

USE OF SCHOOL FACILITIES DURING LOCAL DISASTERS - PROCEDURES

A. REQUEST FOR USE

1. The Town Manager, Director of Civil Defense or Police Chief will be asked to complete and return the Request/Approval Application. Any other agency that has responsibilities during a local disaster that would require the use of school facilities is to obtain approval by submitting this request. Special facility needs (other than gymnasiums and restrooms) that are anticipated should be requested in writing at the time the application is submitted.
2. The application will be approved and returned by the Superintendent or designee to the person requesting the use of school facilities. Each year the request should be updated for names of persons who will request the facilities during times of disaster and the information for contact people within the school department. A list of home addresses of school department contact persons will be furnished.
3. The requesting agency must furnish an insurance endorsement stating that the District(s) is an additional insured. A copy of the endorsement must be forwarded to the Superintendent or designee.

B. PROCEDURE TO OPEN BUILDINGS

1. The designated person or persons from the requesting agency will contact the Superintendent or designee. In the event neither of these persons can be contacted, calls should be made to the Principal or his designee.
2. The gymnasium areas will be made available in all buildings. If additional space is needed, the cafeteria seating areas will be opened. If it becomes necessary to utilize kitchen areas, the Coordinator of Food Services is to be contacted by the Superintendent or designee.