FORWARD. This circular is prepared for the information of all personnel attached to the Hospital Staff and deals with the steps which have been taken to implement a routine scheme of Air Raid Precautions, designed for the purpose of affording protection for the patients, staffs and visitors of this institution. No scheme, no matter how realistic it may be created, can be effective without the complete co-operation and co-ordination of every member of the staff. To achieve this effectiveness I appeal to all members of the staff to practise their lot in the general scheme so that if and when we are called upon to bring the precautions into action, we will acquit ourselves with credit.

PERSONNEL.
Special Warden: W. Robinson, Secretary.
Deputy Wardens: J.W. Short and R. Foster.
Warden for Hospital Building: Matron A.P. Chapman.
Warden for Nurse's Quarters: Sister I. Miller.
Warden for Sister's Quarters: Sister F. Dibdin.
Warden for Domestic Quarters: Miss A. Couglin.

WARDEN'S POST. Secretary's Office.

FIRST AID POSTS.
Squad No. 1. Nurse's Home, front sitting room.
Personnel: Sister D. Butler (Cptn.), Nurses M. Withers, K. Martin, M. Falls, L. Kellock and Miss O. Bradley.
Squad No. 2. Theatre hall in main building, ground floor.
Personnel: Nurse M. Pike (Cptn.), Nurses M. Dill, M. Sharp, F. Benson, N. Scott and Miss M. Burns.

Equipment available for each squad includes Stretcher, Blankets, Splints, Bandages, Dressings and Antiseptics.

FIRE FIGHTING SQUADS AND SPOTTERS.
Fire Fighting Squads who act as spotters for that particular building, are as follows:

Location.
Female Ward Dressing Room.
Male Surgical Ward.
Nurse's Home.
Out-Door Block.

Personnel.
Nurses H. Goff, M. Tinlon and H. Fisher.
Nurse S. Moore, Miss C. Scott and Miss J. McCusker.
Miss B. Laverick, Miss L. Mackey and Miss J. Charlton.
Miss M. Halley, Miss M. Wood and Miss O. Seggie.

Fire Fighting equipment includes Water Fire Hoses, Chemical Extinguishers, Stirrup Pumps and Sand Units. The location of these units is contained in detail in Air Raid Precautions Instruction Sheet No. 7, to which all should refer to be familiar with the location of all fire fighting equipment.

RESCUE SQUADS.
The Male Staff available at the time, i.e. those not required for maning the ambulances, will be the rescue squad.

SIREN.
The Hospital siren is a whistle attached to the Boiler and will be blown when the alarm is heard from the other source of warning, these are the Mine whistles and a siren at Kurri Kurri.

WARNINGS.
The Air Raid Alarm consists of a series of intermittent blasts for a period of three minutes.
The All Clear Signal is a continuous blast for two minutes.

CENSUS OF OCCUPANTS.
The Warden of each building will keep a census of the occupants of each building.
COMMUNICATIONS.

The Hospital telephone service is the means of communication between the Warden's Post, First Aid Squads, Fire Fighting Squads and other locations.

SHELTERS PROVIDED.

Shelters of trench design, which will be covered, are provided as follows:-

- One series of trenches at rear of Nurse's Home, one trench in front of Isolation and one series of trenches at rear of Children's Block.

ALLOCATION OF OCCUPANTS TO SHELTERS.

- Nurse's Home shelters shall house Sisters and Nursing Staff off duty, Female Ward patients, visitors and staff.
- Isolation Shelter for Isolation patients, visitors and staff.
- Children's Block Shelter for Male Ward patients, visitors and staff, Children's Ward patients, visitors and staff and Domestic Staff.

BLACKOUT FACILITIES AND SHATTERPROOFING OF WINDOWS.

The following portions of the buildings are blacked out by means of blinds and fixtures, the blinds will be required to be drawn and fastened on hooks provided, these parts are also made shatterproof. They are:-

- All bottom flat of Main Hospital Building, including Wards, Annexes, Offices, Day Rooms, Halls, Dressing Rooms, Operating Theatre, Kitchen, Dispensaries and Servitories.
- Nurse's Home. Front sitting room, Entrance Hall Doors and Hallway, and Bathroom Block.
- The Nurses' Recreation Room is blacked out.
- Sister's Quarters. Entrance door and hall, Recreation Room and Bathroom Block.
- Out-Door Block. Entrance Doors, Halls and Secretary's Office.
- Female Ward Floor. Maternity Room and Nurses Room.
- Isolation. Day Room and Wards are blacked out.
- Boiler House is blacked out.

CURTAILMENT OF SERVICES.

In the event of active Air Raids, the following services will be eliminated altogether:-

(A) Light and Power.

This will result in absence of all light and power from the mains. Emergency lighting is provided as follows:-

- Supplies of light from batteries for Male Ward, Halls and Operating Theatre.
- Kerosene lamps will be placed in the following locations:- Hospital, Offices, Dressing Room and Halls.
- Nurse's Home. Halls and Recreation Rooms.
- Sister's Quarters. Hall and Recreation Room.
- Out-Door Block, Hall and Secretary's Office.
- Kitchen Block. Kitchen and auxiliary rooms where necessary.
- Torches and Lanterns will be available for other portions of the hospital buildings, these must be effectively hooded during a blackout.

- Passenger Lift. The use of the lift is prohibited during air raids and will of course be out of use when the power is turned off. Don't make any attempt to use the lift after a warning is received.

- Steam Services. Sterilizing and Cooking by steam will be out of use. Kerosene tins on Day Room and Kitchen Fires will serve for sterilizing purposes, whilst cooking will be served by Kitchen and Day Room fires if necessary.

- Failure of Water Supply. In the event of the water supply failing, the hospital will rely on its own source of supply, the emergency underground well, this water will be pumped through the existing service mains. Tanks will also contain water for use in these circumstances, these are situated at the Nurse's Home side entrance and adjoining the Operating Theatre near Dining Room.
WHAT TO DO IN CASE OF AIR RAIDS

When an alarm is received, do be calm and if one or two minutes are taken to collect one's thoughts and decide on what action is called for, that time is well spent.

The following is a resume of the action necessary.

Sisters on Duty. Depute the staff under her care to carry out the following duties in that sequence.

Nurses on Duty. Report to sister in charge at once for directions in the following:-

(a) Reassure patients and visitors, if any, that they will be taken care of.
(b) Blackout facilities to be brought into use if a night raid.
(c) Emergency light to be brought into use, if required.
(d) Fill all available baths with water.
(e) Turn off all steam services, e.g. sterilizers.
(f) Proceed with the general scheme of evacuation.
(g) If a member of a squad, ask sister's permission to go to post.

Sisters and Nurses off duty.

(a) Blackout facilities available to be brought into use, light emergency lights where provided, if a night raid.
(b) Fill baths with water.
(c) Take warm clothing (if required) and either go to shelter or to post if a member of a squad.

Maids on and off duty.

(a) Blackout facilities to be brought into effect and light emergency lights if a night raid.
(b) Fill all suitable containers with water.
(c) Go to post if a member of a squad or go to shelter.

Men on duty. The male staff shall:

(a) Blackout the Boiler House and Theatre window, if a night raid.
(b) Take down steam supply, except the supply to the engine for emergency water supply.
(c) See that this water supply is ready for use.
(d) See that all entrances in front of Hospital are ready for traffic.
(e) Have ambulances ready for duty and disperse them to various directions.
(f) Assist in general scheme of evacuation of patients to shelters.
(g) Report to Warden's Post for ambulance calls.

GENERAL SCHEME OF EVACUATION TO SHELTERS.

Male Wards. All patients, walking and cot, together with visitors and staff shall go into the Male SURGICAL Ward, then all patients walking and those which can be moved together with those staff deputed and visitors will be guided to the shelters, at rear of Children's Block. The route to be taken is as follows: - Exit at rear of main building to Out-Door Block; front entrance, through that building to Children's Block entrance, then to rear of building and shelter.

Immovable patients shall remain in the Wards, on beds made on the floor under the bedstead on which a mattress will be thrown for protection. Some members of the Staff will remain with them. Other beds should be kept ready for admission of casualty cases.

Female Wards. The female wards shall be evacuated entirely to the Male MEDICAL Ward. Stretchers, Chairs and Wheel Chairs shall be used to vacate the cot patients, but not the lift.

The patients walking and capable of being moved shall be lead to shelter at rear of Nurse's Home by this route: - From the rear of the main building to shelter.

The immovable patients shall be treated similarly to those in the Male Wards, on mattresses under the beds with mattresses over the bed for protection and staff shall remain with them and provision for beds for casualty cases provided.

Isolation. The staff and patients shall be lead to the shelter immediately in front of the building.

Children's Ward. The staff, patients and visitors shall be lead to the shelter immediately behind their block.
CONDUCT IN SHELTERS.

The members of the staff are charged with the maintaining of order and propriety whilst in the shelters. Provisions will be made for seating accommodation, lighting, water, ventilation and sanitation.

DUTIES OF FIRST AID SQUADS.

Having reported to their posts, the Captain of each squad shall report to the Warden's Post (Secretary's Office) by telephone, the fact that her squad is on duty.

When a call is made the injured party shall be treated on the spot and then taken to the casualty wards, which are:- Males - Male Surgical Ward. Females - Male Medical Ward.

A brief record of each case shall be kept showing Name of person injured, Sex, Locality where person was injured and brief nature of injuries. These reports shall be handed to Warden's Office after all clear is sounded.

Where the squad cannot cope with the number injured, advise the Warden's post immediately for further aid.

Speed in having the patient taken to the casualty ward is essential.

DUTIES OF FIRE SQUADS.

Having reported to their posts, the Captain of each squad shall report by telephone to the Warden's Post (Secretary's Office) that her squad is on duty.

The Fire Squads duty is to patrol the building in which they are stationed, to observe fires started by incendiary bombs and to extinguish them and to effectively deal with the bombs. The following equipment is available:- Fire Hoses, Chemical Extinguishers, Sand Units, and Stirrup Pumps; the latter are very few and are only available in certain buildings. The exact location of all fire fighting equipment is contained in Air Raid Precautions Instruction Sheet No. 7, of which all should be familiar with.

Special instruction and demonstration to deal with incendiary bombs will be made available for the Staff shortly.

Re-charge units for the Chemical Extinguishers will also be made available and the location and use of these units will be made known to the Fire Squads.

A brief record of the number of fires and bombs dealt with, their location and result, should be made and lodged with the Warden's Office after all clear is sounded.

Before fires get out of control, if assistance is required, contact the Warden's Post immediately for help.

RESCUE SQUADS.

The men available will report to the Warden's Post (Secretary's Office) to be on call for this duty.

ALL CLEAR.

The all clear signal will sound immediately all danger is passed, the patients will be escorted back to their respective wards, all services shall be placed into use.

The females will be taken back to their separate ward thence upstairs to Female Wards.

Care and attention to avoid confusion in the return to the Wards is also required.

The members of the staffs shall return to their various quarters. Members of squads shall send in reports and report off duty at the Warden's Post.

CONCLUSION.

Much is asked of every member of the staff should we be subjected to Air Raids, and much will be expected. The Hospital has a service to perform to the public, a service which will probably be taxed to the utmost should such a calamity occur. It behoves us then to do all we can to prepare ourselves with a realism of what we have to do, what we can do and what we will do when the time arrives, if it does, for us to place into effect this scheme of precautions for safety against air attack.

I do sincerely solicit your active co-operation to make our co-ordinated tasks the easier in difficult times.

W. Robinson. Special Warden.