

August 3, 2012

<b>DIRECTIVE:</b> <b>JOB CORPS INFORMATION NOTICE NO. 12-08</b>
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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:**           EDNA PRIMROSE  
                      National Director  
                      Office of Job Corps

**SUBJECT:**       Federal Emergency Management Agency (FEMA) Emergency Preparedness  
                      Materials

1.     Purpose. To encourage Job Corps centers to learn more about the FEMA National Preparedness Coalition, in preparation for National Preparedness Month, which will be observed in September 2012.

2.     Background. The National Incident Management System defines preparedness as “a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response.” This “preparedness cycle” is one element of a broader National Preparedness System to prevent, respond to, recover from, and mitigate impact of natural disasters, acts of terrorism, and other man-made disasters.

The Department of Homeland Security/FEMA supports preparedness by developing policies, ensuring adequate plans are in place and are validated, defining necessary capabilities required to address threats, providing resources and technical assistance to jurisdictions, and integrating and synchronizing preparedness efforts throughout the nation.

In preparation for National Preparedness Month, the Office of Job Corps encourages centers to review materials at <http://www.ready.gov>.

3.     Action. All Center Operators, Center Directors, and Safety Officers are encouraged to:

a.     Read about National Preparedness Month:  
<http://community.fema.gov/connect.ti/READYNPM>

- b. Review free informational materials appropriate for the center's needs, for National Preparedness Month: <http://www.ready.gov/publications>

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 Until superseded.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 Alejandro "Alex" Perez at (202) 693-2825 or [perez.alejandro@dol.gov](mailto:perez.alejandro@dol.gov); or Curtis Massey at (202) 693-3096 or [masey.curtis@dol.gov](mailto:masey.curtis@dol.gov).