



<p>Team Name: Disaster Management</p> <p>Team Lead: Regional Director – Support Services</p> <p>Approved by: VP - Finance &amp; Planning</p>	<p>Reference Number: ORG.1210.PL.002</p> <p>Program Area: Disaster Management</p> <p>Policy Section: General</p>
<p>Issue Date: August 30, 2019</p> <p>Review Date:</p> <p>Revision Date: February 1, 2021</p>	<p>Subject: Memorandum of Understanding for Emergency Preparedness</p>

*Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.*

**POLICY SUBJECT:**

Memorandum of Understanding for Emergency Preparedness.

**PURPOSE:**

To specify mutually accepted expectations between Southern Health-Santé Sud and municipalities in regards to disaster management events and emergency preparedness.

**BOARD POLICY REFERENCE:**

Executive Limitation (EL-01) Global Executive Restraint & Risk Management  
 Executive Limitation (EL-07) Corporate Risk  
 Executive Limitation (EL-10) Public Relations

**POLICY:**

The Memorandum of Understanding (MOU) for Emergency Preparedness is meant to provide a mutually beneficial agreement where both parties can work together to achieve shared goals. These can include:

- Agreement to participate in jointly developed exercises to test emergency plans of both parties.
- Share resources whenever and wherever possible with the understanding that situational circumstances may delay or prevent the sharing of resources.
- Agreement on sharing knowledge and expertise related to the development or revision of the parties' emergency response plans.

The MOU between both entities is non-binding and either party may choose to withdraw at any time. This can be done by written notice from the withdrawing party.

**PROCEDURE:**

1. Site leadership may contact the municipality in the catchment area(s) it serves to encourage the municipality to sign the MOU. A municipality wishing to enter into an MOU with Southern Health-Santé Sud may also contact the local site(s) leadership to obtain a copy of the MOU.
2. The signed document is returned to the site leadership who is to email it to [DisasterManagement@southernhealth.ca](mailto:DisasterManagement@southernhealth.ca). The municipality may also choose to email the signed document directly to this email address.
3. The Chief Executive Officer (CEO) of Southern Health-Santé Sud signs the MOU document and a copy is to be returned to the partnering organization and respective site(s). The respective site retains the original copy of the signed and dated agreement from the municipality, if received, and the copy which is signed by the CEO. An electronic copy of the document will be saved on the Disaster Management Collaborative Worksite.

**SUPPORTING DOCUMENTS:**

- [ORG.1210.PL.002.FORM.01](#) Memorandum of Understanding for Emergency Preparedness Form
- [ORG.1210.PL.002.FORM.01.F](#) Memorandum of Understanding for Emergency Preparedness Form (French)