

*Memorandum of Understanding*

*between*

*The American National Red Cross*

*and*

*The Disaster Operations Volunteer Escapees (DOVEs)*



**American Red Cross**

## **I. Purpose**

The purpose of the Memorandum of Understanding (MOU) is to document the relationship between the American National Red Cross (the “Red Cross”) and the Disaster Operations Volunteer Escapees (DOVE). This MOU provides a broad framework for cooperation between the two organizations in providing emergency preparedness and response services.

## **II. Independence of Operations**

Each party to this MOU will maintain its own identity in providing service. Each organization is separately responsible for establishing its own policies and financing its own activities.

## **III. Organization Descriptions**

The American Red Cross, founded in 1881, is dedicated to helping people in need throughout the United States and, in association with other Red Cross networks, throughout the world. Through its mission, the Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors. The Red Cross provides services to those in need regardless of citizenship, race, religion, age, sex, national origin, disability, sexual orientation, veteran status or political affiliation.

The Disaster Operations Volunteer Escapees (DOVE) is a special interest group, known as a certified Birds of a Feather (BOF) group, of the national Escapees RV (Recreational Vehicle) Club, founded in 1978 and incorporated in 1985 as a Texas corporation. The Escapees RV Club, with an active membership of 70,000, includes 42 chapters, 34 special interest groups located throughout the United States, Canada and Mexico, and 19 RV parks in the United States and Canada. The membership of DOVE consists of RV enthusiasts, many of whom are living full time in RVs and so have no singular fixed residence. The DOVE is thus not organized by geographical regions.

The DOVE was formed by Escapees RV Club members previously involved with Red Cross disaster relief efforts. Escapees RV Club members offer a group of responsible adults with specific unique advantages for disaster relief efforts. The mission of the DOVE is to:

- Recruit Escapee RV Club members for Red Cross Disaster Services.
- Assist DOVE members in obtaining training as Red Cross disaster operations volunteers.
- Provide DOVE members with timely information about Red Cross disaster relief operations.
- Provide volunteer assistance to the Red Cross whenever and wherever practical.

Additional DOVE information can be found in *Appendix D: Additional DOVE Information*.

#### IV. Methods of Cooperation

The Red Cross and the DOVEs desire to expand their mutually-beneficial relationship to enhance community disaster preparedness and coordinate disaster planning and response activities as follows:

**1. Communication between Organizations**

Representatives of DOVEs and the Red Cross will maintain open communication. Both parties will encourage their respective organizations to maintain open communication at the state and local levels. The parties will share information (except for client information which may be confidential or privileged, unless disclosure has been expressly authorized by the client), relevant reports and contact information for key personnel. *See Attachment A: Organization Contact Information.*

**2. Engagement at the Local Level**

One component of the mission of the DOVEs is to support Red Cross Disaster Cycle Services by recruiting and training new DOVEs to serve as Red Cross disaster responders and to assist Red Cross chapters locally.

- DOVEs will affiliate and engage with Red Cross chapters through Volunteer Connection. More information on affiliation can be found in *Attachment C – Volunteer Participation and Disaster Activation Requirements.*

**3. Supporting Disaster Preparedness and Response**

DOVE members and Red Cross chapters may collaborate on the following activities:

- a. DOVE members as Red Cross volunteers provide disaster relief activities, see *Attachment C – Volunteer Participation and Disaster Activation Requirements.*
- b. Engage in pre-disaster planning.
- c. Participate in joint disaster exercises and drills.
- d. DOVE members as disaster instructors can provide disaster training to new DOVEs and chapter volunteers.

**4. Supporting Community Blood Drives**

- a. The Red Cross and the DOVEs will identify opportunities in their local communities to organize successful blood drives.
- b. DOVE members can reach out individually to 1-800-GIVE-LIFE to schedule a blood donation or go to [www.redcrossblood.org](http://www.redcrossblood.org) to find donation opportunities, schedule an appointment, and get information about giving blood.

**5. Non-disaster Activities**

DOVE members are encouraged to become involved in Red Cross non-disaster activities such as engaging in Health & Safety training and Youth programs or Services to the Armed Forces.

- 6. Other cooperative actions:** The Red Cross and the DOVEs will actively seek to identify other areas within their respective organizations where cooperation and support will be mutually beneficial.

**V. General**

- a. Both parties agree not to use or display any trademarks of the other without first receiving the express written permission to do so.
- b. Both parties will keep the public informed of their cooperative efforts.
- c. Both parties will widely distribute this MOU within the respective departments and administrative offices of each organization and urge full cooperation.
- d. Both parties will allocate responsibility for any shared expenses in writing in advance of any commitment.
- e. The DOVEs agree to adhere to *Attachment B - the Principles of Conduct for the International Red Cross and Red Crescent Movement and NGO's in Disaster Response Programs* as it applies to disaster-caused situations in the USA.

**VI. Periodic Review and Analysis**

Representatives of the Red Cross and the DOVEs will jointly evaluate their progress in implementing this MOU every two years and revise and develop new plans or goals as appropriate.

**VII. Term and Termination**

This MOU is effective as of the date of the last signature below and expires five years from the signature date. The participants may extend this MOU for additional periods not exceeding five years each time, and if so should confirm this in writing. This MOU may be terminated at any time upon written notice from either participant to the other.

**VIII. Miscellaneous**

Neither party to this MOU has the authority to act on behalf of the other party or bind the other party to any obligation. This MOU is not intended to be enforceable in any court of law or dispute resolution forum. The sole remedy for non-performance under this MOU shall be termination, with no damages or penalty.

Additions or revisions to the attachments of this document may be made with separate signatures on the attachments rather than requiring re-execution of this document as a whole.

**IX. Signatures****American National Red Cross****Disaster Operations Volunteer  
Escapees****By:**

DocuSigned by:  
  
Signature

**Name:**

Trevor Rigger

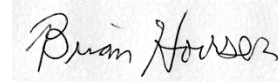
Print Name

**Title:**Senior Vice President,  
Disaster Cycle Services

Print Title

**Date:**

5/18/2021

**By:**

Signature

**Name:**

Brian Houser

Print Name

**Title:**

President

Print Title

**Date:**

5/6/2021

## ATTACHMENT A – Organization Contact Information

### Primary Points of Contact

The primary points of contact in each organization will be responsible for the implementation of the MOU in their respective organizations, coordinating activities between organizations, and responding to questions regarding this MOU. In the event that the primary point of contact is no longer able to serve, a new contact will be designated and the other organization informed of the change.

**NOTE:** When any attachment is updated, the revised attachment is inserted in the MOU. The MOU *does not* need to be signed again.

### Relationship Manager\*

American National Red Cross		DOVEs	
<b>Contact</b>	Mary DeWitt-Dia	<b>Contact</b>	Brian Houser
<b>Title</b>	Manager, National Partnerships	<b>Title</b>	President
<b>Mobile</b>	202-412-4401	<b>Mobile</b>	717-817-6210
<b>e-mail</b>	<a href="mailto:Mary.dewitt-dia@redcross.org">Mary.dewitt-dia@redcross.org</a>	<b>e-mail</b>	<a href="mailto:president@dovebof.org">president@dovebof.org</a>

\*The Relationship Manager is the person that works with the partner organization in developing and executing the MOU.

### Operations Contact\*\*

American National Red Cross		DOVEs	
<b>Contact</b>	On-Call RMS Manager	<b>Contact</b>	Deployment Coordinator
<b>e-mail</b>	<a href="mailto:disasterstaffingcenter@redcross.org">disasterstaffingcenter@redcross.org</a>	<b>e-mail</b>	<a href="mailto:DeploymentCoordinator@dovebof.org">DeploymentCoordinator@dovebof.org</a>

\*\*The Operations Contact is the person each organization will call to initiate operations activities as defined in the MOU.

### Administrative Contact\*\*\*

American National Red Cross		DOVEs	
<b>Contact</b>	Greg Suddeth	<b>Contact</b>	Don Klein
<b>Title</b>	RMS Manager	<b>Title</b>	Membership Coordinator
<b>Mobile</b>	202-412-4401	<b>Mobile</b>	210-268-3931
<b>e-mail</b>	<a href="mailto:Greg.Suddeth@redcross.org">Greg.Suddeth@redcross.org</a>	<b>e-mail</b>	<a href="mailto:Membership@dovebof.org">Membership@dovebof.org</a>

\*\*\*The Administrative Contact can support with their knowledge and expertise about the partnership and deployments.

### Organization Information

American National Red Cross		DOVEs	
<b>Department</b>	Community Engagement and Partnerships	<b>Department</b>	Disaster Operation Volunteer Escapees
<b>Address</b>	8550 Arlington Blvd. Fairfax, VA 22031	<b>Address</b>	215 Rainbow Drive #11591 Livingston, TX 77399-2056
<b>e-mail</b>	<a href="mailto:ngopartners@redcross.org">ngopartners@redcross.org</a>	<b>e-mail</b>	<a href="mailto:president@dovebof.org">president@dovebof.org</a>
<b>Website</b>	<a href="http://www.redcross.org/">http://www.redcross.org/</a>	<b>Website</b>	<a href="http://www.dovebof.org">www.dovebof.org</a>

**ATTACHMENT B**

**Principles of Conduct for  
The International Red Cross and Red Crescent Movement and  
NGOs in Disaster Response Programs**

**Principle Commitments:**

1. The Humanitarian imperative comes first.
2. Aid is given regardless of the race, creed or nationality of the recipients and without adverse distinction of any kind. Aid priorities are calculated on the basis of need alone.
3. Aid will not be used to further a particular political or religious standpoint.
4. We shall endeavor not to act as instruments of government foreign policy.
5. We shall respect culture and custom.
6. We shall attempt to build disaster response on local capacities.
7. Ways shall be found to involve program beneficiaries in the management of relief aid.
8. Relief aid must strive to reduce future vulnerabilities to disaster as well as meeting basic needs.
9. We hold ourselves accountable to both those we seek to assist and those from whom we accept resources.
10. In our information, publicity and advertising activities, we shall recognize disaster victims as dignified human beings, not hopeless objects.

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More information about the code of conduct can be found at <http://www.ifrc.org/en/publications-and-reports/code-of-conduct>

**The Code Register**

The International Federation keeps a public record of all the humanitarian organizations that become [signatories of the code](#). The contact details of each organization are verified.

Humanitarian organizations wishing to become a signatory to the code should download and complete the [registration form](#).

## ATTACHMENT C – Volunteer Participation and Disaster Activation Requirements

### A. DOVE Affiliation

1. Requirements and processes laid out in the Memorandum of Understanding (MOU) apply to DOVE members; defined as current members in good standing of the Escapee RV Club and the DOVES BOF.

### B. Red Cross Primary Chapter Affiliation

1. DOVE members who wish to participate in Red Cross activities are required to independently register as Red Cross volunteers at their local chapter.
2. As numerous DOVE members are full time RVers, and as such have no fixed singular residence, DOVE members shall be free to associate with any Red Cross chapter that will endorse them and with whom they can participate on a regular basis in accordance with Red Cross written policies.
  - For the purposes of this partnership, the chapter that endorses a DOVE as a volunteer will be designated the DOVEs “*primary chapter*” within Volunteer Connection.
3. For DOVE members, there shall be no domicile requirement except that their mailing address, phone number, e-mail address and declared state of residence must be on file. The declared state of residence is the state and zip code listed on the DOVEs driver’s license.

**NOTE:** The DOVE’s domicile on file may differ from the location of their affiliated chapter.

4. Upon successful completion of training and required documentation, DOVE volunteers are Red Cross volunteers and are entitled to all the responsibilities and privileges of Red Cross volunteers in accordance with all Red Cross standards and regulations including being in good standing with their affiliated chapter(s).
5. The DOVE will be provided with identifying apparel and badges by Red Cross to wear in Red Cross activities as required.

### C. Red Cross Other Chapter Engagement

1. A DOVE may offer to volunteer at other chapters during their travels. The acceptance of the offer is at the sole discretion of the chapter’s management (Volunteer Services and/or Disaster Cycle Services) and will be based on the chapter’s needs, and the DOVE’s skills, competency, and availability. In making the offer, the DOVE should provide to the visiting chapter’s management all of their pertinent experience, history and availability as required. DOVEs are not limited to work within Disaster Cycle Services and may offer assistance to other Red Cross lines of service (Biomedical, Service to the Armed Forces, etc.).
2. To allow for adequate planning, it is recommended that the DOVE volunteer submit his/her offer at least 2 weeks in advance of their availability to the chapter.
  - a. The volunteer should notify his/her primary chapter of all volunteer requests and acceptances.
  - b. If the volunteer’s offer cannot be accepted, the chapter’s management will notify the



DOVE volunteer at the earliest possible date after a decision is made.

3. Another option for a DOVE is to affiliate with an additional chapter through Volunteer Connection as a “*secondary chapter*”. This will provide the DOVE access to that chapter's opportunities and communications and in turn, the chapter staff and volunteers will have access to the DOVE’s Red Cross information.

## **D. Deployment to Disaster Relief Operations**

### **1. Ability to Deploy**

- a. In order to be eligible to deploy during a local or national disaster, DOVE volunteers must be affiliated with their primary chapter, have current Group/Activity/Position (G/A/P) designations, and have their ***dates of availability updated in Volunteer Connection***. The deployment opportunity for which they wish to participate must fall within the range of their stated dates of availability.
- b. DOVE volunteers will be notified by their primary chapter and/or the DOVE Deployment Coordinator about local and national deployment opportunities.
  - i. The notification will include a list of open requests categorized by Group/Activity/Position (“G/A/P”) and Disaster Relief Operation (DRO).
  - ii. Deployment opportunities are generally dependent upon the primary chapter’s proximity to the disaster as set in Volunteer Connection by the Resource Mobilization and Support Unit (RMS).
  - iii. The deployment opportunity is dependent upon the open request matching a Group/Activity/Position currently held by the DOVE volunteer.

### **2. Non-RV Deployment**

- a. At times, it may not be suitable or desired to deploy in an RV. In these cases, DOVEs will work with their home chapter to be assigned to a DRO and to make appropriate travel (e.g. flight) arrangements. No involvement with RMS or the DOVE Deployment Coordinator is needed when deploying in a means other than by RV.

### **3. Deployment by RV**

- a. When a DOVE identifies a suitable opportunity to deploy and feels travel/lodging by RV is appropriate, he/she should contact their home chapter and express interest in deploying. When doing so, the DOVE should identify him/herself as a DOVE and explain the desire to deploy via RV.
- b. The home chapter deployment staff will contact RMS at Red Cross National Headquarters for approval and assignment of the DOVE to the DRO. RMS must approve all RV deployments (including those within the home division/region/chapter).

- c. If the home chapter is unable to fulfill the deployment request, the DOVE may contact the DOVE Deployment Coordinator who will review the request, and if found to be valid, forward directly to RMS for consideration.
- d. The determination for approval of RV deployments to a disaster is based upon several factors, only some of which are listed here.
  - i. DOVE volunteers should under no circumstance self-deploy.
  - ii. The approval of the request to deploy in an RV is at the sole discretion of the RMS Manager and will be based on such things as DRO need, safety and distance as well as the needed skills, competency, availability of the DOVE volunteer.
  - iii. In general, approval will only be granted for deployment by RV when the DOVE's RV is currently physically located within the specified proximity scope for the desired position, can arrive within the expected timeframe (typically 24-48 hours), and/or the fuel cost to the DRO reporting location will not exceed the cost of an equivalent airfare.
  - iv. In cases where travel by RV is not authorized, another mode of transportation for the assignment may be recommended and provided by the Red Cross.
  - v. In the case of deployment by RMS, the RMS Manager will notify the following groups whether the deployment has been approved or denied.
    - 1. the DOVE Deployment Coordinator
    - 2. the DOVE volunteer's primary chapter
- e. Under no circumstances may a DOVE deploy in an RV without prior authorization by RMS.

#### **4. When RV travel is approved**

- a. The DOVE volunteer should plan for at least a 2-week deployment and drive their RV to a pre-determined location (RV campground, park or other). The Red Cross DRO management has the responsibility for identifying the location; however, this responsibility may be delegated to the DOVE volunteer with a requirement for pre-approval. In either case, DRO management must be made aware of the DOVE's parking location.
- b. The DOVE volunteer must ensure their parking location has the required facilities (e.g. electricity, water, etc.) to sustain their needs for the 2-week deployment period. These requirements will vary depending on the volunteer's lifestyle needs and the current environment.
- c. Any change in location must be approved by the DRO Staffing team. This includes moving the RV to another pre-approved location, as well as moving the DOVE to alternate lodging (lodging other than the DOVEs RV).

- d. Once the RV is parked, consistent with DRO protocols, the DOVE volunteer may *not* use their RV for travel related to the operation and will *not* be reimbursed for additional RV travel without prior authorization. The DRO management will provide transportation for the DOVE volunteer while on the approved assignment.

## 5. Travel Reimbursements

- a. **General.** DOVEs assigned to a DRO will be entitled to reimbursement for typical expenses as other deployed volunteers, through the use of a Mission Card per the Mission Card guidance.
- b. **RV Expenses.** DOVEs assigned to a DRO and deployed by RV are entitled to reimbursement for typical campground-related expenses such as campground fees, dumping fees, propane refill, etc.
- c. **Mileage.** DOVEs assigned to a DRO and deployed by RV are entitled to reimbursement for travel to/from their parking location on the DRO. This can be calculated using either actual fuel costs or the IRS standard per-mile volunteer reimbursement (currently 14 cents per mile). The travel costs are not to exceed the cost of an equivalent airfare to/from the operation.
  - i. Mileage reimbursement is paid for the primary vehicle regardless of the number of DOVE volunteers or additional vehicles being towed. For example, a team of two or more individuals in an RV and towing a car will only receive one mileage reimbursement.
- d. **Procedure.** All reimbursements will be provided through the Mission Card. If the DOVE needs reimbursement beyond the initial funds loaded to the card, they will request additional funds through the standard reload process, identifying themselves as a DOVE with explanation of any RV-related expenses. The DOVE must be able to provide receipts if requested.

## 6. Privately Owned Vehicles (POVs)

- a. DOVE members who are trained as Red Cross volunteers for disaster relief efforts, and subsequently travel to the disaster relief location in privately owned RVs, are required to comply with Red Cross regulations pertaining to the usage of privately owned vehicles.
- b. DOVE members shall not use private vehicles to travel from the RV location to their assigned work location once on the disaster relief operation. Mileage reimbursement *will not* be provided for such personal vehicle usage. Red Cross will arrange transportation from the RV parking location to the work site.
- c. During a disaster relief operation, DOVEs may be required to work in a location that isn't suitable for RV parking/living and may require the DOVE to temporarily relocate. In this situation, normal Red Cross procedures will apply including travel to/from the new site as well as all routine accommodations while there, including non-RV based lodging.

**7. Vehicle Requirements**

- a. DOVE members shall maintain vehicle liability insurance insuring the DOVE members RV (and any other DOVE member vehicle used in connection with this Agreement), will maintain the minimum statutory liability insurance requirements of the state in which the DOVE member's RV or other vehicle is registered, and will ensure that such insurance is kept current while volunteering for the Red Cross.
- b. No vehicle under this Agreement may be equipped with emergency lights, sirens or other similar devices to indicate it is an official emergency vehicle.
- c. DOVE members' RVs parked near a disaster site shall comply with the applicable provision of the Escapees code of camping etiquette, including such items as practicing safety precautions, leaving an area cleaner than originally found, parking the RV away from the normal flow of traffic where possible, not using leveling jacks on asphalt without ground pads, and not leaving personal items outside an RV.

**8. Miscellaneous**

- a. The Red Cross does not require the use of private RVs for transportation to and from disaster relief operations. DOVE members who travel to a disaster relief effort in RVs do so of their own volition and at their sole risk. Accordingly, any damages, destruction or liability resulting from the use of such RV, and any maintenance or repair, are the sole responsibility of the DOVE member and not the Red Cross; and it is understood that the Red Cross shall not be liable, under any circumstance, for any such damages, destruction, liability, maintenance or repair.

**ATTACHMENT D – Additional DOVE Information**

*The benefits of DOVE participation on disaster relief operations include volunteers that:*

- Can participate on disaster assignments because a majority of DOVEs are disaster responders.
- Possess a variety of life skills and experiences.
- Hold national RV rallies that are events for volunteer recruitment and training.
- May respond to a disaster with their own transportation.
- May respond to a disaster with their own housing.
- May respond to a disaster and be self-sufficient for several days.
- Are traveling throughout the U.S. in their RV's and may be able to rapidly respond to a disaster.
- May have mobile communication equipment such as mobile satellite internet connections or short-wave radios.
- Are mature adults accustomed to working and living independently, while functioning within the larger organizational framework of the Escapees RV Club.

*The mission of the DOVE is to:*

- Recruit Escapee RV Club members for Red Cross Disaster Services.
- Assist DOVE members in obtaining training as Red Cross disaster operations volunteers.
- Provide DOVE members with timely information about Red Cross disaster relief operations.
- Provide volunteer assistance to the Red Cross whenever and wherever practical.

*To ensure compliance with this mission, the following specific programs are provided by the DOVE on an ongoing basis:*

- At designated times each year such as during national RV rallies, Red Cross disaster volunteers can be recruited.
- At designated times each year, the DOVEs host training institutes in collaboration with a Red Cross region and classes are taught by appropriately certified Red Cross instructors.
- The DOVEs maintain a network of member information. The members can be contacted quickly about the need for Red Cross disaster relief workers anywhere in the continental US. Members near that location may then offer to help.
- As DOVE members travel throughout the country, they are encouraged to contact local Red Cross chapters and volunteer their help. Such help is forthcoming in numerous states and on virtually any day of the year.
- As Red Cross volunteers, DOVE members agree to support the principles of the International Red Cross movement and the mission of the American Red Cross.