

St. John the Baptist School
Memorandum of Understanding
Sheltering and Mass Care Facilities

This agreement is made and entered into between **St. John the Baptist School** and **Plum Borough School District** to establish shelter site locations and terms of use in the event of an evacuation of the students and staff of **St. John the Baptist School**.

St. John the Baptist School will make every effort to notify **Plum Borough School District** of evacuation possibilities with as much notice as possible. Contact information between the two parties shall be maintained in a separate appendix and is considered confidential information and is not subject to public disclosure.

Plum Borough School District agrees to open their building located at **Regency School 606 Millers Lane** to provide shelter and assistance to students and staff evacuated during emergency situations when the students and staff have a need to be sheltered.

Plum Borough School District understands that their organization will be responsible for opening the building and developing procedures for making the building accessible, including rest rooms and an area with phone and internet connection (if available) for **St. John the Baptist School** administrative personnel. Furthermore, **St. John the Baptist School** will provide supervision for all students and staff during the time that the facility is used as an emergency shelter site.

St. John the Baptist School agrees that it shall exercise reasonable care in the conduct of its activities in said facilities and further agrees to replace or reimburse **Plum Borough School District** for any items, materials, equipment or supplies that may be used by the school in the conduct of its sheltering activities in said facilities.

St. John the Baptist School will be responsible for replacing, restoring or repairing damage occasioned by the use of any building, facilities or equipment belonging to **Plum Borough School District**.

St. John the Baptist School will reimburse **Plum Borough School District** for any bona fide expenditure of personnel required to maintain the facility, including overtime costs, upon production of receipts or time sheets. **St. John the Baptist School** will not pay any operational or administrative fees to **Plum Borough School District**.

St. John the Baptist School shall provide any and all releases of information to the press and media. Requests for interviews or information submitted to **Plum Borough School District** shall be directed to the Superintendent of Catholic Schools at 412-456-3090.

St. John the Baptist School will make every effort to recognize the hospitality of **Plum Borough School District** in any press or media releases pertaining to the re-location and sheltering of students and staff.

Nothing in this MOU is intended to conflict with current laws or regulations of the United States of America, Commonwealth of Pennsylvania or local government. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in full force and effect.

The terms of this agreement, as modified with the consent of both parties, shall be self renewable for a period of five (5) years from the adoption date of the agreement unless written termination is given by either party. Either party, upon sixty (60) days written notice to the other party, may terminate this agreement.

The terms of this agreement, as modified with the consent of both parties, AND NOW, this 20th day of June 2014, the parties hereby acknowledge the foregoing as the terms and conditions of their understanding.

Pastor
St. John the Baptist
Parish

Authorized Signature
Plum Borough School District

Date

Date

St. John the Baptist School
Memorandum of Understanding
Sheltering and Evacuation Contact Information
Confidential – Not for Public Disclosure

School **St. John the Baptist**

Address: **418 Unity Center Rd., Pgh., PA 15239**

Phone: **412-793-0555**

Fax: **412-793-4001**

Principal: **Theresa A. Szmed**

Email: **tszmedsjbs@gmail.com**

Phone: **724-468-1838**

Cell: **412-610-4955**

Approximate

Number of Students: **225**

Number of Staff: **21**

Evacuation Route from School to Shelter Site: Students will walk **or be bused**.

Student Pick-Up Point: to be determined upon arrival

Bus: N/A

Parent/Guardian: **St. John the Baptist** School staff will reunite students with parents.

Special Needs of Students/Staff: Staff will address student needs.

Host Facility: **Regency Elementary School**

Address: **606 Millers Lane, Pittsburgh, PA**

Phone: **412-795-0660**

Fax: _____

Occupancy Capacity: **1000**

Contact Person(s)

1st Name **Dr. Tim Glasspool**

Address: **900 Elicker Road, Pittsburgh, PA 15239**

Email: **glasspoolt@pbsd.k12.pa.us**

Phone: **412-795-0100**

Cell: **412-973-0958**

Contact Person(s)

2nd Name: **Mr. Justin Stephans**

Address: **606 Millers Lane Pgh., PA 15239**

Email: **stephansj@pbsd.k12.pa.us**

Phone: **412-795-0660**

Cell: _____