

**MEMORANDUM OF UNDERSTANDING BETWEEN
DEPARTMENT OF SOCIAL SERVICES
OFFICE of the SECRETARY
AND
*DEPARTMENT of AGRICULTURE & FORESTRY***

This Memorandum of Understanding (MOU) is entered into by the Department of Social Services (DSS)/Office of Management and Finance (DSS/OMF) and the Department of Agriculture and Forestry (DAF).

I. Background

This MOU facilitates the working relationship between the aforementioned departments during times of emergency activation.

II. Liaison Officials

Louisiana Department of Social Services:

The primary point of contact that shall function as the lead liaison for all implementation of services described in this Memorandum of Understanding (MOU) agreement is as follows:

Name: Joshua Gill

Address: 627 North 4th Street, Baton Rouge, Louisiana 70802

Telephone: 225-342-4961 (office) 225-456-4343 (cell)

Email: jgill@dss.state.la.us

Louisiana Department of Agriculture and Forestry:

The primary point of contact who shall serve as lead liaison regarding implementation of services described in this Memorandum of Understanding (MOU) agreement is as follows:

Name: John Walther

Address: PO Box 631, Baton Rouge, LA 70821

Telephone: 225-925-3980

Email: John_W@ldaf.state.la.us

The above individuals shall serve as the contact for the following functions: fiscal and budgetary decisions, programmatic decisions, daily program operations, service delivery operations, and program monitoring.

III. Purpose

To describe the supporting role the Department of Agriculture and Forestry plays in support of the Department of Social Services in ESF-6 coordination and the delivery of Mass Care, Housing and Human Services during state assisted emergencies, as prescribed in the state ESF-6 plan.

IV. Statement of Work

A. DEPARTMENT of AGRICULTURE & FORESTRY

1. PREPAREDNESS

The Department of Agriculture & Forestry will:

- LDAF will be the lead agency in all pet sheltering operations.
- Identify a number of personnel, per region, trained and available to assist in ESF-6 sheltering functions during emergencies and plan for transportation for identified personnel to shelter facilities.
- Provide training for key employees on NIMS and ICS classes that are required by GOHSEP. All emergency support personnel engaged in emergency services delivery should complete the following Federal Emergency Management Agency (FEMA) Independent Study Courses (<http://training/fema.gov/EMIWeb/IS/>) by Sept 30, 2009:
 - *IS-100 Introduction to Incident Command System, I-100*
 - *IS-700 National Incident Management System (NIMS), An Introduction*In addition to the above courses, all management support staff should complete the following training by Sept 30, 2009:
 - *IS-200 ICS for Single Resources and Initial Action Incidents*
 - *IS-800 National Response Plan (NRP), An Introduction*The purpose of the FEMA Courses is to familiarize staff with the organizational structure of NIMS and ICS, which provides a consistent nation-wide standard for emergency management for all government, private sector and other organizations during an emergency. Furthermore, compliance with these training requirements will position the state to continue to access federal emergency management grant funds. Additional required training for sheltering operations will include:
 - *Red Cross Shelter Training*
- In the development of a plan, determine the necessary care of animals.
- In the plan, determine where animal shelters will be located, to the extent feasible to house pets in close proximity to shelters caring for pet owners.
- Provide discharge plans and other pertinent instructions.
- Promulgate this plan to the public when developed.
- Provide personnel trained and equipped to evacuate pets from all State assisted PPPs (Alario Center, Yenni Building, Union Passenger Terminal)
- Provide personnel trained and equipped to work at all State Pet Shelters.

2. RESPONSE

The Department of Agriculture & Forestry will:

- Implement the plan to support ESF-6 in mass care, and mass feeding for victims of natural and technological disasters, as called upon to do so.
- Maintain tracking of evacuated animals for reuniting with pet owners.
- Make available and assist in the acquisition and distribution of commodities for use in providing mass care services.
- Gain access to and maintain accountability for commodity resources.
- Provide identified personnel trained and available to work in support of ESF-6 sheltering functions, including but not limited to:
 - Shelter operations
 - Evacuee registration and tracking

3. RECOVERY

The Department of Agriculture & Forestry will:

- Process all invoices for expenses incurred for reporting purposes.
- Process all documentation necessary for commodity procurement and distribution during mass care services.
- Ensure that all pets and pet owners are reunited or other appropriate arrangements are made.
- Assist with after-action assessment as required by ESF-6.

B. DEPARTMENT OF SOCIAL SERVICES

1. Preparedness

The Department of Social Services will:

- Identify and establish shelter locations for victims of natural and/or technological disasters for mass care, housing and human services.
- Provide, where possible, shelter site locations for animal sheltering.
- Provide identification badges for support staff identified to assist in shelter operations during emergencies.
- Provide training requirements and opportunities to meet training requirements.

2. Response

The Department of Social Services will:

- Provide the operations plan and procedures for mass care housing and human services delivery for victims of natural and technological disasters.
- In conjunction with Louisiana Workforce Commission, execute the ESF-6 plans for mass feeding victims of natural and technological disasters and animal shelter sites.
- Coordinate with support agency staff to initiate contracts with local and parish shelter and feeding authorities that provide for the prompt and effective relief of immediate human needs.
- Upon activation, communicate with LDAF to provide identified staff for ESF-6 sheltering functions as needed and staff for each Critical Transportation Needs Shelters.
- Monitor and manage staff located in shelter facilities.

3. Recovery

The Department of Social Services will:

- Provide staff as needed to Disaster Recovery Centers to provide information and referral services and/or assistance to individuals and families applying for State and/or Federal aid.
- Maintain a database identifying where pet owners have been sheltered, notify LDAF of the locations pet owners will be returned to upon leaving shelter locations to assist in reuniting owners with their pets.
- Provide time and attendance reports for staff engaged in disaster operations.
- Coordinate and assist with after-action assessment as required by ESF-6.

V. Confidentiality Statement

DSS/OS and [Department of Agriculture & Forestry](#) shall abide by the Federal and State laws and regulations concerning confidentiality which safeguard information and the participant's confidentiality (42 U.S.C. 602 and LA. R.S. 46:56). DSS/OMF and Department of Agriculture & Forestry will further abide by all Federal and State laws and regulations as relative to data sharing of pertinent information for performance accountability and program evaluation purposes.

Approved:

Louisiana Department of Social Services

Department of Agriculture and Forestry

Kristy Nichols
Secretary, Department of Social Services

Mike Strain DVM
Department of Agriculture and Forestry