**Memorandum of Understanding Between**

**The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Emergency Management Agency And**

**Rotary International District 6510 Disaster Committee**

\_\_\_\_\_\_\_\_\_\_\_\_ County Emergency Management Agency herein after will go by “CEMA”; \_\_\_\_\_\_\_\_\_\_\_- County Board and Rotary International District 6510 Disaster Committee herein after will go by “R I 6510”, wish to come together for the greater good of the citizens of \_\_\_\_\_\_\_\_\_\_\_\_\_ County, Illinois herein after will go by “Named County” to provide disaster relief assistance.

CEMA has found R I 6510’s disaster relief program to be a great asset and wishes to further its working relationship with R I 6510 and do the following:

* CEMA will locate and secure buildings within Named County that can be used as Volunteer Reception Centers (VRC) and/or a Volunteer Donation Center (VDC).
* CEMA will provide 6 dedicated handheld radio's so volunteers can communicate from the areas affected by a disaster within Named County back to the Volunteer Reception Center (VRC) and/or the Volunteer Donation Center (VDC).
* CEMA agrees to add a member of R I 6510, as a liaison, to their “Emergency Operation Center”.

While CEMA has agreed to do the above, we do have guidelines that we do put in place anytime our agency does partner with an outside organization.

* At all times when R I 6510 is called upon to assist inside the boundaries of Named County it is to understand that it is working under its agency's own colors and not under CEMA's colors.
* R I 6510 will operate on a pre-determined radio channel set by CEMA officials.
* While R I 6510 members are assisting in disaster relief within the boundaries of Named County they are to understand that CEMA is not responsible for any injuries or damaged equipment caused by performing disaster relief duties.
* CEMA officials at any time can request any logs, financial documentation, personnel and/or volunteer information as it pertains to the disaster within Named County.
* CEMA may contract to use the R I 6510’s database system to record and manage volunteers for Named County by disaster and/or county.

This memorandum can be terminated at any time without cause from either party. If a representative from either is to have a question about this agreement or any other reason both parties will have a set point of contact prior to engaging in any activities.

For this memorandum to take effect a representative from all parties will need to sign and date this document. Upon signing this document, a signed copy will be kept on record at the CEMA office so long as this document meets both parties’ needs.