Generic County Schools

Memorandum of Understanding

Sheltering and Mass Care Facilities

This agreement is made and entered into between the Generic County Schools and BUSINESS NAME to establish shelter site locations and terms of use in the event of an evacuation of the students and staff of the Generic County School System.

The Generic County Schools will make every effort to notify BUSINESS NAME of evacuation possibilities with as much notice as possible. Contact information between the two parties shall be maintained in a separate appendix and is considered confidential information and is not subject to public disclosure.

BUSINESS NAME agrees to open their building located at 200 School Avenue, School, KY to provide shelter and assistance to students and staff evacuated during emergency situations when the students and staff have a need to be sheltered. BUSINESS NAME has a capacity to accommodate approximately 111,453 people.

BUSINESS NAME understands that their organization will be responsible for opening the building and developing procedures for making the building accessible, including rest rooms and an area with phone and internet connection (if available) for administrative personnel. Furthermore, Generic County Schools will provide supervision for all students and staff during the time that the facility is used as an emergency shelter site.

The Generic County Schools agrees that it shall exercise reasonable care in the conduct of its activities in said facilities and further agrees to replace or reimburse BUSINESS NAME for any items, materials, equipment or supplies that may be used by the district in the conduct of its sheltering activities in said facilities.

The Generic County Schools will be responsible for replacing, restoring or repairing damage occasioned by the use of any building, facilities or equipment belonging to BUSINESS NAME.

The Generic County Schools will reimburse BUSINESS NAME for any bona fide expenditure of personnel required to maintain the facility, including overtime costs, upon production of receipts or time sheets. The Generic County Schools will not pay any operational or administrative fees to BUSINESS NAME

The Generic County Schools shall provide any and all releases of information to the press and media. Requests for interviews or information submitted to BUSINESS NAME shall be directed to the Generic County Schools’ Public Information Officer or the Superintendent of Schools.

The Generic County Schools will make every effort to recognize the hospitality of BUSINESS NAME in any press or media releases pertaining to the re-location and sheltering of students and staff.

Nothing in this MOU is intended to conflict with current laws or regulations of the United States of America, Commonwealth of Kentucky or local government. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in full force and effect.

Generic County Schools hereby agrees to hold BUSINESS NAME harmless for any personal injury of a Generic County Schools student or staff, or damage to property of Generic County Schools, or any of its students or staff, occasioned as a result of Generic County Schools using BUSINESS NAME’s facilities in an emergency situation. By definition, an “emergency” situation increases the potential risk of injury to person or property.

This agreement shall become effective on September 16, 2023 and may be modified upon the mutual written consent of the parties.

The terms of this agreement, as modified with the consent of both parties, shall be self renewable for a period of five (5) years from the end date of the agreement unless written termination is given by either party. Either party, upon sixty (60) days written notice to the other party, may terminate this agreement.

The terms of this agreement, as modified with the consent of both parties,

AND NOW, this \_\_\_16th \_\_\_\_ day of \_\_\_\_September\_\_ 2023\_\_\_\_, the parties hereby acknowledge the foregoing as the terms and conditions of their understanding.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent, Generic County Schools Authorized Signature, BUSINESS NAME

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

**Generic County Schools**

**Memorandum of Understanding**

**Sheltering and Evacuation Contact Information**

Confidential – Not for Public Disclosure

|  |  |
| --- | --- |
| Superintendent, NAME | Cell: XXX-XXX-XXXX |
| Asst. Superintendent, NAME | Cell: XXX-XXX-XXXX |
| Safe Schools Coordinator, NAME | Cell: XXX-XXX-XXXX |
| Transportation Director, NAME | Cell: XXX-XXX-XXXX |

|  |
| --- |
| School: Generic Elementary School  Address: 435 Generic Drive, Generic, KY XXXXX  Phone: XXX-XXX-XXXX Fax: XXX-XXX-XXXX  Principal: Sue Smith Email: email address    Approximate  Number of Students: 408  Number of Staff: 93    Evacuation Route from School to Shelter Site: XXXXX |

**Host Facility: BUSINESS NAME**

Address: 200 Main Avenue Generic, KY 45502 Phone: XXXX-XXX-XXXX

Fax: XXX-XXX-XXXX

Occupancy Capacity:

Contact Person(s)

1st Name: NAME Address: 200 Generic Ave. Generic, KY XXXXX

Email: EMAIL ADDRESS Phone: XXX-XXX-XXXX Cell: XXX-XXX-XXXX

2nd Name: NAME Address: 200 Generic Ave. Generic, KY XXXXX

Email: EMAIL ADDRESS Phone: XXX-XXX-XXXX Cell: XXX-XXX-XXXX

3rd Name: NAME Address: 200 Generic Ave. Generic, KY XXXXX

Email: EMAIL ADDRESS Phone: XXX-XXX-XXXX Cell: XXX-XXX-XXXX