

Local Memorandum of Understanding  
**Between the**  
**St. Louis County Amateur Radio Emergency Service (ARES®)**  
A voluntary emergency and public service communications organization  
sponsored by the American Radio Relay League, Inc.  
and  
**Washington University in St. Louis, on behalf of its School of Medicine “WUSM”**

## **Introduction**

Washington University in St. Louis, on behalf of its School of Medicine; here after referred to as “WUSM” and the St. Louis Metro Amateur Radio Emergency Service (ARES®) group in St. Louis, Missouri; here after referred to as St. Louis Metro ARES®, responsible for the St. Louis Metropolitan area and representing public-service oriented radio amateurs within this area, have agreed to enter into these local agreements which have formed the basis for this memorandum.

## **Purpose**

This agreement between St. Louis Metro ARES, the local Amateur Radio Emergency Service group and the WUSM establishes a framework of cooperation and a close working relationship with volunteer radio amateurs organized under the authority of the ARRL Emergency Coordinator and officials of the WUSM. It is intended through joint cooperation of the local resources available to both signees, the public will best be served under disaster, emergency or public-service related situations. This document is not meant to be considered legally binding; it is a statement of cooperation between the two parties.

## **Organization**

The Amateur Radio Emergency Service 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 American Radio Relay League Inc, comprising more than 156,000 radio amateurs in the U.S. sponsors the ARRL Field Organization. More than 8,900 amateurs are registered as members of this national field organization which is divided into 71 geographical sections. The Amateur Radio Emergency Service (ARES) is one segment of the ARRL’s commitment to service the public in time of need. Local ARES groups are established components within ARES. “ARES” and “Amateur Radio Emergency Service” are registered service marks of the American Radio Relay League, Incorporated, and are used by permission.

The ARRL Missouri Section leadership within the Amateur Radio Emergency Service is exercised by the Section Emergency Coordinator (appointed by the elected ARRL Section Manager) with the Section Emergency Coordinator appointing District Emergency Coordinators and Emergency Coordinators within the section.

The local Emergency Coordinator is the key person within the ARRL Field Organization to provide an ARES response in a given locale.

The St. Louis Metro Amateur Radio Emergency Service (ARES) is organized in the following manner:

KCØQMU Steven Wooten: Emergency Coordinator (EC)  
KBØH Gary Hoffman: Assistant Emergency Coordinator (AEC)

The WUSM is located on the Washington University Medical Center campus and has a triad mission of medical education, research, and a model for clinical practice partnerships between area hospitals and health care providers. The Washington University Physicians serve as medical staffs of Barnes-Jewish Hospital and St. Louis Children's Hospital, also located on the 164 acre Medical Campus.

The WUSM Emergency Management Department has responsibilities during large-scale response activities impacting WUSM resources.

### ***Method of Cooperation***

For the communications resources of the St. Louis Metro ARES to be coordinated and used to the fullest advantage during disasters and emergencies, and to the extent permitted or required by law and regulation, St. Louis Metro ARES and the WUSM have agreed to the following:

1. The points of contact between St. Louis Metro ARES and the WUSM office are:
  - St. Louis Metro ARES
    - KCØQMU Steven Wooten, Emergency Coordinator
    - KBØH Gary Hoffman, Assistant Emergency Coordinator
  - WUSM, Emergency Management
    - KDØDWD Ty Davisson, Emergency Management Director
    - KCØUEZ Ryan Nicholls, Emergency Manager, Planning Specialist
2. St. Louis Metro ARES will identify an individual as the key contact within the WUSM Emergency Management office. This individual will provide the closest possible cooperation and direct operational assistance to St. Louis Metro ARES in emergency communications planning, and in coordination of amateur radio communications during an emergency.
3. St. Louis Metro ARES and Emergency Management will engage in an on-going dialog on emergency preparedness with each other. They will urge both staff and volunteers to create and maintain appropriate communications and effective relationships at all levels of both organizations.
4. St. Louis Metro ARES will cooperate with WUSM in pre-emergency planning, drills, exercises, and training programs at the level designated by WUSM.
5. St. Louis Metro ARES and WUSM will work together to develop operating plans such that communications services, equipment, and facilities of the Amateur Radio Service may be suitably used.
6. Whenever there is a disaster requiring amateur radio communications, WUSM will request the assistance of St. Louis Metro ARES. This assistance may include:
  - Alerting and mobilizing St. Louis Metro ARES members in accordance with the St. Louis Metro ARES Emergency Plan
  - Establishing and maintaining fixed, mobile, and portable station emergency communication capabilities for local amateur radio coverage and point-to-point contact between Washington University in St. Louis, School of Medicine and remote locations, as required
  - Maintaining the continuity of communications for the duration of the emergency

period or until normal communications channels are substantially restored.

## Implementation

This memorandum shall take effect upon its signing by authorized representatives of the local Amateur Radio Emergency Service group and their ARRL Section Leaders and representatives of WUSM. 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 the termination date of this MOU, which is 12/29/2018 (a three year term), the parties shall meet to review the progress and success of this MOU and determine whether it shall be extended for an additional five years and in no event shall any single extension of this MOU be for a term exceeding five years.

## Miscellaneous

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

Date \_\_\_\_\_  
\_\_\_\_\_ WUSM Emergency Management Director

Date \_\_\_\_\_  
\_\_\_\_\_ ARRL Emergency Coordinator

Date \_\_\_\_\_  
\_\_\_\_\_ ARRL District Emergency Coordinator

Date \_\_\_\_\_  
\_\_\_\_\_ ARRL Section Emergency Coordinator

Date \_\_\_\_\_  
\_\_\_\_\_ ARRL Section Manager (Required for  
Recognition by ARRL Field Organization)