

**AGREEMENT TO PERMIT THE USE
OF A FACILITY AS A RED CROSS EMERGENCY SHELTER**

Effective Date: Upon execution.

Expiration Date: None. Owner or Red Cross may terminate the agreement upon 30 days' notice.

Owner: **Parks and Recreation**

Owner's 24 Hour Point of Contact (name and cell phone number)

Primary: Jason Wilkie W 870-933-4604, after hours-870-935-3553, 870-930-7098

Alternate: Jeff Owens W-870-933-4604, after hours- 870-268-8760, 870-930-7123

Owner's Address for Legal Notices: **1212 S. Church, Jonesboro, AR 72401**

Red Cross: The American National Red Cross, a not-for profit corporation under the laws of the United States.

Red Cross 24 Hour Point of Contact (name and cell phone number)

Primary: Jan Simpson W 870-932-3212 C 870-243-7320

Alternate: Bob Lewis 870-740-0625

Red Cross Address for Legal Notices: **The American National Red Cross, Northeast Arkansas Chapter, 630 West Walnut, Blytheville, AR 72315 with a copy to The American National Red Cross, Office of the General Counsel, 2025 E Street, N.W., Washington, D.C. 20006 and with a copy to The American National Red Cross, Disaster Operations, 2025 E Street, N.W., Washington, D.C. 20006;**

Red Cross Address for Invoices: **North East Arkansas Chapter, 630 West Walnut, Blytheville AR 72315 with a copy to: Facilities Associate, Field Logistics, The American National Red Cross, Disaster Response 2025 E Street, Washington, D.C. 20006.**

Name and Address of Shelter: **Earl Bell Community Center 1212 S. Church Jonesboro, AR 72401**

TERMS AND CONDITIONS

This Agreement is made for the temporary use of a facility designated by Owner for use as a public shelter during a declared or undeclared natural disaster or other condition or event requiring the activation of the disaster relief functions of The American National Red Cross (referred to as an "Emergency"). The parties desire to reach a understanding that will result in providing the facility owned by the Owner to the Red Cross to operate an emergency shelter for the benefit of Owner's community.

1. Owner's Responsibilities.

(a) Owner has identified the facility, and Red Cross has determined that the facility may be suitable for use as a public shelter, or staging area, or for other purposes in connection with disaster relief operations. (The facility is referred to as the "Shelter"). Upon request by the Red Cross (which may be made orally or in writing) Owner will make the facility available to Red Cross for use as a Shelter.

(b) Owner will appoint a person to coordinate the Owner's activities (This individual is referred to as the Owner's "Facility Coordinator"). The Facility Coordinator will coordinate the use of the Shelter with the Red Cross's designated official. (The Red Cross official is referred to as the "Shelter Manager").

The Facility Coordinator and the Shelter Manager will collaborate to resolve questions regarding Shelter operations. The Facility Coordinator and the Shelter Manager will jointly conduct a pre-inspection survey of the Shelter before it is turned over to the Red Cross. The pre-inspection survey, attached as Exhibit A, will be used to identify and record any existing damage or conditions. The Facility Coordinator will secure all equipment that is not supposed to be used by the Red Cross in the operation of the Shelter.

Does not Apply ~~(c) The Facility Coordinator will, on request and if feasible, designate a "Foodservice Manager" to establish a feeding schedule and determine foodservice inventory and supply needs. The Facility Coordinator also will, on request and if feasible, designate a Facility Custodian, to establish and direct the sanitation inventory and supply needs. The Shelter Manager and the Facility Coordinator will jointly coordinate a work schedule for any personnel who are not Red Cross employees, volunteers, or contractors. If it is not feasible for one or both of a Foodservice Manager or a Facility Custodian to be designated by the Facility Coordinator, the Facility Coordinator will inform the Shelter Manager, who may obtain such services by contract.~~

Does not Apply ~~(d) At the direction of and in cooperation with the Shelter Manager, the Foodservice Manager will provide the food and supplies needed for meals at the Shelter site. If, in the opinion of the Shelter Manager, additional food or supplies are needed, the Shelter Manager will coordinate the procurement of the additional food or supplies. Red Cross will pay or reimburse Owner for all food and supplies as approved by the Shelter Manager and used in the course of operating the Shelter.~~

(e) The Facility Custodian will provide sanitation services and supplies for custodial care at the Shelter as directed by the Shelter Manager. The Facility Coordinator or Facility Custodian will order and provide all additional sanitation and custodial supplies and services as shall be determined by the Shelter Manager. Red Cross will pay or reimburse Owner for all sanitation supplies as approved by the Shelter Manager and used in the course of operating the Shelter.

(f) Red Cross is not responsible for police or public safety at the Shelter. Any private security services that are to be the responsibility of Red Cross must be arranged under a separate agreement. Shelter population shall be exclusively the role of Red Cross. Owner shall not distribute or reveal any information concerning occupants of a Shelter without the express written consent of the Shelter Manager. No press releases or other information shall be disseminated without the express written consent of the Shelter Manager. Owner will refer all media questions related to the Shelter to the Shelter Manager.

(g) Within thirty (30) days after the close of a Shelter, the Facilities Coordinator shall submit to the Red Cross all invoices to the address above. Invoice backup must include a list of the Shelter operations personnel and hours worked at the Shelter, and details on any materials or goods used or consumed.

2. Red Cross's Obligations.

Exhibits A and B

Exhibit A: https://crossnet.redcross.org/office/forms/disaster_6564_shelter_Shelter-survey.dot

Exhibit B: https://crossnet.redcross.org/forms/disaster_6556_release_of_Shelter.pdf

GENERAL FACILITY INFORMATION

FIRE SAFETY

Some facilities that appear to be suitable for sheltering might not meet fire codes based on building capacity. This list of questions is not meant to be exhaustive. It is recommended that local codes be examined to determine if the facility meets them. In addition, contact can be made with the fire department to ensure compliance.

Does the facility have inspected fire extinguishers? Yes No

Does the facility have functional fire sprinklers? Yes No

Does the facility have a fire alarm? Yes No

If yes, choose one: Manual (pull-down) Automatic

Does the fire alarm directly alert the fire department? Yes No

Comments from fire department, if available:

UTILITIES

A major concern in running an emergency shelter is whether or not utilities can continue to run after a storm. This section is designed to evaluate the capabilities of the facility and to list the appropriate contacts in case the utilities fail.

Emergency generator on site? Yes No

IF YES- Capacity in kilowatts _____ Power for entire shelter? Yes No
If no, what will it operate?

Operating time, in hours, without refueling, at rated capacity:

Auto start Manual start Fuel type

Utility company name:

Contact name: _____ Emergency phone number: (____) ____-

Generator fuel vendor: _____ Emergency phone number: (____) ____-

Generator repair contact: _____ Emergency phone number: (____) ____-

IF NO- Emergency generators do not have to be present in order to use the facility as a shelter. However, care must be taken to evaluate the appropriateness of the facility in emergency situations. For example, if there are no appropriate facilities in the area available for sheltering that have emergency generators, consideration should be made to use those facilities. Most pre-identified emergency shelters do not have generators. In addition, if a shelter does not have a generator on site, it is appropriate to pre-identify vendors so that a generator could be brought in if necessary.

Heating Electric Natural gas Propane Fuel Oil

Utility/vendor name: _____

Contact name: _____ Emergency phone number: (____) ____-

Repair contact: _____ Emergency phone number: (____) ____-

Cooling Electric Natural gas Propane

Utility/vendor name: _____

Contact name: _____ Emergency phone number: (____) ____-

Repair contact: _____ Emergency phone number: (____) ____-

Cooking Electric Natural Gas Propane No cooking facilities on site

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Many people with disabilities can be accommodated in general shelters. It is important to evaluate a building to determine if it is accessible to people with disabilities. No single deficiency in the following list makes a facility "out of compliance" or unfit for consideration. There are many acceptable temporary mechanisms that can make a facility accessible. For guidance in this area, contact your local building or safety department, an assisted living center or a disability advocacy organization.

Access to building

- Curb cuts (minimum 35 inches wide)
- Accessible doorways (minimum 35 inches wide)
- Automatic doors or appropriate door handles
- Ramps (minimum 35 inches wide) Are ramps: Fixed Portable
- Level Landings

Accessible and accommodating restrooms

- Grab bars (33-36 inches wide) Sinks @ 34 inches in height
- Stall (38 inches wide) Towel dispenser @ 39 inches in height

Showers

- Shower stall (minimum 36 inches by 36 inches) Grab bars (33-36 inches in height)
- Shower seat (17-19 inches high) Hand-held spray unit with hose
- Fixed shower head (48 inches high)

Accessible and accommodating cafeterias

- Tables (28-34 inches high)
- Serving line [counter] (28-34 inches high)
- Aisles (minimum 38 inches wide)

Accessible telephones

- Maximum 48 inches high TDD available Earpiece (volume adjustable)

SANITATION

TOILETS

The American Red Cross recommended ratio for toilet facilities is a minimum of 1 restroom for 40 people. Count only those facilities that will be accessible to shelter residents and shelter staff.

Projected population ÷ 40 = projected needed number of toilet facilities.

Number of toilets available:	Men	Women	Unisex	People with Disabilities
Projected need:	Men	Women	Unisex	People with Disabilities
- Total available:	Men	Women	Unisex	People with Disabilities
Portable toilets needed:	Men	Women	Unisex	People with Disabilities

SINKS

The recommended ratio of sinks is one sink for every two toilets.

Number of sinks available:	Men	Women	Unisex	People with Disabilities
Projected need	Men	Women	Unisex	People with Disabilities
Total available:	Men	Women	Unisex	People with Disabilities
Portable sinks needed:	Men	Women	Unisex	People with Disabilities

OTHER CONSIDERATIONS

ARC 4496

“Standards for Selection of Hurricane Evacuation Shelters,” or ARC4496, is a document published by the American Red Cross. Planning considerations for hurricane evacuation shelters involve a number of factors and require close coordination with local officials responsible for public safety. Technical information contained in hurricane evacuation studies, storm surge mapping, flood mapping and other data can now be used to make informed decisions about the suitability of shelters. Anyone considering using a facility as a hurricane evacuation shelters should carefully review ARC 4496 and consult with local officials to ensure safety of the facility is considered.

HEALTH SERVICES

Number of rooms available: _____ Number of beds or cots available:

Number of rooms needed: _____ Number of beds or cots needed:

Total square footage of available health care space:

BABY AND INFANT SUPPORT SUPPLIES

Diaper changing tables are extremely important due to health safety considerations. While there is not a recommended number of tables by population, there should be changing tables available. Beyond diaper changing, it is helpful to know in advance what baby supplies are available, if needed.

of diaper changing tables: _____

of diapers available: _____

Cans of formula available:

LAUNDRY FACILITIES

Generally, shelters do not have access to laundry facilities. Availability of such facilities would be considered an extra and not a necessity. These facilities would be especially useful for a shelter open longer than a week.

Number of clothes washers: _____ Number of clothes dryers:

Will the shelter worker or shelter residents have access to these machines? Yes No

Are laundry facilities coin operated? Yes No

Special conditions or restrictions:

This is to certify that the _____
controlled, owned, or operated by _____
and used temporarily by the American Red Cross, DR# _____
as an emergency disaster facility from _____ to _____, is hereby returned by the
(date) (date)
American Red Cross to _____ in a satisfactory condition,

less the following deficiencies:

Signature of Owner/Operator

Signature of American Red Cross Representative

Date

Date

American Red Cross

SELF-INSPECTION WORKSHEET OFF-PREMISES LIABILITY CHECKLIST

Building Owner _____ Date _____

Location _____ Inspector _____

Exits and Access

- | | Yes | No |
|---|-----|-----|
| 1. Are all exits visible and unobstructed? | ___ | ___ |
| 2. Are all exits marked with a readily visible sign that is properly illuminated? | ___ | ___ |
| 3. Are there sufficient exits to ensure prompt escape in case of emergency? | ___ | ___ |
| 4. Are controls in place for restricted areas requiring limited access? | ___ | ___ |
| 5. Do exit doors swing outward? | ___ | ___ |

Exterior

- | | | |
|--|-----|-----|
| 1. Are all exterior exits properly illuminated? | ___ | ___ |
| 2. Are all sidewalks maintained with no large cracks or uneven surfaces? | ___ | ___ |
| 3. Are the parking lots in good condition with no potholes or uneven surfaces? | ___ | ___ |
| 4. Are all handicapped ramps maintained and equipped with proper rails? | ___ | ___ |
| 5. In inclement weather (ice and snow), are all sidewalks and parking lot areas maintained to provide proper access to the building? | ___ | ___ |

Walking and Working Surfaces

- | | | |
|--|-----|-----|
| 1. Are aisles and working area clean and free of hazards? | ___ | ___ |
| 2. Are floors clean, dry, sanitary, and free of slip hazards? | ___ | ___ |
| 3. Are stand mats, platforms, or similar protection provided to protect people from wet floors? | ___ | ___ |
| 4. Where necessary, are nonskid surfaces applied to stair treads? | ___ | ___ |
| 5. Are stairways in good condition and standard railings provided for every flight having four or more risers? | ___ | ___ |
| 6. Are all areas of the building adequately illuminated? | ___ | ___ |

Kitchen

- | | | |
|--|-----|-----|
| 1. Are the stove and hood free of grease accumulation? | ___ | ___ |
| 2. Is there a properly serviced fire extinguisher in an accessible area? | ___ | ___ |
| 3. Is the floor clean, dry, and free of slip hazards? | ___ | ___ |
| 4. Do all electrical appliances have a ground prong? | ___ | ___ |
| 5. Are there proper containers available (e.g., metal trash cans) for disposal of cigarette butts and trash? | ___ | ___ |

Signatures

Building Owner's Representative

American Red Cross Representative