

WHAT SCHOOL TEACHERS AND PUPILS SHOULD DO DURING AN AIR RAID

OFFICIAL—BY THE U. S. OFFICE OF CIVILIAN DEFENSE

EMERGENCY INSTRUCTIONS FOR SCHOOLS UNTIL FURTHER NOTICE!

1. What to Do When the Air Raid Warning Sounds.

("Howling" siren, short blasts or other local general warning.) Sound the school fire alarm in a special way (short rings, etc.) Have each class leave its room in order as in fire drill. Conduct classes to the Air Raid Refuge.

Do not permit any pupils to leave the building.

Do not allow any pupils to return to classrooms until "All Clear" signal is given.

Do not send the pupils home.

These protective measures will require organization, planning, training, and drill. They should be started at once.

2. Air Raid Drill.

Use your fire drill organization to get pupils to the Air Raid Refuge. Have them file from the classroom the same way, in the same order, under the same leaders. But take them to the Air Raid Refuge.

3. The Air Raid Refuge.

The chance of a direct hit on any individual building is very small. You must guard against the blast of nearby high-explosive bombs, and incendiaries and falling fragments of anti-aircraft shells.

You must get away from windows, and from open doors. The large inside halls of most schools are suitable for an Air Raid Refuge. Do not use the halls on the top floor of the building. The cellar is a suitable Air Raid Refuge provided there are plenty of exits and provided any windows to the outside can be protected by a layer of sandbags.

Select the most protected places in the building—be sure they provide enough capacity to hold everyone without crowding. Be sure there is more than one exit.

It is important, too, that the Air Raid Refuge should have easy access to drinking water and toilet facilities.

4. What to Do About Incendiaries.

Be sure the fire extinguishers are in proper working order. Be sure you have enough people—teachers or older pupils—who know how to use them. Appoint these people as fire

guards. Have them take assigned posts when the Air Raid Drill sounds. Appoint a Chief Fire Guard.

If incendiaries hit the building, the fire guards should try to handle them, and put them out with water spray. If the fire gets beyond control, the Chief Fire Guard should sound the regular fire alarm. All pupils should then be conducted from the building as in regular fire drill. Class leaders should conduct them in an orderly fashion to shelter in nearby homes. Leaders must keep the pupils in control.

5. What to Organize.

Do these things right away—they are essential now:

- (a) Select the Air Raid Refuge—more than one if necessary. Be sure there is more than one exit.
- (b) Determine how the school alarm will be sounded for an air raid.
- (c) Assign a refuge space or refuge room for each class or classroom. Assign class leaders to conduct the drill—the same as for fire.
- (d) Publish full instructions; have them read over and over again to pupils. Have them posted on bulletin boards. Be sure every teacher and pupil understands them—now.

These things should be done at once. We are suddenly, unexpectedly, at war. When you have completed all of these things, it is time to organize your long-range planning.

6. Here Are Some of the Steps to Take.

The Department of Education or other school authority, under the direction of the local Defense Coordinator, should plan and adopt a war program for the duration. Here are some of the steps to consider:

- (a) Appointment of school building wardens, whose duties should be coordinated with their local zone or district Warden Service.
- (b) Special transmission of Air Raid Warnings from the control center to school buildings.
- (c) Fire Defense—Adequacy of present equipment, appointment of fire watchers (or fire guards), and special training in combatting incendiaries.
- (d) Protective Construction—Quick and simple measures to provide additional security.

(e) Study of alternate Air Raid Refuges for teachers and pupils in case of fire. Depending upon location, suitable buildings in the neighborhood may be available for use as Air Raid Refuge.

It is desirable to explore this possibility in order to effect dispersion where it can be done without undue exposure to the children.

7. What to Do About Training.

Start your training now. Don't wait for the final plan. Drill your pupils to behave on an Air Raid Alarm just as they do on a Fire Alarm. Hold drill every few days until they are thoroughly accustomed to it.

Keep up the morale of the pupils, so that if a raid occurs you will have experience in keeping them occupied. Organize first aid training for selected groups. Organize fire defense training for the fire guards.

8. Are We in Danger?

The answer to that is—we don't intend to be caught napping again—anywhere or anytime. We are not going to say again—"It can't happen here."

Don't rush around, don't worry, but ACT! These are simple precautions. Read them again. Think how you will apply them to your school. Then take the necessary action—today.

PARENTS! Read This!

If an air raid should come while your children are at school, see to your own safety. Stay home, go to your refuge room, stay away from windows.

Do not try to reach the school. You could accomplish no good. You could do a great deal of harm by such action.

In an Air Raid, Rule Number 1 is to stay off the street, get under cover. On the street, there is the risk of falling shell fragments, racing cars, and fire apparatus. Stay indoors.

Do not try to telephone. The wires must be kept clear for the wardens, the police, and the fire department. You might prevent an urgent message from getting through.

This is hard advice. It's not easy to take. But it is for your best interest and for the welfare of your children.

U. S. OFFICE OF CIVILIAN DEFENSE, Fiorello H. LaGuardia, Director. Washington, D. C.

NOTE.—This announcement was issued to press wire services on December 15. Please see that all your public and parochial school authorities understand it and plan accordingly. Also, please release it to local newspapers in your area.