



Memorandum of Understanding between  
Florida MRC Network and the Medical Reserve Corps Unit Coordinators

Purpose:

The purpose of this memorandum of understanding (MOU) is to clarify the roles and responsibilities of the Florida Medical Reserve Corps (MRC) Network and the MRC Units to provide effective coordination and cooperation between the entities. The Florida MRC Network is responsible for reviewing the progress of each MRC Unit towards meeting programmatic, fiscal, and reporting requirements as stated in MRC Operational Guidelines.

Medical Reserve Corps:

The purpose of the Florida Medical Reserve Corps Network is to effectively develop a cadre of health and medical volunteers for local, state, and federal emergency response in every county within Florida. The mission of the Florida MRC Network is to augment state and local community health and medical services with pre-identified, trained and credentialed volunteers during emergency medical operations and vital public health activities.

Authority:

Medical Reserve Corps are authorized under the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (Public Law 107-188), which amended the Public Health Service Act, adding Section 319C-1 (42 U.S.C. 247d-3), which supports activities related to preparing for a terrorist attack or public health emergency.

Responsibilities:

The Medical Reserve Corps is a jointly shared responsibility between the Florida Department of Health and local MRC Unit Coordinators.

MRC Unit Coordinators and their designees are responsible for meeting all program requirements as stated in the MRC Program Operational Guidelines, including:

- (a) Ongoing recruitment and retention of volunteers;
- (b) Ensuring MRC volunteers have completed required MRC training (Core Competencies – [www.nova.edu/allhazards](http://www.nova.edu/allhazards) and ICS 100.b and 700.a – [www.aheceducation.com](http://www.aheceducation.com)) and annual exercises;
- (c) Entering, managing, and monitoring the State Emergency Responders and Volunteers of Florida (SERVFL) registry and successfully completing SERVFL Local Administrator Training;
- (d) Maintaining MRC Volunteer data, checking SERVFL system data and utilizing SERVFL for volunteer management, missions, ID badges, messaging, updates, status and ad-hoc reporting;
- (e) Completing reports based upon state and national requirements;
- (f) Updating the national Medical Reserve Corps Network web site as to volunteers numbers, activities, and impact of activities at least once every three months of the calendar year, and providing the MRC Program Office with action plan and budget spending updates within 14 days following the end date of each quarter;
- (g) Obtaining County Health Department (CHD) approval in advance for all MRC Unit activities and response; for volunteers to be covered with Chapter 110 protections, the following questions must be answered “yes.” Is the Public event within the mission of the CHD? Does the CHD Administrator/Director approve of this event as a public health related activity? Will DOH Staff supervise the MRC Volunteers or has delegation of the supervision been approved by the CHD Administrator/Director? Has each MRC Volunteer completed their Chapter 110 paperwork?

The local MRC Unit must meet all of the above requirements in order to be able to participate and be eligible to receive funding to support Florida MRC Network Program related activities.

The memorandum of understanding will be reviewed and renewed annually from date of signature.

Signed and Dated:

\_\_\_\_\_  
Florida MRC Network  
State Coordinator or Designee

\_\_\_\_\_  
MRC Unit Coordinator

\_\_\_\_\_  
CHD Administrator/Director