

Exhibit “D” as Rider to Existing Agreement
(may also be utilized as a stand-alone agreement)

Memorandum of Understanding

Subject: Disaster Response Plan for Educational Entities

Established between **[School District or Educational Institution or Name]** and
[Hospital Name]

1. Introduction

Purpose: This Memorandum of Understanding (MOU) outlines the roles and responsibilities of "Superintendent and/or designee" in partnering with hospitals during disaster response, specifically in identifying victims and unaccompanied minors.

Scope: This MOU applies to all educational entity representatives (including but not limited to school nurses) within the **[Educational Entity Name]** and their coordination with **[Hospital Name]**.

2. Roles and Responsibilities

Educational Entity Representative (Authorized individual with access to student records)

- Carries appropriate identification for educational entity.
- Assists in identification of students/victims through the educational entities' Student Information System (SIS).
- Responds with laptop or other device with secure access to educational entities' virtual private network (VPN).
- Provides relevant medical history or information (if available through SIS) to assist with medical treatment of victims if needed.
- Provides emotional support to victims, families and unaccompanied minors.
- Maintains accurate records of identified individuals.
- Provides communication and information to parents/guardians and school district or educational entity leadership.
- Works with hospital social workers or other designated staff to assist with family communication efforts, offering information about victims, consistent with legal and regulatory guidelines, to parents and families arriving at the hospital.
- Establishes logistical and operational support within the hospital Family Information Center (FIC) utilizing SIS information.
- Participates in hospital and school disaster response training and drills.

Hospitals:

- Provides training and resources to educational entity representatives.
- Participates in training and exercises at the educational entity.
- Ensures educational entity representatives have access to designated hospital areas during an MCI.
- Ensures educational entity representatives have access to parking on site.
- Ensures security will aid the responding educational entity representatives as needed and will assist with wayfinding and reporting site locations.
- Briefs the educational entity representatives on the current situation and assigns a specific role in the victim identification process upon arrival.
- Provides Wi-Fi connectivity through guest network access if needed.
- Hospital Incident Commander assigns Operations Section Chief to activate FIC Unit Leader to establish and manage the Family Information Center (FIC).
- Establishes dedicated workspace location and resources (phone/radio) to accommodate responding educational entity representatives.
- Integrates educational entity representatives into the hospital's disaster response team (Family Information Center).
- Provides designated point of contact/hospital liaison to assist educational entity representatives on hospital site.
- Ensures clear communication channels between hospital staff and educational entity representatives.

3. Coordination and Communication

- Establish a communication protocol between educational entity representatives and hospital staff.
 - o Use emergency communication tools (e.g., radios, mobile phones, emergency apps).
 - o Provide regular situational briefings and updates during the disaster response.

4. Identification Process

Hospitals:

- Conduct a rapid assessment of victims upon arrival.
- Provide medical care to victims.
- Patient registration (denote field triage tag numbers on Electronic Medical Record (EMR)).
- Identify unaccompanied minors and prioritize their care.

Educational Entity

- **Victim Identification:**

- Assist hospital staff in identifying students and staff using SIS, photographs, and information provided by families and school district leadership. Access to school records will be utilized to cross reference student information with hospital patient records.

Documentation:

- Use standardized incident response forms for recording victim information.
- Ensure all records are securely stored and accessible to authorized personnel.
- If applicable, ensure information is shared with assisting agency's established Friends and Relatives Center (FRC) or Family Assistance Center (FAC).

Verification:

- Cross-check information with hospital records and databases.
- Cooperate with law enforcement, social services, and/or other community-based partners for verification.
- Educational entity representative at hospital to communicate with their respective educational entity for additional verification and communication.

5. Voluntary Training and Drills:

- **Mass Casualty Incident Training:** May offer joint training exercises between educational entity representatives (including school nurses) and hospital staff to practice protocols for mass casualty response
- **Communication Redundancy:** May organize joint drills with hospital staff to practice coordination and communication.
- May provide educational entity representatives with training on hospital intake and victim identification procedures, including disaster triage and patient tracking systems.
- Educational entity representatives may participate in mass casualty drills at both the school and the hospital.
- Hospital personnel may participate in mass casualty exercises at the educational entity.
- May hold evaluation and feedback sessions to improve response plans.

6. Resources and Supplies

Medical Supplies:

- Hospital to provide resource support as needed
- Provide medical care to educational entity representatives if needed

Identification Tools:

- Provide identification tags, wristbands, and documentation forms.
- Utilize school provided documentation (may vary by sending location).
- Student Information System (SIS) accessed by educational entity representative.

Communication Tools:

- Ensure availability of radios, mobile phones, and emergency communication apps.

7. Pre-Event Coordination between School District and Hospital

- **Pre-Event Contact List:**
 - Maintain a contact list/database for key hospital contacts and the educational entities contacts, who will coordinate response in the event of an MCI.
- **Regular Meetings:**
 - Schedule routine coordination meetings between educational entity representatives, and local hospitals to establish rapport and understanding of mutual expectations.

8. Post-Event Support**Event Debriefing:**

- Conduct a hotwash (debriefing) to gather pertinent information immediately following the event
- Schedule a formal debriefing with all stakeholders to ascertain strengths and lessons learned

Emotional Support:

- Provide counseling and support services to hospital staff, educational entity , victims and unaccompanied minors.

Signatures:

[Authorized Educational Entity Agent Name]

Title: Date:

[Hospital Representative Name]

Title: Date: