

Memorandum

To: Principals, DRE's and Youth Ministers
From: Mary Wieser, Director of Faith Formation and Education/Superintendent of Schools
Date: 02/13/03
Re: Terrorist Attacks

Yesterday federal officials gave a very pointed piece of information about potential attacks. Every home should be stocked with three days worth of water and food in case of a strike with chemical, biological or radiological weapons.

We are recommending that you review all of your emergency procedures. A disaster can happen quickly and without warning. In most procedures, you need to have:

- Parent contact number and faculty contact numbers
- First Aid materials
- Flashlights and portable battery powered radio with extra batteries
- Cell phone/standard phone that do not use electricity (such as a fax line)
- Some type of portable microphone (bull horn)
- List of medications to be administered to youngsters and the medications in a locked container
- Bottled water

Each parish and/or school program should contact their local officials in their civil defense office or emergency management and ask what are the general plans for a biological or chemical strike in your area?

- Know your community's warning signals.
- Create a disaster plan based upon your local needs.
- You need to discuss procedures with staff and with students at age appropriate levels.
- Have a listing of pre and post-emergency telephone numbers (fire, police, ambulance, etc.).
- Remember to practice and maintain your plan.

One of the most important suggestions is to listen to your battery-powered radio for news and instructions.

The possibility of terrorist attacks has an impact upon all of us. They raise uncertainty about what will happen next, increasing the stress levels on parents, children, staff and administrators. Nevertheless, there are things we can do to be prepared for the unexpected and reduce stress if and when an emergency arises. Taking preparatory action can reassure you with some measure of control.

Parents need to know your emergency plan. They need to know if the school will keep a student until a parent or designated adult can pick them up or send them home on their own. **Be sure that the school or program has updated information about how to reach parents and responsible caregivers to arrange for pickup.**

We do not recommend that children watch or listen to news reports about a disaster over and over again. Listening to reports needs to be at age appropriate levels. Entertainment such as games, books, crayons, paper, etc. may be vital for youngsters if in a disaster area for a length of time.

February 13, 2003

For more information about the specific effects of chemical or biological agents, the following web-sites may be helpful:

www.redcross.org

www.energy.gov

www.hhs.gov

www.ris.fema.gov

www.epa.gov/swercepp

www.hopkins-biodefense.org

Attached you will find the procedure for Protocol 2000 and it will be available on the Diocesan web-site www.davenportdiocese.org.

Thank you for your attention in this matter.