

MEMORANDUM OF UNDERSTANDING

BETWEEN

MINNESOTA VOLUNTARY ORGANIZATIONS  
ACTIVE IN DISASTER (MNVOAD)

AND

THE MINNESOTA DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF HOMELAND SECURITY AND  
EMERGENCY MANAGEMENT (HSEM)

# **Memorandum of Understanding**

**Between**

**Minnesota Voluntary Organizations  
Active in Disaster (MNVOAD)**

**and**

**Minnesota Department of Public Safety, Division of Homeland Security and  
Emergency Management (HSEM)**

## **I. Purpose**

The purpose of this Memorandum of Understanding ("MOU") is to define the working relationship between Minnesota Voluntary Organizations Active in Disaster (hereinafter "MNVOAD") and the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management (hereinafter HSEM), in preparing for, responding to, and recovering from disasters. This MOU provides the broad framework for cooperation and support between MNVOAD and HSEM for assisting individuals, families, and communities who have been impacted by disaster. It also provides the descriptions of readiness and response activities, such as planning, training, exercising, and resourcing, and the clarification of roles and responsibilities of the MNVOAD and HSEM to the community and other agencies.

## **II. Organization Descriptions and Authorities**

### **Minnesota Voluntary organizations Active in Disaster (MNVOAD)**

MNVOAD consists of faith-based, nonprofit, and non-profit eligible organizations active in disaster response and recovery of all types throughout the State of Minnesota. The organization seeks to facilitate the availability of needed services from member voluntary agencies and to encourage uniform, impartial provision of these services.

MNVOAD's role is to bring its member organizations together with state and local emergency management agency personnel, enabling them to work collaboratively during all four phases of the emergency management cycle (Preparedness, Response Recovery and Mitigation). MNVOAD adheres to the principles established by the National VOAD (NVOAD). The principles are referred to as the 4C's:

- Cooperation
- Communication
- Coordination, and
- Collaboration

These principles serve as the foundation for MNVOAD as it works with local, state, regional, and national partners to coordinate disaster relief, response, and recovery efforts.

MNVOAD, as a state chapter of the National VOAD movement, is activated at the request of a county emergency management agency or when the Minnesota HSEM Operations Chief activates the State Emergency Operations Center (SEOC), or requests assistance from MNVOAD member agencies.

## **Minnesota Division of Homeland Security and Emergency Management (HSEM)**

The Minnesota Department of Public Safety (DPS), Division of Homeland Security and Emergency Management (HSEM) is the agency within the state government that is responsible for coordinating state-level emergency/disaster efforts during all four phases of the emergency management cycle. Extensive and specific emergency responsibilities have been assigned to HSEM in Minnesota Statutes, Chapter 12, and in the Governor's Executive Order assigning emergency responsibilities to state agencies. The specific procedures followed by HSEM are contained in the Minnesota Emergency Operations Plan (MEOP) and its Standard Operating Guidelines. These plans and procedures are on file with HSEM.

### **III. Cooperative Actions**

While working cooperatively, each party will maintain its own identity, policies, procedures, standard operating guidelines, and financing. Each party will assume liability and medical costs for its personnel.

MNVOAD recognizes the authority assigned to emergency management officials of HSEM and will share operating plans, priorities, and objectives with the delegated emergency management staff.

HSEM recognizes that MNVOAD has partner organizations with specialized abilities in assisting communities during and after domestic disasters. When activated, these organizations will support and coordinate with MNVOAD in the execution of these duties.

MNVOAD and HSEM will coordinate their respective disaster cycle activities to maximize services to the community and avoid unnecessary duplication of efforts in the following ways:

1. They will explore ways to align business and operational processes and programs across the disaster cycle in an effort to make a more seamless disaster preparedness, response, and recovery experience for residents of the jurisdiction.
2. They will maintain close coordination, liaison, and support at all levels with conferences, meetings, and other means of communication. Include a representative of the other party in appropriate committees, planning groups and task forces formed to prepare for, respond to, and recover from disasters and other emergencies.
3. They will develop joint standard operating procedures for notification of disaster and emergency situations.
4. Both agencies will work together to develop plans and to secure resources to facilitate delivery of services to people with disabilities and/or functional and access needs before, during, and after a disaster.
5. They will make training, educational, and other developmental opportunities available to the other party's personnel and explore joint training and exercises. Encourage all staff and volunteers to engage in training (e.g. ICS 300 and 400), voluntary agency classes, exercises, and disaster response activities, as appropriate.
6. They will keep the public informed of the parties' cooperative efforts through the public information officers of MNVOAD and HSEM.
7. During disaster response and recovery efforts, both organizations will keep each other informed of the human needs created by disaster events, and of the services they are providing to those affected. Throughout the disaster cycle, both agencies will share current data, including risk and

hazard impact analysis, statistical information, social media verifications, historical information, emerging needs and trends, damage assessments, disaster declarations, and service delivery plans. HSEM will promote information sharing with MNVOAD leadership by granting access to the Web-EOC system used by emergency managers to share disaster information and promote situational awareness among all disaster service providers. In return, MNVOAD will provide information about voluntary agency activities in support of Minnesota disaster preparedness, response, recovery and mitigation efforts that does not infringe on Privacy Act or Personally-Identifiable Information (PII) protection requirements.

8. During a disaster or emergency situation MNVOAD will, at the request of HSEM, provide liaison personnel to the HSEM State Emergency Operation Center (SEOC) and to local Emergency Operation Center(s). HSEM will provide facility access and identification, work space and, whenever possible, other required support, such as a computer, e-mail access, and a designated phone line for MNVOAD liaison personnel assigned to the State Emergency Operations Center.
9. They will actively participate in reviewing and carrying out responsibilities outlined in the state, tribal, and/or county and local emergency operations plans.
10. Both agencies will advocate for programs and public policy/decisions, when appropriate, designed to mitigate disaster damage and loss of life in the State of Minnesota.
11. They will actively seek to determine other areas, projects, and services within the scope of MNVOAD and HSEM where cooperation and support will be mutually beneficial and help to meet jointly defined goals and objectives.
12. Both parties agree not to use or display any trademarks of the other without first receiving the express written permission of the other party to do so. However, the use of the trademarks of the other party is permitted for internal meeting notes and plans that are not publicly distributed and used during the normal course of business related to the purpose of this MOU. If either party desires to use the intellectual property of the other, the "requesting party" should submit the proposed promotional/marketing materials, press releases, website displays, or other proposed use of the trademarks to the "owning party" for review in advance of dissemination or publication.
13. They will allow the use of each other's facilities or its partners facilities, as available and if agreed upon in writing, for the purpose of preparedness training, meetings and response, and recovery activities.
14. Both agencies will work together to use volunteer hours and donated resources to offset the non-federal cost share, in accordance with FEMA Recovery Policy 9525.2, when feasible and appropriate.
15. They will widely distribute this MOU within MNVOAD and HSEM support agencies and/or organizations and urge full cooperation.
16. MNVOAD will support HSEM in integrating the efforts of the NGOs its member organizations that provide disaster relief services during response operations.
17. MNVOAD will assist in the State response to emergencies and disasters with responsibilities in support of the Minnesota Emergency Operations Plan (MEOP), Annexes J (Mass Care, Housing and Human Services), N (Resources) and other annexes, as required.

18. Both agencies will jointly develop standard operating procedures (SOPs) that standardize recurring tasks and responsibilities for each functional area.
19. They will ensure that MNVOAD is identified as a support agency within HSEM Emergency Operations Plans, as appropriate.

#### IV. Periodic Review

The parties will, on an annual basis, on or around the anniversary date of this MOU, jointly evaluate their progress in implementing this MOU, and revise and develop new plans or goals, as appropriate. Both parties shall notify the other if primary points of contact change.

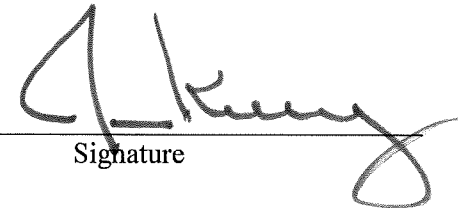
#### V. Term of Agreement and Termination Procedure

This agreement shall become effective on the date of the last signature by the authorized representatives of MNVOAD and HSEM. The agreement may be amended with mutual consent of all parties and may be terminated by any party after a 180-day written notice to the other party.

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

12-12-2019  
Date

**Ryc Lyden**  
President, Minnesota Voluntary Organizations Active in Disaster

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

12/9/2019  
Date

**Joe Kelly**  
Director, Minnesota Department of Public Safety  
Division of Homeland Security and Emergency Management

