

**APPENDIX C**  
**MEMORANDUM of UNDERSTANDING (MOU):**  
**KITTITAS COUNTY OFFICE of EMERGENCY**  
**MANAGEMENT and the KITTITAS COUNTY CHAPTER of the AMERICAN**  
**RED CROSS (KCC-ARC)**

**MEMORANDUM OF UNDERSTANDING (MOU)**

**Between the**  
**Kittitas County Office of Emergency Management (KCOEM)**  
**and the**  
**Kittitas County Chapter American Red Cross (KCC-ARC)**

**I. PARTIES**

The parties to this Agreement are the Kittitas County Office of Emergency Management (KCOEM) and the Kittitas County Chapter American Red Cross (KCC-ARC).

**A. KCOEM**

1. **PRIMARY MISSION:** The mission of the Kittitas County Office of Emergency Management is to minimize the impact of emergencies and disaster to the community through coordinated planning, information sharing and resource management between federal and state entities, county departments, partnering agencies, incorporated cities, special purpose districts, tribal nations and the public.
2. **SPECIFIC ACTIVITIES:** In support of the primary mission the common operating objectives are:
  - a. Support First Responders
  - b. Promote unity of effort between county departments, external agencies, special purpose districts, incorporated cities and tribes
  - c. Provide direct emergency management support to unincorporated King County
  - d. Provide timely warning and notification
  - e. Develop and maintain situational awareness for decision makers
  - f. Coordinate communications between county departments, external agencies and the community
  - g. Address impacts to the community in a comprehensive manner
  - h. Maintain and/or restore critical Kittitas County governmental services
  - i. Develop and implement county wide strategies for response and recovery

**B. RED CROSS**

1. Founded in 1881, the American Red Cross is a humanitarian organization led by volunteers and guided by its Congressional Charter and the Fundamental Principles of the International Red Cross and Red Crescent Movement. The Red Cross provides relief to victims of

disasters and helps people prevent, prepare for and respond to emergencies. The Red Cross provides services to those in need regardless of citizenship, race, religion, age, sex, national origin, disability, sexual orientation, veteran status or political affiliation. The Kittitas County Chapter is the local chapter charged with carrying out the Red Cross mission in Kittitas County. In fulfilling this mission the local chapter may, if necessary, deliver services with the guidance and support of the national organization.

2. **SPECIFIC ACTIVITIES:** The RED CROSS provides a comprehensive array of services to communities before and after disasters of all types throughout Kittitas County and Washington State. See attachment for specific regional and national disaster response activities.

## II. **AUTHORITY**

The Agreement is authorized under Title 2, Chapter 2.56.040 of the Kittitas County Code.

## III. **PURPOSE**

The purpose of this Agreement is to set forth the terms by which KCOEM and the RED CROSS will cooperate in disaster preparedness, mitigation, response, and recovery in order to enhance cooperation, communication, coordination, and collaboration both among private non-profits, and between government and the disaster non-profit community. As part of the National American Red Cross, the local Red Cross Chapter provides a critical link to additional Regional, State, and National human and material resources for larger disasters.

KCOEM values and respects the mission of the RED CROSS, and acknowledges the Fundamental Principles of the International Red Cross and Red Crescent Movement, Congressional Charter of the National American Red Cross, and the Amended and Restated Bylaws of the National American Red Cross.

## IV. **RESPONSIBILITIES**

### A. **KCOEM Agrees To, As Appropriate:**

1. Designate the Individual Assistance Officer or a designee, as the senior KCOEM liaison to the RED CROSS and provide coordination assistance with other Kittitas County offices, agencies and or departments to ensure open communication and cooperation with the RED CROSS.
2. Coordinate through the RED CROSS Chapter office for any additional Red Cross assistance/resource from outside the county.
3. Contribute to the public awareness of the RED CROSS and its members by:
  - a. Informing and including the RED CROSS and its members in key County emergency planning and coordination initiatives;

- b. Referencing the RED CROSS in KCOEM publications and announcements;
  - c. Encouraging tribal, territorial, and state emergency management agencies to work collaboratively with the American Red Cross and its individual chapters;
  - d. Encouraging the private sector to act collaboratively with the RED CROSS;
  - e. Inviting a RED CROSS representative to participate in the Emergency Coordination Center operations and/or coordinate through the RED CROSS representative, when Mass Care disaster operational functions are activated;
  - f. Inviting a RED CROSS representative to operate from the Regional Communications and Emergency Coordination Center (RCECC) on relief operations when activated; and,
4. Collaborate with the RED CROSS on joint training, exercises, and workshops by:
  - a. Sharing information about existing KCOEM disaster-related exercise and training opportunities;
  - b. Inviting RED CROSS members and representatives to disaster-related exercises and training opportunities;
  - c. Including RED CROSS member agencies in the planning and development process of KCOEM courses, trainings, and exercises;
  - d. Actively supporting involvement in RED CROSS planning processes and active participating in workshops; and
  - e. Supporting collaborative efforts that promote RED CROSS member training development by the provision of technical assistance and resources.
5. Engage in joint projects with the RED CROSS that promote efficient and effective public service in emergency management.
6. Disseminate KCOEM emergency management information and reports to the RED CROSS, such as GIS disaster products, community demographics and community resources.
7. Cooperate with RED CROSS members regarding any offers of donated goods, volunteer services, and financial contributions from donors during disaster relief operations.
8. Assist the RED CROSS in disaster response and recovery by facilitating the temporary use of Kittitas County equipment and supplies, insofar as governmental regulations, resources, and priorities allow.
9. Provide a management team for large shelter facilities to ensure all checklist item responsibilities outlined in the current IAAM Mega Sheltering Template are addressed.

**B. RED CROSS Agrees To:**

1. Keep KCOEM informed about the activities of local Red Cross Chapter by sharing situation reports and other disaster response information.
2. Coordinate through the Kittitas County Office of Emergency Management, any major disaster response and recovery activities within Kittitas County's jurisdiction.
3. Encourage linkages between governments, the business community, and other private non-profits, which enhance preparedness for coordinated future relief efforts.
4. As applicable, comply with civil rights laws that ensure equal opportunity for people with disabilities, with the assurance that KCOEM will provide any additional equipment, staffing, and any other resources necessary to meet the special needs of disaster clients.
5. Participate in revisions to the Comprehensive Emergency Management Plan, relevant annexes or other documents, as appropriate.
6. Engage in joint projects with KCOEM, as appropriate, that promote the common mission of efficient and effective public service in emergency management.
7. Support KCOEM in the development of KCOEM courses, as necessary.
8. Actively participate with KCOEM during Mass Care, Housing and Human Services activations. Provide accurate, relevant information and reports on the activities of the RED CROSS during briefings and other coordination meetings.
9. Distribute agreed upon resources that are provided by KCOEM to individuals affected by disasters.

**V. POINTS OF CONTACT**

- A. KITTCOM  
Main Phone: 509-925-8534
- B. Kittitas County Chapter American Red Cross (KCC-ARC)  
24 hour contact number: 509-929-4230

**VI. OTHER PROVISIONS**

- A. Nothing in this MOU is intended to conflict with current law or regulation or the directives of KCOEM or Kittitas County. If a term of this memorandum is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this memorandum shall remain in full force and effect.

- B. Nothing in the MOU is intended to restrict the authority of either party to act as provided by law, statute, or regulation.
- C. Nothing in this MOU shall be interpreted as affording KCOEM or the RED CROSS any role in the content or programming decisions of either the agency or the organization, respectively.
- D. In order to facilitate and accomplish the goals and objectives set forth in this MOU, the RED CROSS and KCOEM will meet as necessary and appropriate to discuss issues of mutual interest and assess progress in accomplishing the desired objectives.
- E. This MOU is not a fiscal or funds obligation document.
- F. This MOU is an agreement between KCOEM and RED CROSS and does not confer or create any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, by any third person or party (public or private) against the United States, its agencies, its officers, or any person; or against the RED CROSS, its member organizations, its Board of Directors, and any of its staff.
- G. This agreement neither creates a partnership nor a joint venture, and neither party has the authority to bind the other.

**VII. EFFECTIVE DATE**

The terms of this memorandum will become effective on the date of the last Signature by the parties as indicated on the signature page of this memorandum.

**VIII. MODIFICATION**

This agreement may be modified upon the mutual written consent of the parties.

**IX. TERMINATION**

The term of this memorandum, as modified with the consent of both parties, will remain in effect until \_\_\_\_\_. The memorandum may be extended by mutual written agreement of the parties. In addition, either party may terminate this agreement upon Sixty (60) days written notice to the other party.

**APPROVED BY:**

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

Date: \_\_\_\_\_

Lisa Reinhardt  
Executive Director  
Kittitas County Chapter American Red Cross

### ***Attachment***

#### **American Red Cross Disaster Relief Assistance (to the extent resources permit)**

Red Cross emergency assistance is designed to minimize the immediate suffering caused by a disaster by providing food, clothing, shelter, first aid, and other assistance to address basic human needs. Red Cross emergency assistance may be provided either as mass care, individual assistance, or a combination of the two, depending on the victims' needs. Mass care is provided through any combination of three integrated elements: 1) individual or congregate temporary shelters; (2) fixed or mobile feeding operations, and (3) distribution of relief supplies. Individual assistance is provided to individuals and families through the purchase of needed items and/or services or referrals to other agencies and organizations that offer assistance to disaster victims at no charge. The Red Cross also processes welfare information requests. In addition to emergency assistance, the Red Cross participates in community recovery programs after major disasters.

Red Cross disaster response activities vary depending upon the nature and scope of the required response, as follows:

***Mass Casualty Incidents:*** Mass casualty incidents are usually the result of transportation accidents, fires in high-occupancy structures, industrial accidents or similar disasters. In mass casualty disasters, the Red Cross closely coordinates with the authorities at the scene (including firefighters, police, and government agencies) and representatives of the owner/operator. Depending on the nature and scope of the disaster, the needs of the victims and workers, and the response of the owner/operator, the Red Cross may engage in a number of activities to assist victims, survivors, families of victims or survivors, emergency workers or others. These services include but are not limited to shelter, food, basic first aid, and mental health services.

***Aviation Disasters:*** The Red Cross has a special role in major aviation disasters. Under the provisions of the Aviation Disaster Family Assistance Act of 1996 (P.L. 104-264), airlines, the National Transportation Safety Board (NTSB), and a "designated independent nonprofit organization" were given specific responsibilities with regard to coordinating the emotional care and support of the families of passengers involved in aviation disasters. The NTSB, as part of its Federal Family Assistance Plan for Aviation Disasters, has designated the Red Cross as the organization responsible for Family Care and Mental Health. The Red Cross has accepted this role and has specially trained staff on call on its 'Critical response Team" (CRT) who initiate support within hours of a request from the NTSB for services.

***Hazardous Material Situations:*** When an actual or potential hazardous material situation results in an evacuation, the Red Cross provides emergency mass care until families can return home. If public authorities deem it necessary for families to relocate permanently, the Red Cross works with other community organizations to provide temporary mass care or casework assistance. The American Red Cross does not provide disaster assistance where government officials or agencies require building evacuation as a result of chronic deferred maintenance, code violations, radon contamination or fire hazards.

***Nuclear Facility or Transportation Accidents:*** In the event of an evacuation due to a nuclear power plant accident or transportation accident involving radioactive materials, the Red Cross provides mass care services for the evacuees and emergency workers. The Red Cross coordinates with public health authorities with respect to health concerns and the possible need for decontamination, but the Red Cross does not engage in decontamination activities. If the

Red Cross is operating evacuation shelters, evacuees and workers must undergo any necessary decontamination before they are admitted to the shelter.

*Civil Disorder.* Situations involving civil disorder, such as riots, barricades, or hostage incidents, are not within the usual scope of the Red Cross's disaster relief activities. Nevertheless, when there are extraordinary unmet human needs as a result of civil disorder, the Red Cross may participate in community actions to supplement the efforts of civil authorities by providing mass care and other services upon request of appropriate government authorities if Red Cross resources are available. The Red Cross will provide services only in a safe and secure area, as long as the local jurisdiction provides adequate security at the service delivery site (s).

*Catastrophic Incident:* A catastrophic incident, as defined by the National Response Framework, is any natural or manmade incident, including terrorism that results in extraordinary levels of mass casualties, damage or disruption, and severely affects the population, infrastructure, environment, economy, national morale and/or government functions. A catastrophic incident results in sustained national effects over a prolonged period. In a catastrophic incident, the Red Cross will work closely with appropriate state and local government and non-government partners to provide mass care, including shelter, feeding, first aid, and other assistance to address basic human needs in a safe environment.

*Repatriation of U.S. Citizens and Dependents:* During the emergency repatriation of U.S. citizens and dependents evacuated from foreign countries during emergencies, the Red Cross will, at designated ports of entry, cooperate with federal, state, local and voluntary agencies involved with reception, temporary care and onward transportation, to provide shelter, feeding and basic first aid among other services.

*Other Events or Situations:* In the event of other unforeseen events or situations in which human suffering is involved, the Red Cross will coordinate with appropriate government and non-government partners to provide mass care, including shelter, feeding, first aid, and other assistance to address basic human needs, as resources are available to assist.

### **Standard Services that the American Red Cross stands ready to offer in large disasters**

**Mass Care:** In coordination with the local jurisdiction, the American Red Cross will provide, to the extent its resources permit, Mass Care through any combination of three integrated elements: individual or congregate temporary shelters; fixed or mobile feeding operations, and; distribution of relief supplies.

- **Sheltering** – Work through the ESF 6 Coordinator to open temporary mass care congregate shelters where residents will find comfort with a hot meal, recovery information, emergency supplies and a place to rest. Support other shelters run by government or community partners with supplies and feeding, if resources permit.
- **Feeding** – Work through the ESF 6 Coordinator to provide emergency feeding for persons in shelters and those returning to their homes, either at fixed sites or through mobile delivery of food appropriate for the situation and population being served.
- **Bulk Distribution** – In addition to any bulk distribution of supplies in shelters, the Red Cross also provides distributes supplies to meet the needs of individuals/families returning to their homes after a disaster. Bulk Distribution supplies clean-up kits,

buckets, disposable coolers, water, and other items depending upon the nature of the disaster and needs of the disaster affected population.

**Welfare Information** – The American Red Cross Safe and Well Website is always available. Promotion of the site is triggered by one or more of the following:

- Mass fatalities or injuries
- Disaster is catastrophic in scope
- Large scale evacuations
- Widespread power outages
- Affected area has a large number of residents with access or functional needs
- Considerable media coverage

The Safe and Well Website is a tool for the general welfare inquiry, that is, the inquiry on someone in the affected area who does not have a health or mental health condition. The American Red Cross is committed to client privacy. A successful search result provides only the registrant's name, a date/time stamp, and the safe and well messages that the registrant chose using check-boxes. No personal or location information is shown.

**Client Casework and Recovery Planning Assistance** – May include either direct financial assistance, a system of bulk distribution through the Red Cross network or referrals to local resources that can meet immediate needs. Casework can be conducted in the shelter, at service centers or in the field depending upon the nature of the disaster, needs of the clients and the resources available. Caseworkers meet with each person individually to determine how he/she was affected by the disaster and the course of recovery to best meet his/her immediate needs. American Red Cross caseworkers work closely with the state ESF 6 Coordinator through the American Red Cross government liaison to ensure persons affected by the disaster have access to all available resources.

**Disaster Mental Health** – Red Cross mental health professionals on relief operations provide psychological triage; crisis intervention; psychological support; instrumental support (i.e., taking action in support of an individual); advocacy (i.e., an intervention made on behalf of an individual and intended to benefit the person or cause being supported); problem solving; and referrals. Volunteers are mental health professionals trained and equipped for disasters responses to help. After an emergency, injuries can ensue, essential prescription medicines can be lost, and the shock and stress of sudden loss can overwhelm a person's normal coping skills.

**Disaster Health Services** – Red Cross health professionals are available in shelters for emergency first aid, medical assessment, triage and replacement of emergency medications. American Red Cross Disaster Health Services teams meet these needs through item distribution, financial assistance or referrals to community partners. Volunteers are health professionals trained and equipped for disasters responses to help.