

**ATTACHMENT B TO ANNEX 6**

**MEMORANDUM OF UNDERSTANDING BETWEEN THE SALVATION  
ARMY, A GEORGIA CORPORATION, NORTH & SOUTH CAROLINA  
DIVISION (SA) AND THE SOUTH CAROLINA EMERGENCY MANAGEMENT  
DIVISION (SCEMD)**

**I. PURPOSE**

This memorandum of understanding describes the respective roles, responsibilities and relationship between The Salvation Army (A Georgia Corporation) North and South Carolina Division Salvation Army (SA) and the South Carolina Emergency Management Division (SCEMD). Through collaboration, the resources of The Salvation Army and the State of South Carolina, or its local political subdivisions, are used for the relief of people affected by natural disasters of other emergencies.

**II. BACKGROUND**

**A. The Salvation Army**

The Salvation Army is a religious, and charitable non-profit organization that has provided emergency services to individuals and groups in time of disaster for over 100 years. The Salvation Army's legal authority to provide disaster services was affirmed in Federal law in Section 5152 of the Robert T. Stafford Emergency Assistance and Disaster Relief Act. However, as an independent organization, The Salvation Army does not require local, state, or federal government authorization to initiate its disaster response (See Memorandum of Understanding (MOU) between The Salvation Army and Federal Emergency Management Agency (FEMA), January 2001).

The National Commander of The Salvation Army in the United States is located at the National Headquarters 615 Slaters Lane, Alexandria, Virginia. The Salvation Army divides the United States in four administrative regions called territories, and further into 40 smaller regions called divisions.

The divisional headquarters in Charlotte, NC is responsible for organizing, directing and coordinating welfare and emergency functions in the two states of North Carolina and South Carolina. Local corps and service units report directly to divisional headquarters. These units administer a variety of Salvation Army community service programs and are responsible for initiating local disaster response. The State of South Carolina is in The Salvation Army's Southern Territory and is managed by The Salvation

Army North & South Carolina Division, 501 Archdale Drive, Charlotte, North Carolina.

Emergency services available in the different locations may vary, depending on available equipment and facilities, and all services may not be provided simultaneously. Depending on need, priority, availability of services by other similar organizations, and in consultation with agencies responsible for disaster coordination, The Salvation Army responds and deploys its personnel and equipment to its facilities accordingly.

The Salvation Army has immediately available in many localities, housing and feeding facilities, mobile kitchen unit canteens and various support vehicles. Its personnel are experienced in disaster operations and qualified to recruit, organize, and direct volunteers for carrying out emergency disaster relief. It may serve as a collection and distribution agency for food, clothing and other supplies.

**B. South Carolina Emergency Management Division (SCEMD)**

The South Carolina Emergency Management Division, in striving to broaden the coordination of agencies involved in a disaster response, specifically in the area dealing with the needs of people affected by disaster, recognizes the quantity of resources that exists through government, volunteer, and private agencies that could be used in an efficient manner responding to a disaster.

In recognizing The Salvation Army's potential for their planning and capability to respond to disasters, the South Carolina Emergency Management Division will pursue maximum coordination and cooperation with respective Salvation Army representatives in order to develop a viable capability to provide for the welfare of people affected by disaster in South Carolina.

**III. SERVICES**

**A. South Carolina Emergency Management Division (SCEMD)**

1. Planning

- a. Preparedness activities, programs and systems are those that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training and exercising are among the activities conducted under this phase.

- b. Response involves activities and programs designed to address the immediate and short-term effects of the onset of an emergency or disaster. It helps to reduce additional casualties and damage and to speed recovery. Response activities include warning, direction and control, evacuation, and other similar operations.
  - c. Recovery involves returning systems to pre-disaster conditions. Short-term recovery actions are taken to assess damage and return vital life-support systems to minimum operating standards; long-term recovery actions may be continued for years.
  - d. Mitigation activities are those that are designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident.
- 2. Coordinating execution of the various annexes of the South Carolina Emergency Operations Plan (SCEOP) to the maximum extent with the emergency activities of local governments, state government, private agencies and organizations and the federal government.
  - 3. Operating the State Emergency Operations Center (SEOC).
  - 4. Maintaining surveillance of potentially threatening conditions to and in South Carolina, and direct appropriate warning and response actions.
  - 5. Establishing procedures for the maintenance and distribution of the SCEOP, on a current basis.
  - 6. Encouraging mutual aid agreements with federal agencies, other states, and private industry and relief organizations and between local governments.
  - 7. Providing technical and planning assistance to state agencies and local governments upon request.
  - 8. Providing periodic exercises to test and evaluate state and local plans to maintain a high standard of preparedness.
  - 9. Establishing an appropriate level of operational readiness.

10. Initiating any and all other actions deemed necessary for effective implementation of the SCEOP.
11. Advising the Governor, state agencies, local government officials, and necessary federal agencies of severity and magnitude of the emergency/disaster situation.
12. Maintaining a file of all Emergency Support Function (ESF) Standard Operating Procedures (SOPs).
13. Maintaining, updating and distributing all changes to the SCEOP, with annual review.

**B. The Salvation Army** - The Salvation Army's emergency disaster services program includes, but is not limited to:

1. Mass care services in the following areas:
  - a. the use and supervision of Salvation Army facilities for emergency shelter purposes;
  - b. supervision of emergency shelters in non-Salvation Army facilities;
  - c. fixed feeding sites at Salvation Army and non-Army facilities; and
  - d. mobile feeding kitchens providing the capacity to prepare and serve hot, nutritious meals at disaster or emergency sites and in neighborhoods to survivors, emergency and law-enforcement personnel.
2. Establishment and operation of receiving and distribution centers to receive, sort, manage, and distribute designated in-kind donations given to The Salvation Army for the purpose of disaster relief and recovery.
3. Coordinating volunteer teams to assist families with the re-establishment of their homes by assisting with the removal of debris, cleaning, and restoration efforts.
4. Provision of a wide-range of disaster social services and emergency assistance to disaster survivors by social workers and trained volunteers to include: supplemental financial assistance, food, clothing, medications, and advocacy services.

5. Development and distribution of disaster preparedness literature to individuals, families, households and community organizations.
6. Establishment of support programs including childcare centers, educational and after school programs, recreation, leisure activities, counseling for families and individuals, and other support programs. These programs allow adults to focus on rebuilding efforts with the assurance that children are receiving quality care in a safe environment.
7. Provision of disaster case-management services where disaster recovery and reconstruction efforts are viewed in terms of months and years. The purpose of case-management services is to assist families and individuals with practical, emotional, and spiritual support in a prolonged recovery event. Such services will assist the family in accessing governmental, public, and private resources to assist in their recovery.
8. Availability of trained and ordained Salvation Army officers (clergy) to provide professional, emotional, and spiritual support to survivors and disaster response personnel.
9. Participation and leadership to state, regional and local Voluntary Organizations Active in Disaster (VOAD) groups and support of the VOAD mission of cooperation, coordination, communication, and collaboration in emergency management.
10. In response to a major disaster or emergency situation impacting South Carolina, The Salvation Army will activate its Divisional Disaster Plan and coordinate its activities through its Divisional Emergency Response Team (DERT) and subsequent Incident Management Team (IMT). The Salvation Army will work in cooperation with FEMA, State, and local entities.
11. The Salvation Army will coordinate with SCEMD to keep the SEOC advised of actions taken and will maintain liaison through its ESF-6 representative, thereby ensuring the State Coordinating Officer (SCO) is informed to insure effective assistance to those affected.

#### **IV. COORDINATION OF EFFORTS - RESPONSIBILITIES**

In order to provide the best possible assistance to people and communities affected by a disaster, SCEMD and The Salvation Army agree to take steps to coordinate efforts in the following areas:

**a. Mitigation**

The Salvation Army will work closely with SCEMD to advocate and promote mitigation awareness and action. The focus of this effort will be to emphasize the importance and benefits of mitigation. Both organizations will promote public and private partnerships to support mitigation projects and promote mitigation as a fundamental element of community daily living.

**b. Preparedness, Training and Exercises**

1. Pre-disaster relationships with State and Local Governments

SCEMD and The Salvation Army will maintain regular communications to ensure that The Salvation Army is appropriately involved in disaster planning, mitigation, preparedness, and response activities. The Salvation Army will be invited to participate in interagency training and exercise programs, and The Salvation Army will support state disaster conferences, committees, and other emergency preparedness events.

2. Community Disaster Education

SCEMD and The Salvation Army will work cooperatively in the dissemination of materials to educate the public on how to avoid, mitigate, prepare for, and cope with disasters. When SCEMD and The Salvation Army jointly develop materials, each organization will endeavor to make the materials available to their respective constituencies. Each organization will obtain prior written approval for the use of the other organization's name, emblem, or logo on educational materials before such materials are disseminated to the public.

3. Training and Exercises

SCEMD and The Salvation Army will cooperate in sharing information about disaster training classes and exercise opportunities.

4. Emergency Operations Plan

SCEMD and The Salvation Army will provide each other with copies of their general emergency operations plans and other disaster materials as appropriate. In the development of new plans, SCEMD and The Salvation Army will work together to ensure that

each organization's services and resources are appropriately acknowledged in future documents.

**c. Response**

1. Coordination of Disaster Operations

SCEMD and The Salvation Army agree to work cooperatively during a disaster response operation by sharing information and, where possible, deploying equipment, personnel, and other resources in mutual support of one another. SCEMD will include The Salvation Army in its emergency activation protocols and will notify The Salvation Army when a disaster or other emergency event has occurred. The Salvation Army will keep SCEMD fully informed of its disaster response activities and its working relationships with local governments, other voluntary agencies, and community-based organizations. The Salvation Army will designate a liaison officer to SCEMD, who will report to the state emergency operations center upon activation in order to enhance coordination and the exchange of information between the two agencies. SCEMD will provide, within the ESF breakout room, adequate desk space and telephone service for The Salvation Army's representative. Upon request, The Salvation Army shall assign additional liaisons to other local, state and federal disaster facilities.

2. Exchange of Operational Information

Both organizations agree to share general operational information in the disaster response and recovery periods. From SCEMD, this information may include the following: notification that a disaster or other emergency event has occurred; notification that the state emergency operations center has been activated; notification that a state of emergency or federal disaster declaration has been issued; damage assessment information; and situational reports. From The Salvation Army, this information may include: the locations of its key disaster relief facilities, such as client assistance centers, feeding units, shelters, and warehouses; the location and availability of additional personnel and equipment resources; the status of Salvation Army disaster relief programs; and statistical data.

3. Issuance of Public Information

In disaster operations, the SCEMD Public Information Officer (PIO) and The Salvation Army PIO will maintain close ties and

share all disaster related media releases produced by the two organizations. SCEMD will inform The Salvation Army of the establishment of a Joint Information Center (JIC) and invite The Salvation Army to participate in the JIC operation, as appropriate and feasible. Recognizing that the provision of Salvation Army disaster assistance is dependent upon voluntary contributions to finance such services, SCEMD will strive to recognize The Salvation Army disaster services in public information releases. In reciprocity, The Salvation Army, in its public information releases, will strive to recognize governmental disaster assistance programs.

4. Mass Care

As a major provider of mass care services during natural, man-made, or technological disasters, including precautionary evacuations and nuclear accidents, The Salvation Army will participate and coordinate with SCEMD and FEMA in situations where a Presidential Declaration of an emergency or major disaster is being considered or has been made. Within the United States, The Salvation Army will assist in the provision of shelters and provide mass feeding through fixed feeding sites and mobile kitchens and other appropriate support. (See MOU Between The Salvation Army and FEMA, January 2001).

d. Recovery

SCEMD and The Salvation Army will work cooperatively with other disaster recovery organizations including State and local governments, voluntary organizations, and community-based organizations in the coordination of potential recovery assistance to those affected by disasters.

**V. SUMMARY**

This memorandum affirms the determination of The Salvation Army and SCEMD to reduce human suffering and loss due to all types of disasters. While it is the intent of the parties to cooperate in accord with this memorandum, neither party will be liable to the other, or to any third party, for failure to comply in any way with the provision and agreements contained in this document.

**VI. EFFECTIVE DATE**

This memorandum becomes effective on the date shown below, upon receiving the signatures of both the Director of the South Carolina Emergency Management Division and the Vice President of The Salvation Army, a Georgia Corporation. Both parties have the authority to amend provisions of this memorandum upon mutual consent.

**SIGNATORY PAGE**

SIGNATORY:

/s/ Mr. Ricky Platt  
Ricky Platt, Director, South Carolina  
Emergency Management Division

December 11, 2009  
Date Approved

/s/Terry W. Griffin, Colonel  
Terry W. Griffin, Colonel  
Chief, Secretary and Vice  
President  
The Salvation Army  
(A Georgia Corporation)

December 11, 2009  
Date Approved

/s/ Mr. C. Dalton Cunningham  
C. Dalton Cunningham, Major  
Divisional Commander  
North and South Carolina  
Division of The Salvation Army  
(A Georgia Corporation)

December 11, 2009  
Date Approved

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