



FEDERAL EMERGENCY MANAGEMENT AGENCY
Emergency Support Function–9 -Incident Support Team
National Urban Search and Rescue Response System

IST DELEGATION OF AUTHORITY

The IST will cooperatively develop and submit for signature to the local Incident Commander a written Memorandum of Understanding (MOU). This document is required to assure that there is a complete understanding by all parties of the scope, nature and requirements of the assignment, and will include at minimum the following points:

- Duration of the mission
- Operational priorities, strategic goals, tactical objectives, and expected tasks
- Reporting process between the local agency and ESF-9 Leader
- Parties involved in the agreement
- Logistical support to be provided by the ESF-9 and the local agency
- Process for updating the agreement
- Specifics of who signs for each party
- Information flow
- Briefing and meeting schedule and who attends
- Method of contact for all parties



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MEMORANDUM OF UNDERSTANDING

The purpose of this Memorandum of Understanding is to outline the mission and objectives for the Federal Emergency Management Agency's Urban Search and Rescue (FEMA-ESF-9) resources assigned to the incident located (use exact address).

FEMA ESF-9 MISSION

Provision of technical expertise to state and local governments in the acquisition and utilization of FEMA ESF-9 resources through advice, incident command assistance, management and coordination of FEMA ESF-9 resources, and logistical support. This may include assistance with the location, medical stabilization, and extrication of victims of structural collapse.

OBJECTIVES

1. Locate and rescue victims that survived the (Specific address or location) incident in coordination with the responsible local officials while providing for the safety of assigned rescue personnel.
2. Continually assess the probability of rescue success against the risks to rescue personnel in formulating and conducting operational activities.
3. Follow established local protocols and practices concerning the rescue and recovery of victims.
4. In coordination with local officials, develop written IST Action Plans (AP) for each operational period. The APs will support the priorities established by the local jurisdiction and contain the strategic goals for assigned ESF-9 resources to accomplish during each operational period.
5. Provide copies of APs and Situation Reports to (responsible local/state official).
6. Coordinate all media relations with the FEMA PAO and the (responsible local/state official).
7. In coordination with the local Incident Commander, integrate local resources and FEMA ESF-9 personnel into the rescue effort in a safe manner.

SAMPLE MEMORANDUM OF UNDERSTANDING

FEMA National Urban Search and Rescue System



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8. FEMA ESF-9 resources will follow established FEMA procedure in providing medical care to rescued persons. Injured victims will be transferred for definitive care in the manner prescribed by the local authority. Similarly, procedures for transferring deceased victims established by the Medical Examiner’s Office (or appropriate local authority) will be followed.

9. Operational briefings will be held at (hour and location) and attended by (name and organization represented).

10. Planning meetings will be held at (hour and location) and attended by (name and organization represented).

11. This agreement may be updated or changed by mutual consent and approval of the signatories to this MOU.

Throughout this mission, the (responsible local jurisdiction) shall retain command and control of the incident. The FEMA ESF-9 resources assigned to the incident will be managed by the Incident Support Team (IST) who will coordinate all operations with (name or designation of the responsible local/state official).

The duration of the mission will be determined by the (responsible local/state official) in conjunction with the FEMA ESF-9 Leader.

Signed this _____ day of _____, year.

(Local, Area, Region, State Official)

(FEMA ESF-9 Leader)

RELEASE AND RETURN TO HOME UNIT

It is mutually agreed by the local incident jurisdiction and the ESF-9 Leader that the FEMA ESF-9 resources assigned to the incident have accomplished the stated mission and objectives and have been approved for release to their home unit effective this _____ day of _____, _____ @ _____ hours.

(Local, Area, Region, State Official)

(FEMA ESF-9 Leader)