



*Insert Facility Identifier*

<b>POLICY/GUIDELINE TITLE:</b> Memorandums of Understanding and Mutual Aid Agreements for Emergency Situations	<b>ADMINISTRATIVE POLICY AND PROCEDURE MANUAL</b>
<b>POLICY #:</b> 350.23	<b>CATEGORY:</b> Safety and Security
<b>System Approval Date:</b> 11/26/18	<b>Effective Date:</b> 09/28/2017
<b>Site Implementation Date:</b> 12/26/18	<b>Last Reviewed/Approved:</b> 11/2017
<b>Prepared by:</b> System Emergency Management	<b>Notations:</b> N/A

**GENERAL STATEMENT of PURPOSE**

The purpose of this policy is to ensure that all Memorandums of Understanding and Mutual Aid Agreements for either giving or receiving mutual aid during an emergency situation are properly executed.

**POLICY**

It is the policy of Northwell Health that all Memorandums of Understanding (MOU) and/or Mutual Aid Agreements (MAA) with any non-health system entities are reviewed by the Office of Legal Affairs prior to their signing and execution. Only authorized personnel with signature authority for Northwell Health may sign said documents after the required review by the Office of Legal Affairs. This policy must be reviewed on an annual basis.

**SCOPE**

This policy applies to all Northwell Health employees, as well as medical staff, volunteers, students, trainees, physician office staff, contractors, trustees and other persons performing work for or at Northwell Health; faculty and students of the Donald and Barbara Zucker School of Medicine at Hofstra/Northwell conducting research on behalf of the Zucker School of Medicine on or at any Northwell Health facility; and the faculty and students of the Hofstra Northwell School of Graduate Nursing and Physician Assistant Studies.

**DEFINITIONS**

Emergency Situation – a sudden, unexpected or impending situation that may cause injury, loss of life, damage to the property, and/or interference with normal business operations, therefore requiring immediate attention and/or remedial action.

Memorandum of Understanding (MOU) - an agreement established between hospitals, other healthcare providers and/or emergency response agencies to identify their willingness to collaborate, communicate, share resources, respond and support one another during a disaster or other public health emergency. MOUs usually describe payments and the responsible part for associated costs.

Mutual Aid Agreement – a pre-established agreement to provide assistance before, during and after an emergency event by facilitating the rapid mobilization of personnel, equipment and supplies.

## **PROCEDURE/GUIDELINES**

Memorandums of Understanding and Mutual Aid Agreements are documents used in emergency situations to describe the process for requesting and sharing of staff, equipment and consumable resources, accepting patients in the event of limitations or cessation of operations and payment among healthcare providers.

Prior to execution of any formal agreement that may possibly be implemented during an emergency situation with a non-health system entity, all documents should be reviewed by the Office of Legal Affairs; all documents are to be sent to the Executive Vice President and Chief Operating Officer of Northwell Health, or his/her designee, for final approval and signature. Only those who have signature authority for Northwell Health may sign said documents.

A copy of the signed document(s) will be kept by the Northwell Health Emergency Management Office as part of the System Incident Management Plan, and will be reviewed annually. Agreements executed by facilities prior to joining Northwell Health will be considered valid until they come up for renewal or revision. At that time, the above procedure must be followed.

Northwell's Center for Emergency Medical Services (CEMS) is responsible for acquiring and maintaining formal agreements with other medical transport agencies that may be used in the movement of patients.

Coordination of all Mutual Aid resources will be done through the System Emergency Operations Center.

**REFERENCES to REGULATIONS and/or OTHER RELATED POLICIES**

CMS Conditions of Participation - Emergency Preparedness  
Northwell Health System Incident Management Plan

**CLINICAL REFERENCES/PROFESSIONAL SOCIETY GUIDELINES**

N/A

**ATTACHMENTS**

N/A

**FORMS**

N/A

<b><u>APPROVAL:</u></b>	
Northwell Health Policy Committee	10/25/18
System PICG/Clinical Operations Committee	11/26/18

Standardized Versioning History:

\*=Northwell Health Policy Committee Approval; \*\* =PICG/Clinical Operations Committee Approval

\*09/28/17 Provisional Approval

\*10/26/17 Provisional Final      \*\*11/17/17

\*09/20/18 Provisional Approval