

To Residence Heads:

### AIR RAID PRECAUTIONS

The following procedures must be carried out at once to prepare for possible air attacks:

1. Discuss the subject of air raid precautions with the students, emphasizing:
  - a) The need for calmness during the raid. This attitude can be bolstered by a knowledge of what to expect and the establishment of a plan to be followed during the raid;
  - b) The necessity for complete co-operation;
  - c) The insistence on discipline and strict obedience.
2. Remove any easily combustible material from attics.
3. Prepare a shelter in the basement or cellar of your house, having in mind the following:
  - a) Brush down cobwebs in the area to be used;
  - b) Have some means of covering windows with light-proof material (card board, heavy cloth, corrugated box material, etc.) when and if blackouts are required;
  - c) Provide for comfort if possible;
  - d) Provide auxiliary lighting facilities such as battery operated electric light, kerosene light, or supply of candles and matches;
  - e) Provide for an ample supply of drinking water;
  - f) Arrange suitable auxiliary toilet facilities;
  - g) Procure first-aid kit;
  - h) Procure emergency rations;
  - i) Procure a key to lock on bulkhead;
  - j) Arrange for something to occupy the mind.
4. Assign students to the following duties:

(Note: The number assigned for each duty must be sufficient to insure the duty being done.)

  - a) Examine the building from the outside each night if blackouts are ordered, to see that no light shows;
  - b) Unlock the bulkhead;
  - c) Check the amount and condition of drinking water;
  - d) Check the emergency rations;
  - e) Check the first-aid kit;
  - f) Check condition of auxiliary lights (oil, candles, batteries);
  - g) Sanitary duties;
  - h) Watch open flames (candles) or kerosene light to prevent accidents;
  - i) Get up games, quiz programs, singing, etc., as diversion;
  - j) Turn off gas in pipes after gas is turned off, and re-light pilots after gas is turned on;
  - k) First-aid service (unit may be approved by First Aid Committee).

5. Learn how, and practice shutting off gas, water, electricity and steam.  
    Consult janitor or engineer. Have necessary wrench.
6. See that students dress warmly and perhaps have a blanket when going to shelter.
7. Keep away from windows, unless they are well covered, to avoid flying glass.
8. Check fire fighting equipment. (May be left to Fire Captain.)
9. Make a friend of your local Air Raid Warden--you may need him.  
    Co-operate with him in every way.
10. BE CALM. KEEP COOL. The enemy wants you to get excited; don't help the enemy.

RAYMOND E. NEAL

Chief Air Raid Warden

Simmons College  
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