

**Memorandum of Agreement**  
Between  
**Cleveland County Oklahoma** and Norman Public Schools

**For The Use of Facilities/Equipment as Emergency Evacuation Site for Students**

This Memorandum of Agreement (“Agreement”) is made and entered into by and between Independent School District No. 29 of Cleveland County, Oklahoma, a/k/a Norman Public Schools (“NPS”), and **CLEVELAND COUNTY OKLAHOMA** collectively—the Parties.

**CLEVELAND COUNTY OKLAHOMA**, under its authority, authorizes the use of its facilities, equipment, and parking lots, to be used by NPS as an evacuation site during a disaster or crisis.

To help fulfill its role of preparing for and providing immediate response to disasters, **CLEVELAND COUNTY FAIRGROUNDS**, located at 615 E. Robinson St, Norman, OK 73071 agrees to assist NPS by providing an emergency evacuation site for students, faculty, and visitors who must evacuate a Norman Public Schools’ campus. NPS shall maintain full responsibility for providing transportation and logistics for students, faculty, and visitors during a campus/district-wide evacuation.

Therefore, it is mutually agreed that the parties will as follows:

1. **CLEVELAND COUNTY FAIRGROUNDS** agrees that its facilities, while meeting its responsibilities to its patrons, will permit, to the extent of its ability and upon request by NPS, the use of its physical facilities by NPS as an emergency evacuation site.
2. NPS agrees that in the event of activation during an emergency or crisis to said facilities it shall exercise and enforce reasonable care in the conduct of its students, faculty, and visitors in such facilities.
3. During an event requiring both evacuation and mass sheltering, NPS will work with **CLEVELAND COUNTY FAIRGROUNDS** personnel to coordinate the utilization of its facilities. Additionally, **CLEVELAND COUNTY FAIRGROUNDS** shall share with NPS specific facility information, such as floor plans and the availability of amenities, for the purpose of expediting operations and logistics in the event of an evacuation.
4. **CLEVELAND COUNTY FAIRGROUNDS** agrees to permit use of its equipment located within its facilities, including, but not limited to, office equipment, tables, chairs, desks, refrigerators and freezers. **CLEVELAND COUNTY FAIRGROUNDS** agrees to provide and replenish normal and customary consumables and maintenance supplies, including, but not limited to, paper towels, toilet paper and garbage bags during NPS's use of the facilities. NPS agrees to reimburse **CLEVELAND COUNTY FAIRGROUNDS** for the cost of such consumables and supplies.
5. **CLEVELAND COUNTY FAIRGROUNDS** and NPS each agree to designate a primary and an alternate contact person who shall act as that party's primary point of contact and as their representatives in the event of a public safety emergency. Each party will provide the other with its representative's office phone numbers, cell phone numbers, home phone numbers, fax numbers and email addresses. This information shall be updated as necessary to ensure that contact information is current and accurate at all times.

