

## **Memorandum of Understanding (MOU) for School Crisis Response Mutual Aid**

This Memorandum of Understanding denotes agreements between the Kootenai County office of Emergency Management, Coeur d'Alene Public Schools District, Post Falls Public Schools District, Lakeland Public Schools District and those schools and agencies within Kootenai County who agree to participate and sign on at a later date.

### **Purpose**

Experiences have shown that when large-scale disasters occur in a school or school district, it is difficult to coordinate services without prior planning. While this is a rare occurrence, by entering into mutual aid agreements with other school districts, county emergency services agencies, and other organizations, mutual aid will be available with the possibility of such an occurrence.

It is expected that individual schools and/or school districts will manage their own emergencies using their school safety plan. This Memorandum addresses occurrences, infrequent as they may be, that burden the resources of the school or school district to the point where additional aid is required.

### **The district/agency administrator signing this document agrees upon the following items:**

1. Each individual school or school district has the responsibility of responding to emergencies that occur within their district. Additionally, it is the district administration's responsibility to determine when the resources demanded by the emergency have surpassed the capacity of the district. Mutual aid support is not provided without a request from a District Superintendent or their designee.
2. When it is determined that mutual aid is needed, the District Superintendent or their designee will contact the Kootenai County Office of Emergency Management Director Tiffany Westbrook by phone at (208) 446-1777 or email at [twestbrook@kcgov.us](mailto:twestbrook@kcgov.us).
3. The Director of the Kootenai County Office of Emergency Management or their designee will record requests for help on a call-out form developed specifically for that purpose. This document will indicate who is requesting aid, what type of aid is required, time that aid is needed, location, and whether the aid requested is volunteer or is "paid" assistance.
  - a. When an emergency is determined to be a disaster that will require federal assistance there may be reimbursement for the cost of disaster response available.
4. Following a request for mutual aid, the Director of the Kootenai County Office of Emergency Management will contact appropriate resources for the first response. The choice of which resource, or school district(s), to contact may be based on geographic consideration (e.g., proximity to requesting district or school), but may also be based on choosing a district that has not already been asked to provide mutual aid support.
5. The responding district(s) may provide assistance for the day of the crisis, pending availability and approval. At the conclusion of the day, further agreements for additional

support among the requesting district(s) and the Kootenai County Office of Emergency Management can be requested and provided pending district(s) resource availability and approval.

6. Requests for support in reunification events require the requesting school or district be familiar with and trained in the "Standard Reunification Method" as presented by the "i love you guys" foundation. This will include participation in training events and meetings as well as a commitment to work through practical applications of the method periodically to ensure familiarity with the agreed upon "Standard Reunification Method" employed by this MOU.
7. Kootenai County Office of Emergency Management agrees to defend, indemnify, and hold harmless each District Participant from any and all claims, demands, actions, damages, and liabilities arising out of, resulting from, or related to each Participant's response or participation in activities contemplated by this Agreement.
8. Participating districts agree to meet regularly to ensure established response procedures are still viable. Further, districts agree to participate in cooperative crisis response exercises.
9. In some cases, mutual aid districts may not be available to provide support (e.g., after hours, weekends, extended breaks, etc.). In these cases, with permission from the requesting district, the Kootenai County Office of Emergency Management may request support from alternate organizations which may or may not be trained in the methods utilized and trained on by those signing this MOU.

The signatures below indicate an agreement to abide by the **Memorandum of Understanding for School Crisis Response Mutual Aid** through cooperation, problem solving, and appropriate response for the good of the districts, county, parents, and students of the schools and districts represented.

### **Term**

This Memorandum is effective through August 1, 2027 and will be reviewed as needed. During this time, if any party chooses to terminate their participation in the MOU, they may do so, for any reason, by submitting a written notice to the other parties 30 days in advance of the termination.

*Signature Page to Follow*

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Shon Hocker – Superintendent  
Coeur d'Alene Public Schools

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Dena Naccarato – Superintendent  
Post Falls Public Schools

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Rusty Taylor – Superintendent  
Lakeland Public Schools

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Tiffany Westbrook - Director  
Kootenai County Office of Emergency Mgmt

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