

MEMORANDUM OF UNDERSTANDING

BETWEEN THE

DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY

AND

THE NORTH AMERICAN MISSION BOARD  
SOUTHERN BAPTIST CONVENTION DISASTER RELIEF

**1. PARTIES**

The parties to this Memorandum are North American Mission Board, Southern Baptist Convention (NAMB) Disaster Relief and the Department of Homeland Security (DHS), through the Federal Emergency Management Agency (FEMA).

Southern Baptist disaster relief provides a comprehensive array of ministries and services to communities before and after disasters of all types throughout the United States, the US island territories and the world. (See attachment for Southern Baptist's Mission Statement.)

The mission of the Federal Emergency Management Agency is to provide leadership and support to reduce the loss of life and property and to protect our institutions from all types of hazards through a comprehensive, risk-based, all-hazards emergency management program of mitigation, preparedness, response, and recovery.

**2. AUTHORITY**

Section 309 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5152, Section 503(1) of the Homeland Security Act of 2002, 6 U.S.C. § 313, and Section 4-203 of Executive Order 12148 authorizes the Secretary of Homeland Security, to enter into agreements with relief or disaster assistance organizations.

**3. PURPOSE**

This Memorandum of Understanding (MOU) provides a framework within which NAMB and FEMA, DHS will continue to cooperate to carry out their respective responsibilities in disaster mitigation, preparedness, response, and recovery operations in the event of a natural, man-made, or technological disaster.

**4. RESPONSIBILITIES**

FEMA agrees to:

1. Notify the NAMB of each major disaster and emergency declaration, as well as fire suppression approvals as appropriate.
2. Provide facilities for NAMB liaison personnel and office space for the NAMB coordinator in Disaster Field Offices and/or Disaster Recovery Centers, when appropriate and feasible.
3. Coordinate with the NAMB in unusual and/or catastrophic disaster situations, as needed and appropriate.
4. As permitted by law, including but not limited to, the Privacy Act, 5 U.S.C. § 552a, support the concept of sharing client information on certain disaster assistance applicants with the NAMB and other responsible voluntary agencies in order to begin disaster relief casework in a timely manner.

5. Notify the NAMB office of FEMA training and educational opportunities and materials on issues such as mitigation, disaster assessment, and donated goods and services, where possible.
6. Notify the NAMB National Disaster Relief Director of changes in FEMA Individual Assistance disaster regulations and procedures, as appropriate.
7. Distribute copies of this MOU to its regional offices and other appropriate Federal agencies, which respond to disaster declarations, as appropriate.
8. Share information, as feasible and appropriate, with NAMB on potential sources of housing for volunteer work teams.
9. Inform NAMB of the possible need for the NAMB disaster child-care program and the NAMB disaster clean-up program services, when feasible and appropriate.

NAMB agrees to:

1. Provide the various NAMB disaster program services as listed on pages four and five of this MOU.
2. Work closely, as appropriate, with FEMA's Mitigation office to learn of the tools, training, and other educational and organizational resources available to support community-based efforts in creating disaster-resistant communities throughout the country.
3. Take a leading role in promoting disaster resistance in specifically identified communities throughout the country.
4. Encourage the mitigation of natural hazard risks through outreach, education, and local community involvement both before and after disasters occur.
5. Encourage its personnel to participate in FEMA programs of disaster preparedness, mitigation, response and recovery including training programs.
6. Join with FEMA in supporting the mission of the National Voluntary Organizations Active in Disaster in fostering cooperation, coordination, communication, and collaboration in emergency management.
7. Participate in, as feasible, State and local Voluntary Organizations Active in Disaster (VOADs).
8. Provide updated information on NAMB activities to the FEMA Learning Resource Center at the National Emergency Training Center in Emmitsburg, Maryland. This information may include published reports, public information videos, and brochures.
9. Support the National Donations Management Strategy by promoting public education about donations management in preparedness times and taking a lead role on the Donations Coordination Team, in times of disaster operations.

10. Notify its NAMB regional, state and local units of disaster declarations.
11. Keep FEMA informed about its disaster operations and projects, and look to the Federal Coordinating Officer for guidance if problems arise at disaster locations.
12. Operate within the local permitting process and comply with local flood plain management ordinances and building codes.
13. Permit Federal agencies to distribute supplies, equipment, and services to disaster victims through NAMB programs for emergency assistance.
14. Be available to perform agreed upon disaster activities when possible, or appropriate, as specified by FEMA.
15. Actively support the Long-Term Recovery Committee or "Unmet Needs Committee" process, as appropriate, in the disaster recovery period.
16. Comply with regulations promulgated by FEMA under the Stafford Act guaranteeing non-discrimination and prohibiting duplication of benefits (see Code of Federal Regulations, 44 C.F.R. §206.11 and § 206.91 respectively.)

## **5. REPORTING AND DOCUMENTATION**

To facilitate interagency collaboration, NAMB and FEMA, as appropriate, will exchange summary disaster operations reports produced by their respective national operations centers as available. Each party respects the right of the other to define and protect any category of information that it deems to be of an internal use only or confidential nature.

## **6. OTHER PROVISIONS**

1. Nothing in this memorandum is intended to conflict with current law or regulation or the directives of FEMA or DHS. If a term of this memorandum is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this memorandum shall remain in full force and effect. Nothing in this MOU is intended to restrict the authority of either party to act as provided by law, statute, or regulation.
2. Nothing in this MOU shall be interpreted as affording FEMA or NAMB any role in the content or programming decisions of either agency, respectively.
3. In order to facilitate and accomplish the goals and objectives set forth in this MOU, NAMB and FEMA may meet annually to discuss issues of mutual interest and assess progress in accomplishing the desired objectives.
4. This MOU is not a fiscal or funds obligation document.
5. This MOU is an internal agreement between FEMA and NAMB and does not confer or create any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, by any third

person or party (public or private) against the United States, its agencies, its officers, or any person.

6. This agreement neither creates a partnership nor a joint venture, and neither party has the authority to bind the other.
7. Each party is separate and independent from one another. As such, each organization will retain its own identity in providing services, and each organization is responsible for establishing its own policies and financing its own activities.

7. **POINTS OF CONTACT**

DHS: Yolanda L. Gaston  
Individual Assistance Program Management Section  
Recovery Division  
Emergency Preparedness & Response Directorate  
Department of Homeland Security  
500 C Street, SW  
Washington, DC 20472  
Telephone: (202) 646-4543  
Fax number (202) 646-3978

NAMB: Terry Henderson  
National Disaster Relief Director  
North American Mission Board, Southern Baptist  
Convention Disaster Relief  
4200 North Point Parkway  
Alpharetta, Georgia 30022  
Disaster Operation Center  
1-800-462- 8657 ext. 6133

8. **MODIFICATION**

This memorandum may be modified upon the mutual written consent of the parties.

9. **EFFECTIVE DATE**

The terms of this memorandum will become effective on the date of the last signature by the parties as indicated on the signature page of this memorandum.

10. **TERMINATION.**

The terms of this memorandum, as modified with the consent of both parties, will remain in effect until June 30, 2006, or until the time periods specified elsewhere in this memorandum expires. The memorandum may be extended by mutual written agreement of the parties. In addition, either party, upon 30 days written notice to the other party, may terminate this memorandum.

**APPROVED BY:**



Michael D. Brown  
Under Secretary  
Emergency Preparedness and Response  
Department of Homeland Security



Dr. Robert Reccord  
President  
North American Mission Board

Date 2/28/05

Date 4/12/05

Attachment  
**North American Mission Board, SBC (NAMB) Disaster Relief:**

The Southern Baptist Convention was organized May 8, 1845 in Augusta, Georgia. The purpose of the Convention "is to provide general organization for Baptist in the United States and its territories for the promotion of Christian missions at home and abroad and any other objects such as Christian education, benevolent enterprises and social services which it may deem proper and advisable for the furtherance of the Kingdom of God."

From the Southern Baptist Convention's beginning benevolence and social services have been a part of the life of the convention.

June 17-19, 1997, in Dallas, Texas, the Southern Baptist Convention reorganized and the North American Mission Board was created. One of the Ministry Assignments of the North American Mission Board is "to assist churches in the United States and Canada in relief ministries to victims of disaster."

Southern Baptists function within four autonomous bodies. There are some 44,000 churches and missions located in the 50 states and territories. These churches are organized into approximately 1,200 local associations (usually along county lines) and 37 state Baptist conventions including all 50 states. The North American Mission Board provides assistance to these churches, associations, and state conventions. While there is a strong sense of cooperation among these bodies, there is no hierarchical line of authority between them.

"Disaster relief" refers to assistance to persons and/or churches who are deprived of the essential needs of life because of widespread natural disasters resulting from flood, fire, earthquake, hurricane, or similar catastrophes, including the effects of war or public disorder causing physical or economic deprivation. The objective in providing relief is to provide immediate, temporary as well as long-term help to persons and/or churches suffering from widespread disaster.

***NAMB's disaster activities include:***

- Feeding (mobile kitchens). The provision of meals prepared by mobile, fixed or airlift kitchens and provided to the general population in an area affected by disaster.
- Temporary Emergency Child Care. Mobile units or teams that will provide temporary emergency child care to the general population in an area affected by disaster.
- Cleanup. Mobile mud-out units that provide clean up of homes and churches following floods. Mobile chain-saw units that provide tree and debris removal

from homes, churches and yards of the general population following wind storms, tornadoes and hurricanes.

- **Reconstruction / Rebuild.** Teams of consultants and volunteers that assist in construction, repair, renovation and long-term recovery of churches and homes in an area that has been affected by disaster.
- **Case Work.** Teams of volunteers that are experienced social workers who are able to assist victims in determining resources and avenues for recovery.
- **Communications.** Mobile units and volunteers that are licensed to operate communication equipment that includes but not limited to Ham radio, Packet, business band radio, cellular phones and facsimile.
- **Chaplains.** Experienced individuals that are trained in Critical Incident Stress Management and are assigned to fire, police, military, other institutions and industrial facilities.
- **Damage Assessment.** Trained consultants for damage assessment of homes and churches who are knowledgeable with regulatory agencies, codes, insurance FEMA and others that regulate the building in an affected area.
- **Interpreters.** Personnel with language abilities to provided emergency information during and following a disaster. This includes the ability to assist non-reading adults in completing assistance forms and other vital documents.
- **Bulk Distribution.** Personnel that establish and operate distribution centers for food, building materials and other goods and supplies.
- **Shelters.** Personnel that can establish and operate shelters for victims, evacuees and volunteers who are displaced by or responding to an area affected by a disaster. Southern Baptist churches, in most communities, of the nation can also provide facilities.

Service support:

- Care shall be taken to enlist the cooperation of the local state Baptist convention, associations and churches in the disaster area.

While maintaining the identity of the state Baptist convention and the Southern Baptist Convention, every possible effort shall be made to cooperate fully with all official welfare and disaster agencies and volunteer groups, public or private.