



COUNTY COMMISSION

BALDWIN COUNTY
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ANU GARY
Records Manager

MONICA E. TAYLOR
Assistant Records Manager

November 13, 2014

American Red Cross
Post Office Box 1764
Mobile, Alabama 36633

RE: Memorandum of Understanding Between the American Red Cross and the Baldwin County Commission (by and through its Baldwin County Emergency Management Agency) for Preparing and Responding to Disasters

Dear Sir or Madam:

Please find enclosed a **fully executed copy** of the **revised and corrected Memorandum of Understanding** approved during the November 4, 2014, Baldwin County Commission meeting, between the American Red Cross and the Commission (by and through its Baldwin County Emergency Management Agency) for preparing and responding to disasters. The *Memorandum of Understanding* shall be effective for the period of September 2, 2014, to September 2, 2017, and may be terminated per the parameters as set forth therein; furthermore, this *Memorandum of Understanding* supersedes and replaces the Memorandum of Understanding between the American Red Cross and Baldwin County Commission previously approved by the Baldwin County Commission on September 2, 2014; and

If you have any questions or need further assistance, please do not hesitate to contact Mitchell Sims, Emergency Management Agency Director, at (251) 972-6806.

Sincerely,

ANU GARY, Records Manager
Baldwin County Commission

AG/met Item BD2

cc: Mitchell Sims
Reggie Chitwood
Ron Cink

ENCLOSURE

RECEIVED
NOV 07 2014
BY: MSA

Memorandum of Understanding

Between

The American Red Cross

and

Baldwin County Commission

Baldwin County EMA

Memorandum of Understanding Between Baldwin County Commission, Baldwin County EMA, and American Red Cross

I. Purpose

The purpose of this Memorandum of Understanding ("MOU") is to define a working relationship between The American Red Cross (hereinafter "Red Cross") and the Baldwin County Commission by and through its Baldwin County Emergency Management Agency (hereinafter "Baldwin County EMA"), in preparing for and responding to disasters. This MOU provides the broad framework for cooperation and support between the Red Cross and the Baldwin County EMA in assisting individuals and families who have been impacted by disaster and providing other humanitarian services.

II. Independence of Operations

Each party to this MOU will maintain its own identity in providing service. Each organization is separately responsible for establishing its own policies and procedures. The parties agree that neither party is an employee, servant, or agent of the other party and has no authority, whether express or implied, to contract for or bind the other party in any manner. The parties agree that the parties shall be solely responsible for and shall have full and unqualified control over developing and implementing their own means and methods, as deemed necessary and appropriate in providing services hereunder. It is neither the express nor the implied intent of parties to create an agency relationship pursuant to this MOU.

III. Parties

A. Baldwin County EMA

The Baldwin County Emergency Management Agency is a department of the Baldwin County Commission, the governing body of Baldwin County, Alabama.

The mission of the Baldwin County Emergency Management Agency is to assist in the protection of life and property of the citizens of Baldwin County by:

- Planning the appropriate response for any emergencies or disasters that occur within the county
- Working with governmental agencies and civic groups to prepare for emergencies or disasters
- Working with local governmental agencies to obtain funding for projects that make dealing with disasters or emergencies less severe
- Responding to all kinds of disasters and emergencies and coordinating public advisories and press releases to keep the public informed
- Obtain and coordinate a timely and efficient recovery to bring the community back to normal

B. American Red Cross

1. Services for people affected by disasters

Founded in 1881, the American Red Cross is the nation's premier emergency response organization. As part of a worldwide movement that offers neutral and impartial humanitarian care, the American Red Cross is the community-based organization that mobilizes people to aid victims of disasters with the aim of preventing and relieving suffering. The Red Cross is closely integrated into community response efforts, including the efforts of federal, state and local government and non-government organizations. Our goal is to work with all partners to lead a well-integrated, effective and efficient response to every disaster.

The Red Cross provides disaster services without regard to race, color, national origin, religion, gender, age, disability, sexual orientation, citizenship or veteran status. It follows the Fundamental Principles of the International Red Cross and Red Crescent Movement.

Some disasters are natural disasters, such as floods, tornados, hurricanes, typhoons, winter storms, tsunamis, hail storms, thunderstorms, wildfires, windstorms, epidemics, and earthquakes. Human-caused disasters, which may be intentional or unintentional, include residential fires, building collapses, transportation accidents, hazardous materials releases, explosions, and domestic acts of terrorism. All of these are within the Red Cross mission.

Following a disaster, whether natural or human-made, the Red Cross may provide some or all of the following services:

Food, Shelter and Emergency Supplies

During a disaster, our first priority is to ensure that people have a safe place to stay, food, and emergency supplies. Red Cross works with government and community partners to open shelters where residents will find comfort with a hot meal, recovery information, and a place to rest. For emergency workers and people returning to their homes, the Red Cross mobilizes emergency response vehicles from which disaster workers distribute food, water, and essential clean-up items that might not be immediately available in the community.

Welfare Information

Disasters often disrupt regular communication channels and can separate families. Through the Red Cross' nationwide network of chapters, family members may request welfare information regarding their loved ones. The Red Cross "Safe and Well" Web site enables people within a disaster area to let their families and friends outside of the affected region know that they are all right. Clients register on *Safe and Well* at www.redcross.org/safeandwell . Red Cross call agents at 1-866-GET-INFO will register individuals without computers or connectivity.

Client Casework and Recovery Planning and Assistance

Red Cross provides individual client services through casework people with disaster-related needs, with particular attention to those who have experienced significant damage or loss of their homes. This casework process helps the worker to assess the client's immediate needs, and connect the client with items, financial assistance and referrals to local resources to meet those needs. The caseworker also engages the client in a brief planning process which can help identify action steps for the client to follow in the first few days or weeks after a disaster. Red Cross caseworkers protect client confidentiality and work closely with other organizations and

groups to ensure clients have access to all available resources.

Disaster Health and Mental Health Services

After an emergency, injuries can ensue, essential prescription medicines can be lost, and the shock and stress of sudden loss can overwhelm a person's normal coping skills. The Red Cross deploys licensed health and mental health professionals who are trained and equipped to provide assistance at the time of a disaster. Disaster health services professionals can provide emergency first aid and medical assessment, triage and replacement of emergency medications with item distribution, financial assistance or referrals to community partners. Disaster mental health professionals provide mental health assessments, crisis intervention and a sympathetic ear to those in need.

2. Services related to the National Response Framework

The American Red Cross is a co-lead for the mass care component of Emergency Support Function #6 of the National Response Framework. In this role, the Red Cross engages in a variety of activities to support states in their planning, coordinating and executing of mass care programs and strategies. The Red Cross also takes a leadership role in working with other non-governmental organizations and private companies that provide services during a disaster.

3. Organization

The American Red Cross is a single corporation, chartered by the United States Congress to provide humanitarian services. Its national headquarters, located in Washington, D.C., is responsible for implementing policies and procedures that govern Red Cross activities and provides administrative and technical oversight and guidance to the chartered units, which include chapters and blood services regions. Each chapter has certain authority and responsibility for carrying out Red Cross disaster preparedness and response activities, delivering local Red Cross services, and meeting corporate obligations within the territorial jurisdiction assigned to it. Each chapter is familiar with the hazards of the locality and surveys local resources for personnel, equipment, supplies, transportation, emergency communications, and facilities available for disaster relief. The chapter also formulates cooperative plans and procedures with local government agencies and private organizations for relief activities should a disaster occur.

Through its nationwide organization, the Red Cross coordinates its total resources for use in large disasters. In order to provide these services, the Red Cross may call on the Federal, state or local government for assistance when voluntary contributions are not sufficient to meet community needs.

IV. Cooperative Actions

A. Coordination of Services

The Red Cross and the Baldwin County EMA will coordinate their respective disaster relief activities to maximize services to the community and avoid duplication of efforts in the following ways:

Memorandum of Understanding Between Baldwin County Commission, Baldwin County EMA, and American Red Cross

- 1. Maintain close coordination, liaison, and support at all levels with conferences, meetings, and other means of communication and include a representative of the other party in appropriate committees, planning groups and task forces formed to mitigate, prepare for, respond to, and recover from disasters and other emergencies. Develop joint Standard Operating Procedures for notification of disaster and emergency situations.**
- 2. During disasters and emergencies, keep each other informed of the human needs created by the events and the services they are providing. Share current data regarding disasters, to include statistical information, historical information, emerging needs and trends, damage assessments, among others, and disaster declarations, and service delivery.**
- 3. During a disaster or emergency situation the Red Cross will, as appropriate at the request of the Baldwin County EMA, provide liaison personnel to the Baldwin County EMA Emergency Operations Center and any district Emergency Operations Centers during a disaster. The Baldwin County EMA will provide work space and, whenever possible, other required support, such as a computer, e-mail access and a designated phone line for the Red Cross liaison personnel assigned to the Emergency Operations Centers.**
- 4. The Baldwin County EMA will facilitate the Red Cross's use of county-owned facilities for shelters and service delivery sites wherever possible.**
- 5. Work together to develop plans and secure resources to facilitate delivery of services to people with disabilities and/or functional and access needs during a disaster.**
- 6. Actively participate in reviewing and carrying out responsibilities outlined in the county and local emergency operations plans.**
- 7. During the time of disaster and readiness, keep the public informed of the parties' cooperative efforts through the public information offices of the Red Cross and the Baldwin County EMA.**
- 8. In accordance with applicable laws and regulations, the Baldwin County EMA will support the Red Cross and work together, as appropriate, to acquire necessary resources and identify funding sources that increase state and Red Cross capacity to respond to disasters and emergencies.**
- 9. Advocate for programs and public policy/decisions, when appropriate, designed to mitigate disaster damage and loss of life in Baldwin County.**
- 10. Encourage county residents to support the needs of hospital patients with blood donations when appropriate.**
- 11. Actively seek to determine other areas, projects, and services within the Red Cross and the Baldwin County EMA where cooperation and support will be mutually beneficial with jointly defined goals and objectives.**
- 12. Use or display the name, emblem, or trademarks of the American Red Cross or the**

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Baldwin County EMA only in the case of defined projects and only with the prior express written consent of the other organization.

13. Make training, educational and other developmental opportunities available to the other party's personnel and explore joint training and exercises. Encourage all staff and volunteers to engage in training, exercises, and disaster response activities, as appropriate
14. Explore opportunities for collaboration to provide community, family, and citizen disaster preparedness within Baldwin County.
15. Allow the use of each other's facilities, as available and if agreed upon in writing, for the purpose of preparedness training, meetings and response and recovery activities.
16. Widely distribute this MOU within the Red Cross' and the Baldwin County EMA departments and administrative offices and urge full cooperation.

Examples of additional Cooperative Actions (as applicable):

Lead/Establish/Coordinate/Operate shelters with Baldwin County EMA in response to a disaster.

- The Red Cross will support the Baldwin County EMA in integrating the efforts of the non-governmental organizations (NGOs) that provide mass care services during response operations.
- The Red Cross will assist in the County response to emergencies and disasters with responsibilities in support of Emergency Support Function (ESF) 6, 8, etc.
- The Red Cross will, as appropriate, at the request of the Baldwin County EMA assist the State mass care lead agency in mass care planning and response coordination with other non-governmental organizations (NGOs).
- Jointly develop Standard Operating Procedures (SOPs) that standardize recurring tasks and responsibilities for each Emergency Support Function. The Red Cross is identified in the Baldwin County EMA Disaster Response Plan as a support agency.
- Jointly develop plans, protocols and procedures to maximize sharing and utilization of nursing staff at Red Cross shelters and other Baldwin County EMA emergency sites.

V. Periodic Review

The parties will, on an annual basis, on or around the anniversary date of this MOU, jointly evaluate their progress in implementing this MOU and revise and develop new plans or goals as appropriate.

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VI. Term and Termination.

This MOU is effective as of September 2, 2014, and shall expire on September 2, 2017.

Six months prior to expiration, the parties will meet to review the progress and success of the cooperative effort. In connection with such review, the parties may decide to extend this MOU for an additional period not exceeding three (3) years, and if so, the parties shall confirm such arrangement in a writing. This MOU may be terminated by written notification from either party to the other at any time and for any reason or for no reason.

VII. Miscellaneous

This MOU does not create a partnership or a joint venture and does not create any financial commitments from one party to the other. Neither party has the authority to bind the other to any obligation. It is not intended that this MOU be enforceable as a matter of law in any court or dispute resolution forum. The sole remedy for non-performance under this MOU shall be termination, with no damages or penalty.

This MOU supersedes and replaces the MOU, between the Red Cross and Baldwin County EMA, previously approved by the Baldwin County Commission on September 2, 2014.

**Baldwin County Commission /
Baldwin County EMA**

The American Red Cross

By: Charles F. Gruber
(Signature)
Name: Charles F. Gruber
Title: Chairman
Date: 11-12-14

By: William Lance Hoggatt
(Signature)
Name: William Lance Hoggatt
Title: Disaster Program Manager
Date: 5 November 2014

Attest:

Ronald J. Cink
Interim David A.Z. Brewer
County Administrator

