

Memorandum of Understanding

Between

The American National Red Cross
(Name) Chapter

and

The (Name of Local Medical Reserve Corps)
Unit

I. Purpose

The purpose of this Memorandum of Understanding (MOU) is to define the working relationship between the (*name*) Chapter of the American National Red Cross (hereinafter referred to as the Chapter or Red Cross) and the (*name of local Medical Reserve Corps unit*) [CLEARLY IDENTIFY AND INCLUDE ACRONYM] (hereinafter referred to as the Local MRC or Unit) in preparing for and responding to disaster relief situations at all levels within (*describe chapter's jurisdiction – i.e. city, county*). In this MOU, the parties express their intent to collaborate as set forth in the March ___, 2009 memorandum issued jointly by the national headquarters of the American Red Cross and the Office of the Civilian Volunteer Medical Reserve Corps, Office of the Surgeon General, Department of Health and Human Services, entitled “*Local Partnerships Between American Red Cross and Medical Reserve Corps*” (hereinafter the “Joint Memorandum”). Each party shall provide its support to the other only as specifically provided for in the Joint Memorandum.

Both parties recognize the need for medical and non-medical volunteers to fulfill the requirements of their respective disaster relief operations and are able and willing to share volunteers, to the extent they are available and the conditions of the Joint Memorandum are satisfied, to provide these services.

II. Concept of Operations

Each party to this MOU is a separate and independent organization. As such, each organization retains its own identity in providing service, and each organization is responsible for establishing its own policies and financing its own activities.

III. Methods of Cooperation

The Red Cross and the Local MRC will collaborate on providing disaster health and mental health services to communities affected by disasters as outlined in the Joint Memorandum [except as follows: [HERE THE LOCAL UNITS CAN IDENTIFY ANY ASPECT OF THE JOINT MEMORANDUM THAT THEY HAVE AGREED NOT TO IMPLEMENT]].

To facilitate this collaboration, the organizations have agreed to the following:

A. Mutual Support

1. Close liaison will be maintained between the Chapter and the Local MRC.
2. The parties will participate in joint planning and preparedness activities for disaster events, including selected staff training and exercises
3. The Local MRC and the Chapter will coordinate with respect to the issuance of public information on their cooperative activities.

B. MRC Support of Chapter Disaster Services:

1. The Red Cross may request MRC volunteers to assist the Red Cross with providing Disaster Health Services, Disaster Mental Health Services, or other support services during a disaster. When making such requests, the Red Cross will provide the Local MRC with information about the type, licensure requirements, and quantity of personnel needed, as well as the assignment location.
2. The Red Cross and Local MRC will work together in advance of any disaster to process MRC volunteers through the Red Cross's volunteer intake system and train MRC volunteers on Red Cross procedures and protocols.
3. As Red Cross volunteers, MRC volunteers must adhere to Red Cross protocols and activity guidance, display Red Cross identification, and work under Red Cross supervision.

C. Chapter Support of MRC:

1. The Local MRC may request Red Cross volunteers to assist the Local MRC with providing health services during a disaster or public health event. When making such requests, the MRC will provide the Red Cross with information about the type, and quantity of personnel needed, as well as the assignment location.
2. The Red Cross and Local MRC will work together in advance of any disaster to process Red Cross volunteers through the Local MRC's volunteer intake system and train Red Cross volunteers on MRC procedures and protocols.
3. As MRC volunteers, Red Cross volunteers must adhere to MRC protocols and activity guidance, display MRC identification (and no Red Cross identification), and work under MRC supervision.
4. The Red Cross may provide mass care and logistical support to the Local MRC, to the extent that resources are available and to the extent that the support is consistent with the Red Cross mission (e.g., provision of food and beverages for Medical Reserve Corps personnel, administrative support of the Medical Reserve Corps through non-medical personnel, or assistance in identification of additional facilities).
5. The Chapter may coordinate with the Local MRC and other organizations for establishing plans for engaging the religious community and advocating for memorial services at the appropriate time and place.
6. The Local MRC will ensure that all Red Cross paid and volunteer staff who agree to provide mass care and logistical support services for the Medical Reserve Corps activities in safe areas will, to the extent applicable to the disaster, receive the appropriate vaccine and/or

prophylaxis from the Local MRC, or its designated representative, prior to delivery of said services at no cost to Red Cross or its personnel.

IV. Periodic Review

Representatives of the Chapter and the Local MRC will, on an annual basis, on or around the anniversary date of this agreement, jointly evaluate their progress in implementing this MOU and develop new plans or goals as appropriate.

V. Term of Memorandum of Understanding

This MOU shall be effective on _____ and terminate on _____ **[DATE NO LATER THAN FIVE YEARS AFTER EFFECTIVE DATE]**. Six months prior to termination, the parties shall meet to review the progress and success of the MOU and determine whether it shall be extended for an additional five years.

In no event shall any extension of this MOU be for a period exceeding five years.

It is understood by both parties that at any time this MOU may be terminated by written notification from either party to the other.

VI. Miscellaneous

This MOU does not create a partnership or a joint venture, and neither party has the authority to bind the other.

(signature of signer)

(signature of signer)

(typed name of signer)

(typed name of signer)

(title of signer)
(*name*) Chapter
of The American National Red Cross

(title of signer)
(*name of local MRC unit*)

(date)

(date)