3 pp (copies) AIR RAID - SCHOOLS 18/12

EUGENE PUBLIC SCHOOLS
Superintendent's Bulletin..

SPECIAL BULLETIN- December 11, 1942

CIVILIAN - PROTECTION

The problem of civilian protection always present in any school system is intensified during total war. This bulletin is prepared to cover the major phases of safeguarding the pupils and staff of School District No. 4.

The two main dangers against which some measure of protection may safely be afforded in war time are fire and flying glass. At the present time there is little likelihood of protecting personnel against gas or direct hits with high explosives. In order to accomplish something constructive, each building should be equipped with:

(a) emergency fire fighting apparatus
(b) some form of effective blackout for the safest parts of any given building
(c) emergency food supplies
(d) measures to prevent flying glass from reaching the "protected" room
(e) some "general comfort" supplies such as extra bedding and the like.

To accomplish these ends, the first thought should be given to various standard warnings of danger afforded thru recognized agencies of civilian protection. There are three stages of "alert".

The first of these is the "Yellow alert", sent out to selected leaders and to certain plants employing large numbers of people. This alert is purely preliminary and indicates that war danger is in the offing
The second is the "Blue alert" and indicates that war danger is headed toward the area warned. The "blue" goes again only to certain key centers.
The third is the "Red alert", and is given by sounding the air raid alarm. At this public alert, all traffic is called "dead" except that which is absolutely essential to defense.

The city schools have been placed on the list of centers for the "yellow" and "Blue" alerts by means of the air raid telephone, now familiar to the principals and teachers of the system. It is advised that each school ascertain from parents exactly what disposition they wish made of children upon receipt of the "Yellow" alert. Children who can reach home in fifteen minutes should be sent home. Children who cannot safely reach home in this length of time should be sent to some place of safety with friends not too near the school, and not too far away so that they may be reached within the fifteen minute limit. Provision must be made to care for children within the building on either "blue" or "red" alerts.

NOTE: Each principal should discuss the entire plan for emergency evacuation of the building with teachers, janitors, and pupils, and should arrange for a drill of his own pupils to determine the length of time necessary for them to get home, Such a drill should take place just before noon or close of school, and pupils should report back when they return to school for the next session the time used in reaching the specified place of shelter.

① Identification tag
② Can children reach home in 15 min - if not where should they report? Elem. to go.

The "all Clear" signal will be given by whistles and sirens to inform the public that the war danger is past.

Each child should wear an identification tag at all times, giving the name of the child and street address. Provisions have been made to purchase a very satisfactory safety glass tag for 25¢ each. Metal and plastics are no longer available for identification tags. Pupils should be encouraged to wear tags at all times. Any kind of tags provided by the parents, from the metal and glass ones purchased thru the schools to more expensive ones purchased in the stores is satisfactory.

The city building inspector, Mr. Sam Mosher, has just finished an inspection of each building and he will make recommendations to indicate what precautions must be taken and changes made to render the buildings as safe as possible in an air raid. Each principal will receive recommendations from Mr. Mosher about which rooms or portions of the buildings are safest, and what can be done to render them safer from the point of view of bomb blast, incendiaries, or gas. Fire Chief Nusbaum will be glad to inspect buildings for fire protection. Each principal should compile notes and report to the central office at the earliest possible moment concerning the status of his building.

Each principal should make arrangements that keys for his building will be available at three places in case it is necessary to get into the building on weekends or at night for civilian defense purposes. Dean Morrow, Superintendent of Maintenance, will provide an extra key or keys if necessary. It is suggested that the home of the principal, the home of a janitor (if these are not too far distant from the school), and one neighbor's home would be satisfactory. Please report to the central office the names and addresses of the three people who will be thus responsible for keys. The central office will arrange to have cards provided which can be fastened inside the glass of the front door of each building, giving information as to location of keys. The principal should impress upon the neighbor assuming responsibility for the key the importance of securing a signed receipt for it whenever it is given out, and the necessity of checking carefully who should be permitted to get it.

Miss Grace Jackson of the American Red Cross will be glad to cooperate either personally or thru a competent representative to aid in making plans for feeding, comfort, and first aid of personnel caught in the school buildings, unable to scatter during an air raid. It is wise to consult your P.T.A. officers about these plans too

These further suggestions are made to increase the effectiveness of building protection:

(1) Each school should regard the <u>principal</u> as the air raid warden of that school, and he must take the responsibility of organizing teachers, janitors, and older pupils into a protective corps so that certain individuals are assigned to take charge of specific tasks.

(a) <u>Monitors of children</u>. Some teachers should have no other responsibility than looking after the children themselves, preventing panic, and keeping them in the safest parts of the building.

(b) <u>Fire watchers</u>. At least one or two people should be assigned to watch the roof of the building for falling incendiary material. In some of the buildings the space between the ceiling and the roof is the greatest fire hazard. The fire watchers should be equipped with fire fighting apparatus such as shovels, sand, garden hose, rope, ladders, etc. Dean Morrow has provided fire fighting equipment for every building, and should be consulted. He will be glad to talk to any school faculty on fire precautions for the building.

(c) Auxilliary firemen. Certain individuals should be charged with handling the fire fighting equipment within the building. Enough DRY sand should be in convenient places so that this may be used should the water supply fail. The janitors in each building should be trained as emergency firemen for their own building.

(d) First Aid. Certain qualified first aiders should be provided with materials and equipment for emergencies. The school nurses are charged with keeping up the first aid cabinets in each building. The civilian defense organization has provided a list of minimum first aid materials that should be in every school building, and Mrs. Kirschman has arranged to have all of these items on hand. To build up extensive inventories of supplies for first aid in every school building would amount to hoarding materials which are not too plentiful, and which might well be used to greater advantage elsewhere.

(2) Air raid drills. Each principal should stage air raid drills at irregular and not too frequent intervals. These drills must not be allowed to crowd out the fire drills which are required by law.

(a) Drills suitable to "yellow" alerts. This drill was discussed on page 1. Please check carefully the time reported by pupils to reach the place selected.

(b) Drills suitable to other alerts. Upon a recognized signal, (which must be set by the principal and well understood by all school personnel) each teacher and child should take the place assigned in the building should personnel be unable to scatter. These drills should be repeated often enough to make response to the signal for them as automatic as fire drill. Proper discipline developed in a sound physical fitness program will help.

(3) Inspections. At least once a month a thorough inspection and test of all equipment should be made by the principal of each school, or by persons designated by him. The principal should always be on the alert to keep equipment and training at a high level of safety. Emergency food and bedding, glass protection, fire extinguishers and other fire protection equipment, blackout protection, should have careful and continual scrutiny as long as war danger persists.

(a) Air raid telephones. The public school buildings (with the exception of the University High School, which is included in the University protection plan), the nursery school, and the stadium are connected with the central office by means of the air raid telephone system. These phones are for no other purpose. The signal is several short rings, repeated. Lift up the receiver and listen for the message. Because there may be thirteen different people on the line at the same time, wait until the roll of schools is called before you answer for your school. Then the message will be given. This may be "We are testing this line", or "Yellow Alert, there is fifteen minutes to get all children home," or "Red alert, get all children into places of safety within the building." In case some schools do not answer when the roll is called, it may be necessary to continue to ring. After having received the message for your school, hang up the phone and pay no attention to the continued ringing. It is sometimes difficult to get the Stadium, because there is not always someone near enough to answer immediately. Until further notice there will be a test of the air raid telephone system every Monday morning at 9:30.

Obligations of teachers to Civilian Protection. The first obligation of any school employee is to the pupils in the schools. Any other obligation should be placed in a secondary category at once. All teachers and janitors who have other defense assignments, such as air raid wardens, police or fire reserves, which would require them to go to some other place in case of a red alert, should arrange to be relieved from that assignment as soon as possible, so that they may be available for duty within the school at any time of emergency.