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AMERICAN EMBASSY

M. Lawrence

London, September 5, 1939.

AIR RAID PRECAUTIONS FOR THE AMERICAN EMBASSY.

1. These instructions will be carefully read and complied with promptly by all who are American citizens on duty with this Embassy.

2. Each person designated in charge of a party will confer with the officer in charge of Emergency Organization, and will familiarize himself with the location of the air raid shelters, equipment available, and instruct the personnel assigned to his respective section of the Embassy regarding the proper adjustment of gas masks which have been issued to each person.

3. EMERGENCY ORGANIZATION HEADQUARTERS.

Station: Room: Mail Room, Basement, or such other room when so directed by Emergency Organization Officer on duty near Embassy doorman's desk at No. 1 Grosvenor Square.

Officer in charge: Major McDonald

Assistants: Major Greenwell
Commander Campbell
Dr. Dye
Mr. Brookhart
Mr. Isaacs

4. EMERGENCY EQUIPMENT STORE ROOM.

This equipment is stored in the Military Attaché's supply room, basement, opposite elevator.

In Charge: Major Greenwell

Assistant: Mr. Gildersleeve.

5. GAS MASKS/

5. GAS MASKS.

One gas mask has been issued to each employee and American dependent.

In Charge: Consul James E. Parks.

Instructor and
Inspector: Technical Sergeant Gossett.

6. ACCESS TO AIR RAID SHELTER

Access to the shelter in the basement is possible only by means of the stairway (elevator will be out of use).

All personnel will ascertain the location of air raid shelter (follow blue arrow).

Gas masks will be carried by each person, but not necessarily worn. All persons will remain in the shelter until directed to leave. A gas filtration machine has been installed in the large room in the basement, underneath the entrance to Grosvenor Square, which, it is estimated, will take care of 120 people. Access to this room is through the Consulate General's supply room in basement (turn right at foot of stairway in basement). Two doorways have been cut in the Embassy basement, which will permit entrance to this shelter and to the basement of the rest of the building. Yale keys to the locks of these two doors are kept by the doorman at No. 1 Grosvenor Square. These have red tags marked "A.R.P." attached to them.

All visitors will accompany persons whom they are visiting to the shelter indicated. In case visitors are numerous on the ground floor, they will be directed by the patrol party to proceed to the mail room in basement (Despatch Agency), which has

been sand-bagged and sealed against penetration of gas, or such other basement room as directed.

Each person designated in charge of a party will be prepared to give instructions in the adjustment and use of gas masks.

7. AIR RAID SHELTER.

Upon the sounding of a siren or other alarm for air raid or when directed, all personnel not assigned to specific parties having definite posts, will proceed immediately to shelter in the basement.

8. FIRST AID SECTION.

Room: 33, ground floor.

In Charge: Dr. H. L. Lawrence, Public Health Service.

Assistants: Lt. J. J. Sapero, Medical Corps, U.S.N.
Dr. T. P. White,
Mr. S. J. Kennedy.

Personnel - Men: Messrs. Ferris
Colebrook
Roach
Flynn
Hanes

Personnel - Women: Mrs. Leat
Miss Balluder
Miss Feldt
Miss Harman
Mrs. Head
Miss Stango
Miss Sharp
Mrs. Thackara
Miss Thompson

First Aid Stations for men and women have been designated, both on the ground floor and in the basement.

Emergency medical kits are being held in the Medical Director's room on the ground floor, Room 33. Emergency Medical kits are also in the First Aid Station, basement (immediately off left elevator).

Members of the first aid staff should learn the location of their stations and become familiar with first aid duties. They will be instructed by Dr. Lawrence, the officer in charge.

9. RESCUE AND FIRE SECTION.

In Charge: Commander G. W. Nelson, (CC) U.S.N.

Assistant Personnel: Commander Hitchcock (Main door)

Station: Basement.

1 Equipment.

4 picks
4 sand buckets
6 fire extinguishers
2 goggles
2 suits of protective clothing

Upon direction of the officer in charge of ~~Emergency~~ Emergency Organization, the person in charge of the Rescue and Fire Parties will see that all interior doors in the basement are unlocked. He will also be charged with the control of all exterior entrances. He will see that the elevator is stopped in the basement in case of air raid. Personnel of this party will be familiar with all chemical extinguishers in building, see that these are properly distributed, and also with methods of extinguishing incendiary fires caused by bombs. (See Handbook issued by Local Authorities).

10. PATROL AND INFORMATION SECTION

In Charge: Captain S. J. Kirk, U.S. Navy

Assistant: Col. Martin F. Scanlon, U.S. Army

Personnel: Messrs. Schoenfeld
Maney
Coyle
Chapin

All personnel of this party will be thoroughly familiar with all details of the emergency organization. They will take posts as directed by the officer in charge and aid in carrying out provisions of the organization. One member of the party will be stationed in the corridor near the information desk on the ground floor and another at the end of the staircase in the basement.

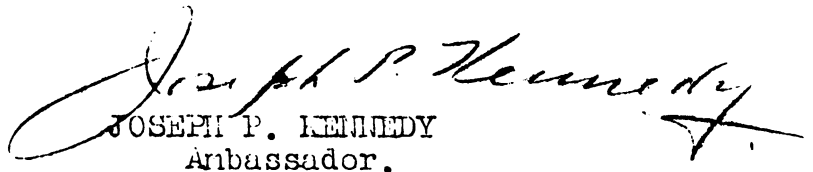
11. COMMUNICATION SECTION

In Charge: H. D. Borum.

Personnel: 3 Code clerks in room 114 or basement
2 Telephone operators in Room 133 or
basement
2 Chauffeurs
6 Messengers

A battery radio receiving set has been purchased. There are two outside telephone lines in the basement, one of these in the mail room and the other in the first room on the right of basement of No. 3 Grosvenor Square (Grosvenor Street side).

12. NOTE: As deemed advisable, additional instructions will issue as lettered Annexes to these Air Raid Precautions for the American Embassy.


JOSEPH P. KENNEDY
Ambassador.

JEP/GCMCD/nos

AMERICAN EMBASSY

London, September 6, 1939.

A N N E X "A"

to

AIR RAID PRECAUTIONS FOR
THE AMERICAN EMBASSY

1. In the event of an emergency, the possible period of warning is so short that it is essential that confusion should be avoided and every member of the Embassy A.R.P. Organization should be fully acquainted with their duties without delay.

2. The Embassy A.R.P. Organization should endeavor to be self-contained, and in case of air raid, necessary emergency activities will be carried out as far as possible without calling in additional assistance from outside A.R.P. Units. Should severe casualties occur, an uncontrolled fire, or the like, auxiliary assistance from outside will be necessary.

3. In the event outside assistance should be required, the A.R.P. Units most convenient to this Embassy are located as follows:

a. A.R.P. WARDENS REPORT POST, Mayfair District.

In basement of No. 22 Grosvenor Square,
entrance in rear of building.

Telephone: Mayfair 2139 (not to be used
except when it is impossible
to make contact by a messenger)

Decontamination Squad: As above.

Transport Depot: As above.

Rescue and Demolition: As above.

b. Auxiliary/

b. Auxiliary Fire Brigade:

No. 3 Grosvenor Square, next to Embassy,
(indicated by a sign in the basement).

c. Organized Casualty Services:

Major First Aid Post: Berkeley Square House,
Berkeley Square, W.1.

Stretcher Party Depot: As above.

Ambulance Depot: As above.

Main Casualty Hospitals:

St. George's Hospital,
Hyde Park Corner, S.W.1.

New Westminster Hospital,
Horseferry Road, S.W.1.

Charing Cross Hospital,
Charing Cross, W.C.2.

4. THE EMBASSY A.R.P. COMMUNICATION SECTION

will instruct messengers to be familiar with the exact location of the Warden's Report Post for the Mayfair District. The local A.R.P. Post Warden advises that messenger service be resorted to rather than counting on doubtful telephone service in an emergency.

Instruct drivers of Embassy cars and trucks to be familiar with location of all regular A.R.P. Units listed under paragraph 3 (a), (b) and (c) above.

GCMcD/nos

George E. McDonald
George E. McDonald
Major, (GSC) Air Corps,
Officer in Charge
Embassy A.R.P.

Mr. Snow

AMERICAN EMBASSY

London, September 7, 1939.

A N N E X "B"

to

AIR RAID PRECAUTIONS FOR

THE AMERICAN EMBASSY

CHANGES AND ADDITIONS

1. Under Par.3 of initial instructions, EMERGENCY ORGANIZATION HEADQUARTERS, Assistants, ADD the following name:

Mr. Gowen

2. Under Par.4, EMERGENCY EQUIPMENT STORE ROOM, change to read:

"Emergency equipment (effective immediately) will be stored in Embassy Storage Room, in basement adjoining Mail Room of Despatch Agency."

This change is due to reconstruction which is now under way in the Military Attache's supply room.

3. Under Par.6, ACCESS TO AIR RAID SHELTER, DELETE that part which refers to use of basement under No.3 Grosvenor Square, which is listed as taking care of 120 people. (Lines 8 to 19 incl., under Par.6). This room is not usable due to extensive reconstruction.

ADD:

"Room to be used in case of emergency, until further notice, is the Mail Room of the Despatch Agency in basement of Embassy at corner of Grosvenor Street and Grosvenor Square. (Turn left at bottom of stairway in basement and follow blue arrows.)"

4. THE GAS MASK

Protection Afforded.

a. The gas mask gives practically perfect protection against all chemical agents which attack the lungs and eyes. It also mechanically protects that part of the

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AIR RAID PRECAUTIONS FOR

THE AMERICAN EMBASSY

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a. The gas mask gives practically perfect protection against all chemical agents which attack the lungs and eyes. It also mechanically protects that part of the face which it covers. Obviously, it does not protect

protection to the body from chemical agents of the Mustard Type.

Care of the Gas Mask.

b. The gas mask has been specially designed and constructed to withstand the wear and tear of use in the field, and if properly cared for will last a long time. It may be expected to last three months in any campaign, although it may be necessary to replace the Canister at shorter intervals. The chief enemies of a gas mask are prolonged moisture, extreme age, and rough handling and treatment. However, it takes very prolonged moisture to damage a mask. It can be worn for extended periods in the rain and will show no bad effects if dried out afterwards. Decomposition due to extreme age will always manifest itself on inspection before the efficacy of the mask is lost. Rough handling in use or storage may cause serious mechanical damage such as dents in the metal parts or tears in the fabric. This is especially likely to occur if other articles are carried in the satchel, or if the entire mask is thrown around carelessly. To care properly for the mask the following precautions must be observed:

Caution

- (1) Keep the mask from all unnecessary moisture, and dry it out if wet.
- (2) Carry nothing else in the satchel except the Antidim.
- (3) Keep mask where it will not be damaged by a blow or heavy weight when not in use.
- (4) Inspect mask thoroughly at regular and frequent intervals.

It should be remembered in connection with the care of the

mask that a single small defect usually renders the entire mask unfit for use. Furthermore, it is rare that a defect can be repaired. New check valves can be inserted in the canister, wire bindings and tape can be replaced with string substitutes, and an entire new canister can be substituted. With these exceptions, the entire mask must be replaced if defective.

George C. McDonald

GEORGE C. McDONALD
Major, G.S.C. (Air Corps),
Officer in charge of Embassy A.R.P.

AMERICAN EMBASSY

London, November 1, 1939.

A N N E K "C"

to

AIR RAID PRECAUTIONS FOR THE AMERICAN EMBASSY

CHANGES AND ADDITIONS

1. In view of Embassy Administrative Circular No.37, October 31, 1939, making reallocation of all personnel in event of air raids, and in the interest of a more flexible Embassy A.R.P. organization, you are advised that Paragraphs 3 to 10, inclusive, of AIR RAID PRECAUTIONS FOR THE AMERICAN EMBASSY, published Sept.5, 1939, as pertain to named personnel only, are amended as follows, effective immediately:

2. The Embassy Emergency A.R.P. Organization is re-organized on the basis of detailing the various Section duties and responsibilities to designated departments of this Embassy.

3. It is the desire of The Ambassador that designated departments arrange their Embassy A.R.P. Section duties so that, in the absence of key personnel during an emergency, the next senior or designated key man will automatically assume the responsibilities of that Section.

4. Changes are as follows:

(a) Assistants

ADD: Captain Conrad, to be Executive of
Emergency Organization Headquarters.

(b) Emergency Equipment:

This equipment is stored in Embassy Storage Room and Embassy A.R.P. Shelter, basement, opposite foot of stairs.

In Charge: Military Attaché

(c) Gas Masks:

Also include Steel Helmets. A limited number of U.S. Army steel helmets have been obtained by the State Department. These helmets are to be issued to personnel whose duties may require them to be in exposed places in time of emergency.

In Charge: Military Attaché

(d) Access to Air Raid Shelters:

FOR EMBASSY PERSONNEL

- (1) Recently constructed permanent Embassy Air Raid Shelter in basement of Embassy - entrance opposite foot of stairway.
- (2) A.R.P. Shelter in basement of No.3 Grosvenor Square - entrance through Embassy Basement - turn right at foot of stairs, then through Consular File Room.

VISITORS

- (3) Visitors will be directed to A.R.P. shelter in basement of MOLYNEUX, through No.38 Grosvenor Street entrance to Embassy.

(e) First Aid Section

In Charge: The Ambassador

(f) Rescue and Fire Section

In Charge: Consul General

(g) Patrol and Information Section

In Charge: Naval Attaché

(h) Communications Section

In Charge: Military Attaché

5. Embassy Air Raid Warning SIREN

An interior electric Air Raid Siren warning system has been installed in this Embassy. Control switch is in charge of the Doorman, entrance No.1, Grosvenor Square.

Upon sounding of the London Air Raid Warning, the Doorman on duty will immediately throw the "WARNING" switch - which gives a warbling note for the period determined by the operator. The Doorman will then unlock Embassy basement door to the A.R.P. Shelter under No.3 Grosvenor Square.

The Patrol and Information Section will determine proper time for throwing the "All Clear" switch - which gives a steady note for a period determined by the operator.

6. When Embassy personnel are in other sections of the city at the time of an Air Raid Warning, refuge should be taken in the most convenient shelter, and no attempt should be made to rush to the Embassy A.R.P. Shelter. Comply with the London A.R.P. requirements.

7. Always take your Gas Mask and regular street clothing, coats, etc., to A.R.P. shelter during emergency.

George C. McDonald

GEORGE C. McDONALD,
Major, G.S.C. (Air Corps),
Officer in Charge,
Embassy A.R.P.