

**MEMORANDUM OF UNDERSTANDING BETWEEN
GWINNETT COUNTY EMERGENCY MANAGEMENT AGENCY
AND
GWINNETT COUNTY ARES**

July 31, 2002

FOREWORD

The American Radio Relay League, Inc., (ARRL) is a noncommercial association of radio amateurs, bonded for the promotion of interest in amateur radio communication and experimentation, for the relaying of messages by radio, for the advancement of the radio art, for the representation of the radio amateur in legislative matters, for 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, is the performance of public service communications for the general public, particularly in times of emergency when normal communications are not available. Using Amateur Radio operators on frequencies allocated to the Amateur Radio Service, the ARRL has been in the forefront of this service direct to the general public and through government and relief agencies, and continues to do so. To that end, in 1935, the ARRL organized the Amateur Radio Emergency Corps, now called the Amateur Radio Emergency Service (ARES) and in 1949, the ARRL created the National Traffic System (NTS). Together, ARES and NTS comprise the ARRL’s public service field organization of volunteer Radio Amateurs.

The Gwinnett County Georgia Amateur Radio Emergency Service (Gwinnett ARES) is the local representative of the ARRL’s national structure and represents those Amateur Radio operators in Gwinnett County with an interest in providing communications services support to agencies serving the public during emergency situations.

I. PURPOSE

The purpose of this document is to state the terms of understanding between the Gwinnett ARES and Gwinnett County Emergency Management Agency. This document will serve as a broad framework within which volunteer ARES and NTS personnel, of the ARRL field organization, will coordinate Amateur Radio emergency communications network resources and services with the Gwinnett County Emergency Management Agency.

II. DEFINITION OF A DISASTER

A disaster is an occurrence such as a hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, blizzard, fire, explosion, volcanic eruption, building collapse, commercial transportation accident, or other situations that cause human suffering or human needs that the victims cannot alleviate without assistance.

III. RECOGNITION

The Gwinnett County Emergency Management Agency recognizes that Gwinnett ARES, representing the volunteer Field Organization of the ARRL, is the official ARRL

representative to the Gwinnett County Emergency Management Agency for providing aid in maintaining the continuity of communications, during disasters, when normal communications facilities are disrupted or overloaded through the use of its volunteers and their communications resources.

The Gwinnett ARES recognizes the Gwinnett County Emergency Management Agency as the prime coordinator for responding to disaster situations within Gwinnett County. It is responsible for assigning resources required to support all functions required to manage and resolve the event.

IV. ORGANIZATION OF Gwinnett County Emergency Management Agency

Gwinnett County Emergency Management Agency is a section of the Department of Fire and Emergency Services. The Director of the Gwinnett County Emergency Management Agency is appointed by the Chairman, Gwinnett County Board of Commissioners and approved by the Director of the Georgian Emergency Management Agency (GEMA). Typically this position has been appointed to the Director of the Gwinnett County Department of Fire and Emergency Services. A Deputy Director or Coordinator is responsible for the day-to-day operation of the agency.

Primary responsibilities of Gwinnett County Emergency Management Agency include, but are not limited to:

- Primary emergency management agency for Gwinnett County to include all municipalities.
- Maintain the Emergency Operations Center (EOC) for Gwinnett County is a constant state of readiness to respond to any emergency or disaster, 24 hours a day, 365 days a year.
- Maintain the Emergency Operations Plan (EOP) for Gwinnett County, including planning coordination with all municipalities.
- Provide overall coordination, development, implementation and revision of emergency plans and procedures for the local public and private sectors.
- Develop and coordinate mutual aid agreements with other local, state, federal and private agencies.
- Provide 24-hour on-scene emergency response to emergencies and disasters.
- Provide 24-hour emergency notification to multiple emergency response agencies.
- Provide liaison with local, state and federal authorities during major emergencies and disasters.
- Develop, coordinate, and conduct emergency management training and exercise programs.
- Coordinate with individual volunteers and volunteer organizations to provide information and training, including utilization in emergency and disaster situations.

- Develop and coordinate emergency management presentations, brochures, pamphlets, public service announcements and other information for civic organizations, business and industry, emergency response agencies, government, media and the general public.

V. ORGANIZATION OF THE AMERICAN RADIO RELAY LEAGUE

The American Radio League is governed by a Board of Directors composed of the 15 persons who are elected 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 has a field organization that covers the United States and U. S. Territories. The field organization is administered by elected Section Managers in the 69 ARRL sections. (A section is an ARRL created political boundary roughly equivalent to states or portion 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 consists of District Emergency Coordinators and local Coordinators, who provide leadership and training for the thousands of ARES members.

VII. METHOD OF COOPERATION

A. SUPPORT PROVIDED BY ARES

Gwinnett County ARES will:

1. Train its members in the conduct of emergency communications following ARRL training guidelines.
2. Maintain a roster of trained volunteers that may be called upon in the time of disaster.
3. Provide trained communicators and equipment to augment communications needs during a disaster situation as described in Section II at the request of Gwinnett County Emergency Management Agency.
4. Work with Gwinnett County Emergency Management Agency personnel to identify missions within the disaster planning of Gwinnett County within the capabilities of Gwinnett ARES.
5. Develop Gwinnett County ARES operations plan(s) to support missions agreed upon and tasked in the Gwinnett County Emergency Management Agency's emergency operations plans.
6. Support the National Weather Service's SKYWARN spotter program through the Section ARES/Georgia Emergency Management Agency relationship with the National Weather Service and provide information to Gwinnett County Emergency Management Agency personnel of observed damage.

7. Provide liaison personnel to coordinate with Gwinnett County Emergency Management Agency personnel and to function in the Gwinnett County Emergency Operations Center when tasked in disaster situations.

B. SUPPORT PROVIDED BY GWINNETT COUNTY EMERGENCY MANAGEMENT

Gwinnett County Emergency Management Agency will:

1. Provide opportunities to receive training appropriate for volunteer participants in activities of Gwinnett Emergency Management Agency in the role described above.
2. Work with Gwinnett ARES to define specific missions within the capabilities of Gwinnett ARES for Gwinnett ARES to perform in disaster situations.
3. Coordinate access for volunteer personnel with Gwinnett County directed security and emergency services personnel for access into areas where communications support by ARES is requested using Gwinnett County Amateur Radio Emergency Service identification badges issued by Gwinnett ARES.
4. Assist in coordinating re-supply of personnel supporting disaster operations.

C. WORKMAN'S COMPENSATION

Workman's compensation insurance is not available for individuals who are members of Gwinnett ARES volunteering their services under the terms of this agreement.

For Gwinnett County:

For Gwinnett ARES:

Signature

Signature

Name: Frank Daniell

W. Stanley (Stan) Edwards, WA4DYD

Title: EMA Coordinator

Emergency Coordinator

Date: 07-31-02

Date: 7/31/02