

June 3, 2016

<b>DIRECTIVE:</b> JOB CORPS INFORMATION NOTICE NO. 15-40
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**TO:**                    ALL JOB CORPS NATIONAL OFFICE STAFF  
                              ALL JOB CORPS REGIONAL OFFICE STAFF  
                              ALL JOB CORPS CENTER DIRECTORS  
                              ALL JOB CORPS CENTER OPERATORS  
                              ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
                              ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:**                LENITA JACOBS-SIMMONS  
                              National Director  
                              Office of Job Corps

**SUBJECT:**            Summer 2016 Safety and Security Preparedness

1.     Purpose. To provide the Job Corps community with information, resources, and best practices to help centers prepare for summer safety and security hazards, which include natural disasters, weather-related emergencies, and the potential exposure to insect-borne illnesses.

2.     Background. Each year, Job Corps centers must plan and prepare for seasonal safety and security hazards, and engage students and staff in the process. In the summer months, sun and heat exposure, severe thunderstorms with lightning or even hail, hurricanes, tornadoes, floods, drought, wildfires, and poor air quality can pose risks to people, property, and operations.

          Additionally, people tend to spend more time outside, so risks associated with recreational activities at pools, beaches, and lakes; hiking; biking; rock climbing; camping; and barbecuing – must be considered in order to mitigate potential negative effects.

          Participating in outdoor activities during the summer months, including traveling abroad, increases risk of exposure to mosquito- and tick-borne illnesses. Further, many jurisdictions seem to experience an uptick in violent crime during the summer months. Therefore, it is critical that center leadership provide students and staff with guidance to help them protect themselves. Preparing for summer safety and security hazards, and taking prompt corrective action, is a continuous cycle.

3.     Action. All Center Operators, Center Directors, and Safety Officers are encouraged to take the following steps to plan and prepare for summer safety and security hazards:

- a.     Review the center Emergency Action Plan (Job Corps Policy and Requirements Handbook [PRH] 5.20 R3) and revise as necessary.
- b.     Review the center Recreational Safety Plan (PRH 5.20 R5) and revise as necessary.

- c. Review related center Standard Operating Procedures (SOPs), including SOPs related to PRH 5.4, Personal Safety and Security.
- d. Continue submitting Significant Incident Reports (SIRs) in accordance with PRH 5.5 for all reportable events (PRH 5.5 R1), which include incidents threatening to close the center or disrupt the center's operation.
- e. Schedule and conduct periodic training for students and staff related to the center's Emergency Action Plan, Recreational Safety Plan, and related SOPs, including Personal Safety and Security. Be sure center rules and expectations are regularly communicated to students and staff alike.
- f. Consider initiating summer safety and security campaigns, highlighting hazards specific to the center's geographic location. Check with your state or local government for resources that cover current, region-specific guidance on preventing exposures to insect-borne illnesses.
- g. Review and share the following resources. Revisions of the Emergency Action and Recreational Safety Plans, and SOPs, should be informed by this information:
  - NOAA, *Weather-Ready Nation, Stay Safe This Summer! #SummerSafety*, [http://www.nws.noaa.gov/com/weatherreadynation/summer\\_safety.html](http://www.nws.noaa.gov/com/weatherreadynation/summer_safety.html)
  - American Red Cross, *Disaster and Safety Library: Tools and Resources*, <http://www.redcross.org/prepare/disaster-safety-library>
  - Centers for Disease Control and Prevention, *Mosquito-Borne Diseases*, <http://www.cdc.gov/niosh/topics/outdoor/mosquito-borne/default.html>
  - Department of Homeland Security (DHS), *2016 National Seasonal Preparedness Messaging Calendar*, <https://www.ready.gov/calendar>
  - DHS, *Prepare. Plan. Stay Informed: Natural Disasters*, <https://www.ready.gov/natural-disasters>
  - OSHA, *Heat Illness Prevention*, <http://www.osha.gov/SLTC/heatillness/index.html>
  - OSHA, *Emergency Preparedness and Response*, <http://www.osha.gov/SLTC/emergencypreparedness/index.html>
  - U.S. Forest Service, *Recreational Activities*, <http://www.fs.fed.us/recreation/safety/safety.shtml>

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

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Heather Edmonds at (202) 693-3774 or at [edmonds.heather@dol.gov](mailto:edmonds.heather@dol.gov).