

**Memorandum of Understanding  
Between  
Arkansas Department of Emergency Management  
And  
Arkansas Section of the American Radio Relay League, Incorporated**

**I. Purpose**

The purpose of this document is to state the terms of a mutual agreement (Memorandum of Understanding) between the Arkansas Department of Emergency Management (ADEM) and the Arkansas Section of the American Radio Relay League, Incorporated (ARRL), that will serve as a framework within which volunteer personnel of the ARRL may coordinate their services, facilities, and equipment with ADEM in support of statewide and local emergency communications functions. It is intended, through joint coordination and exercise of the resources of ARRL, ADEM, and Federal, State, and local governments to enhance the statewide posture of emergency communications readiness for any conceivable emergency. This agreement shall serve to promote and recognize the potential and capability of Amateur Radio operators to provide local, national and international communications expertise and assistance.

**II. Recognition**

The Arkansas Section of the American Radio Relay League recognizes ADEM to be the Department chartered as the central point of contact within the State of Arkansas for a wide range of emergency management activities in both peace and war time. ADEM is dedicated to working closely with all the members of the emergency management community to achieve a realistic state of preparedness and an increased capacity to respond to emergencies of all types.

The State of Arkansas now uses the Emergency Support Function Model for Emergency Management. The Emergency Support Function 2 (ESF2) Communications is the functional area that radio operations fall under; Department of Information Systems is the primary agency for this function.

The Arkansas Department of Emergency Management recognizes that the ARRL is the principal organization representing the interests of many of the more than 600,000 federally licensed Amateur Radio Operators in the United States, and because of its organized emergency communications capability, ARRL's Amateur Radio Emergency Service (ARES) can be of valuable assistance in providing critical and essential communications to state and local governments during emergencies and disasters when normal lines of communication are disrupted.

### **III. Organization of the American Radio Relay League**

The American Radio Relay League is a non-commercial membership association 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 for the maintenance of fraternalism and a high standard of conduct. A primary responsibility of the Amateur Radio Service, as established by the Federal Communications Commission's Rules and Regulations (47 C.F.R. Part 97), is the rendering of public service communications for the general public, particularly in times of emergency when normal communications are not available. Using Amateur Radio operators in the Amateur frequency bands, the ARRL has been serving the general public, both directly and through government and relief agencies, for more than 50 years. To that end, the ARRL organized the Amateur Radio Emergency Service (ARES), and created the National Traffic System (NTS).

The League's Field Organization covers the United States, including U.S. possessions and Puerto Rico. The Field Organization is administered under an elected Section Manager in each of the 71 ARRL "sections" (a section is a League-created political boundary roughly equivalent to States or portions thereof). The Section Manager appoints a Section Emergency Coordinator (SEC), who (along with appointed local and District Emergency Coordinators) directs ARES/emergency communications preparedness activities in each section. The Section Manager also appoints a Section Traffic Manager (STM) to supervise NTS/formal-message traffic operations in each section.

### **IV. Organization of the Arkansas Department of Emergency Management**

ADEM's headquarters is located on Camp Robinson in North Little Rock. The ADEM Directorate and five divisions {Administration, Disaster Management, Federal Surplus, Preparedness, and Communications} provide technical assistance to local governments to enhance their homeland security and emergency preparedness planning, prevention, mitigation, response, recovery, and communications capabilities. The Director of ADEM reports directly to the Governor and works closely in homeland security and emergency management matters with other state agencies and departments.

### **V. Radio Amateur Civil Emergency Service**

The Radio Amateur Civil Emergency Service (RACES) is a part of the Amateur Radio Service that provides radio communications service to state and local governments during periods of local, regional, or national emergencies. All of the authorized frequencies and emissions allocated to the Amateur Radio Service are also available to RACES on a shared basis. In the event that the President invokes his War Emergency Powers, RACES operators are authorized to use specially authorized frequencies.

RACES members are appointed by state or local government officials and may be used to support an all-hazards approach to emergency management. State RACES members must be NIMS qualified at the Emergency Operations Center level per attachment 1; other NIMS standards for RACES are also in attachment 1. Many state and local government officials have authorized ARES members to be an integral part of RACES, so as to maximize the communications service and capability available to the public.

## **VI. ADEM Interface to Volunteer Communications Services**

In order to facilitate communications with Amateur Radio Stations in an emergency, ADEM has provided an Amateur Radio Station (RACES Building) at the State Emergency Operations Center (SEOC) on Camp Robinson. The ADEM station utilizes different modes and frequency bands, including digital and voice on HF through UHF. The ADEM Communications Division Director will determine activation of State RACES members.

ADEM will appoint the three following positions to serve as SEOC Communication Leaders. These positions are under the direction and control of the ADEM Communications Division Director when activated.

State RACES Officer – responsible for the SEOC amateur operations.

State RACES Coordinator – provides coordination of the emergency amateur resources and serves as contact with the amateur community.

State RACES Liaison Officer – provides subject matter support and liaison capabilities to ESF2 on radio communications.

## **VII. Method of Cooperation**

In order that communications resources of the ARRL Field Organization may be coordinated and utilized to the fullest advantage during disasters and emergencies, and to the extent permitted or required by law and regulation, the Arkansas Department of Emergency Management and the Arkansas Section of the American Radio Relay League have agreed to the following:

A. ADEM, through its Area Coordinators and other officials, will encourage State and local emergency management officials to interact with the State RACES Members in an effort to establish cooperative relationships and closer ties with communications volunteers. ADEM recognizes that, when these relationships develop at the local level, effective service to the public is significantly enhanced.

B. ADEM will encourage the use of ARES, RACES, M.A.R.S. and other resources in the development of state and local emergency operating plans and the use of those plans to support exercises and disaster operations.

C. ADEM and ARRL will recognize that the ARRL ARES officials at the county level shall serve as RACES officials if approved by the County Judge or the County Emergency Manager.

D. ADEM and ARRL will distribute copies of this agreement through channels to state and local emergency management agencies, Arkansas Section ARRL Field Organization officials and Arkansas Army M.A.R.S. Leadership respectively.

### VIII. Implementation

This Memorandum of Understanding shall take effect upon signature by authorized officials of the Arkansas Section of the ARRL and ADEM. This memorandum may be amended by mutual agreement of both parties but will be reviewed annually and renewed every 4 years. However, upon 90 days written notice, either party may terminate this memorandum.

  
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David Maxwell, Director  
Arkansas Department of Emergency Management

3-8-11  
Date

  
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J.M. Rowe, Section Manager  
Arkansas Section  
American Radio Relay League

3-8-11  
Date

Attachment: Arkansas Races NIMS Standards

## **National Incident Management System (NIMS) Standards for Arkansas RACES**

Arkansas Executive Order 04-03 of 2004 (November) adopted NIMS as the standard by which emergencies in Arkansas would be managed. Since that time, each of Arkansas' 77 local emergency management jurisdictions has issued proclamations adopting the NIMS standard.

The mission of RACES is to establish the leadership and organizational infrastructure necessary to provide amateur radio communications in support of emergency management entities. To complete this mission, RACES organizations become part of the operational structure of the Incident Command System (ICS). To be compliant with the Executive Order and/or local proclamations training required by the NIMS standard must be completed by RACES members. The following training schedule must be followed:

- All RACES Operators
  - IS 700, Introduction to NIMS
  - IS 100, Introduction to ICS
- RACES Supervisors, Strike Team/Task Force Leaders
  - IS 700, Introduction to NIMS
  - IS 100, Introduction to ICS
  - IS 200, ICS for Single Resources and Initial Action Items
  - ICS 300, Intermediate ICS
- State/Local RACES Officers
  - Is 700, Introduction to NIMS
  - IS 100, Introduction to ICS
  - IS 200, ICS for Single Resources and Initial Action Items
  - ICS 300, Intermediate ICS
  - ICS 400, Advanced ICS

NOTE: IS courses are Independent Study and may be accessed at the following link:  
<http://www.training.fema.gov/IS/crslist.asp> ICS 300 and ICS 400 are State delivered classes. The course schedule may be accessed at:

<http://www.adem.arkansas.gov/ADEM/Divisions/Preparedness/Training/schedule.aspx#EM>