

February 26, 2004

<b>DIRECTIVE:</b> JOB CORPS PROGRAM INSTRUCTION NO. 03-17
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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:**            Sample Center Emergency Management Procedures Plan

1.     Purpose. To issue a sample center Emergency Management Procedures Plan (EMPP) that will assist Job Corps centers in the update and/or development of center plans.

2.     Background. Information Notice No. 02-21 provided a framework for regions and centers to develop or revise an EMPP. The attached sample EMPP was prepared by Ernest Priestley, a member of the Federal Managers Team, in conjunction with the Seattle OASAM Safety Manager. The plan is being distributed in an effort to provide resource materials to help centers develop proper plans. The primary goal of the EMPP is to establish procedures that will accomplish the following:

- Protect the safety and well being of all center students and staff.
- Establish preventative measures that should be taken in advance of an emergency.
- Ensure that accurate and appropriate information is conveyed to all center staff and students.
- 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 center to its normal mode of operation.

It is essential that center staff and students be aware of their responsibilities and procedures to follow during an emergency on center. A thorough working knowledge of the center's emergency management procedures 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 center staff and students are trained on these procedures that pertain to their safety and welfare during an emergency.

3. Action. The attached EMPP is a sample to be used as a guide. All center directors must ensure that an EMPP is developed in accordance with the sample plan; or, if an EMPP has already been developed, center directors must ensure that all aspects of the attached EMPP are contained and addressed in their center's EMPP. All center EMPPs must be completed and implemented by April 26, 2004.

Addressees are to ensure that a copy of this Instruction is distributed to appropriate staff.

4. Expiration Date. Until superseded.

5. Inquiries. Questions concerning this Instruction should be addressed to Marsha Fitzhugh at 202-693-3099, or email to: [Fitzhugh.Marsha@dol.gov](mailto:Fitzhugh.Marsha@dol.gov).

Attachment