

**MEMORANDUM OF AGREEMENT (MOA) or
MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN _____ (PROVIDING AGENCY/ORGANIZATION) AND
THE COUNTY OF _____ (REQUESTING JURISDICTION) PERTAINING TO
ASSISTANCE PROVIDED UNDER THIS MEMORANDUM**

NOTE: Use of such an agreement/understanding does not guarantee state or federal reimbursement.

WHEREAS, this event and associated conditions will collectively be referred to as (Name of incident); and

WHEREAS, on (DATE), this declared emergency event consists of (List type of incident, i.e., fire, flood, earthquake, etc.); and

WHEREAS, the following extreme conditions exist: (Briefly describe the incident, i.e., lives threatened, extent of property/infrastructure damaged and/or threatened. List the type of conditions contributing to the disaster such as strong winds and low humidity aiding fires that swept through the region OR outline typical hazards or risks and types of incidents a county is most likely to experience); and

(If applicable) WHEREAS, on (DATE) a Presidential Declaration of Emergency (FEMA-XXXX-DR) was issued; and

WHEREAS, the Emergency Management Mutual Aid Plan delineates the current state policy concerning Emergency Management Mutual Aid; and

WHEREAS, the Emergency Management Mutual Aid Plan describes the standard procedures used to acquire emergency management mutual aid resources and the method to ensure coordination of emergency management mutual aid planning and readiness; and

WHEREAS, the county emergency manager is the Operational Area Emergency Management Mutual Aid Coordinator; and

WHEREAS, Emergency Management Mutual Aid Plan provides, in pertinent part, "When an emergency develops or appears to be developing which cannot be resolved by emergency management resources within an Operational Area, it is the responsibility of the Operational Area Mutual Aid Coordinator to provide assistance and coordination to control the problem;" and

WHEREAS, the Emergency Management Mutual Aid Plan provides, in pertinent part, "A request for emergency management mutual aid or assistance of another source requires the approval of an authorized official of the requesting jurisdiction;" and

WHEREAS, the (Authorized Official Title) of the County of _____ (Requesting Jurisdiction) requested the mutual aid assistance of _____ (Providing Agency/Organization), pursuant to the Emergency Management Mutual Aid Plan or other existing plan to provide mutual aid support in connection with the (Name of incident or Any Incident that may impact the county); and

WHEREAS, _____ (Providing Agency/Organization) provided mutual aid consisting of personnel, equipment, and/or materials from (date through date) to assist with emergency management services involving animals in connection with the (Name of incident); and

WHEREAS, _____ (Providing Agency/Organization) agrees to document all of its mutual aid assistance costs related to the (Name of incident) as attachments to this MOA and submit to the County of _____ (Requesting Jurisdiction) as soon as practicable;

NOW, THEREFORE, IT IS HEREBY AGREED by and between the County of _____ (Requesting Jurisdiction) and _____ (Providing Agency/Organization) that the County of _____ (Requesting Jurisdiction) shall reimburse all reasonable costs associated with _____ (Providing Agency/Organization) emergency management mutual aid assistance during the (Name of incident).

Providing Jurisdiction

Providing Agency (If different from Providing Jurisdiction)

By _____
(Signature)

By _____
(Signature)

Name: _____

Name: _____

Title: _____

Title: _____

County: _____

County: _____

Date: _____

Date: _____

Requesting Jurisdiction

By _____
(Signature)

Name: _____

Title: _____

County: _____

Date: _____

DEFINITIONS

Authorized Official: A person with expressed authority by a legal governing body to request resources, authorize purchases, and/or enter into contracts on behalf of a Requesting or Providing Jurisdiction during an emergency.

Operational Area (OA): An intermediate level of the state emergency services organization consisting of a county and all political subdivisions within the county area.

Providing Agency/Organization: The government/public/private/PNP/NGO entity providing resources.

Requesting Jurisdiction: The government entity requesting resources. The different levels of requesting jurisdictions include requesting local jurisdiction, requesting OA, and requesting region.

SAMPLE