

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Memorandum of Understanding between the Seminole County School Board and the Seminole County Health Department and Seminole County for the use of School Board facilities as Points of Distribution for Strategic National Stockpile

DEPARTMENT: Public Safety **DIVISION:** Emergency Management

AUTHORIZED BY:  K. M. Roberts **CONTACT:**  Joseph H. McCluan EXT. 5131

Agenda Date: 2/10/04 **Regular** **Consent X** **Work Session** **Briefing**
Public Hearing – 1:30 **Public Hearing – 7:00**

MOTION/RECOMMENDATION:

Approve and authorize Chairman to execute Memorandum of Understanding between the Seminole County School Board, the Seminole County Health Department and Seminole County for the use of School Board facilities as Points of Distribution for Strategic National Stockpile.

BACKGROUND:

The School Board is directed by Florida Statutes 252 to use personnel, school buildings and grounds during a State of Local Emergency, based upon the request of the local Emergency Management agency. In Seminole County, the local Emergency Management agency is directed by the Director of Public Safety.

These agencies mutually desire to reach an understanding that will result in making the School Board's facilities available to the State Department of Health and Seminole County Emergency Management for use as Points of Distribution (POD's) for the Strategic National Stockpile.

Reviewed by: _____
Co Atty: 
DFS: _____
Other: _____
DCM: 
CM: 
File No. CPSEM01

Memorandum of Understanding

Use of School Board Facilities
As Points of Distribution
For Strategic National Stockpile

This Memorandum of Understanding is entered into by the following parties:

Seminole County School Board

And

Seminole County Health Department

And

Seminole County

The School Board is directed by Florida Statutes 252 to use personnel, school buildings, and grounds during a State of Local Emergency, based upon the request of the local Emergency Management agency. In Seminole County, the local Emergency Management agency is directed by the Director of Public Safety.

Parties hereby mutually desire to reach an understanding that will result in making the School Board's facilities available to the State Department of Health and Seminole County Emergency Management for use as Points of Distribution (POD's) for the Strategic National Stockpile.

NOW THEREFORE, BE IT MUTUALLY AGREED BY SEMINOLE COUNTY SCHOOL BOARD, DEPARTMENT OF HEALTH AND SEMINOLE COUNTY THAT:

1. The School Board will permit, upon determination and request by Seminole County Emergency Management, the use of appropriate schools as POD's (in accordance with Addendum A which is hereby made a part of this agreement) distribution of medical therapies to Seminole County citizens. The School Board shall designate staff for certain positions in each school used as a POD to assist the County in the opening and operation of the facility. This group of staff members will form the basis for a team of coordinators for their assigned schools. These positions will include, but not be limited to, an administrator and custodial staff member. The team will be responsible for limiting access to designated areas within the school, coordinating and facilitating the use of areas within the school and providing custodial support for the POD.

2. The School Board contact will be available through the District Office or other means during the time the School Board is not in operation. In the event a POD needs to be opened, Seminole County Emergency Management will promptly contact the School Board representative. In consultation, Seminole County Emergency Management and the Seminole County Health Department will determine appropriate facilities to open. The School Board will then begin notification of appropriate coordinator(s) teams for the selected facility.
3. Seminole County government and the Department of Health will provide sufficient volunteers to perform all functions in each POD.
4. A facility survey will be conducted jointly by the School Board, Seminole County Emergency Management and the Seminole County Health Department at opening and closing to identify damages as a result of the POD activities.
5. The School Board will furnish the name of the individual who will be primarily responsible for administrating this Memorandum of Understanding for the School Board. The County will annually furnish the name of the individual who shall be responsible for administrating this agreement.
6. It is further agreed that the liability to each party to this agreement, in relation to the operation during a State of Local Emergency, is not increased because of the agreement and is strictly governed by Florida Statute Chapter 252.

IN WITNESS THEREOF, Seminole County School Board, Department of Health and Seminole County government has caused this Memorandum of Understanding to be executed, said agreement to become effective and operative with the fixing of the last signature hereto.

THE SCHOOL BOARD
 OF SEMINOLE COUNTY
 By: *Sandra Robinson*
 Title: *Chairman* Date:

Sandra Robinson

THE STATE DEPARTMENT
 OF HEALTH
 By: *Nicko Spina*
 Title: *Administrator* Date: *1/12/04*
 Seminole County Health Dept.

Attest:

Maryanne Morse,
 Clerk to the Board of
 County Commissioners of
 Seminole County, Florida.
 For the use and reliance
 of Seminole County only.
 Approved as a form and
 legal sufficiency.

County Attorney

SEMINOLE COUNTY BOARD
 OF COUNTY COMMISSIONERS
 By:

Title:

Date:

ADDENDUM A

SEMINOLE COUNTY PRIMARY EMERGENCY SHELTERS

Geneva Elementary, Geneva

English Estates Elementary, Fern Park

*Lawton Chiles Middle School, Oviedo

John Evans Elementary, Oviedo

*Lake Brantley High School, Altamonte Springs

*Lake Mary High School, Lake Mary

*Millennium Middle School, Sanford

*Lyman High School, Longwood

*Winter Springs High School, Winter Springs

Oviedo High School, Oviedo

SPECIAL NEEDS SHELTERS

Highlands Elementary, Winter Springs

Bentley Elementary, Sanford

* Schools to be used as Points of Distribution for Strategic National Stockpile