

Administrative Procedure

March 11, 2011 Adopted

702 EMERGENCY SHELTERING

Delano Public School District #879 will cooperate to make its facilities available for public sheltering in the event of a natural disaster or other emergency situation that occurs in any community served by the District (Cities of Delano, Loretto, Independence, Franklin Township, etc.).

District personnel will also cooperate with agencies such as the following in carrying out emergency preparedness and use of facilities: Wright County Sheriff's Office; Wright-Hennepin Electric; Red Cross; The Salvation Army; United Way; and other disaster relief agencies.

In the event that sheltering of residents is necessary during the school day, the School District will first make available the high school gymnasium, its adjoining restrooms and locker rooms, kitchen, and cafeteria. If school is not in session during the sheltering period other facilities in Delano High School, Delano Middle School, Delano Elementary and the Community Education Center will also be made available as necessary.

Guidelines for the use of facilities:

- 1) The high school gymnasium will be accessed via exterior doors #5 and #15.
- 2) Delano Public School District will not provide furniture (beds, chairs, etc.).
- 3) The District will not provide transportation services.
- 4) Use of the kitchen or cafeteria will be scheduled around the lunch program if school is in session. A food service employee(s) needs to be present for access to facilities and equipment.
- 5) Employees need to track time spent in direct support of the sheltering event for reimbursement by the proper agency.
- 6) Any other costs beyond the normal use of the facilities need to be tracked for possible reimbursement by the proper agency.
- 7) The School District must be contacted prior to a sheltering event and final approval given based on current conditions that could arise in connection with any on-going emergency situation in the School District. Final approval will also detail the anticipated length of time being requested by requesting entity or agency.
- 8) Delano Public Schools assumes no responsibility for liability for damage, loss, or personal injury resulting from use of district facilities.

Contact List

Delano Public Schools

John Sweet, Supt.	763-972-3365 ext 2115 or 612-708-3949
Mary Reeder, Bus. Manager	763-972-3365 ext 2118 or xxxxx
Marty Kittok, Buildings & Grounds	612-616-2444
District Office	763-972-3365 ext 2118, ext 2112 or ext 2113

City of Delano

Phil Kern, City Administrator	763-972-0565
Bob VanLith, Fire Chief	763-972-0581 or 763-286-3669
Delano City Hall	763-972-0550

Wright County Sheriff's Office

Steve Berg	763-682-1162 or 763-684-2364
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Wright Hennepin Electric (Red Cross)

Michael Hoffman	763-477-3059 or 763-286-2123
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The Salvation Army

Drew Hasty	651-746-3524
Office	651-456-4483 ext 3524

United Way

Melissa Ryan-Wocken	320-252-0227 or 320-229-3508
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