

## Memorandum of Agreement

This Memorandum of Agreement (MOA) addresses the collaboration between Henderson Community College (HCC) and the Henderson County Schools (HCS) concerning the provision of school buses and safe shelter/evacuation locations in case of HCC emergency. The agreement also provides safe shelter/evacuation locations for HCS schools in case of HCS emergency. Agreement by both organizations reflects a commitment to the safety of students and employees of both institutions.

### Key Elements of this agreement

1. If Henderson Community College Henderson campus must be evacuated, HCC may call on HCS for use of school buses and drivers. Students may be evacuated to Chandler Elementary School, Jefferson Elementary School or Cairo Elementary School based on the type of emergency. Assistance in determining appropriate evacuation site will be based on discussion with Henderson County Emergency Management and Incident Commanders from police or fire units.
2. If buses are called for, they will enter the campus and park at the Preston Arts Center or the Sullivan Technology Center parking lot based on preferred campus exit for student/employee/driver safety.
3. If a HCS school must be evacuated, and HCC is an appropriate safe shelter/evacuation location, buses may bring students to the Preston Arts Center parking lot. Students will be sheltered in the Preston Arts Center or another building based on current events on campus.

This Agreement may be amended at any time by written agreement by HCC and HCS.

Henderson Community College

Henderson County Schools

\_\_\_\_\_  
President

*Margaret Stanley*  
\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

*5-8-17*  
\_\_\_\_\_  
Date