



**Neighborhood Emergency Preparedness Program (NEPP)**  
**Memorandum of Agreement**  
**2013-2014**  
*Amended 3-5-2014*

Between the Florida Department of Health (FDOH) in \_\_\_\_\_ County and  
the NEPP Community Lead: \_\_\_\_\_

**I. Overview**

The Florida Department of Health in counties supports local preparedness efforts to develop Community Emergency Preparedness Plans designed to address both declared and undeclared public health emergencies/disasters using an all hazards approach.

Any community is susceptible to disasters, both natural and man-made. All disasters are prepared for and responded to at the local level before resources may be requested from regional, state, and/or federal levels. Outside assistance cannot be expected for a minimum period of 72-hours, thus, it is imperative for communities to prepare to be able to take care of themselves for at least this period of time. Preparation requires the development of a plan of action, training to the plan, as well as acquiring resources to support the plan.

This agreement addresses the responsibilities of the Florida Department of Health in the county and the participating community to augment emergency preparedness.

**II. Parties**

The parties to this voluntary agreement are the FDOH in \_\_\_\_\_ County and the community leads for the \_\_\_\_\_ community.

**III. Purpose**

The purpose of the Memorandum of Agreement (MOA) is to establish an agreement on participation requirements and responsibilities between the Florida Department of Health in the county and the community participating in the NEPP. The MOA is a voluntary agreement for the purpose of providing mutual aid for planning and preparing for a disaster, and to clarify the roles and responsibilities of the Florida Department of Health in the county and the NEPP community leads. Please indicate below if this community is Start-up or Sustainment:

- Start-up: New community participating in NEPP.
- Sustainment: Existing NEPP community continuing NEPP participation.

#### IV. Mutual Exchange of Promises

NEPP is a jointly shared responsibility between the Florida Department of Health in the county and the community leads.

Florida Department of Health in the County Responsibilities: The Florida Department of Health in the county is responsible for providing support for neighborhood preparedness efforts. This includes:

- Training based on identified needs related to planning efforts (may include the train-the-trainer *Home Care Series* training if the community chooses).
- Coordination of planning efforts with the local/county Emergency Operations Center.
- Providing approved disaster related supplies to support the plan (i.e. those supplies listed on the approved supply list).

The Florida Department of Health in the county NEPP coordinators will forward all documents and progress reports to the State NEPP Coordinator.

NEPP Community Lead Responsibilities: The community lead and their designees are responsible for meeting all program requirements as stated in this agreement for NEPP Sustainment and/or Start-up participants.

#### **Florida Department of Health in the County/Community Responsibilities:**

- 1) **By March 21, 2014**, the MOA must be completed and signed for each Start-up and/or Sustainment community, with a copy forwarded to the State NEPP Coordinator.
- 2) **By March 21, 2014**, forward Point of Contact (primary and secondary) for county and community leads. Include estimated population of individuals represented by planning efforts.
- 3) **(Start-up Communities) By March 21, 2014**, develop and submit a map of the community and include a threat assessment to identify specific special considerations within the community for vulnerable populations.
- 4) **(Start-up Communities) By April 18, 2014**, a DRAFT Community Emergency Preparedness Plan must be submitted to the State NEPP Coordinator. A plan template is available to facilitate the process. (See <http://www.floridahealth.gov/preparedness-and-response/community-preparedness/neighborhood-emergency-preparedness-program/index.html>)  
Each plan should include:
  - a. Identification of the roles and responsibilities of teams and specific residents.
  - b. Identification of community members along with the mode of transportation they will use to access the local Point of Distribution (POD) location to bring back supplies to the residents. The POD location will be determined in a large scale event by the Division of Emergency Management (DEM). This is the place in which water, ice, and Meals Ready to Eat (MREs) are provided for residents in a specified area.
  - c. Identification of where, when, and how supplies will be distributed to the residents: such as via streets or by last names, etc.
  - d. Annual training and exercise schedules and/or plans to maintain essential skills in emergency preparedness.
- 5) **(Sustainment communities) By April 18, 2014**, submit Exercise Plans.
- 6) **(Sustainment communities) By May 15, 2014**, submit a "Summary of Exercise Lessons Learned" (Strengths and Weaknesses) for review.

7) **By June 1, 2014**, the Updated Community Emergency Preparedness Plan must be completed and submitted to State NEPP Coordinator for review.

**Progress Reports:**

a) **By March 21, 2014**, develop planning timeline.

b) **By March 21, 2014**, identify roles and responsibilities of teams, as well as specific residents.

c) **By April 11, 2014**, define core educational requirements needed within the community.

d) **By May 15, 2014**, community members must complete training related to their preparedness plan or planning efforts. Training and education of the community members should focus on preparedness and specific areas as defined by each community.

1) Minimum training includes a general NEPP orientation.

2) Overview of NEPP core competencies/deliverables.

3) All community members should complete the FEMA ICS-100 course or IS-100A course.

e) **By May 15, 2014**, establish a team with community members and residents that are available to assist with and facilitate preparedness and response activities in the community. *(Note that this is not on the timeline but is an important step towards the community's own sustainment.)*

f) **(Sustainment Communities) By May 15, 2014**, Community members must participate in a workshop or tabletop level exercise to test their Community Emergency Preparedness Plan. Participation in local exercises/drills will count as meeting this deliverable as long as a "Summary of Exercise Lessons Learned" (Strengths and Weaknesses) with corrective actions specific to the NEPP community's plan is produced and submitted to the NEPP State Coordinator.

**State NEPP Coordinator will provide feedback to Florida Department of Health in the county NEPP coordinators:**

**By June 30, 2014**, the State NEPP Coordinator will provide feedback on NEPP plans to Florida Department of Health in the county NEPP Coordinators and Regional Special Need Consultant (RSpNC), to be shared with participating communities.

**V. Definition of Terms**

*All Hazards* - "All-hazards" refers to a comprehensive approach, i.e. the focus is not just on hurricane events, but may include tornados, wildfires, floods, bombs, burns, blast, crushing incidents, etc.

*Community* – A community is a group of people with common interests living in a particular area. It may be a neighborhood, neighborhood association, community center, gated community, neighborhood crime watch area, a police athletic league, etc.

*Facilitate* – To facilitate is to assist with the process.

*Functional areas of plan template* – The functional areas refer to the main headings in the plan under roman numerals in the table of contents and include "assumptions," "demographics," "hazards vulnerability assessment," etc.

*Memorandum of agreement (MOA)* - A MOA or cooperative agreement is a document written between parties to cooperatively work together on an agreed upon project or meet an agreed upon objective. The

purpose of an MOA is to have a written understanding of the agreement between parties. An MOA is not legally enforceable.

*Tabletop Exercise* - The tabletop exercise is a planned activity in which preparedness community members are presented with simulated emergency situations, without time constraints. It is conducted as an informal meeting, in a conference room environment, and is designed to elicit constructive discussion from the participants. Participants examine and attempt to resolve problems (discovered in the vulnerability assessment), based on existing plans and procedures. The success of the exercise is largely determined by the group participation. All individuals are encouraged to discuss decisions in depth with the emphasis on slow-paced problem solving, rather than rapid, spontaneous decision-making.

*Training* – Training is the process of bringing a person to an agreed standard of proficiency by instruction and practice.

*Workshop* - A workshop resembles a seminar, but is employed to build specific products, such as a draft plan or policy; e.g., a Training and Exercise Plan Workshop is used to develop a multi-year Training and Exercise Plan.

**VI. No Indemnification**

Neither party indemnifies the other. Each party is responsible for its own mistakes.

**VII. Amendment**

All terms and conditions of this agreement are fully set forth in this document. There are no side agreements, oral or written. This agreement may be amended at any time by a writing setting out the signed mutual agreement of the parties.

**VIII. Effective Date, Term & Termination**

This MOA takes effect upon the date of the last signature on this document. The term of this agreement is until the end of the current grant fiscal year (June 30). This agreement may be terminated in writing by any party at any time.

\_\_\_\_\_  
**NEPP Community Lead** **Date**  
(not Florida Department of Health in the county NEPP coordinator)

\_\_\_\_\_  
**NEPP Community Lead Back-up** **Date**

\_\_\_\_\_  
**Florida Department of Health in the county NEPP Coordinator** **Date**

\_\_\_\_\_  
**Florida Department of Health in the county Director/Administrator** **Date**