

Local Memorandum of Understanding
Between the
Dane and Iowa County ARES ®/RACES ® (Amateur Radio Emergency Service/Radio
Amateur Civil Emergency Service),
and
The Dane County Interhospital Emergency Preparedness Committee

Introduction

The Dane and Iowa County ARES/RACES, representing public-service oriented radio amateurs in Wisconsin, member organizations of the Dane County Interhospital Emergency Preparedness Committee, have agreed to enter into a cooperative agreement which forms the basis for this memorandum. The member organizations for this Memorandum of Understanding include the following hospitals:

University of Wisconsin Hospital & Clinics
UnityPoint Health – Meriter
Stoughton Hospital
SSM Health St. Mary's Hospital – Madison
William S. Middleton Memorial Veterans Hospital

Purpose

This agreement between Dane and Iowa County ARES/RACES and Dane County Interhospital Emergency Preparedness Committee establishes a framework of cooperation and a close working relationship with volunteer radio amateurs organized under the authority of the American Radio Relay League, Inc. Wisconsin Section and the member organizations of the Dane County Interhospital Emergency Preparedness Committee. It is intended that, through joint cooperation of the local resources available to both signees, the public will best be served in disaster, emergency or other public-service-related situations.

This document is not intended to be legally binding but rather a statement of cooperation between the two parties.

Organization

The Amateur Radio Emergency Service (ARES) consists of federally licensed radio amateurs who have voluntarily registered their qualifications and equipment for communication duty in the public service when disaster strikes pursuant to Federal Communications Commission Rule 97.1 (a) which states that a “fundamental purpose” of the Amateur Radio Service is: “Recognition and enhancement of the value of the amateur service to the public as a voluntary noncommercial communication service, particularly with respect to providing emergency communications.”

The Radio Amateur Civil Emergency Service (RACES) is a protocol created by the Federal Emergency Management Agency (FEMA) and the Federal Communications Commission (FCC Part 97, Section 407). Many government agencies across the country train their Auxiliary Communications Service (ACS) volunteers using the RACES protocol. The volunteers serve their respective jurisdictions pursuant to guidelines and mandates established by local emergency management officials. In Wisconsin, ARES and RACES are combined into one group.

ARRL, comprising approximately 150,000 radio amateurs in the U.S. sponsors the ARRL Field Organization. This national field organization is divided into geographic Sections, one of which is the Wisconsin Section. The ARES program is one segment of the ARRL's commitment to serving the public in time of need. Local ARES groups are established components within the ARES program.

The ARRL Wisconsin Section leadership includes the elected Section Manager (SM) and, within ARES, his or her appointed Section Emergency Coordinator (SEC), District Emergency Coordinators (DECs) and local Emergency Coordinators (ECs). The EC is tasked with managing an ARES response in a given locale.

Dane County Interhospital Emergency Preparedness Committee is organized through periodic meetings of those tasked with emergency preparedness management in Dane County, including but not limited to the hospitals, American Red Cross and Dane County Emergency Management.

Recognition

The member organizations of the Dane County Interhospital Emergency Preparedness Committee recognize that Dane and Iowa County ARES/RACES is the ARRL-sponsored emergency/public service-oriented communications organization. ARES serves agencies and organizations through licensed radio amateurs nationwide and can be of value in providing critical communications during emergencies and disasters when normal lines of communication are disrupted.

The Amateur Radio Emergency Service recognizes that Dane County Interhospital Emergency Preparedness Committee is established to coordinate hospital activities responding to events that have significant operational impacts on the member hospitals and medical implications to the greater Madison metropolitan community.

Principles of Cooperation

In order that communications resources of ARES may be coordinated and utilized to the fullest advantage during disasters, emergencies and public-service related situations, and to the extent permitted or required by law and regulation, the local Amateur Radio Emergency Service group and each member organization of the Dane County Interhospital Emergency Preparedness Committee have agreed that each organization will:

- Encourage ongoing liaison with the other, urging members of both organizations to develop increasingly effective communications and cooperation;
- Work with each other for developing emergency plans, training exercises, and a heightened state of preparedness;
- Where appropriate and practical, provide opportunities for training in first aid, CPR, AED, emergency public service communications and other disciplines that will enhance the emergency response that members of the team can understand and provide;
- Work with each other in times of disaster or emergency to meet the needs of the public;
- Work within its own lines of authority and respect the lines of authority of the other;
- Distribute copies of and publicize this agreement to its own members and to other organizations, public and private, which may have an active interest in disaster relief;
- Utilize WICAMS (Wisconsin Credentialing Asset Management System) as a means of identification for volunteers under this agreement which is honored by state and local law enforcement agencies during disasters and emergencies, or another mutually acceptable and widely recognized form of credentialing and identification;
- Understand that either party to this document may have similar local agreements with other disaster assistance-related agencies/organizations.
- Work together to identify a suitable operating location for the radio and radio operators that will have sufficient work space and is free from excessive noise. Storage areas can be identified as well if the equipment needs to be stored.
- To allow external radio communication, the hospital shall to the best of their ability, have an appropriate external ham radio antenna, radio with power supply, and a coax connection from the antenna to the radio at the operating location.
- Shall either party identify equipment belonging to the other party that is in need of repair, a representative of that other party should be notified as soon as possible.
- ARES/RACES radio operators may periodically inspect and/or test hospital-owned radio equipment but are not expected to repair or replace said equipment.
- ARES/RACES radio operators shall not move or remove any hospital-owned radio equipment except as authorized by a hospital representative.
- ARES/RACES radio operators are allowed, but not required, to bring along their own equipment to supplement the hospital's radio equipment. Hospital is not responsible for this equipment.
- Specific Responsibilities for ARES/RACES:

- o Provide licensed and trained radio operators when activated
- o Maintain station documentation required for emergency operations
- o Periodically inspect and test equipment to verify preparedness

Implementation

This memorandum shall take effect upon its signing by authorized representatives of Dane and Iowa County ARES/RACES, the ARRL Wisconsin Section Manager and representatives of member organizations of the Dane County Interhospital Emergency Preparedness Committee.

This memorandum may be amended by mutual agreement of both parties, and it is understood by both parties that at any time this Memorandum of Understanding may be terminated by written notification from either party to the other. Six months prior to termination, the parties shall meet to review the progress and success of the MOU and determine whether it shall be extended for an additional five years. In no event shall any single extension of this MOU be for a term exceeding five years.

Miscellaneous

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

Signatures of Agreement to the
Local Memorandum of Understanding
Between the
Dane and Iowa County ARES ®/RACES ® (Amateur Radio Emergency Service/Radio
Amateur Civil Emergency Service),
and
The Dane County Interhospital Emergency Preparedness Committee

For Dane and Iowa County ARES/RACES			
Date:		Signature:	
		Printed Name:	Jeffrey Fillian
		Position:	Dane and Iowa County Emergency Coordinator
Date:		Signature:	
		Printed Name:	Kyle Schaefer
		Position:	Section Emergency Coordinator (SEC)
For Hospital Signatories			
Hospital Name:			
Date:		Signature:	
		Printed Name:	
		Position:	
Date:		Signature:	
		Printed Name:	
		Position:	
Date:		Signature:	
		Printed Name:	
		Position:	