

**Woodbridge Board of Education  
Beecher Road School  
Emergency Shelter Use Agreement**

The Town of Woodbridge ~~Human Services Department~~ has requested the use of Beecher Road School (BRS), 40 Beecher Road Woodbridge, Connecticut as a designated emergency shelter during a disaster. This agreement intends to clarify the order of operations and protocol in the event a disaster occurs to a level requiring the use of BRS as an emergency shelter.

**Parties and Facility**

Owner:

Legal name: Town of Woodbridge

Point of Contact:

Name and title: Beth Heller, First Selectman

Work phone: 203-389-3402 Cell phone/pager: \_\_\_\_\_

Address for Legal Notices:

11 Meetinghouse Lane

Woodbridge, CT. 06525

Occupant:

Legal name: Woodbridge Board of Education

Point of Contact:

Name and title: Christine Syriac, Interim Superintendent

Work phone: 203-387-6631 Cell phone/pager: \_\_\_\_\_

Address for Legal Notices:

40 Beecher Road

Woodbridge, CT. 06525

Shelter Facility:

Beecher Road School, 40 Beecher Road, Woodbridge, CT. 06525

## Terms and Conditions

1. Use of Facility: Upon request, if feasible, and in alignment with Woodbridge Board of Education policy, the Occupant will permit the Town of Woodbridge ~~Human Services Department~~ to use the Facility on a temporary basis as an emergency public shelter.
2. Shelter Management: The Woodbridge Board of Education will have primary oversight for the operation of the shelter and will designate a Town of Woodbridge ~~Human Services Department~~ official, the Shelter Manager, to manage the sheltering activities. The Woodbridge Board of Education will designate a Facilities Manager to coordinate with the Shelter Manager regarding the use of the Facility by the Town of Woodbridge ~~Human Services Department~~.
3. Condition of Facility: The Facilities Manager and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the Facility before it is turned over to the Town of Woodbridge ~~Human Services Department~~. The Facilities Manager will identify and secure all equipment that the Town of Woodbridge ~~Human Services Department~~ should not use while sheltering in the Facility. The Town of Woodbridge ~~Human Services Department~~ will exercise reasonable care while using the Facility as a shelter and will make no modifications to the Facility without the express written approval of the Woodbridge Board of Education.
4. Food Services: Upon request by the Town of Woodbridge ~~Human Services Department~~, and if such resources exist and are available, the Woodbridge Board of Education will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Superintendent will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Shelter Manager (or designee). The Food Service Manager will work with the Shelter Manager or designee to establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation.
5. Custodial Services: The Town of Woodbridge ~~Human Services Department~~ will provide custodial services including all cleaning supplies as well as personnel. Upon request by the Town of Woodbridge ~~Human Services Department~~ and if such resources exist and are available, the Woodbridge Board of Education will make its custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facilities Manager will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of and in cooperation with the Shelter Manager or designee.
6. Security: In coordination with the Facilities Manager; the Shelter Manager or designee, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.
7. Signage and Publicity: The Town of Woodbridge ~~Human Services Department (or designee)~~ may post signs identifying the shelter as a Town of Woodbridge ~~Human Services Department~~ shelter in locations approved by the Facilities Manager and will remove such signs when the shelter is closed. The Woodbridge Board of Education will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager or designee. The Woodbridge Board of Education will refer all media questions about the shelter to the Shelter Manager.
8. Closing the Shelter: The Town of Woodbridge Human Services Department will notify the Woodbridge Board of Education or Facilities Manager of the closing date for the shelter. Before the Town of Woodbridge ~~Human Services Department~~ vacates the Facility, the Shelter Manager and Facilities Manager will jointly conduct a post-occupancy survey, using the second page of the Shelter/Facility Opening/Closing Form to record any damage or conditions. The Shelter Manager and Facilities Manager or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.

9. Reimbursement: The Town of Woodbridge ~~Human Services Department~~ will reimburse the Woodbridge Board of Education for the following:

- a. *Damage to the Facility or other property of Woodbridge Board of Education*, reasonable wear and tear excepted, resulting from the operations of the Town of Woodbridge ~~Human Services Department~~. Reimbursement for facility damage will be based on replacement at actual cash value. ~~The Town of Woodbridge Human Services Department will select from among bids from at least three reputable contractors.~~ The Town of Woodbridge ~~Human Services Department~~ is not responsible for storm damage or other damage caused by the disaster.
- b. *Reasonable costs associated with custodial and food service personnel* which would not have been incurred but for the Town of Woodbridge ~~Human Services Department's~~ use of the Facility for sheltering. The Town of Woodbridge ~~Human Services Department~~ will reimburse at the actual per-hour rate for wages, including premium overtime pay, actually incurred for custodial and food service staff for mutually agreed need.
- c. *Reasonable, actual, out-of-pocket operational costs*, including the costs of the utilities indicated below, to the extent that such costs would not have been incurred but for the Town of Woodbridge ~~Human Services Department's~~ use of the Premises (both parties must initial all utilities to be reimbursed by the Town of Woodbridge ~~Human Services Department~~):

	Woodbridge Board of Education initials	Town of Woodbridge <del>Human Services Department</del> initials
Water	_____	_____
Gas	_____	_____
Electricity	_____	_____
Waste Disposal	_____	_____

The Woodbridge Board of Education will submit any request for reimbursement to the Town of Woodbridge ~~Human Services Department~~ within 60 days after the shelter closes. Any request for reimbursement for food, supplies or operational costs must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked at the shelter.

10. Insurance: The Town of Woodbridge ~~Human Services Department~~ shall notify its insurance carrier of the use of a shelter and have this use added to its current General Liability Insurance Policy carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Town of Woodbridge Human Services Department shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

11. Indemnification: The Town of Woodbridge ~~Human Services Department~~ shall defend, hold harmless, and indemnify Woodbridge Board of Education against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the Town of Woodbridge ~~Human Services Department~~ during the use of the Premises.

12. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

~~THE AMERICAN NATIONAL TOWN OF~~  
~~WOODBIDGE HUMAN SERVICES~~  
~~DEPARTMENT~~

Woodbridge Board of Education (legal name)

(legal name)

By (signature)

By (signature)

Name (printed)

Name (printed)

Title

Title  
+

Date

Date

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