

April 16, 2003

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 02-21
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: RICHARD C. TRIGG
National Director
Office of Job Corps

SUBJECT: Job Corps Emergency Management Plans

1. Purpose. To provide guidance to the Job Corps community on matters pertaining to emergency response requirements and to provide a framework for developing or revising center and regional office Emergency Management Plans (EMPs).

2. Background. In response to reports regarding elevated security risks across the nation, it is essential that each Job Corps facility have a customized, comprehensive, and up-to-date EMP. Some Job Corps facilities reside within facilities that are owned and operated by other organizations. In these instances, the Job Corps EMP must coincide and be in compliance with the property owner's EMP. The primary goal of Job Corps' EMPs is to establish a plan and accompanying procedures that will accomplish the following:

- Protect the safety and well-being of all students and staff
- Establish preventative measures which should be taken in advance of an emergency
- Ensure that accurate and appropriate information is conveyed to all students and staff
- Assign responsibility for preserving evidence pertinent to the cause and effect of an emergency
- Provide guidance to managers and other safety personnel regarding appropriate steps to take in case of an emergency

- Establish a plan to provide for the continuation of operations or for the orderly return of the facility to its normal mode of operation
- Establish policy and assign responsibility for communications with outside sources during an emergency

An emergency is any unplanned event that can cause fatal or significant injuries to students and staff. An emergency can also shut down a Job Corps facility, disrupt operations, and can cause physical or environmental damage. Numerous events are considered emergencies, including the following:

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| • Fires | • Tornadoes |
| • Hazardous material incidents | • Winter storms |
| • Floods or flash floods | • Earthquakes |
| • Hurricanes | • Communications failure |
| • Radiological accident | • Civil disturbances |
| • Explosions | • Acts of terrorism |
| • Chemical accidents or warfare | • Biological accidents or warfare |

It is essential that all Job Corps staff be aware of their responsibilities and procedures to follow during an emergency on center or at a regional office. A thorough working knowledge of the facility's EMP and effective performance in the event of an emergency will minimize personal injuries, reduce property damage, and ensure the continuation of normal operations.

It is also important that students be trained on EMP procedures that pertain to their safety and welfare during an emergency.

3. Preparation. Being prepared is key in maintaining a safe environment for our students and staff. All students and staff are responsible for knowing their surroundings, such as the location of fire extinguishers, first aid kits, and emergency exits. During operations, and after hours on center, the presence of all students and staff must be known at all times. Attendance boards and roll boards should be used to account for students and staff and their whereabouts. Some items that could be useful during an emergency include the following:

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| • Flashlights | • Latex and heavy duty gloves |
| • Batteries | • Canned food or rations |
| • Battery operated radios | • Blankets |
| • Medication (standard) | • First aid kits |
| • Fire extinguishers | • Water (2-day supply) |
| • Telephone directories | • Tools |
| • Trash bags | • Cameras |
| • Copies of the EMP | • Student/staff lists (emergency contacts, medical information, etc) |

The specific types and quantities of the items that should be maintained at each facility will depend on the characteristics of the facility, the number of students and staff, and other “facility unique” requirements. Safety Officers and managers should discuss these requirements and establish the appropriate inventory.

4. Evacuation Procedures. All Job Corps EMPs must include customized evacuation procedures for students, staff, and each building. Evacuation procedures should include provisions for the following:

- Designating an evacuation team that will assume responsibility for ensuring that evacuations are conducted in compliance with the EMP
- Establishing procedures for the Safety Monitors (see Item 5 below) to comply with during an evacuation
- Ensuring that all students and staff evacuate the facility
- Instructing students and staff on how to exit the facility in an orderly manner through marked stairwell exits (elevators must not be used)
- Having a “buddy system” in place to ensure that persons with disabilities evacuate the facility and proceed to predetermined staging areas (preferably a spot off the street or roadway where they will not hamper emergency vehicles or crews)
- Instructing students and staff on which designated staging areas to report to and what they should do once there (wait for further instructions from the Evacuation Team and/or Safety Monitor)
- Instructing students and staff on computer shut down and backup disk removal requirements
- Instructing students and staff on the personal belongings (e.g., coats, keys, purses, etc.) that should be taken with them during an evacuation
- Ensuring that all alarms are taken seriously and that under no circumstance is anyone allowed to remain in the facility during a drill or evacuation alarm

5. Safety Monitors. All Job Corps facilities must assign staff to serve as Safety Monitors. The Safety Monitor (name may vary) is responsible for ensuring that all Job Corps students and staff have departed the area during an evacuation and for directing individuals to the proper exit(s). The number of Safety Monitors assigned will depend on the size of the facility and the number of students and/or staff present in the facility. It is also recommended that Safety Monitors assign backups to serve in their absence. Safety Monitors should wear a bright (preferably orange) vest during an evacuation for easy recognition. During an evacuation, the Safety Monitor will perform the following:

- Check each office/area to ensure that all students and staff have left the premises
- Shut the door to each office after verifying that the office is vacant
- Grab the facility emergency contact list, attendance board, radios, flashlights, and other predetermined items prior to exiting the facility (these items should be maintained in a “grab-n-go” pack for easy access)
- Account for each staff member, student, and visitor upon arrival at the primary staging area
- Provide instruction to the group at the staging area
- Provide medical and emergency contact information to the proper authorities if someone is injured

6. Additional EMP Content. The intent of this Notice is to provide a framework and recommendations for Job Corps EMPs. This Notice is not intended to cover all aspects of an EMP. Additional topics to be considered for inclusion in the EMPs are as follows:

- The roles and responsibilities of campus security, and medical and nursing personnel
- Initiating requests for outside assistance
- Conducting communications with the news media
- The use of Job Corps vehicles if emergency transportation is required
- Communications with the JCDC, national, and regional offices
- Communications with other government agencies (e.g., OSHA, FEMA, American Red Cross)
- Monitoring and securing utilities, and turning off power and gas during evacuation
- Obtaining ambulance services
- Emergency food and water requirements
- Obtaining sanitary facilities
- Effective measures for maintaining accountability of students, staff, and visitors

Internet websites that contain additional information on EMPs and disaster response are as follows:

- www.whitehouse.gov/homeland
- www.redcross.org
- www.ready.gov

Emergency instructions outlining specific steps that should be taken to report and respond to an emergency are also provided with this Notice as an attachment.

7. Action. Managers are to ensure that a copy of this Information Notice is distributed to all staff.

8. Expiration Date. Until superseded.

Note: This Notice supersedes JCIN 98-30, Emergency and Disaster Plan and Y2K Business Continuity and Contingency Plan (BCCP), date May 8, 1999.

9. Inquiries. Questions concerning this Notice should be addressed to Paul Milam at 202-693-3119, or email to pmilam@doleta.gov.

Attachment