



## Letter of Agreement between the American National Red Cross and Medical Reserve Corps

### I. Purpose

The purpose of this Letter of Agreement (LoA) is to establish a formal partnership between the American National Red Cross (Red Cross) and the Medical Reserve Corps (MRC). This LoA provides a structure for collaboration between the two organizations to better prepare communities to withstand and recover from disasters.

The specific ways in which local Red Cross chapters and MRC units choose to implement this partnership may vary across the country in terms of level of interaction and activities; however, all Red Cross and MRC partnerships have one thing in common — they are created because both parties believe that working together will strengthen their collective ability to make their communities safer, healthier, and more resilient.

The national leadership for both organizations recognizes the importance of each other's mission and highly encourages local Red Cross chapters and MRC units to foster coordination and collaboration. Successful partnerships are often best developed over time, where both groups build capacity and trust through working together and gain confidence to take on more complex collaborations.

### II. Organizations

The American Red Cross, founded in 1881, is dedicated to helping people in need throughout the United States and in association with other Red Cross networks throughout the world. Through its mission, the Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors. The Red Cross provides services to those in need regardless of citizenship, race, religion, age, sex, national origin, disability, sexual orientation, veteran status or political affiliation.

The Medical Reserve Corps is a national network of local groups of volunteers committed to improving the health, safety, and resilience of their communities. MRC volunteers include medical and public health professionals, as well as others interested in strengthening the public health infrastructure and improving the emergency capabilities of their local jurisdiction. The MRC Program was founded in 2002 and is housed in the U.S. Department of Health and Human Services (HHS), Office of the Assistant Secretary for Preparedness and Response. There are approximately 1,000 community-based MRC units located throughout the United States and its territories, and almost 200,000 volunteers.

### III. Methods of Cooperation

- A. Communication between organizations: Open communication will be maintained between the organizations, and both parties will encourage their respective chapters and units to communicate at the regional and local levels. Each party will share pertinent and other relevant information, including contact information for key personnel (see *Attachment A – Organization Contact Information*).
- B. Engagement at the local level: The Red Cross and the MRC will encourage their local chapters and units to work together on plans for local response and other activities.
- To locate a Red Cross chapter, MRC unit leaders can go to <http://www.redcross.org> - “Local Red Cross” and enter their zip code.
  - To locate an MRC unit, Red Cross chapter personnel can go to <https://mrc.hhs.gov> – “Find a Unit.”

There are many different ways in which the Red Cross and MRC can benefit from a partnership at the local level. **The key is to develop these partnerships and exercise any plans prior to a disaster or emergency.** Possible areas for collaboration can include:

- *Disaster relief services* – MRC volunteers may assist the Red Cross in providing disaster health services, disaster mental health, sheltering, feeding, distribution of emergency supplies, and the many other functions of a disaster relief operation. Planning for this support should include identifying staffing needs and clarifying roles, responsibilities, and expectations. These activities can be outlined in *Attachment B – Local Partnership Agreement*.
- *Disaster training* – Red Cross training is provided free of charge and most is available online, which makes it easily accessible for MRC unit coordinators and volunteers. See this Red Cross site for more information about disaster training: <http://www.redcross.org/take-a-class/disaster-training>.
- *Learning resource* – The TrainingFinder Real-time Affiliate Integrated Network (TRAIN) is the nation’s premier learning resource for professionals who protect the public’s health. TRAIN is comprised of the national TRAIN.org site and participating TRAIN affiliate sites. Because all TRAIN sites are connected, users can access information about state, local, national, or international training available to them through any participating TRAIN site. The MRC-TRAIN site is available at <https://www.mrc.train.org>.
- Participate in joint exercises and trainings.
- Jointly participate in health fairs and other community campaigns.
- Participate in the Home Fire Campaign: <http://www.redcross.org/get-help/prepare-for-emergencies/types-of-emergencies/fire/prevent-home-fire>

**IV. General Agreements**

- A. No party may use or display the trademarks of the other party without first obtaining express written permission. 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 otherwise proposed use of the trademarks to the "owning party" for review and approval in advance of dissemination or publication.
- B. Both parties will keep the public informed of their cooperative efforts.
- C. Both parties will allocate responsibility for any shared expenses in writing in advance of any commitment.
- D. Both parties will widely distribute this Letter of Agreement within the respective departments and administrative offices of each organization and urge full cooperation.
- E. Both parties will jointly evaluate their progress on implementing this Letter of Agreement every two (2) years and revise and develop new plans or goals, as appropriate.

**V. Term and Termination**

This Letter of Agreement will be in effect for five (5) years from last signature date unless otherwise terminated. This Letter of Agreement can be terminated by either party at any time with written notice to the other party.

**VI. Miscellaneous**

Neither party to this Letter of Agreement has the authority to act on behalf of the other party or bind the other party to any obligation. This Letter of Agreement is not intended to be enforceable in any court of law or dispute resolution forum. The sole remedy for non-performance by either party under this Letter of Agreement shall be termination, with no damages or penalty.

**VII. Signatures**

| <b>American National Red Cross</b> |   | <b>Medical Reserve Corps</b> |  |
|------------------------------------|---|------------------------------|--|
| <b>By:</b>                         | <u></u><br>Signature | <b>By:</b>                   | <u></u><br>Signature |
| <b>Name:</b>                       | <u>Harvey Johnson</u><br>Print Name   | <b>Name:</b>                 | <u>CDR Skip Payne</u><br>Print Name  |
| <b>Title:</b>                      | <u>Senior Vice President<br/>Disaster Cycle Services</u><br>Print Title                                 | <b>Title:</b>                | <u>Deputy Director<br/>Medical Reserve Corps Program</u><br>Print Title                                  |
| <b>Date:</b>                       | <u>May 9, 2017</u>  | <b>Date:</b>                 | <u>May 9, 2017</u>   |

## ATTACHMENT A – Organization Contact Information

### Primary Points of Contact

The primary points of contact in each organization will be responsible for the implementation of the LoA in their respective organizations, coordinating activities between organizations, and responding to questions regarding this LoA. If the primary point of contact is changed, a new contact will be designated and the other organization will be informed of the change in a timely manner.

**NOTE:** When any attachment is updated, the revised attachment is inserted into this LoA. The LoA **does not** need to be signed again.

### Point of Contact Information

| American National Red Cross |  | Medical Reserve Corps |  |
|-----------------------------|--|-----------------------|--|
| <b>Contact</b>              | Mary Casey-Lockyer   | <b>Contact</b>        | CDR Skip Payne   |
| <b>Title</b>                | Sr. Associate, Health Services   | <b>Title</b>          | Deputy Director  |
| <b>Address</b>              | 8550 Arlington Blvd.<br>Fairfax, VA 22031  | <b>Address</b>        | 200 C Street SW<br>Washington, DC 20024                    |
| <b>Work phone</b>           | 202-303-5898   | <b>Work phone</b>     | 202-260-1071   |
| <b>Mobile</b>               | 202-716-8656   | <b>Mobile</b>         | 202-731-6572   |
| <b>E-mail</b>               | <a href="mailto:Mary.caseylockyer@redcross.org">Mary.caseylockyer@redcross.org</a> | <b>E-mail</b>         | <a href="mailto:skip.payne@hhs.gov">skip.payne@hhs.gov</a> |

### Organization Information

| American National Red Cross |  | Medical Reserve Corps |  |
|-----------------------------|--|-----------------------|--|
| <b>Department</b>           | Disaster Cycle Services  | <b>Contact</b>        | Medical Reserve Corps<br>National Program Office           |
| <b>Address</b>              | 8550 Arlington Blvd.<br>Fairfax, VA 22031                              | <b>Address</b>        | 200 C Street SW<br>Washington, DC 20024                    |
| <b>E-mail</b>               | <a href="mailto:NGOPartners@redcross.org">NGOPartners@redcross.org</a> | <b>E-mail</b>         | <a href="mailto:MRCcontact@hhs.gov">MRCcontact@hhs.gov</a> |

## ATTACHMENT B – Local Partnership Agreement

### I. Purpose

The purpose of this Local Partnership Agreement is to establish the relationship between XXXXXXXX and XXXXXXXX. This agreement provides a structure for collaboration between the two organizations to better prepare their communities to withstand and recover from disasters.

All terms and conditions outlined in the Letter of Agreement between the American National Red Cross and the Medical Reserve Corps apply to the local partnership.

### II. Collaboration Activities

Put enough detail in this section to define:

- Activities
- Roles and Responsibilities
- Training
- Communications strategy

| <b>American Red Cross XXXXX</b>  | <b>Medical Reserve Corps XXXXX</b>   |
|--|--|
| <p><b>By</b> _____</p> <p style="text-align: center;">Signature</p> <p><b>Name</b> _____</p> <p style="text-align: center;">(Insert Name)</p> <p><b>Title</b> _____</p> <p style="text-align: center;">(Insert Title)</p> <p><b>Date</b> _____</p> | <p><b>By</b> _____</p> <p style="text-align: center;">Signature</p> <p><b>Name</b> _____</p> <p style="text-align: center;">(Insert Name)</p> <p><b>Title</b> _____</p> <p style="text-align: center;">(Insert Title)</p> <p><b>Date</b> _____</p> |

### Contact Information:

| <b>American Red Cross</b> |  | <b>Medical Reserve Corps</b> |  |
|---------------------------|--|------------------------------|--|
| <b>Contact</b>            |  | <b>Contact</b>               |  |
| <b>Title</b>              |  | <b>Title</b>                 |  |
| <b>Address</b>            |  | <b>Address</b>               |  |
| <b>Phone</b>              |  | <b>Phone</b>                 |  |
| <b>E-mail</b>             |  | <b>E-mail</b>                |  |