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AMERICAN RED CROSS  
ATLANTIC DIVISION.44 East 25th Street,  
New York, N.Y.  
October 6, 1918.E M E R G E N C Y   L E T T E R

TO ALL CHAPTERS IN THE ATLANTIC DIVISION:

The War Council of the American Red Cross, desirous of helping in the fight against Spanish Influenza, has appropriated the sum of \$575,000. to be used to finance whatever measures are deemed necessary to check the spread of the disease. It is important that the Atlantic Division organize immediately, to combat the disease. To this end several steps are necessary:

(1) Each Chapter should begin immediately the formation of a Committee, consisting, preferably, of the Chairman of the Chapter, a leading physician, a representative of the local Committee on Nursing Service, the Chairman of the Committee on Nursing Activities, the Chairman of the Home Service Section and such additional members as may be desirable. This Committee should be known as the Chapter Committee on Influenza.

(2) Where conditions warrant, similar Committees may be formed in Branches of Chapters. This is left to the Chapters to decide. But the Chapter Committee on Influenza should be formed at once whether or not the disease is prevalent in the Chapter jurisdiction. Such a Committee is intended as a measure of preparedness.

(3) The Chapter Committee on Influenza, in consultation with the Public Health officer in its jurisdiction, should make a survey of the nursing resources of its community and an inventory of all available hospital supplies. The names and addresses of all graduate nurses in the community, who are available for service in this epidemic, should be turned over to the Chapter Committee on Nursing Activities and brought also to the attention of the Director of the Bureau of Nursing of the Division. To nurses, not already enrolled as Red Cross nurses, blank enrollment forms should be distributed and full information on the subject of enrollment given them. These forms and information on the subject of enrollment, if not already at hand, can be had from the Division.

(4) Whatever steps the Chapter decides to take to combat influenza in its own territory, in conjunction with the local health authorities, will be financed with Chapter funds. This expense may be charged to the Chapter's share of the War Fund. No part of the appropriation recently made by the War Council will be used to finance the Chapter Committee Activities, or to reimburse the Chapter for expenditures.

Chapters may turn over supplies to the local health authorities provided that these supplies are replaced. Red Cross

supplies for war relief purposes must not be made to suffer as a result of the efforts to control Spanish Influenza. In order systematically to meet the situation, a definite scheme of procedure has been outlined by National Headquarters in consultation with Federal health authorities.

Nurses will be provided by the Division Headquarters only at the request of the Federal Public Health Service. Local health authorities cannot requisition the Division for nurses or supplies.

Supplies will be sent to communities only upon request from State health authorities.

Chapters, as stated before, may provide supplies to the local authorities. They may also provide nurses, available in their territory, at the expense of the Chapter.

When nursing personnel is so assigned the following should be observed as the rates of compensation:

- Graduate nurses . . . . . Salary \$75.
- Undergraduates and aids . . . . . " 30. to 50.
- (according to qualifications)
- Expenses to all as warranted.

It is especially requested that undergraduates and nurses aids be used in the care of the sick only under the supervision of graduate nurses, and with the approval of the local health authorities.

(Additional information on the subject of organizing committees and on the subject of accounting will follow).

Yours very truly,

(signed) ETHAN ALLEN,

MANAGER, ATLANTIC DIVISION.