

October 31, 2012

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| DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 12-28 |
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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: Winter Weather Preparedness 2012

1. Purpose. To inform Job Corps centers about the 2012-2013 long-range winter forecast, and to remind centers to review previously issued guidance on recommended carbon monoxide exposure prevention, heating system maintenance, and prevention of winter weather injuries.
2. Background. The first day of winter or the “Winter Solstice” in the Northern Hemisphere will occur on Friday, December 21, 2012. Some areas of the United States have already experienced frost and snow. Early weather predictions for winter 2012-2013 suggest major snow events are possible for parts of the mid-Atlantic and Northeast corridor and the central and southern Appalachians. The Gulf Coast and the Southeast will experience wet weather. Weather predictions also suggest that the Midwest will experience below-average snowfall, and dry conditions will persist in the Northwest.

The Weather Channel will begin naming major storms this winter. The Weather Channel forecasters will announce storm names and expected snowfall at least 3 days before storms impact major metropolitan areas. Ice accumulation and high/low temperatures will be included in the storm assessment. (See <http://www.weather.com/news/why-we-name-winter-storms-20121001>.) Please note that neither the National Weather Service (NWS) nor its parent agency, the National Oceanic and Atmospheric Administration (NOAA), endorse naming of winter storms.

In addition to ensuring that center buildings, grounds, and heating and ventilation systems are ready for cooler temperatures, centers are encouraged to winterize all fleet vehicles. Major automobile systems, tires, windshield wipers and batteries should be serviced or replaced. During severe weather, the Office of Job Corps recommends that centers refrain from driving in severe weather. Vehicles should remain parked until weather/driving conditions improve.

However, if driving in snow cannot be avoided, drivers are encouraged to:

- Clear snow from hood and roof of vehicle to increase visibility;
- Increase vehicle following distance by 10-15 seconds;
- Add extra travel time, and prepare for unexpected delays;
- Slow down; travel snow-covered roads below posted speed limits;
- Maintain extra distance from lead vehicles; prepare for unexpected, sudden changes;
- Keep cellular phone charged and available in case of emergency; don't talk or text while driving; and
- Ensure that vehicle emergency kits include:
 1. Shovel
 2. Windshield scraper and small broom
 3. Flashlight
 4. Battery powered radio
 5. Extra batteries
 6. Nonperishable food and water
 7. Extra hat, socks, and mittens
 8. First-aid kit with a pocket knife
 9. Necessary medications
 10. Blankets
 11. Tow rope or chain
 12. Road salt or sand
 13. Booster cables
 14. Emergency flares
 15. Fluorescent distress flag

3. Action. Job Corps centers are encouraged to review and continue to implement the preventive measures described in Job Corps Information Notice 09-25, Best Practices for Preventing Illnesses and Fatalities Caused by Carbon Monoxide Exposure; Information Notice No. 09-26, Preventing Cold Weather Injuries and Preparing Facilities for Winter Weather; Information Notice 09-53, Space Heater Safety; Information Notice 11-22, Winter Weather Preparedness 2011- Preventing Carbon Monoxide Exposures; and Information Notice 11-44, Carbon Monoxide Exposures and OSHA Inspections. Centers are also encouraged to contact or visit their state emergency management divisions for more information about winter weather preparedness specific to their respective geographic location.

The following resources have been included to help centers prepare for wintry driving conditions:

- a. American Automobile Association (AAA), "How to Go on Ice and Snow," <http://exchange.aaa.com/wp-content/uploads/2012/09/How-To-Go-On-Ice-and-Snow.pdf>

- b. American Automobile Association (AAA), “Get A Grip: A Guide to Wet-Weather Driving Techniques,”
<http://exchange.aaa.com/wp-content/uploads/2012/09/Get-a-Grip.pdf>
- c. American Automobile Association (AAA), “Winter Car Care Tips,”
<http://www.aaa.com/aaa/047/PDF/WinterTips.pdf>
- d. Edmonds.com, “Winterize Your Vehicle,”
<http://www.edmunds.com/how-to/winterize-your-vehicle.html>
- e. Edmonds.com, “Driving on Snow and Ice: 10 Safety Tips,”
<http://www.edmunds.com/car-safety/driving-on-snow-and-ice-10-safety-tips.html>

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

- 4. Expiration Date. Until superseded.
- 5. Inquiries. Direct all inquiries to Alejandro “Alex” Perez (202) 693-2825 or perez.alejandro@dol.gov, Curtis Massey at (202) 693-3096 or massey.curtis@dol.gov.