

## Sample Memorandum of Understanding for Relocation Site

This Memorandum of Understanding (MOU) is between the (School/District) \_\_\_\_\_ and \_\_\_\_\_ (Relocation Site) for the purpose of relocation of students and staff in the event that stakeholders are unable to remain on campus during an emergency. This MOU shall remain in effect for one year after the date of execution.

**Date:** \_\_\_\_\_

**Relocation Site Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

### Relocation Site Primary Contact:

Name: \_\_\_\_\_ Position (if applicable): \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

### Relocation Secondary Contact:

Name: \_\_\_\_\_ Position (if applicable): \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

### Location within the site where students will be sheltered:

### Location of Administrators toolbox if stored at relocation site:

### School Emergency Team Member responsibilities for coordinating evacuation to relocation site:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

### Other Agreements (Key points of consideration when drafting agreements with relocation sites/schools)

#### The Evacuating School will:

- Notify the host site of an impending evacuation as soon as possible.
- Maintain accountability and control of all students and staff at the host site.
- Operate the call center and student/parent reunification points: Request assistance from host site if needed.

#### The Host Site \_\_\_\_\_ will:

- Accept an evacuation request from any of those in the chain of command identified in the evacuating school's Emergency Operations Plan.

- Notify all staff members of the situation.
- Designate space for evacuees. Access to bathroom and kitchen facilities and to water are immediate considerations.
- Assign personnel to greet arriving buses and direct them to pre-identified space.
- If the site is a school: activate school emergency response team, notify the school nurse and anticipate medical emergencies. Having an emergency medical team/rescue squad on stand-by might be considered.

### **Collaborative Actions**

- Assist in required notifications of parties including parents and day care facilities that pick up at the school.
- Designate the location and procedure for release of students to parents who may come to the school.
- Anticipate any need to feed evacuees and make contact with food service.
- Take action to control media access and work with the Media Liaison.

A copy of the partnership agreements will be furnished to emergency teams of both schools/facilities. The \_\_\_\_\_ School Principal will answer questions about the agreement. Both teams should fully understand what is expected if evacuating to the partner school or hosting the partner during an emergency.

**Principal or Designee Name (Please Print):** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Host Designee Name (Please Print):** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Resources on Relocation Sites/Reunification:**

[Readiness Emergency Management for Schools: Conducting a Secure, Safe, and Successful K-12 Family Reunification Process](#)

[Readiness Emergency Management for Schools Post Disaster Reunification Resource Guide](#)

[School Emergency Reunification Video from Adams 12 Five Star Schools](#)