

MEMORANDUM OF UNDERSTANDING

(Template)

Use this template as a basis to formalize a working relationship with any disaster services agency, institution or group and to describe how the two organizations will work together.

BETWEEN

(Your Agency Name)

AND

(Partner Agency)

I. PURPOSE

Describe the reasons for this agreement between the two parties.

Example: The purpose of this Memorandum of Understanding is to define the working relationship between Agency X and Agency Y. This agreement will clarify the collaborative roles and responsibilities of the two agencies with respect to disaster response.

II. AUTHORITY OR LEGAL STATUS

Provide a citation of the legal authority the two agencies are operating under and reference documents as appropriate.

Example: Your agency, (Agency X) is mandated under State Statutes x, w, and z to coordinate all non-aviation disaster services.

III. ROLES AND RESPONSIBILITIES

Describe in detail all the roles and responsibilities that define the working relationship between the two parties. This will include any coordinated training or planning related to disaster preparation as well as the relationship during an event.

IV. GENERAL TERMS AND CONDITIONS

This section contains the aspects of the agreement related to the execution of the agreement between the two parties. This could include:

- Avenues for periodic review
- Process for cancellation of the agreement by either party
- Procedure for Amendments to the agreement (if any)
- Statements related to any liability
- Terms of the agreement

V. SIGNATURES

Include signature lines and date for all signatures required by Agency X and Agency Y.

Signature, Agency X

Date

Signature, Agency Y

Date