



MEMORANDUM OF UNDERSTANDING

EMERGENCY EVACUATION AND TEMPORARY RELOCATION PARTNERSHIP

This Memorandum of Understanding ("MOU") is entered into by and between the Jefferson Parish School Board, operating Jefferson Parish Schools (the "District"), and the partner identified below (the "Partner"). The parties intend this MOU to support emergency preparedness by identifying locations and procedures that may be used to temporarily receive students and school personnel when a District school must evacuate or relocate because of a crisis, hazard, or other emergency.

PARTNER INFORMATION

Partner legal name	Partner type
Street address	
City / State / ZIP	
Primary contact	Phone
Email	

RECITALS

WHEREAS, the District is responsible for the safety and supervision of students and employees during emergencies and may need to evacuate a school campus or temporarily relocate students and staff;

WHEREAS, the Partner owns, operates, manages, or controls a location that may be suitable as a temporary receiving site, reunification location, staging area, shelter location, transportation transfer point, or other emergency support site;

WHEREAS, the parties desire to establish a cooperative framework in advance so that, when circumstances permit, emergency relocation can occur quickly and with clear points of contact and expectations;

NOW, THEREFORE, in consideration of the mutual promises and understandings contained herein, the parties agree as follows:



1. PURPOSE AND SCOPE

This MOU establishes a nonexclusive emergency partnership that may be activated when a District school must evacuate, relocate, shelter away from campus, conduct reunification, or otherwise move students and personnel because remaining at the school is unsafe or impracticable. Activation is subject to the actual emergency, site conditions, available capacity, public safety direction, and the Partner's ability to receive the District at the time of the incident.

2. DESIGNATED SCHOOL AND PARTNER SITE

☐ Receiving / evacuation site

☐ Family reunification site

☐ Transportation transfer point

☐ Short term shelter

☐ Staging / command support

☐ Other :

3. PARTNER RESPONSIBILITIES

- a. When contacted by an authorized District representative, promptly advise whether the designated site is available and safe for use under the circumstances.
- b. Provide reasonable access to the designated receiving area, restrooms, entrances, exits, and other agreed spaces, subject to emergency conditions and the Partner's operational needs.
- c. Identify a primary and alternate emergency contact who can coordinate with District personnel and, when applicable, first responders.
- d. Inform the District of known hazards, capacity restrictions, construction, closures, security concerns, or other conditions that could affect emergency use of the site.
- e. Permit District personnel to retain custody, supervision, accountability, and control of students while on Partner property unless emergency officials lawfully direct otherwise.
- f. Cooperate with reasonable emergency drills, walkthroughs, or planning meetings when mutually scheduled.



4. DISTRICT RESPONSIBILITIES

- a. Maintain supervision and accountability for District students and personnel while using the Partner site.
- b. Provide, to the extent practicable, advance notice of planned drills and immediate notice when emergency use is requested.
- c. Assign a District administrator or designee to serve as the on site District lead and liaison with the Partner.
- d. Follow reasonable site safety, access, and security procedures that do not conflict with emergency response requirements or directions from public safety authorities.
- e. Limit use of the site to the areas reasonably necessary for the emergency purpose and make reasonable efforts to protect Partner property from damage.
- f. Coordinate student transportation, family notification, reunification, student release, special needs support, and continuation or termination of emergency operations.
- g. Notify the Partner when the emergency use has ended and, when appropriate, conduct a post incident review with the Partner.

5. ACTIVATION AND COMMUNICATION

This MOU does not require the Partner to accept occupants when the site is unsafe, inaccessible, already at capacity, subject to a conflicting emergency, or otherwise unavailable. The District will make reasonable efforts to confirm availability before dispatching students to the site. In an immediate life safety emergency, response actions may be modified by law enforcement, fire, emergency management, or other authorized public safety officials.

6. SITE ACCESS AND LOGISTICS



7. STUDENT SAFETY, PRIVACY, AND SUPERVISION

- a. District employees remain responsible for student supervision, attendance or accountability procedures, and student release unless transferred to another lawful authority.
- b. The parties will use reasonable safeguards to protect student privacy and will not disclose personally identifiable student information except as permitted by law or necessary to address an immediate health or safety emergency.
- c. The Partner should direct media inquiries involving District students or school operations to the District unless otherwise coordinated.
- d. Nothing in this MOU authorizes the Partner to photograph, record, interview, or solicit students for commercial purposes during an emergency activation.

8. SAFETY AND EMERGENCY AUTHORITY

Nothing in this MOU limits the authority of law enforcement, fire, emergency medical services, emergency management, the District Superintendent or designee, or other authorized officials during an emergency. Either party may direct persons away from an area that presents an immediate safety threat. The District may relocate students from the Partner site at any time.

9. COSTS AND PROPERTY

Unless a separate written agreement provides otherwise, each party is responsible for its own routine costs associated with planning and implementing this MOU. Neither party is obligated to make permanent improvements or purchases. Any reimbursement for extraordinary emergency expenses, facility damage, utilities, cleaning, security, or other costs must be addressed in writing or as otherwise required by applicable law and District procedures.

10. INSURANCE AND LIABILITY

Each party will maintain insurance or self insurance as required by law and its governing policies. Responsibility for claims, losses, injuries, or property damage will be determined in accordance with applicable law. Nothing in this MOU is intended to waive any immunity, limitation of liability, defense, or protection available to the Jefferson Parish School Board or the Partner.

11. TERM AND TERMINATION

This MOU becomes effective on the date of the last signature below and remains in effect for the initial term selected below, measured from that effective date. Either party may terminate the MOU upon written notice. Immediate suspension may occur whenever either party determines that continued use would create a safety, legal, operational, or security concern.

Initial term: ☐ 1 year ☐ 2 years ☐ Other:

Optional renewal terms or review date:

Written notice period for routine termination:



12. RELATIONSHIP OF THE PARTIES

The parties are independent entities. This MOU does not create a partnership, joint venture, agency, employment relationship, lease, or exclusive arrangement. Neither party may bind the other to a contract or financial obligation unless separately authorized in writing.

13. NONDISCRIMINATION AND ACCESSIBILITY

The parties will perform their responsibilities under this MOU in accordance with applicable federal and state nondiscrimination requirements and will make reasonable efforts to support access for students, employees, and visitors with disabilities during emergency use.

14. ENTIRE UNDERSTANDING; CHANGES

This MOU states the parties' current understanding concerning the emergency use described herein. Changes must be made in writing and approved by authorized representatives of both parties. Operational emergency plans, maps, contact sheets, and site specific procedures may be attached and updated as mutually agreed.

15. GOVERNING LAW

This MOU shall be governed by the laws of the State of Louisiana. Nothing in this MOU shall be construed to require either party to act contrary to law, public safety directives, or binding governmental requirements.

16. ATTACHMENTS AND SITE SPECIFIC PLANNING

- | | | |
|---|--|--|
| ☐ Site map attached | ☐ Bus route / access map attached | ☐ Emergency contacts attached |
| ☐ Accessibility notes attached | ☐ Reunification plan attached | ☐ Other attachment |



17. SIGNATURES

By signing below, the parties acknowledge that they have reviewed this MOU and intend to cooperate in good faith on emergency evacuation and temporary relocation planning, subject to actual emergency conditions and applicable District approval requirements.

PARTNER

Authorized representative name

Title

Signature

Date

JEFFERSON PARISH SCHOOL BOARD

Authorized representative name

Title

Signature

Date