

Bulletin No. 44

**A GUIDE
FOR
WATCHMAN TRAINING**

**NOT FOR
CIRCULATION**

U. S. ~~Public~~ Public Housing Authority

National Housing Agency

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1. Introduction

The FPFA war housing program necessitates that greater responsibilities be assumed by housing managers in order to maintain the highest possible standard of responsibility for the protection of life and property.

Since the in-service training program is essentially the continuing responsibility of each supervisor with respect to employees under his supervision, the housing managers are reminded that it is their responsibility to formulate and conduct training for watchmen.

The Guide for Watchman Training has been designed to offer assistance to housing managers in the training of personnel responsible for fire prevention, fire fighting and rescue, first aid, safety and accident prevention and enforcement of regulations.

2. Qualifications of Watchmen

- a. Education and Experience. General knowledge of department regulations and of federal regulations and local laws relative to protection of public property; alertness in detecting dangerous conditions about buildings or other premises; adaptability to discipline, capacity to act independently in case of emergency, vigilance, courage, and tact.

Par. 2 (Cont'd)

Graduation from elementary school (8 years) and two years of high school, plus one year of experience attested as successful, as watchman, guard or patrolman of public or of a large-scale private institutional property.

Evidences of successful completion of special training courses for watchmen, guards or patrolmen desirable, but not required.

b. Physical

Sex:	Male
Age:	28-54
Height:	5'4" minimum
Blood pressure:	Normal for age and height
Weight:	140 pounds minimum
Metabolism:	Normal for age and height
Weight:	Normal for age and height
Handicaps:	General freedom from physical handicaps
Heart:	Freedom from evidences of organic heart disease
Stomach:	Freedom from evidences of organic stomach or other alimentary disease
Lungs:	Freedom from evidences of organic lung or other respiratory disease

Par. 2 (Cont'd)

Kidneys:	Freedom from evidence of kidney disease
Urine:	Urinalysis for applicants over 40
Varicoseli:	Freedom from evidences of severe varicose conditions in the veins of the legs
Rupture:	Freedom from history or evidence of hernia
Feet:	Freedom from broken arches or other serious foot conditions. Normal flat arch with normal foot admitted.
Eyes:	Normal 20-20; corrections admitted.
Eye disease:	Freedom from evidence of eye disease
Color vision:	Normal
Hearing:	Normal
Nervous system:	Freedom from history of mental or nervous disease
Communicable disease:	Freedom from venereal or other communicable disease

Par. 2 (Cont'd)

- c. Other Qualifications. Ability to read and understand ordinary instructions such as orders, directions, rules and regulations. Ability to write simple reports and to fill in with accuracy and completeness, accidents and other types of protective and custodial forms. Ordinary mechanical ability in the use of hand-tools. A general knowledge and ability in the use of fire-arms is desirable. However, the deputization of watchman depends upon local conditions and at the discretion of the housing managers and the local law-enforcement agencies.

3. Duties and Responsibilities

Watchman Personnel. The watchman is under the general supervision of the housing manager. His duties are: To inspect basic fire prevention equipment, to enforce the objectives of fire protection and prevention, to determine causes of fire, to recognize and report hazards, correcting the easily corrected hazards independently and to promote the use of fire prevention educational aids.

To use, to inspect and to maintain basic fire fighting and rescue equipment, to improve methods and techniques for rescues and carries, to use alarm and control systems, to organize volunteer groups for fire fighting and rescue and to enforce local fire codes. To administer first aid and to stimulate and promote home safety on the project.

To organize safety patrols, to report accidents, to develop methods and techniques for safety and accident prevention, to eliminate hazards, to inspect all facilities, to promote and use visual aids and to stimulate tenants into a consciousness of safety and accident prevention.

Par. 3 (Cont'd)

To maintain and to control general order on the project, to make an arrest when necessary — if properly deputized, to develop traffic controls depending upon local situations, to prepare reports to organize methods of investigations for the enforcement of regulations and to assist in the development of training programs for watchman personnel and volunteer groups.

4. A Training Plan

- a. Organization. The outline for the training plan is divided into five units, (1) Fire Prevention, (2) Fire Fighting and Rescue, (3) First Aid, (4) Safety and Accident Prevention, (5) Enforcement of Regulations.

Each unit should have a general breakdown of the necessary information to be covered during an estimated minimum number of hours for the unit. Demonstrations, discussions, and lectures are the best methods for the presentation of this program.

The housing manager should appoint a member of his staff to be responsible for the general organization of the training plan for watchman personnel.

A time schedule should be arranged indicating the time of the individual units, the place where the training program will be held, and the instructor responsible for the presentation of the material. All the available resources in the local community should be investigated in order that expert assistance may be selected for the development of this training plan.

- (1) Fire Prevention. The Fire Prevention Unit should cover material which is applicable to local conditions. A suggestive general breakdown of the unit might include causes of fires, objectives of protection and prevention, purposes and methods of inspections, recognition of hazards and general corrective measures, basic equipment, and use of fire prevention educational aids.

Par. 4 (Cont'd)

The sessions can be arranged in one-hour or two-hour periods, totalling twenty hours, depending upon the needs of the trainees and the local project. Demonstrations, problems, discussions, charts, equipment and pictures should be used extensively.

Assistance for the presentation of the fire prevention unit may be obtained from experts in the local community such as fire departments, Local officers of OCD, Plant Protection Engineers of Local Industries. Further assistance may be obtained from the Regional Fire Prevention and Safety Engineer and the staff of the Fire Prevention and Safety Section, FPHA, Washington, D. C.

References:

- (a) The Fire Chief's Handbook
F. Shepperd - 1938
Case-Shepperd-Mann
Publishing Company
New York City, New York
- (b) Fire Prevention Education
C. Hawkins - 1942
The National Board of Fire
Underwriters
New York City, New York
- (c) Handbook of Fire Protection
Brosby, Fiske
Forster - 1941
National Fire Protection
Association
Boston, Massachusetts

Par. 4 (Cont'd)

- (d) Manual of Fire-Loss Prevention of the Federal Fire Council National Bureau of Standards Handbook No. 19 - 1934 U. S. Department of Commerce Superintendent of Documents Washington, D. C.
 - (e) Training Manual for Auxiliary Firemen - Bond - Heisler - Douglas - 1942 National Fire Protection Association, Boston, Mass.
 - (f) Industrial Fire Brigades (Training Manual) - Cox - Heisler - Bond - 1943 National Fire Protection Association, Boston, Mass.
- (2) Fire Fighting and Rescue. The Fire Fighting and Rescue Unit should cover material that is applicable to local conditions. A suggested general breakdown of the unit might include knowledge and use of basic equipment, methods and techniques for rescues and carries, inspection and maintenance of equipment, methods and techniques for fire fighting, use of alarm and control systems, knowledge of local fire codes and organization of volunteer groups.

The sessions can be arranged in one-hour or two-hour periods, totalling 25 hours, depending upon the needs of the trainees and the local project. Demonstrations, problems, drills, discussions, charts, films and other supplementary material should be used extensively.

Par. 4 (Cont'd)

Assistance for the presentation of the Fire Fighting and Rescue unit may be obtained from experts in the local community such as the fire department, Local Offices of OCD and Plant Protection Engineers of Local industries. Further assistance may be obtained from the Regional Fire Prevention and Safety Engineer and the staff of the Fire Prevention and Safety Section, FPHA, Washington, D. C.

References:

- (a) National Fire Codes
R. Moulton - 1943
National Fire Protection
Association
Boston, Massachusetts
- (b) Handbook for Auxiliary
Firemen - OCD - 1941
Superintendent of Docu-
ments
Washington, D. C.
- (c) Fire Protection in Civilian
Defense - OCD - 1941
OCD - Washington, D. C.
- (d) Regulations of N.E.F.N. for
the Protection of Openings
in Walls and Partitions
Against Fire - No. 80
1939

National Board of Fire
Underwriters - N.Y.C.
New York, Chicago, Illinois,
and San Francisco, Calif.

Par. 4 (Cont'd)

(e) Watchman Training School
Report - O. D. Adams
Portland Fire Colleges 1938
Portland Fire Department
Portland, Oregon

(f) A Fire Chief's Handbook
F. Sheppard - 1938
Case-Shepperd-Mann
Publishing Company
New York City, New York

- (3) First Aid. The First Aid Unit should cover the material that is required by the American Red Cross and which is applicable to home safety.

The sessions can be arranged in two-hour periods, totalling 20 hours.

Assistance for the presentation of the First Aid Unit may be obtained from a certified first aid instructor in the local community such as American Red Cross, Local Offices of OCD, Fire Department, Police Department, AWVS, Nurses Association, Public Health Department, Board of Education, etc.

References: (a) First Aid Textbook - American Red Cross - 1940
The Blakiston Co., Philadelphia

- (4) Safety and Accident Prevention. The Safety and Accident Prevention Unit should include material which is applicable to local problems. A suggested general breakdown of the unit might include causes of

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accidents, home safety procedures, objectives of safety and accident prevention, recognition of hazards and general corrective measures, inspections, the use of visual aids, organization of safety patrols and reporting.

The sessions can be arranged in one-hour or two-hour periods, totalling 15 hours, depending always upon the needs of the trainees and the nature of the local project.

Demonstrations, problems, discussions, charts, films, posters, pictures and supplementary material should be used extensively.

Assistance for the presentation of the Safety and Accident Prevention Unit may be obtained from experts in the local community such as Red Cross, Safety Council, Local Offices of OCD, Safety Engineers of Local Industries, Board of Education and Chamber of Commerce. Further assistance may be obtained from the Regional Fire Prevention and Safety Engineer and the staff of the Fire Prevention and Safety Section, FPHA, Washington, D. C.

References:

- (a) Home Safety - Metropolitan Life Insurance - 1941
Metropolitan Life Insurance Company, N.Y.C.
- (b) Wartime Safety Rule Book
Greater New York Safety Council - 1942
New York City

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- (c) Home Safety Quiz
Metropolitan Life Insurance
1941
Metropolitan Life Insurance
Company, New York City
 - (d) Safety Bulletin
Volume 7, Number 6
U. S. Compensation Commis-
sion - 1942
Washington, D. C.
 - (e) Fire Prevention Education
Committee for Fire Preven-
tion Education - Center
for Safety Education
N.Y.U. - 1942
 - (f) Man and the Motor Car
A. Whitney - 1942
National Conservation De-
partment, New York City
- (5) Enforcement of Regulations. This phase of training should be applicable to the particular project conditions. The training program should be so designed to familiarize watchmen with regulations set up by housing managers as well as local, state and federal laws.

This training should include routine watchman duties, maintaining and controlling general order on the project among tenants, traffic controls, procedure for making an arrest, methods of investigations, promoting and organizing patrols or other project organizations, developing cooperative public relations within the project and

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local organizations, and the preparation of reports. This training unit should be given by the housing managers in relation to project regulations, while the other phases of training should be given by local law-enforcement agencies such as the Police Department, County Sheriff Offices and the F.R.I.

The length of time for this training should be determined by the housing managers and the law-enforcement agency offering this instruction. Sufficient time should be allowed to adequately equip the watchmen with the necessary knowledge to act independently in emergencies.

Other assistance in training may be obtained from Local Industrial Protective Agencies, the Regional Fire and Safety Engineer and the Central Office Fire Prevention and Safety Section, FPHA., Washington, D. C.

References:

- (a) International Association
of Chiefs of Police
918 F Street, N.W.
Washington, D. C.
- (b) Eagle Police Manual 4th Edition
1942
Eagle Library Publishing Inc.
Eagle Building
Brooklyn, New York
- (c) Material as recommended by
Local Law Enforcement Agencies
Offering help in Training Program