**SAMPLE**

**Memorandum of Understanding**

**I. Mission Statement**

\_\_\_\_\_\_\_ Public Schools will achieve its goal of coordinating with local government, law enforcement, public safety, health, and mental agencies to improve and strengthen the district’s Emergency Management Plan by working to enhance existing resources into a comprehensive network of programs and services that reflect the vision of preventing youth violence and promoting healthy development of children and families. This project will include a written infectious disease plan, and will equip staff, students, and parents with effective emergency response skills.

**II. Goals and Objectives of the Partnership**

The project activities will:

1. enhance emergency response and management plans focusing on the 4 phases of emergency management, including ICS and NIMS
2. coordinate with local partners (local government, law enforcement, public safety, public health, and mental health) for continuous strengthening and improvement of the plans
3. develop a written infectious disease plan (pandemic flu) and disease surveillance
4. train staff in emergency planning (multi-hazard)
5. develop a comprehensive plan that considers multiple hazards
6. address culturally sensitive needs of all populations, including students with disabilities and special needs, and non-English speaking community members
7. purchase emergency equipment technology as deemed necessary

Roles and responsibilities of all partners are set forth below, along with necessary signatures. Each has agreed to play a significant role in strengthening and enhancing Agency's Emergency Management Plan and will receive a final copy of the plan and all publications.

The strategies and activities to reach the goals and objectives of the Agency are set forth in this proposal and the participating partners have agreed to extend ongoing commitment to sustainability and continuous improvement of the plan, including participating in: 1) annual review of needs, 2) efforts to locate funding to implement needs-based safety activities, 3) ongoing emergency response and crisis management plan improvement, shared training, and practice drills.

**III. Outcomes for the Partnership**

The long term outcomes established for the district’s plan are related to the goals and objectives of the plan and include:

1. The development of a crisis prevention plan for every site.
2. The ongoing monitoring and assessment of the crisis prevention plans.
3. A cohesive and comprehensive crisis plan that involves all first responders.
4. Training for community and first responders in what to do in case of a crisis.

**IV. Information Sharing**

Information will be shared with all partners in this program through a variety of means, including, but not limited to: agency's web site; email listserv; quarterly meetings; meeting agendas; publications; handouts; and participation in crisis drills.

**V. Roles and Responsibilities of Each Partner**

We agree to support the Agency in the following ways:

**Local Education Agency**

\_\_\_\_\_\_ Public Schools will serve as the Local Education Agency and fiscal agent.

They will be responsible for:

* serving as the coordinator and fiscal manager of the Emergency Management grant
* joining with local Partners to establish a community Emergency Team to strengthen and enhance the District’s emergency response and crisis management plan
* addressing all four phases of emergency planning
* providing meeting space for crisis related trainings
* serving as the county reunification site
* conducting a vulnerability assessment at each school building
* maintaining communication with Crisis Advisory Board
* providing information to parents and students regarding crisis planning

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_

**Law Enforcement Agencies**

The City Police Department will serve as the local law enforcement partner.

They will be responsible for:

* maintaining law and order during crisis times
* providing traffic control and access to restricted areas
* securing facilities
* providing search and rescue operation support
* supporting the communication system
* acting as the liaison with other law enforcement agencies
* monitoring a crisis mock drill
* assisting with vulnerability assessments of all school buildings
* providing a representative to serve on the Crisis Advisory Board

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_