

May 24, 2010

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 09-92</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE 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:** EDNA PRIMROSE  
National Director  
Office of Job Corps

**SUBJECT:** Heat-Related Illness

1. Purpose. To remind Job Corps centers to review and implement procedures for preventing and/or treating heat-related illness.
2. Background. Although summer does not officially begin until June 23, 2010, many parts of the United States have already begun to experience summer-like temperatures. According to the National Weather Service's (NWS) Weather Fatality, Injury and Damage Statistics, 45 deaths resulting from extreme heat were reported in 2009. Nineteen deaths were due to direct exposure to outdoor temperature extremes. Job Corps has already experienced one reported case of heat-related illness during this year's early spring heat wave. Most heat-related injuries and fatalities are caused by:
  - Lack of proper hydration
  - Inadequate acclimatization to hot weather
  - Failure to recognize the signs and symptoms of heat-related illness
  - Lack of proper on-site medical care

In accordance with the Policy and Requirements Handbook (PRH) Chapter 5, Section 5.20, R3, Job Corps centers are required to prepare Emergency Action Plans (EAP) that include procedures for student and staff training, acclimatization, and implementation of emergency medical assistance for individuals affected by direct exposure to temperature extremes.

3. Action. Job Corps centers shall take precautions to educate students and staff about the risk factors, as well as the signs and symptoms of heat-related illness. Students and staff, especially individuals that have a predisposition to heat-related illness due to lifestyle, age, or medical condition shall be encouraged to do the following:

- Drink plenty of water (at least 2 liters per day) or other electrolyte replenishing beverages.
- Dress for the weather—lightweight, light colored clothing and hats. Apply sunscreen to exposed skin.
- Eat small meals and eat more often. Avoid foods high in protein and sugar.
- Slow down and pace themselves.
- During high-heat or poor air quality advisories, refrain from participating in outdoor activities, if possible.
- Take regular breaks.

Centers should provide students and staff with awareness training at the onset of high temperatures, and periodically throughout the summer months, to ensure that everyone can identify the signs and symptoms of heat-related illness and how best to respond to an emergency.

Centers are encouraged to review Job Corps Information Notice No. 08-08, “Preventing Heat-Related Illnesses,” and the U.S. Environmental Protection Agency’s (EPA) SunWise website, <http://www.epa.gov/sunwise/index.html>, for additional information about heat-related illness and protecting against overexposure to the sun.

Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

3. Expiration Date. Until superseded.

4. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov).