

From: [PBEM Director](#)
To: [PBEM Director](#)
Subject: Prepare Now for Summer Heat
Date: Tuesday, June 2, 2026 11:28:39 AM
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(Managers, please post for employees without email)

Dear City Employees (employees in BCC line),

As a City, we prepare together for emergencies before they happen. I invite you to join us today in your personal preparedness as [warmer days are in the forecast](#).

What Can You Do?

- **Help the Community** Cooling centers save lives. Prepare to work at a cooling center by attending a training session. Several trainings are scheduled for June. RSVP at [this link](#).
- **Complete your Training** Oregon OSHA Heat Illness Prevention training is required annually for all City employees. This training is approximately 30 minutes and can be found in [CityLearner](#) under “Learning Assignments.” If you do not have access to CityLearner, visit the [OR-OSHA Heat Illness Prevention website](#) to take their online course and contact Bureau of Human Resources Training at hrtraining@portlandoregon.gov to add the training to your learning history.
- **Learn about Heat Illness**, especially for those who work outside. Everyone needs to drink water, take more breaks and rest in the shade. If you work outdoors, make heat safety a priority. Check in with your co-workers. People don’t always realize that heat is affecting them. Expect schedule changes if you work outside. Your work group may have established protocols and your supervisor can work with you to adjust your schedule. Heat illness requires action and possibly medical attention. Heat stroke is a medical emergency. [You can learn more about heat illness here](#).
- **Prepare your Household** Prepare yourself and your household for severe heat. Visit resources such as Multnomah County’s [Help for When It’s Hot](#), City of Portland’s [Portland.gov/heat](#) and [PublicAlerts.org/heat](#). Stock up on your summer essentials such as fans, air conditioners, sun-blocking curtains and sunscreen. Make a plan for pets, kids, older adults and anyone with medical conditions, all of whom are more vulnerable to heat illness.

- **Stay informed** Sign up to receive notifications about a variety of hazards at [PublicAlerts.org](https://publicalerts.org). Visit [Portland.gov/heat](https://portland.gov/heat) for updated information about City services. Follow and share messages from the City of Portland’s social media channels on [Instagram](https://www.instagram.com/portlandoregon), [Facebook](https://www.facebook.com/portlandoregon), and [X \(Twitter\)](https://twitter.com/portlandoregon).

Now is the time to prepare for a safe and enjoyable summer for all.

Sincerely,
Elisabeth Perez
Interim Director, PBEM

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