

# San Joaquin County

## Healthcare Coalition Memorandum of Understanding



August 8, 2009

**San Joaquin County Emergency Medical Services Agency**  
P.O. Box 220, French Camp, California 95231

**San Joaquin County Healthcare Coalition**  
**Mutual Aid Memorandum of Understanding for Healthcare Organizations**

**I. Introduction**

The Hospital Preparedness Program (HPP) grant requires that each participating hospital, clinic, and provider enter into a voluntary memorandum of understanding for the sharing of personnel, resources and information during a medical/health disaster or other event. MOU participants agree to voluntarily share resources only when resources are available, with the requesting organization agreeing to replace or pay the cost of the resource. An MOU participant is not required to share resources which it believes are needed to maintain its own operations, etc.

The San Joaquin County Healthcare Coalition Mutual Aid MOU (MOU) is designed to establish a process for resource sharing among the hospitals, clinics and healthcare providers in San Joaquin County. During the spring and summer of 2009, as resources became scarce and supplies proved slow, several hospitals and clinics used these MOU procedures to “borrow” N95 respirators from the cache of supplies available from the San Joaquin County EMS Agency. It is this type of situation that best illustrates how the MOU is designed to be used.

The San Joaquin County Healthcare Coalition Mutual Aid MOU augments the government authorized mutual aid process used during times of a declared or actual disaster or emergency.

**II. Background**

The development of a healthcare mutual aid memorandum of understanding is required for any healthcare organization receiving Federal preparedness and response grant funds, as well as organizations accredited through the Joint Commission.

1. National Incident Management System (NIMS)

Homeland Security Presidential Directive (HSPD)-5 *Management of Domestic Incidents* called for the establishment of a single, comprehensive national incident management system. As a result, the U.S. Department of Homeland Security released the National Incident Management System (NIMS) in March 2004. NIMS provides a systematic, proactive approach guiding departments and agencies at all levels of government, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life, property, and harm to the environment.

All hospitals and healthcare systems receiving Federal preparedness and response grants, contracts or cooperative agreements (e.g., Hospital Preparedness Program grants) must work to implement the National Incident Management System (NIMS). Compliance with the NIMS requires healthcare organizations to implement all 14 NIMS Objectives. NIMS Objective #4 specifically requires that Grant Recipients, “Participate in interagency mutual

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aid and/or assistance agreements, to include agreements with public and private sector and nongovernmental organizations”.

2. U.S. Department of Health and Human Services  
Healthcare organizations that receive FY 2008 HHS Assistant Secretary for Preparedness and Response (ASPR) funding are required to implement and report on all 14 NIMS implementation objectives.
3. California Department of Public Health Services (CDPH)  
The 2008/09 Application Guidance for Local Hospital Preparedness Program Entities develop a Memoranda of Understanding for the sharing of information, staff, and other resources.
4. Joint Commission  
Healthcare organizations that are accredited through the Joint Commission are required to have mutual aid agreements to comply with the Emergency Management Standards EM.02.02.03.

**III. Purpose of Mutual Aid Memorandum of Understanding**

The purpose of this MOU is to help participating healthcare organizations quickly obtain emergency assistance in the form of personnel, equipment, materials, information and other associated services during disasters. Furthermore this MOU will help participating healthcare organizations meet the Federal and/or Joint Commission requirements for having mutual aid agreements.

This MOU is a voluntary agreement between the participating healthcare organizations located in San Joaquin County. This document is not intended to replace each organization’s disaster plan. By signing this MOU, the healthcare organizations are evidencing their intent to abide by the terms of the MOU as described below. The terms of this MOU are to be incorporated into each healthcare organization’s disaster plan.

**IV. General Terms of this Agreement**

1. Agreement to Share Resources: To the best of their ability, each healthcare organization participating in this MOU agrees to share the following available resources during a disaster:
  - a. Personnel
  - b. Equipment
  - c. Supplies
  - d. Pharmaceuticals
  - e. Information

**Reimbursement:** The default process for reimbursement of utilized resources is located in Attachment B. Any deviation from the default process

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must be agreed upon between the receiving and donor organizations in writing.

2. Activation of the Mutual Aid Memorandum of Understanding: Only the Incident Commander at each healthcare organization has the authority to activate this MOU.
3. Credentialed Personnel: Each healthcare organization that wishes to request prescreened medical personnel, whose credentials are verified once every 24 hours, may request personnel through the Medical Health Operational Area Coordinator (MHOAC). The San Joaquin County Emergency Medical Services Agency serves as the county administrator of the Disaster Healthcare Volunteers (DHV) of California. To request personnel contact the EMS Agency Duty Officer 24/7 at (209) 234-5032.

Each healthcare organization is strongly encouraged to have their personnel register with the San Joaquin Unit of the Disaster Healthcare Volunteers to ensure that there are always an adequate number of prescreened personnel available during a disaster. For more information about the Disaster Healthcare Volunteers go to <http://sjgov.org/ems/emergencypreparedness.htm>. Register online at <https://medicalvolunteer.ca.gov/>

**V. Region IV Medical/Health Mutual Aid System**

The process for requesting medical and health mutual aid resources will be coordinated by the San Joaquin County Medical Health Operational Area Coordinator (MHOAC) and the Region IV Regional Disaster Medical Health Coordinator (RDMHC). The MHOAC and RDMHC are available through the EMS Agency Duty Officer 24/7 at (209) 234-5032. For more information see the Region IV Medical/Health Mutual Aid System Manual 3, available online at [http://sjgov.org/ems/PDF/Policies/7030\\_MCI\\_Manual3\\_Mutual\\_Aid.pdf](http://sjgov.org/ems/PDF/Policies/7030_MCI_Manual3_Mutual_Aid.pdf)

**VI. Mutual Aid Memorandum of Understanding (MOU) Administration**

The San Joaquin County Emergency Medical Services (EMS) Agency will maintain all of the original MOU documents and provide copies to all participating healthcare organizations.

All correspondence with the EMS Agency should be sent to:

San Joaquin County Emergency Medical Services Agency  
P.O. Box 220  
French Camp, CA 95231  
Attn: MOU Administrator

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**VII. Term and Termination**

The terms of this Agreement will commence on the date this Agreement is signed and will continue in full force and effect for five (5) years from that date unless terminated or modified by mutual written agreement by all participating healthcare organizations. An individual organization may elect to terminate its participation in this MOU by providing thirty (30) days written notice to other participating healthcare organizations of its intent to terminate.

**SIGNATURE PAGE FOLLOWING**

