



The New York State Center for School Safety
Providing support to schools, families, and communities

Emergency Response Planning: Developing and Enhancing Memoranda of Understanding (MOUs) with your Community Partners

April 2021





READINESS AND EMERGENCY
MANAGEMENT FOR SCHOOLS
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Enhance Emergency Operations Plans



Access Relevant Federal Guidance



**Use EOP-Enhancing
Interactive Tools**



**Request an On-Site Training
in Key EOP-Related Topics**



**Learn Anytime via Virtual Trainings
on all Topics in Emergency Management**



PREVENT



MITIGATE



PROTECT



RESPOND



RECOVER



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.



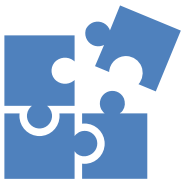
Outline



Introduction to MOUs and Other Agreements



MOU Development Considerations and Strategies



Connection to School Safety, Security, and Emergency Management Programs



Summary and Next Steps





Emergency Response Planning: Teams and Plans

Education Law §2801-a & Commissioner's Regulation §155.17 require creation of different **Safety Teams**:

❖ District-Wide Safety Team

❖ Building-Level Emergency Response Team

- Emergency Response Team
- Post-Incident Response Team



Emergency Response Planning: Teams and Plans

**District-Wide
Safety Team**



District-Wide
Safety *Plan*

**Building-Level
Emergency Response Teams**



Building-Level
Emergency Response *Plan*

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.



Other Types of Agreements

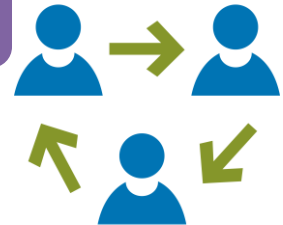


Memorandum of Agreement (MOA)

- 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 resource sharing.



Potential Community Partners for MOUs

- Transportation service providers
- Food service providers
- Youth-serving organizations
- Fuel service providers
- Law enforcement agencies
- Emergency management agencies
- Public health agencies
- Mental/behavioral health agencies
- Other LEAs (schools and districts)

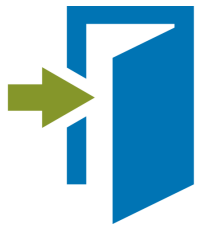


Real-World Uses of Agreements

Examples



Transportation: A district suffers from a power outage during a severe weather event. Multiple buildings needed to transport students at the same time. A neighboring school district provided transportation assistance to an evacuation location.



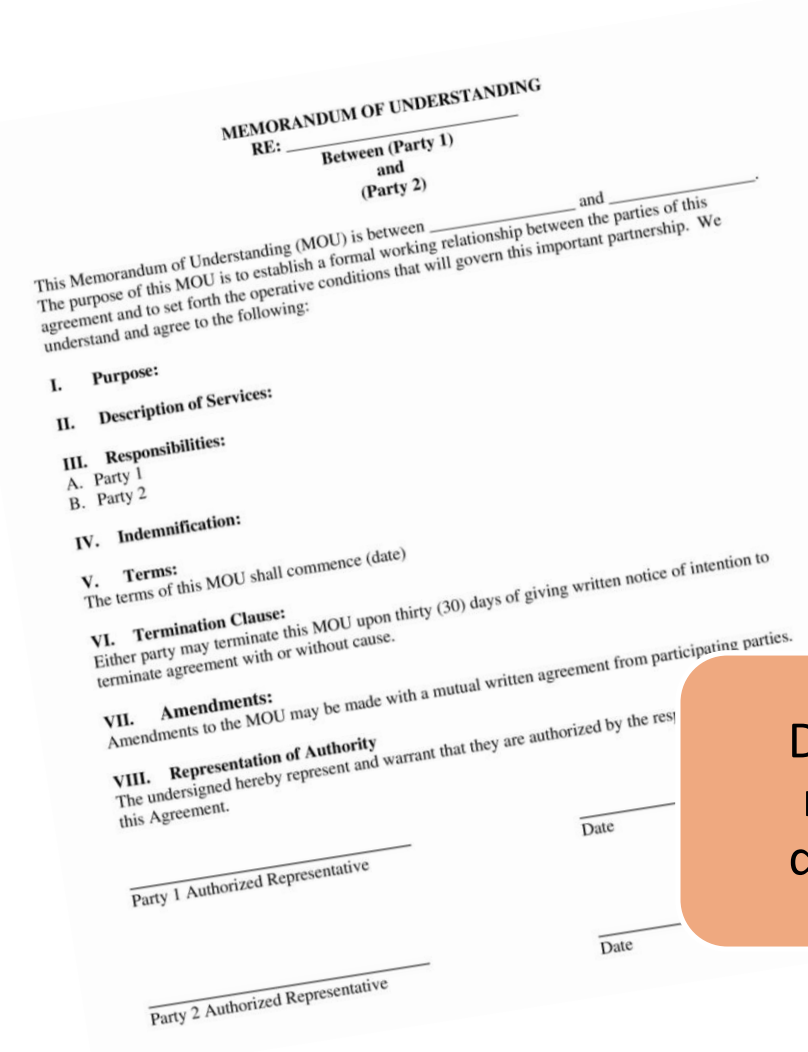
Evacuation Location: Students were evacuated to an alternate location while waiting for transportation home.



Food Contamination: During the same extended power outage, a neighboring school district provided refrigeration services to protect the food.



Creating an MOU



Be as specific as possible.

Develop as reference document.

Involve general counsel, or your district's attorney.



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?





MOUs and the Pandemic

- ❖ How did your district adapt to the pandemic?
- ❖ What did you learn from this experience?
- ❖ How would an MOU be helpful in the future?
- ❖ Are MOUs necessary for your Pandemic Plan?





MOUs for School Resource Officers (SROs)

An MOU is **required** for districts that employ or contract with law enforcement or security personnel

Key elements:



- ❖ Define the relationship
- ❖ Consistency with the code of conduct
- ❖ Define law enforcement or security roles, responsibilities and involvement within a school
- ❖ Delegate the role of school discipline to the school administration
- ❖ Updated annually, involve stakeholders
- ❖ Included in District-Wide School Safety Plan

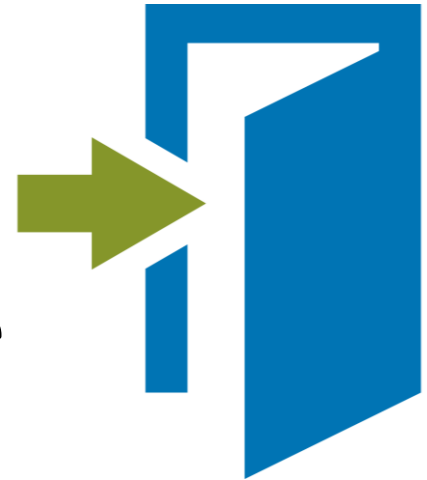
MOUs for Counseling Services

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



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?

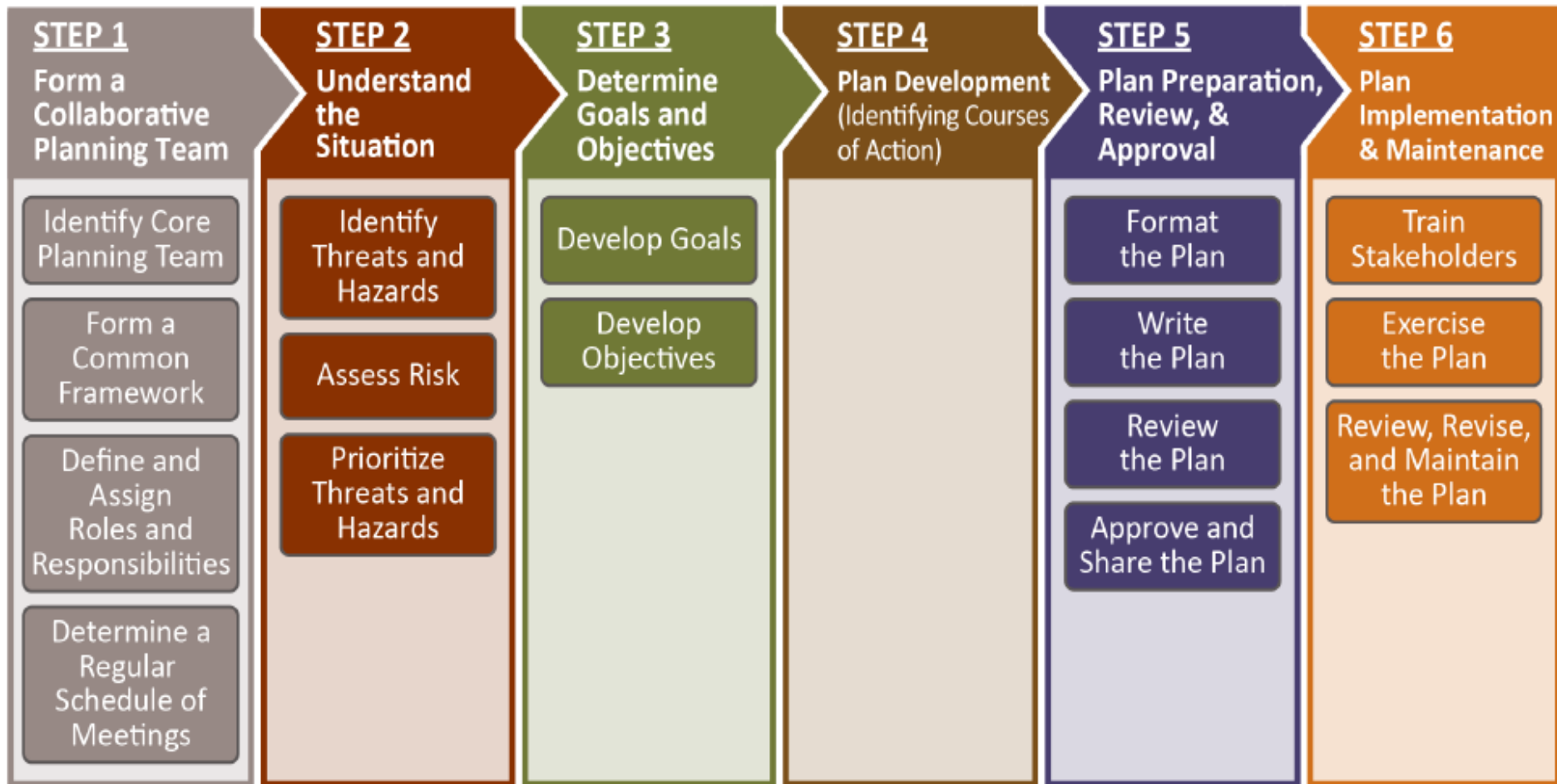


MOUs for Sheltering

- 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?



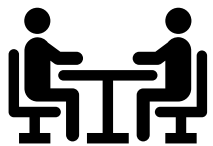
Six-Step Planning Process



Step 1: Form a Collaborative Planning Team



Partnerships



Recurring meetings



Step 2: Understand the Situation

PRIMARY ROLE



Hazards and threats



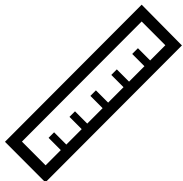
Assessments



Step 3: Determine Goals and Objectives



Desired outcomes



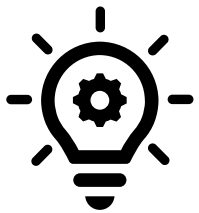
Measurable actions



Cross-cutting functions



Step 4: Plan Development



Scenario-based planning

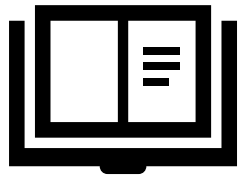


People, processes, supplies, and equipment

Fill gaps with MOUs.



Step 5: Plan Preparation, Review, & Approval



Plan review



MOU review

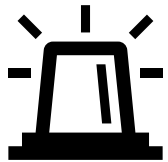
Reference and/or attach MOU(s) in Plans.



Step 6: Plan Implementation & Maintenance



Plan promotion

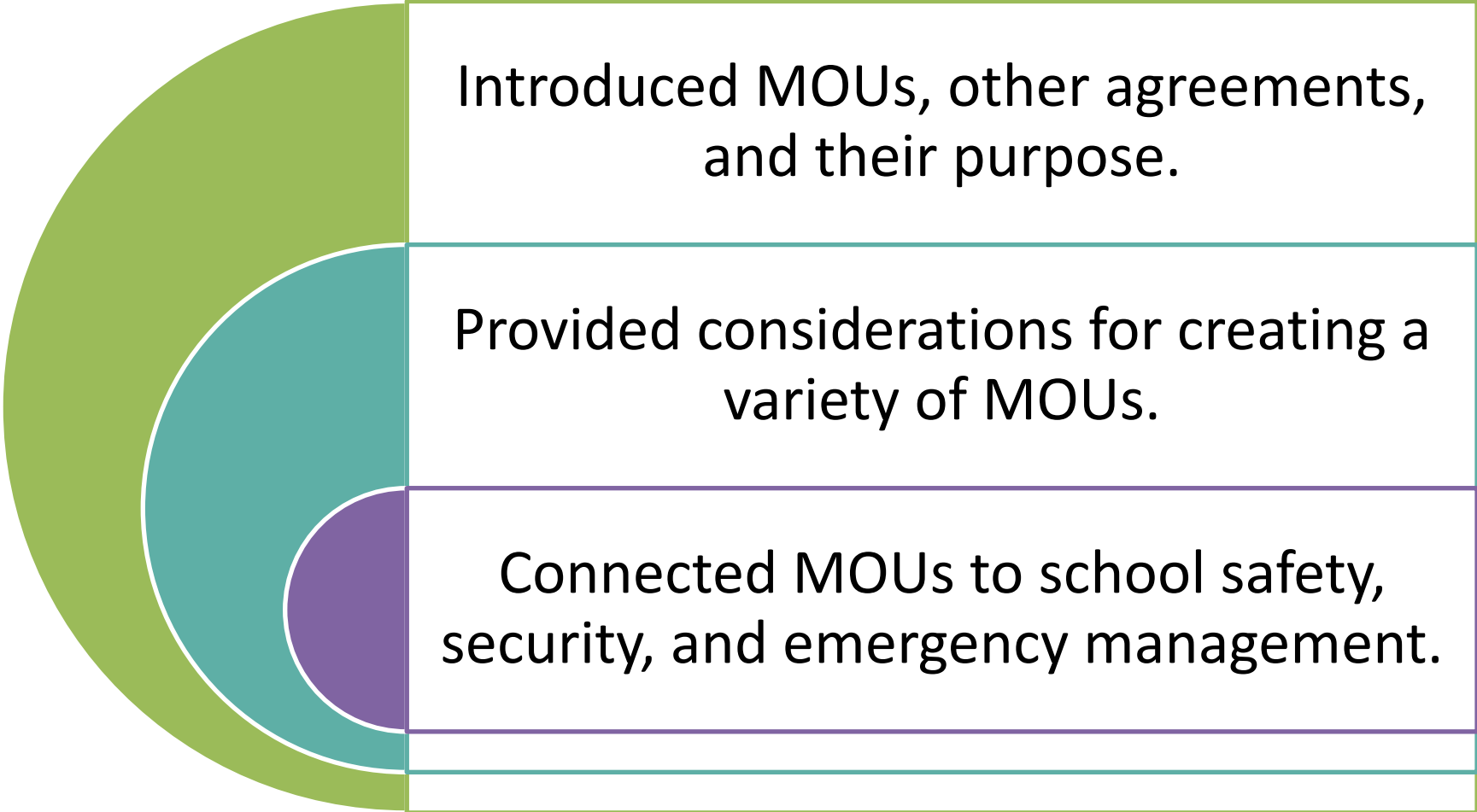


Awareness

Practice with your MOU partners.



Summary



Introduced MOUs, other agreements, and their purpose.

Provided considerations for creating a variety of MOUs.

Connected MOUs to school safety, security, and emergency management.



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 safety 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?





For more information

- ❖ Visit our website www.nyscfss.org
- ❖ Contact The New York State Education Department safetyplans@nysed.gov
- ❖ Visit the REMS TA Center website <https://rems.ed.gov/>



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Thank you for your thoughtful participation!