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*Memorandum of Understanding*

*between*

*American Red Cross of Summit and Portage Counties*

*and*

*Summit County ARES*



**American  
Red Cross**

## **I. Purpose**

The purpose of the Memorandum of Understanding (MOU) is to document the relationship between the American Red Cross of Summit and Portage Counties and Summit County ARES. This MOU provides a broad framework for cooperation between the two organizations in providing communication during times of disaster.

## **II. Independence of Operations**

Each party to this MOU will maintain its own identity in providing service. Each organization is separately responsible for establishing its own policies and financing its own activities.

## **III. Organization Descriptions**

The American Red Cross is a humanitarian organization led by volunteers and guided by its Congressional Charter and the Fundamental Principles of the International Red Cross and Red Crescent Movement. The Red Cross provides relief to victims of disasters and helps people prevent, prepare for and respond to emergencies. The Red Cross provides services to those in need regardless of citizenship, race, religion, age, sex, national origin, disability, sexual orientation, veteran status or political affiliation.

A primary responsibility of the Amateur Radio Service, as established by Part 97 of the Federal Communication Commission's regulations (47CFR), is the performance of public service communications for the general public, particularly in times of emergency when normal communication systems may be disrupted or inadequate.

The Amateur Radio Emergency Service (ARES) is a nationwide field organization sponsored by American Radio Relay League Inc. (ARRL) and is managed by respective Emergency Coordinators at the state, district, and county level. In Ohio, it is at the county level where most of the emergency preparedness planning, organizing and training is accomplished.

The Summit County Amateur Radio Emergency Service (SUMCO-ARES) is comprised of licensed amateurs who reside and/or work within Summit County, Ohio and who have volunteered to organize, train and be prepared to provide auxiliary communication services for public service agencies and other relief organizations when disaster strikes or whenever called upon.

## **IV. Methods of Cooperation**

The American Red Cross of Summit and Portage Counties and Summit County ARES desire to expand their mutually-beneficial relationship to enhance community disaster preparedness and coordinate disaster planning and response activities

## V. Partnership Activities

Depending on the needs of the local community during a disaster response Summit County ARES and the (“Chapter”) may discuss the following methods of collaboration:  
How and when Summit County ARES will be activated for a disaster response.

- Participation in other activities, such as:
  - Training, drills, exercises or planning activities
  - Community preparedness activities
  - Participation on local disaster committees and /or boards

### **Recommended Red Cross Training:**

- Disaster Services: An Overview (Module 1)
- Shelter Fundamentals
- Shelter Fundamentals Exercise

### **4. Volunteer Involvement:**

- A representative of Summit County ARES, who responds as a member of that organization (i.e. does not use Red Cross identification or clothing), will remain independent of the Red Cross in their support of the relief operation.
  - A representative of Summit County ARES, who is trained by the Red Cross and responds as a Red Cross volunteer during a disaster (i.e. uses Red Cross identification and/or clothing), will be subject to Red Cross policies and procedures, be under the direct supervision of the Red Cross and wear Red Cross identification during the disaster response.
  - Representatives of Summit County ARES can *not* support a relief operation in both capacities (representing both their organization and the Red Cross).
  - If representatives of Summit County ARES will be acting as Red Cross volunteers (i.e. using Red Cross identification and/or clothing) for seven (7) days or more, those individuals must adhere to the Red Cross background check policies.
5. **Other cooperative actions:** The Red Cross and Summit County ARES will actively seek to identify other areas within their respective organizations where cooperation and support will be mutually beneficial.

### **General**

- a. The American Red Cross of Summit and Portage Counties and Summit County ARES will use or display the name, emblem, or trademarks of the other organization *only* in the case of defined projects and *only* with the prior, express, written consent of the other organization.
- b. The American Red Cross of Summit and Portage Counties and Summit County ARES will keep the public informed of their cooperative efforts.
- c. The American Red Cross of Summit and Portage Counties and Summit County ARES will widely distribute this MOU within the respective departments and administrative offices of each organization and urge full cooperation.
- d. The American Red Cross of Summit and Portage Counties and Summit County ARES will allocate responsibility for any shared expenses in writing in advance of any

commitment.

- e. Summit County ARES agrees to adhere to *Attachment B - the Code of Conduct for the International Red Cross and Red Crescent Movement and NGO's in Disaster Relief* as it applies to disaster-caused situations in the USA.

## **VI. Periodic Review and Analysis**

Representatives of the American Red Cross of Summit and Portage Counties and will, on an annual basis on or around the anniversary date of this MOU, jointly evaluate their progress in implementing this MOU and revise and develop new plans or goals as appropriate.

## **VII. Term and Termination**

This MOU is effective as of the date of the last signature below and expires on **3/20/2019**, five years from the signature date. The parties may extend this MOU for an additional period not exceeding five years, and if so shall confirm this in writing. It may be terminated by written notice from either party to the other at any time.

## **VIII. Miscellaneous**

Neither party to this MOU has the authority to act on behalf of the other party or bind the other party to any obligation. This MOU is not intended to be enforceable in any court of law or dispute resolution forum. The sole remedy for non-performance under this MOU shall be termination, with no damages or penalty.

**IX. Signatures**

**American Red Cross of Summit and Portage Counties**

**Summit County ARES**

**By:** \_\_\_\_\_  
Signature

**By:**  \_\_\_\_\_  
Signature

**Name:** Joe Cavaretta  
\_\_\_\_\_  
Print Name

**Name:** Ken Dorsey  
\_\_\_\_\_  
Print Name

**Title:** Disaster Program Specialist  
\_\_\_\_\_  
Print Title

**Title:** Emergency Coordinator  
\_\_\_\_\_  
Print Title

**Date:** \_\_\_\_\_

**Date:** 5/24/14  
\_\_\_\_\_

**ATTACHMENT A – Organization Contact Information**

**Primary Points of Contact**

The primary points of contact in each organization will be responsible for the implementation of the MOU in their respective organizations, coordinating activities between organizations, and responding to questions regarding this MOU. In the event that the primary point of contact is no longer able to serve, a new contact will be designated and the other organization informed of the change.

**Relationship Manager Contact**

American Red Cross of Summit and Portage Counties		Summit County ARES	
<b>Contact</b>	Joe Cavaretta	<b>Contact</b>	Ken Dorsey
<b>Title</b>	Disaster Program Specialist	<b>Title</b>	Emergency Coordinator
<b>Office phone</b>	330-535-6131	<b>Office phone</b>	330.835.3366 x 3349
<b>Mobile</b>	330-690-4963	<b>Mobile</b>	330.329.4214
<b>e-mail</b>	Joseph.Cvaretta@redcross.org	<b>e-mail</b>	kennethd@bsquare.com

**Operational Contact**

American Red Cross of Summit and Portage Counties		Summit County ARES	
<b>Contact</b>	Brian Nichols	<b>Contact</b>	Ken Dorsey
<b>Title</b>	Disaster Responder	<b>Title</b>	Emergency Coordinator
<b>Office phone</b>	330-535-6131	<b>Office phone</b>	330.835.3366 x 3349
<b>Mobile</b>	330-319-5343	<b>Mobile</b>	330.329.4214
<b>e-mail</b>	brian.nichols@redcross.org	<b>e-mail</b>	kennethd@bsquare.com

**Organization Information**

American Red Cross of Summit and Portage Counties		Summit County ARES	
<b>Department</b>	Disaster Services	<b>Department</b>	
<b>Address</b>	501 W Market St. Akron, OH 44303	<b>Address</b>	
<b>e-mail</b>		<b>e-mail</b>	
<b>Website</b>	http://www.redcross.org/oh/akron	<b>Website</b>	www.sumco-ares.org

## ATTACHMENT B

### Code of Conduct for The International Red Cross and Red Crescent Movement and NGOs in Disaster Relief

#### Principle Commitments:

1. The Humanitarian imperative comes first.
2. Aid is given regardless of the race, creed or nationality of the recipients and without adverse distinction of any kind. Aid priorities are calculated on the basis of need alone.
3. Aid will not be used to further a particular political or religious standpoint.
4. We shall endeavor not to act as instruments of government foreign policy.
5. We shall respect culture and custom.
6. We shall attempt to build disaster response on local capacities.
7. Ways shall be found to involve program beneficiaries in the management of relief aid.
8. Relief aid must strive to reduce future vulnerabilities to disaster as well as meeting basic needs.
9. We hold ourselves accountable to both those we seek to assist and those from whom we accept resources.
10. In our information, publicity and advertising activities, we shall recognize disaster victims as dignified human beings, not hopeless objects.

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More information about the code of conduct can be found at <http://www.ifrc.org/publicat/conduct/>

#### The Code Register

The International Federation is keeping a public record of all those NGOs who register their commitment to the Code. The full text of the Code including a [registration form](#) is published by the International Federation and is available upon request. (Telephone +41 22 7304222, Fax +41 22 7330395).

Non-governmental Organizations who would like to register their support for this Code and their willingness to incorporate its principles into their work should fill in and return the registration form.