

## U. S. Citizens Defense Corps

**Who Should Join.**—All able-bodied, responsible persons in the community—men and women, housewives, laborers, business and professional people—for the mutual protection of all. Boys and girls, and elderly people too, have work to do. The program is broad; the tasks are many; the time is now!

For percentages of workers per thousand population..... See pages 3-28

**How to Join.**—All persons should visit and offer their services to the local "Civilian Defense Volunteer Office" or, if it has not yet been established, direct to the local Civilian Defense Council. If neither organization is available, patriotic residents should call upon their mayor and discuss the need for organization.

**Qualifications** for membership require enrollment, physical and mental aptitude, recognition of obligation to study duties, take required training courses, and subsequently attend periodical group practice..... See pages 3-28

Physical requirements..... See page 38

**Schools and Training** should be organized locally and all members of each group are expected to study and attend training courses..... See page 35

Recommended training pamphlets..... See pages 3-28

Sample certificate of training..... See page 36

**Duties** are numerous.—A separate group is assigned to each classification of duty.

See pages 3-28

**Insignia** have been designed to distinguish each group or branch. Arm bands and cloth and metal ornaments for uniforms or civilian dress are permitted only for enrolled workers who have satisfactorily *completed training courses*.

For descriptions of insignia..... See pages 29, 30, 31

For methods of purchase..... See page 32

**Equipment** varies according to duties of different groups; for suggestions see chart... Page 33

**Coordination of Groups.**—See chart of "Civilian Protection Organization for a Municipality"..... Page 34

Periodical combined group practice..... See page 37



## Staff Corps

**Personnel.**—Men and women should be “executive” type—dependable, capable of long hours in emergencies.

### Percentages of Workers Necessary per 1,000 of Population—

Men	Women	Youths
4	2	0

**Duties.**—A. Command.  
B. Workers—typing, records, switchboard, general office duties.

### School and Training Courses Required—

	First Aid	Fire Defense	Gas Defense	General	Drill
Hours,	10	3	2	5	2

**Periodical Group Practice.**—Individual workers must be *trained*, groups must be *organized*, groups must practice as *groups*. This is particularly true of staff corps: Certain emergencies might call for service of only a few, not all, of the different groups, but the staff corps goes into action on *all* calls.

Minimum staff corps practice should consist of—*Hours*—2. *Period*—Weekly. This schedule should be continued during the entire period of the national emergency.

**Recommended Training Pamphlets.**—Staff corps should familiarize themselves with all pamphlets described in following pages so that they can coordinate and direct, with understanding, the work of all groups. Of special significance is the “Staff Manual.”

**Types of Insignia.**—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons only.

**Restrictions for Wear.**—Only enrolled staff members and workers who have successfully completed training courses listed above may wear insignia on uniforms, arm bands, civilian-dress lapel buttons or in any “official” manner. Such persons must be officers of or workers on the staffs of—

The Office of Civilian Defense, Washington, D. C.	} For “U. S.” staff insigne.
Civilian Defense Regional Directors.	
The various State Civilian Defense Councils	} For State staff insigne.
The various local Civilian Defense Councils	

This insigne is protected by U. S. Letters Patent D-129,812.

See page 32 for methods of purchase.





## Drivers Corps

**Personnel.**—Men and women—experienced drivers—good vision.

### **Percentages of Workers Necessary per 1,000 of Population—**

Men	Women	Youths
	5	

**Duties.**—Persons willing to offer their cars as well as their own time are required. Women are often enrolled for this work. Organization by sectional groups, with a Coordinator of Transportation in control, is suggested. Cars and drivers are assigned by the Coordinator to First Aid Squads, Casualty Stations, Control and Message Centers, and to the Staff of the Local Defense Coordinator. Instruction in driving under blackout and other air raid conditions is necessary.

### **School and Training Courses Required—**

	First Aid	Fire Defense	Gas Defense	General	Drill
Hours,	10	0	5	5	2

**Periodical Group Practice.**—Individual workers must be *trained* as above: Groups must be *organized*, groups must practice as *groups*. The Drivers Corps should meet at least twice a month if not called more often. *Hours*—2. *Periods*—bimonthly.

They should make emergency parking arrangements—securing trucks assigned to them, driving and parking in groups, etc.

**Recommended Training Pamphlets.**—“Blackouts,” “A Training Guide for Emergency Drivers,” “Handbook for Emergency Drivers,” “Protection Against Gas,” “Handbook of First Aid.”

**Types of Insignia.**—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel button only.



DRIVERS CORPS

**Restrictions for Wear.**—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of “Drivers Corps” may wear this insignia on uniforms, arm bands, civilian-dress lapel buttons or in any “official” manner.

This insignia is protected by U. S. Letters Patent D-129,808. See page 32 for methods of purchase.



## Messengers

**Personnel.**—Young women—boys and girls (15 to 21 years)—should be able to ride bicycle or motorcycle.

### **Percentages of Workers Necessary per 1,000 of Population—**

Men	Women	Youths
1	1	6

**Duties.**—A reliable and efficient messenger group is vital to organization for civilian defense. Messengers are assigned to Air Raid Warden posts, to Control and Message Centers, to hospitals and First Aid posts, to fire stations, and police precincts. Under a rain of bombs, other communications may break down, but the messenger will somehow get the message through.

### **School and Training Courses Required—**

	First Aid	Fire Defense	Gas Defense	General	Drill
Hours,	10	3	2	5	2

**Periodical Group Practice.**—Individual workers must be *trained*, groups must be *organized*, groups must practice as *groups*. This is particularly true of messengers. Messengers should practice assembling at call at different points—relaying messages—reporting verbal messages. Minimum messengers' practice should consist of—*Hours*—2. *Period*—Bimonthly.

**Recommended Training Pamphlets.**—“Protection Against Gas,” “Fire Protection,” “First Aid in Prevention and Treatment of Chemical Casualties,” “Blackouts.”

**Types of Insignia.**—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons.

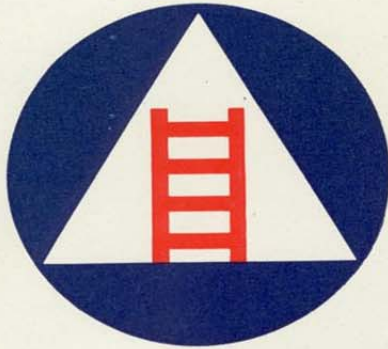
**Restrictions for Wear.**—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated “Messengers” may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons, or in any “official” manner.

This insigne is protected by U. S. Letters Patent D-129,806.  
See page 32 for methods of purchase.



MESENTERS





## Rescue Squads

**Personnel.**—Men—husky, resourceful, fearless.

**Percentages of Workers Necessary per 1,000 of Population—**

Men	Women	Youths
2		

**Duties.**—Air attacks provide special problems. Such responsibilities fall upon the Public Works, Fire, and other appropriate municipal departments. Rescue Squads must be organized to supplement these organizations, to rescue persons trapped in debris, and to shut off broken gas, electric, and water lines. Each squad consists of about 10 men, equipped with suitable protective clothing and the necessary tools and equipment for shoring up, tunneling, and minor demolition work, and for rendering emergency first aid.

**School and Training Courses Required—**

	First Aid	Fire Defense	Gas Defense	General	Drill
Hours,	20	10	5	5	2

**Periodical Group Practice.**—Individual workers must be *trained*, groups must be *organized*, groups must practice as *groups*. Group Rescue Squad practice, including assembly at designated points with equipment, should be on the following minimum schedule: *Hours*—2. *Periods*—Weekly.

**Recommended Training Pamphlets.**—“A Training Course for Rescue Squads,” “A Handbook for Rescue Squads,” “Fire Protection,” “Protection Against Gas,” “Handbook of First Aid.”

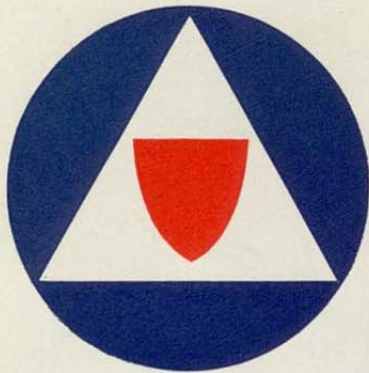
**Types of Insignia.**—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons only.

**Restrictions for Wear.**—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of “Rescue Squads” may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons, or in any “official” manner.

This insigne is protected by U. S. Letters Patent D-129,800. See page 32 for methods of purchase.



RESCUE SQUAD



## Auxiliary Police

**Personnel.**—Men—strong, good discipline, capable of commanding respect. May be enrolled direct by Police Department.

### Percentages of Workers Necessary per 1,000 of Population—

Men	Women	Youths
4		

**Duties.**—Police functions in which volunteers assist include: (1) Enforcement of emergency restrictions on lighting and prohibitions on trespassing; (2) guarding of docks, bridges, and factories to prevent sabotage; (3) traffic duty to facilitate movement of essential vehicles; (4) prevention of looting of partially demolished shops and homes; (5) assistance to air raid protection services before, during, and after a raid—assist police, enforce blackout, special guards, traffic control.

### School and Training Courses Required—

Hours,	First Aid	Fire Defense	Gas Defense	General	Drill
	10	3	5	5	5

**Periodical Group Practice.**—Individual workers must be *trained*, groups must be *organized*, groups must practice as *groups*. Group practice for Auxiliary Police, carried out under direction of local Police Chief and graduates of Training Schools should be scheduled on the following minimum basis: *Hours—2: Period—Weekly.*

**Recommended Training Pamphlets.**—“Blackouts,” “Protection Against Gas,” “Fire Protection,” “First Aid in Prevention and Treatment of Chemical Casualties,” “A Training Course for Auxiliary Police,” “Handbook for Auxiliary Police.”

**Types of Insignia.**—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons only.

**Restrictions for Wear.**—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated “Auxiliary Police” may wear this insignie on uniforms, arm bands, civilian-dress lapel buttons, or in any “official” manner.

This insignie is protected by U. S. Letters Patent D-129,803. See page 32 for methods of purchase.



AUXILIARY POLICE





## Bomb Squads

**Personnel.**—Men, usually selected from regular police for their special knowledge and training. May be enrolled direct by Police Department.

**Percentages of Workers Necessary per 1,000 of Population—**

Men	Women	Youths
1		

**Duties.**—Some of the bombs dropped in a modern air attack may fail to explode or may have delayed-action fuses. They must be removed at once to a place where they may be exploded without harm. Since this work requires an unusual degree of knowledge, skill, and devotion, it usually falls to a small group of picked men of the regular police force who have been carefully trained for this dangerous work.

**School and Training Courses Required—**

	First Aid	Fire Defense	Gas Defense	General	Drill
Hours,	10	0	2	5	2

**Periodical Group Practice.**—Individual workers must be *trained*, groups must be *organized*, groups must practice as *groups*. Bomb Squads group practice under direction of Police Chief and training school graduates should be thoroughly coordinated with assembling of equipment, trucks, etc.

Minimum time required for group practice: *Hours*—2. *Period*—Monthly.

**Recommended Training Pamphlets.**—“Protection Against Gas,” “First Aid in Prevention and Treatment of Chemical Casualties,” “A Training Course for Bomb Squads,” “Handbook for Bomb Squads,” “Blackouts.”

**Types of Insignia.**—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons.

**Restrictions for Wear.**—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of ‘Bomb Squads’ may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons, or in any “official” manner.

This insigne is protected by U. S. Letters Patent D-129,799.

See page 32 for methods of purchase.



BOMB SQUADS



## Air Raid Wardens

**Personnel.**—Men and women—natural leaders who inspire confidence.

**Percentages of Workers Necessary per 1,000 of Population—**

Men	Women	Youths
6	2	

**Duties.**—The Air Raid Wardens are to many people the personal representatives of Civilian Defense. They are not policemen and do not have police powers, but usually function as part of the police force and with its help.

An Air Raid Warden's post is organized to serve a unit of 500 people. It is accessible and plainly marked. Since at least one person is always on duty, four Air Raid Wardens usually are assigned to each post.

The Air Raid Warden's duties include: (1) Observing lights showing during a blackout and warning occupants of the building; (2) directing persons in the streets to shelter; (3) reporting to the Control Center any fallen bombs; (4) reporting fires to the Control Center and assisting in fighting incendiary bombs as soon as they fall; (5) detecting and reporting to the Control Center the presence of gas; (6) administering elementary first aid; (7) assisting victims in damaged buildings; (8) to set an example of cool efficiency under all conditions.

**School and Training Courses Required—**

	First Aid	Fire Defense	Gas Defense	General	Drill
Hours,	10	3	5	5	2

**Recommended Training Pamphlets.**—“Blackouts,” “Protection Against Gas,” “Fire Protection,” “First Aid in Prevention and Treatment of Chemical Casualties,” “A Training Course for Air Raid Wardens,” “A Handbook for Air Raid Wardens.”

**Types of Insignia.**—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons.

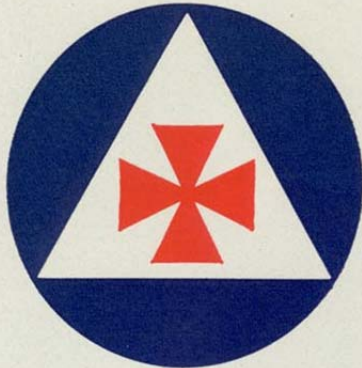
**Restrictions for Wear.**—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated “Air Raid Wardens” may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons, or in any “official” manner.

This insigne is protected by U. S. Letters Patent D-129,801.  
See page 32 for methods of purchase.



AIR RAID WARDEN





## Auxiliary Firemen

**Personnel.**—Men—strong, agile, good endurance, courageous. May be enrolled direct by Fire Department.

### Percentages of Workers Necessary per 1,000 of Population—

Men	Women	Youths
4		

**Duties.**—Since fire is one of the greatest threats in air attack, augmentation of the regular fire-fighting forces is necessary. A practical plan, used in Britain and already under way in a number of American cities, is the establishment of three auxiliary fire stations around each existing engine company. One officer or first-grade fireman is placed in charge of each auxiliary fire station and up to 30 enrolled volunteers, assigned on the platoon system, are allotted to each such station.

Their duties are similar to those of the regular fire-fighting forces—laying hose relays, operating small pumpers, and assisting the regular fire forces. They should equip themselves with suitable protective clothing similar to that worn by the regular forces.

### School and Training Courses Required—

	First Aid	Fire Defense	Gas Defense	General	Drill
Hours,	10	10	2	5	5

**Periodical Group Practice.**—Individual workers must be *trained*, groups must be *organized*, groups must practice as *groups*. Auxiliary Fire Group practice is carried out under instruction of Fire Chief and graduates. Local schools should be carefully coordinated with work of the regular fire department.

Minimum time considered necessary practice: *Hours*—2. *Periods*—Weekly.

**Recommended Training Pamphlets.**—“Fire Series No. 1,” “Protection Against Gas,” “Fire Protection,” “A Training Course for Auxiliary Firemen,” “Handbook for Auxiliary Firemen.”

**Types of Insignia.**—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons only.

**Restrictions for Wear.**—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated “Auxiliary Firemen” may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons, or in any “official” manner.

This insigne is protected by U. S. Letters Patent D-129,802.

See page 32 for methods of purchase.



AUXILIARY FIRE CORPS



## Fire Watchers

**Personnel.**—Men—alert, keen, fast reflexes, age not over-important. May be enrolled direct by fire department.

### **Percentages of Workers Necessary per 1,000 of Population—**

Men	Women	Youths
10		

**Duties.**—The menace of the fire bomb calls for unceasing vigilance and prompt, intelligent action. Fighting incendiary bombs as they fall is a duty in which all able-bodied citizens need training.

After the Fire Department has trained its own auxiliary forces, it instructs citizens in the area, under each Air Raid Warden's post, in the method of fighting fire bombs. The Air Raid Warden of each post then selects and enrolls the most alert and suitable persons to act as Fire Watchers. During an air raid alarm, the Watchers take up posts on roofs, in doorways, and at other vantage points in order to spot and reach fallen bombs quickly.

### **School and Training Courses Required—**

	First Aid	Fire Defense	Gas Defense	General	Drill
Hours,	0	3	2	5	2

**Recommended Training Pamphlets.**—"Protection Against Gas," "Fire Protection" "Handbook for Fire Watchers," "Blackouts."

**Types of Insignia.**—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel button only.

**Restrictions for Wear.**—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated "Fire Watchers" may wear this insignie on uniforms, arm bands, civilian-dress lapel buttons, or in any "official" manner.

This insignie is protected by U. S. Letters Patent D-129,807. See page 32 for methods of purchase.



FIRE WATCHER





## Demolition and Clearance Crews

**Personnel.**—Men—husky, dependable.

**Percentages of Workers Necessary per 1,000 of Population—**

Men	Women	Youths
2		

**Duties.**—After an air raid, streets may be filled with rubble, walls of partially demolished buildings may tilt dangerously, and streets may be blocked by bomb craters. Husky crews of enrolled volunteers, added to existing clearance forces, remove rubble from the streets and fill craters made by bombs or broken pavements. They are provided with equipment to raze unsafe walls and buildings. These crews operate ordinarily under the Public Works Department.

### **School and Training Courses Required—**

	First Aid	Fire Defense	Gas Defense	General	Drill
Hours,	0	3	2	5	2

**Periodical Group Practice.**—Individual workers must be *trained*, groups must be *organized*, groups must practice as *groups*. Group practice should be particularized on system and working control under adverse conditions, gas, noise, etc.

Minimum time for group practice should be—*Hours*—2. *Period*—Bimonthly.

**Recommended Training Pamphlets.**—“Protection Against Gas,” “Fire Protection,” “A Training Course for Demolition and Clearance Crews,” “Handbook for Demolition and Clearance Crews.”

**Types of Insignia.**—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons only.

**Restrictions for Wear.**—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of “Demolition and Clearance Crews” may wear this insigne on uniforms, arm bands, civilian dress lapel buttons, or in any “official” manner.

This insigne is protected by U. S. Letters Patent D-129,804.

See page 32 for methods of purchase.



DEMOLITION CREW



## Road Repair Crews

**Personnel.**—Men—husky, capable heavy work, long hours.

**Percentages of Workers Necessary per 1,000 of Population—**

Men	Women	Youths
2		

**Duties.**—Street or Road Repair Crews, augmented by civilian volunteers, restore normal flow of traffic as rapidly as possible after an air raid. These crews operate ordinarily under the Street or Public Works Department following up the rough clearance of the demolition crews. They smooth the road surfaces, repave with available material and restore road markings, fill holes, apply top dressing.

**School and Training Courses Required—**

	First Aid	Fire Defense	Gas Defense	General	Drill
Hours,	0	3	2	5	2

**Recommended Training Pamphlets.**—“Fire Protection,” “Protection Against Gas,” “A Training Course for Demolition and Clearance Crews,” and “Road Repair Crews.”

**Types of Insignia.**—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons only.

**Restrictions for Wear.**—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of “Road Repair Crews” may wear this insigne on uniforms, arm bands, civilian-dress lapel buttons, or in any “official” manner.

This insigne is protected by U. S. Letters Patent D-129,805.  
See page 32 for methods of purchase.



ROAD REPAIR CREW





## Decontamination Squads

**Personnel.**—Men—sturdy, dependable, age not over-important.

**Percentages of Workers Necessary per 1,000 of Population—**

Men	Women	Youths
1		

**Duties.**—The possibility that an attacking enemy may use war gas makes a Decontamination Squad necessary. Provision must be made for special treatment of clothing and equipment and also for chemical neutralization of streets and walls contaminated by the persistent liquids known as “blister gases” or vesicants. Specialized training and equipment are needed for this work. Instructors for the local defense organization receive training at Civilian Defense schools conducted by the War Department. The Health Department is particularly concerned with decontamination work.

### School and Training Courses Required—

	First Aid	Fire Defense	Gas Defense	General	Drill
Hours,	10	0	5	5	2

**Periodical Group Practice.**—Individual workers must be *trained*, groups must be *organized*, groups must practice as *groups*. Decontamination Squads group practice is important to team work between its different members in handling chemicals, controlling, loading equipment, etc.

Minimum practice time required: *Hours*—2. *Periods*—Bimonthly.

**Recommended Training Pamphlets.**—“Protection Against Gas,” “First Aid in Prevention and Treatment of Chemical Casualties,” “A Training Course for Decontamination Squads,” “Handbook for Decontamination Squads.”

**Types of Insignia.**—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel button only.

**Restrictions for Wear.**—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of “Decontamination Squads” may wear this insignia on uniforms, arm bands, civilian-dress lapel buttons, or in any “official” manner.

This insignia is protected by U. S. Letters Patent D-129,810.

See page 32 for methods of purchase.



DECONTAMINATION SQUADS



## Emergency Food and Housing Corps

**Personnel.**—Men and women—strong, capable, long hours, sympathetic.

**Percentages of Workers Necessary per 1,000 of Population—**

Men	Women	Youths
	1	

**Duties.**—Food and shelter must be provided for those whose homes have been damaged or destroyed by air raid or other disaster. Usually the Welfare Department has general responsibility for coordinating such emergency services. It is assisted by enrolled personnel and private organizations equipped to render assistance.

### **School and Training Courses Required—**

	First Aid	Fire Defense	Gas Defense	General	Drill
Hours,	10	0	3	5	20

**Periodical Group Practice.**—Individual workers must be *trained*, groups must be *organized*, groups must practice as *groups*. Emergency Food and Housing Corps require concentrated practice until proficient as teams of menu planners, purchasers, cooks, driers, washers, etc.

Minimum time should be—*Hours*—3. *Period*—Bimonthly.

**Recommended Training Pamphlets.**—“First Aid in Prevention and Treatment of Chemical Casualties,” “Protection Against Gas,” “Red Cross Canteen Course.”

**Types of Insignia.**—Arm bands, uniform sleeve insignia, collar and cap ornaments, and civilian-dress lapel buttons only.

**Restrictions for Wear.**—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of “Emergency Food and Housing Corps” may wear this insignia on uniforms, arm bands, civilian-dress lapel buttons, or in any “official” manner.

This insignia is protected by U. S. Letters Patent D-129,809.  
See page 32 for methods of purchase.



EMERGENCY FOOD AND HOUSING





## Nurses' Aides Corps

**Personnel.**—Women, intelligent, physically strong.

### Percentages of Workers Necessary per 1,000 of Population—

Men	Women	Youths
	6	

**Duties.**—Volunteer Nurses' Aides are intended to assist the nurse so that she may be able to serve a greater number of patients. Special training by the American Red Cross is necessary before women volunteers can serve in this field. Upon completion of this course of training, which has been prepared by the Office of Civilian Defense in collaboration with the American National Red Cross, Volunteer Nurses' Aides will become eligible to assist nurses in wards and out-patient clinics of hospitals, public health services, and will be assigned to Emergency Medical Field Units for duty in Casualty Stations and First Aid Posts.

### School and Training Courses Required—

	Spec. Amer. Red Cross	First Aid	Gas Defense	General	Drill
Hours,	80	20	2	5	2

**Recommended Training Pamphlets.**—"Protection Against Gas," "A Training Guide for Nurses' Aides," "Handbook of First Aid," "Textbook of First Aid," American Red Cross, and special pamphlets from American Red Cross.

**Types of Insignia.**—Sleeve and cap insignia, embroidered cloth only. Nurses' Aides who are members of Emergency Medical Field Units may wear the Caduceus symbol of Civilian Defense.

**Restrictions for Wear.**—Only enrolled workers who have satisfactorily completed training courses listed above and who have been properly designated as members of "Nurses' Aides Corps" may wear this insignia on uniforms, arm bands, civilian-dress lapel buttons or in any "official" manner.



NURSES' AIDES CORPS

This insignia is protected by U. S. Letters Patent D-129,798. Purchase of all Nurses' Aides insignia and uniforms is to be made through the American Red Cross.