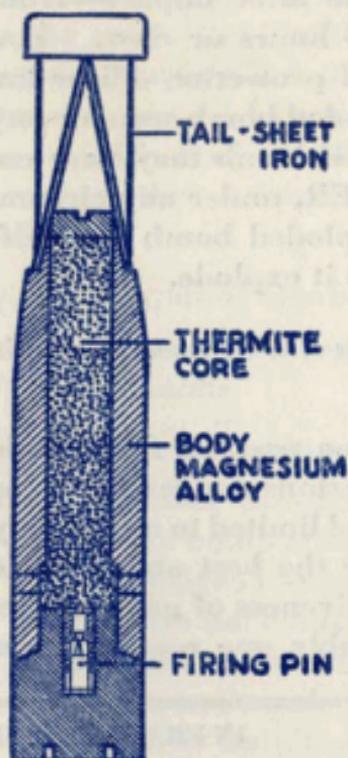
IN FRAME HOUSE



The danger in a frame house is only 30% as great. Heavier construction affords even more protection.

not been used in this war. A certain amount of protection from many types of gas is secured by merely remaining inside a closed house.

Q. What is an incendiary bomb?



Incendiary Bomb

A. It is a bomb designed to start fires. Incendiaries vary in weight from about 2 pounds to 50 or 100 pounds. The most common type, which is pictured here, is the 2-pound magnesium type. A plane can carry about 2,000 of them and scatter them over a wide area. When an incendiary hits, the thermite core ignites, and burns for a minute or two, shooting out jets of flame and burning metal. The intense heat sets fire to the magnesium body of the bomb, which burns for 15 or 20 minutes with a brilliant white light, at a temperature of about 3500° , and sets fire to everything it touches.

Q. How can such bombs be extinguished?

A. They CANNOT be put out by the usual methods. However, they can be controlled by simple techniques, in which our fire fighters are being trained. In England, school children are combating such bombs successfully. Here are the things to do and not to do in putting out a small magnesium incendiary bomb:

DON'T

Don't use a solid stream of water, from hose, extinguisher, or bucket. It explodes the bomb and scatters burning metal, which may injure the fire fighter as well as start new fires.

Don't use a carbon tetrachloride extinguisher—the chemical unites with the burning magnesium to form poison gas.

Don't use a carbon dioxide extinguisher—it is ineffective.

Don't let the bomb lie on an inflammable surface after you cover it with sand—it will burn right through.

Don't try to approach nearer than about 30 feet during the first couple of minutes after the bomb ignites. While the thermite core burns it throws out pieces of molten metal which can cause serious injury. In addition, some incendiaries contain an explosive, and bomb fragments may be thrown some distance. However, this charge will explode within the first 2 minutes.

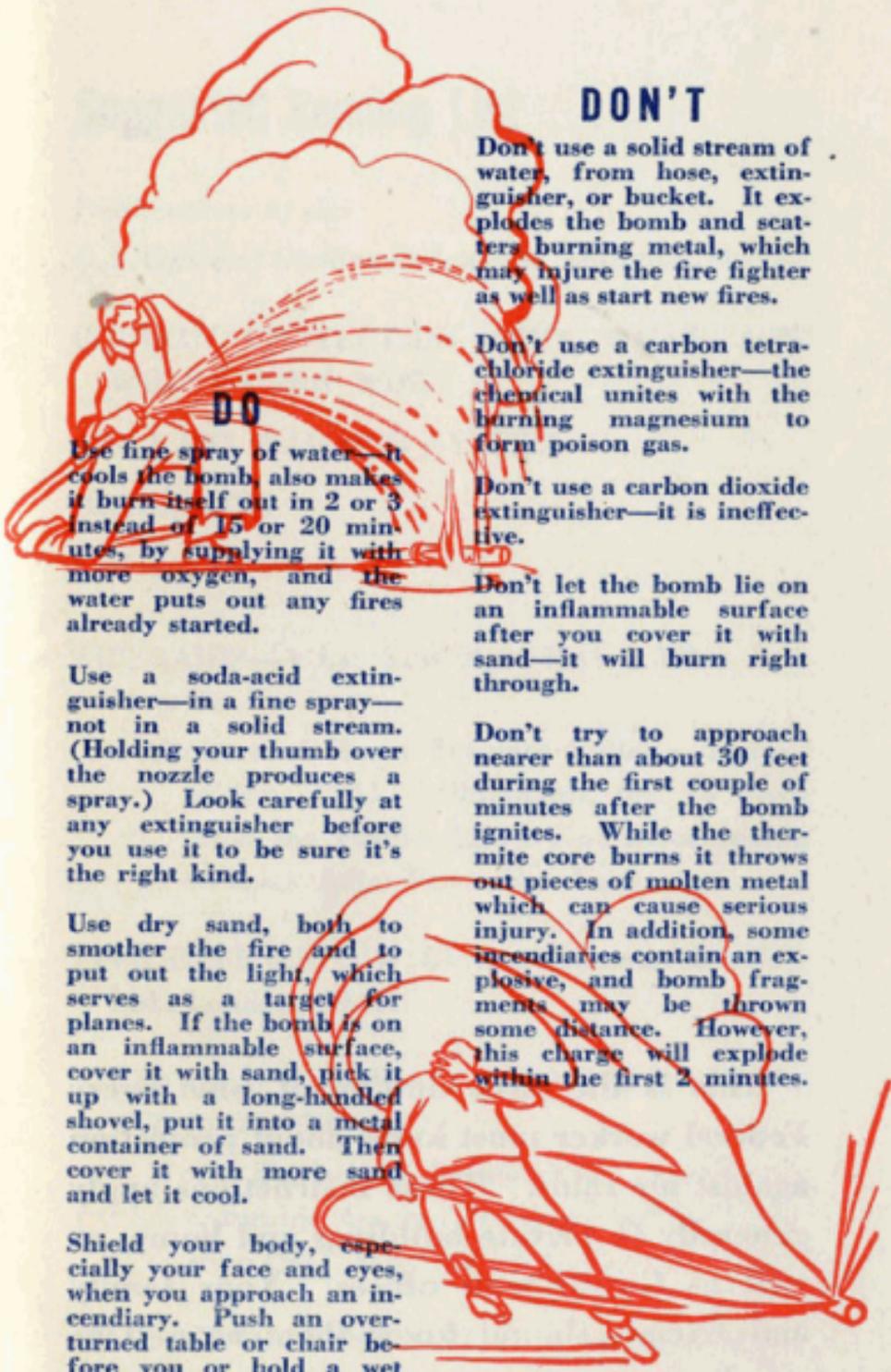
DO

Use fine spray of water—it cools the bomb, also makes it burn itself out in 2 or 3 instead of 15 or 20 minutes, by supplying it with more oxygen, and the water puts out any fires already started.

Use a soda-acid extinguisher—in a fine spray—not in a solid stream. (Holding your thumb over the nozzle produces a spray.) Look carefully at any extinguisher before you use it to be sure it's the right kind.

Use dry sand, both to smother the fire and to put out the light, which serves as a target for planes. If the bomb is on an inflammable surface, cover it with sand, pick it up with a long-handled shovel, put it into a metal container of sand. Then cover it with more sand and let it cool.

Shield your body, especially your face and eyes, when you approach an incendiary. Push an overturned table or chair before you or hold a wet overcoat in front of you.



This is the basic outline of what every Federal worker must know about protection against air raids. These instructions apply generally to private buildings and homes as well as Government offices. Your family and friends should know them as well as you do.

Suggested Reading List . . .

Publications of the

U. S. Office of Civilian Defense, Washington, D. C.—

**CIVILIAN PROTECTION—WHY WHAT HOW
WHO WHERE WHEN**

AIR RAID WARNING SYSTEM

BLACKOUTS

And many others.

**AIR RAIDS—What You Must Know, What You
Must Do.**

Ministry of Home Security Bulletin, revised
edition, 1941. Obtainable for 10 cents
from the British Library of Information,
30 Rockefeller Plaza, New York.

**CIVIL DEFENSE, C. W. Glover, Chapman and Hall,
Ltd., London, 1941.**

**BIBLIOGRAPHY OF AIR RAID PRECAUTIONS
AND CIVIL DEFENSE.**

Work Projects Administration, District of
Columbia Art and Technical Service Units.
June 1941, Washington, D. C.

**CIVIL AIR DEFENSE, A. M. Prentiss, McGraw Hill
Co., Inc., New York.**



This book belongs to _____

I work in _____

Room _____

My Safe Area is _____

My route there is _____

My Floor Warden is _____

Room _____

My Evacuation Officer is _____

Room _____

My Blackout Officer is _____

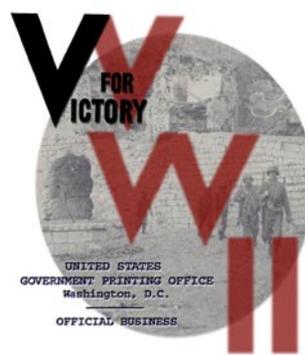
Room _____

My First Aid Class meets _____

Other training groups _____

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Government Printing Office, [1941].

[29] p. : ill. ; 19 cm.

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