

**MEMORANDUM OF UNDERSTANDING BETWEEN
DEPARTMENT OF SOCIAL SERVICES
Office of the Secretary
AND
*STATE FIRE MARSHAL***

This Memorandum of Understanding (MOU) is entered into by the Department of Social Services (DSS), Office of the Secretary (DSS/OS) and the State Fire Marshal.

I. Background

This MOU facilitates the working relationship between the aforementioned departments during times of emergency activation.

II. Liaison Officials

Louisiana Department of Social Services:

The primary point of contact that shall function as the lead liaison for all implementation of services described in this Memorandum of Understanding (MOU) agreement is as follows:

Name: Joshua Gill

Address: 627 North 4th Street, Baton Rouge, Louisiana 70802

Telephone: 225-342-4961 (office) 225-456-4343 (cell)

Email: jgill@dss.state.la.us

Office of the State Fire Marshal:

The primary point of contact who shall serve as lead liaison regarding implementation of services described in this Memorandum of Understanding (MOU) agreement is as follows:

Name: Marc Reech

Address: 8181 Independence Blvd., Baton Rouge, LA 70804

Telephone: 225-925-4911

Email: marc.reech@dps.la.gov

The above individuals shall serve as the contact for the following functions: fiscal and budgetary decisions, programmatic decisions, daily program operation, service delivery operations, and program monitoring.

III. Purpose

To describe the supporting role the State Fire Marshal plays in support of the Department of Social Services in ESF-6 coordination and the delivery of Mass Care, Housing and Human Services during state assisted emergencies, as prescribed in the state ESF-6 plan.

IV. Statement of Work

A. STATE FIRE MARSHAL

1. PREDAREDNESS

Fire Marshal Staff will:

- Provide for the inspection of shelter facilities and compliance with minimum standards of fire watch requirements for state run general population and special needs shelters.
- Prepare and distribute information regarding minimum standards for fire and life safety to the Shelter Task Force and Local OEPs and to shelters operating in their jurisdictions.

2. RESPONSE

Fire Marshal Staff Will:

- Assign identified management and support personnel to execute tasks in support of ESF-6. This includes providing staff for critical inspections and upon request, advice and support to ensure the safe functioning of medical special needs, critical transportation needs and all other general population shelters.
- Monitor occupancy for compliance to safety regulations at identified shelter locations

3. RECOVERY

Fire Marshal Staff will:

- Provide inspection services before public facilities are returned to service and provide plan review and inspection services for all applicable construction and reconstruction.
- Coordinate with ESF-8 to facilitate return of evacuees to health care facilities, nursing homes and local jurisdictions.
- Provide information regarding state mandated requirements and safety advice for distribution at Disaster Recovery Centers.

B. DEPARTMENT OF SOCIAL SERVICES

1. PREDAREDNESS

Department of Social Services will:

- Identify locations and request the State Fire Marshal to assess the properties and provide standards for safe occupancy, use and sheltering.

2. RESPONSE

Department of Social Services will:

- Provide necessary information for the State Fire Marshal to perform inspections as needed to ensure safe functioning at shelter facilities.

3. RECOVERY

Department of Social Services will:

- Receive damage assessments from the State Fire Marshall when deemed as necessary.
- Coordinate after-action assessments as required.

VI. Confidentiality Statement

DSS/OS and *The State Fire Marshal* shall abide by the Federal and State laws and regulations concerning confidentiality which safeguard information and the participant's confidentiality (LA. R.S. 46:56). DSS/OS and the State Fire Marshal will further abide by all Federal and State laws and regulations as relative to data sharing of pertinent information for performance accountability and program evaluation purposes.

Approved:

Louisiana Department of Social Services

State Fire Marshal

Kristy Nichols
Secretary, Department of Social Services

Butch Browning
State Fire Marshal