

# Executive Summary

## Prepared for Board of Trustees Meeting

### February 24, 2009

#### Discussion of Use of School Facilities As a Red Cross Emergency Shelter

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##### **Board Goal:**

VI. Growth & Change- be environmentally responsible and aggressively pursue energy efficiency and conservation principles in building design, transportation alternatives, and operating procedures.

##### **Purpose of Report**

Dallas Chapter of Red Cross is seeking permission for the temporary use of Denton High School, Ryan High School, Guyer High School, Calhoun Middle School, Crownover Middle School, and McMath Middle School as a public shelters during declared or undeclared natural disasters.

##### **Objectives**

ARC Shelter Agreement Summary

- The agreement to permit the ARC to use a facility as a temporary Red Cross shelter is not contractual as to demanding fulfillment. If a district facility is not available there is obligation to allow Red Cross to use it, thus refusal of a request to open is not a breach of contract.
- The District identifies which facilities they are willing to share on a temporary basis for a shelter and will make available to the extent of their ability. The Facility Coordinator, who is appointed by the owner, will coordinate availability to open and conduct opening facility inspection with designated Red Cross Official, usually the shelter manager. Any defects or damage is noted prior to opening facility.
- The Shelter Survey (ARC Form 6564) is completed at the time the agreements are executed. This document allows us to assess square footage, available rooms, kitchen capacity, restroom/shower facilities and ADA compliance so that we can match a facility to the shelter population needs.
- As to food service, typically the Red Cross provides meals by using catering agreements with local vendors or by partnering with other non-profit organizations such as the Salvation Army. In my experience managing shelters, we have never used on site food preparation or requested the facility owner to provide meals. A catering agreement has been submitted to the district for review for future needs, however without a catering agreement it is very unlikely DISD would be asked to be responsible for meals.
- The facility owner is responsible for designating a custodian or maintenance administrator to keep the facility clean and keep sanitation and custodial supplies

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stocked. The Red Cross will reimburse owner for the cost of all supplies approved by the shelter manager.

- The Red Cross is not responsible for police or public safety. Typically the city and/or the school district provides for law enforcement needs. The owner's representatives may not make public any information regarding the residents or operation of the shelter to the media and will refer all inquiries to shelter management. This is required due to client confidentiality policy.

#### **Operational Impact**

Facility owner may invoice the Red Cross, with backup, for expenses incurred due to use of the facility as a shelter. The Red Cross has primary responsibility for all aspects of managing the shelter. Personnel cost will be reimbursed at current per hour straight time. Reasonable out-of-pocket cost will be reimbursed. Any property damaged claimed on release of facility form will be reimbursed based on depreciated value, based on at least 2 bids.

#### **Results**

Approval of shelter agreements will provide the community a "safe haven" during catastrophic events.

#### **Other Options**

None