

Memorandum of Understanding

***Between Lake County, Illinois and
The American Red Cross of Greater Chicago***

I. Purpose

The purpose of this Memorandum of Understanding (MOU) is to create a working relationship between The American Red Cross of Greater Chicago (herein referred to as "ARC") and the Lake County Emergency Management Agency (herein referred to as "LCEMA") in preparing for and responding to disaster situations at all levels and assisting in emergency response efforts, where necessary. This agreement describes the broad framework for cooperation between the two organizations to provide assistance and support services to victims of major emergencies or disasters as well as emergency responders, and to coordinate emergency preparedness activities where practical and beneficial.

II. Concept of Operations

Each party to this MOU is a separate and independent organization. As such, each organization retains its own identity in providing service, and each organization is responsible for establishing its own policies and financing its own activities.

III. Organizations

A. Lake County Emergency Management Agency

Lake County, through its Emergency Management Agency (LCEMA), operates a county-wide emergency preparedness program. The Lake County Emergency Operation Plan (EOP) addresses major hazards and defines the structure for coordinated disaster response utilizing all county resources including communications, police, fire and rescue units, hospitals, and religious and charitable organizations. The EOP is practiced regularly by conducting exercises and drills that simulate an array of hazards including natural, technological and intentional. During periods of disaster and major emergencies, the Emergency Management Agency acts as the county's primary liaison to the Illinois and Federal Emergency Management Agencies.

As part of the county's preparedness efforts, the Emergency Management Agency maintains and updates an emergency resource database, listing items and facilities that may be needed during disaster response. The agency also provides emergency planning assistance to local governments and has an active program for public education.

B. American Red Cross

In providing disaster relief, the American Red Cross has both a legal and a moral mandate that it has neither the authority nor the right to surrender. The American Red Cross has the power and the duty to act in a disaster and its prompt action is expected and supported by the public.

The authority of the American Red Cross to perform disaster relief services was established when it was originally chartered by the Congress of the United States in 1905. The charter charges the American Red Cross with the following mandate:

To carry out a system of national and international relief in time of peace, and apply that system in mitigating the suffering caused by pestilence, famine, fire, floods, and other great national calamities, and to devise and carry out measures for preventing those calamities.

U.S.C. §§300101-300111 recodified 2007 Congressional Charter of the American National Red Cross.

The American Red Cross's authority to provide disaster services was reaffirmed by federal law in the 1974 Disaster Relief Act (Public Law 93-288) and in the 1988 Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 100-707).

The national headquarters of the American Red Cross is located in Washington D.C. National headquarters is responsible for implementing policies and regulations that govern American Red Cross activities, and for giving administrative and technical supervision and guidance to the chartered units. Chartered units include chapters and Blood Services regions. The Board of Governors has delegated to the duly constituted volunteer governing board of each chartered unit the authority and responsibility for (a) governance of the chartered unit, (b) delivery of authorized services in the territorial jurisdiction of the chartered unit, (c) meeting corporate obligations, in conformity with and subject to the limitations stated in corporate regulations.

The American Red Cross provides services in the following five (5) lines of service: Biomedical Services, Disaster Services, Health and Safety Services, International Services and Services to the Armed Forces.

Each chartered unit has the authority and responsibility for carrying out the purposes of the American Red Cross, for delivering American Red Cross services, and for meeting corporate obligations within the territorial jurisdiction assigned in conformity with corporate regulations. The chartered units ("chapters") coordinate their work through voluntary state councils. There are over 700 chapters across the United States.

Each chapter is responsible for providing disaster planning, preparedness, education and response. Each chapter has developed a disaster leadership team or committee composed of the best qualified paid and volunteer staff. The chapter disaster leadership team or committee studies the hazards of the locality and surveys local resources for personnel, equipment, supplies, transportation, emergency communications, and facilities available for disaster relief. The chapter disaster leadership team or committee also formulates cooperative plans and procedures with local government agencies and private organizations for carrying out relief operations should a disaster occur. Through its nationwide organization, the American Red Cross coordinates its total resources for use in large disasters. Services are provided to those in need regardless of citizenship, race, religion, age, sex or political affiliation.

IV. Powers and Responsibilities

A. Lake County Emergency Management Agency

The Lake County Emergency Management Agency has been assigned the County's responsibility for the preparation and implementation of the Disaster Preparedness Plan required under the authority provided by the Illinois Emergency Management Agency (IEMA) Act as amended and IEMA Administrative Rules regarding local and inter-jurisdictional disaster preparedness plans. Through its Emergency Management Agency Ordinance, Lake County assigns responsibility for the preparation, coordination and implementation of the plan to the Lake County Emergency Management Agency Coordinator.

B. American Red Cross (ARC)

To the extent of its abilities, the American Red Cross will provide, at no charge to disaster victims, disaster relief assistance including emergency mass care and individual assistance for those with urgent and verified disaster-caused needs, as well as referrals to long term recovery assistance. Assistance is provided to sustain human life, reduce the harsh physical and emotional distress that prevents victims from meeting their own basic needs, and promote the recovery of victims when such relief assistance is not available from other resources.

American Red Cross assistance to disaster victims is not dependent upon a local, state or federal declaration. All American Red Cross Disaster Services are provided in accordance with the American Red Cross Disaster Services Regulations and Procedures. The American Red Cross will maintain administrative and financial control over its activities.

In carrying out its responsibilities to provide for mass care in peacetime disasters, including precautionary evacuations and peacetime radiological emergencies/nuclear accidents, the American Red Cross will operate appropriate shelter facilities and arrange for mass feeding and other appropriate support. In doing so, the American Red Cross will pay related costs only when such activities are under administrative control of or authorized by the American Red Cross, or when prior written agreements have been made for some other organization to provide emergency services on behalf of the American Red Cross.

The American Red Cross disaster relief responsibilities are nationwide. When local chapters in an affected area are unable to meet the needs of disaster victims, the resources of the total organization are made available including the Safe and Well Website (www.disastersafe.org) or by calling 1800-GET INFO is a nation-wide program set up to respond to inquiries about individuals within an area affected by a large-scale disaster. The service allows family members world-wide to self register or search for a loved one.

V. General Coordination of Services

There are many similarities between Lake County EMA and ARC emergency management duties. As such, the LCEMA and the ARC agree to coordinate wherever possible to avoid unnecessary duplication of effort and/or resources. Both parties agree that:

- A. Close liaison will be maintained between LCEMA and ARC by conference, telephone, facsimile, e-mail, and other means to facilitate the coordination of resources, both human and material, and the cooperation of the parties in areas of mutual interest.
- B. In the performance of their duties, LCEMA and ARC recognize the responsibilities of the other and, to the extent possible, will assist the other in the performance of these duties to ensure that effective assistance is provided to all disaster victims and that resources are utilized efficiently.
- C. LCEMA will encourage other Villages and Townships to cooperate with the ARC by coordinating activities and providing physical facilities and other support as needed and available in time of major emergency or disaster.
- D. LCEMA and ARC will include representatives of the other organization in each of its committees, task forces, and working groups formed to mitigate, prepare for, respond to and recover from disasters or other emergencies.
- E. Recognizing the need to provide a clear and concise message to the public regarding the operation of both organizations, ARC and LCEMA will make efforts through their Public Information and Media Affairs Offices to keep the public informed of their cooperative efforts and activities.
- F. Cooperative arrangements for emergency planning, training, exercising, response, recovery, mitigation, and community emergency preparedness and response education will be developed and maintained by LCEMA and ARC.

VI. Emergency Program Coordination

A. Preparedness

- LCEMA and ARC will make available to the extent possible to the other, training, educational and development opportunities for their respective personnel.
- Each organization will pursue joint disaster training, exercising, community and business emergency preparedness education programs and other areas of cooperative efforts for Villages and Townships.

B. Planning

- ARC will work with LCEMA to create a Mass Care and Logistics program for Lake County that will seek to manage simultaneous County-wide openings of Mass Care Shelters and feeding sites due to singular or multiple events.
- ARC will work with LCEMA to develop a Spontaneous Volunteer and In-Kind Donations program that will provide support to local communities in the event of a disaster.

C. Response

- ARC will provide LCEMA use of its Emergency Mass Care resources during a response to a major emergency. ARC will operate shelters and arrange for mass feeding and other appropriate support, as available. ARC will act as the primary provider of shelter services during major emergencies or disasters in Lake County.
- LCEMA and ARC agree to keep the other informed of developing disaster and emergency situations and of any known victim or emergency responder needs relating to the disaster or emergency situation.
- During major emergency events or disasters where ARC services are deemed necessary by Lake County EMA, ARC and LCEMA will advise each other on the actions they have taken, in order to ensure effective assistance to all disaster victims and to ensure efficient use of resources.
- During emergency operations, LCEMA may provide workspace for liaisons of the ARC in the LCEMA's Emergency Operations Center and other locations as appropriate, and the ARC agrees to supply such liaison personnel, if requested, to facilitate the communication between agencies, and vice versa.
- LCEMA and ARC will work jointly to share, where appropriate, Disaster Assessment information which would be used to provide additional resource for determining level of staff and resources needed to alleviate disaster caused needs.

D. Recovery

Recovery continues until all operations return to normal or improved levels, or unless terminated by proper incident authority.

E. Mitigation

The focus of the American Red Cross of Greater Chicago Mitigation programs is to increase the level of awareness and education in response to home fires, flooding, high winds and tornadoes. The ARC and LCEMA consider disaster mitigation programs to be an integral part of a community's overall disaster plan. As such, ARCGC and LCEMA agree to partner together

in the development and implementation of disaster mitigation programs. Such programs include, but are not limited to, community disaster education courses, CPR and First Aid courses, school-based mitigation courses and other training programs, as needed. As resources permit, ARCGC agrees to attend community functions and to promote the importance of the steps of individual and community disaster preparedness (Get a Kit, Make a Plan, Be Informed).

VII. Patient Tracking

One of the key services the ARC of Greater Chicago provides is the Patient Connection Program, a program that tracks the whereabouts of hospitalized victims of a disaster, and provides family and friends with information about the location of those patients. The triggers to activate are a Mass Casualty event, an event in which 10 or more patients are taken to area hospitals, or a large transportation incident. The mechanism of this patient tracking system is outlined in the Hospital Agreement that hospitals have signed with the ARCGC and in the Illinois Department of Public Health's State Medical Disaster Plan for the chapter jurisdiction.

The ARC, under HIPAA, is allowed to receive patient information from area hospitals and serves as a central registration point for victims. All information obtained is held in the strictest confidence; no confidential information is released to the media. In some situations, an ARC disaster health services representative may be assigned to receiving hospitals to obtain the name, age, gender, condition and disposition (i.e., treated & released or admitted) for each of the victims of the disaster. In other instances, hospitals may be asked to fax a list of the victims from the disaster to the ARC at 800-375-7293 or submit information on the secure Patient Connection website, www.chicagoredcross.org/patientconnection. ARC workers arriving at a hospital will have an ARC photo ID and fax requests will always come from an ARC worker, over the phone.

Armed with victim information received from all hospitals treating victims and morgues (if appropriate) the ARC creates a comprehensive Patient Tracking victim database. This database may be queried immediately to assist individuals in locating friends and loved ones. The County may refer concerned family members looking for hospitalized loved ones to 312-729-6200.

VIII. Use of American Red Cross Name and Emblem and Lake County Name and Logo

Both parties will coordinate regarding the use of each other's name and logo, and will obtain prior written approval for the use thereof.

IX. American Red Cross Fund Raising

LCEMA recognizes that ARC of Greater Chicago is dependent primarily upon voluntary public financial support to carry out its programs. LCEMA will be sympathetic with the position of ARC in conducting special appeals and campaigns for funds during times of disaster.

X. Agreement Review and Update

Representatives of ARC and LCEMA will meet annually, on or around the date of this agreement, to evaluate the progress in the implementation of the Memorandum of Understanding and to revise and develop new plans, goals or agreements as appropriate.

This agreement shall be effective immediately upon the signature of the last party of the agreement.

It is understood by both parties that at any time this Agreement may be terminated by written notification from either party to the other.

XI. Term of Memorandum of Understanding

This MOU shall be effective as of the date it is approved by both parties, and shall be in force for one year. The agreement shall automatically renew, for additional one-year periods, on each anniversary of its original approval, unless terminated by either party, or jointly modified by both parties, in writing.

This Memorandum of Understanding does not create a partnership or a joint venture, and neither party has the authority to bind the other.

(date)
Suzi Schmidt
Chairman
Lake County Board

(date)
LaForce Nealy
Chief Response Officer
Disaster Services
American Red Cross of Greater Chicago