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October 17, 2001

MEMORANDUM

TO: DEPARTMENT DIRECTORS

FROM: DAVIS K. YOGI, Director   
Department of Human Resources Development

SUBJECT: **IMMEDIATE DISSEMINATION OF INFORMATION TO ALL EMPLOYEES  
REGARDING SAFETY OF MAIL AND PARCEL HANDLING**

The purpose of this memorandum is to provide you with timely and available information on perceived health risks while handling mail and parcels. This health-oriented information has been compiled by and made available through the leadership of the Department of Health. From a human resources perspective, it is my department's intention to urge employees to act with due caution during this period, use common sense, and avoid panic for the continued safe operations of state facilities to provide uninterrupted services to the public. The protection of lives and public resources are uppermost in our responsibilities as public servants.

In light of the heightened awareness for further possible terrorist actions on a national level, I suggest that your managers set aside time as soon as possible to meet with and update employees regarding this matter. Given the world events of the past month, constant news coverage and "rumor mills," the fear of "threat" is very real in our community. We are, therefore, also providing you with the Internet sites for trusted Federal government sources as well.

**Federal Organization**

[www.fbi.gov](http://www.fbi.gov)

[www.bt.cdc.gov/](http://www.bt.cdc.gov/)

[www.usps.gov/news/2001/press/](http://www.usps.gov/news/2001/press/)

**Information Available**

General information

CDC Health Advisory on how to handle anthrax threats

Recent Press Releases from the Postal Service.

In the next two weeks we will distribute follow-up (and any additional) information to all civil service employees through our employee publication, the State Personnel News.

In the meantime, here are a few suggestions on what to discuss while briefing your employees:

- 1) Be aware, observant and thoughtful. Be calm, don't panic, know how and when to take appropriate action.
- 2) Re-familiarize staff with established departmental emergency procedures and plans. Practice your drills to help employees learn and remember what to do: they cannot learn in an emergency situation.
- 3) Provide leadership, knowledge and guidance. We count on each other and the public counts on us so we must lead by example: show we care, share truthful knowledge and use common sense.

Your cooperation is appreciated. Let's use accurate information to enlighten our staffs and ask everyone to stay calm to not further tax our emergency and health services.

Attachment: DOH Guidelines for Handling Anthrax Scares or Threats in Letters or Packages dated October 17, 2001

C: The Honorable Sam Callejo