

Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center

MEMORANDUM OF UNDERSTANDING

Training Instructions

The U.S. Department of Education's Office of Safe and Supportive Schools and its REMS TA Center are pleased to provide a downloadable training package for K-12 education agencies on the topic of Memoranda of Understanding (MOUs). This 60-minute training module aims to help schools and school districts develop a greater understanding of what MOUs are, when they are relevant, how to create MOUs with community partners or enhance existing MOUs with community partners, and why MOUs strengthen their emergency operations plans (EOPs) and enhance their overall preparedness and school safety efforts through collaboration. The training concludes with a prompt for audience members to apply the principles learned during the training to their own schools and school districts.

The target audience for this training is personnel at public and nonpublic schools and school districts, including regional education agencies and state education agencies that support them. This audience includes, but is not limited to, administrators, educators, staff, general counsel representatives, school resource officers, members of an EOP planning team, members of a behavioral threat assessment team, members of a site assessment team, and those with roles and responsibilities in school preparedness (safety, security, and emergency management). Other applicable audiences include community partners such as law enforcement professionals, fire officials, emergency medical services personnel, public health officials, mental/behavioral health practitioners, representatives from youth-serving organizations, and emergency managers.

Please use the materials provided in this package and the steps below to help train personnel at your site on this important topic:

- Read through the Presentation included in this package and its speaker notes.
- Review the supplemental resources provided in the MOU Resource List, as well as the sample MOUs from the REMS TA Center Tool Box, included in this package.
- Identify the personnel at your site who will benefit from training on this topic.
- Set aside time to train these personnel.
- Deliver the training, provide additional resources specific to your state or locality, and allow time at the conclusion of the training to discuss how to integrate the lessons learned into your school safety efforts.
- Schedule a time to meet with the core planning team and other appropriate staff to discuss integration of MOU development into the school EOP.

The contents of this package were developed under a contract from the U.S. Department of Education, and you should not assume endorsement by the Federal government.