



**ROYAL OBSERVER CORPS
HEADQUARTERS No.24 GROUP**

**TRANSITION TO WAR
ADMINISTRATION INSTRUCTION**

No. 2/88

EDI/105/1/OPS

1 JUNE 88

RESTRICTED

EDI/105/1/OPS

Headquarters
24 Group Royal Observer Corps

Edinburgh 031 339 3381

See Distribution

1 Jun 88

24 GROUP ROYAL OBSERVER CORPS
TRANSITION TO WAR PROCEDURES

1. Royal Observer Corps Transition to War procedures lay down the actions to be taken progressively by the units of the Royal Observer Corps in the event of a War Emergency. The Royal Observer Corps is an integral part of the United Kingdom Warning and Monitoring Organisation and these procedures are compatible with the United Kingdom Warning and Monitoring Organisation Transition to War Procedures.
2. All personnel in the Royal Observer Corps are to know and understand the actions they are to take in the event of a War Emergency. To ensure this, the Group Commandant of 24 Group Royal Observer Corps has produced the attached "TRANSITION TO WAR ADMINISTRATIVE INSTRUCTION", (TTWAI).
3. TTWAI No 1/88 details the actions for Royal Observer Corps Senior Officers, including additional Annexes for other Duties in the Group Control, and TTWAI No 2/88 states the actions for Sparetime personnel. The objective for these instructions is to ensure the efficient transition from a peacetime footing to a readiness for War or state of National Emergency for 24 Group Royal Observer Corps. It is the responsibility of every individual member of 24 Group to be briefed and fully aware of his or her duties and responsibilities in achieving this objective.
4. The procedures and instructions contained in this document supersede all previous instructions or orders, existing copies of which are to be returned to this Headquarters for destruction.

Margaret Duncan

M DUNCAN
Observer Commander
Group Commandant

24 GROUP ROYAL OBSERVER CORPS

TRANSITION TO WAR ADMINISTRATION INSTRUCTION NO 2/1988

CONTENTS

1. Task Organisation - No 24 Group ROC Edinburgh
2. Annexes
 - A. Contents of envelope for Group Control Personnel.
 - B. Callout Plan - Group Control
 - C. Contents of envelope for Post Personnel.
 - D. Callout Plan - Group Officers
 - E. Callout Plan - Post Personnel
 - F. Post Head Observers - Peacetime requirements.
 - G. Notes of Guidance - Safety of Families.

Distribution:

Internal:

Action:

Crew Officers -	Annex A, B and G only
Group Officers -	Annex C, D, E, F and G only
Post Head Observers -	Annex C, D, E, F and G only

Information:

Group Commandant
Deputy Group Commandant
Group Staff Officer
Transition to War Box (x 2)

External:

Information:

HQ Scottish Area	(x 2)
HQ Caledonian Sector	(x 2)
Group Controller	
Chief Warning Officer	
Asst Chief Warning Officer	

EDI/105/1/OPS

1 JUN 88

TASK ORGANISATION - 24 GROUP ROYAL OBSERVER CORPS - EDINBURGHSITUATION

1. The ROC exists as an organised body of uniformed volunteers trained and equipped in peacetime to carry out vital tasks in war. The transition from peace to war could occur in a variety of ways and timings. The procedures which follow are designed to achieve this transition efficiently at the rate appropriate to the occasion. The Group Control and all Monitoring Posts are to be kept at the highest state of preparedness, requiring only personnel to complete the transition.

MISSION

2. To lay down the procedures by which the Monitoring Posts, Group Control and Warning Team of Edinburgh Group are to be brought to the appropriate state of readiness.

EXECUTION

3. The Group Commandant, or, in his or her absence, the Deputy Group Commandant, who assumes command of all ROC personnel in the Group, is to carry out the instructions laid down in the Transition to War Orders, a copy of which is to be found in the Transition to War Box.

4. Activation Procedures The procedures for the activation of the UKWMO, including the ROC, may be initiated by the following public announcement on National Television and Radio:

"ACTIVATION OF THE UNITED KINGDOM WARNING AND MONITORING ORGANISATION"

The Government announces that all members of the United Kingdom Warning and Monitoring Organisation, including Warning Officers, Royal Observer Corps Personnel and Warning Point Operators, are to report immediately to their duty stations."

5. This system is backed up by procedures for the Group Control to pass messages to the Group Controller, Group Commandant, Chief Warning Officer and Warning Officers, Crew Officers, Group Officers and all Crew and Monitoring Post Personnel of 24 Group.

6. Crew Officers The Crew Officers are responsible for ensuring that their Crews carry out the actions laid down in their Transition to War Plan and are to report to the Senior Duty Officer that their actions are complete.

7. Group Officers Group Officers are responsible for passing the message to their Monitoring Post personnel. They are to report to Control that all their Posts have been activated or to provide details of those which they have been unable to contact. They are to supervise and assist their personnel in achieving operational readiness. They must be ready at all times to receive orders from the Group Commandant to effect personally the manning of a Post that has not been activated. When all Posts under their command are operational they are to report to their Duty Post as nominated by the Group Commandant, if not already there.

8. Group Control Those personnel at Group Control who are detailed to operate the call-out system will make use of any methods open to them to contact Post personnel missed by the Group Officer or his Deputy, or, when ordered, will instruct the Group Officer to contact them personally.

9. All ROC Personnel On hearing the Public Announcement of the activation of the United Kingdom Warning and Monitoring Organisation, or on receipt of the manning up message, each ROC member is to open the envelope they have been issued with, and is to carry out the instructions detailed therein.

CREW PERSONNEL

10. Crew Officers Crew Officers are responsible for the Crew Callout Plan, the method by which they can order their personnel to man up the Control. The Crew Callout Plan must be maintained up to date, and be available for use by their nominated deputies, or the Group Control Officers as well as themselves.
11. The system used is to be a cascade system whereby every individual is to know the location of others in his call-out plan and only one person in each call-out plan will be contacted by the call-out operator, the individual concerned being responsible for calling out all others in his or her plan.
12. Manning Up Message On receipt of the message "MAN UP THE GROUP", Crew personnel are to report to the Group Control as quickly as possible; in uniform with Identity Card, carrying their personal kit as laid down on their detailed personal instructions issued to them in their Transition to War Envelope.
13. Arrival at Control On arrival at Control, Crew Officers are to report to the Group Commandant from whom they will receive further instructions. From this time onwards, the administrative and logistic support of the Group Control will be the responsibility of the Group Commandant and the operational efficiency of the ROC personnel will be the responsibility of the Senior Duty Officer.

MONITORING POSTS

14. Group Officers Group Officers are to set up and maintain a Callout Plan by which they, their nominated deputies or Group Control can pass messages to all members of their Posts. Details of the system are to be kept up to date at all times and an up to date copy of their Plan is to be sent to Group Headquarters for insertion in the Transition to War Box. Group Officers should use a cascade system whereby he or his nominated deputy has only to contact one member on each Post to ensure the manning up message reaches all Post personnel on that Post.
15. Post Head Observers Post Head Observers are to set up and maintain a Callout Plan for their Post personnel to ensure he can contact all members and pass on the manning up message, instructing them to open their Transition to War envelope and carry out the instructions laid down therein. Details of the Post Callout Plan are to be given to all their Post members and a copy is to be given to the Group Officer and to Group Headquarters for inclusion in the Transition to War Box.
16. Callout Message On receipt of the callout message, "MAN UP THE GROUP", the Post Head Observer or his nominated deputy, is to contact every Post member and call them to duty at the Post. They are to be in uniform, with Identity Cards, and carrying their personal kit as laid down in their Transition to War envelope. Those personnel arriving at the Post are to immediately bring the Post to a state of operational readiness, Stage One and Two, as soon as possible. The Post plans for the safety and welfare of families are to be put into effect.
17. Completion of Callout Message On completion of the passing of the call-out message, Group Officers are responsible for ensuring that their Posts are effectively manned, briefed and equipped, redeploying any personnel as necessary. They are to contact the Group Commandant and carry out any specific duties as ordered. Group Officers would normally operate from their Duty Post as laid down by the Group Commandant. They are to keep the Group Commandant informed of their current and intended location, with estimated times of arrival, at ALL TIMES, via the Group Control Post Supervisor. They are to make contact as above immediately they arrive and depart from Posts, and request for any instructions from the Group Commandant.

ADMINISTRATION

18. Implementation On receipt of this instruction the following actions are to be carried out:
- a. Crew Officers are to ensure their Callout Plans are up to date and understood by their personnel, the plan is displayed and the Maps in the Control are accurate in their detail. Any changes are to be incorporated into their plan and amendments/changes forwarded to Group Headquarters for inclusion in the Transition to War Box.
 - b. Group Officers are to ensure their Callout Plans are up to date and understood by their personnel, with any changes being incorporated into their own copy, the Post Head Observer's copy and forwarded to Group Headquarters for inclusion in the Transition to War Box.
 - c. Post Head Observers are to prepare plans to enable their members to implement the instructions in the Transition to War envelope issued to each individual. An essential part of the Post plan is for each Head Observer to ensure that every member knows the requirements as laid down in the Transition to War envelope and WHERE THE POST KEYS CAN BE OBTAINED AT ANY TIME.
19. Family Refuge All members are to take the necessary steps to ensure the safety of families in their homes. Notes of guidance are given in TTWAI No 2/88.
20. Practice Call Outs Practice call out exercises will be held from time to time. These will be preceded by a specific instruction detailing the method of notification, and the extent to which the practice will be carried out.
21. Leave When Officers and Post Head Observers are away from home for five days or more, they are to ensure that their nominated deputies are fully equipped and briefed, and where necessary this document, callout plan and Post keys have been passed over.
22. Orders All personnel are to note that the only order that will be issued from Group Control to implement the Group Transition to War Plans will be the message "MAN UP THE GROUP, for all personnel.
23. Security This order is classified RESTRICTED, the contents of which are not to be released to the Press or to any other member of the public not authorised to receive or be in possession of such information. This document must be returned to Group Headquarters on relinquishment of appointment, completion of service, resignation or when so instructed at any other time. Illegal retention or release of this document is an offence under the terms of the Official Secrets Act.

Margaret Duncan

M DUNCAN
Observer Commander
Group Commandant

All Post Personnel

ORGANISATION FOR TRANSITION TO WAR

ACTIONS REQUIRED BY POST PERSONNEL ON ACTIVATION
OF THE ROYAL OBSERVER CORPS

1. Action to be taken on hearing the public announcement of the Activation of the United Kingdom Warning and Monitoring Organisation (UKWMO) for National Emergency or War:
 - a. General Action The UKWMO will go on to continuous manning. Operational instruments will be erected.
 - b. Specific Action:
 - (1) All members are to report for duty at the Post as quickly as possible, in uniform with ID Card and personal kit (items necessary for continuous living in the Post for minimum three weeks - see reverse).
 - (2) Arrangements for the safety of families are to be finalised.
2. Action to be taken on receipt, through the Chain of Command, of the message "MAN UP THE GROUP":
 - a. General Action The UKWMO will go on to continuous manning. Operational instruments will be erected.
 - b. Specific Action
 - (1) The member called is to physically contact three other members, three of the four are then to proceed to the Post, in uniform with Identity Card and personal kit, as for 1b above.
 - (2) The fourth member on the Callout is responsible for contacting the remaining members and passing on the manning up message.
 - (3) All members arriving at the Post are to assist in preparing the Post for operation.
 - (4) The senior member present is responsible for ensuring the Post is set up, and all personnel are briefed on the situation.
 - (5) When there are sufficient personnel available the senior member present is to select an operational shift system for Post crews, including reliefs, shift length, feeding arrangements and carry out a full briefing of all personnel.
 - (6) Members not on immediate shift are to be briefed to return home to carry out any outstanding arrangements for the safety of families.
 - (7) Any immediate communications problems are to be reported as soon as possible to the Group Control by the public telephone network or via the Group Officer.

ORGANISATION FOR TRANSITION TO WAR

SCHEDULE OF PERSONAL KIT - POST PERSONNEL

1. The personal kit scheduled below is a compromise between that which is necessary for continuous living in the Post for up to three weeks, the carrying capacity of the individual and the amount of space available in the Post.
2. The recommended minimum personal kit is:
 - a. Small suitcase/Holdall
 - b. Toilet bag - soap, flannel, toothbrush/paste, brush/comb, razor/foam/shaving brush, personal toiletries, towel.
 - c. Handkerchiefs/tissues
 - d. Small holder for garment repairs (Needle, thread, safety pins etc).
 - e. Three changes of underclothing, socks, tights or stockings
 - f. Spare shirt and trousers, woollen pullover, tracksuit type garment for off duty/sleeping, plimsoles or training shoes.
 - g. Personal medication - to be registered with the No 1 on duty with details of dosage/frequency/name of drug and where stored.
 - h. Spectacles and protective case if needed.
 - j. Plastic bag for isolating dirty clothing

NOTE: Members must be aware that there will be limited water available for anything other than cooking and personal consumption.

HQ No 24 GROUP ROC

TRANSITION TO WAR - GROUP OFFICERS CALLOUT PLAN DATED

Members nominated to Receive and Pass Messages	Home Telephone No		Business Address	Telephone No & Extension if appropriate
	Name	Address		
Group Officer				
1st DEPUTY				
2nd DEPUTY				

Responsible for calling out Monitoring Post Numbers:

Distribution:

- On completion: 1 x copy retained by Gp Officer
- 1 x copy to HQ 24 Gp
- 1 x copy to 1st Deputy
- 1 x copy to 2nd Deputy

NAME	ADDRESS	TELEPHONE NO. (if no tele- phone at home give contact number)	BUSINESS ADDRESS	TELEPHONE NO. and Extension if appropriate	TRANSPORT AVAILABLE (Car, Van, Bicycle, etc)
C/OBS
L/OBS
.....
.....
.....
.....
.....

GROUP OFFICER (NAME)
 (ADDRESS)
 (TELEPHONE) Home Business

Distribution:

2 x copies (Post Chief/L/Obs) 1 x copy Gp Officer 1 x copy to HQ 24 Group

No 24 GROUP ROC

POST EDI/_____

TRANSITION TO WAR PLANS

Members Nominated to Receive and Pass on Messages:-			
	NAME	TELEPHONE	
		Working Hours	Other Times
If available			
1st Reserve			
2nd Reserve			

Post Keys Held at (Address):- During Working Hours:-
At Other times:-

IMPORTANT - Post Keys must always be available to any member day and night throughout the year.

Nearest WATER SUPPLY -

Nearest PUBLIC TELEPHONE -

Any other relevant information -

.....

.....

Distribution: 1 x copy to Post Personnel
 1 x copy to Gp Officer
 1 x copy to HQ 24 Group

POST HEAD OBSERVERS - PEACETIME REQUIREMENTS

1. Keep the Post Callout List up-to-date and inform Group HQ and your Group Officer in writing of any amendments to it.
2. Ensure that every member of the Post knows where the Post Keys are available from.
3. Always keep the Post and the equipment up to operational level.
4. Make arrangements to provide, on manning up, sufficient petrol and oil to maintain operation for 21 days.
5. Maintain the full stock of water changing the contents of the cans on a regular basis.
6. Making Catering arrangements.
7. Making arrangements for shift duty and reliefs.
8. Prepare plans for the safety of members' families.
9. Ensure that all Post personnel are acquainted with the public announcement which would be broadcast over the radio stating that all ROC personnel are to report immediately to their Duty station.
10. Ensure that every member of the Post has in his/her possession the envelope containing the action to be taken on callout either by Radio or by a message through the Chain of Command. (Annex C)
11. Ensure that every member understands that if they are No 1 Observer during an emergency callout, they are responsible for keeping Group Control fully informed of the progress towards being fully operational.
12. Remember that if you are fortunate to have a surplus of members your Group Officer may require to redeploy personnel to other Posts. Therefore you should await his instructions in this respect.

REMEMBER ANY CHANGE IN POST PERSONNEL DETAILS OR NEW RECRUITS WILL REQUIRE REPORTING AS AN AMENDMENT TO THE POST CALLOUT PLAN AND AS SUCH MUST BE REPORTED TO YOUR GROUP OFFICER AND GROUP HEADQUARTERS IMMEDIATELY.

NOTES OF GUIDANCE CONCERNING SAFETY OF FAMILIES

1. Mission To describe advisory measures for the protection of families in the event of nuclear war.

2. Execution

a. The actions described below are to be taken in co-operation with the Group Controller and the Chief Warning Officer so that the families of the Home Department personnel are fully integrated into whatever measures are planned.

b. So far as is possible, taking into consideration the temperaments of the individuals concerned the families of all members should be educated in the Threat, the role of the United Kingdom Warning and Monitoring Organisation in dealing with it and the overall Home Defence Plan. This can be done at Cluster/Section meetings to which families are invited and at which Officers can cover the points using films etc.. The families should also be educated in the need for keeping the Posts, Controls, Sector/Group Ops Centres, NRCs operating in war and should have a good knowledge of what the Posts and the Control where applicable, are like; even to the extent of a visit.

c. All personnel should be advised to so plan matters that when the UKWMO is Activated the families of those on duty, together with any personnel not on duty and their families, are in a refuge or a group of refuges (close together if possible) which have been prepared and stocked using the resources and efforts of all the local members.

d. This refuge or group of refuges should be as near to the members' normal place of duty as possible and in the best house or houses for the purpose. Those on duty would then serve in the knowledge that their families are in conditions possibly better than they alone would have been able to achieve. Their families would not be alone but in the care of members not on duty. Collective action of this kind undoubtedly offers gains in safety and morale for all concerned. The Officers of the Group Headquarters are always to be available to give advice and help in making plans of this kind.

e. These plans are to be on paper only. In no circumstances are actual preparations to be made nor are buildings selected to be marked. Action is to be confined to education of members and families and planning of ways and means.

3. Administration

a. In order that the appropriate planning and thought can be given to the problem some guidance is given over the page:-

b. Before Attack

(1) All windows and skylights that have a direct view of some part of the sky should be whitewashed. Attics and lofts should be cleared of all inflammable materials. In other parts of the building anything inflammable should be removed from the vicinity of windows and other openings. Curtains should be removed from windows, baths should be kept full of water and buckets of water placed in all rooms for the quick extinction of fires, glowing wood, fabrics etc..

(2) The refuge should be prepared. This should be in the basement or cellar if there is one; (the house should be selected with this in mind, otherwise an interior on the ground floor, farthest from external walls and protected by a maximum total thickness of two walls on all sides, should be chosen). The windows of the building should be blocked or shielded so that they give protection as good as that from the rest of the walls eg. by erecting a 'wall' of sandbags or boxes filled with earth or sand built up outside the room up to a height of six feet above floor level (or to the top of the window if it is overlooked by trees or by higher ground within one hundred feet). In addition a sub-wall can be built within the refuge room, around the centre part to a height of six feet. The criterion is that there should be two main walls (or equivalent) with air space in between in all directions to a height of six feet.

(3) Stocks of first-aid materials and adequate food supplies for up to two weeks should be collected in or near the refuge; food should be in tins or in waterproof containers or, where appropriate, wrapped in greaseproof or polythene and put into tins to protect it from plaster, glass and other debris if the house is damaged. A supply of drinking water should be stored in jars or bottles, preferably sealed, but at least covered to keep out dust.

(4) In large buildings, natural ventilation should be considered in choosing refuge rooms, particularly in basements. Sufficient natural ventilation can be achieved if the selected refuge room has an ordinary fireplace and chimney or if it has a ventilation grid near the ceiling opening to the external air, or to some other large space within the building and if, at the same time, the door of the refuge room and all other internal doors on that floor are kept open. If these conditions are not fulfilled, holes could be made near the ceiling in one of the internal walls of the refuge room, opening into larger spaces within the building. Bunks or mattresses should be provided as liberally as possible in each refuge room; (an individual needs nearly twice as much oxygen and exhales twice as much carbon dioxide when sitting awake as when sleeping and still more when standing and walking about).

c. During an Attack

(1) No-one should be out of doors after a warning of attack has been given. After the blast wave has passed and provided no fallout warning has been received, there may be 30 minutes before

fallout may be serious and a quick inspection should be made of all rooms in the house, including spaces in the roof. Fires which have started and all glowing wood or other material should be extinguished. Urgent repairs or weatherproofing which can be completed within half an hour should be done. Curtains or sheets should be tacked over broken windows to keep fallout particles from being blown into the rooms. There will be no cause to worry about small amounts of fallout getting into damaged parts of the house, provided it was not allowed to get into food or water. If dust becomes visible later in any rooms it should be swept and dumped outside.

(2) A fallout warning would be given to the public indicating that fallout was imminent. After the blast wave has passed and until the imminent warning was received all necessary and possible help in first-aid should be given to neighbours.

d. After fallout has ceased

(1) You should remain in the refuge for at least for the first two days after nuclear attack or until you have been told that your district was free from fallout. If you do not receive any instructions you should stay in your refuge as long as possible. Above all you should not go out of doors until you have received further instructions, if you are well inside the fallout area, it might not be possible to get further instructions to you until the third or even the fourth day after attack. It is hoped that these instructions when received would tell you how many hours you might safely spend each day on essential activities.

(a) Out of your refuge;

(b) In other parts of your house where the shielding is less;

(c) Outdoors getting food and other needs for your group.

These instructions would also tell you where and when to get food, water and medical supplies so that you would not have to wait and be exposed unnecessarily to high dose rates. When you have to go outside for any purpose you should travel as quickly as possible so as to reduce your exposure outside to the absolute minimum. The advice given to you would be designed to let you have as much freedom as possible without incurring radiation sickness. In any event in the absence of advice you should restrict movement and exposure to what is essential and delay leaving your refuge as long as possible.

4. General It is not the intention that everyone should at once rush out and start to prepare refuges. However, serious thought given to the selection of suitable refuges and how they could be prepared and used may save time and life later on.