



Tab A

Memorandum of Understanding

**Between the
Powhatan County Office of Emergency Management (OEM)
And
Powhatan County Amateur Radio Emergency Services (ARES)**

Introduction

This Memorandum of Understanding (MOU) describes the framework for cooperation between the Powhatan County, VA Office of Emergency Management (OEM) and Powhatan County Amateur Radio Emergency Services (ARES®) for assisting and serving victims of disaster, as well as for other services for which cooperation may be mutually beneficial.

This MoU defines the relationship between the Powhatan County Emergency Management, Amateur Radio Emergency Services (ARES®) (as defined by the American Radio Relay League), and the Radio Amateur Civil Emergency Service (RACES) as defined by Title 47 of the U.S. Code of Federal Regulations, Part 97 (47 CFR 97).

This MOU defines the need for Powhatan County Emergency Management, as the standing Civil Defense and Emergency Management organization for Powhatan County, to formally recognize that any credentialed member of Powhatan County ARES as also being an enrolled member of the RACES for the purpose of providing emergency communications authorized by 47 CFR 97.

Purpose

This MOU establishes a mutually agreed upon minimum standard of cooperation and performance between Powhatan County Emergency Management and the Powhatan County ARES® for providing emergency communications services to help protect lives and property and ensure the continuity of local government operations during emergencies and other unusual events.

An emergency may be considered as an occurrence, either natural or man-made, happening or about to happen, that causes human suffering, loss of life, destruction of property, and/or the detrimental impact on environmental processes. This MOU provides for the understanding that, as FCC-licensed amateur radio operators and volunteer members of the public safety community, ARES® members may also be asked to provide communications support to activities under the direction of the Emergency Coordinator, Office of Emergency Management,



Powhatan County in direct support of disaster relief roles. These communications tasks may continue for the duration of the emergency until normal communications activities are no longer necessary for supporting the disaster response. It is understood that licensed amateur radio operators, at all times, shall exercise sole and exclusive control over the operation of their radio station, and that, in accordance with 47 CFR 97, such control cannot be surrendered or delegated.

This MoU recognizes that normal communications may fail at a time not associated with commonly interpreted emergencies. ARES® provided emergency communications services may be necessary to help ensure the continued protection of life, property, and the environment at those times, as well.

Definitions

These items are highlighted to define subjects of importance to the OEM and to Powhatan County ARES® for ensuring a common understanding.

- The Powhatan County Office of Emergency Management is established at the County administrator level. The Powhatan County Emergency Operations Plan (EOP), issued under the authority of, and in accordance with the Commonwealth of Virginia Emergency Services and Disaster Law of 1973, Title 44, Chapters 3.2 through 3.4 Code of Virginia, as amended, states the requirements and responsibilities related to disaster preparedness, response, and recovery activities in Powhatan County.
- The Amateur Radio Relay League (ARRL) is the parent organization of the Amateur Radio Emergency Service (ARES®) and is a member of the National Voluntary Organizations Active in Disaster (NVOAD). Powhatan ARES® is an unincorporated association of FCC-licensed amateur radio operators (and ARRL members) who have voluntarily offered their skills, equipment, and time for communications duty in the public service pursuant to 47 CFR 97.1 (a). Powhatan ARES® is an affiliate member of the Powhatan Area Radio Club and is assigned an EOP position in Emergency Support Function (ESF) 2 (Communications). Powhatan ARES® operations are managed by an ARRL-recognized Emergency Coordinator (EC).
- The Radio Amateur Civil Emergency Service (RACES) operations are regulated by 47 CFR 97.407. RACES activities are typically administrated by a local, county, or state civil defense agency responsible for disaster services. Many state and local governments have authorized ARES® members to be an integral part of RACES through cross registration to maximize effectiveness of volunteer-provided emergency communications services.



General Responsibilities

Powhatan County Emergency Management

1. Provide, maintain, and afford access to the necessary facilities and equipment for amateur radio emergency voice and data handling that are designed to meet the needs of anticipated emergency situations. This includes ensuring that all county owned amateur radio equipment, or facilities are maintained in an 24/7 state of operational readiness.
2. Include Powhatan County ARES®, to the greatest extent possible, during activation, response, recovery, deactivation, and evaluation of relevant emergency management functions.
3. Ensure that all aspects of the Incident Management System as established by the Incident Command System (ICS) and the National Incident Management System (NIMS) are extended to include Powhatan County ARES®, and that training is offered and conformance to relevant federal, state, and county laws and regulations is assured.
4. OEM resource management goals shall involve the systematic development and evaluation of Powhatan County ARES® requirements that are in direct support of essential communication functions.
5. Mutual aid needs and agreements will be evaluated and, if needed, revised or established that provide equipment, supplies, facilities, and personnel that can be used to achieve OEM operational objectives.
6. Incorporate Powhatan County ARES® as an entity with a direct line of support to Powhatan County OEM through Emergency Support Function (ESF) 2 in the County's Emergency Operations Plan (EOP).
7. Incorporate Powhatan County ARES® as an entity with a direct line of support to the Powhatan County Emergency Operations Center (EOC), during drills, exercises, and actual activations.



Powhatan County ARES®

1. Support Powhatan County OEM operations by augmenting existing communications capabilities, as requested.
2. Achieve and maintain an effective state of readiness and the ability to respond to natural and manmade emergencies within Powhatan County, and in other jurisdictions as requested by Powhatan County OEM.
3. Maintain an active membership of FCC-licensed, trained, and equipped amateur radio operators available to operate personal and county-owned amateur radio equipment needed for voice and data transmissions employing analog and / or digital technology to help ensure the protection of life, property, the environment, and Powhatan County continuity of operations.
4. Develop and maintain procedures to ensure that all Powhatan County ARES® activities in direct support of Powhatan County OEM are in full compliance with the Incident Command System (ICS) and the National Incident Management System (NIMS) as established by the Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA).
 - a. All Powhatan County ARES® volunteers who directly support OEM will, as a minimum, successfully complete FEMA Independent Study (IS) Course 100 (Introduction to ICS) and IS Course 700 (NIMS, An Introduction).
 - b. All Powhatan County ARES® volunteers filling positions of Emergency Coordinator (EC) and Assistant Emergency Coordinator (AEC) will complete IS Course 200 (ICS for Single Resources and Initial Action Incidents) and IS Course 800 (National Response Plan (NRP), An Introduction).
 - c. Individual training records maintained by Powhatan County OEM and by the Powhatan County ARES® will reflect the successful completion of these courses.
 - d. ARES® volunteers not affiliated with Powhatan ARES®, but who are assisting from other jurisdictions, will be required to comply with the minimum listed FEMA course requirements and are subject to facility access restrictions as directed by Powhatan County OEM.
5. Assist with providing essential supplemental communications to Powhatan County government activities during emergencies and disasters when normal lines of communications are disrupted.



6. Ensure higher, lateral, and subordinate communications are established and maintained among other government agencies, and OEM-identified shelters, feeding sites, material distribution points, staging areas, and other vital recovery activities, to include but not limited to damage assessment and debris management operations.
7. Develop an interest in public service and assist with meeting the public need by ensuring the efficient and effective use of radio communications.

Terms of Agreement Procedures

Powhatan County OEM

1. OEM will provide Powhatan County ARES® officials, on an annual basis and within 60 days of the anniversary date of this agreement, relevant information involving needs, facilities, procedures, and contact information.
2. OEM will provide Powhatan County ARES® with the necessary space, equipment, materials, facilities, and training to function in the EOC/AEOC and other locations as OEM may designate.
3. OEM will offer new or special training and exercises at any time deemed necessary to meet OEM requirements. OEM will also conduct routine and refresher training on at least an annual basis at Powhatan ARES® meetings.
4. OEM will distribute to Powhatan County ARES® membership, data, and procedures necessary to comply with new or revised operating procedures.
5. OEM will maintain a credentialing process whereby Powhatan County ARES® volunteers will be identified by a County approved identification badge for the purpose of direct OEM support. This badge will be issued:
 - a. after successful and documented completion of required training, and
 - b. accompanied by a copy of the operator's current FCC Amateur Radio License.This badge remains the property of Powhatan County.
6. OEM will consider credentialed Powhatan County ARES® members (i.e., those with Powhatan County issued identification badge) as RACES operators for the purpose of meeting 47 CFR 97.407 requirements.
7. OEM will ensure that County alert and warning notifications include Powhatan County ARES® members (e.g., EC, AEC) for emergency alert notification.
8. Upon cessation of an emergency condition, an authorized OEM representative shall issue a deactivation order to key Powhatan County ARES® members (e.g., EC, AEC).



Powhatan County ARES

1. ARES® will advise OEM by phone, email, or in person of any significant operational condition that causes primary ARES® communication services to be supplemented or temporarily replaced by alternative means.
2. ARES® members will become familiar and efficient with the operation of all county owned amateur radio equipment.
3. To the best of their ability, establish and maintain fixed, mobile, and portable emergency communications equipment for local radio coverage, and point-to-point contact between assigned served agencies, as needed, and until normal communications channels are effectively restored.
4. Prepare for and respond to disaster response and recovery situations throughout Powhatan County consistent with accepted safety and security standards.
5. Members will bear their own costs and expenses exclusively.
6. Members will neither seek nor accept any duties other than that of emergency communications.
7. Provide for primary or back-up communications (voice and data) between:
 - a. Powhatan County EOC/AEOC and the various departments and agencies of local government operating during a disaster or emergency.
 - b. The County EOC/AEOC and the State EOC,
 - c. The County EOC/AEOC and EOC's of neighboring jurisdictions,
 - d. The County EOC/AEOC and federal, state, or private sector partners utilizing the SHARES communications network,
 - e. and, if necessary, operational resources in the field.
8. If requested, provide for the relief of public safety personnel from routine EOC/AEOC communications monitoring duties.
9. Utilizing the National Weather Service Weather Spotter program, monitor and communicate with the National Weather Service in Wakefield for routine weather updates and special weather products that could impact emergency response activities.
10. Routinely participate in OEM-sponsored emergency practice exercises and carry out joint training activities in support of local, regional, or national government or private enterprises.

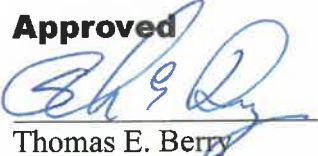


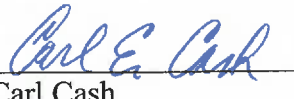
11. ARES® leadership will establish and maintain a regular liaison with the County OEM for coordinating emergency communications planning of personnel, equipment, facilities, and relief operations.
12. ARES® will maintain a current list, updated annually, of member training achievements and activities, and of emergency radio and power equipment accessibility. This list will also be used by OEM to maintain the accuracy of the ARES® alert roster in CodeRED® of key personnel needed for emergency recall.
13. ARES® will not permit the deployment of experimental, untested communications services or procedures not commonly accepted or understood by ARES® members. Services that are not continually sustainable will not be employed at any time without prior evaluation and approval by the County EM.
14. ARES® and OEM will meet for disaster training exercises and planning session and assist with improving the effectiveness of the County Emergency Operations Plan (EOP).
15. ARES® will provide members who meet acceptable moral and legal standards of conduct for direct ARES® support of all levels of government activities.
16. Unsolicited response by ARES® members is only proper in the event of a major disaster when normal lines of communication are rendered inoperable. ARES® members will not respond until told to do so by an ARES® official.

Implementation and Review

Implementation shall become effective upon the attachment of all signatures. A review of this document will take place every two years. This is a non-binding agreement and either party may withdraw from the terms of this MOU with proper notice, at any time.

Approved

 Date: 10/1/2025
Thomas E. Berry
Interim Emergency Management Coordinator
Powhatan OEM

 Date: 10/1/2025
Carl Cash
Powhatan ARES® Emergency Coordinator

