

**HOSPITAL MUTUAL AID
MEMORANDUM OF UNDERSTANDING
CAPITAL DISTRICT REGION AND CENTRAL REGION OF NEW YORK**

Background

- Developed in 2013-14 through hospital work groups in the Capital District and CNY regions.
- Took effect May, 2014; Signed by each of Iroquois' 51 member hospitals.
- Hospitals reimbursed \$10,000 through NYSDOH HPP grant for executing.

Summary

- Describes notifications and information to be communicated; responsibilities for transportation, documentation, tracking, and costs; risk of loss or damage, insurance and indemnification; and plan maintenance.
- Purpose is to support and maximize medical surge capacity and capability, and ensure continued provision of care in the event of limitations through:
 - exchange of information and data for situational assessment and resource identification;
 - mutual aid consisting of equipment, supplies and pharmaceuticals; and
 - evacuation and transfer of patients to a hospital that can supply necessary services.

Mutual Aid Requests

- May be initiated in response to or in anticipation of any surge or emergency event that may exceed resources or capabilities.
- Hospital should exhaust internal assets and resources and work through normal supply chains first.
- Requests may be made directly to another hospital or through County EM as appropriate.
- Hospital will notify its County EM and the NYSDOH Regional Office:
 - that it either is supplying or requesting supplies, and/or transferring or receiving patients, and
 - of any changes in the facility's status and/or its resources that may influence how other incidents and/or resources will need to be managed.

Plan Maintenance

- MOU to be reviewed annually (at first quarterly sub-regional meeting of HEPC) to assess whether changes are required; whether additional arrangements may be needed with other hospitals, providers, suppliers, etc.; and consider any regional resource management needs.
- Hospitals will educate and train staff how to request/receive resources, which personnel should make a request, whom to notify, and how to receive and financially account for donated resources. Training and exercising of MOU should be conducted annually.