

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CITY OF LITTLETON  
AND  
ARAPAHOE COUNTY AMATEUR RADIO  
EMERGENCY SERVICE**



## **I. Purpose**

The purpose of this document is to provide guidelines for the authorization and activation of Amateur Radio Operators when needed in an emergency and to define the procedures to be followed.

## **II. Introduction to Amateur Radio and ARES**

The Amateur Radio Service - The Amateur Radio Service consists of radio operators who are licensed by the Federal Communications Commission. Amateur Radio Operators are required to take examinations and to maintain these licenses in order to operate their equipment. These examinations test the operator's technical skills and knowledge of telecommunications, including FCC rules and regulations. The American Radio Relay League (ARRL), the national association for Amateur Radio, represents Amateur Radio Operators to federal agencies and international organizations with regards to emergency and other forms of communications.

Amateur Radio Emergency Service - Amateur Radio Emergency Service (ARES) is sponsored by the American Radio Relay League (ARRL) to provide supplemental or emergency communications. Founded in 1935 as the Amateur Emergency Corps, ARES members have volunteered their equipment and capabilities in the event of an emergency. Agencies currently served by Arapahoe County ARES include the City of Englewood Safety Services, the Arapahoe/Douglas branch of the American National Red Cross, and the National Weather Service through the SKYWARN and Colorado All-Season Team (C.A.S.T.) programs.

Although the primary responsibility of ARES is to provide communications, Amateur Radio Operators may also be called upon as observers. Because most Amateur Radio Operators have mobile radios in their vehicles, ARES members may be called upon to perform duties such as windshield damage surveys, weather spotting during severe weather, or search functions.

## **III. Amateur Radio Operating Authority**

The Communications Act of 1934, Section 606 as amended

Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions

Amateur Radio Operators operate under Title 47 Code of Federal Regulations, US Code 151, 154(i) and (o); Chapter 1, Part, Subpart A, Sections 97.1, 97.105, 97.115, 97.301, and Subpart E, Federal Communications Commission Rules and Regulations, Amateur Radio Service.

#### **IV. Definitions**

**Activating Official** is defined as a member of the City of Littleton authorized to activate Arapahoe County ARES in the public interest and to take responsibility for those who respond to this request.

**ARES Officials** is defined as a member of Arapahoe County ARES who can be contacted to request a response by its members. This includes the Emergency Coordinator, Officers and Team Leaders. These persons will take responsibility for calling as many Arapahoe County ARES members as possible to facilitate an adequate response for the emergency or event.

#### **V. ARES Organization**

**Emergency Coordinator** - Appointment to this position is by the ARRL Colorado Section Manager or the ARRL Colorado Section Emergency Coordinator. The Emergency Coordinator represents the ARRL at the local level and is responsible for all ARES activities. The Emergency Coordinator directs emergency operations of Amateur Radio Operators.

**Assistant Emergency Coordinators (or Officers)** - Appointed by the Emergency Coordinator, these officers help the Emergency Coordinator effectively manage ARES. These areas include Operations, Logistics, Training and Planning, and Administration and Finance.

#### **VI. Training**

Members of Arapahoe County ARES spend many hours each year training. In addition to weekly on-the-air training sessions, exercises are held six times a year with at least one major national exercise per year. Training sessions are also held six times per year at face-to-face meetings. Field Day, held in June each year, is used as a multi-day deployment exercise to test ARES ability to operate under unusual conditions for several days.

In order to make training exercises most effective, joint training and exercises between the City of Littleton and Arapahoe County ARES is encouraged as often as practical.

#### **VII. Liability**

Known as the Volunteer Protection Act of 1997, US Public Law 105-19 protects volunteers from liability as long as they are acting within the scope of their training and responsibility. Colorado Revised Statutes also provides certain protection under the Volunteer Service Act (CRS 13-21-115.5). This statute, similar to the Federal law stated above, further protects volunteers. Each member of ARES must evaluate the risk for responding to the request from Arapahoe County and may refuse should the risk be deemed too great.

Members of Arapahoe County ARES operate as outlined in the Arapahoe County ARES Emergency Response Plan and Operating Guide. This guide is distributed to all members.

## **VIII. Radio Amateur Civil Emergency Service (R.A.C.E.S.)**

Arapahoe County Office of Emergency Management has designated Arapahoe County ARES as the official R.A.C.E.S organization in Arapahoe County and as such, is a registered Civil Defense organization. In the event of a national emergency where the President of the United States would invoke his War Emergency Powers, Amateurs Radio Operators enrolled in the local civil preparedness group would be limited to certain frequencies, while other amateur operations would be silenced. These include but are not limited to

Natural Disasters

- Technological Disasters
- Nuclear Accidents
- Nuclear Attack
- Terrorist Incidents
- Bomb Threats; and
- Weapons of Mass Destruction

## **IX. Mobilization and Activation**

Arapahoe County ARES will provide a current list of individuals authorized to activate ARES members. This list also provides the specific information needed for an appropriate response. The City of Littleton Office of Emergency Management will make this list available to all personnel authorized to activate ARES, including dispatch personnel.

Arapahoe County ARES will coordinate other recognized auxiliary and emergency communications groups when ARES resources are inadequate to meet the needs of the City of Littleton during an emergency or event.

## **X. Worker Compensation**

Arapahoe County ARES members, acting in response to activation by the City of Littleton will be covered under the City's Workers Compensation plan. Those members who are members of R.A.C.E.S. may also be eligible for Workers Compensation as determined by the Colorado Revised Statutes.

## **XI. Identification**

The City of Littleton Office of Emergency Management will provide or assist in obtaining proper identification for access to the City of Littleton's Emergency Operation Center, Communications Center (Dispatch) and other areas as required. These ID cards, patterned after the Sheriff Office's volunteer ID cards, will identify ARES to officials during joint drills and emergency deployment. Although ARES members have submitted to background checks performed by the Arapahoe County Sheriff's Office, additional checks may be performed as required for admission to sensitive areas such as the Communications Center (Dispatch) or the City of Littleton's Office Emergency Operations Center (EOC).

**XII. City of Littleton Office of Emergency Management Operations Center**

Arapahoe County will provide space in the City of Littleton’s Office Emergency Operations Center for radio equipment and operators. A minimum of two operators will man this station with more being deployed as other modes of operation are requested. The City of Littleton’s Office of Emergency Management will also assist in obtaining necessary communications equipment and antennas as well as storage for this equipment. Equipment in place at the Emergency Operations Center and other areas will speed the response of Arapahoe County ARES personnel. In addition, members of the City of Littleton’s Office of Emergency Management will assist Arapahoe County ARES with obtaining access to Amateur Radio related equipment for the purpose of testing and maintenance.

**XIII. Other Operating Stations**

Amateur Radio operators may also be asked to staff the City of Littleton Dispatch Center as well the Command Vehicle for supplemental communications, including but not limited to Voice, Amateur Radio Television (ATV) and digital communications (packet) and Slow Scan Television (SSTV).

**XIV. Summary**

This Memorandum of Understanding shall take effect upon signature by authorized officials of the Arapahoe County Amateur Radio Emergency Service and the City of Littleton. This memorandum may be amended by mutual agreement of both parties, and shall remain in effect until terminated. Arapahoe County Amateur Radio Emergency Service and the City of Littleton will periodically review and coordinate such revisions as may be necessary. Upon ninety (90) days written notice, either party may terminate this memorandum.

Signature on File

Signature on file

\_\_\_\_\_  
City of Littleton

\_\_\_\_\_  
Emergency Coordinator,  
Arapahoe County Amateur Radio  
Emergency Service

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Signature on File

\_\_\_\_\_  
City Attorney