

**American Red Cross  
Shelter Agreement**

The American National Red Cross, a not-for-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disaster strikes. The disaster relief activities of the Red Cross are made possible by the American public, as the organization is supported by private donations and facility owners who permit their buildings to be used as a temporary refuge for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility as an emergency shelter during a disaster.

Facility type:

**Parties and Facility**

Owner:

Legal name: Imperial Community College District

24-Hour Point of Contact:

Name and title: Rick Webster, Director of Maintenance

Work phone: 760-355-6371 Cell phone/pager: 760-455-9267

Address for Legal Notices:

380 E. Aten Road

Imperial, CA 92251

Red Cross:

Legal name: The American National Red Cross

Chapter: SAN DIEGO/IMPERIAL COUNTIES

24-Hour Point of Contact:

Name and title: ANDY MCKELLAR DISASTER RESPONSE MANGER

Work phone: 858-309-1311 Cell phone/pager: 858-717-3786

Address for Legal Notices:

3950 CALLE FORTUNADA

SAN DIEGO, CA 92123

*Copies of legal notices must also be sent to:*

The American National Red Cross, Office of the General Counsel,  
2025 E Street, NW, Washington DC 20006

And

The American National Red Cross, Disaster Operations,  
2025 E Street NW, Washington, DC 20006.

Shelter Facility:

---

## Terms and Conditions

1. Use of Facility: Upon request and if feasible, the Owner will permit the Red Cross to use the Facility on a temporary basis as an emergency public shelter.
2. Shelter Management: The Red Cross will have primary responsibility for the operation of the shelter and will designate a Red Cross official, the Shelter Manager, to manage the sheltering activities. The Owner will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the Facility by the Red Cross.
3. Condition of Facility: The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Facility/Shelter Opening/Closing Form, available on CrossNet to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that the Red Cross should not use while sheltering in the Facility. The Red Cross will exercise reasonable care while using the Facility as a shelter and will make no modifications to the Facility without the express written approval of the Owner.
4. Food Services: Upon request by the Red Cross, and if such resources exist and are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Shelter Manager. The Food Service Manager will establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation. The Food Service Manager and Shelter Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies in the Facility before it is turned over to the Red Cross.
5. Custodial Services: Upon request by the Red Cross and if such resources exist and are available, the Owner will make its custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of and in cooperation with the Shelter Manager.
6. Security: In coordination with the Facility Coordinator; the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.
7. Signage and Publicity: The Red Cross may post signs identifying the shelter as a Red Cross shelter in locations approved by the Facility Coordinator and will remove such signs when the shelter is closed. The Owner will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager. The Owner will refer all media questions about the shelter to the Shelter Manager.
8. Closing the Shelter: The Red Cross will notify the Owner or Facility Coordinator of the closing date for the shelter. Before the Red Cross vacates the Facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey, using the second page of the Shelter/Facility Opening/Closing Form to record any damage or conditions. The Shelter Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.
9. Reimbursement: The Red Cross will reimburse the Owner for the following:
  - a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross will select from among

bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.

- b. *Reasonable costs associated with custodial and food service personnel* which would not have been incurred but for the Red Cross's use of the Facility for sheltering. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. *Reasonable, actual, out-of-pocket operational costs*, including the costs of the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises (both parties must initial all utilities to be reimbursed by the Red Cross):

	Owner initials	Red Cross initials
Water	_____	Pro-rated _____
Gas	_____	Pro-rated _____
Electricity	_____	Pro-rated _____
Waste Disposal	_____	Pro-rated _____

The Owner will submit any request for reimbursement to the Red Cross within 60 days after the shelter closes. Any request for reimbursement for food, supplies or operational costs must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked at the shelter.

10. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

11. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the Red Cross during the use of the Premises.

12. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

IMPERIAL COMMUNITY  
COLLEGE DISTRICT  
(IMPERIAL VALLEY COLLEGE)  
Owner (legal name)

By (signature)

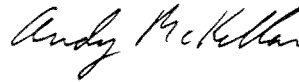


Name (printed)

Title      **John Lau**  
Vice President for Business Services

Date

THE AMERICAN NATIONAL RED CROSS  
(legal name)



By (signature)

ANDY MCKELLAR  
Name (printed)

Director, Disaster Services  
Title

Date



**American Red Cross**  
San Diego/Imperial Counties

3950 Calle Fortunada  
San Diego, CA 92123  
Tel (858) 309-1200  
[redcross.org/sandiego](http://redcross.org/sandiego)

Dear Sheltering Facility Partner,

Your facility has been surveyed and could be used in an emergency as a shelter to house those displaced by a disaster. Below, you will find a typical chain of events where your shelter is chosen as the best option to shelter the affected population.

**This is how your facility will most likely be activated:**

1. An event will occur
2. Red Cross will contact you, the Facility Point of Contact (POC), with the following information:
  - Briefing of the event
  - Briefing on the expected duration of the event
  - Request for the use of your facility as the shelter
  - Upon granting us the use of facility for the event, we will request someone to unlock the doors and meet our Shelter Manager and staff
  - Briefing of who the Shelter Manager is
  - Request for the best on-the-ground POC for your facility should there be any facility issues during the event
  - Contact information back to Red Cross HQ / Disaster Operations Center (DOC)
3. You, the Facility POC, will then contact and activate the appropriate individual(s) from your group with the necessary information.

Thank you,

**Curt Luthye**  
Sheltering Coordinator  
3950 Calle Fortunada  
San Diego, CA 92123-1827  
Main Office: 858-309-1200  
Direct Line: 858-309-1302  
Fax: 858-309-1289  
[Curt.Luthye@redcross.org](mailto:Curt.Luthye@redcross.org)  
[www.facebook.com/SDredcross](http://www.facebook.com/SDredcross)  
[redcross.org/sandiego](http://redcross.org/sandiego)

**Sue Mayberry**  
Volunteer Sheltering Lead  
3950 Calle Fortunada  
San Diego, CA 92123-1827  
Main Office: 858-309-1200  
Fax: 858-309-1289  
[Sue.Mayberry@redcross.org](mailto:Sue.Mayberry@redcross.org)  
[www.facebook.com/SDredcross](http://www.facebook.com/SDredcross)  
[redcross.org/sandiego](http://redcross.org/sandiego)