

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Memorandum of Understanding between Seminole Community College and Seminole County for Dependent Care Shelter

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

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

Agenda Date: <u>8/26/03</u> Regular <input type="checkbox"/> Consent x Work Session <input type="checkbox"/> Briefing <input type="checkbox"/> Public Hearing – 1:30 <input type="checkbox"/> Public Hearing – 7:00 <input type="checkbox"/>
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MOTION/RECOMMENDATION:

Approve and authorize the Chairman to execute the Memorandum of Understanding between Seminole Community College and Seminole County for Dependent Care Shelter.

BACKGROUND:

During disasters and catastrophic events, emergency workers are tasked with prolonged work hours and are away from their family members for extended periods of time. Because of the existing and continuing possibility of emergencies and disasters resulting from natural, technological or manmade causes, Seminole County and Seminole Community College wish to enter into an agreement to utilize the College as a dependent shelter for the dependents of College staff and Seminole County emergency workers.

Reviewed by:
Co Atty: _____
DFS: _____
Other: _____
DCM: _____
CM: _____
File No. <u>CPSEM01</u>

MEMORANDUM OF UNDERSTANDING

USE OF SEMINOLE COMMUNITY COLLEGE FACILITY AS A DEPENDENT CARE SHELTER

**THIS MEMORANDUM OF UNDERSTANDING IS ENTERED INTO BY
THE FOLLOWING PARTIES:**

SEMINOLE COMMUNITY COLLEGE

AND

SEMINOLE COUNTY

Florida Statutes 252.38 directs the use of personnel, school buildings, grounds and equipment for mass care shelters and transportation for evacuees during a state or 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 the Department of Public Safety.

The Parties hereby mutually desire to reach an understanding that will result in making the Seminole Community College facility available to Seminole County Emergency Management and Seminole Community College staff for use as a dependent shelter during an emergency.

**NOW THEREFORE, BE IT MUTUALLY AGREED BY THE SEMINOLE
COMMUNITY COLLEGE AND SEMINOLE COUNTY THAT:**

1. The College will permit, upon request by Seminole County, the use of Building "G" (known as the Fine Arts Building), as a dependent shelter with a capacity to shelter 150 individuals.
2. Seminole County agrees that it shall exercise reasonable care in the conduct of its activities in such facility. All individuals sheltered in the College shall sign a Hold Harmless Agreement. The College and Seminole County will advise their respective employees and dependents of the need to bring their own subsistence items. Retired employees of the College and their dependents are eligible to utilize the shelter.
3. The College's contact will be available through the Administration Office or other means during the time the College is not in operation. In the event the shelter needs to be opened, Seminole County Emergency Management will promptly contact the College's representative. The Office of Emergency Management will determine when to open the shelter. Seminole Community College and the Office of Emergency Management will

provide a knowledgeable shelter manager to coordinate the overall operation and various functions of the shelter (i.e., registration, communication, child care, etc).

4. A facility survey will be conducted jointly by the College representative and the Seminole County representative at opening and closing of the shelter to identify any damages as a result of sheltering activities.

5. The College will furnish the name of the individual who will be primarily responsible for administering this Memorandum of Understanding for the College District Board of Trustees. Seminole County will annually furnish the name of the individual who shall be responsible for administering this Memorandum of Understanding for Seminole County.

IN WITNESS THEREOF, Seminole Community College and Seminole County Office of Emergency Management, has caused this Memorandum of Understanding to be executed, said agreement to become effective and operative with the fixing of the last signature hereto.

Seminole Community College

by 

Title Chairman Date 07/15/03
District Board of Trustees

Seminole County Board of County Commissioners

by _____

Daryl McLain

Title Chairman Date _____
Seminole County Board of County Commissioners