

**CALIFORNIA ASSOCIATION OF HEALTH FACILITIES  
DISASTER PLANNING GUIDE**

**EMERGENCY CONTINGENCIES OVERVIEW  
MEMORANDUMS OF UNDERSTANDING (MOU) CONTRACTS  
LETTERS OF AGREEMENT / INTENT**

Facilities should maintain documents citing emergency contingencies that have been established to provide supplies, equipment and services during a disaster beyond the scope of normal business operations. These agreements should be:

<b>Facility Name:</b>	_____
<b>Facility Address:</b>	_____
<b>Facility Phone Number:</b>	_____
<b>Facility Website:</b>	_____
<b>Corporate Phone Number:</b>	_____
<b>Corporate Website:</b>	_____
<b>Type of Facility:</b>	<input type="checkbox"/> Skilled Nursing Facility <input type="checkbox"/> Subacute-Care Facilities <input type="checkbox"/> Intermediate-Care Facilities (ICFs) <input type="checkbox"/> ICFs for the Developmentally Disabled (ICF/DDs) <input type="checkbox"/> Institute for Mental Health (SNF/STPs) <input type="checkbox"/> Residential Care Facility for the Elderly (RCFE) <input type="checkbox"/> Adult Residential Facilities (ARFs) <input type="checkbox"/> Residential Care Facilities for the Chronically Ill <input type="checkbox"/> Social Rehabilitation Facilities

- Formalized in writing by way of:
  - Memorandum of Understanding
  - Contract
  - Letter of Agreement
  - Letter of Intent
- Reviewed on an annual basis
- Renewed on annual basis
- Original copy filed in a secure location
- Copies filed in the Emergency Operations Plan (EOP)



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Formalized agreements for emergency contingencies should include the following information:

- Date of document
- Name of provider
- Address of provider
- Business phone number of provider
- Emergency phone number of provider
- Website of provider
- Primary Contact Name
- Comprehensive description of terms of agreement / engagement
- Effective date
- Expiration date
- Authorized signature

Facilities should consider establishing formal agreements for disaster-related operational periods outside the scope of normal business for the following supplies, equipment and services:

- Drinking water
- Food service
- Fuel for emergency generator
- Fuel (propane) for facility if different than emergency generator
- Medical supplies
- Pharmaceuticals
- Housekeeping / general supplies
- Ambulance services for evacuation
- Charter bus service for evacuation
- Rental car / van service
- Rental truck
- Moving / storage company
- Disaster recovery / restoration service
  - Fire, smoke removal, flood, hazmat, biohazard, mold remediation, etc.
- Local board-up service
- Portable emergency generators
- Portable toilets
- Ham radio operator