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SUBJECT: MEMORANDUM NO. Q-1  
USE OF DISTRICT FACILITIES  
FOR EMERGENCY SHELTERS BY  
THE AMERICAN RED CROSS

DATE: August 3, 1998

OFFICE: Superintendent

APPROVED:  DANIEL W. AUSTIN, Chief of Staff, Assistant Superintendent

For further information, please contact Pete Anderson, Office of Emergency Services, at (818) 904-2164.

### I. BACKGROUND

Pursuant to the terms of federal statutes, public facilities, especially schools and recreation centers, may be used by the American Red Cross to shelter people during a disaster.

### II. PROCEDURE

The District has entered into an agreement with the Red Cross to ensure an understanding of basic guidelines. The mutual agreement between the District and the Red Cross covers the following points:

1. The District agrees that, after meeting its responsibilities to its students and staff, it will permit, to the extent of its ability and upon request by the Red Cross, the use of its physical facilities by the Red Cross as mass care shelters for disaster victims.
2. The 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 any supplies or services that may be offered to and used by the Red Cross.

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3. Notwithstanding any other agreements, the Los Angeles Chapter of the American National Red Cross agrees to defend, hold harmless, and indemnify the District 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 District.

Requests for use of District facilities by the Red Cross are directed to School Police. School Police will contact the requested site administrator and the Office of Emergency Services.

Schools are asked to keep records of expenditures during the time their school is being used as a shelter. Please refer to Bulletin No. 16 (Rev.), September 16, 1996, Emergency Response Fiscal Recovery Procedures, Office of the Deputy Superintendent.