

# Ouachita Parish School Board Memorandum of Understanding Evacuation and Sheltering

EXHIBIT  
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This agreement is made and entered into between the **Ouachita Parish School Board** (sometimes hereafter “OPSB”) and the City of West Monroe, Louisiana dba Ike Hamilton Expo Center (hereinafter sometimes “**Ike Hamilton Expo Center**”) to establish shelter site locations and terms of use in the event of an evacuation of the students and staff of the **Ouachita Parish School Board**.

The **Ouachita Parish School Board** will make every effort to notify the **Ike Hamilton Expo Center** of evacuation possibilities with as much notice as possible. Contact information between the two parties shall be maintained in a separate appendix and is considered confidential information and is not subject to public disclosure except as otherwise required by law.

The **Ike Hamilton Expo Center** agrees to open their building located at 501 Mane Street, West Monroe, LA 71292 to provide shelter and assistance to students and staff evacuated during emergency situations when the students and staff have a need to be sheltered. The **Ike Hamilton Expo Center** has a capacity to accommodate 2,500 people in its stands/seating areas, and at least a similar number in its arena area.

The **Ike Hamilton Expo Center** understands that their organization will be responsible for opening the building and developing procedures for making the building accessible, including rest rooms and an area with phone and internet connection (if available) for **Ouachita Parish School Board** administrative personnel. Furthermore, **Ouachita Parish School Board** will provide supervision for all students and staff during the time that the facility is used as an emergency shelter site. However, in all events relating to the uses of the Ike Hamilton Expo Center facility, the Director of the Ike Hamilton Expo Center shall make the final decision(s).

The **Ouachita Parish School Board** agrees that it shall exercise reasonable care in the conduct of its activities in said facilities and further agrees to replace or reimburse the **Ike Hamilton Expo Center** for any items, materials, equipment or supplies that may be used by the district in the conduct of its sheltering activities in said facilities.

The **Ouachita Parish School Board** will be responsible for replacing, restoring or repairing damage occasioned by the use of any building, facilities or equipment belonging to the **Ike Hamilton Expo Center**.

The **Ouachita Parish School Board** will reimburse the **Ike Hamilton Expo Center** for any bona fide expenditure of personnel required to maintain the facility, including overtime costs, upon production of receipts or time sheets. The **Ouachita Parish School Board** will not pay any operational or administrative fees to the **Ike Hamilton Expo Center**.

However, **Ouachita Parish School Board** acknowledges that **Ike Hamilton Expo Center** has on-going commitments to provide significant services to others that may cause significant current and future financial harm to both the **Ike Hamilton Expo Center** and to others if the contracted and scheduled events are disrupted, even if temporarily. Should there be on-going or pending contracted events at the **Ike Hamilton Expo Center** at the time contacted by **Ouachita Parish School Board** to provide emergency sheltering under this MOU, **Ike Hamilton Expo Center** will promptly and fully inform **Ouachita Parish School Board** of that event or events, and whether the emergency sheltering will or may cause disruption whereby financial loss could be incurred by **Ike Hamilton Expo Center** and/or the event or events so that **Ouachita Parish School Board** can then determine if other alternatives should be utilized. But if no other alternatives are available. If **Ouachita Parish School Board** determines that the **Ike Hamilton Expo Center** alone can provide the emergency sheltering needed, **Ouachita Parish School Board** shall be responsible for and shall reimburse **Ike Hamilton Expo Center** and the event or events for actual losses or expenses incurred, whether current or future.

The **Ouachita Parish School Board** shall provide any and all releases of information to the press and media. Requests for interviews or information submitted to the **Ike Hamilton Expo Center** shall be directed to the **Ouachita Parish School Board's** Public Information Officer or the Superintendent of Schools.

The **Ouachita Parish School Board** will make every effort to recognize the hospitality of the **Ike Hamilton Expo Center** in any press or media releases pertaining to the relocation and sheltering of students and staff.

Nothing in this MOU is intended to conflict with current laws or regulations of the United States of America, state of Louisiana or local government. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in full force and effect.

This agreement shall become effective on August 17, 2022, and may be modified upon the mutual written consent of the parties.

The terms of this agreement, unless modified with the consent of both parties, shall be a period of one (1) year, but shall be automatically renew for consecutive periods of one (1) year upon expiration of the previous term unless written notice of termination is given by either party to the other prior to the renewal date. However, either party, upon sixty (60) days written notice to the other party, may terminate this Memorandum of Understanding and agreement at any time.

The terms of this agreement, as modified with the consent of both parties, AND NOW, effective this 17<sup>th</sup> day of August, 2022, the parties hereby acknowledge in duplicate original the foregoing as the terms and conditions of their understanding.

\_\_\_\_\_  
Superintendent of Schools, OPSB

\_\_\_\_\_  
Authorized Signature, City of West  
Monroe, dba Ike Hamilton Expo  
Center

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Ouachita Parish School Board**  
**Memorandum of Understanding**  
**Evacuation and Sheltering Contact Information**  
Confidential – Not for Public Disclosure

**Ouachita Parish School Board:** \_\_\_\_\_

Address:

Phone:

Fax:

Principal:

Email:

Phone:

Cell:

Alternate:

Email:

Phone:

Cell:

Alternate:

Email:

Phone:

Cell:

Approximate

Number of Students:

Number of Staff:

Evacuation Route from School to Shelter Site:

Student Pick-Up Point:

Bus:

Parent/Guardian:

Special Needs of Students/Staff:

Please attach additional planning or operational procedures to this form.

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**Ike Hamilton Expo Center:**

Address:

Phone:

Fax:

Occupancy Capacity:

Contact Person(s)

1<sup>st</sup> Name:

Address:

Email:

Phone:

Cell:

2<sup>nd</sup> Name:

Address:

Email:

Phone:

Cell:

3<sup>rd</sup> Name:

Address:

Email:

Phone:

Cell:

**Ouachita Parish School Board**  
**Memorandum of Understanding**  
**Evacuation and Sheltering Contact Information**

**Confidential – Not for Public Disclosure**

**Ouachita Parish School Board:** \_\_\_\_\_

Address:

Phone:

Fax:

Principal:

Email:

Phone:

Cell:

Alternate:

Email:

Phone:

Cell:

Alternate:

Email:

Phone:

Cell:

Approximate

Number of Students:

Number of Staff:

Evacuation Route from School to Shelter Site:

Student Pick-Up Point:

Bus:

Parent/Guardian:

Special Needs of Students/Staff:

Please attach additional planning or operational procedures to this form.

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**Ike Hamilton Expo Center:**

Address: 501 Mane Street, WM, LA 71292

Phone: (318) 325-9160

Fax: (318) 329-9183

Occupancy Capacity: 3,900

**Contact Person(s):**

Chris Post, Department Head

[cpost@westmonroe.la.gov](mailto:cpost@westmonroe.la.gov)

Cell: (318) 663-9594

Josh Kicklighter

[jkicklighter@westmonroe.la.gov](mailto:jkicklighter@westmonroe.la.gov)

Cell: (318) 381-9926

Jason Delrio

[jdelrio@westmonroe.la.gov](mailto:jdelrio@westmonroe.la.gov)

Cell: (318) 355-6648

**OTHER – EMERGENCY USE ONLY**

WMPD – Chief Jeff Terrell

Cell: (318) 450-0964

– Major David May

Cell: (318) 376-9108

WMFD – Chief Charlie Simmons

Cell: (318) 366-5461

WM City Hall – Mayor: Staci Albritton Mitchell

Cell: (318) 680-3729

– Chief of Staff: Courtney Hornsby

Cell: (318) 792-3757