




STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
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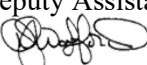
May 14, 2025

**TO:** All Superintendents

**FROM:** Eric Jackson, Deputy Assistant Secretary  
Men's Prison Division, West Command 

Charles Anderson, Deputy Assistant Secretary  
Men's Prison Division, Central Command 

James Key, Deputy Assistant Secretary  
Men's Prison Division, East Command 

Deborah "Jo" Wofford, Deputy Assistant Secretary  
Women's Prison Division 

**SUBJECT: Heat Mitigation Efforts**

In preparation for the coming warmer months, we will soon begin implementing our heat mitigation efforts for prison facilities across the state. As you know, each year we put efforts in place to help incarcerated individuals stay cool when temperatures rise. It's important that you all ensure you have the necessary tools to do so.

Please dedicate someone in your facility to verify the following:

- You have an adequate amount of sunscreen on hand or ordered,
- Your facilities manager has inspected all ice machines to ensure they are in good repair and have ordered additional parts that are frequently needed to be replaced due to high use,
- Your medical teams have identified locations where patients can be housed if the infirmary becomes too hot,
- Visit rooms have heat mitigation efforts in place as well,
- Cooling station areas have been identified, and
- Whether or not you have the ability to establish misting stations.

When temperatures are excessive and you need to implement heat mitigation strategies, please send a message to the incarcerated population to let them know which mitigation efforts are in place and authorized. These messages should also be sent to Local Family Council and to your local family distribution list.

As a reminder, these are the efforts you may take during periods of excess heat include:

- Providing ice water,
- During times of excessive heat, make ice overnight to keep up with the demand during the day,
- Cooling stations outside if needed, to include misting stations,
- Allowing incarcerated individuals shorts and t-shirts to be worn outside of units;

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- allowing incarcerated individuals the ability to wear shower shoes with no socks,
- Allowing incarcerated individuals to wear wet towels,
- Making sunscreen available to incarcerated individuals who want to access the yard,
- Extra movement may be established for recreation for population to leave yard early,
- Medical staff should identify areas where patients can be housed if temperatures cannot be controlled in the infirmary,
- Facilities should also consider alternative options for heat mitigation in visit areas. These options may include (but are not limited to) additional access to water, ice where available, additional fans, etc.

cc: Donald Holbrook, Assistant Secretary  
Melissa Andrewjeski, Assistant Secretary