

**MEMORANDUM OF UNDERSTANDING BETWEEN
DEPARTMENT OF SOCIAL SERVICES
Office of The Secretary
AND
*DEPARTMENT of NATURAL RESOURCES***

This Memorandum of Understanding (MOU) is entered into by the Department of Social Services (DSS), Office of Management and Finance (DSS/OMF) and the Department of Natural Resources.

I. Background

This MOU facilitates the working relationship between the aforementioned departments during times of emergency activation.

II. Liaison Officials

Louisiana Department of Social Services:

The primary point of contact that shall function as the lead liaison for all implementation of services described in this Memorandum of Understanding (MOU) agreement is as follows:

Name: Joshua Gill

Address: 627 North 4th Street, Baton Rouge, Louisiana 70802

Telephone: 225-342-4961 (office) 225-456-4343 (cell)

Email: jgill@dss.state.la.us

Department of Natural Resources:

The primary point of contact who shall serve as lead liaison regarding implementation of services described in this Memorandum of Understanding (MOU) agreement is as follows:

Name: Marjorie McClinton

Address: 617 N. 3rd St., Baton Rouge, LA 70802

Telephone: 225-342-1649

Email: Marjorie.mcclinton@la.gov

The above individuals shall serve as the contact for the following functions: fiscal and budgetary decisions, programmatic decisions, daily program operation, service delivery operations, and program monitoring.

III. Purpose

To describe the supporting role the Department of Natural Resources plays in support of the Department of Social Services in ESF-6 coordination and the delivery of Mass Care, Housing and Human Services during state assisted emergencies, as prescribed in the state ESF-6 plan.

IV. Statement of Work

A. DEPARTMENT of NATURAL RESOURCES

1. PREPAREDNESS

The Department of Natural Resources will:

- Identify staff, if available, within each region trained and available to work in support of ESF-6 operations, including but not limited to:
 - Shelter operations
 - Evacuee registration and tracking
 - Disaster Food Stamp Program Operations

Region	# of Employees
Baton Rouge	4
Lafayette	3
Shreveport	2
Monroe	2

- Numbers of staff may exceed numbers dedicated in above chart if possible
- Ensure that activated employees have transportation to assigned shelter facilities.
- Provide training for key employees on NIMS and ICS classes that are required by GOHSEP. All emergency support personnel engaged in emergency services delivery should complete the following Federal Emergency Management Agency (FEMA) Independent Study Courses (<http://training/fema.gov/EMIWeb/IS/>) by Sept 30, 2009:
 - *IS-100 Introduction to Incident Command System, I-100*
 - *IS-700 National Incident Management System (NIMS), An Introduction*
 In addition to the above courses, all management support staff should complete the following training by Sept 30, 2009:
 - *IS-200 ICS for Single Resources and Initial Action Incidents*
 - *IS-800 National Response Plan (NRP), An Introduction*
 The purpose of the FEMA Courses is to familiarize staff with the organizational structure of NIMS and ICS, which provides a consistent nation-wide standard for emergency management for all government, private-sector and other organizations during an emergency. Furthermore, compliance with these training requirements will position the state to continue to access federal emergency management grant funds. Additional required training for sheltering operations will include:
 - *Red Cross Shelter Training*

2. RESPONSE

The Department of Natural Resources will:

- Provide identified and trained personnel to assist with ESF-6 sheltering functions and ensure that activated employees have transportation.
- When plan is activated, assign personnel to maintain contact with EOC to execute missions in support of ESF-6. (POC Marjorie McClinton)

3. RECOVERY

The Department of Natural Resources will:

- Provide support in disaster recovery centers for the provision of information, referral services, and/or assistance to individuals and families applying for State and Federal aid.
- Assist with after-action assessment as required by ESF-6.

B. DEPARTMENT OF SOCIAL SERVICES

1. PREPAREDNESS

The Department of Social Services will:

- Identify and establish shelter locations for victims of natural and/or technological disasters for mass care, housing and human services.
- Request identified staff to be trained for ESF-6 sheltering functions, NIMS, ICS and Shelter training.
- Request pre-determined personnel, for deployment to support ESF-6 operations in the event of natural and/or technological disasters.

2. RESPONSE

The Department of Social Services will:

- Request identified and trained support personnel assistance in sheltering functions for ESF-6, as needed.
- Implement plan to support ESF-6 operations.
- Assign and execute tasks in support of ESF-6.

3. RECOVERY

The Department of Social Services will:

- Provide personnel as needed to Disaster Recovery Centers to provide information and referral services and/or assistance to individuals and families applying for State and/or Federal aid.
- Coordinate after-action assessments as required.
- Assist DNR in applying for/ or securing any and all funds available including Federal, to reimburse the department for all overtime paid; including that paid from the Coastal Wetlands and Restoration Fund, Oil and Gas Regulatory Fund, and the Mineral Resource Operations Fund.

V. Confidentiality Statement

DSS/OMF and [Department of Natural Resources](#) shall abide by the Federal and State laws and regulations concerning confidentiality which safeguard information and the participant’s confidentiality (LA. R.S. 46:56). DSS/OS and Department of Natural Resources will further abide by all Federal and State laws and regulations as relative to data sharing of pertinent information for performance accountability and program evaluation purposes.

Approved:

Louisiana Department of Social Services

Department of Natural Resources

Kristy Nichols
Secretary, Department of Social Services

Robert D. Harper
Undersecretary, Department of Natural Resources