

September 4, 2009

<b>DIRECTIVE:</b> JOB CORPS INFORMATION NOTICE NO. 09-16
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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:**               LYNN A. INTREPIDI  
                          Interim National Director  
                          Office of Job Corps

**SUBJECT:**            National Preparedness Month

1.     Purpose. To remind the Job Corps community that September is National Preparedness Month and provide information about this year's focus.
  
2.     Background. Tuesday, September 1, 2009 marked the beginning of the sixth annual National Preparedness Month. According to Department of Homeland Security (DHS) Secretary Janet Napolitano and Federal Emergency Management Agency (FEMA) Administrator Craig Fugate, this year's focus is on becoming better prepared for and more resilient in the face of emergencies of all kinds. The *Ready Campaign* encourages all Americans to prepare an emergency kit, make a family emergency response plan, and stay informed about emergency conditions.

Job Corps centers are required to prepare emergency action plans in accordance with Job Corps Policy and Requirements Handbook (PRH) Chapter 5, Section 5.20, R3. The plans should include policies and procedures to address the following types of emergencies:

- a.     Natural disasters common to the state or region such as hurricanes, tornadoes, volcanic eruptions, tsunamis, earthquakes, and temperature extremes
- b.     Acts of terrorism such as bomb threats, biological threats, and chemical threats
- c.     National emergencies such as nuclear or radiation threats
- d.     Pandemic influenza such as H1N1 (formerly referred to as Swine Flu) or H5N1 (Avian Flu)
- e.     Secondary disasters such as mudslides, wildfires, floods, and explosions

Center plans should also include contingencies for shelter-in-place, evacuation, loss of utilities, and staffing shortages.

3. Action. Job Corps centers are encouraged to review their emergency action plans to ensure that procedures are in place to address the above-referenced emergencies.

For more information about the *Ready Campaign*, National Preparedness Month, and emergency planning, visit the following Web sites:

- a. Ready Campaign, <http://www.ready.gov>
- b. American Red Cross, <http://www.redcross.org>
- c. Centers for Disease Control and Prevention, <http://www.cdc.gov>
- d. Department of Homeland Security,  
<http://www.dhs.gov/files/prepresprecovery.shtm>
- e. Federal Emergency Management Agency, <http://www.fema.gov>
- f. National Hurricane Center,  
[http://www.nhc.noaa.gov/HAW2/english/disaster\\_prevention.shtml](http://www.nhc.noaa.gov/HAW2/english/disaster_prevention.shtml)

4. Expiration Date. Until superseded.

5. Inquiries. Direct all inquiries to Marsha Fitzhugh at (202) 693-3099 or [fitzhugh.marsha@dol.gov](mailto:fitzhugh.marsha@dol.gov), Kelley Clark at (202) 693-3089 or [clark.kelley@dol.gov](mailto:clark.kelley@dol.gov), or Heather Edmonds at (202) 693-3774 or [edmonds.heather@dol.gov](mailto:edmonds.heather@dol.gov).