



**MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN**

**THE ALABAMA PRIMARY HEALTH CARE ASSOCIATION  
AND <HEALTH CENTER>**

During a disaster or other public health emergency, the Alabama Primary Health Care Association (APHCA) supports Emergency Preparedness, Response, and Recovery efforts of member Health Centers. In partnership with the US Department of Health and Human Services (HHS), APHCA provides technical assistance targeted to solving issues during events, coordinate relief resources, and critical information and promote situational awareness. APHCA acts as a liaison between the Health Resources and Services Administration (HRSA), the Alabama Department of Public Health (ADPH) as well as various relief organizations or other relevant agencies, relaying crucial communications, promoting situational awareness and direct aid to assist in an effective recovery process.

For APHCA to effectively support health centers in preparing, responding to, and recovering from emergencies, accurate and timely reporting on operational status during disasters and/public health emergencies is essential. HRSA requests that health centers in areas impacted by any emergency report their site-level operational status to APHCA.

HRSA defines an emergency as thus:

An “emergency” or “disaster” is defined as an event affecting the overall target population or community at large, which precipitates the declaration of a state emergency at a local, State, regional or national level by an authorized public official such as a governor, the Secretary of the Department of Health and Human Services or the President of the United States. Examples include but are not limited to hurricanes, floods, earthquakes, tornadoes, wide-spread fires and other natural / environmental disasters; civil disturbances, terrorist attacks, collapses of significant structures, within the community [e.g. buildings, bridges], infectious disease outbreaks, and other public health threats.

APHCA has created a short, easy-to-use electronic reporting tool to be utilized by Alabama Health Centers in the event of an emergency.

If the survey cannot be accessed, the Health Center agrees to make every effort to report by phone to the APHCA emergency contacts listed below.

Through this Memorandum of Understanding, the Health Center commits to provide status reports and/or critical information to APHCA in the instance of a disaster or public health emergency to promote situational awareness, regarding:

- Continuity of services
- PPE supplies
- Staffing levels
- Supply inventory and equipment need
- Structure Damage
- Other areas, as indicated by the circumstance or requested by the PCA
- Closures or other disruptions to operations & access to services

The Health Center will maintain an Emergency Management point of contact with the Association. The Executive and Emergency Point of Contact for the Health Center are as follows:

<b>Emergency Preparedness Point of Contact</b>	
Name:	Title:
Email:	Cell Phone:

**This document is a statement of understanding and is not intended to create binding or legal obligations on either party.**

Agreed to and accepted by:

\_\_\_\_\_

Mary Hayes Finch, President and CEO  
Alabama Primary Health Care Association

Date \_\_\_\_\_

\_\_\_\_\_

Signature  
Name / Title  
[Name of Organization]

Date \_\_\_\_\_

HRSA requests that health centers in areas impacted by any emergency report their site-level operational status to your Primary Care Association – the Alabama Primary Health Care Association

If the electronic reporting tool is not accessible during an emergency, contact:

Lauren Gordon, Associate Director of Policy and Operations  
[lgordon@alphca.com](mailto:lgordon@alphca.com) | 334.386.3988

Celeste Drayden, Health Center Programs Manager  
[cdrayden@alphca.com](mailto:cdrayden@alphca.com) | 334.386.3980

If either of the above are unreachable, contact:

Sharon Parker, CQO  
[sparker@alphca.com](mailto:sparker@alphca.com) | 334.386.3985