

## The Capitol Region Independent Colleges and Universities

### Guidelines for Mutual Aid

## A Memorandum of Understanding and Agreement

These participating Colleges and Universities, located in the Capitol Region Emergency Planning Committee area (CREPC), have agreed in principle to voluntarily provide mutual aid and services to each other in order to minimize the risk to students, faculty and staff in the event of a natural or man-made disaster. These Colleges and Universities have agreed to participate in the regional emergency management system as developed by the Capitol Region Council of Governments (CRCOG), and to participate as an Emergency Support Function (ESF) for CREPC. Our designation in the CREPC Regional Emergency Disaster (RED) plan will be ESF-21.

1. Goodwin College
2. Saint Joseph College
3. Trinity College
4. University of Hartford
5. Wesleyan University

### I. SCOPE AND APPLICABILITY

The participating Colleges and Universities agree that, in the event of a natural or man-made disaster, or any situation that threatens life safety or business continuity, the affected colleges or universities may request assistance from the other participants as is more generally set forth herein.

Participating Colleges and Universities agree to develop and to maintain an Emergency Operations Center (EOC) to ensure that disaster management techniques are maximized and that college and university resources are fully utilized. EOC operations shall include efficient methods of communication among the participating colleges and universities, as well as with other regional emergency planning organizations.

In the event of a disaster, an affected participant first shall contact any partner colleges or universities who have signed this MOU. Should the scope of an incident overwhelm the capabilities of any existing MOU, or if the partners determine that the disaster is broader than what the colleges and universities can efficiently manage by working together, then they shall contact CREPC. The colleges and universities and CREPC, shall use the guidelines established herein to coordinate the services necessary to manage the disaster.

The colleges and universities also agree to help their regional partners to mitigate disasters by offering resources as deemed necessary for the health and welfare of the public.

Participants agree to take all appropriate actions during a disaster without regard to race, color, creed, national origin, age, sex, sexual orientation, gender identity, and gender identification, religion, economic status or handicap, and to assist partner colleges and universities as their resources allow.

No participating colleges or universities shall be expected to provide resources or services until its own existing or anticipated needs are fulfilled.

The participating colleges and universities agree to provide assistance set forth herein for a period to be determined either by the extent or duration of the declared emergency or until the requesting college or university declares that its needs have been met.

In the event that a participating college or university is unable to continue to provide for its students, the other participating colleges and universities agree to accept the students from the affected college or university for the duration of the emergency as capacities and capabilities allow. Types of assistance may range from the provision of basic housing to the inclusion of displaced students into the educational process at the host institution. The affected participating college or university EOC shall coordinate the transfer of students and shall assign them to participating colleges and universities. When the emergency is over, students temporarily transferred shall be required to return to their original college or university.

This agreement is not intended to replace individual college or university disaster plans, nor to adversely effect existing transfer agreements between colleges or universities. This agreement is intended to enhance the effectiveness of those plans and agreements and to expand the response capabilities within the CREPC and Department of Emergency Management and Homeland Security (DEMHS) region 3.

## II. GUIDELINES FOR MUTUAL AID

### A. COMMUNICATION OF NEED

Participating colleges and universities requesting assistance under this mutual aid agreement agree to communicate their needs as follows:

1. Notify partner colleges and universities of the nature of the disaster or emergency and the extent of the need.
2. Notify partner colleges and universities of the extent of injuries, and whether transfers are anticipated.
3. Provide copies of student's pertinent information at the time of transfer.
4. Coordinate emergency transportation as necessary for the transfer to the accepting college or university.

5. Activate all necessary staff and faculty to assist in the management of students, facilities and other resources deemed necessary to the business continuity plan.
6. Provide family with information regarding the university status and pertinent details of the schools emergency response plan and facilitate the student's family emergency plan.
7. Notify partner colleges and universities of the resources needed by the affected institution.
8. Notify partner colleges and universities when the need for aid is ended.

Participating colleges and universities who intend to provide assistance under the mutual aid agreement agree to provide the following services as capacities and capabilities allow:

1. Accept students from partner colleges or universities.
2. Provide housing, food and other services needed.
3. Provide emergency communications and information technology (I.T.) support as needed.
4. Provide information to participating colleges and universities of their capacities and capabilities. This information should be updated frequently.
5. Provide for space for continued educational needs with faculty and staff assistance from the affected college or university.
6. Make available other resources as requested by the affected college or university.
7. Expedite the return of all students to the affected college or university as soon as the emergency is over.

**B. COST OF SERVICES, EQUIPMENT AND PERSONNEL**

Under the terms of this agreement, participating colleges and universities agree to reimburse in a timely manner the mutually agreed upon real cost associated with the provision of services by another college or university, including cost of equipment and personnel.

**C. ADMINISTRATIVE SERVICES**

Participating colleges and universities agree to provide the following administrative services while involved in mutual aid events, and shall make these records available to partner colleges and universities as required:

1. Maintain current list of all students transferred including personal data.
2. Record any contacts with family, or other records of vital contact information.
3. Detailed accounting of all services rendered to account for reimbursement.
4. Detailed accounting of student educational information while in residence at a host college or university.

III. TERMS OF AGREEMENT

This memorandum of understanding and agreement shall become effective on April 18, 2007, and shall continue in effect indefinitely.

Colleges and universities may terminate their participation by providing a sixty (60) day written notice of intent to the CREPC.

This letter of understanding and agreement shall be reviewed periodically. Amendments may be incorporated in this letter upon the agreement of a two-thirds majority of the current participating colleges and universities.

This letter of understanding and agreement is in no way meant to affect any of the rights, privileges, titles, claims, or defenses provided under federal or state law to the participating colleges and universities.

Each Institution agree to indemnify, defend, and hold the other parties to this agreement harmless from any claims, judgments, damages, liabilities and cost caused by, arising out of, or in connection with services provided by said institution's employees, agents or assigns.

IN WITNESS WHEREOF,

We have set our hands on the date below written

**Jerry Emlet,**

**Chief Financial Officer :** \_\_\_\_\_  
**Goodwin College** **April 18, 2007**

**Charles Mann**

**Vice President of Finance:** \_\_\_\_\_  
**Saint Joseph College** **April 18, 2007**

**Scott Reynolds**

**Secretary of the College:** \_\_\_\_\_  
**Trinity College** **April 18, 2007**

**Beverly Maksin**

**Vice President of Finance:** \_\_\_\_\_  
**University of Hartford** **April 18, 2007**

**John Meerts**

**Vice President of Finance:** \_\_\_\_\_  
**Wesleyan University** **April 18, 2007**

**William H. Austin**

**CREPC Chairperson:** \_\_\_\_\_  
**CREPC** **April 18, 2007**