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# Developing and Enhancing Memoranda of Understanding (MOUs) With Your Community Partners



U.S. Department of Education  
Office of Safe and Supportive Schools  
(OSSS)

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# Training Goal



Explore what MOUs are and how they can help YOU.

Discuss tools and strategies for developing or enhancing MOUs with YOUR community partners.



Equip YOU with information that builds YOUR collaboration activities and overall preparedness.



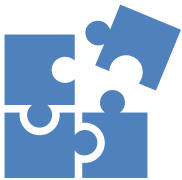
# Outline



Introduction to MOUs and Other Agreements



MOU Development Considerations and Strategies



Connection to School Safety, Security, and Emergency Management Programs



Summary and Next Steps

# What Is an MOU?

Formal, *nonbinding* agreement between two or more parties that

- Broadly describes how entities will work together;
- Outlines terms and considerations; and
- Solidifies a partnership.



# Real-World Uses of Agreements

## Examples



**Food Contamination:** Former REMS grantee suffered a power outage, and neighboring school district provided refrigeration services to protect the food.



**Teaching and Learning:** Florida Department of Education provided free distance education access to students from Puerto Rico impacted by Hurricanes Irma and Maria.



**Lead Exposure:** U.S. Department of Education and other Federal and national entities have committed to reduce lead levels and children's exposure to lead from drinking water in schools.

# Other Types of Agreements

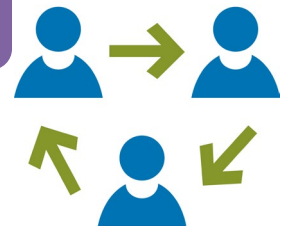


## Memorandum of Agreement (MOA)

- More specifically discusses the partnership.
- Outlines roles and responsibilities.
- States services to be provided.

## Mutual Aid Agreement (MAA)

- Involves advance-partnerships that help during response.
- Prompts a volunteered or required service.



## Contract

- Is legally binding.
- Provides even more details.



# Overall Purpose

## All of these agreements:

- Document/formalize a collaborative partnership and shared vision of school safety.
- Support continuity with staff turnover.
- Formalize roles, responsibilities, and protocols.
- Facilitate coordination, integration, communication, and information sharing.

# Creating an MOU

## MEMORANDUM OF UNDERSTANDING

RE: Between (Party 1)  
and  
(Party 2)

This Memorandum of Understanding (MOU) is between \_\_\_\_\_ and \_\_\_\_\_.  
The purpose of this MOU is to establish a formal working relationship between the parties of this agreement and to set forth the operative conditions that will govern this important partnership. We understand and agree to the following:

### I. Purpose:

### II. Description of Services:

### III. Responsibilities:

- A. Party 1
- B. Party 2

### IV. Indemnification:

### V. Terms:

The terms of this MOU shall commence (date)

### VI. Termination Clause:

Either party may terminate this MOU upon thirty (30) days of giving written notice of intention to terminate agreement with or without cause.

### VII. Amendments:

Amendments to the MOU may be made with a mutual written agreement from participating parties.

### VIII. Representation of Authority

The undersigned hereby represent and warrant that they are authorized by the res  
this Agreement.

\_\_\_\_\_  
Party 1 Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Party 2 Authorized Representative

Be as specific  
as possible.

Develop as  
reference  
document.

Involve  
general  
counsel.





# Creating an MOU (Continued)

Partner's expertise and related resources

Mandates and requirements

- Training, drills
- Annexes (e.g., Evacuation)

Financial obligations

Governance and authority

Processes

Timelines



# General Format

1. Introduction
2. Purpose
3. Scope
4. Definitions
5. Policy
6. User Procedure Requirements
7. Maintenance
8. Oversight
9. Responsibility for Compliance With Standard Operating Procedures
10. Updates



# Introduction and Purpose

## Introduction

- Who?
- What?
- Why?

## Purpose

- Of the agreement



# Scope and Definitions

## Scope

- Additional agencies
- Resources each party provides

## Definitions

- Key terms



# Policy and Requirements

**Policy**

- **When?**

**User  
Procedure  
Requirements**

- **Obligations**



# Maintenance and Oversight

## Maintenance

- Licenses
- Equipment
- Trainings

## Oversight

- How?
- Who ensures that the agreement takes place as planned?



# Responsibility and Updates

## Responsibility

- For compliance with standard operating procedures

## Updates

- How will the MOU be reviewed?
- When will the MOU be updated?

# Potential Community Partners for MOUs

- Law enforcement agencies
- Emergency management agencies
- Public health agencies
- Mental/behavioral health agencies
- Transportation service providers
- Fuel service providers
- Food service providers
- Youth-serving organizations





# MOUs for School Resource Officers (SROs)

- How will school safety be supported and fostered on a daily basis by the SRO?
- How will the SRO reduce school pathways into the juvenile justice system?
- What are the training requirements for an SRO?

## SCHOOL RESOURCE OFFICER AGREEMENT

This Agreement is made, this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by and between the SCHOOL DISTRICT OF \_\_\_\_\_ (hereinafter "School District"), and the CITY OF \_\_\_\_\_ POLICE DEPARTMENT (hereinafter "Police Department:") as follows:

### WITNESSETH:

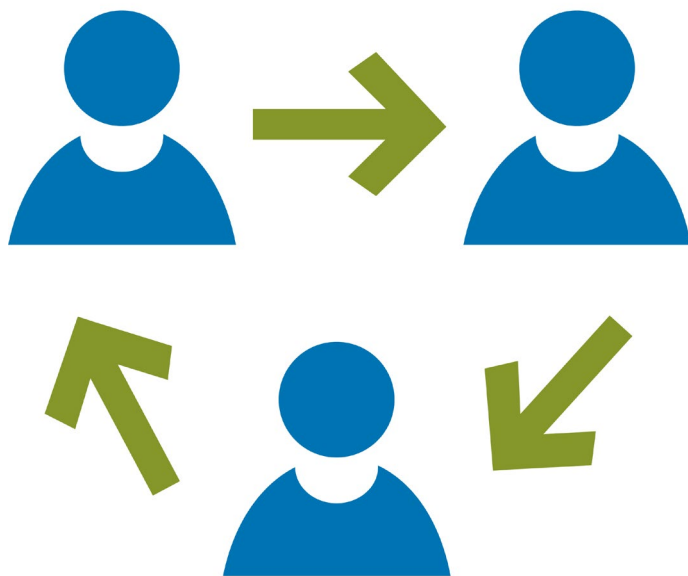
WHEREAS, the Police Department agrees to provide the School District a School Resources Officer (SRO) Program in the School District; and

WHEREAS, the School District and the Police Department desire to set forth in this SRO Agreement the specific terms and conditions of the services to be performed and provided by the SROs in the School District;



# MOUs on Information Sharing

Alerts and  
Notifications



Ongoing  
Assessments

Behavioral  
Threat  
Assessment

Site  
Assessment

# MOUs for Information Sharing (Continued)

- What information is protected?
- What information can be shared between departments?

MOUs *cannot* override FERPA obligations.



# MOUs for Counseling Services

- How will counselors be contacted?
- Who will request the counseling services?
- How long will assistance be provided?

## Memorandum of Understanding for School Crisis Counseling Mutual Aid

This Memorandum of Understanding addresses agreements between the Berkshire County Superintendent's Roundtable, the Berkshire County School Counselors Association (BCSCA), and the Berkshire County School Adjustment Counselors Association (BCSAC).

**Date:** May 4, 2015

**Purpose:** Crises or disasters of a large scale that occur within a school district may overwhelm the resources of that district. The rural and geographic nature of Berkshire County adds additional challenges. It is best to be prepared for the possibility of such an occurrence by entering into mutual aid agreements with other school districts. Such agreements help schools offer services to each other following major crises or disasters. State law requires all school districts to establish crisis response teams and multi-hazard emergency response plans. It is expected that each school will manage their own crises using their school safety plan. This agreement addresses those infrequent occurrences that overtax the resources of the school district to the point where outside help is needed. This agreement may serve as a functional annex to the school emergency plan addressing



# MOUs for Vaccination/Medication

- Who will determine that mass vaccinations or medication distribution is needed?
- Where will the services take place?

**Memorandum of Understanding**  
between  
**San Juan Basin Health Department**  
and  
**Durango 9R School District**

**I. Introduction**

A "public health emergency"(PHE) is an occurrence or imminent threat of an illness or health condition caused by bio-terrorism, epidemic or pandemic disease, or a novel and highly fatal infectious agent or biological toxin, that poses a substantial risk of significant human fatalities or incidence of permanent or long-term disability. Such illness or health conditions include, but are not limited to, illnesses or health conditions resulting from a national disaster.

**II. Purpose**

San Juan Basin Health Department (SJBHD) serving the citizenry of La Plata County requests permission from the Durango 9R School District Board of Education to utilize portions of your high school or potentially other schools in the district for a mass clinic site should it become necessary to provide mass vaccinations or to distribute prophylactic medications. SJBHD also requests the use of the communication tools available within the high school.

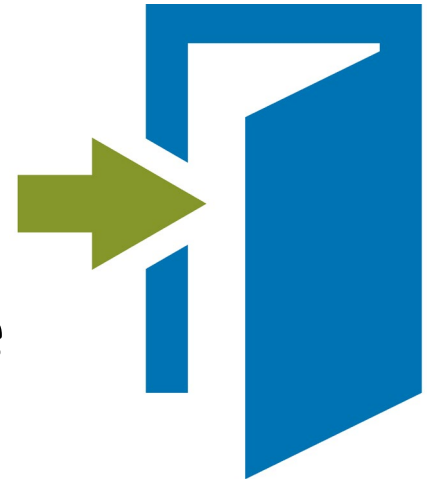
**III. Responsibilities**

- A. San Juan Basin Health Department (Executive Director and/or Director of Personal Health):
- i. Will notify the 9R School District's Superintendent of Schools or designee should the need arise for the use of the Durango High School for the dispensing of medication (vaccination or oral).



# MOUs for Evacuation

- What resources is the location responsible for providing?
- How many teachers/staff will come with the students?
- What supplies will come with the students?
- How will the school community be transported?



# MOUs for Sheltering

- What will students do to remain occupied?
- Who will provide supplies to feed the students?
- How will the generators be fueled if there is a loss of power?

21<sup>st</sup> Century Community Learning Center  
Memorandum of Understanding (MOU)  
Sheltering and Mass Care Facilities

This agreement is made and entered between the \_\_\_\_\_ 21<sup>st</sup> CCLC and *(Name of the Facility)* to establish shelter site locations and terms of use in the event of an evacuation of the students and staff of the \_\_\_\_\_ 21<sup>st</sup> CCLC Site.

The \_\_\_\_\_ 21<sup>st</sup> CCLC site will make every effort to notify *(Name of the Facility)* of evacuation possibilities with as much notice as possible. Contact information between the two parties shall be maintained in a separate appendix and is considered confidential information and is not subject to public disclosure.

*(Name of the Facility)* agrees to open their building located at *(Physical Address of the Facility)* to provide shelter and assistance to students and staff evacuated during emergency situations when the students and staff have a need to be sheltered. *(Name of the Facility)* has a capacity to accommodate approximately \_\_\_\_#\_\_\_\_ people.





# National Incident Management System (NIMS)

Resource  
Management

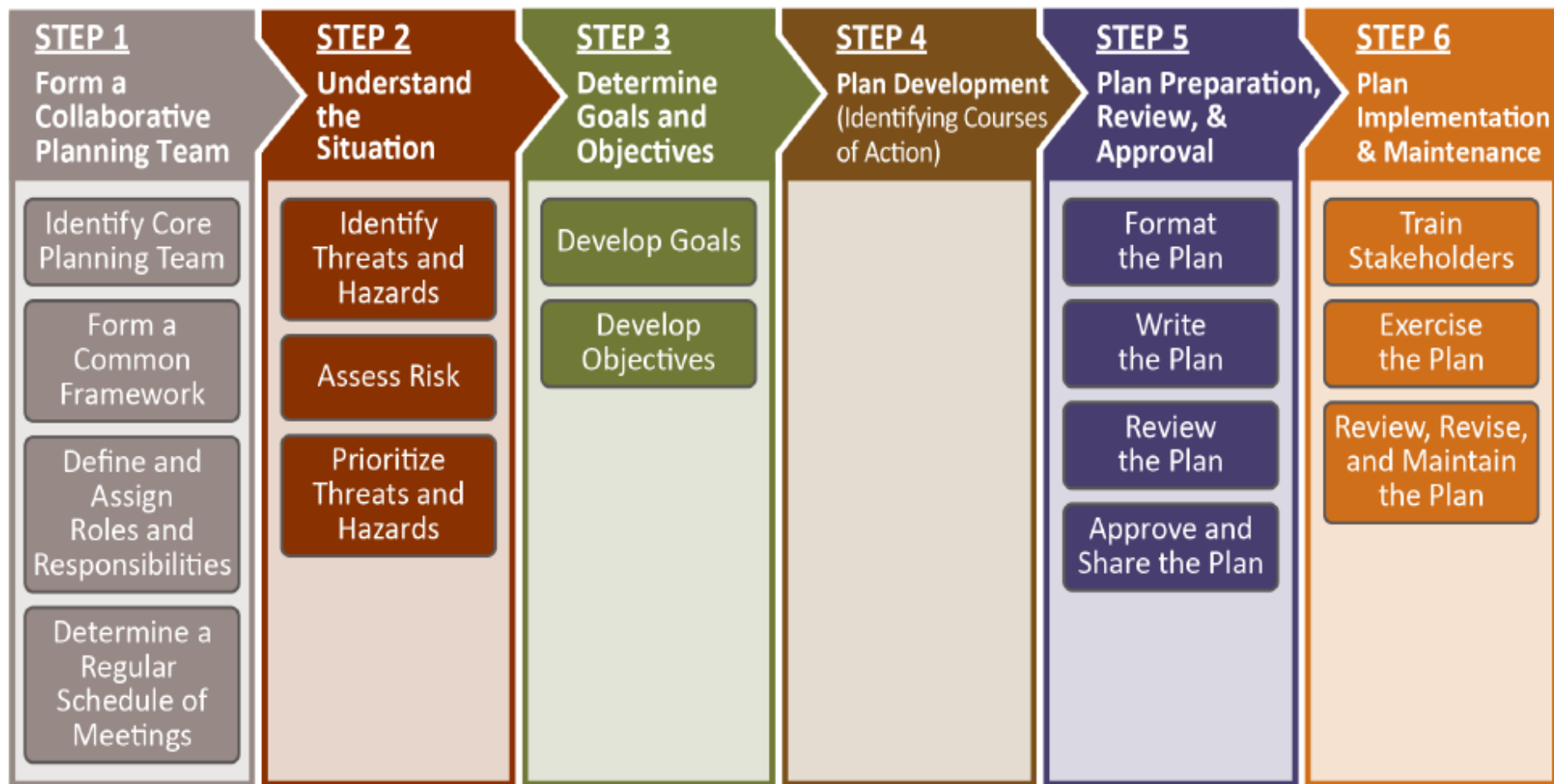
Command and  
Coordination

Communications  
and Information  
Management

Implement  
NIMS:  
Participate in  
and Promote  
MOUs



# Six-Step Planning Process

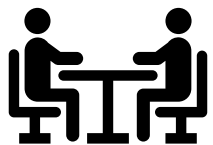




# Step 1: Form a Collaborative Planning Team



## Partnerships



## Recurring meetings

# Step 2: Understand the Situation



## Hazards and threats

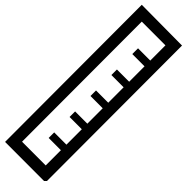


## Assessments

# Step 3: Determine Goals and Objectives



Desired outcomes



Measurable actions



Cross-cutting functions

# Step 4: Plan Development



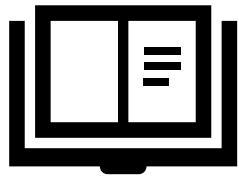
Scenario-based planning



People, processes, supplies, and equipment

Fulfill gaps with MOUs.

# Step 5: Plan Preparation, Review, & Approval



EOP review



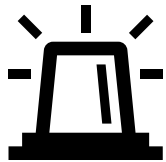
MOU review

Reference  
and/or attach  
MOU(s) in EOP.

# Step 6: Plan Implementation & Maintenance



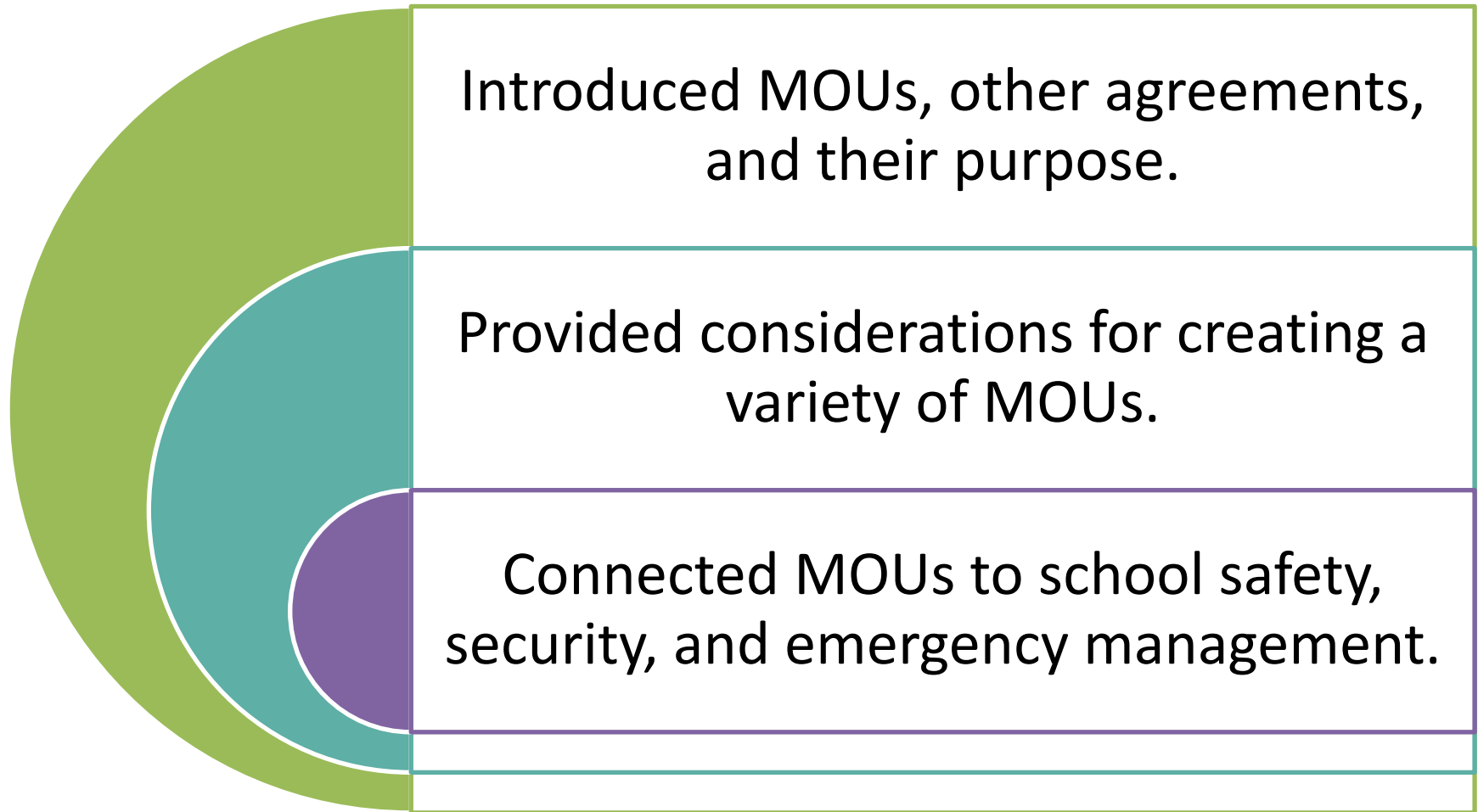
## Plan promotion



## Awareness

Practice  
with your  
MOU  
partners.

# Summary







# Next Steps



**What are three things I learned from this presentation?**

**How can I implement them at my school or school district?**

**What steps will I take to implement these changes?**

# Action Steps

## Check to see if your school has any MOUs.

Where are they?

What do they contain?

When was the last review?

Are there areas to improve?

Is a new MOU needed?



## Set a schedule to review and renew your MOUs.

Do you want to conduct this activity each summer or as a back-to-school activity?

Will it align with your EOP planning schedule?



## Identify a service that could benefit from an MOU.

Is this a new or existing partnership?

What emergency-related activity will this MOU address?



READINESS AND EMERGENCY  
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**PREVENT**



**MITIGATE**



**PROTECT**



**RESPOND**



**RECOVER**