

EXHIBIT B

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 9/24/2001

Contract/Lease Control #: C01-0616-EMI-32

Bid #: N/A Contract/Lease Type: AGREEMENT

Award To/Lessee: AMERICAN RED CROSS

Lessor: _____

Effective Date: 10/1/2001

Term: EXPIRES INDEFINITE

Description of Contract/Lease: EMERGENCY SHELTERS

Department Manager: EMERGENCY SERVICES

Department Monitor: D. VALLANI

Monitor's Telephone #: 651-7560

Monitor's FAX #: 651-8082

Date Closed: _____

**AMERICAN RED CROSS
Of NORTHWEST FLORIDA – Okaloosa/Walton Branch
Agency Shelter Coordination Procedures**

GENERAL:

A. Authority:

- Florida Statute Chapter 252
- Disaster Preparedness Act of 1974
- Governors Executive Order 80-29
- Okaloosa County Ordinance
- Okaloosa County School Board Official Minutes
- Statement of Understanding between the State of Florida and the American National Red cross dated June 1992
- Public Law 93-288, as amended, 42 U.S.C. 5121, et seq, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides authority for response and recovery assistance under the Federal Response Plan, which empowers the President to direct any Federal agency to utilize its authorities and resources in support of state and local assistance efforts.

B. Purpose:

- To provide our citizens and visitors a safe shelter in the event they are directed or encouraged by the Okaloosa County Department of Emergency Services or the Okaloosa Board of County Commissioners to evacuate their own place of residence for safety reasons.
- To minimize the risk and hardship our citizens and visitors suffer when faced with a natural or manmade disaster.
- To maximize the effectiveness of the humanitarian efforts extended by all governmental and non-profit agencies wishing to participate in sheltering operations during times of disaster.

**CONTRACT: EMERGENCY SHELTERS
CONTRACT NO.: C01-0616-EMI-32
AMERICAN RED CROSS
EXPIRES: INDEFINITE**

C. Agency Responsibilities:

1. Okaloosa County Department of Emergency Services, Board of County Commissioners

Preparedness

- As part of the ongoing emergency preparedness effort, the Okaloosa County Emergency Manager will provide to the American Red Cross of Northwest Florida, Okaloosa Walton Branch a list of structures selected for consideration as shelters in future years. The Okaloosa County Emergency Manager will keep the American Red Cross of Northwest Florida informed of the status of each new shelter as it progresses through the approval process.
- Provide two-way radio communications between shelters and the county EOC. Provide two-way radio communications between the EOC and the American Red Cross of Northwest Florida Branch Disaster Operations Center.

The Okaloosa County Emergency Manager will provide an annual updated list of all approved shelters categorized by fitness for use (See attached list). The list will include facility name, address, point of contact, operator, owner, and shelter category. Currently employed shelter categories are:

- Storm Shelter
- Non-Storm Shelter
- Post Storm Shelter
- Host Shelter

Activation: Upon determining that a need to open shelters exist the Okaloosa County Emergency Manager will:

- Notify the American Red Cross of Northwest Florida Branch Manager as soon as it is determined that sheltering will be necessary. Shelter opening time will be as agreed upon based on local and current circumstances.
- Coordinate all public announcements related to shelter openings, conditions, needs and closings with the American Red Cross of Northwest Florida Branch Manager or Director of Public Relations.
- Coordinate all shelter operations with the American Red Cross of Northwest Florida Branch Manager.
- Arrange for portable toilets to be delivered as needed.

2. American Red Cross of Northwest Florida/Okaloosa Walton Branch

Preparedness:

When a new shelter is added to the approved list by the Okaloosa County Emergency Manager and the American Red Cross of Northwest Florida, the Okaloosa/Walton Branch of the chapter will survey the facility to determine:

- The fitness for use as a shelter under American Red Cross "Guidelines for Hurricane Evacuation Shelter Selection" as Florida State Guidelines presented in ARC 4496.
- Identify any potentially hazardous equipment, situations or circumstances from which the shelter residents must be protected.
- Identify any equipment or other resources that must be protected from the shelter residents

In coordination with the school facility manager, develop a Shelter Operating Plan. This facility specific plan will:

- Address all fitness issues raised by the facility survey. Special attention must be given to both safety of the shelter residents, the plant and it's resources.
- Include planned locations for pre-storm storage and post storm use of portable toilets.

For each approved shelter the American Red Cross of Northwest Florida Okaloosa/Walton Branch will annually:

- Conduct a shelter survey
- Review the Shelter Operating Plan
- The American Red Cross of Northwest Florida Okaloosa/Walton Branch will determine facility specific and county wide shelter capacities and report to both the Okaloosa County Emergency Manager and the American Red Cross State Lead Disaster Services.

Activation:

- Provide an American Red Cross staff member in the Okaloosa County Emergency Operations Center to function as the Red Cross liaison.
- Keep the Emergency Operation Center informed and furnish advice as necessary on shelter condition, occupancy and operations.
- Provide all necessary forms, signs, flags and other American Red Cross supplies.

- Depending upon availability of trained shelter staff, the American Red Cross will provide for each shelter designated for use by the general public, trained Red Cross volunteer/paid staff who will be responsible for the supervision, administration and closing of the shelter. The assigned Red Cross shelter manager upon opening of the shelter will take charge and be responsible for management, control, and welfare of the evacuees, assure that an American Red Cross assigned shelter manager is present at all times and that all necessary forms, signs, flags and other Red Cross supplies are available and adequate. *If there is insufficient shelter staff available the American Red Cross of Northwest Florida will notify the local Emergency Manager so coordination can be made with state Department of Emergency Management for additional shelter workers.*
- Notwithstanding any other agreements the American Red Cross of Northwest Florida agrees to defend, hold harmless, and indemnify the Okaloosa County School Board against any legal liability in respect to bodily injury, death, and property damage, arising from the negligence of the said chapter during its use of the property belonging to the said Okaloosa School District.
- Will provide food sufficient to feed shelter occupants. The American Red Cross agrees that it shall exercise reasonable care in the conduct of its activities in such facilities and further agrees to replace or reimburse the Okaloosa County School District for any foods or supplies that may be used by the American Red Cross in the conduct of its relief activities in said mass shelters.
- The two organizations agree that any expenses incurred as a result of cooperation or collaboration under the terms of these procedures will be apportioned as agreed to in writing by both parties prior to incurring such expenses.

3. Okaloosa County School Board

- Make available to the Department of Emergency Services under the management of the American Red Cross for public use as emergency shelters those school buildings designated in Okaloosa County Shelter list. (See Okaloosa County Shelter List attached.)
- When necessary for the safety and health of the public, provide other school buildings not previously designated, as temporary first-aid stations, comfort stations, or refuges from severe cold, heat or toxic chemical spills.
- Furnish to the American Red Cross a representative of the school to function as a facility manager (principal, assistant principal or designate) and a two-person support staff (food service and mechanical) for each shelter opened.

The functions of this school facility manager include:

- Opening of the shelter, making provisions for securing and storing school equipment and individual property left in the school.
- Assisting the American Red Cross assigned shelter managers and staff as required in the operation of the building and various systems within the building.

- Advising the Red Cross assigned shelter manager on procedures that will minimize the damage to the school building.
- Assuring that kitchen facilities and related cold and dry storage areas are adequate and continuously accessible.
- Assuring that a school representative is available at all times.
- Surveying school property at opening and closing of the shelter and making a written report of structural damages.

5. Okaloosa County Health Department:

- On an annual basis will review and approve Nursing Protocols to be utilized in temporary infirmaries located within American Red Cross general population shelters. (56)
- The County Environmental Health Director will assist in maintaining a healthy environment in the shelters.

6. Okaloosa County Sheriff and Municipal Police Departments

- Furnish or provide for the continuous presence of a uniformed law enforcement officer at each opened shelter within their jurisdictional boundaries.

7. Gulf Power Company, Central Division

- Will include the designated American Red Cross shelters and Okaloosa/Walton Branch office of the American Red Cross of Northwest Florida on the Priority Power Restoration Listing.

[Handwritten signature]

AMERICAN RED CROSS OF NORTHWEST FLORIDA
AGENCY SHELTER COORDINATION PROCEDURES

APPROVED


Board of County Commissioners

Dated 7/18/01, 2001

APPROVED


Okaloosa County Department of Emergency Services

Dated Aug. 28, 2001

APPROVED


American Red Cross of Northwest Florida

Dated 07.30, 2001

APPROVED


Okaloosa County School Board

Dated July 27, 2001, 2001

APPROVED


Superintendent of Schools

Dated July 23, 2001

APPROVED

⁽⁵⁾ *OKaloosa County EM*
Will Follow CEMP requirements ESF functions
County Health Department

Dated _____, 2001

APPROVED


Okaloosa County Sheriff Department

Dated AUG. 27, 2001

APPROVED


Gulf Power Company, Central Division

Dated _____, 2001

**Okaloosa County Shelter List
Public School Facilities**

Antioch Elementary School

Baker School

Bruner Middle School

Choctawhatchee High School

Crestview High School

Laurel High School

Lewis Middle School

Niceville High School

Shalimar Elementary School