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Air raid protection black-out : general information and instructions for employees.

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Air Raid Protection

Black-Out



**General Information and
Instructions for Employees**



MANITOWOC SHIPBUILDING COMPANY
MANITOWOC, WISCONSIN

AIR-RAID ALARM SIGNALS

CODE: Emergency Air-Raid or Blackout Warning

Four short and one long blast of whistles, repeated four times at two minute intervals.

ALL CLEAR SIGNAL

Two short blasts of whistles repeated six times at two minute intervals. Turning on of lights.

FACILITIES FOR SOUNDING ALARMS

Present and supplemental plant whistles and sirens will be sounded upon proper receipt of signal as directed by Chief-of-Air-Raid-Protection, to warn all employees for Air-Raid and Blackout emergencies. Use of messengers or other means of notification may be employed to assure adequate warning for all employees, wherever located while on duty.

**IT IS THE DUTY OF ALL WARDENS TO SEE THAT
ALL EMPLOYEES IN THE AREA THEY ARE SERV-
ING, ARE PROMPTLY WARNED.**

COMMUNICATIONS

Yard Control — Guard Office
Main Gate
Dial 304

COMMUNICATION CENTERS

Warden Station
Joiner Shop Office
Dial 305

Warden Station
Power House
Dial 310

Warden Station
Pipe Shop Office
Dial 309

Warden Station
Main Tool Crib
Dial 348

Warden Station
Mold Loft
Dial 306

Warden Station
Asst. Supt. (A. Steel's Office)
Dial 255

Warden Station
Safety Office — Dial 349

Warden Station
Boiler Works
Timekeeper's Office
Dial 329

YARD HOSPITAL — Dial 318

All telephones must be reserved for communications between Guard Office Control and Warden Stations and other communication centers, by Air-Raid-Protection personnel only.

**OTHERS MUST NOT
ATTEMPT TO USE TELEPHONES.**

GENERAL INSTRUCTIONS

FOR EMPLOYEES NOT ASSIGNED TO SPECIAL DUTIES

Immediately upon the Sounding of the Alarm Signal:

1. All machine operators will shut off power and also pilot light and stand by their machines.
2. All air machine men will shut off air at machine and at manifold and stay at manifold.
3. Welders will shut off machines and stay with machine.
4. Burners will shut off gas at gauges and remain nearby to protect bottles.
5. Crane men will shut off power and light and remain with crane.
6. Slab furnaces to be shut down to minimum and doors kept closed.
7. Truck drivers park at roadside and put out lights.
8. All machines must be inspected before resuming operations. Do not attempt to restart machines until after "All Clear Signal" and lights are on.
9. No one is to attempt to leave the plant or to use telephones or other communication systems. CAUTION: Keep calm and avoid movement. You may be injured or cause injury to others by moving about.
10. In addition to the regular staff at the First Aid Hospital other First Aid Stations and trained men will be at all Warden Stations ready to assist in case of accident. The protection and policing of the yard will be thoroughly covered by those assigned to various duties. Therefore, your greatest contribution to the efficiency of the program if you are not assigned to duty, is to remain where you are during the blackout and remain calm. Do not smoke or use lighters or flashlights during a blackout.

FOR EMPLOYEES ASSIGNED TO SPECIAL DUTIES

All Division Chiefs will report at Control Center at Guard Office. All Assistant Chiefs will report to their respective area headquarters.

Wardens on duty will report to their Warden Stations. It will be the Warden's responsibility to see that all his assistants are at their posts and report to Control Center immediately after the placing of these men. All Fire Captains of hose companies on duty will promptly assemble their hose companies at the Hose House in their own area.

Electricians will report to their stations and assume duties as previously instructed.

Sprinkler men will report to their stations at sprinkler valves where assigned, to assume duties as previously instructed.

All First Aid Crews will report to Wardens in areas assigned and stand by.

FOR EMPLOYEES ON BOATS UNDER CONSTRUCTION OR REPAIR

The boat foreman will act as Warden for boats under his charge.

Assistant will act in capacity as directed by Warden.

All men should be cleared off of staging, ladders, or exposed places.

The men in the boats must remain in the boat.

Movements of men in the boats must be kept at a minimum.

DUTIES OF MEN ASSIGNED TO AIR RAID PROTECTION

Wardens: First, to see that all men are at their proper stations. Second, report same to control Center. Third, see that all employees within his area, wherever located, within or out of doors, are promptly warned. Fourth, provide for blackout checking and maintain discipline and morale of employees.

Assistant Wardens: Will report to their Wardens immediately. In the absence of the Warden, Assistant Warden will assume duties of Warden.

Fire Watch: Will go to assigned stations. In case of fire, one watcher will report fire to Warden while second watcher remains at his post.

Messengers: Will report to Warden and place themselves at his disposal.

Auxiliary Guards: Will report to assigned stations and comply as previously instructed.