**MEMORANDUM OF UNDERSTANDING**

**between\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School** **and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I. Purpose**

To establish an understanding and arrangement between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School (“School”) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Alternate Site”) to utilize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as a temporary alternate location to maintain and continue operations in the case of an Emergency. This document shall formalize the understanding among the parties to allow for the School to efficiently relocate and transition students, faculty, and staff into the Alternate Site with minimal interruption or delay in the case of an Emergency.

**II. Scope**

This Memorandum shall apply to all Emergencies that affect the operations of the School in any manner that might cause the School to be evacuated or cause the School Property to be rendered unsafe or otherwise not feasible for use for School operations.

“Emergency” shall mean an unplanned event (either man-made or naturally caused) that causes or threatens to cause:

1.) Death or significant bodily injury to one or more individuals;

2.) A disruption of operations; or

3.) Physical or environmental damage.

**III. Roles and Responsibilities**

**A. Notification**

The School shall, as soon as practicable in the event of an Emergency, notify the Alternate Site of the need to utilize the Alternate Site as a temporary alternate location to maintain and continue operations in response to an Emergency.

**B. Establish Transition Plan**

The School shall establish a transition plan to transport students, faculty, staff, and necessary resources required to maintain operations to the Alternate Site in the case of an Emergency.

**C. Emergency Planning**

The School will work with the Alternate Site to develop effective Emergency Response Plans that are specific to the Alternate Site. These plans shall include evacuation and lock-down plans.

**IV.** **Administration of the Memorandum**

**A. Preemption**

Nothing in this Memorandum shall supersede or contravene any tribal, state, or federal statute or any School or \_\_\_\_\_\_\_\_\_\_\_\_\_ administrative or regulatory procedures, contractual obligations, rules, regulations, or duties.

**B. Term**

This Memorandum shall be in effect as of the date executed below and shall continue in full force and effect until otherwise modified. Any party may terminate this Memorandum upon ninety days notice to the other parties.

**C. Follow-up**

The School and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to develop procedures for ongoing meetings and will annually review and modify this Memorandum as deemed necessary.

**D. Modifications**

Modifications to this Memorandum shall be made only in writing, executed by all parties to this Memorandum. Executed and Agreed to this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

|  |  |
| --- | --- |
| By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Memorandum of Understanding**

**Between**

**NAME Board of Education and NAME County Office of Homeland Security and Emergency Management**

**General Purpose:** To work together during a disaster whether man-made or natural or during a pandemic/epidemic to make available locations for shelters, command, or food and supplies distribution facilities during an incident.

**NAME** County Board of Education agrees to the following:

1. Provide **SCHOOL** for the purpose of setting up shelter, command center, or Point of Distribution (POD) site during an incident.
2. Provide the **NAME** County Office of Homeland Security and Emergency Management with two points of contact in case of an emergency:
3. An Administrator who will serve as a primary Point of Contact. The person will have authority to open the building for activation.
4. A custodian point of contact, who will work with the **NAME** County Office of Homeland Security and Emergency Management personnel to locate and arrange tables, chairs, etc.
5. Work with the **NAME** County Office of Homeland Security and Emergency Management to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they become available.
6. Allow school to be visited by members of the **NAME** County Office of Homeland Security and Emergency Management for the development and maintenance of the County Site Dispensing Plan.
7. Agree to maintain records of school personnel time records and any other school expenses incurred as a result using this facility.

**NAME** County Office of Homeland Security and Emergency Management agrees to the following:

1. Provide a **NAME** County Office of Homeland Security and Emergency Management point of contact to answer questions that the **NAME** County Board of Education may have regarding these arrangements.
2. Use the after-hours contact or request the use of school buildings only during a true disaster or pandemic/epidemic.
3. Work with the Board of Education to ensure good communications prior to and during an incident by relaying pertinent information, advisories, and updates as they are received.
4. Return all buildings to the state they were found in prior to the **NAME** County Office of Homeland Security and Emergency Managements use and replace any supplies used during an incident.

This document is a statement of understanding and is not intended to create binding or legal obligation on either party. This document will be reviewed and revised on a yearly basis to remain in effect.

Agreed to and accepted by:

Superintendent, **NAME** County Schools Date

Administrator, **SCHOOL** Date

Administrator, **NAME** County Office of Homeland Security Date

& Emergency Management