

June 4, 2013

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 12-59
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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: ROBERT W. PITULEJ
Acting National Director
Office of Job Corps

SUBJECT: 2013 Water Safety

1. Purpose. To remind Job Corps centers about the importance of water safety while participating in all authorized Job Corps center activities.
2. Background. In accordance with Job Corps Program Requirements Handbook (PRH) Chapter 3, Section 3.18, R5; and Chapter 5, Section 5.20, R5, all Job Corps centers are required to provide water-safety training, including swim instructions, to students. Center staff is required to be proficient at first aid and Cardiopulmonary Resuscitation (CPR) per PRH Exhibit 5-4.
3. Action. Job Corps centers shall:
 - a. Prohibit students from participating in swimming or other water-related activities until the students have received water-safety instruction; student must demonstrate swimming proficiency before participating in all on-center pool or off-center water recreation trips;
 - b. Provide students with instruction in water safety that emphasizes drowning prevention that includes but is not limited to:
 - American Red Cross water-safety videos
 - Non-swimming rescue techniques
 - Crawl stroke, breast stroke, side stroke, and elementary back stroke
 - Staying afloat with and without use of Personal Flotation Device (PFD)

- c. Comply with state and/or local requirements if the center has a pool.
- d. Discuss with students the dangers of underwater current and how quickly someone could drown, and to avoid bodies of water that are within sight or may run through the center grounds;
- e. Require the use of the buddy system in all swimming activities, and the use of personal flotation devices in all boating activities.
- f. Comply with applicable local government requirements regarding water safety, fishing permits, and safety regulations for boating and other water-related activities.

The following resources have been provided to assist centers with developing water-safety plans:

- Centers for Disease Control and Prevention (CDC), Unintentional Drowning: Get the Facts,
<http://www.cdc.gov/HomeandRecreationalSafety/Water-Safety/waterinjuries-factsheet.html>
- American Red Cross, Water Safety,
<http://www.redcross.org/prepare/disaster/water-safety>
- Washington State Department of Health, Water Safety for Lakes, Rivers, and Beaches,
<http://www.doh.wa.gov/CommunityandEnvironment/WaterRecreation/LakeRiverandBeachSafety.aspx>
- Army Corps of Engineers, National Water Safety Program,
<http://watersafety.usace.army.mil/>
- National Oceanic and Atmospheric Administration (NOAA), National Weather Service (NWS) Rip Current Awareness, <http://ripcurrents.noaa.gov/>

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 at (202) 693-2825, perez.alejandros@dol.gov; or Curtis Massey at (202) 693-3096 or massey.curtis@dol.gov.