Chapter-V

WARDEN SERVICES AND WARDEN POSTS

Introduction

At the time of emergencies there shall be a need to organize local response mechanism in order to rapidly provide assistance to the affected population and coordinate relief measures to boost the public morale. This objective can be only achieved by selection / designation of persons of repute , influence, courage, personality and who have a sound knowledge of the locality as well as aptitude to social service. These local Civil Defence leaders will be able to advice, assist and generally serve as a vital link between the public and the authorities. A formal organized service of public representatives will be undertaken and identified as Warden Services. To provide for this an Air Raid Warden's Service will be organized.

The persons enrolled as Wardens shall not be a member of the Territorial Army or liable to be recalled as a reservist to the Defence Forces or are employed with Police Force or Fire Service or Home Guards or any other statutory obligation undertaken in an emergency. The Wardens will perform the following duties:

Organization of the Wardens Service

The Controller of Civil Defence will designate an Executive Head of the Warden's Service that shall be called Chief Warden or Officer Commanding Warden Service for the district with a Deputy Chief Warden. Further, the controller shall designate Assistant Chief Wardens for every five divisions in the district.

Under the authority of the Controller, the Chief Warden shall divide the district into divisions of 2 lakh each that shall be administered by a Divisional Warden with the assistance of a Deputy Divisional Warden. They will be responsible for selection, enrollment, training and administration of all the Post / Sector Wardens.

The Division will be further sub-divided into 10 Warden Posts with each post approximately controlling 20,000 people in heavily populated districts and 10,000 people in sparsely populated districts. Each post shall be placed in charge of a Post Warden. He will be assisted by a Deputy Post Warden selected from amongst the Sector Wardens who will also act as his relief. In order to have better control and co-ordination, the warden post will be further sub-divided into 5 sectors of approx. 4,000 population and 2 Sector Wardens designated to look after each sector. The Post Warden will be in overall charge of all sector wardens in the post area and shall be responsible for the training and administration of all wardens and volunteers within his post area. The Warden Posts in a division will be indicated by an identification code relating to their respective area such as Warden Posts in Karol Bagh division will be identified as KB1, KB2, KB3 and so on. Similarly, Sectors attached to Warden Post KB1 shall be designated as KB1A, KB1B, etc.

The Training of Wardens & Volunteers shall be organized at Division level under the supervision of Dy. Divisional Warden. Every division will be authorized two Part-time Instructors with two volunteer Training Assistants who should have knowledge of computers & typing. Every Warden Post in the division shall have 2 Information Assistants for preparation and transmission of reports/ messages. The

Divisional Wardens will ensure enrollment of a 25 per cent reserve on the authorized manpower and organize collective training.

Structure of Warden Service in a District of 20 lakh Population		
1.	Chief Warden	1
2.	Dy. Chief Warden	1
3.	Assistant Chief Warden (1 per five divisions)	2
4.	Divisional Warden	10
5.	Deputy Divisional Warden	10
6.	Post Wardens (1 per 20,000 population)	100
7.	Deputy Post Wardens (1 per 20,000 population)	100
8.	Sector Wardens (2 per 4,000 population)	1000
9.	Part-time Instructors	20
10.	Training Assistants	20
11.	Information Assistants (2 per 20,000 population)	200
	Total	**1,464**

The Chief Warden, Deputy Chief Warden, Assistant Chief Warden, Divisional Warden, Deputy Divisional Warden and the Post Warden must involve themselves in planning, organizing, control and co-ordination of all volunteers in their respective areas including allocation of responsibilities. The Warden Post will however remain the functional reporting station for all damage reports due to any emergency to the control / sub-control center on CDM-1 format and all Sector Wardens will provide information to the Warden Post for their respective sectors.

Duties

- Implement all instructions issued by the Controller from time to time.
- Advice residents of his locality on Civil Defence measures during any emergency for survival and assistance to others.
- Organize self-help parties from among the residents to deal with immediate rescue, fire fighting, basic life support and public safety measures.
- Assist in selection and enrollment of volunteers for Civil Defence Services.
- Assess Damage post emergency and submit Damage Assessment Report of his locality.
- Guide and assist the Civil Defence / Emergency Services in their operations.
- Advice persons on the necessity to take shelter after warning / alert.
- Report immediately any outbreak of fire to the Fire & Emergency Services.
- Familiarize and study his sector (also in the hours of darkness) so that he can find his way out without hesitation in an emergency.
- Keep his Warden diary updated.
- Remain calm in order to prevent panic and share authentic information to prevent rumours.
- Reconnoiter his sector at regular intervals to know location of emergency resources such as fire station, hydrants, nursing homes / hospitals, public telephones, ambulances, etc.
- Keep abreast with local weather conditions through IMD Weather website.

- Assist local Police in tenant verification and check for vacant houses.
- Augment public warnings through -

    - A succession of short blast on the whistle to indicate incendiary bombs attacks.
    - "Action Warning" by a short blast followed by a long blast on whistle repeated at intervals of three seconds.
    - "Raiders Passed" signal by two long blasts on the whistle repeated at intervals of three seconds.
    - Announcements on Megaphone to alert against any extreme weather event / industrial hazards with a alert message posted at the warden post and forwarded through sms.

- Maintain a household register for each sector as a management information system on resident population both day & night.
- Advice residents on emergency sanitation, preservation of water, obscuration of lights, care of animals etc.
- Assist Collection organizers for collection of voluntary emergency clothing.
- Implement Incident Management & Control measures pending arrival of Incident Commander and select pre-designated facilities like safe zone boundaries, command post, medical aid post, Ambulance loading point, parking space for emergency vehicles, control of traffic, temporary mortuary, etc.
- Organize Emergency Rescue Operations, render Basic Life Support, Evacuate survivors to safe zone and injured to hospitals / medical aid posts. Render any other assistance as may be necessary pending arrival of specialized services.
- Identify, assess and report UXB's. Enforce safe perimeters and cordon off the area. Evacuate at risk population and assist bomb disposal teams.
- Handover the deceased to Corpse Disposal Squads.
- Render assistance to homeless people, pending their dispersal to Rest centers.
- Disseminate information to people regarding welfare / relief measures and assist in reduction of losses such as clothing, identity cards, rations, repairs to houses, whereabouts of relatives etc.
- Organize vital emergency equipment like ladders, ropes, extinguishers, buckets etc. from local people for emergency operations.

Warden's Post

Every post warden will select a suitable and centrally located place for his Warden Post for better control and co-ordination over the sectors. The post should be in a prominent place for easy accessibility and identification by Wardens and members of the public. In order to avoid damage to consecutive neighbouring warden posts during emergencies it shall be necessary that the warden posts must be separated by a distance of minimum 200 mtrs. A suggested layout of warden post is at **Annexure-I** of this chapter.

The Warden's Post is the place at which Wardens allotted to the post would report on preliminary caution warning. All messages will be initiated from the warden

post and transmitted to control center. The post should have a telephone and necessary furniture. The post should have minimum space of 12'ft x 12'ft and preferably located in a basement with added protection against blast and splinters by sand bag walls. This will also afford protection against residual radiation (fallout).

The warden post should be equipped as per list at **Annexure –II** of this chapter. The Warden Post Records are also listed at **Annexure-II**

Card of Appointment

Wardens should be provided with a card of appointment. A suggested form of card, which should be signed by the Controller of C.D. Services, is given below. It is advisable that a photograph of the Warden should be placed on the back of the card and stamped with the seal of the seal of the Civil Defence authority concerned.

The bearer of this card is protected under
Protocol Additional to the Geneva Conventions of 12 August 1949 relating to Protection of Vicitims of International Armed Conflicts (Protocol I- Article 62) 8 June 1977

Photograph

NAME OF THE CIVIL DEFENCE AUTHORITY

Civil Defence

This is to certify that Shri …….. has been duly appointed as Civil Defence Warden* w.e.f. ……and has been authorized to carry out all the duties assigned to him during an Emergency by the ……..(name of C.D. authority).

Place…….. Signed ……

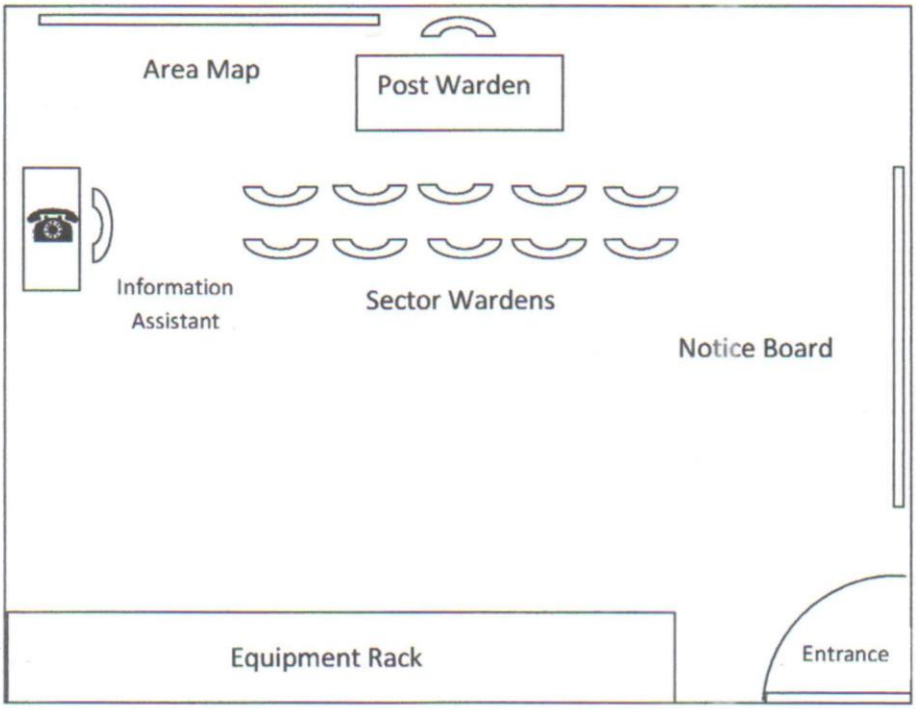
Date of issue …….. **Controller of Civil Defence**

Blood Group ……

Signature of Warden …… Contact No. ……

A similar card of appointment should be issued to all the personnel of Civil Defence Services by replacing the word "Civil Defence Warden" with the appropriate designation.

Annexure-I



Annexure-II

Post Equipment:

1. One First Aid Box containing

a.	Bandages triangular	6
b.	Roller Bandages	10
c.	Splints set (of assorted lengths)	3
d.	Sterile dressing pads	6
e.	Sterile burn dressing	6
f.	Safety Pins (large) pack of 6	3
g.	Scissor	1
h.	CPR Mask	5
i.	Antiseptic (Betadine) solution bottle	1
j.	Nose Masks	6
k.	Adhesive Bandage (Band Aid in dozens)	2
l.	Surgical Gloves (pairs)	3
m.	Adhesive Plaster	4
n.	Emergency Blanket	2

o. Pain Relief Spray 1

2. Hurricane Lamp /Solar powered lamp 2
3. Stirrup pump 1
4. Buckets 2
5. Traffic Cones 6
6. Traffic Batons 6
7. Cordoning Tape (Roll of 500 mtrs) 1
8. Flag, light blue, 24 in x 18 in. 1
9. Red Flashing light / Beacon (for closed roads) 3
10. Wax candle large size 6
11. Ladder Aluminum (12 ft) 2
12. 10mm Nylon BOB rope (20 mtrs) 2

Personal Equipment for Wardens:

1. Steel Helmets 12
2. Report Forms CDM-1 & 3 (pads of 50 each) 4
3. Electric Torch with spare batteries 12
4. Whistle 12
5. Water Bottle with sling 12
6. Warden Diary 1

Post Records:

1. Post Log Book
2. Household Register
3. Household Index Cards (as per residents)
4. Standing Instructions for the post
5. Duty Roster for the post
6. Post Routine