

Memorandum of Understanding Regarding Sheltering Sites

This Memorandum of Understanding (MOU) is entered into by and between the The Junior College District of Metropolitan Kansas City, Missouri, also known as Metropolitan Community College (MCC) and the City of Lee's Summit, Missouri, by and through Lee's Summit Parks & Recreation Board (Organization).

The purpose of the MOU is to define the relationship between MCC and "Organization" during an emergency.

For this purpose, an emergency/crisis means an incident or condition that results in an actual or imminent threat of harm to health and safety and requires evacuation of the MCC facility.

The Organization acknowledges the intent to serve as sheltering and reunification center for the occupants of the MCC building until such time as the MCC facility can be re-entered or all occupants have been reunified with parents and guardians and/or released from area. This time may include the removal of school property and materials from the Organization's facilities.

The Organization agrees to the following:

1. To provide the mutually agreed facility/building locations to serve as an alternative site(s) during an evacuation. Use will not be allowed if occupancy limits will be exceeded or such use adversely effects use by patrons of the Organization. Indoor use is limited to operational hours of Monday- Friday 5am-9pm, Saturday 7: 00 am-7: 00 pm and Sunday 10:00 am-7:00 pm
2. Allow use of its **Longview Community Center**, 3801 SW Longview Drive, Lee's Summit, MO 64081, facilities, grounds and equipment after it is determined that there is an emergency that requires evacuation of MCC.
3. Designate three points-of-contact in case of an emergency (Appendix A):
 - An **Administrative** point-of-contact will serve as the primary point-of-contact. This person should have the authority and ability to open the facility/building at any time.
 - A **Facility** point-of-contact will work with MCC personnel to assist with the facility.
 - A **Security** point-of-contact will work with MCC and local law enforcement in making security plans. This person should have the authority and ability to open the building(s).
 - List primary point-of-contacts on Appendix A and notify the MCC of changes in this contact information.
4. The mutually agreed Organization facilities will be visited by MCC personal for the development of sheltering and reunification plan. An appointment will be scheduled after obtaining approval from the administrative point-of-contact or designee.

5. The Organization's mutually agreed facility/building(s) will be listed in the MCC emergency response plan.

The Metropolitan Community Center- Longview Campus agrees to the following:

1. Provide a point-of-contact person(s) to answer questions or concerns about these arrangements. (Appendix B)
2. To notify the Organization and request the use of its facilities, grounds and equipment ASAP upon evacuation. The MCC will inform the Organization of the time period (if known) their facility is needed for the purpose of sheltering and reunification activities.
3. To be Responsible for the monitoring and accountability of MCC occupants during such time of facility use. Once use begins MCC will immediately make arrangements for transportation of MCC clientele to another facility.
4. Assist in any post-event clean up and make sure it is performed in a timely manner.
5. Allow use of its MCC facilities, grounds and equipment after it is determined that there is an emergency that requires evacuation of Longview Community Center. Once use begins the Organization will immediately make arrangements for transportation of Longview Community Center clientele to another facility.
6. MCC shall defend, indemnify and hold harmless the City of Lee's Summit and any of its employees, agents, officers, and elected officials from all costs and claims arising out of the mutual promises contained in this agreement, except to the extent such claims are the result of negligence or misconduct on the part of the City of Lee's Summit or any of its employees, agents, officers, and elected officials.

Period of Agreement

This agreement shall be effective from the date it is signed by the Organization Representative and the Director of the Metropolitan Community Center- Longview Campus. This agreement will remain effective for one calendar year or until either party provides 30 days written notice of intention to end its adherence to terms of the Memorandum of Understanding. This agreement shall be reevaluated every year.

Signatures

Signature indicates assent with the above stated agreements and conditions:

_____ Date

Printed Name and Title

City of Lee's Summit, Missouri

_____ Date

READ AND APPROVED

Representative
Lee's Summit Parks and Recreation Board

Joseph Snook
Administrator, Lee's Summit Parks and Recreation

APPROVED AS TO FORM

Assistant City Attorney

Appendix A

City of Lee's Summit and Parks & Recreation Point-of-Contact Information

1. Administrative Point-of-Contact

Name and Title: Jodi Jordan, Superintendent of Recreation
Address: 901 Bluestem Drive, Lee's Summit, MO 64086
Work Number: 816-969-1526
Work Cell Number: 816-536-0166
Email: jodi.jordan@cityofls.net

2. Facilities Point-of-Contact

Name and Title: Lynn St. Thomas, Facility Manager
Address: 3801 SW Longview Drive, Lee's Summit, MO 64081
Work Number: 816-969-1525
Work Cell Number: 816-334-8609
Email: lynn.stthomas@cityofls.net

Appendix B

Metropolitan Community Center- Longview Campus Point-of-Contact Information

1. Point-of-Contact

Name and Title: Chief Londell Jamerson, Chief of Campus Police

Work Number: 816-604-1453

Cell Number:

Email: Londell.Jamerson@mccckc.edu

2. Point-of-Contact

Name and Title: Brenda Hasty, Campus Police Captain

Work Number: 816-604-1145

Cell Number: 816-217-7894