

**WARDEN'S REPORT FORM.***Form of Report to Report Centres.*

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AIR RAID DAMAGE (Commence report with these words)

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Designation of Reporting Agent

(e.g., Warden's Post No. )

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Position of occurrence

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Type of bombs : —HE/Incendiary/Poison Gas

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Approx. No. of Casualties : —

(If any trapped under wreckage, say so)

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If fire, say so : —

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Damage to mains : —Water/Coal Gas/Overhead electric cables/Sewers

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Names of Roads blocked

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Position of any unexploded bombs

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Time of occurrence (approx.)

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Services already on the spot or coming : —

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Remarks : —

ORIGINAL } These words are for use with a report sent by messenger.  
 DUPLICATE } Delete whichever does not apply.

Instructions for the Use of Report Form.

1. This form is designed to secure two advantages :—

- i. That no important information can be overlooked ;
- ii. That Reports follow a recognised sequence.

2. Each warden should carry a pad of these forms in his pocket. A pad should also be kept beside the telephone at each warden's post.

3. Whilst a raid is still in progress the fall of an H.E. or Incendiary bomb will NOT be reported if it causes no casualties and causes either little or no damage, or damage which does not require early repair.

4. When a report relates to an H.E. Bomb which has caused no casualties to personnel, this fact must be mentioned. A fire need not be reported if it is very small, and either under control or obviously unlikely to spread.

5. With the exception noted in para. 4, above reports should make no reference to any heading under which there is no information to send in.

A specimen report might be telephoned as follows :—

"AIR RAID DAMAGE. Warden's Post W. 17 speaking. 26, High Street. H.E. Four casualties and others under wreckage. Fire. Fire patrol No. 6 present. 1915 hours. Message ends."

6. When reporting "Services already on the spot," the identification number of the parties will be given : e.g., "First Aid Party No. 2."

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