

BAY AREA VOLUNTEER CENTERS  
MUTUAL AID AGREEMENT FOR DISASTER RESPONSE

This agreement made and entered into by and between Volunteer Centers serving the Bay Area counties of Alameda, Contra Costa, Marin, San Francisco and San Mateo.

**Purpose of Agreement**

Because the scope and effects of a given disaster such as flood, fire, or earthquake may exceed the capacity of a Volunteer Center to respond; and because it is desirable that each of the parties hereto should voluntarily aid and assist each other in the event that a disaster should occur, by the interchange of services and facilities, to carry out operations for disaster response, we, the undersigned, agree to the following:

**Agreements**

1. Each Volunteer Center has a plan for the effective mobilization of all its resources and facilities to cope with any disaster, including
  - a. a checklist or other mechanism for activating operations following a disaster;
  - b. established forms and procedures, consistent with those of other parties to this agreement, for dealing with both disaster volunteers and emergency response agencies;
  - c. a management structure that is consistent with the Standardized Emergency Management System (SEMS) adopted by the State of California;
  - d. trained staff assigned to disaster plan roles; and
  - e. a communications contingency plan.
  
2. Each Volunteer Center maintains the readiness of its personnel, resources, and facilities by the following means:
  - a. semi-annual review and discussion of staff (including volunteers) readiness;
  - b. annual inservice training and exercise for employees and volunteers on Volunteer Center procedures for managing volunteer referrals in disaster;

- c. participation by staff in Volunteer Centers' regional disaster training and exercises; and
  - d. maintenance of disaster equipment and supplies including food and water, and annual recycling of items with limited shelf-life.
3. Each Volunteer Center maintains close working relationships with its county Red Cross office and county office of emergency services and conducts annual reviews of existing agreements with those organizations.
4. Each Volunteer Center demonstrates commitment to its disaster response role through
  - a. a Board resolution indicating such commitment;
  - b. personnel policies and job descriptions that support the board resolution regarding the Volunteer Center's disaster response role;
  - c. the assignment of at least three (3) staff (may include volunteers) to a staff disaster team, with one (1) team member designated as Disaster Coordinator;
  - d. participation in regional disaster coordination meetings among Volunteer Centers; and
  - e. participation in the community collaborative group in its respective county.
5. Each Volunteer Center will direct employees to report to the nearest Volunteer Center when they are unable to get to their own Volunteer Center following a major disaster. Each Volunteer Center agrees to incorporate a statement to this effect in its personnel policies by July 1, 2000.
6. Each Volunteer Center agrees to furnish resources and facilities and to render services to each and every other party to this agreement to respond to disaster in accordance with duly adopted mutual aid operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such resources, facilities, and services are to be made available and furnished; provided, however, that no party shall be required to deplete unreasonably its own resources, facilities, and services in furnishing such mutual aid.

7. The Volunteer Center requiring mutual aid shall remain in charge including the direction of such personnel and equipment provided that center through the operation of this mutual aid plan.
  
8. When a Volunteer Center requiring mutual aid is in a position to recover costs from any source for its disaster response operation, the Volunteer Center will submit requests for reimbursement on behalf of any other party supplying mutual aid (including employed staff time, travel, and meals); and further, should such mutual aid costs be recovered, will transfer same to the parties supplying mutual aid.
  
9. Each Volunteer Center will participate in a written and face-to-face annual review to ensure that all parties are in compliance with the provisions of this agreement. As part of that annual review, each Volunteer Center will provide all other parties to this agreement with an updated contact list, including home and work telephone numbers.
  
10. Termination of participation in this agreement by any party shall be effected by a resolution of its governing body and submission of such resolution to the other parties, and this agreement shall be terminated as to such party sixty (60) days after the submission of such resolution.

	Date
_____ for Volunteer Center of Alameda County	_____
_____ for Volunteer Center of Contra Costa	_____
_____ for Volunteer Center of Marin	
_____	
_____ for Volunteer Center of San Francisco	
_____	
_____ for Volunteer Center of San Mateo County	_____

February 26, 1993  
 Revised August 30, 1996  
 Revised November 26, 1997

Revised December 1, 1999