

A.C.D.P. I

**ALBERTA
CIVIL
DEFENCE**



**WARDENS'
MANUAL**

**ADMINISTRATION BUILDING
EDMONTON, ALBERTA**

Canadian Civil Defence Museum Association

PRINTED UNDER AUTHORITY OF
THE MINISTER
AND
THE COORDINATOR
OF CIVIL DEFENCE
FOR THE PROVINCE OF ALBERTA



The Civil Defence Warden's Manual has been sponsored and paid for by the following companies, in the hope of being helpful to the people of Alberta and of furthering the best interests of Civil Defence in our Province.

SPONSORS:

**NORTHWESTERN UTILITIES, LTD.,
EDMONTON**

**CANADIAN WESTERN NATURAL GAS
COMPANY LIMITED,
CALGARY**

**CANADIAN UTILITIES, LTD.,
EDMONTON**

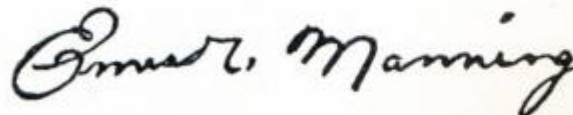
FOREWORD

The Alberta Civil Defence Warden's Manual is the first Handbook compiled by the office of the Co-ordinator for Civil Defence in Alberta. Other handbooks will follow covering the many different jobs of Civil Defence work. The purpose of each book will be to instruct the citizens of Alberta who have enrolled as Civil Defence workers in their duties and to serve them as a manual for reference purposes.

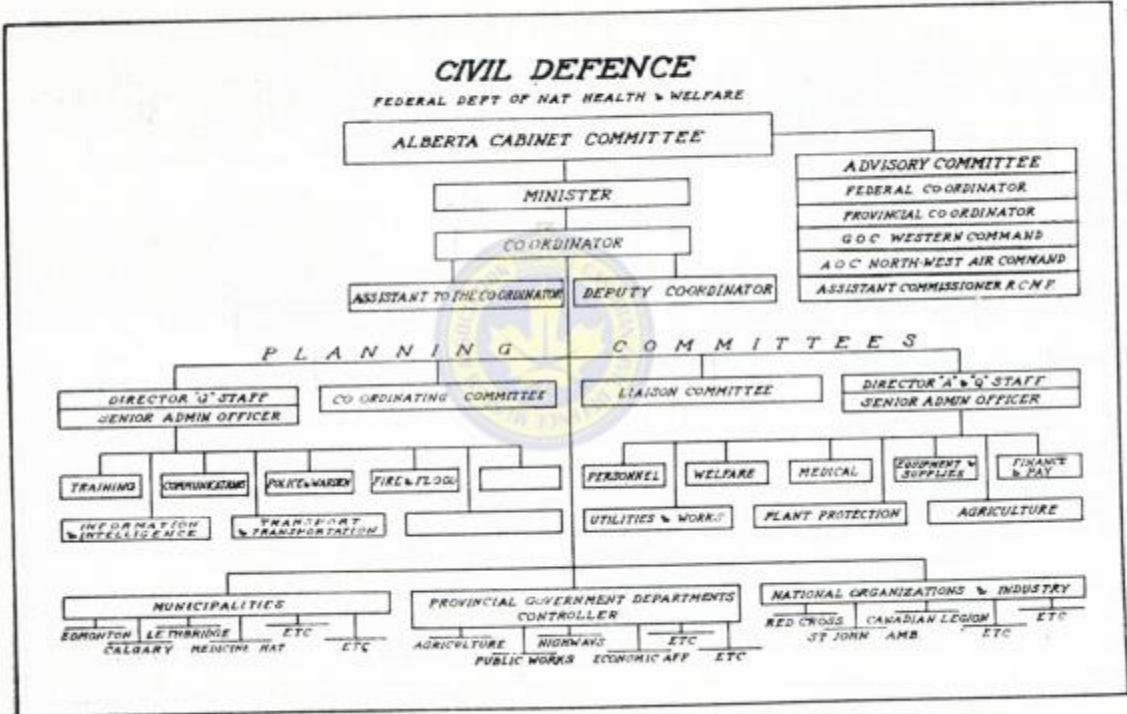
Adequate measures for safeguarding our civilian population and our industrial potential against the full effect of enemy attack—whether atomic or by any other means—have become a vital part of the defensive organization of our country. The bulk of Civil Defence work in Alberta will be voluntary. It is a good way for all of us to be of service to our community and to our country, and it is a useful way of reducing to an absolute minimum the effects of an enemy attack against us.

No municipality can stand alone against an atomic attack. It is only by mutual aid and mobile support that a stricken area in modern war can hope to survive. It is most unlikely that the enemy will be able to attack many of our municipalities at one time. Only a few, therefore, will be hit. The great task of Civil Defence is to ensure that all municipalities are organized, equipped and trained, to provide mutual aid and mobile support to any area in a minimum of time. Self-help, also, is an important part of the task of Civil Defence.

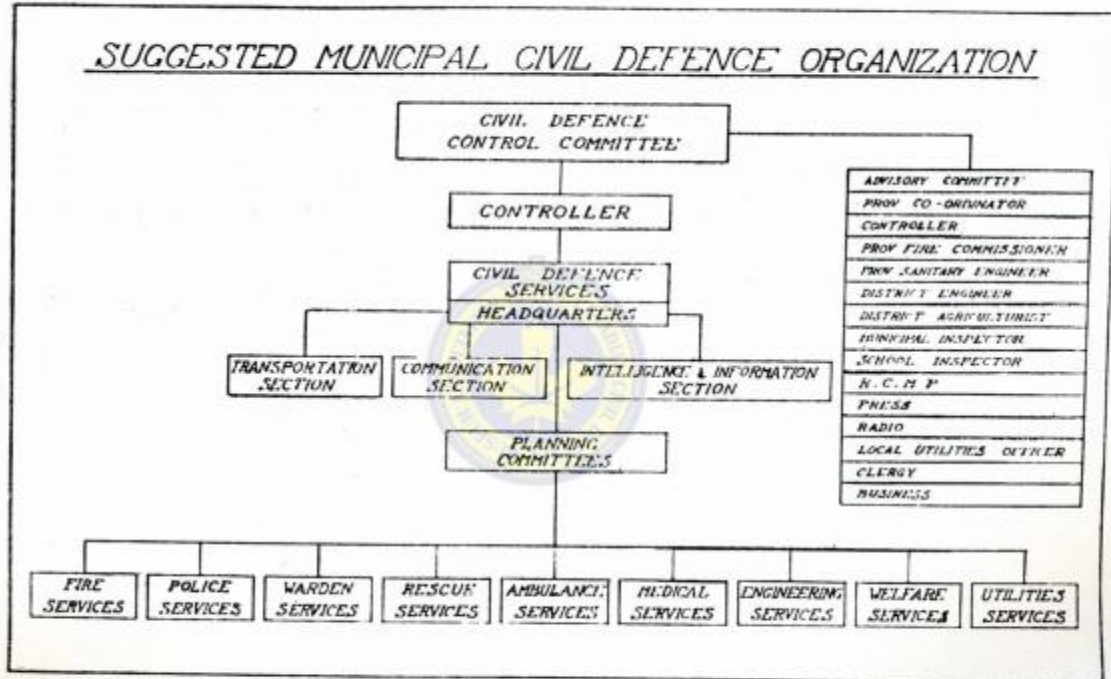
Edmonton,
Alberta.

A handwritten signature in cursive script that reads "Ernest Manning". The signature is written in dark ink and is positioned above the printed name of the Premier of Alberta.

Premier of Alberta.



SUGGESTED MUNICIPAL CIVIL DEFENCE ORGANIZATION



CIVIL DEFENCE WARDENS' MANUAL

This Book belongs to:

.....
(First Name) (Initial) (Surname)

My Home Address Is:

.....
.....

My Telephone Number Is:

..... Alternate Phone.....

I am Warden of

Post No..... Sector No.....

Sub-Division No..... City.....

My Compensation No. Is:.....

C.D. Badge No.:.....

In Case of Emergency Notify:

.....
.....
.....

CIVIL DEFENCE WARDENS' MANUAL

**Civil Defence Warden Service
ADMINISTRATIVE OFFICERS**

.....
This Post No.....Sector No.....

Sector Warden

Address

TelephoneAlternate Telephone.....

Group Warden

Address

TelephoneAlternate Telephone

This Post Reports To:

Telephone(s)

Address

Chief Warden

Address

TelephoneAlternate Telephone

Messenger (s):

Name

Address

Name

Address

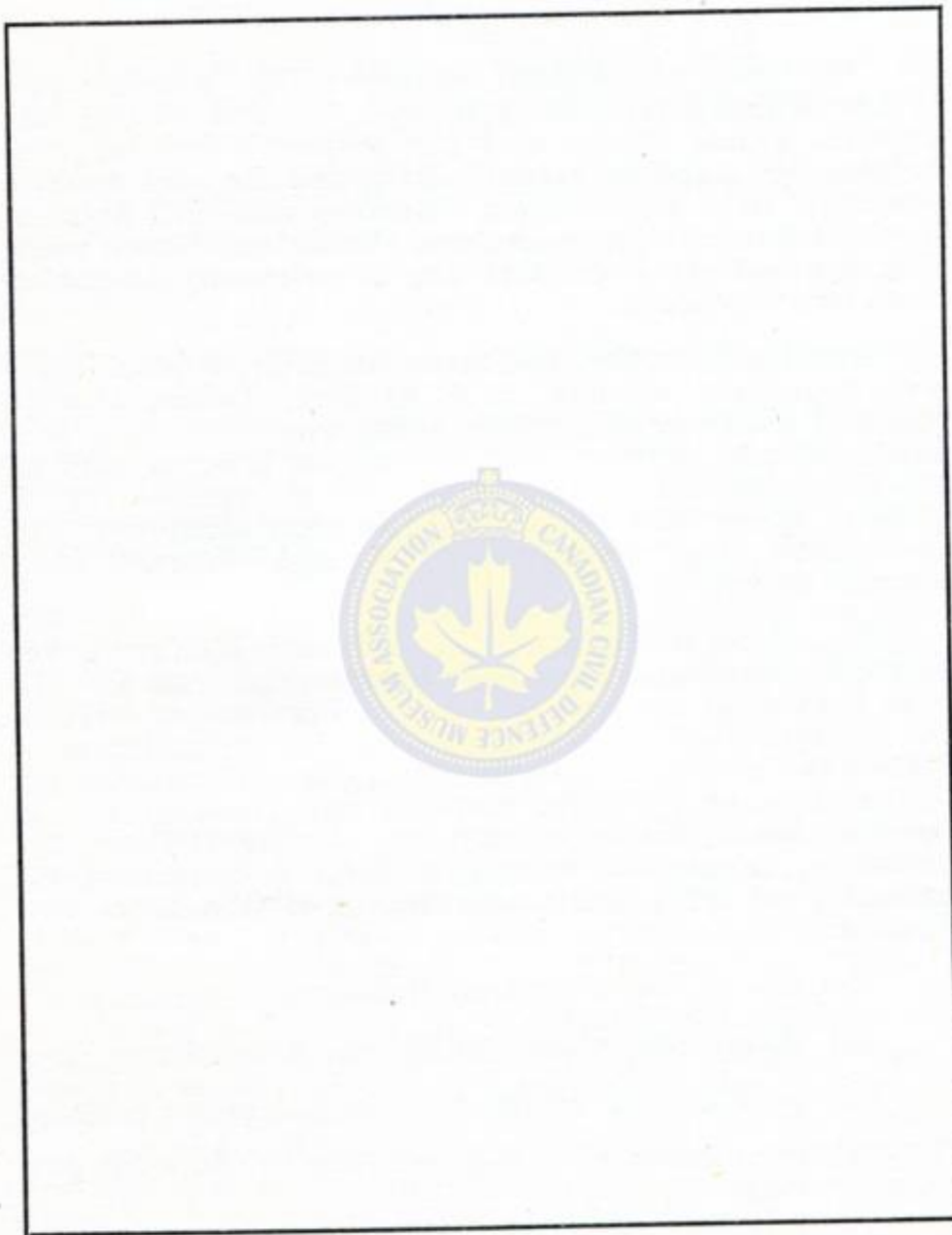
Name

Address

NOTE.—The above form is for administrative use and does not necessarily represent the communication system for use during air raids.

CIVIL DEFENCE WARDENS' MANUAL

Draw a map of your post area in this space.



Put in the names of all the streets, marking the limits of your post area with a heavy line.

CIVIL DEFENCE WARDENS' MANUAL

"W"

"In times of national emergency the primary role of our Military services is to seek out and destroy the enemy's armed forces and the responsibility for civil defence lies squarely upon civilians and the civil defence services. It is the intention therefore that civil authorities will not call for help from the armed forces while they are able to cope with any situation by means of their own resources.

Local authorities will have at their disposal their own peacetime services, such as Fire, Police, Health, Medical, Utilities, etc., which along with their own local Civil Defence Services, will become an integral part of the Civil Defence Organization. These various forces, without in any way interfering with their autonomy, will be trained and welded together, and directed from a single source.

The Federal Minister of Health and Welfare is responsible for planning and co-ordination and deals directly with Provincial authorities. In the Province of Alberta the Cabinet Defence Committee decides on policy as it affects the province. The Minister, charged with the administration of The Civil Defence and Disaster Act, is the Minister of Municipal Affairs. A Civil Defence Co-ordinator, responsible to the Minister is appointed co-ordinator of all matters relating to civil defence and disaster.

The role of the Provincial Government includes:

- (a) Organizing municipalities in civil defence;
- (b) provision of information to the municipalities;
- (c) co-ordination of C.D. services within the province
- (d) training;
- (e) mutual aid plans;

CIVIL DEFENCE WARDENS' MANUAL

- (f) distribution of equipment provided by the Federal Government;
- (g) protection against sabotage; advice and assistance to municipal and privately owned services against sabotage;
- (h) provision of legal authority where necessary.

The success of any programme depends on the people concerned, upon the leadership and the enthusiasm and the efficiency of the workers.

THIS IS PARTICULARLY TRUE OF CIVIL DEFENCE.

"The Warden is chosen for his standing in the community. The Warden is the Civil Defence official in closest contact with the man in the street and his family. He is appointed primarily for the purpose of putting everyone in his Post area into a state of preparaton through which they can fend for themselves in case of disaster. The warden must acquire, therefore, an intimate and detailed knowledge of his area in **every** respect; a knowledge which when disaster strikes will mean saving of lives.

The Household Register

The Warden will retain a household register; a card system in which the names of all persons, living, or working in any premises within his area, must be entered, together with any and all pertinent vital statistics associated with these persons.

Details will appear in this Household Register of basement shelters, possession of stirrup pumps, respirators, and so on. Details of a personal nature such as—where occupants of houses sleep, their working hours, when away on holidays, school attendance, the names and addresses of relatives and friends, pets, etc. This register should be checked monthly."

Each Warden will be assigned a small area, this area to be determined on a population or geographical

CIVIL DEFENCE WARDENS' MANUAL

basis and to be known as a Warden's Post. A Warden's Post may have under control—

- (i) Approximately 500 people; or
 - (ii) A $\frac{1}{4}$ mile beat, whichever is the more adaptable;
 - (iii) It is recommended that a Warden's area should take in **both sides** on any given street making the boundaries extend from back fence line to back fence line.
- (1) The Target area in the plan will be under control of the Chief Warden.
 - (2) The entire area is then divided first into sub-divisions under Deputy Chief Wardens.
 - (3) For use of control and proper filtering of information the Warden Services are further broken as follows:
 - (4) Each sub-division is divided into Districts (3-4) under a District Warden.
 - (5) Each District is divided into Groups (4-5) under a Group Warden.
 - (6) Each group is divided into Sections (4-5) under a Sector Warden.
 - (7) Each Sector is divided into Warden's Posts under a Warden.

DUTIES PRELIMINARY TO ATTACK

One of the first duties of a Warden, apart from securing and applying himself or herself to a strict regime of training, is to secure all information of the particular area under his jurisdiction and the people who live there. This is known, in police parlance, as "Local Knowledge," and is invaluable, particularly when it is remembered a Warden will most likely be forced to work during a complete "blackout." It is not enough to assemble this information on a map. As a Warden you must know it by heart.

CIVIL DEFENCE WARDENS' MANUAL

Local Knowledge includes:

AREA

Fire Hydrants.

Alarm Boxes.

Auxiliary Water Storage.

Special Fire Fighting Equipment.

Fire Stations.

Places of danger, such as oil storage tanks, filling stations, lumber yards, inflammable material, "firetrap" houses, weak walls.

Police Stations.

Decontamination Stations.

Road Repair Stores.

Location of other Emergency Services (if any, in area).

Drug Stores.

MATERIAL

Names of streets in area.

House numbers.

House types (1 or 2-storey, etc.).

Construction (frame, brick, etc.).

Layout (rooms, bedrooms, stairs, attics, etc.).

Shelters (if any).

Location in house of pre-arranged place where occupants will go for temporary shelter. (This is to facilitate rescue of occupants trapped if house on fire or demolished.)

Emergency and alternate exits (fire escapes, roofs, etc.).

Location of garden hose, ladders, sand boxes, axes, buckets, stirrup pumps, etc.

Location and suitability of house water taps (threaded or otherwise).

Location of telephone.

Location of family car.

CIVIL DEFENCE WARDENS' MANUAL

PERSONNEL

Number of occupants in each house.
Names and ages.
Invalids and infants.
Where husband and other occupants work.
What time they leave for and arrive from work.
Children; their names, ages and what school they attend.
Names of people with special training.
Children at home.
Names, addresses and telephone of relatives and/or friends (for evacuation purposes).
Names of Doctors residing in area (specialty).
Nurses residing in area.

It is only natural that some people, not realizing the great danger we now face, might object to answering some or any of the questions set out. Extreme courtesy and patience must be exercised and care should be taken to explain to these people that the Warden will be the only person to whom they can look for advice, assistance and comfort. He will be the first person on the scene, and is the only authorized person who can send for assistance, such as fire equipment, rescue squads, etc. Due to his knowledge of the community as outlined above, he may be able to effect the rescue of children or others who, if their presence is unknown might otherwise be left to suffocate or die of injuries in a demolished building.

THE CIVIL DEFENCE WARDEN UNDER FIRE

When hostilities actually commence, or an "Alert" is ordered, the Warden appears as leader, chosen from his neighborhood to do the right thing with his neighbors and for them. The keynote in his conduct must be courage and presence of mind. Go at once to your Post, wear your arm band or other identification, and secure your equipment.

AIR RAID WARNING

NOTE:—Be thoroughly acquainted with your local warning system and the regulations published from time to time governing its use.

CIVIL DEFENCE WARDENS' MANUAL

USE OF WARDEN'S WHISTLE

If a whistle is later issued to the Warden for use in connection with his work, it is only to be used for drawing attention to his presence in an emergency, not to sound a general warning. It is not intended that a Warden should run about blowing a whistle to supplement the siren.

FIRST DUTIES FOLLOWING AIR RAID WARNINGS

As the duties of a Warden at this period are almost legion, and, of necessity, are controlled by conditions at the time, it is almost impossible to outline in detail just what must be done. Further, when it is realized the problems to be found in one locality are not necessarily those of another, the following instructions should be followed in a general way only and are not intended to conflict with any specific instructions issued by officials in charge of local Civil Defence organizations.

1. The Warden's first duty is to clear the streets and patrol his area.
2. He is not expected to take unnecessary risks and should make full use of shelter in doorways, etc.
3. People should be told to go to their homes; if they cannot reach them within five minutes, they should be directed to take shelter.
4. Automobile drivers must park their cars at the curb and it is the duty of the Warden to see that all driveways, hydrants, etc., are left unobstructed.
5. Horses should be taken out of shafts and tied to a suitable post, preferably where they will get the best protection from walls and buildings.
6. If the warning sounds after dark, the Blackout Orders will be enforced. Householders should be warned at once if any light is showing and if it is not at once turned out or covered, the fact should be reported to the nearest police. The Warden has power to take such steps as may be reasonably necessary for the

CIVIL DEFENCE WARDENS' MANUAL

enforcement of Black Out orders, including entry of premises and boarding of vessels or vehicles. This applies only when the Warden has been called out for duty. It must always be remembered that the authority vested in the Warden as a result of these orders confers certain powers only and does not give him more rights than are enjoyed by every citizen.

7. When you have accomplished these duties, you should take cover in the doorway, or other place where you are protected, and observe developments.

IF AREA NOT DIRECTLY AFFECTED

If no incident occur in your area, it is the Warden's duty to guide messengers, First Aid, and other Civilian Protection agents passing through, to direct Fire Patrols, to be alert for gas warnings and to prevent people from leaving their homes and shelter. On no account should a Warden leave his particular area to give aid to a neighboring area unless he is specifically instructed to do so by the Chief Warden or someone with like authority.

IF AREA DIRECTLY AFFECTED

The Warden is required to maintain himself at a high standard in

- (i) Reporting Incidents.
- (ii) Principles of Damage Control.

(NOTE—see page for Warden's Report Form.)

Reports

In reporting incidents the principle of "first things first" must be observed. A full-as-possible report by telephone if available) must get to the Controller's office through Sector and Report Centre after an incident has occurred. A written report should follow. Both reports must follow, for sake of conciseness, the sequence of the printed form.

CIVIL DEFENCE WARDENS' MANUAL

Damage Control

The Warden will assume control of any incident in his area pending arrival of the Damage Control Officer. This official is NOT a member of the Warden's Service. He acts as "on-the-spot" representative of the Controller's staff at an incident, co-ordinating the efforts of all services engaged, but not interfering with their technical work.

After message and particulars have been sent in by phone or messenger, return immediately to scene of incident and do what you can with the knowledge at your disposal, to alleviate suffering.

Immediately upon arrival of the services he has called, the Warden should step back and, in effect, be the "hand-maiden" to all the rescue parties, carrying out such duties as directing traffic; keeping the morbidly curious away; roping off an area of approximately three hundred yards and evacuating persons from the vicinity of a suspected unexploded bomb; re-routing traffic if road is blocked; and, in general, assisting all parties concerned to the best of his ability and knowledge.

(a) Owing to the insidious nature of Nerve gas and the danger from the inhalation of the vapour the best protection is avoidance. Therefore, once it is established that the enemy is using gas, the respirator will be put on not only when the **gas warning** is heard but when **any** bombs are falling in the vicinity and will be kept on until the Gas Clear is given.

(b and c) If any gas be encountered when the respirator is not in wear it should be put on at once and the area left as soon as possible by moving at right angles to wind to get out of the gas cloud. It may not be possible to distinguish between Blister and Nerve Gas as the "smelling" test for gas is now prohibited and the appearance of liquid, if seen, will not be distinctive—moreover both may be used at the same time.

(d) Nearby residents should be kept from emerging from their homes. Advise the designated control

CIVIL DEFENCE WARDENS' MANUAL

centre, indicate the direction of the wind so that Wardens in areas down wind can be warned. If your report has been made and First Aid parties have not yet arrived, do what you can for any casualties.

(e) Pending the arrival of the Decontamination Squad see that no unauthorized person enters the contaminated area.

(f) If low-flying planes come over your area, be on the alert for the presence of gas which may be sprayed as well as dropped in bombs.

WARNING: Have your respirator on. Keep upwind of any bomb crater or liquid gas. Keep away from debris, collapsing walls or structures. Avoid contact with any buildings, debris or materials likely to be contaminated.

If there are people about, see that they do likewise.

INCENDIARY BOMBS AND ARSON

If small incendiary bombs are observed to lodge on top of buildings, the Warden's first duty is to warn the occupants and see that those concerned or other trained persons deal with the bomb or the resultant fires.

If large incendiary bombs are dropped or fires are started by enemy agents, e.g., arson, their location and character must be reported immediately. It is then the duty of a Warden to see that the fire is fought with whatever local assistance can be obtained until fire services arrive.

CIVIL DEFENCE WARDENS' MANUAL

WARDEN'S REPORT

AIR RAID DAMAGE

Date....., 19.....

Time of Occurrence (Approx.).....
(24 hr. system)

AREA DAMAGED

TYPE OF BOMBS: H.E. INCENDIARY GAS

Approx. No. of Casualties: Male Female

By Wreckage

By Bombs

By Fire

Deaths

Damage to Water Gas Electricity Telephone Sewers
Vital Services

Roads Blocked:

Unexploded Bombs (UXB)
Location of:

Assistance Rendered
or Expected by Services:

Assistance and Equipment Required:

Remarks:

Signature.....

CIVIL DEFENCE WARDENS' MANUAL

INSTRUCTIONS FOR USE OF REPORT FORM

1. This form is designed to secure two advantages:
 - (i) That no important information can be overlooked;
 - (ii) That reports follow a recognized sequence.
2. Each Warden should carry a supply of these forms.
3. Whilst a raid is still in progress the fall of a H.E. or Incendiary Bomb will **not** be reported if it causes no casualties and causes either little or no damage or damage which does not require early repair.
4. When a report relates to a H.E. Bomb which has caused no casualties to personnel, this fact must be mentioned. A fire need not be reported if it is very small, and either under control or obviously unlikely to spread.
5. When reporting "Assistance Rendered or Expected," the identification number of the parties will be given: e.g. "First Aid Party No. 2."

N.B.—It is suggested that a copy be retained by the Warden.

HINTS ON HOW TO DEAL WITH DAMAGED SERVICES UNTIL ARRIVAL OF EMERGENCY CREWS

DAMAGED GAS MAINS

Damage to gas mains and other gas structures is potentially the most dangerous of any utility damage and should be reported through regular channels immediately. Repair crews will be dispatched by the Utility at the earliest possible time.

Where gas is escaping in comparatively large volumes, warn occupants of neighbouring houses and guide them to a safer location. If a strong wind is blowing, the wider the area of possible danger. Stop all

CIVIL DEFENCE WARDENS' MANUAL

traffic on the street and warn all service crews as they pass through.

Where natural gas is escaping and has not been ignited, keep all lighted cigarettes and open fires away from the affected area.

If a gas main is on fire, there is no danger of an explosion as long as sufficient gas is travelling in the mains to keep the fire ignited. Therefore, a gas main on fire can be left to burn until the Utility's repair crew arrives.

Where there is danger of the fire damaging surrounding property, however, smother the fire with earth or sand. Never attempt to beat out a gas fire with wet sacks, otherwise the flames may be fanned into pockets where an explosive mixture of gas and air may exist.

Damage to a service (domestic supply) gas pipe may possibly occur without damage to the main. If this occurs, warn the occupants of the premises concerned, and of neighboring premises, if necessary, and guide them to shelter elsewhere.

A small leak in a service pipe (not a main) can be stopped temporarily by covering it with clay or soap. Also a broken service pipe can be plugged with a wooden peg, then sealed with clay or soap.

DAMAGED ELECTRIC CABLES

(Overhead and Underground)

Damaged electric cables must be left strictly alone. Although a cable may be completely broken, it may be alive and highly dangerous. Contact may result in serious injury or even death.

Do not attempt to fight a fire caused by electric cables grounding or "shortening." This is a specialized operation and must be accomplished by competent personnel.

DAMAGED WATER MAINS

Damaged water mains are not particularly dangerous to the public or Civil Defence personnel, except for the

CIVIL DEFENCE WARDENS' MANUAL

danger of flooding basements in which people are sheltering. Here is where your "Local Knowledge" will be useful and if the people concerned are in any danger they should be warned to take cover elsewhere.

Damage may be to the water main itself, or to the service pipes leading from the main to premises and houses. If a main is smashed there will, of course, be a far larger rush of water than if only a service pipe is damaged. If a bomb crater speedily fills with water, or if, after a bomb has been dropped nearby, water is seen welling up to the road surface, you should immediately report smashing of the water main.

The husbanding of water supplies is a vital matter in war time. If a main bursts, however, you can do nothing but report as instructed. Valves can be operated only by competent water service men.

If a service pipe is damaged between a house and stop-cock, you should shut off the supply to the house by turning off the stop-cock. If water pipes are damaged in the house, cut off the supply at the cock or tap which is affixed to the pipe where it enters the house. The Warden should know the location of all such valves, stop-cocks and shut-offs.

ADDED DUTIES

The Warden Service has also a highly confidential duty to perform. Wardens are, in addition to their other duties, the "eyes and ears" of the civilian protection organizations. They should report anything of a subversive or suspicious nature which they may observe to their Sector Warden who will in turn see that such information reaches police authority through the medium of the Chief Warden. Wardens are not investigators, but any information they may obtain will be dealt with through the regular channels.

**Upon Your Coolness and Efficiency Depend the Lives of
Your Fellow Citizens.**

CIVIL DEFENCE WARDENS' MANUAL

THIS PAGE IS FOR WARDEN'S NOTES

