



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

July 19, 2011

The Director

**MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES**

**FROM: JOHN BERRY  
DIRECTOR**

A handwritten signature in blue ink that reads "John Berry".

**SUBJECT: Coping with Severe Heat and Humidity**

As we continue to experience record-setting severe heat and humidity this summer, the U.S. Office of Personnel Management (OPM), reminds Federal agencies to be proactive in protecting the health and well being of our employees. We should take all available steps to ensure they are protected during potentially dangerous heat waves that are likely to continue throughout this summer, particularly our employees who perform their duties outdoors.

As you consider measures to take for your employees, there are two matters of particular concern.

First, employees need to remain adequately hydrated; providing immediate and ready access to potable drinking water and other liquids will ensure their health and well-being during severe heat and humidity.

Second, various Federal health authorities and local governments provide information and advice on the best ways to cope with severe heat and dangerous weather conditions to protect ourselves and our families. The following links to official Federal Government information dealing with heat-related risks may be helpful:

<http://www.cdc.gov/niosh/topics/heatstress> - on the website for National Institute for Occupational Safety and Health (NIOSH), which is part of the Centers for Disease Control and Prevention (CDC), Department of Health and Human Services

[www.weather.gov/om/heat/](http://www.weather.gov/om/heat/) and [www.weather.gov/om/heat/heat\\_wave.shtml](http://www.weather.gov/om/heat/heat_wave.shtml) - on the website for National Weather Service (NWS), which is part of the National Oceanic and Atmospheric Administration (NOAA), Department of Commerce

<http://www.osha.gov/SLTC/heatillness/index.html> - on the website for the Occupational Safety and Health Administration (OSHA), Department of Labor

Your continued diligence in ensuring the health and safety of our Federal workforce is much appreciated.

cc: Chief Human Capital Officers  
Human Resources Directors