

**MEMORANDUM OF UNDERSTANDING**

-between-

**CUYAHOGA COUNTY**

-and-

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**For the Use of Cuyahoga County's Mass Notification System, hereinafter referred to as "Ready Notify"**

This Memorandum of Understanding ("MOU") is made this \_\_\_ day of \_\_\_\_\_, 20\_\_ ("effective date"), between the County of **Cuyahoga ("County")**, a County of the State of Ohio, through its Director of Public Safety and Justice Services, and \_\_\_\_\_, a municipality within Cuyahoga County, through its authorized representative.

WHEREAS, Ready Notify is a mass notification system used by Cuyahoga County and participating municipalities to issue notifications to the public and internal employees.

WHEREAS, Ready Notify delivers messages to residents by telephone, cellular phone, text message, electronic mail, etc.

WHEREAS, Ready Notify will be primarily used for emergency notifications, when prompt and accurate information is essential for immediate safety.

NOW, THEREFORE, the Parties understanding is as follows:

**SECTION I. PROVISION OF SERVICES**

The County is providing Ready Notify to Cuyahoga County municipalities to assist in disseminating pertinent information regarding events within their jurisdictions.

The City/Village of \_\_\_\_\_ has been granted access to the system which will provide them the ability to send notifications to their residents and internal employees.

Access to the Ready Notify system consists of the following provisions:

- A. The County has assumed the costs associated with the Ready Notify program, providing for the implementation, training and maintenance of the system.
- B. Ready Notify is an unlimited service and does not contain any time usage restrictions.
- C. The County will provide training and technical support, as needed, to municipalities.
- D. The County, in conjunction with municipalities, will conduct an extensive public education campaign to promote Ready Notify.
- E. Municipalities will designate one Point of Contact (POC) to manage Ready Notify for their municipality.

- F. Usage of Ready Notify will be determined by the municipality's operational needs, primarily addressing emergency and/or public safety issues, but Ready Notify shall not be used for any political or commercial notifications.
- G. Each authorizing Community assumes liability for the messages sent on their behalf
- H. All alerts sent must abide by Federal, State, and County Policies/Laws
- I. The County maintains the right to remove any municipality's access to Ready Notify if said municipality is deemed to be in violation of the above terms.

**SECTION II. POINT OF CONTACT (POC)**

The participating Municipality shall designate one (1) Point of Contact (POC) as the individual responsible for management of the Ready Notify system for their municipality. The identified individual is also the POC for all communications between the Cuyahoga County Department of Public Safety and Justice Services, as set forth below:

**Municipal Point of Contact (POC):**

Name:

Title:

Address:

Phone:

Email:

**Cuyahoga County Points of Contact (POCs):**

Name: Adam Griffith  
 Title: Emergency Management Specialist  
 Address: 9300 Quincy Avenue,  
 Cleveland, OH 44106  
 Phone: 216-443-3744  
 Email: agriffith@cuyahogacounty.us

Name: Kevin Friis  
 Title: Planning Manager  
 Address: 9300 Quincy Avenue, Cleveland,  
 OH 44106  
 Phone: 216-348-4220  
 Email: kfriis@cuyahogacounty.us

**SECTION III. TERM**

This MOU shall be in effect as of the effective date first above written and shall expire upon written notice from either Party to the other that they are withdrawing from this MOU. Either Party may withdraw from this MOU by giving the other Party at least 30 days prior written notice of withdrawal. No cancellation notice period is required for unsatisfactory services by City.

IN WITNESS WHEREOF, the Parties hereby have caused this MOU to be executed.

**FOR THE CITY OF**

\_\_\_\_\_ :

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
Point of Contact

\_\_\_\_\_  
*(Print Name and Title)*

**FOR CUYAHOGA COUNTY:**

By: \_\_\_\_\_  
Director of Public Safety and  
Justice Services