FIRE PREVENTION IN ADMIRALTY ESTABLISHMENTS
AT HOME—TRAINING

ADMIRALTY, S.W.1,
7th January, 1943.

The following Order having been approved by My Lords Commissioners of the Admiralty is hereby promulgated for information and guidance and necessary action.

By Command of their Lordships,

[Signature]

Distribution Limited

To Commanders-in-Chief, Flag Officers, Senior Naval Officers, Superintendents or Officers in Charge of H.M. Naval Establishments, and Admiralty Overseers concerned.

Note:—The scale of distribution is shown in the Admiralty Fleet Order Volume, 1941, Instructions, paragraph 10.
107.—Fire Prevention in Admiralty Establishments at Home—Training

(C.E./M. 3121/42.—7.1.1943.)

With reference to A.F.O. 6236/42, Home Security Circulars 158/42 and 162/42 on the above subject are reproduced as Appendices I and II to this Order for information and guidance. The annex to H.S.C. 158/42, which deals with the organisation of street fire parties, has been omitted.

2. Attention is drawn to C.A.F.O. 2380/42 as regards supply of the A.R.P. publications quoted in the appendices to this Order.

APPENDIX I

Home Security Circular No. 158/42
Compulsory Training of Fire Guards

In Home Security Circular No. 182/42 and Scottish Home Department Circular No. 5022 local authorities were informed of the steps being taken to increase the number of Fire Guards by realizing the fullest use of the man-power available and by ensuring that the efficiency of Fire Guards should be raised to the highest pitch by their being required to undergo compulsory training. Further particulars are given in H.S.C. 158/42, which is being issued to local authorities to-day. Since the issue of the circular of 1st instant it has been decided to apply compulsion for fire prevention instruction will be much greater than previously contemplated.

The utmost importance is attached to securing that the training given should be as good as possible and that it should be carried through with the utmost despatch. Local authorities should aim at completing the stirrup-pump and fire-hut drill for all business premises (and government premises) and (subject to certain conditions) in residential areas.

2. The provisions relating to (a) the compulsion of women, and (b) compulsory training, will be embodied in Orders amending the Compulsory Enrolment Order and the Business Premises Order which will be issued in the next few days. Copies will be sent to local authorities as soon as supplies are available.

3. The method of giving warning and communicating information, and the methods of dealing with the situation created by the use by the enemy of new types of bomb.

4. The instructions prescribed in these handbooks will need to be modified to deal with the situation created by the use by the enemy of new types of bomb. The portions affected are pages 15–19 (both inclusive) in A.R.P. Handbook No. 14 and pages 18–30 (both inclusive) in Handbook No. 9. Full details are given in the annexes to H.S.C. 158/42 issued to-day.

5. If it is of the utmost importance that all concerned should realise that training is not something which has to be done once and, when it is over, nothing more is required. The contrary, there must be constant practice in order that Fire Guards may be thoroughly efficient at all times, and that they may at once be given
16. The growing shortage of fire guards has led to a great development of the system of block schemes embracing both business and other premises. Similar joint arrangements will be helpful in regard to such matters as the arranging of lectures and the fixing of rota for attendance of fire guards at the fire hut. This should be a regular duty of the Head and Senior Fire Guards.

(E) The Supply of Instructors

17. Local authorities will need to strengthen their existing training organisations to secure additional instructors and to arrange that those fire guards who show the most initiative while under instruction should in turn instruct other fire guards as soon as they have completed the necessary course. Naturally, local authorities will rely largely for instructors on persons who possess the qualification A.R.P.S., or L.A.R.P.; but in view of the large number of fire guards to be trained, the instructors likely to be available from this source will need to be supplemented in some areas by others who have undergone only a shortened course consisting of the full fire prevention portion of the L.A.R.P. course. Fire guards who are willing to act as instructors should be asked to volunteer for such shortened courses. These courses should be started by local authorities as soon as possible. Where the local authority is not a scheme-making authority, it should concert arrangements for these courses with the scheme-making authority. Regions should be consulted in regard to these arrangements. These instructors will be eligible for the normal fees. These will rank for grant in the ordinary way.

18. The fire guard has been declared to be part of the Warden's Service and full advantage of the knowledge and experience of the wardens should be taken in training fire guards.

19. In many areas the local authority will wish to secure the assistance of the N.F.S. in the training of its fire guards, more particularly in those cases where equipment heavier than the stirrup pump is provided or where more advanced instruction (e.g. ladder drill) is required. Arrangements have therefore been made by which officers of units of the N.F.S. have been authorised on application from the local authority to render every assistance in their power in this matter, consistent with the proper discharge of their own essential duties. Local authorities requiring assistance from this source should apply direct to the officer commanding the local unit of the N.F.S.

20. Additional copies of this circular are enclosed for the Chief Financial Officer of the local authority with reference to paragraph 11) and for the Fire Guard Staff Officer or corresponding official.

APPENDIX II

Home Security Circular No. 162/42

Syllabus of Fire Guard Training

1. The model syllabus of Fire Guard Training referred to in paragraph 7 of H.S.C. 158/42 is attached hereto.

2. The syllabus sets out the training which is essential for all fire guards. It is, however, recognised that in purely residential areas the premises to be guarded may not be equipped with hydrants, hoses or chemical extinguishers mentioned in Section B, nor necessarily with all the items mentioned in Section C (iii). Subject to the above and to the modifications indicated in Section E.4, the training of all fire guards, whether guarding business premises, public non-business premises such as churches and halls, or residential premises, should be identical.

3. Information with regard to the supply of instructors and financial arrangements has already been issued in H.S.C. 158/42.

4. During the next few weeks local authorities should concentrate on the training of fire guards in their primary task of fire prevention. At a later date, for their own increased safety, fire guards should receive basic training in:—

(a) the general organisation of civil defence;

(b) elementary methods of protection against high explosive bombs;

(c) the properties of, and means of protection against, war gases;

(d) the elements of first aid.

5. Additional copies of this circular and syllabus are enclosed for the Fire Guard Staff Officer or corresponding official.

6. This circular is issued by direction of the Minister of Home Security.

Fire Guard Training Syllabus.

A. Theoretical Training

Instruction to be given by an air raid warden, or head or senior fire guard who has completed the course of training as laid down in Appendices A and B of A.R.P. Training Manual No. 2, or by a member of the N.F.S. authorised by his superior officer, or by a person who has qualified in the incendiary bomb portion of the L.A.R.P. Course.

(i) The object and method of incendiary bomb attack and consequent need for the fire guard.

(ii) Types of incendiary bombs with special reference to:—

(a) the 1 kilo incendiary bomb. (A.R.P. Handbook No. 14.)

(b) the 1 kilo incendiary bomb with the small explosive charge (A.R.P. Handbook No. 14.)

(c) the 1 kilo incendiary bomb with the large explosive charge (Midnight Watch No. 11.)

(d) incendiary bombs containing phosphorus. (Leaflet issued by the Ministry of Home Security dated August 1st, 1942, "How to deal with incendiary bombs and other devices containing phosphorus.")

(iii) Methods of dealing with incendiary bombs including methods of taking cover. (Midnight Watch No. 11.)

(iv) The importance of reducing fire risks by the clearance of roof spaces, lofts, attics and yards of inflammable material, and by the removal of inflammable material from the vicinity of windows and doors. (A.R.P. Handbook No. 13.)

(v) The danger of fires originated by burning embers or radiant heat from nearby burning buildings, even long after the enemy attack has ceased. (A.R.P. Handbook No. 13.)

(vi) Equipment. Its use, care and maintenance. The stirrup pump, scoops, torches, whistles, axes, ceiling hooks, water containers, reserve water supplies, and internal hydrants. (A.R.P. Handbook No. 14.)


(viii) Fire Fighting Hints and General Hints to Fire Guards. (Part II, paragraphs 8 and 9 of A.R.P. Handbook No. 14.)

B. Practical Training

Instruction to be given by any of the classes of persons authorised to give instruction under A above:—

(i) Stirrup pump drill both dry and wet. (Appendix A, A.R.P. Handbook No. 9 and A.R.P. Handbook No. 14.)

(ii) Alternative methods of fighting fires, including use of chemical extinguishers where installed. (Appendix B, A.R.P. Handbook No. 14.)

(iii) Ladder drill, in conjunction with stirrup pump drill, for those who volunteer to receive this training.

(iv) Use of internal hydrants and hose reels where installed.

(v) Smoke drill in the fire hut.

(vi) Practice in extinguishing A.R.P. practice incendiary bomb and fires in the fire hut. (A.R.P. Handbook No. 9 and Midnight Watch No. 11.)
C. Tactical Training

Instruction to be given by the occupier of the premises or by some person authorised by him, or in the case of a joint scheme by the organiser or by some person authorised by him, or in the case of a street party by the leader with the co-operation of occupiers.

(i) The organisation of the fire guard with particular reference to the functions of the street fire party leaders, street captains and senior fire guards; methods of securing the discharge of equivalent functions at business premises for which the local authority is the appropriate authority. (Midnight Watch No. 11.)

(ii) The importance of leadership and discipline.

(iii) The layout of all premises included in the scheme under which the party is operating, including:

(a) means of obtaining keys to any portion which must normally be locked;

(b) means of access to all parts of the buildings, particularly roof spaces, entrances and exits, staircases, fire escapes, hydrants, main gas and electric controls, telephones, and special fire risks;

(c) position of fire guard equipment including stirrup pumps, water containers, water reserves, axes, ceiling hooks and torches;

(d) position of suitable cover for a team combating explosive incendiary bombs.


(v) The action plan for the party, including means of communication between the leader, watchers and teams.

(vi) Means of communication with neighbouring parties, with the senior fire guard of the area, and with the wardens in regard to the fall of bombs, reinforcements, etc. (A.R.P. Handbook No. 14.)

(vii) Means of communication with the N.F.S. (A.R.P. Handbook No. 14.)

(viii) Action to be taken if a fire is getting out of control.

D. Trailer Pump Training

Trailer pumps have been issued to certain local authorities for allocation to particular buildings or fire risks within their areas. Teams for these pumps will be trained by members of the N.F.S. according to instructions laid down in the pamphlet "Instructions to Fire Parties in the Operation of Light Trailer Pumps," 1st edition, July, 1942.

E. Notes on the Method of Training Fire Guards

1. Instruction should be begun forthwith on tactical training, Section C of the syllabus, and every fire guard should within the next four weeks be made familiar with the premises he is guarding.

2. The instructor in tactical training should teach fire guards the layout of premises they guard by conducting them in teams of three (in no case should the number of fire guards in a conducted group exceed four) over every inch of the premises including roofs, basements and cellars. The reconnaissance of the premises should be made first in dayling and subsequently after blackout with normal lighting extinguished. Large scale plans of the premises should be exhibited where convenient for reference by fire guards.

3. The training once given must be frequently rehearsed. At least one hour of each fire guard's period of duty should normally be occupied in stirrup pump drill and in tactical exercises which constantly test his knowledge of all parts of the buildings and all aspects of the fire prevention scheme.

4. In the case of business and other non-residential premises there should be a tactical rehearsal each night for the team on duty. Such rehearsals should be carried out by the person in charge for that night of the fire prevention arrangements at the premises. In residential areas, periodical but not nightly rehearsals should be held for the duty team; and at longer intervals, rehearsals for the whole party. Rehearsals should be used as an opportunity for checking the presence and condition of equipment, and the preparedness of the premises to withstand an incendiary attack.

5. When fire guards in a group of neighbouring schemes are competent in the technique of fire bomb fighting and in tactics concerned with their own premises, more elaborate tactical exercises should be devised involving a number of fire guard parties, the Warden's Service and the N.F.S.

6. Normally the instruction in Section A of the syllabus should be given in two lectures lasting 45 minutes each. Occupiers of neighbouring business premises may find it convenient to arrange for their fire guards to attend the lectures at a central point to be mutually agreed. The practical training at the fire hut can be given to ten fire guards in approximately two hours.

7. The official handbooks to be used in training fire guards are A.R.P. Hand­book No. 9 (2nd edition, March, 1942) and A.R.P. Handbook No. 14, as modified by amendments issued from time to time.

(C.A.F.O. 2330/42 and A.F.O. 6236/42.)
D. **Trailer Pump Workshop**

Trailer pumps have been issued to certain local authorities for allocation to particular buildings or fire risks within their areas. Terms for these pumps will be trained by members of the N.F.R., according to instructions laid down in the pamphlet "Instructions to Fire Parties on the Operation of Light Trailer Pumps" 1st edition, July, 1912.

### Notes on the Method of Training Fire Guards

1. **Instruction** should be begun forthwith on tactical training, Section C of the pamphlet, and every fire guard should be within the next four weeks made familiar with the premises he is guarding.

2. The **instructor** in tactical training should teach fire guards the layout of premises they guard by conducting them in teams of three (in case of the number of fire guards for a continued group exceed four over every four of the premises including roof, basements and cellars). The instructions, which should be given at first in daylight and subsequently after blackouts with artificial lighting extinguishing. Large-scale plans of the premises should be displayed where convenient for reference by fire guards.

3. The **training** once given must be frequently reenacted. At least one hour of each fire guard's period of duty should normally be occupied in group pump drill and in tactical exercises which constantly test his knowledge of all parts of the buildings and all aspects of the fire protection scheme.

4. In the case of business and other non-residential premises there should be a night rehearsal each night for the team on duty. Exercise should be varied, but by the period always for that night of the fire protection arrangements of the premises. In residential areas, performed but not nightly, rehearsals should be held for the duty team, and at longer intervals, rehearsal for the whole party. Rehearsals should be used as an opportunity for checking the premises and condition of equipment, and the preparedness of the premises to withstand its auxiliary attack.