

Tab 18 – Memorandum of Understandings & Mutual Aid Agreements

This tab will offer an explanation of MOUs and Mutual Aid agreements. A copy of all agreements is located in

Memorandum of Understanding (MOU) and Mutual Aid Agreements

MOU/Mutual Aid Agreements are a relatively new concept for BRDHD. Initially when Point of Dispensing (POD) planning began, BRDHD staff approached school boards throughout the district and asked that they sign a MOU for the use of school facilities in an emergency. In 2005, two school boards agreed to sign.

During H1N1 response, BRDHD again approached locations that had been identified as potential POD locations. With the uncertainty of how the pandemic would impact our area, many locations were much more willing to sign the agreement.

BRDHD still has work to do in the arena of MOUs. Agreements with additional physical facilities, manufactures, suppliers, and responding agencies should be initiated. The Healthcare Emergency Area 4 Response Team (HEART) has also identified the current regional MOUs as a current area that should be improved (see HEART Strategic Planning document).

All Emergency Management Directors within our eight counties have MOUs in place with various organizations (to include the private sector, public, city and county). BRDHD would call upon the Emergency Management Director in the respective county to obtain supplies, facilities, staff, etc. during an emergency response.

One important MOU which is in place is the Commonwealth of Kentucky's Statewide Emergency Management Mutual Aid and Assistance Agreement. This MOU helps assure that the BRDHD will have access to any needed supplies; equipment, manpower, and other needed resources.

If public health resources outside the state are needed, the BRDHD would contact the Kentucky Department for Public Health. The state would decide if public health resources could be obtained from within the state or if an Emergency Management Assistance Compact (EMAC) is required.

Process for Mutual Aid Agreements

Since County and State Emergency Management (EM) coordinate critical resources, the majority of Mutual Aid Agreements reside with EM.

A gap analysis was conducted at BRDHD to determine public health needs. Our immediate concern was for facilities for mass vaccination. BRDHD utilized the standard Memorandum of Understanding for facilities drafted by the Department for Public Health. Other Memorandums have been signed for volunteers and mental health services. BRDHD strives to utilize MOU templates and examples that have already been vetted to obtain agreements with area partners.

Intrastate: The BRDHD has obtained several intrastate MOU (see Appendix Tab 19 – MOUs). For resources needed outside the parameters of the agreements listed below, we would contact the County Emergency Management Director, Regional Emergency Management Office, or the Department for Public Health.

BRDHD will rely on the state (Emergency Management or Department for Public Health) to deploy resources such as additional personnel and resources throughout the state as well as EMAC, military support, and Federal resources.

Every county within the Commonwealth has signed the Commonwealth of Kentucky's Statewide Emergency Management Mutual Aid and Assistance Agreement. Health departments across the state rely on Emergency Management to have agreements in place with the private sector and non-governmental organizations.

Interagency: If additional local health department personnel are needed, the Department for Public Health will be notified. The state would issue a request to all local health departments across the state requesting if additional staff could be deployed to assist BRDHD.

Currently, there is no interagency agreement for obtaining additional local health department staff statewide. Specifics of mutual aid trigger, resources needed, and possible solutions is found in Table 1, Appendix-Tab 19 MOUs.

Tracking Mutual Aid Requests

BRDHD will utilize WebEOC, an online software program, to request additional support through the Department for Public Health and County Emergency Managers.

Requesting Mutual Aid

When BRDHD anticipates that resources will be limited or insufficient, the BRDHD Incident Commander will alert County Emergency Management Directors as well as the KY Department for Public Health (See flowchart for requesting mutual aid in Appendix-Tab 19 MOUs). Currently, there has been no situation in BRDHD's past in which mutual aid has been requested.

BRDHD will provide as much detail as possible when requesting resources.

When requesting support, BRDHD will also request that each agency providing mutual aid resources provide a timeline for how long the resource(s) could be utilized. Information related to resources, mobilization through demobilization, will be tracked on WebEOC.

According to the Kentucky County EOPs, "mutual aid and assistance shall not be requested unless the resources available within a recipient's disaster or emergency-stricken area are deemed inadequate by a recipient. In these instances, a recipient may request mutual aid and assistance by communicating a request to the provider, indicating the request is made pursuant to this mutual aid agreement."

Emergency Management does not currently have a model that is utilized for mutual aid request. BRDHD will follow internal criteria to request assistance. BRDHD will determine when to ask for higher support based upon the situation. Below are examples of specific instances when mutual aid will be requested: