

# AFTER THE RAID!

CITY OF MANCHESTER



# It might be YOU!

Mr E. Williams

P.A.C.

**FILL THIS IN YOURSELF**  
(with the aid of your Warden)

ADDRESS OF WARDEN'S POST:

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.....

NEAREST FIRST AID POST:

.....  
.....

NEAREST REST CENTRE:

.....  
.....

NEAREST CITIZENS' ADVICE BUREAU:

.....  
.....

NEAREST EMERGENCY FEEDING CENTRE:

.....  
.....

ADDRESS OF FRIEND WHO HAS AGREED TO  
BILLET MY FAMILY IF WE ARE HOMELESS:

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.....

# AFTER THE RAID

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*December, 1941.*

In this pamphlet it is the intention of the Corporation to tell the story of the ordinary citizen and his family after a raid.

Try to imagine with the aid of this booklet the consequences as they might affect YOU and YOUR family, and trace the steps which should be taken to ensure the fullest possible assistance from the various authorities whose desire it is to help you.

After the raid you may be dazed for a time, and it is only by getting to know, beforehand, what assistance can be obtained that you can do everything possible to help yourself in your distress.

The circumstances of every family are very different, but in this pamphlet the Corporation has tried to cover most of the usual difficulties with which citizens may be faced after the raid.

## NOTE

For *list of addresses* of Public Authorities whose duty it is to help air raid victims, see page 17.

For *list of Official Forms*, the addresses from which they may be obtained and to which they must be sent when completed, see page 26.

When you see mentioned in this booklet one of these official forms or public authorities, turn to these lists for guidance.



## WHAT ARRANGEMENTS HAVE BEEN MADE TO GIVE ME ASSISTANCE AND INFORMATION AFTER A RAID

### REST CENTRE SERVICE

There have been established throughout the City 65 first line Rest Centres, which are always ready to receive those who are made homeless by enemy action, and who have not made arrangements to stay with relatives or friends. These Centres are equipped with beds and bedding, with the means of making hot drinks and of serving meals; they are staffed by volunteers, including a Superintendent and Deputy at each Centre.

A list of Rest Centres is given on page 24.

Posters in the streets tell you where the Centres are, and other posters mark the Rest Centres themselves. Enter the address of your nearest Centre *now* in the space provided at the front of this book.

### ASSISTANCE AND INFORMATION AT REST CENTRES

At every Rest Centre which has been opened after a raid, Officers of the Housing Department will billet homeless persons. Officers of the Assistance Board will also attend the Rest Centres to make cash payments to those in need, and other Officers concerned with air raid welfare will be there, including the Ministry of Pensions and the Food Officer.

If you are bombed out and have not arranged with friends or relatives to put you up, go at once to the nearest Rest Centre where you will be given food and shelter, and where the Officers and Staff will give you assistance and advice.

If you have been bombed out and have gone to friends or relatives for shelter, or if you have not lost your home but need assistance and information as a result of the raid, go to any Rest Centre which you know to be open near to you, where the Officers and Staff will give you assistance and information.

### CITIZENS' ADVICE BUREAUX

Voluntary helpers, with a wide knowledge of air raid problems, staff the many Citizens' Advice Bureaux in Manchester (a list of which is given on page 19). Although the Citizens' Advice Bureaux cannot give you any actual help in the form of money or goods, they can and will give you

most valuable advice which will ensure that you get all the help possible in your particular circumstances. For instance, they can give you leaflets and claim forms; can tell you where to go for help; can trace your missing friends; can show you the latest casualty lists, and can help you to solve your personal problems.

### POLICE, WARDENS AND WOMEN'S VOLUNTARY SERVICES

The officers of these services are well acquainted with air raid problems. Do not hesitate to ask their advice if you are in trouble.

### MINISTRY OF INFORMATION LOUDSPEAKER CARS

These cars will tour the badly bombed areas after a heavy raid to make special announcements and to get to know what is wanted by the people. Tell the Officers in charge of the cars about your troubles and they will report them to the authorities.

### MOBILE INFORMATION AND ASSISTANCE VANS

These vans can go to the worst bombed areas, and staffed by Officers of the various Departments will attend to your immediate needs, distribute leaflets of advice, give out claim forms, and help you in every way.

The Ministry of Information loudspeaker cars will tell you where the mobile vans have been set up.

### THE INFORMATION CENTRE IN THE TOWN HALL

The Information Centre is the headquarters of the Information Service, from which the public notices and announcements are issued.

If you cannot consult a Rest Centre or Citizens' Advice Bureau, and you are in need of help, go to the Information Centre, where you will find Officers able to deal with your problems.

SO—

**Go to a Rest Centre or Citizens' Advice Bureau, and—**

**If you cannot do this, or if there is no Rest Centre open near to you—go to the Information Centre in the Town Hall.**

**Find a Friend Now who can Put You Up if you are Bombed Out**

## **THE GAS OR ELECTRICITY SUPPLY IS CUT OFF AND I CANNOT COOK ANY FOOD**

If there has been a severe raid, Mobile Canteens (possibly including the Queen's Messenger Food Convoy) may be sent into your district, and Emergency Feeding Centres will be opened if required. Manchester has 40 of these Centres (list on page 20) with equipment, food and water stored ready for an emergency. If they are open, this will be indicated by posters in the district. Simple hot meals will be on sale there, which may be eaten on the premises or taken home.

The British Restaurants (list on page 18), of which the City now has six, with others in course of preparation, will also be available after the raid.

If the food shop at which you are registered is bombed, take your ration book to the nearest shop which is still open; you will be served there until other arrangements can be made for you.

## **I AM A MEMBER OF H.M. FORCES WHO HAS A FAMILY PROBLEM CAUSED BY THE RAID, AND I MAY NEED EXTENSION OF LEAVE**

You should apply to the local Military Enquiry Officer, whose address is given on page 22.

## **I HAVE RELATIVES SERVING IN THE FORCES**

Let them know you are safe, by writing to them after a heavy raid.

## **I AM THE MOTHER OR GUARDIAN OF A YOUNG CHILD AND NEED AN EMERGENCY SUPPLY OF MILK**

Go to a Rest Centre or Child Welfare Centre, where your needs will be met.

## **A MEMBER OF MY FAMILY IS MISSING**

Do not go to first aid posts or hospitals unless you know your relative is there.

Consult the casualty lists on public notice boards, on police stations, churches and public buildings in all parts of the City.

If your relative or friend is missing after a raid, but his name does not appear on the list of casualties, it may be that he has been killed or injured but has not been identified. In



this event, go to the Casualty Bureau, Room 324, 3rd Floor, Town Hall Extension, where you can obtain information as to unidentified casualties.

If your relative was not living with you and does not appear to have become a casualty, you may find his new address with the aid of a Citizens' Advice Bureau.

### **MY RELATIVE OR FRIEND IS INJURED**

If the injured person is seriously ill and has been taken to hospital outside Manchester, you may obtain from a Relieving Officer of the Public Assistance Department a travelling allowance to visit the hospital.

If the injury prevents the injured person from earning his living the Assistance Board in certain circumstances will pay an injury allowance for some weeks. If the injury lasts for more than a certain time this allowance will cease, and application should be made to the Ministry of Pensions, who may make a further allowance.

### **I HAVE RECEIVED AN INJURY IN AN AIR RAID WHICH PREVENTS ME FROM DOING THE WORK FOR WHICH I HAVE BEEN TRAINED**

Apply to the Ministry of Labour to be enrolled in the Special Scheme for the Training and Resettlement of Disabled Persons. They will arrange for you to be trained in a job which you are still able to do in spite of your injury.

### **I BELIEVE A RELATIVE OR FRIEND FOR WHOM I AM RESPONSIBLE HAS BEEN KILLED**

On learning from a Casualty List or the Casualty Bureau, where the person is lying, you should go first to that particular hospital or temporary mortuary to identify the casualty with any effects there may be. Officials there will advise you what is the best course for you to follow.

In Manchester, plans have been made for reverent burials by the Corporation in a special plot at Southern Cemetery. After the war a memorial will be erected on this plot to the memory of those who have lost their lives in a very gallant chapter in the City's history. Where burial is carried out in this way you will be relieved of all costs and responsibility. You are fully entitled, as a tax-payer, to take advantage of these arrangements, which have been designed by His Majesty's Government to help you if you are unable to arrange private burial or cremation.

**Let your Relatives in the Forces know you are Safe !**

If you decide to arrange private burial or cremation there will be full respect for your wishes, but the Corporation has no power to pay for private funerals nor can any money grants be made for this purpose except under three special headings.

These are :—

- (i) Where a Civil Defence worker has died as the direct result of injuries sustained when on duty.
- (ii) Where you are the widow or wholly dependent relative of a person who was gainfully employed and were living in his home.
- (iii) Where you are arranging the funeral of a dependent relative of a serving member of the Navy, Army or Air Force. This emergency grant will be made at discretion of the Minister in cases of hardship.

In any of these cases you are entitled to a special funeral grant of £7 10s., and application should be made to the Ministry of Pensions, Sunlight House, Quay Street, Manchester, 3.

If you do not already possess a grave and cannot afford to purchase one, you may arrange for the burial to be made in the special plot which has been set aside in Southern Cemetery, and in this case you should notify your undertaker of your wish. This will leave you to pay all the funeral expenses, *but will relieve you of the cost of the grave.* The grave would not, of course, become your own property, and you would not be entitled to place your own memorial on it, but, as mentioned above, it is anticipated that after the war a public memorial to all who are buried on this plot will be erected.

When the death leaves a dependent relative or orphan child, the Ministry of Pensions will send a representative to investigate the circumstances. Enquiries should be addressed to the Ministry of Pensions.

### **I AM THE WIDOW OF A CIVIL DEFENCE VOLUNTEER OR A WORKING PERSON KILLED IN A RAID**

For ten weeks you will be paid, by the Ministry of Pensions, a temporary allowance of 50s. a week (and when your pension, is awarded, if it is more than 50s. a week, the arrears for the previous ten weeks will also be paid to you).

This allowance is not payable where you were separated from your husband at the time of his death, or where your husband died more than 26 weeks after he was injured—but the pension may still be paid in some cases.



**I KNOW OF A CHILD WHOSE PARENT, KILLED IN A RAID, WAS A CIVIL DEFENCE WORKER (OR WORKING PERSON)**

The Ministry of Pensions will investigate the case, and may award a pension to the child.

**I KNOW OF A PERSON WHO WAS DEPENDENT UPON A CIVIL DEFENCE VOLUNTEER OR WORKING PERSON KILLED IN A RAID**

The Ministry of Pensions should be asked to investigate the case: they have power in certain cases to award a pension.

**I KNOW OF A PERSON WHO WAS DEPENDENT ON SOMEONE WHO WAS KILLED IN A RAID, BUT THE PERSON KILLED WAS NEITHER WORKING NOR A CIVIL DEFENCE VOLUNTEER**

In some special cases the Ministry of Pensions have power to investigate and award a pension.

**I KNOW OF A CHILD WHO HAS BECOME AN ORPHAN AS A RESULT OF AN AIR RAID**

Communicate with Miss Kelsey, Ministry of Pensions, Sunlight House, Quay Street, Manchester, who will do everything possible to help the child.

**MY WIFE AND CHILD ; A SCHOOL-CHILD ; AN EXPECTANT MOTHER ; AN AGED OR INFIRM PERSON ; A CRIPPLE OR BLIND PERSON WISH TO BE EVACUATED FROM MANCHESTER**

(Wythenshawe is not included in the Manchester evacuation area.)

*Expectant Mothers* will be evacuated on application to the Maternity and Child Welfare Department, and *unaccompanied school-children* on application to the school which they normally attend.

*Mothers with children* of school age or under, *aged and infirm, crippled and blind persons* must find their own billets

in a reception area or a neutral area, and should produce at Byrom Street Schools, off Hardman Street, Deansgate, a letter from the person who is willing to accommodate them (expectant mothers and unaccompanied children may also follow this procedure if they wish).

Travelling expenses and billeting allowances will be paid in certain circumstances.

### **I WISH TO TRACE THE ADDRESS OF A RELATIVE OR FRIEND WHO CANNOT BE FOUND AFTER A RAID**

If he does not appear on the list of casualties he will probably have been billeted or re-housed. Consult a Citizens' Advice Bureau, who will try to trace him for you.

### **I HAVE REMOVED TO A NEW ADDRESS, OR HAVE BEEN BILLETED**

Fill in and post a Post Office Re-address Card (Form P. 2216B)

Notify a Citizens' Advice Bureau or the Information Centre of your change of address, to enable anxious relatives and friends to trace you

### **I HAVE A HOUSEHOLD PET (DOG, CAT, MONKEY, etc.)**

If you have not already done so, register your pet with the National A.R.P. for Animals Committee (N.A.R.P.A.C.), whose head office at Room 41, 40, Brazennose Street, Manchester, 2, will arrange for an Animal Guard to call at your home and will supply you with a registration disc to attach to your pet's collar.

Should your pet be lost during a raid this disc will enable the N.A.R.P.A.C. to trace the animal and return it to you.

If your pet is injured it can be treated or painlessly destroyed, free of charge, by the Society.

### **I HAVE LOST MY CLOTHES**

If you go to a Rest Centre, the W.V.S. will give you clothes to enable you to go out to make your enquiries. The next step depends upon the urgency of your need for money to replace essential clothing. If your need is immediate, the

Officer of the Assistance Board will be able to help you with an advance of cash and coupons at the Rest Centre, or at one of the Area Offices of the Board. If your need is not immediate, but you would be in a position of undue hardship if you had to wait for compensation until after the war, you may apply for an advance on Form W.D.A.1 to the Local Officer of Customs and Excise. If only coupons for essential clothing are required, an application on Form C.R.S.C.1 should be forwarded by post to the Collector of Customs and Excise.

If the advances made by these Departments do not cover the full amount of the damage, you should claim on Form P.C.S.4 and send it to the District Valuer (if insured under the War Damage Act, on Form P.C.S.3 to the Insurance Company).

### **I HAVE LOST TOOLS NECESSARY TO MY TRADE**

If you need money to buy new tools vital to your trade or profession, apply to the Assistance Board. If the advance made by the Board is insufficient to replace all tools lost, you may lodge your full claim on Form P.C.S.4 and send it to the District Valuer.

### **I WISH TO ENTER MY DAMAGED PREMISES TO RESUME MY OCCUPATION OR TO TAKE AWAY GOODS**

In the case of private houses, apply to the Housing Department at the Town Hall or Rest Centre.

In the case of business premises, apply to the City Architect at the Town Hall.

### **MY HOUSE IS DESTROYED OR BADLY DAMAGED AND IS UNINHABITABLE**

(a) If you have made arrangements to go to relatives or friends in an area outside Manchester, but cannot afford the fares, ask the Housing Department representative at a Rest Centre or at the Town Hall for a free travel voucher.

(b) If you go to a Rest Centre you can be billeted until you are rehoused. You may obtain for the householder an application form for a billeting allowance (usually paid for two weeks) from the Housing Department representative. This same officer will help you to find another house in due course.

**Boil All Water and Milk after a Heavy Raid**



## **I AM THE OWNER OF A DESTROYED OR BADLY DAMAGED HOUSE**

(a) *Temporary (First Aid) Repairs.*—You should try to do these yourself, but if you cannot the Housing Department will be able to help you.

(b) *Claim for Compensation under the War Damage Act.* You should notify any damage to the War Damage Commission on Form C.1 within 30 days of the occurrence. The Commission will then send you a further form, C.2, on which to make your claim. These forms have been made as simple as possible, and no difficulty should be experienced in completing them, but if any assistance is needed you should consult the local office of the War Damage Commission, a professional Valuer, or (if you cannot afford a professional Valuer) the Poor Man's Valuer.

First aid, temporary or permanent repairs may be carried out without seeking the permission of the War Damage Commission, but if the cost of permanent repair is likely to exceed £100, it will be necessary first to obtain a licence from the Regional Licensing Officer, Ministry of Works and Buildings. The War Damage Commission will make a Cost of Works payment to cover the reasonable cost of such repairs as soon as possible after the repairs have been completed.

In cases where property has been totally destroyed, or is so badly damaged that it is not worth repairing, a Value Payment will be made after the war. If your property is totally destroyed, or so badly damaged that it is not worth repairing, and you need assistance to obtain alternative accommodation, you may apply to the War Damage Commission for Form C.5/A on which to make application for an advance payment of compensation.

A fuller explanation will be found in Pamphlet C.1.

## **I AM THE TENANT OF A BADLY DAMAGED HOUSE**

If the property is repairable, the landlord is primarily responsible for repairs, but the Housing Department will carry out temporary "first aid" repairs. If the landlord is unwilling, notify the War Damage Commission on Form C.1 that you propose to carry out the repairs. The Commission will then send you a form, C.2, to enable you to claim a Cost of Works Payment after the necessary repairs have been executed. Here also Pamphlet C.1A should be studied.

While a house on a weekly tenancy is uninhabitable no rent need be paid to the landlord; but if some rooms are usable you can arrange with the landlord to pay a reduced rent until the repairs are carried out. You should always inform your landlord of the damage so that these arrangements can be made.

The Corporation may be asked by the landlord to give a certificate that the house is fit for habitation, which will be evidence as to the fitness of the house. The tenant may, however, ask the Corporation to cancel the certificate if he thinks further repairs should be done. Applications for certificates or for certificates to be cancelled should be made to the Chief Sanitary Inspector, Town Hall Extension, Manchester. An application to cancel a certificate should not be made until after three months from the date of the certificate or the last application.

A house held on a lease longer than quarterly is not subject to these arrangements. The rather involved legal proceedings are best dealt with by the aid of a solicitor or a Poor Man's Lawyer (list on page 22).

### **MY HOUSE IS DESTROYED OR BADLY DAMAGED AND MY FURNITURE NEEDS REMOVING (AND POSSIBLY STORING)**

The primary responsibility for recovering and protecting household effects rests with the *owner*, who should do everything he can to protect his property. If for some reason, financial or otherwise, you are unable to remove your furniture, the Housing Department will arrange for it to be moved to your new house in Manchester, or will pay a proportion of the cost if you move it yourself. Your furniture may temporarily be stored by the Corporation until you find a new house.

If there were valuables in your house (bank books, policies, cash, jewellery or silverware) notify the Police and your Warden. They may have been salvaged, in which case apply to the City Treasurer's (Debits) Office, Town Hall, Manchester, 2.

### **I NEED NEW FURNITURE OR HOUSEHOLD EFFECTS**

The Housing Department may find you necessary article, of simple furniture until you can obtain your own furniture. The next step depends upon the urgency of your need for

money to replace essential furniture or household equipment. If your need is immediate, the officer of the Assistance Board will be able to help you with an advance of cash at the Rest Centre or at one of the Area Offices of the Board. The advance cannot be made, however, until you have secured unfurnished accommodation in which the furniture required may be put into use. If your need is not immediate, but you would be in a position of undue hardship if you had to wait for compensation until after the war, you may apply for an advance on Form W.D.A.1 to the Local Officer of Customs and Excise. If the advances made by these Departments do not cover the full amount of the damage, you should claim on Form P.C.S.4 and send it to the District Valuer (if insured under the War Damage Act, claim on Form P.C.S.3 to your Insurance Company).

**GOODS BELONGING TO ME HAVE BEEN DESTROYED IN  
A WORKS, SHOP, LAUNDRY OR ANY PLACE  
OTHER THAN MY OWN HOME**

Your claim, on Form P.C.S.4, should go to the District Valuer for the district in which the goods were *destroyed* (although you may have handed the article to a Manchester branch, goods may have been destroyed at a works in another town).

See also paragraph "I have lost my clothes" on page 8 for action if you are in immediate need of money or comforts to replace essential clothing.

**MY BUSINESS PREMISES HAVE BEEN DESTROYED  
OR DAMAGED AND—**

(a) *I wish to repair them myself.* The owner or tenant is at liberty to give instructions to a contractor to effect first aid and/or permanent repairs and claim on Form C.1 for a Cost of Works payment from the War Damage Commission. Before the contractor may proceed with permanent repairs which will cost more than £100, it is necessary for a licence to be obtained from the Regional Licensing Officer, Ministry of Works and Buildings, Lancaster House, 80, Princess Street, Manchester, 1. If difficulty is experienced in obtaining the building materials necessary to carry out first-aid repairs, apply to the City Architect, who will issue the required release note.

**Let your Relatives in the Forces Know you are Safe.**



(b) *I cannot afford to pay a contractor to repair them, pending a grant of cost of works payment.* If your business is scheduled as essential to the war effort, the City Architect's advice should be obtained. If it is not an essential business, it will be best for you to consult the War Damage Commission.

The Commission will be prepared to accept unreceipted builders' accounts, and a Cost of Works payment will be made as soon as possible after the repairs have been executed.

(c) *I wish to obtain compensation for damage to premises of which I am the owner.* Complete Form C.1 and return it within thirty days to the War Damage Commission.

(d) *The extent of the damage is such that my stock-in-trade and equipment are likely to suffer from the effects of the weather unless removed to other premises immediately.* Apply to the City Architect, who will provide accommodation at the Corporation Salvage Depot for such of your stock-in-trade and equipment as can be conveniently removed. These articles should, of course, be collected immediately your new address has been established.

(e) *I wish to claim compensation in respect of my stock-in-trade and equipment damaged or destroyed.* See "Shopkeepers," page 15.

(f) *I am not in possession of an insurance policy under the War Damage Act (Business Scheme), and I desire to salvage such of my stock-in-trade and equipment as may be possible.* Apply to the City Architect, who will arrange for salvage work to be undertaken.

(g) *I am unable to obtain transport to remove any goods either from the damaged building or from the Corporation store.* The City Architect will provide the necessary transport, the cost of which will be charged to the owner.

(h) *I would like the recovery of my safe or the contents of my strong room to be given priority.* Inform the City Architect of the likely position of the safe or strong room in order that the necessary work of salvage can be carried out as soon as convenient.

## **I REQUIRE NEW BUSINESS PREMISES OWING TO RAID DAMAGE**

The Chamber of Commerce, Ship Canal House, King Street, have undertaken to assist firms to obtain alternative accommodation.

If you are the owner of the premises, you may also apply to the War Damage Commission for an advance payment to assist you to obtain alternative accommodation. The appropriate claim form is C.5/B.

### **A BUSINESS FIRM'S PREMISES HAVE BEEN DESTROYED AND I WISH TO FIND THEIR NEW—**

#### **Address.**

Consult the Commercial Library in the Central Library, St. Peter's Square, who keep an index of removals of business firms who have notified their new address.

#### **Telephone Number.**

Consult the General Post Office in Spring Gardens, or phone "Directory Enquiry."

### **I HAVE LOST MY EMPLOYMENT AS A RESULT OF A RAID**

Go at once to your Employment Exchange, where you will receive instructions regarding work available in the district. Listen to the broadcast news items, and watch the papers for special announcements.

### **MY INCOME HAS BEEN GREATLY REDUCED OR HAS CEASED AS A RESULT OF THE RAID**

If your normal income was from employment insurable under the Unemployment Insurance Acts, and you are unable immediately to secure other employment, you should make a claim for Unemployment Insurance Benefit at your local Employment Exchange. If you have no title to Unemployment Insurance Benefit, allowances can be obtained from the Assistance Board by persons aged 16 or over if they are in distress directly caused by the war:—

- (a) Because they have lost their means of livelihood; or
- (b) Because they have been evacuated under the Government Scheme.

The first category may include proprietors of businesses destroyed by enemy action, or persons with normal earnings in excess of the limits for compulsory insurance, who lose their livelihood because their place of employment is destroyed by enemy action.

If you get into financial difficulties due to the loss of your business, the Liabilities Adjustment Officer at Atlantic Chambers, 7, Brazennose Street, Manchester, will advise you.

### **I AM A SHOPKEEPER WHOSE GOODS HAVE BEEN DESTROYED AS A RESULT OF THE RAID**

Wholesalers have power to replace your stocks if you fill in a declaration form, obtainable from the Chamber of Commerce or the Information Centre. If there is any difficulty apply to the Area Distribution Officer of the Board of Trade at 196, Deansgate, Manchester (Deansgate 2381).

If your business equipment exceeded £1,000 in value, you should have insured under the War Damage (Business Scheme) Order, and your claim will be considered by your Insurance Company. If you have not insured you cannot claim compensation.

If the value was between £100 and £1,000, insurance was, and still is, optional, but you will only be compensated for such goods as you insured.

If the value is less than £100 you may claim on Form P.C.S.4 to the District Valuer and the Assistance Board has power to advance sums up to about £50 to replace stock and movable equipment. If you get into financial difficulties due to the loss of your business, the Liabilities Adjustment Officer at Atlantic Chambers, 7, Brazennose Street, Manchester, will advise you.

### **I HAVE A PERSONAL, FAMILY, OR LEGAL, PROBLEM AS A RESULT OF THE RAID**

Any Citizens' Advice Bureau will be glad to do everything possible to help you to overcome your difficulties. (List on page 49.)

If it is found that you need legal advice, you will be told where it may be obtained.

### **AFTER CONSULTING ALL THESE AUTHORITIES I FIND I STILL NEED FINANCIAL HELP**

Contributions to Air Raid Distress Funds in Britain and, in fact, from sympathisers all over the world have been received by Lord Mayors and prominent persons.

The Lord Mayor of Manchester has himself received many



contributions and in addition has accepted from the National Fund money to be used to help those who find themselves in distress and for whom the official schemes do not provide sufficient help.

Application for help from this fund should be made at Gaddum House, 16-18, Queen Street, Manchester, 2 (off Albert Square), either to the offices of the District Provident and Charity Organisations Society or of the Manchester City League of Help. The staffs of these Societies will receive sympathetically any reasonable request for assistance, will investigate the applicant's circumstances, and wherever possible will make a money grant to relieve the applicants' distress.

Contributions to the Fund will be welcomed, and should be addressed to the Lord Mayor of Manchester.

## **I HAVE LOST MY —**

### **GAS MASK**

Apply to your local Head Warden's Post.

### **RATION BOOK**

Apply to the Food Officer at any Rest Centre, at the Information Centre in the Town Hall, or to the Food Office in the Town Hall.

### **IDENTITY CARD**

Apply to the Food Officers at the same address.

### **CLOTHES RATION CARDS**

Obtain a Declaration Form from the nearest main Post Office and make a declaration before a Justice of the Peace whose home address can be found in the Directory in any Library.

### **MEDICAL CARD**

Apply to Manchester Insurance Committee, Ardwick Town Hall, Manchester, 12 (on Form M.E.D. 50 from any Post Office).

### **ALLOWANCE OR PENSION BOOK OF ANY KIND**

Fill in Form Pens. A.R.1.

### **CONTRIBUTION CARDS FOR ANY OF THESE ALLOWANCES OR PENSIONS**

New cards can be supplied at the Rest Centres, Citizens' Advice Bureaux, and the Information Centre in the Town Hall.

### **H.M. FORCES ALLOWANCE ORDER BOOKS**

*Army:* Regimental Paymaster of Unit or Secretary, War Office, Branch 29, Whitehall, London, S.W. 1.

*Navy:* Director of Navy Accounts, Admiralty, Whitehall, London, S.W. 1.

*Air Force:* Director of Accounts, Air Ministry, Whittington Road, Worcester.

## LIST OF ADDRESSES OF PUBLIC AUTHORITIES AND OF SUBJECTS CONNECTED WITH RELIEF OF AIR RAID DISTRESS

### ASSISTANCE BOARD

Applicants should make their applications to any open Rest Centre or to the appropriate Area Office for the district in which they live. The addresses of these Area Offices are given below.

<b>Manchester Central</b>	Horrockses Building, 107, Piccadilly, Manchester, 1.
<b>Manchester Exchange</b>	16, Blackfriars' Street, Salford, 3.
<b>Ardwick</b> .. .. .	School Buildings, Regent Street, Dover Street, Manchester, 13.
<b>Rusholme</b> .. .. .	
<b>Newton Heath</b> ..	Methodist Schools, Oldham Road, Newton Heath, Manchester, 10.
<b>Openshaw</b> .. ..	71, Whitworth Street, Openshaw, Manchester, 10.
<b>Salford</b> .. .. .	299, Eccles New Road, Salford, 5.
<b>Sale (including Stretford)</b>	Warwick House, Ashton Lane, Sale, Cheshire.
<b>Stockport</b> .. ..	101, Hall Street, Stockport, Cheshire.
<b>Ashton-under-Lyne</b>	Park View, Currier Lane, Ashton-under-Lyne, Lanes.
<b>Stalybridge</b> .. ..	18, Portland Place, Mottram Road, Stalybridge, Cheshire.
<b>Macclesfield</b> .. ..	Trinity House, Cumberland Street, Macclesfield, Cheshire.

### AIR RAID DISTRESS FUND

<b>Manchester</b> .. ..	Gaddum House, 16-18, Queen Street, Manchester, 2, to the Offices of the District Provident Society or City League of Help.
<b>Salford</b> .. .. .	Town Hall, Bexley Square, Salford, 3.
<b>Stretford</b> .. .. .	The Mayor, Town Hall, Talbot Road, Stretford.

(NOTE.—For other districts, enquiries should be made to the Mayor or the Chairman of the Council.)

### AIR RAID WELFARE DEPARTMENT

2, Mount Street, Manchester, 2. (BLA 9325.)

### AREA DISTRIBUTION OFFICER

Board of Trade, 196, Deansgate, Manchester, 3.

## BILLETING

**Manchester** .. .. *Civil Servants coming to Manchester on Government Business.*—The Rating Superintendent, City Treasurer's Department, Town Hall Extension. ('Phone: CENTRAL 3377, Extension 422.)

*Channel Island Refugees; Evacuees from Certain Coastal Towns; Foreign War Refugees, including Children under Care of "The Movement from Germany"; Persons made Homeless by Enemy Action in Certain other Areas; Evacuees from London under the Government Scheme.*—The Public Assistance Department, All Saints, Manchester. ('Phone: CENTRAL 2653.)

*Members of His Majesty's Forces.*—The Chief Constable's Police Headquarters, South Street, Manchester. ('Phone: CENTRAL 1212.)

*Dockers and Munition Workers.*—The Housing Survey Section, Public Health Department—Inspector Illingworth, Room 303, Town Hall Extension, Manchester. ('Phone: CENTRAL 3377, Extension 431.)

*Manchester Citizens made Homeless by Air Raids on Manchester.*—The Housing Department, Town Hall Extension, Manchester—Mr. Wrigley, Room 223, Second Floor. ('Phone: CENTRAL 3377, Extension 488.)

**Salford** .. .. Public Assistance Offices, Broughton Road, Pendleton-Salford, 6.

**Stretford** .. .. Billeting Office, 100, Talbot Road, Stretford.

## BRITISH RESTAURANTS

The following Centres are open daily for meals:—

**Manchester** .. .. Bank Meadow, Pinmill Brow, Ardwick, Manchester.  
Queen Street, Bradford, Manchester.  
Mulberry Street, Hulme, Manchester.  
Ainsworth Street, West Gorton, Manchester.  
The Round House, Every Street, Ancoats, Manchester.

**Salford** .. .. Trafford Road, Ordsall Park.

## CASUALTY BUREAUX

**Manchester** .. .. Room 324, 3rd Floor, Town Hall Extension, Manchester, 2

**Stretford** .. .. Civil Defence Offices, 98, Talbot Road, Stretford.

**Salford** .. .. Health Office, Regent Road, Salford, 5.

## COMMERCE, CHAMBER OF

Ship Canal House, King Street, Manchester.



## COMPENSATION FOR WAR DAMAGE

- Private Chattels** .. See "District Valuer."  
**Land and Buildings** .. See "War Damage Commission."  
**Business Scheme** .. Obtain claim form from the Insurance Company which has undertaken the insurance.  
**Immediate Assistance** .. See "Assistance Board."  
**Undue Hardship, Prevention of** .. See "Customs and Excise."

## CITIZENS' ADVICE BUREAUX

- Manchester** .. .. Blackley Library .. Moss Side Library.  
Bradford Library. .. Newton Heath Library.  
Chorlton Library. .. West Gorton Library.  
Crumpsall Library. .. Wilbraham Library.  
Longsight Library. .. Withington Library.  
St. Andrew's Hall, Booth Street, 15.  
University Settlement, Ancoats.  
Guild of Social Service, Collyhurst.  
Crossley Lads' Club, Openshaw.  
The Cedars, Benchill.  
62, Homewood Road, Northenden.  
Gaddum House, 16/18, Queen Street, (City).  
Information Bureau, Town Hall.
- Stretford** .. .. There is a Citizens' Advice Bureau in every Library—  
Old Trafford .. TRA 1332.  
Stretford .. LON 1063.  
Firwood .. CHO 2709.  
Lostock .. LON 1710.  
Trafford Park TRA 1108.
- Salford** .. .. Information Bureau, Camp Street, Broughton.  
Pendleton Information Bureau, Gardner Street.  
Salford Town Hall.  
187, Regent Road.  
Sacred Trinity School, Blackfriars Road.  
Challenge Centre, Woodbine Street.

## CITY ARCHITECT

Second Floor, Town Hall, Manchester, 2.

## CUSTOMS AND EXCISE COMMISSIONERS

- The Collector** .. (For Forms C.R.S.C.1) 184, Deansgate, Manchester, 3.  
**Local Officers** .. 11, Piccadilly, Manchester, 1.  
Rechabite Hall, Queen's Road, Miles Platting, Manchester, 10.  
272, Oxford Road, Manchester, 13.  
184, Deansgate, Manchester, 3.  
56, Talbot Road, Old Trafford, Manchester, 16.

(NOTE.—Application should be made to the nearest office, but in cases of doubt as to which is the correct office telephone the Collector of Customs and Excise (BLackfriars 5205).

## DISTRICT VALUER

**Manchester** .. .. Princess Buildings, 20, Princess Street, Manchester, 2,  
**Salford and Stretford** Sunlight House, Quay Street, Manchester, 3.  
**SALFORD**—Room 28, 4th Floor **STRETFORD**—Room 31, 4th Floor.

## EDUCATION DEPARTMENT

**General Enquiries..** Education Offices, Deansgate, Manchester, 3.  
**Evacuation** .. .. Byrom Street Schools, Deansgate, Manchester, 3.  
**Air Raid Welfare,**  
**Rest Centres,**  
**Mobile Canteens,**  
**Emergency Feed-**  
**ing** .. .. 2, Mount Street, Manchester, 2.

## EMERGENCY FEEDING

- (a) **Administration..** 2, Mount Street, Manchester, 2. (Phone: BLA 9325.)  
(b) **List of Emergency Feeding Centres in Manchester—**

Alfred Street, Harpurhey.	New Moston Senior, Moston.
Armitage Street, Ardwick.	Old Hall Drive, Gorton.
Bengal Street, Oldham Road.	Old Moat Senior, Withington.
Birchfields, Fallowfield.	Palmerston Street (Nursery) Ard-
Brookdale Park, Newton Heath.	wick.
Brownley Green, Wythenshawe.	Princess Road, Moss Side.
Burgess Street, Harpurhey.	Queen Street, Bradford.
Cheetham Senior, Heath Street.	St. Joseph's Central, Victoria Park.
Cheetham Special Cheetham Hill Rd.	St. Robert's, Longsight.
Chorlton Central, Oswald Road.	Seymour Road, Clayton.
Chorlton Park, Chorlton-cum-Hardy.	Sharston, Wythenshawe.
City Road, Hulme.	Southall Street, Cheetham.
Crosslee, Blackley.	South Hulme Senior Girls, Upper
Didsbury C. of E., Elm Grove.	Jackson Street.
Ducie Avenue, Whitworth Park.	Spurley Hey, Mount Road, Gorton.
Grange Street Special, Bradford.	Thomas Street, West Gorton.
Hague Street, Newton Heath.	Victoria Avenue, Blackley.
Holland Street, M1es Platting.	Wheler Street, Openshaw.
Ladybarn Senior, Briarfield Road.	Wilbraham, Hart Road, Fallow-
Lily Lane, Moston.	field.
Mansfield Street, Ardwick Green.	Yew Tree Senior, Northenden.
Moseley Road, Fallowfield.	

## EVACUATION FROM MANCHESTER

**Expectant Mothers.**—The Maternity and Child Welfare Section, Public Health Department, Third Floor, Town Hall, Extension, Manchester, or any Child Welfare Centre. (Phone - CENTRAL 3377, Extension 349.)

**Unaccompanied Schoolchildren.**—The Head Teacher of the School they normally attend.

**Find a Friend Now who can Put You Up if you are Bombed Out**

**Mothers with Children of School Age or Under ; Aged and Infirm, Blind and Crippled Persons.**—These persons must make their own arrangements with a household in a neutral or reception area, and should produce at Byrom Street Schools, off Hardman Street, Deansgate, a letter from the person who is willing to accommodate them. (Expectant mothers and unaccompanied children may also follow this procedure if they so prefer.)

## **EVACUATION—OTHER TOWNS**

**Salford** .. .. . Education Offices, Chapel Street, Salford, 3.  
**Stretford** .. .. . Evacuation Officer, Room 15, Ground Floor, Town Hall  
Talbot Road, Stretford.

## **EXTENSION OF LEAVE for Members of Forces**

See Military Enquiries.

## **FOOD CONTROL**

**Manchester** .. .. . 1st Floor, Town Hall, Albert Square, Manchester, 2.  
**Salford** .. .. . Victor Street Schools, off Chapel Street, Salford, 3.  
**Stretford** .. .. . 104, Talbot Road, Stretford.

## **FURNITURE (Household)**

**Removals and Storage  
and Loans** .. .. . Housing Department, 2nd Floor, Town Hall Extension.  
Manchester, 2.

## **HEALTH, MINISTRY OF**

**Regional Office** .. . Sunlight House, Quay Street, Manchester, 3.  
**Insurance Section** .. . Empire House, 10, Charlotte Street, Manchester, 2.

## **HOUSING DEPARTMENT**

2nd Floor, Town Hall Extension, Manchester, 2.

## **INFORMATION BUREAU AND INFORMATION CENTRE**

Ground Floor, Town Hall, Manchester, 2.

## **LABOUR, MINISTRY OF**

Sunlight House, Quay Street, Manchester, 3.

## **LEAVE, EXTENSION OF, for Members of Forces**

See Military Enquiries.



## LIABILITIES ADJUSTMENT OFFICER

Atlantic Chambers, 7, Brazennose Street, Manchester, 2

## MATERNITY AND CHILD WELFARE DEPARTMENT

Third Floor, Town Hall Extension, Manchester, 2.

## MILITARY ENQUIRY OFFICER

Manchester	.. ..	Captain J. D. Caine, R.A.P.C., 339, Stockport Road, Longsight, Manchester. ('Phone: ARD. 4104.) (After heavy raids moves into Gaddum House, Queen Street, Manchester. 'Phone: BLA 9165.)
Salford	.. ..	Military Enquiry Officer, 6th (H.D.) Battalion, East Lancashire Regiment, Fairhope Avenue, Eccles Old Road, Salford, 6. ('Phone: ECCles 1643.) (After heavy raids moves into Salford Town Hall. 'Phone: BLA. 2363.)
Stretford	.. ..	Captain G. A. Shannon, R.A.P.C., 339, Stockport Road, Longsight, Manchester. ('Phone: ARD 4104.) (After heavy raids moves into Room #1, Stretford Town Hall. 'Phone: TRA. 2101.)

## N.A.R.P.A.C. (National A.R.P. for Animals Committee)

Room 41, 40, Brazennose Street, Manchester, 2.

## NATIONAL REGISTRATION OFFICE

Manchester	.. ..	1st Floor, Town Hall, Albert Square, Manchester, 2.
Salford	.. ..	Victor Street Schools, Salford, 3.
Stretford	.. ..	Room 31, 1st Floor, Town Hall, Stretford.

## PENSIONS, MINISTRY OF

Sunlight House, Quay Street, Manchester, 3.

## POOR MAN'S LAWYER (for legal advice)

Monday	.. ..	Horsfall Museum, Every Street, ANCOATS, October-March, 2 to 4 p.m.; April-September, 5-30 to 6-30 p.m.
Tuesday	.. ..	Zion Institute, Stretford Road, HULME, 5-30 to 7 p.m.
Thursday	.. ..	Central Mission, Trafford Road, SALFORD, 5-30 to 6-30 p.m.
Thursday	.. ..	2nd and 4th in month, Friends' Meeting House, Northenden Road, WYTHENSHAW, 5-30 to 6-30 p.m.
Friday	.. ..	Guild for Social Service, Willert Street, COLLYHURST, 6 to 7 p.m.

(These times are subject to alteration without notice at present.)

## POOR MAN'S VALUER (for War Damage)

Estate Exchange, 46, Fountain Street, Manchester.  
Tuesdays and Thursdays, between 2-30 and 4-0 p.m.

## POSTAL INFORMATION

Post Office Information Bureau, General Post Office  
Spring Gardens, Manchester, 2. (CEN. 1144.)

## PUBLIC ASSISTANCE

### General Offices

(Manchester) All Saints, Manchester, 15. Telephone: CENTral 2653 and 0588.

### Relieving Officers—

- |                                       |  |
|---------------------------------------|--|
| M. W. Stainton ..                     | Trinity Presbyterian Sunday School, Cheetham Hill Road, Manchester.  |
| A. G. Orange ..                       | Blackley (Exchange Street) Methodist Schools, Ward Street, Blackley. |
| H. Adshead (Acting Relieving Officer) | Newton Heath Town Hall, Manchester.                                  |
| E. O. Austin ..                       | Livesey Street, Rochdale Road, Manchester.                           |
| H. J. Kellord ..                      | Livesey Street, Rochdale Road, Manchester.                           |
| H. Stainton ..                        | Holland Street, Newton, Manchester.                                  |
| W. A. Barrett ..                      | Holland Street, Newton, Manchester.                                  |
| E. Flatley ..                         | 109, Cheetham Hill Road, Manchester.                                 |
| J. E. Earle ..                        | St. Stephen's Sunday School, Conran Street, Harpurhey, Manchester.   |
| H. O. Drinkwater ..                   | Brooke Street, Bradford.   |
| F. Hargreaves ..                      | Brooke Street, Bradford.   |
| J. Crabtree ..                        | United Methodist School, Whitworth Street East, Openshaw.            |
| W. Powell ..                          | 36a, Booth Street, Gorton.   |
| A. B. Coulthard ..                    | Gorton Town Hall, Gorton, Manchester.                                |
| E. G. Adamson ..                      | Longsight Methodist Schools, South Street, Longsight.                |
| J. E. Owen ..                         | Longsight Methodist Schools, South Street, Longsight.                |
| W. J. Lewis ..                        | 42, Hyde Road, Ardwick, Manchester.                                  |
| S. Bayley ..                          | 40, Hyde Road, Ardwick, Manchester.                                  |
| M. H. McManus ..                      | Cavendish Street, All Saints, Manchester.                            |
| H. V. Swanwick ..                     | Zion Institute, Stretford Road, Hulme, Manchester.                   |
| T. Goodale ..                         | Zion Institute, Stretford Road, Hulme, Manchester.                   |
| A. Chambers ..                        | St. Edmund's Sunday School, Alexandra Road, Moss Side, Manchester.   |
| T. T. Shann ..                        | Platt Parish Hall, Rusholme, Manchester.                             |
| G. L. McMillan ..                     | Levenshulme Town Hall, Stockport Road, Manchester.                   |
| W. H. Taylor ..                       | Withington Town Hall, West Didsbury, Manchester.                     |
| A. Towle ..                           | Withington Town Hall, West Didsbury, Manchester.                     |
| A. Towle ..                           | Methodist Sunday School, High Lane, Chorlton-cum-Hardy, Manchester.  |
| H. Lyndon ..                          | The Cedars, Brownley Green, Wythenshawe.                             |
| H. Lyndon ..                          | Church Room, Kenworthy Lane, Northenden.                             |

## REMOVALS (Household)

Housing Department, 2nd Floor, Town Hall Extension, Manchester, 2.

## REMOVALS (Business)

City Architect, Town Hall, Manchester.

## REPAIRS (Household)

First Aid Repairs .. Housing Department, 2nd Floor, Town Hall Extension.

## FIRST AID REPAIRS (Household and Business)

### Temporary Works and Cost of Works Payments

War Damage Commission, Lancaster House, Whitworth Street, Manchester, 1.

## REST CENTRES

Whalley Range Methodist Sunday School, Withington Road, Manchester, 10.  
Roby Congregational Sunday School, Dickenson Road, Manchester, 13.  
Clowes Street Union Chapel Sunday School, West Gorton, Manchester, 18.  
Wesley Street Methodist Sunday School, Levenshulme, Manchester, 19.  
Hopkinson Road Methodist Sunday School, Higher Blackley, Manchester, 9.  
Platt Lane Methodist Sunday School, Rusholme, Manchester.  
Ashley Lane Methodist Sunday School, Moston, Manchester, 9.  
Elm Street Methodist Sunday School, Miles Platting, Manchester, 9.  
Moss Side Baptist Church and School, Moss Side, Manchester.  
Hope Hall, Brunswick Street, Chorlton-on-Medlock.  
Queen's Park Congregational Church, Rochdale Road, Manchester, 9.  
Beech Mount Methodist Sunday School, Beech Mount, Harpurhey.  
Wellington Street Baptist School, Gorton.  
Zion Methodist Sunday School, Crab Lane, Higher Blackley.  
MacFayden Memorial Sunday School, Barlow Moor Road, Chorlton-c.-Hardy  
New Islington Public Hall, Ancoats.  
Wilmslow Road Methodist Sunday School, Withington, Manchester, 20.  
Grey Mare Lane Methodist Sunday School, Lower Openshaw, Manchester.  
Aspinal Methodist Sunday School, Reddish Lane, Gorton, Manchester.  
Chancery Lane Methodist Sunday School, Ardwick.  
Ancoats Lads' Club, Spectator Street, Beswick, Ardwick.  
Ardwick Lads' Club, Palmerston Street, Manchester, 12.  
Chain Bar Methodist Sunday School, Moston Lane, Manchester, 9.  
Brooke Street, Bradford, Manchester.  
Brookfield Sunday School, Hyde Road, Gorton.  
Bridgewater Hall, Silver Street, Hulme.  
Blackley (Exchange Street) Methodist School, Ward Street, Manchester, 9.  
Blackley Institute, Tudor Avenue, Blackley.  
Burnage Congregational School, Burnage.  
Carver Hall, Garner Street, Clayton, Manchester.  
Crossley Lads' Club, Ashton Old Road, Openshaw.  
Charter Street Institute, Dantzic Street, Manchester.  
Cheetham Public Hall, Cheetham Hill Road, Manchester.  
Churnet Street Public Hall, Collyhurst, Manchester.  
Church Hall (St. Luke's), Brownley Road, Wythenshawe.  
Church Rooms, Kenworthy Lane, Northern Lane.  
109, Cheetham Hill Road, Cheetham Hill, Manchester.  
Hugh Oldham Lads' Club, Livesey Street, Manchester, 4.  
Ivy Cottage Mission, 97, Barlow Moor Road, Didsbury.  
Lower Mosley Street School, City.  
Levenshulme Town Hall, Levenshulme.  
Church Street Methodist Sunday School, Beswick.  
South Street Methodist Sunday School, Longsight.  
High Lane Methodist Sunday School, Chorlton-cum-Hardy.  
Sibson Road McLaren Baptist School, Chorlton-cum-Hardy.



McLaren Memorial Sunday School, Eileen Grove, Rusholme  
 Manchester University, Oxford Road, Manchester.  
 Platt Parish Hall, Rusholme.  
 Royal Oak Centre, Wythenshawe.  
 Seymour Road Congregational Church, Clayton.  
 St. Mary's Road School, Newton Heath.  
 St. Luke's Sunday School, Burton Road, West Didsbury  
 St. Edmund's, Alexandra Road, Moss Side.  
 St. Stephen's Sunday School, Conran Street, Manchester, 9.  
 Withington Congregational Church, Palatine Road, Manchester, 20  
 St. Paul's, Chapel Street, Didsbury.  
 Simpson Memorial Institute, Moston Lane, Manchester, 9.  
 St. Matthew's Sunday School, Cleveland Road, Manchester, 8  
 Wood Street Mission, Deansgate, Manchester, 3.  
 Whitworth Art Gallery, Whitworth Park, Manchester, 15.  
 Women's Institute, Cheetham Hill Road, Manchester.  
 Zion Institute, Stretford Road, Manchester.  
 Birch Street Baptist Sunday School, Gorton.  
 St. Michael's, Orton Road, Lawton Moor, Northenden.  
 St. Clement's, Ashton Old Road, Higher Openshaw

## **SANITARY INSPECTOR.**

Town Hall Extension, Manchester, 2

## **TRADE, BOARD OF**

<b>Area Distribution Officer</b>	.. .. 196, Deansgate, Manchester, 3.
<b>Clothes Rationing</b>	.. Dept. I. & M. 2, at either 196, Deansgate, Manchester, or Pine Court Hotel, Bournemouth.
<b>War Risks Insurance</b>	" King's House," 42, King Street West, Manchester, 3.

## **WAR DAMAGE COMMISSION**

Lancaster House, Whitworth Street Manchester, 2.

## **WOMEN'S VOLUNTARY SERVICES**

Ground Floor, Town Hall, Manchester, 2.

## **WORKS AND BUILDINGS, MINISTRY OF**

<b>Building Licences</b>	.. Lancaster House, Whitworth Street, Manchester, 1. (entrance at 80, Princess Street).
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# LIST OF OFFICIAL FORMS

## USED IN CONNECTION WITH ASSISTANCE TO AIR RAID VICTIMS

These Forms may be obtained after Raids at any open Rest Centre, any Citizens' Advice Bureau, or at the Information Centre in the Town Hall.

Title of Form.	Authority which issues the Form.	Purpose for which it is Used.	Address to which the Form should be sent when filled in by Manchester Citizens.
C.1 .. ..	War Damage Commission, Lancaster House, Whitworth Street, Manchester, 1.	Claim for compensation for damage by enemy action to land and buildings.	War Damage Commission, Lancaster House, Whitworth Street, Manchester, 1.
C.1A .. ..	War Damage Commission.	Explanatory Memorandum issued to all claimants on Form C.1 (Persons wishing to have a copy for information only can obtain one from His Majesty's Stationery Office, 39/41, King Street, Manchester, 2, at a cost of 1d.)	None.
P.C.S.4 ..	District Valuer, 20, Princess Street, Manchester, 2.	Claims for compensation for damage by enemy action to private chattels.	District Valuer, 20, Princess Street, Manchester, 2.
W.D.A.1 .. and Notice 123	Commissioners of Customs and Excise, 184, Deansgate, Manchester, 3.	Application for an advance of money "to avoid undue hardship," and explanatory leaflet.	The Local Officer of Customs and Excise. (For address of nearest Officer, see page 19.)
C.R.S.C.1 ..	Commissioners of Customs and Excise.	Application for coupons to replace essential clothing and footwear destroyed or damaged by enemy action.	Collector of Customs and Excise, 184, Deansgate, Manchester, 3.

Title of Form.	Authority which issues the Form.	Purpose for which it is Used.	Address to which the Form should be sent when filled in by Manchester Citizens.
X.219c ..	Ministry of Health, Insurance Department, Empire House, 10, Charlotte Street, Manchester, 1.	Application for credit of stamps on a National Health or Contributory Pensions Card lost or badly damaged by enemy action.	Ministry of Health, Insurance Department, 10, Charlotte Street, Manchester, 1.
Pens. A.R.1	Ministry of Health	Contributory Pensions—Application for replacement of Pension or Allowance Order Book lost or badly damaged by enemy action.	Ministry of Health, Blackpool
P.2216B ..	The Post Office.	Application for re-direction of letters and other postal packets.	The nearest Post Office to the old address.
Med.50 ..	The Post Office.	Application for Lost Medical Card.	Manchester Insurance Committee, Ardwick Town Hall, Manchester, 12.
B.A.C. and C./B.A.C.	Manchester Corporation.	Application for Billeting Allowance, Homeless Persons, with explanatory leaflet.	Billeting Officer, Re-housing of Homeless, Town Hall, Manchester, 2.
R.G.5. ..	Ministry of Food	Application for Lost Ration Book.	Food Office, Town Hall, Manchester



# THE ENEMY MAY USE GAS!

## BE PREPARED.

Carry your gas mask ALWAYS.

Have it tested by your warden.

Prepare a Gas Proof Refuge Room if you are able to do this.

You can obtain leaflets on this subject from His Majesty's Stationery Office, 39, King Street, Manchester, telling you the best way of preparing a gasproof refuge.

Obtain a tin of Anti-Gas Ointment No. 2 from your local chemist when gas raids begin. When Liquid Gas comes into contact with your clothing remove the clothing (but not your gas mask) at once. If your skin is splashed apply Anti-Gas Ointment (your warden will tell you how to do this) and wash the part thoroughly with soap and warm water. Take care not to spread the liquid gas in doing this, and do not waste time in going into a First Aid post for immediate treatment if you can deal with it yourself. *But after treating yourself, then go at once to a First Aid Post or Anti-Gas Cleansing Station* to ensure that you have done all that is necessary to prevent after-effects of the gas.

If you are near your home when you are splashed with blister gas liquid, go there at once. Remove your footwear and outer clothing before entering the house. Take a hot bath, thoroughly soaking yourself in the process. Change your underclothing. **DO NOT WEAR CLOTHING WHICH HAS BEEN CONTAMINATED WITH BLISTER GAS.**

Seek further advice from your Warden, and read the circulars which the Government have sent you about gas attacks.



## PREPARING FOR AIR RAIDS

(1) Make certain that your gas mask is in perfect condition and that it fits you. Practice putting your gas mask on until you can do this within three to five seconds. Get accustomed to wearing your gas mask for at least half an hour every week.

(2) Have certain foodstuffs set apart for consumption after gas attacks. This will mean that they will have to be in special containers. Suitable containers are air-tight tins, bottles with air-tight lids and refrigerators. Bottles with grease-proof lids or earthenware jars with grease-proof lids are also satisfactory for this purpose. Such containers, if they become contaminated, should be treated with a solvent and washed before opening. Water should be kept in air-tight vessels.

(3) Obtain a tin of Anti-Gas Ointment No. 2 from your local chemist, and learn how to make use of it and what you should do if you should become contaminated by gas.

(4) Ascertain and see that your family know the addresses of the following premises :—

- (a) Nearest Wardens' Post.
- (b) Nearest First Aid Post.
- (c) Nearest Rest Centre.
- (d) Nearest Citizens' Advice Bureau.
- (e) Nearest Emergency Feeding Centre.

Enter these on page 2 of this Booklet.

(5) If you have a household pet register it with the N.A.R.P.A.C. (see page 8), who will supply you with a registraion disc to attach to your pet's collar. This will enable the pet to be traced if lost during a raid.

(6) If there is an expectant mother or school children in the household, arrange for their evacuation to a reception or neutral area through the Maternity and Child Welfare Department and the school respectively. (See page 7.)

(7) Study the various pamphlets which are issued by the Corporation from time to time with regard to the manner in which assistance is given to victims of air raids.

(8) Make arrangements with relatives or friends to give you temporary shelter in the event of your home being damaged.

(9) Keep your valuables, including valuable documents, such as deeds, etc., in a metal box in the safest place in the house.

(10) Always have a suitcase packed with essential clothing in a handy place to guard against your having to evacuate your home due to the proximity of an unexploded bomb, etc.

(11) Prepare an inventory or list of all your belongings and arrange for this to be kept somewhere where it would be available in the event of your home being destroyed.

(12) See that your fire-fighting equipment is always ready, that your bag of sand is dry, and that your water buckets are always full.

(13) Learn where the main switches and taps are for turning off the gas, electricity and water, and find how to operate them.

(14) Every evening fill kettles, etc., with fresh water for drinking purposes, to guard against water supplies being cut off or contaminated during the night.

(15) Always wear an identity disc or label.

(16) Whenever you are going to be away from home at night, or persons not usually sleeping at your home are staying the night, always inform your Air Raid Warden.

(17) Make quite certain that your black-out arrangements at home are perfectly satisfactory. If there are rooms in the house which are not blacked-out, remove the electric light bulb so that there is no possibility of the light being switched on accidentally.

(18) Impress upon your family the importance of not using the telephone during alerts and for some little time after the "raiders passed" signal has been given.

(19) Learn to refer to the continuous note of the sirens as the "raiders passed" and not the "all clear." If gas is used by the enemy, the continuous note sounded by the siren would not mean that it is safe to take off your gas mask if the gas rattles have been sounded. The "all clear" after the rattles have been sounded is given by hand bells.

(20) Do not believe the rumours which circulate after raids in other areas of the country as to the damage done or the number of people killed. Practically everyone who spreads these rumours has no reliable information at his disposal, and it is very rarely that these rumours have any foundation in fact.

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# YOU SHOULD KNOW THESE THINGS

## PURIFYING DRINKING WATER

In war conditions, normal water supplies may be cut off or even contaminated. The Water Authorities will usually very quickly make emergency arrangements, and you should wait for this if you can. You might, however, find it necessary to use water from streams and ponds which cannot be guaranteed. It is good to be ready for such an emergency.

The methods are very simple, and can easily be applied. Boiling for five minutes is the easiest and most effective way of making water perfectly safe from harmful germs.

If you cannot boil all drinking water, some such preparation as chlorinated soda, "Milton," or "Chlor-San," if used in the right concentration, will make the water safe from germs. Your chemist can supply and advise you about any of these. In the first instance, water should be strained through linen, a handkerchief or fine sieve. Then use one of these substances in the proportion of ten drops to one pint (a household tumbler holds half a pint). Stir and shake, and allow to stand for five minutes. Then add a crystal of photographic "hypo" and stir until the "hypo" is dissolved. Chlorine, in solution, gives a slightly unpleasant taste, but this is quite harmless and the "hypo" will remove most of it.

To purify a large bulk of water—as for washing utensils and foods—add two teaspoonfuls of one of the chlorine disinfectants mentioned above to a bucketful (two gallons) of water, and stir thoroughly. After standing for five minutes, add two or three crystals of "hypo."

Do not in any circumstances add any other disinfectant to water than those mentioned above.

## SANITATION AFTER A HEAVY RAID.

The Sewers may be damaged after a heavy raid. If it is announced that they are, do not use your W.C. but use a pail or bucket and bury the contents. Take two buckets and fill one with dry earth. This can easily be done if you take the necessary measures now, and do not wait until the occasion arises. Use the empty bucket instead of the W.C., and after use sprinkle a handful of dry earth over the contents. When the bucket is nearly full, bury the contents in a hole in the garden. If you have no garden, the Corporation will arrange for some nearby land or space to be available for disposal. Urine should not be passed into these buckets. No bad smell or offence will be caused if you follow these instructions.



# CHILDREN

are safer in the country  
... leave them there

(Issued by the Information Bureau, Town Hall, Manchester, on  
behalf of the Manchester Emergency Committee.)