



**Memorandum of Understanding (MOU) for School Crisis Response Mutual Aid**  
**To be effective for 2018-2019 school year**

This Memorandum of Understanding denotes agreements between the Summit Educational Service Center, County Mental Health Services Board, and those school districts within Summit County that agree to participate.

**Purpose**

Experiences have shown that when large-scale disasters occur in a 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, and county mental health services, 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 district to the point where additional aid is required.

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

1. Each individual 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 of the district are no longer adequate to deal with a particular emergency. Mutual aid support is not provided without a request from a District Superintendent or designee.
2. When it is determined that additional aid is needed, a district Superintendent or designee will contact the Crisis Response Team Mutual Aid Coordinator, Kristin Fazio, at the Summit Educational Service Center to request assistance. Contact should be made by phone and email at 330.926.3919 and [kristinf@summitesc.org](mailto:kristinf@summitesc.org).
3. The Crisis Response Team Mutual Aid Coordinator 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 being 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.
4. Following a request for mutual aid, the Mutual Aid Coordinator 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), but can also be based on choosing a district that has not already been asked to provide mutual aid support.


5. School districts offering to provide mutual aid to a requesting district will provide only credentialed personnel. Mental health services staff responding will be either licensed clinicians, or registered interns (i.e. Psychiatrist, Psychologist, Licensed Clinical Social Worker, Marriage Family Counselor or Professional Counselor). Only staff that are trained in crisis response will be deployed.
6. The responding district(s) will provide assistance for up to three days. At the conclusion of the three days, further agreements among the individual district(s), Mental Health Services and Office of Emergency Services will be necessary to provide further assistance.
7. The district requesting mutual aid shall furnish all supplies for classroom activities, unless otherwise specified in the request for assistance.
8. Participating districts agree to meet annually to ensure appropriate response procedures are still viable.

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 district and the county.

**Term**

This Memorandum will be in force for the 2018-2019 school year, and will be self-renewing. This Memorandum will be reviewed annually. Districts that no longer wish to participate in this Memorandum of Understanding shall notify the Crisis Coordinator in writing 30 days prior to withdrawal of participation.

Superintendent, \_\_\_\_\_



NORTON CITY SCHOOL District

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Superintendent, Summit ESC

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Director, ADM Board