

## ASPR TRACIE Technical Assistance Request

**Requestor:**

**Requestor Phone:**

**Requestor Email:**

**Request Receipt Date (by ASPR TRACIE):** 18 April 2017

**Response Date:** 20 April 2017; updated 21 February 2018

**Type of TA Request:** Standard

### Request:

The requestor asked if ASPR TRACIE had any Federal Medical Station (FMS) memorandum of understanding (MOU) between a State and a gym, school, church, or other organization.

### Response:

The ASPR TRACIE team searched existing resources from previous technical assistance requests related to FMS, as well as online for any FMS MOUs. We also reached out to several HHS ASPR staff and ASPR TRACIE Subject Matter Expert Cadre members for any resources they may have. Resources gathered are listed below. Section I includes sample FMS related MOUs. Section II provides other general sample MOUs.

## I. Sample Federal Medical Station Related MOUs

Alameda County Operational Area Emergency Management Organization. (2003). [A Guide for Local Jurisdictions in Care and Shelter Planning](#).

This document is intended for use during the preparedness phase to help guide care and shelter planning. It provides planning information and guidelines that are relevant for local government's consideration before opening disaster shelters. Appendix H includes a MOU between Salud Para La Gente, Inc., and the City of Watsonville, California. Appendix I provides a sample MOU between the Volunteer Center of Sonoma County and the County of Sonoma.

Delaware Health and Social Services. Memorandum of Understanding # 17-096 between the Division of Public Health, Delaware Department of Health and Social Services, State of Delaware and Delaware Technical Community College for Mass Prophylaxis Dispensing and Facility Use as an Alternate Care Site. (See attachment).

This document is an Agreement between Delaware Department of Health and Social Services, Division of Public Health, and Delaware Technical Community College (DTCC). The purpose of this Agreement is to provide a cooperative agreement between the Division of Public Health and DTCC to provide DTCC personnel with mass prophylaxis medications, designate a facility and personnel to support the activation of an open and closed Point of Dispensing as requested in case of a public health emergency.

Texas Department of State Health Services. (2013). [Medical Shelter Toolkit](#).

This toolkit provides a reference for jurisdictions planning for the evacuation, reception, sheltering, and re-entry of individuals with medical needs. Tab W includes a sample MOU for a medical shelter site or similar facility.

## II. Other General Sample MOUs

City of Oakland. (2010). [Mass Care and Shelter Plan Functional Needs Annex](#).

This annex provides a framework to prepare for and provide temporary mass care and shelter to people with disabilities during times of emergency. Chapter IX, Section A contains information on various agreements and understandings that the City of Oakland has with school districts, American Red Cross, County of Alameda, and other agreements.

University of Minnesota, Center for Infectious Disease Research and Policy. (2007). [Partnering to Achieve Rural Emergency Preparedness: A Workbook for Healthcare Providers in Rural Communities](#).

The purpose of this workbook is to provide an interactive, user-friendly tool to assist Rural Health Clinics and rural-based hospitals, Community Health Centers and Migrant Health Centers in: 1) creating an all-hazards emergency plan, 2) updating or expanding an existing plan, 3) strengthening collaborations with emergency planning and response partners, and 4) encouraging the integration and coordination of emergency response plans, planning efforts, and other activities. Pages 23 and 24 provide key elements of a MOU. Appendix B includes a sample MOU template.