

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



December 8, 1982

ALL-COUNTY INFORMATION NOTICE NO. 1-159-82

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY EMERGENCY WELFARE SERVICES COORDINATORS

SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF SOCIAL SERVICES (DSS)  
AND THE WESTERN REGIONAL OFFICE, AMERICAN NATIONAL RED CROSS (ANRC)

REFERENCES: SECTIONS 3101, 8569, 8595, 8596(a) AND (b), CALIFORNIA GOVERNMENT  
CODE; SECTION 10600, CALIFORNIA WELFARE AND INSTITUTIONS CODE;  
JOINT GOVERNOR'S OFFICE OF EMERGENCY SERVICES (OES) - DSS ADMINISTRATIVE  
ORDER 79-35, SECTION III, SUBSECTION D.; MEMORANDUM OF UNDERSTANDING  
BETWEEN THE ANRC AND THE DEPARTMENT OF HEALTH, EDUCATION AND WELFARE  
(JUNE 1972); AND THE STATEMENT OF OPERATIONAL RELATIONSHIPS BETWEEN  
THE ANRC AND OES (OCTOBER 1979).

In order to assure that the common human needs of all persons in this state who may be in need of congregate care including food, clothing, shelter, welfare registration and inquiry services and allied needs as the result of a governmentally declared state of emergency or other disaster situation, and in order that operational and coordinative functions be clarified, the DSS and the ANRC have entered into a Memorandum of Understanding (MOU) which delineates the working relationships between the two aforementioned entities. This MOU is in consonance with the OES-ANRC statement of operational relationship of October 1979 and serves to clarify the relationship between the ANRC and the DSS.

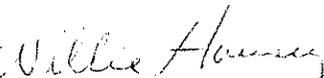
The MOU clarifies the existing current role of the DSS and County Welfare Departments (CWD's). Basically, the MOU specifies that the ANRC Disaster Services, pursuant to its Congressional Charter, has the basic responsibility at the local level (cities and counties) for the provision of congregate care and associated services. In addition, the ANRC Disaster Services shall, in cooperation with DSS, coordinate the local efforts of other private disaster relief agencies. The DSS shall coordinate the endeavors of state emergency welfare support agencies, and shall marshal and provide such resources as are available and indicated.

County Welfare Directors are encouraged to develop working relationships with the local Red Cross Disaster Service organization. If training regarding Red Cross congregate care operations can be arranged for county staff through the Red Cross, county staff will then be better able to assist the Red Cross should the need arise. It is also important to note that should a county activate congregate care operations independent of the Red Cross, costs (other than staff costs) incurred by the county would be county costs. However, should a county activate congregate care facilities through coordinative actions with the Red

Cross using already existing Red Cross congregate care operating procedures the majority of costs (other than staff) will be absorbed by the Red Cross. Therefore the training of county staff by Red Cross personnel in Red Cross procedures would be cost beneficial in the event of congregate care activation.

County welfare directors should assure that they or a representative are on the staff of county emergency response directors during exercises and/or in the event of an actual emergency. They should also make sure that county emergency welfare services (Mass Care/Shelter) annexes to the county emergency response plan which may be developed after this date, are in consonance with the MOU herein specified.

Questions regarding the MOU or associated problems, should be directed to C. H. Ostby, Coordinator, Emergency Welfare Services, DSS, at (916) 322-2191.

  
WILLIE HAUSEY, Deputy Director  
Legislation, Government and  
Community Relations

Attachment

cc: CWDA

MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
AMERICAN NATIONAL RED CROSS  
AND THE  
STATE OF CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

I. PURPOSE

- A. To recognize the respective roles and responsibilities of the American National Red Cross (herein referred to as the ANRC) and the State of California Department of Social Services (herein referred to as the DSS) in disaster preparedness planning and operations for natural and war related disasters, nuclear accidents, other emergencies, and civil disorders;
- B. To serve as a basis for mutual understanding and collaboration by which the resources of the ANRC and the DSS can be most effectively brought to bear for the relief of all persons affected by the above mentioned types of disasters;
- C. To reaffirm that the ANRC and the DSS will discharge their respective responsibilities as described in the State of California Emergency Plan and as the ANRC is mandated to do by Congressional Charter and described in the Statement of Operational Relationships between the ANRC and the California State Office of Emergency Services (herein referred to as the OES); and
- D. To recommend working relationships between Red Cross chapters and county welfare departments.

II. LEGAL BASIS FOR OPERATIONAL RELATIONSHIPS

- A. The ANRC is mandated by Federal law as defined in 36 USC-5 to undertake activities for the purpose of mitigating the suffering caused by natural disasters and other emergencies. The ANRC does not have the power to surrender the mandate created by its charter. This responsibility has been restated in the Federal Disaster Relief Act of 1974 (Public Law 93-288) and is recognized in the Statement of Operational Relationships between the ANRC and the California Office of Emergency Services.
- B. DSS and state government responsibilities derive from the California Emergency Services Act, the California Emergency Plan and Administrative Order 79-35.

### III. ROLE OF THE ANRC

- A.. In all natural disasters and other emergencies the ANRC provides relief assistance in accordance with its established policy, procedures, and guidelines and as described in the Statement of Operational Relationships between ANRC and OES.
- B. The ANRC response in disasters does not require a governmental declaration of any type. Regardless of the size of the disaster or the number of families affected, all assistance will be provided on a uniform basis. All ANRC assistance to disaster victims is an outright gift. No payment is ever required or requested and no ANRC supplies are ever sold.
- C. In time of major disasters or other emergencies, ANRC recognizes DSS as a resource for staff whose skills are readily adaptable to ANRC relief assistance programs.
- D. ANRC will provide training for state and local DSS staff who may be assigned to ANRC operations.
- E. In time of disaster ANRC will provide transportation and maintenance to DSS staff assigned to ANRC operations when duties are performed away from their local jurisdiction.
- F. The ANRC may act for or in behalf of local, State or Federal government disaster assistance programs on a purchase of services or other mutually acceptable reimbursable basis.

### IV. ROLE OF DEPARTMENT OF SOCIAL SERVICES

- A. The DSS recognizes that in time of natural disasters the ANRC has the primary responsibility for meeting urgent and emergency needs of disaster victims by providing food, clothing, shelter in congregate care or other facilities, welfare registration and inquiry, and other basic elements for human comfort and survival.
- B. DSS will coordinate the capability of all county welfare departments to respond to disasters of all types as outlined in state legislation and will coordinate support from other state agencies.
- C. DSS will continue to provide usual public assistance services during a disaster situation or a declared emergency.
- D. DSS will provide needed staff, as available, to assist ANRC in disaster operations. DSS staff may also be given

time off to participate in ANRC training courses. Staff salaries and benefits will be provided by DSS in both preparedness training and operational assignments of DSS staff.

- E. The provision of Emergency Welfare Services falls within the authority of state supervised-county administered public Social Services. In the event of an officially declared state of emergency, and pursuant to the rules and regulations of the California Emergency Council, all state, regional and local government employees will become disaster workers; duties may include support of the American National Red Cross.
- F. The DSS will work with the ANRC in time of disaster in the coordination of other private agencies.

#### V. ADMINISTRATIVE AND FINANCIAL CONTROLS

- A. It is basic ANRC policy that administrative and financial control of its disaster related services cannot be delegated or assumed by others (as per ARC 3000 Series). Individuals and organizations, including government, cannot represent ANRC without prior agreement with and approval by ANRC.

#### VI. OTHER FUNCTIONAL UNDERSTANDINGS

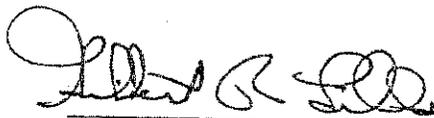
- A. The ANRC has agreements with a number of United States Government agencies, including the U.S. Department of Defense, for the obtaining and shipment of essential equipment and personnel to supplement emergency operations.
- B. The ANRC may enter into contracts with public and private agencies, on a reimbursable basis, to provide ANRC support in rendering assistance to victims in emergency situations (e.g., Repatriation of Refugees).
- C. The ANRC will support, to the best of its ability, State and Federal efforts to alleviate suffering in war-caused disaster situations.

#### VII. OTHER PROVISIONS

- A. This Memorandum of Understanding shall become effective on date of signature below and shall remain in effect until 30 days after either party gives notice to the other party that it desires to terminate or modify the agreement.

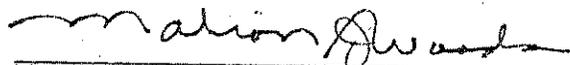
- B. This Memorandum of Understanding does not supersede or replace the existing Statement of Operational Relationships between ANRC and the OES dated October 26, 1979.

APPROVED October 29 1982



Gilbert R. Tills, Manager  
Western Field Office, ANRC  
Burlingame, California

APPROVED October 18, 1982



Marion J. Woods, Director  
Department of Social Services  
State of California