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BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of Illinois

RESOLUTION

**TO APPROVE A MEMORANDUM OF UNDERSTANDING
THE CITY OF CHICAGO'S OFFICE OF EMERGENCY
MANAGEMENT AND COMMUNICATIONS
AND
THE CITY COLLEGES OF CHICAGO**

THE CHANCELLOR

REPORTS

that in the event of a disaster-related emergency, to conduct mass treatment for the guests and citizens of the City of Chicago, ("City") the City's Office of Emergency Management and Communications ("OEMC") has requested the use of certain City Colleges of Chicago ("CCC") facilities and staff;

that since such an emergency may necessitate the vaccination or prophylaxis of all people in the City, the City has opined that certain City Colleges of Chicago facilities are well suited to this activity because: (1) their location is known to large numbers of individuals within the community; (2) they have large assembly areas; and (3) they have other necessary resources such as ancillary rooms, handicap accessibility and qualified staff;

that the City has requested the execution of a memorandum of understanding between the OEMC and CCC articulating each party's responsibilities in the event CCC facilities are needed;

that OEMC would be responsible for supplying all equipment, vaccine, medicine and supplies or other material resources, principle personnel, operational oversight, medical waste disposal, a Dispensing/Vaccination Centers Operational Manual ("DV Manual") (which would include a physical layout of operation, staffing plans, key points of contact, operational procedure, and detailed plans for security), training to CCC staff on the operation of the site, assistance to CCC in obtaining disaster relief (in the event the city seeks same), and restoration of the premises to their original condition or compensation for damage.

that CCC would be responsible for providing 24-hour use of designated CCC facilities and all utilities, conducting real-time tracking of all emergency-related expenses for disaster assistance reimbursement, providing 24/7 coverage of the building engineers and janitors necessary to maintain building operations and additional staff upon mutual agreement, use of all rooms, fixtures and equipment deemed necessary, written notice when pre-identified buildings are under construction or out of service, maintenance of a copy of the DV Centers Operations Manual at each designated site, participation in planning and execution drills as requested, and, upon notification from the Mayor, cease normal operations, dismiss staff and cancel scheduled activities, for the duration of the response effort.

that the City Colleges of Chicago desires to be as participatory as possible in the event of a disaster-related emergency, and agrees to make certain facilities and staff available for purposes of mass immunization or prophylaxis.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees authorize the Chancellor to enter into a memorandum of understanding authorizing the above stated emergency preparedness plan to be in effect for a term of one year with automatic renewals for successive one-year terms unless terminated in 90 days prior to the end of any term.

Respectfully submitted:

Wayne D. Watson
Chancellor

April 6, 2006