

**Memorandum of Understanding
between the
Tippecanoe County Chapter of the American Red Cross
and
Tippecanoe County Amateur Radio Emergency Service (ARES)**

July 24, 2009

Forward

The American Radio Relay League, Inc. (ARRL) and the American National Red Cross have had a cooperative statement of understanding since 1940. The ARRL is a noncommercial membership organization of radio amateurs, organized for the promotion of interest in Amateur Radio communication and experimentation, for the establishment of networks to provide communications in the event of disasters or other emergencies, for the advancement of the radio art and of the public welfare, for the representation of the radio amateur in legislative matters, and the maintenance of fraternalism and a high standard of "on the air" operating conduct.

A primary responsibility of the Amateur Radio Service, as established by Part 97 of the Federal Communications Commission's regulations (47CFR), is the rendering of public service communications for the general public, particularly in times of emergency. Using Amateur Radio volunteers operating in the amateur frequency bands, the ARRL has been serving the public, both directly and through government and relief agencies, for more than fifty years. To that end, the League created the Amateur Radio Emergency Service (ARES). ARES is a major component of the ARRL's public service field organization of volunteer Radio Amateurs.

The American National Red Cross, authorized by congressional charter, dated January 5, 1905, is charged with the responsibility "To continue and carry on a system of national and international relief in time of peace and apply the same in mitigating the sufferings caused by pestilence, famine, fire, floods, and other great national calamities, and to devise and carry on measures of preventing the same." Through its local chapters, Red Cross is responsible for establishing, coordinating, and maintaining continuity of communications during disaster-relief operations whenever normal communication channels are disrupted or overloaded.

This document strengthens the national relationship between the ARRL and the American National Red Cross by establishing close cooperation and coordination at the local level between the Tippecanoe County Amateur Radio Emergency Service (hereinafter also referred to as TCARES) and the Tippecanoe County Chapter of the American Red Cross (hereinafter also referred to as Red Cross) for the public benefit in Tippecanoe County, Indiana.

1. Purpose

The purpose of this Memorandum of Understanding (MOU) is to state the terms of an ongoing working relationship between TCARES and the Red Cross. This document will serve as a broad framework within which volunteer TCARES personnel will provide and coordinate amateur radio emergency communications network resources in support of Red Cross disaster relief operations within Tippecanoe County, Indiana. Each party to this MOU is a separate and independent organization. As such, each organization retains its own identity in providing service, and each organization is responsible for establishing its own policies and financing its own activities.

2. Definition of a Disaster

A disaster is an occurrence such as a tornado, violent storm, flood, earthquake, blizzard, fire, explosion, building collapse, commercial transportation accident, or other situation that causes human suffering, or creates human needs that the victims cannot alleviate without assistance.

3. Recognition

The Tippecanoe County Chapter of the American Red Cross recognizes that the extensive volunteer Field Organization of the ARRL, represented by the Tippecanoe County ARES, is the official ARRL representative to Served Agencies within Tippecanoe County for providing aid in maintaining the continuity of communications during disasters, when normal communications facilities are disrupted or overloaded.

The Tippecanoe County ARES recognizes the Tippecanoe County Chapter of the American Red Cross as the local unit of the American National Red Cross and the primary disaster relief service agency in Tippecanoe County which extends assistance to individuals and families in need after the occurrence of any disaster.

4. Organization of the American Red Cross

The national headquarters of the American Red Cross, located in Washington, D.C., is responsible for implementing policies and regulations that govern American Red Cross activities, and for giving administrative and technical supervision and guidance to the chartered units. Each chapter is responsible for providing disaster planning, preparedness, mitigation, education, and response. Each chapter has a disaster leadership team or committee. This team or committee studies the hazards of the locality and surveys local resources for personnel, equipment, supplies, transportation, emergency communications, and facilities available for disaster relief. The chapter disaster leadership also formulates cooperative plans and procedures with local government agencies and private organizations for carrying on relief operations should a disaster occur.

5. Organization of the ARRL and ARES

The ARRL is organized in relevant part, for the promotion of interest in Amateur Radio communication and experimentation; the establishment of Amateur Radio networks to provide electronic communications in the event of disasters or other emergencies; the furtherance of the public welfare; the advancement of the radio art; the fostering and promotion of noncommercial intercommunication by electronic means throughout the world; and for related purposes. It is governed by a Board of Directors who are elected on a regional basis by the membership. Its headquarters is located in Newington, Connecticut. Since 1914, the ARRL has been the standard-bearer in amateur radio affairs throughout the United States. The ARRL Field Organization covers the United States and U.S. territories. The field organization is administered by elected Section

Managers in the ARRL Sections (a section is an ARRL-created political boundary roughly equivalent to states or portions thereof). Emergency communications are provided by the ARRL-sponsored Amateur Radio Emergency Service (ARES).

Organized under the Section Manager and directed by a Section Emergency Coordinator, the ARES field organization includes District Emergency Coordinators and local Emergency Coordinators, who provide leadership and training for the thousands of ARES members. The Section Manager for Indiana has appointed an Emergency Coordinator to provide support for Tippecanoe County Indiana and its municipalities.

6. Method of Cooperation

In order that the emergency communications personnel, resources, and procedures of TCARES may be coordinated and utilized to the fullest advantage for Red Cross disaster relief operations in Tippecanoe County, the Tippecanoe County Amateur Radio Emergency Service and the Tippecanoe County Chapter of the American Red Cross agree to the following:

- A. Red Cross welcomes the cooperation and assistance of TCARES to participate in pre-disaster planning for amateur radio communication support of Red Cross operations within Tippecanoe County.
- B. The TCARES Emergency Coordinator will appoint a representative who will establish and maintain ongoing liaison with Red Cross. This liaison will provide the closest possible cooperation and direct assistance by TCARES in pre-disaster planning, and in the coordination of amateur radio communications support for Red Cross disaster relief operations in Tippecanoe County.
- C. TCARES will provide Red Cross access to its Operations Plans and Standard Operating Guidelines. TCARES will develop and maintain an Operations Plan for Red Cross support. Red Cross will provide TCARES with a current copy of Red Cross contact information for key local disaster services personnel with whom TCARES will work. Each party will keep the other updated with changes in essential information.
- D. TCARES will participate in periodic training drills and exercises with Red Cross, as appropriate, to train amateur radio personnel, to evaluate resources and procedures, and to test the status of TCARES' capabilities and readiness to respond when called upon to provide emergency communications support for Red Cross operations.
- E. In the event of a disaster requiring the use of amateur radio communications to support Red Cross operations within Tippecanoe County, . . .
 1. Red Cross will notify TCARES in accordance with a prearranged plan. TCARES will supply Red Cross with a continually updated Emergency Contact List.
 2. TCARES will alert, mobilize, and deploy its personnel to establish and maintain fixed, mobile, and portable amateur radio communications for local area and countywide radio coverage, and for point-to-point contact between Red Cross officials, shelters, and other locations within Tippecanoe County. TCARES will also provide Liaison Stations to establish and maintain links with regional and statewide facilities, as needed.
 3. TCARES will manage its operations and will provide additional operators and equipment as needed to sufficiently support Red Cross operational requirements, and will upgrade any marginal facilities, as quickly as possible, in order to maintain the highest quality

communication networks for the duration of the emergency period, or until normal communication capabilities are substantially restored, or until Amateur Radio communications are no longer necessary in support of the response to the disaster. Red Cross understands the limitations of TCARES resources, as all equipment used by TCARES is the privately-owned property of its members, who voluntarily offer its use for emergency communications.

4. TCARES will establish a separate Red Cross net, in accordance with TCARES OP PLAN 200 (Red Cross Operations Plan), as needed. The TCARES NET 1-3 (Net Frequencies) document and OP PLAN 200 provide for additional nets, if needed.
 5. Termination or deactivation of TCARES communications support for a Red Cross disaster relief operation in Tippecanoe County will be determined by mutual agreement of the officials in charge of the operation for each party.
- F. TCARES recognizes that Red Cross, working in disaster areas, may need to establish guidelines concerning acceptance, transmission, and distribution of health-and-welfare [Red Cross Family Well-being Inquiry (FWI)] traffic by Amateur Radio. Accordingly, TCARES will handle such traffic in adherence to the policies and guidelines provided by Red Cross personnel in the disaster area.
 - G. TCARES recognizes that American Red Cross chapters not in the disaster area may have need for health-and-welfare [Red Cross Family Well-being Inquiry (FWI)] traffic by Amateur Radio into and out of Tippecanoe County. TCARES can establish, upon request of the Red Cross, additional stations to link with the Indiana Traffic Net (ITN), the Indiana Section CW Net (QIN), the Indiana State ARES Net, or other nets so established to handle health-and-welfare [FWI] traffic into and out of Tippecanoe County. Such operations will be in accordance with Red Cross and TCARES guidelines and any moratorium in effect.
 - H. The Red Cross and TCARES will cooperate in the development of a specific set of operational policies and guidelines for the management of health-and-welfare [Red Cross Family Well-being Inquiry (FWI)] traffic and detailed operating plans for Red Cross utilization of the Amateur Radio Service during a disaster within Tippecanoe County, or regionally affecting Tippecanoe County. These policies and guidelines will be incorporated into and made an integral part of the official TCARES Red Cross Support Plan, known as OP PLAN 200 (Red Cross Operations Plan).
 - I. TCARES personnel also may participate in amateur radio emergency operations to support Red Cross communications in other counties when called upon, in accordance with the mutual aid policies and procedures established by the Indiana Section of ARES.
 - J. It is understood and agreed that radio amateurs, being licensed and regulated by the Federal Communications Commission, shall at all times exercise sole and exclusive control over the operation of their radio equipment. Such control cannot be surrendered or delegated, in accordance with Federal law.
 - K. Recognizing the need for advising the public of the work of both organizations, the Red Cross will make reasonable effort, through their public information office during disasters, to keep the public informed of the cooperative efforts with, and volunteer services provided by, TCARES.
 - L. Both TCARES volunteers and Red Cross personnel will work cooperatively at the scene of a disaster and in the disaster recovery, within the scope of their respective roles and duties.
 - M. The two organizations agree that any expenses incurred as a result of cooperation or collaboration under the terms of this Memorandum of Understanding will be apportioned as agreed to in writing by both parties prior to incurring such expenses. In the absence of any such written agreement, each party shall bear its own costs and expenses exclusively.

7. Notice

Any notice to be given by either party to the other shall be given respectively to the TCARES Emergency Coordinator and the Red Cross Director, whose name, address and other contact information shall be continually updated as necessary and exchanged between the parties. Parties may use whatever means appropriate for exchanging information. Formal notices shall be exchanged in writing and shall be promptly acknowledged by the receiving party.

8. Term of Memorandum of Understanding

This agreement is in effect as of the date this document was signed by both parties, and shall remain in effect unless terminated by written notification from either party to the other; or, until replaced by an updated version mutually agreed to by both parties.

9. Miscellaneous

This Memorandum of Understanding does not create a partnership or a joint venture, and neither party has the authority to bind the other.

For Tippecanoe County Chapter of the American Red Cross:

Name: Christine E. Brady
Title: Emergency Services Director, Tippecanoe
County Chapter of the American Red Cross
Date: 24 JUL 2009
Signed: 31 JUL 2009

For Tippecanoe County ARES:

Name: R. Bruce Stewart, N9GKE
Title: Emergency Coordinator, Tippecanoe
County ARES
Date: 24 JUL 2009
Signed: 31 JUL 2009