



Citizens Defense Corps - Franklin County, Ohio

Field Problem No. 1, Detailed instructions for sub-district, district, and main control centers

March 22, 1943

Field Problem No. 1, scheduled for Friday evening, April 2, 1943, involves Upper Arlington, Grandview Heights, Marble Cliff and Dublin all of which are located in Control District No. 1. Rural areas outside these cities and villages are not being activated for this problem.

This problem is designed to give field training, under simulated air raid conditions, to field and staff personnel in the area involved. Sub-district Control Centers in Grandview Heights and Dublin, District No. 1 Control Center in Upper Arlington and the Main County Control Center in Columbus will be activated, fully staffed and will process such incident reports as may be received, hypothetically dispatch, unless instructions permitting actual dispatching of services are issued by Sub-district or District Commanders, the necessary services and take such other action as may be required.

Sector Posts in Grandview Heights will report incidents to Grandview Heights Sub-district Control Center, Sector Posts in Dublin will report incidents to Dublin Sub-district Control Center and Sector Posts in upper Arlington and Marble Cliffs will report incidents to District No. 1 Control Center in Upper Arlington.

Each of the Sub-district Control Centers will analyze and act on each incident reported. They will hypothetically dispatch, unless instructions permitting actual dispatching have been issued, the necessary services or personnel to the full extent of the services and personnel available to them. They will notify by telephone using the "Services Dispatched" message form, the District Control Center immediately when they receive their first incident report. They will

notify the District Control Center as and when they dispatch fire equipment or bomb reconnaissance agents. Beginning at red signal plus 5 minutes and at regular 10-minute intervals thereafter, they will report to the District Control Center as to the general situation in their respective sub-districts. Such report is to include details as to all services or personnel ordered dispatched by them.

If and when services or personnel, or both, available for dispatching in the sub-district Control Centers, are exhausted and they are unable to supply further services or personnel or incidents requiring attention they will so advise the District Control Center and request the District Control Center to dispatch the necessary services, etc., if possible. They will be advised by District Control Center as to action taken.

Contact between the Sub-district Control Centers is to be established through the District Control Center only.

District No. 1 Control Center will receive incident reports from Sector Posts in Upper Arlington and may also receive incident reports from the Sub-district Control Centers, but not direct from Sector Posts in the sub-districts. It will also receive reports from the sub-district control centers at 10-minute intervals as to the general situation in the sub-districts, the services dispatched, etc. District Control Center will analyze all such reports and take the necessary action, hypothetically dispatching necessary services, etc, unless instructions permitting actual dispatching have been issued. It will, upon receipt of the first incident report, advise the Main Control Center immediately as to the nature of the incident and its location. Beginning at red signal plus 8 minutes and at regular

10-minute intervals thereafter it will report to Main Control center as to the general situation throughout Control District No. 1 and will include in such reports details as to services and personnel dispatched. If and when services or personnel, or both, available for dispatching by district Control Center No. 1 are exhausted and services or personnel are not available for incidents requiring attention, District Control Center No. 1 will so advise the Main Control Center and request the Main Control Center to dispatch the necessary services, etc., if possible. Main Control Center will advise as to action taken.

Contact between District No. 1 Control Center and other District Control Centers is to be established through the Main Control Center only. Acutally, of course, Control Centers in Control Districts 2 to 7, both inclusive, are not being activated for this problem.

Yellow, Blue, Red, the second Blue and the White all-clear signals will be transmitted by the main County Control Center to District No. 1 Control Center which will in turn transmit same to the sub-district Control Centers. Key personnel only, will be alerted on the "Yellow." On the first Blue, the Red, and the second Blue signals, the public warning systems in the area involved in this problem will sound the proper signals. The Yellow and the White all-clear signals are not sounded by the public warning system. The second Blue signal constitutes relief from further duty for all field personnel, but control center personnel will remain on duty until all incident reports are disposed of. In any event they will remain on duty until the White all-clear is given.

All control centers will confirm receipt of

Yellow, Blue, Red, Blue and White –all-clear signals immediately, by telephone.

It is to be noted that alert messages transmitted on the telephone will use the number sequence representing the colors. (See instructions given in General Plan.)

A total of about 60 incidents are to be posted in the area involved. These incidents will involve high explosive bombs, incendiaries, poison gas, unexploded bombs, parachute flares, disruption of communications and falling aircraft.

Reports of suspected unexploded bombs reaching any control center will call for the immediate and actual dispatching of a Bomb Reconnaissance Agent. No further action will be taken until such Agent returns and files his report with the Commander at that Control Center. The Commander will then order appropriate report to be made, hypothetically, to Fort Hayes and advise the District Control Center, if Commander in a Sub-district, or the Main Control Center, if Commander of the District, as to the action taken.

Bomb Reconnaissance Agents will, for the purpose of this problem, be assigned only to the Grandview Heights Sub-district Control Center and the Upper Arlington District Control Center. Upon order of the Commander (or the Controller) they will proceed to the site of a reported suspected unexploded bomb, announce themselves to the Auxiliary Police Office on duty at the site, and request the narrative incident statement which should be in the possession of such Auxiliary Police Officer. They will have been supplied with report forms and will then proceed to make out their report, returning to their Control Center as promptly as possible, and file such report with the Commander or Controller.

Incident Report and Services Dispatched forms for use in the various Control Centers during this problem will be furnished by the main Control Center. Copies of each are attached hereto.

All messages for transmission from sub-district control centers to District Control Center, or from District Control Center to main Control Center will first be entered on the Services Dispatched form, and then given to the telephone operators for transmission of the message.

Each Control Center will, as promptly as possible following this problem, forward, through channels, so as to ultimately reach

the Executive Officer, Franklin County Citizens Defense Corps, the original (white) copy of all incident reports received and the original (white) copy of all messages transmitted, services dispatched, or other actions taken, as recorded on the Services Dispatched form. As stated, in the General Plan for Field Problem No. 1, these reports will be used in the Critique to be held a few days after the evening of this problem.

It is of utmost importance to the success of this problem that all Control Center Personnel have a clear understanding as to the nature and scope of the problem. It is of particular importance that all telephone operators have a comprehensive picture of the Incident Report and Services Dispatched Forms, and a clear understanding of what messages are to be actually transmitted and what messages are only to be hypothetically transmitted. As a general rule, all messages (on the Services Dispatched form) received by telephonists and directed to any other Control Center are to be actually transmitted. All messages (on the Services Dispatched Form) received by telephonists and directed to any Sector Post are actually to be transmitted. Messages (on the Services Dispatched Form) received by telephonists and directed to fire, police, medical, public works, utility or animal protection services and calling for the notification or dispatching of units, squads, or personnel of those services are to be transmitted in simulated fashion only, unless the Control Center to which the telephonist is assigned has issued special instructions to the contrary. Control Centers issuing such special instructions will kindly furnish the Executive Officer, Franklin County Citizens Defense Corps, with copy of same at least 48 hours prior to the evening of the problem.

In the case of simulated transmission of telephone messages, the telephonists will, so far as possible or practicable, go through all the motions involved in the actual transmission of such message and will complete the Services Dispatched form noting down time, initials, etc. Under no circumstances will telephonists make any contact with Fort Hayes, State Highway Patrol, State Control Center, Utilities, or the Red Cross Disaster Preparedness and Relief Committee, even though the message (on the Services Dispatched Form) may seem to call for such contact.

Telephonists receiving incident reports from Sector Posts will not record the name of the person reporting, but will record all other

information given, except that they will not record the word symbol for the letter of the Post. They will write in as legible a manner as possible and may abbreviate where such abbreviation is of such nature as to be clearly understood by others. Reports coming over the telephone from Sector posts will follow, item for item, the same order as given on the Incident Report forms – that is – Item 2- Sector Number on the Warden's Report Form corresponds to Item 2 on the Incident Report form. Item 4 – Damage Caused By – on the Warden's Report Form corresponds to Item 4 on the Incident Report Form, etc.

Reports coming over the telephone to any Control Center from any other Control Center will, however, it must be remembered, be called by the transmitting telephonists, from the Services Dispatched form. Such messages will be taken down by the receiving telephonist on the Incident Report Form, in most cases, no doubt, in the space under Item 11 – (Remarks). The Control Center calling will, however, in such cases, be recorded under Item 1 – Person Calling.

Telephonists making outgoing calls to Control Centers or other points will make sure, before giving the message, by verification of the called telephone number, that they have established contact with the right party.

Warden Reports delivered to a Control Center by Messenger from a Sector Post are to be placed in the hands of the Communications Officer who will be responsible for prompt transcribing of the report on the Incident Report Form and forwarding same in usual manner to Plotting Officer, Controller, etc.

Telephonists will use the Incident Report form for recording of all incoming messages and will refer all such messages, immediately upon completion of the receipt thereof, to the Communications Officer. Similarly after the transmission of all outgoing messages they will refer such messages to the Communications Officer without delay.

For the purpose of this problem all Control Centers will assume that services once dispatched will not return to their stations during the period of this problem, and hence will not be available for dispatching to more than one incident.

Each Control Center will cooperate to the fullest extent possible in the prompt forwarding of all reports as called for in the General Plan.

Control Center personnel except insofar as

they may be needed for receipt and forwarding of reports are to be relieved of duty upon receipt of the white all-clear signal provided all incident reports have been disposed of as of that time.

It is to be understood that sub-district Control Centers and the District Control Center may feel free to actually dispatch services to the scene of reported incident if they so desire. The Auxiliary Fire, Auxiliary Police, And Medical personnel particularly, could develop simulated situations which would give valuable training. Should such services be dispatched they will report to the Auxiliary Police Officer stationed at the site of the Incident who will have in his possession the narrative statement of the incident, from

which such services will develop their action. Each Control Center actually dispatching any such services will instruct the personnel of such services to make prompt and full written report to its Commander. All such reports will also be forwarded, through channels, to the Executive Officer, Franklin County Citizens Defense Corps. In connection with the dispatching of such services, it is to be noted that all traffic and speed regulations are to be observed throughout.

Each Control Center involved in this problem will assume responsibility for dissemination of these instructions to its personnel in which connection it is suggested that staff personnel of each Control Center be called together a few days prior to the scheduled

date of this problem, and the instructions reviewed in detail.

Control Center personnel will, upon specific order of the appropriate Commander and not otherwise, report to their Control Centers at 8:00 P.M. on the scheduled date. Such personnel will not be alerted by telephone.

Sub-district Control Centers in reporting incidents to District Control Centers, and District Control Centers, in reporting incidents to Main Control Center, will not report the incident Number which they may have assigned to such incidents. Each Control Center, including Main Control Center, will assign its own Incident Number and its own Message Number, as well, to each incident reported to it.

Citizens Defense Corps - Franklin County, Ohio

Field Problem No. 1, General Plan

MARCH 22, 1943

As a means of providing training for both field and staff personnel, under simulated air raid conditions, a series of field problems is being scheduled for the seven Control Districts in Franklin County. Field Problem No. 1, to be held in Control District No. 1, is the first of the series. Similar problems will be held in the other districts as rapidly as possible.

In these problems, bombing incidents in the field will be represented by fusee flares, which burn with an intense red flame for about 30 minutes. These flares will be posted at pre-determined locations and ignited in accordance with a predetermined schedule. The red flame of the flare, within their sector area, will be the signal to the Air Raid Warden, on patrol, that an incident has occurred at or near the location of the flare. Attached to the flare, or in the hands of the Auxiliary Police Officer, in attendance, the Wardens will find an envelope containing a narrative statement of the incident supposed to have happened at that particular point. The Warden will analyse the situation on the basis of the information and facts given in the narrative statement; will determine and take, in simulated fashion, such action at the site of the incident as the situation may require; will, without delay, prepare his report of the incident on the

Warden's Report form, and transmit same, immediately, by messenger or in person, to his Sector Post. The Warden will include in his report statement as to any simulated action taken by him at the site of the incident. If the Warden's report is indicative of a situation requiring services of any of the Divisions of the Corps or other action at Control Center, or comprises valuable information which should be in the hands of Staff personnel at Control Center, the Sector Post will immediately, by telephone, or by messenger, if telephone communication at the Post is disrupted, transmit the report to the appropriate Control Center. Control Centers on duty will analyse the incidents as they are reported and order (but will not actually dispatch, except as provided in Detailed Instructions) dispatching of necessary services, etc. to the scene of the incident.

Field Problem No. 1 is scheduled for Friday evening, April 2, 1943.

The area involved in Field Problem No. 1 comprises the cities of Upper Arlington and Grandview Heights and the Villages of Marble Cliff and Dublin. This problem will call into action all Defense Corps personnel, except that of the Public Works and Utilities Divisions, in those cities and villages, as well as Staff personnel of the Sub-district

Control Centers in Grandview Heights and Dublin, District No. 1 Control Center in Upper Arlington, and the Main County Control Center, located in Columbus.

About 60 incidents, indicated by flares, will be posted throughout the area in an attempt to give each and every Warden in the area training in the reporting of incidents, and although some of the incidents will be of non-reportable type, most of them will call for a report from Sector Post to Control Center, thus providing training for both field and staff personnel.

In Grandview Heights, Marble Cliff and Upper Arlington, the flares and the incident narratives that go with them will be posted by personnel of the Auxiliary Police Division brought in, for that purpose, from outside the area involved in Field Problem No. 1. There will be one such Auxiliary Police Officer assigned to each incident. These Police Officers will be divided into Patrols (called Auxiliary Police Incident Patrols), numbered from 1 to 11 inclusive, with 5 officers in each such patrol. Each member of each such patrol will be assigned to a definite Post and will be given detailed written instructions as to the procedure to be followed and his duties at the Post. These instructions will include details relative to the time and method

of igniting the flares, how long the officer is to remain at the Post etc.

In Dublin, arrangements for the posting of the flares will be made and carried out by the Dublin Sub-district Commander.

It is of utmost importance that all watches and time pieces used by field personnel, as well as those used in Control Centers, be synchronized with Western Union time, as successful handling of this field problem is dependent on careful and accurate timing. Central War Time (Columbus time) will be used throughout. District and Sub-district Control Centers will check their time pieces with Columbus District Warning Center between the hours of 6:00 P.M. and 7:00 P.M. on the day the problem is scheduled. They will make arrangements with field personnel under their jurisdiction to verify or correct their time pieces by calling the Control Center to which they report between 7:30 P.M. and 7:55 P.M. on the scheduled date. So far as field personnel are concerned, however, other equally satisfactory arrangements for synchronization of time pieces are permissible.

Personnel, except that assigned to Control Centers, in the cities and villages involved in this problem, will be alerted, generally, by the sirens which will be sounded with a steady blast of not less than 2 minutes on the BLUE, a series of short blasts on air raid horns or whistles or the warbling or undulating notes of sirens for a period of not less than 2 minutes on the RED, followed some 60 minutes later by the steady blast for 2 minutes denoting a return to the BLUE condition. This second BLUE signal will, for the purpose of this problem only, serve as notification to field personnel that they are relieved of further duty, provided they have complied with specific instructions as of the time of the second BLUE signal.

Control Center personnel attached to the Sub-district, District, and Main Control Centers will, upon specific order of their respective Commanders and not otherwise, report for duty to their respective Control Centers on the scheduled date, at 8:00 P.M. Such personnel will be relieved of duty upon receipt of the WHITE – all clear – SIGNAL, provided all incident reports received have been acted upon as of that time.

Certain key field personnel of the various divisions will be alerted on the YELLOW by telephone, by most of the field personnel will receive notice, only through the sound-

ing of the public warning system on the BLUE, the RED, and on the return to the BLUE condition. The District and Sub-district Control Centers are to be responsible for the issuance of necessary instruction limiting the alerting, by telephone, on the YELLOW to necessary key personnel only.

Personnel receiving the YELLOW will immediately report to their Posts and prepare their Posts for action. Personnel receiving their first notification on the BLUE signal, through the public warning system, will immediately proceed to their Posts or Headquarters. On the RED, all personnel will proceed to their posts of duty and proceed in accordance with detailed instructions.

The YELLOW signal will be transmitted from the Main Control Center to District Control Center No. 1 at 8:00 P.M. BLUE at 8:15 P.M., and the RED at 8:30 P.M. The problem will extend over a period of about one hour and the BLUE signal will be given again at about 9:30 P.M., with the "all-clear" at about 9:45 P.M. All these signals will be relayed, immediately upon receipt, by District Control Center No. 1, at Upper Arlington, to Sub-district Control Centers in Grandview Heights and Dublin. District and Sub-district Control Centers will be responsible for alerting necessary key personnel under their jurisdiction, on the YELLOW.

With reference to "Alert" messages transmitted from one Control Center to another or to personnel, attention is directed to the fact that the color of the warning is no longer given in warning messages for practice alerts. Instead, a number sequence, wherein Test Warning No. 1. corresponds to the YELLOW condition; Test Warning No. 2 corresponds to the first and second BLUE condition; test Warning No. 3 corresponds to the RED condition, and Test Warning No. 4 corresponds to the WHITE – all-clear – condition, is used. The colors are used in warning messages only when an actual air raid is impending. The number sequence will, therefore, be used by all personnel transmitting warning messages in connection with this field problem.

All incident narratives will carry a code number. This code number is to be recorded by the Warden reporting the incident on the Warden Report form, in the upper right hand corner thereof. The Warden reporting the incident will record all pertinent facts and information on the Warden Report Form, but will make his report as brief as possible consistent with an understandable

report of the situation.

Each Sector Post receiving Warden Reports will record the action taken on the report in the proper space on the report form. If difficulties in establishing telephone contact with Control Center are encountered, the Sector Post will record full details on the reverse side of the report form. In order to obtain as much of value from this problem as possible, a critique will be scheduled at the earliest possible date following the problem in which connection, the code numbers previously mentioned are of significance. To provide for full analysis of each incident, each Sector Post will, after taking the prescribed action on Warden Reports received at the Post, file, with the exception of those forwarded to Control Center by messenger because of hypothetical disruption of telephone communications, all Warden reports received, until the second BLUE signal. Immediately following the second BLUE signal, all such reports on file in Sector Posts will be forwarded, by special messenger, to the Control Center to which the Post reports. From Sub-district Control Centers, all such reports will be forwarded, as promptly as possible, to District No. 1 Control Center. District No. 1 Control Center, upon receipt of all such reports, will forward them to the Executive Officer, Franklin County Citizens Defense Corps. Sector Posts which may not have received any Warden Reports will so report, by telephone, to their appropriate Control Center, immediately following the second BLUE signal.

All personnel taking part in this problem will be invited to attend the Critique, the time and place of which will be announced later.

With further reference to Warden Reports, it is to be noted, as hereinbefore stated, that some of the incidents posted may be of such type that the Warden would not, under actual emergency conditions, report them. For the purpose of this problem, however, Wardens handling such incidents will fill out their reports, including the code number, and forward them to their Sector Posts, as hereinbefore described, indicating, in writing, under Item 11 (Remarks) that such incident is non-reportable. If the Sector Post concurs, it will make similar notation on the reverse side of the report form. Otherwise, the Post will report the incident to Control Center.

The Commanders and Executive Officers of Districts 2, 3, 4, 5, 6 and 7, or their respective representatives, will be assigned, as

observers, to District Control Center No. 1. Space limitations will not permit more than two such observers from each of those districts.

The Commander of District No. 1 and the Commanders of the Sub-districts will issue necessary instructions to their personnel, to the effect that vehicular traffic, pedestrians, etc. are not to be interfered with in any way, and that this problem does not require blacking-out or a dim-out in any part of the area involved.

Division Chiefs in District No. 1 and in the

Sub-districts will arrange to submit, through channels, full report as to the numbers of field personnel participating in this problem. These reports are to be forwarded, through channels, to the Executive Officer, Franklin County Citizens Defense Corps, not later than 24 hours after the conclusion of the field problem.

For the purpose of this problem, weather conditions are to be those actually obtaining on the date and at the time of the problem, except that and regardless of actual conditions, it is to be assumed that a strong Northwest wind is blowing (which means

that the wind is blowing in a southeasterly direction).

For obvious reasons, telephone numbers of Control Centers are not given herein. Such telephone numbers, if not already known, will be made available, upon request, to personnel requiring them in the performance of their duties. District and Sub-district Commanders will, however, reserve exclusively for such use, the telephone facilities necessary for the proper functioning of emergency services of fire, police etc., should actual need for such service develop during the period of this problem.

Citizens Defense Corps - Franklin County, Ohio

Field Problem No. 1, Detailed instructions for field personnel

MARCH 22, 1943

General Instructions to All Personnel:

Field Problem No. 1, which is scheduled for Friday evening, April 2, 1943, involves the cities of Upper Arlington and Grandview Heights and the Villages of Marble Cliff and Dublin, all of which are located in County Control District No. 1.

The purpose of this problem is to give field training, under simulated air raid conditions, to field and staff personnel in the areas involved. Personnel of the Air Raid Warden Division, Auxiliary Police Division, Auxiliary Fire Division, Medical Division, Animal Protection Division, Messenger Division, and, perhaps others, will be alerted and will take part in this Field Problem. Staff personnel attached to the Sub-district Control Centers in Grandview Heights and Dublin, to the District Control Center for District no. 1, located in Upper Arlington and to the Main Control Center for the County, located in Columbus, will also be alerted and will be on duty in their respective Control Centers, during this problem. This is the first of a series of field problems to be undertaken which will ultimately cover the entire County.

Incidents will be posted in the areas involved and will be indicated in the field by the use of fusee flares, which, when ignited, burn with an intense red flame for about 30 minutes. Auxiliary Police Officers from outside the area involved will post the flares at pre-

determined locations, and will ignite them at predetermined times. These Auxiliary Police Officers will remain on duty, at the site of the flares, at least until the flares have burned out. These Auxiliary Police Officers will have in their possession, in an envelope, a narrative story of the incident supposed to have occurred at or near the location of the flare.

Approximately 60 incidents will be posted in the area involved. These incidents will involve high explosive bombs, incendiaries, poison gas, unexploded bombs, parachute flares, disruption of communications, falling aircraft, etc. It is to be noted that there will be a few incidents posted which would, under actual air raid conditions, be non-reportable.

In performing their duties in the field, it will be understood by all personnel, for the purpose of this problem, that weather conditions are those actually obtaining on the date and at the time of the problem, except that it is to be assumed that a strong northwest wind is blowing (which means that the wind is actually blowing in a southeasterly direction).

Successful performance of this problem requires perfect coordination and timing of all field personnel, and in this connection, field personnel will arrange to synchronize their individual time-pieces with Western Union time (using Central War Time which is Columbus time). Instructions as to syn-

chronization of the time pieces will be issued to field personnel by their respective Commanders prior to the date and time of this problem.

The YELLOW signal will be transmitted at about 8:00 P.M., on the date of the problem, with the first BLUE signal at about 8:15 P.M., the RED signal at about 8:30 P.M., and the second BLUE signal at about 9:30 P.M. With the exception of certain key personnel, the YELLOW signal, which is never given to the general public, will not be transmitted to field personnel. The first BLUE signal will, however, be transmitted to the Public Warning System by a steady two-minute blast. The RED signal will also be transmitted on the Public Warning System and will consist of a series of short blasts on air raid horns or whistles, or by the warbling or undulating notes of sirens, for a period of not less than two minutes. The second BLUE signal will be sounded in the same manner as the first BLUE signal.

Key personnel receiving the YELLOW signal, will immediately report to their Posts and prepare their Posts for action. Personnel receiving their first notification on the first BLUE signal, through the Public Warning System, will immediately proceed to their Posts or Headquarters. On the RED signal, as given by the Public Warning System, all such personnel will proceed to their Posts of

duty and will proceed with detailed instructions, The second BLUE signal, following the RED, will, for the purpose of this problem only, constitute notification to all personnel in the field that they are relieved of further duty, provided they have complied with their specific instructions as of the time of this second BLUE signal. The white all-clear signal is not given by the Public Warning System. It will, however, be transmitted to all Control Centers by telephone. With reference to alert messages transmitted by telephone, it is to be noted that the number sequence representing the colors will be used. (See instructions given in General Plan.)

Incident narratives in the possession of the Auxiliary Police, at the site of the flares, will carry a Code Number. It is of utmost importance that all personnel making a report or determining necessary action in connection with such incidents, place this Code Number in the upper right hand corner of any written reports they may forward to their Sector Post Control Centers, or Superior Officers. This Code Number is for identification purposes later on during a critique which will be scheduled some few nights later. It is to be noted that neither blackout nor dimout is required during this problem.

For the purpose of this problem it will be assumed by all personnel that a blackout is in effect, although actually not required. Also it will be assumed that residents in the area involved are supplied with stirrup pumps.

Special Instructions to Air Raid Wardens: Air Raid Wardens should be at their assigned stations immediately following the RED signal. Upon observing a red flare, within their Sector area, they will immediately proceed to the site of the flare and request the Auxiliary Police Officer on duty, to hand them the narrative story of the incident supposed to have occurred at or near that location. They will first record on their Warden Report Form, in the upper right corner thereof, the Code Number of the incident narrative, as it appears on the narrative report. The Warden will then analyse the situation, as given in the narrative, will record on his Warden report form all pertinent facts and information; will take, in simulated fashion, such action, at the site, as the incident requires, recording any such action taken on the report form, and then forward his report, either by messenger or in person, to his Sector Post,

without delay. Following his examination of the incident narrative obtained from the Auxiliary Policeman, the Warden will return the incident narrative to the Auxiliary Policeman. Should the incident be of a type requiring action on the part of Auxiliary Police or other personnel or services available at the site of the incident, the warden will request such personnel or services to perform the necessary action, in simulated fashion, of course. Roping off areas, evacuating homes, and actions of this nature might fall in this category.

Upon receipt of a warden report the Sector Post will, if the incident is reportable, transmit same immediately, by telephone, or if telephone communication is disrupted, by messenger, to the Control Center to which the Post reports. In reporting incidents to Control Centers from Sector Posts, the person reporting will not report the name of the person reporting, but will start with item 2 (Section Number). Following the second BLUE signal, all Sector Posts will forward all the Warden Reports received to the Control Center to which they report. If a Sector Post has not, during the problem, received any Warden Reports, such Post will so notify, by telephone, the Control Center to which it reports.

Wardens handling incidents which are of such nature as to call for no report to their Sector Post will, nevertheless, for the purpose of this problem, fill out their report and indicate under Item 11 (Remarks) that this particular incident is actually non-reportable. Here again, the Code Number of the Incident narrative will be placed in the upper right hand corner of the Wardens Report Form. Such reports will also be forwarded to the Sector Post by Messenger or in person.

Sector Posts in Grandview Heights will report all incidents received by them to the Grandview Heights Control Center. Sector Posts in Dublin will report all incidents received by them to the Dublin Control Center and Sector Posts in Upper Arlington and Marble Cliff will report all incidents received by them to the Upper Arlington Control Center.

Special Instructions to Auxiliary Police: Auxiliary Police in the areas activated for this problem will, upon hearing the BLUE signal, report at their Posts and upon hearing the RED signal will report at their duty stations. They will patrol their beats and

take, in simulated fashion, such action as may be necessary to handle incidents called to their attention by Air Raid Wardens. Auxiliary Police will not, under any circumstances, stop or interfere with any vehicular or pedestrian traffic, nor will they order blacking out of any buildings, transportation, signs, etc. They will be particularly alert to handling any crowds that may gather around the site of any of the flares used in this problem. Insofar as possible, they will disperse such crowds in a courteous manner. If and when they receive notice from an Air Raid Warden as to an incident situation requiring action, in simulated fashion on their part, they will prepare and forward, through channels, so as to reach the Control Center to which they report, a full written report of the situation and the action taken.

Special Instruction to Messengers: Messengers will report to the Sector Posts to which they are assigned upon hearing the BLUE signal and will report to their Posts of Duty upon hearing the RED signal. Upon being given a Warden's Incident Report, for delivery to a Sector Post, they will immediately, and without delay, proceed to deliver same to the proper Sector Post. They will follow the instructions of the Warden in this connection.

Special Instructions to Medical Division Personnel: Medical Division personnel will follow such detailed instructions in connection with this problem as their superior officers may issue.

Special Instructions to Other Personnel: Personnel of Divisions other than those named above will follow such special instructions as may be issued by their Superior Officers.

(Separate page with instructions to Dr. Karrer)

Dr. Karrer. You will be informed as to the Test signal #1 on the evening of April 2nd, 1943 at 8:00 PM and after this notification you will be governed by the siren.

Would suggest that you call in some of your assistants and open a casualty station at the school house (new). You will have two simulated casualties. You will have the truck of Walter Krouse to use and an ambulance which will be fixed to carry one litter case and one sitting case. It will be your duty to notify him of the emergency. In handling this keep records as to exactly you do.