

**MEMORANDUM OF UNDERSTANDING  
FOR PUBLIC HEALTH EMERGENCY  
PREPAREDNESS  
BETWEEN THE CITY OF AUSTIN  
AND  
THE UNIVERSITY OF TEXAS AT AUSTIN**

This Memorandum of Understanding ("Memorandum") is entered into between the City of Austin ("City") and The University of Texas at Austin ("UT").

**I. Purpose**

Austin Public Health (APH) is charged with coordinating the medical and public health response for Travis County during a public health emergency, whether natural or man-made, and the City of Austin Office of Homeland and Security Management (HSEM) is responsible for leading and coordinating City emergency responses. The City and HSEM actively seek the support of UT in asking that their resources (employees, students, information, equipment and supplies) volunteer their services during a public health emergency.

**II. Methods of Cooperation**

Upon request from the City, through HSEM, and notification from the UT Director of Emergency Preparedness, UT agrees to cooperate in a coordinated response with the City, in the event of a public health emergency (i.e. hurricane, flooding, biological event, etc.) to include, but not limited to:

**A. Coordinated Response to Biological Events**

1. UT will agree to share the Biosafety Level 3 Laboratory Medical Surveillance Plan with the City in order to coordinate contact investigations and public health response.
2. UT staff will agree to notify APH in the event of an exposure to laboratory personnel in the event of a laboratory accident within 24 hours of such exposure. UT staff will contact APH 24/7 at (512) 972-5555.
3. UT will agree to cooperate with APH in conducting outbreak investigations resulting from man-made or natural occurrences.
4. Upon request from the City, HSEM will notify UT's Associate Vice President for Campus Safety and Security, or their appropriate incident command personnel, of their intent to request professional resources from UT.

5. HSEM Director or their designee will contact the UT Director of Emergency Preparedness, to request pre-determined resources.
6. UT staff and students, who volunteer, agree to work under the City's incident command structure in coordination with the City of Austin Emergency Response Plan.
7. The Director of Emergency Preparedness for UT will serve as the contact point for UT.
8. UT will define, develop, and maintain their respective internal processes to support the request of their volunteers.

#### **B. Personnel**

1. UT and the City will actively plan for maximum utilization of volunteers from the Schools of Nursing, Social Work, and the College of Pharmacy during a public health emergency.
2. APH acknowledges that the faculty, administrative, and support staff of UT possess the administrative, organizational and supervisory qualities essential to successfully disseminate critical public health information to their staff and students to identify volunteers to support a public health response. APH actively seeks the support of UT in asking that their employees and students volunteer their services during a public health emergency.
3. APH Director or their designee will identify appropriate incident command personnel to detail specific needs to the UT Director of Emergency Preparedness or designee, who will then identify appropriate incident command personnel in order for UT to mobilize appropriate volunteer staffing.
4. APH will conduct public health emergency preparedness training as needed for UT employees and students in order to be able to fill designated volunteer roles. Designated volunteer roles may include, but are not limited to: clerks, screeners, triage personnel, medical personnel, clinical managers, and vaccinators.

#### **C. Committee Participation**

1. The APH Health Authority or designee will serve as a member of the UT Institutional Biosafety Committee for the designated time period as approved by appropriate UT officials.

#### **D. Expertise and Resources**

1. UT will agree to identify content experts of Environmental Health, Toxicology, Infectious Disease, Microbiology, Chemistry, Radiation, or other subject areas as appropriate in order to assist the City during a public health emergency as requested.
2. UT Public Affairs personnel will agree to coordinate public information, education, and crisis risk communication with the City Public Information Officers.
3. UT Public Affairs personnel will agree to disseminate critical public health information to UT staff, students, and faculty members in the event of a public health emergency.

#### E. Equipment and Supplies

1. UT will use their existing notification systems to alert UT staff and students in the event of a public health emergency or health alert at the request of the City.
2. UT will agree to allow the City to use requested UT equipment (as available), and required passwords during a public health emergency if all other City resources are exhausted.

### III. Reimbursement

City shall present and verify documentation related to pre-event agreements to the extent permissible by law for review by appropriate funding agencies to assist UT in its pursuit of reimbursement. Neither party shall have any obligation to provide funding or reimbursement to the other under this Memorandum. Each party shall be responsible for keeping documentation of its costs for possible reimbursement through appropriate state and federal disaster funding and shall provide such documentation to the other party if required for reimbursement for costs incurred during a declared (local, state or federal) disaster or public health emergency as permitted by applicable laws.

### IV. Term

This Memorandum shall become effective on the date of signature completion. Although the City or UT may withdraw its cooperation at any time upon not less than 30 days' written notice, it is the parties' intent that this Memorandum remain in effect for the next five years.

### V. Notice and Correspondence

All notices must be in writing and correspondence shall be addressed as follows:

To The University of Texas at Austin:

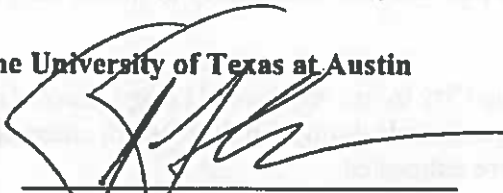
James H. Johnson  
Assistant Vice President, Campus Safety  
The University of Texas at Austin  
304 E. 24<sup>th</sup> Street  
Austin, Texas 78712

To APH:

Janet Pichette  
Chief Epidemiologist  
Austin Public Health  
P.O. Box 1088  
Austin, TX 78767

**The University of Texas at Austin**

By:

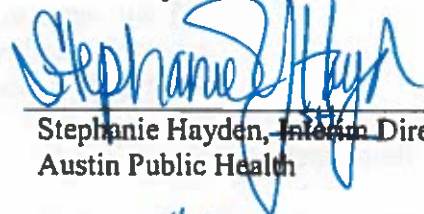
  
James H. Johnson  
Assistant Vice President,  
Campus Safety

Date:

7-20-2018

**City of Austin**


By:

  
Stephanie Hayden, ~~Interim~~ Director  
Austin Public Health

Date:

08/31/18

By:

  
Juan Ortiz, Director  
Office of Homeland Security and  
Emergency Management

Date:

9-13-2018