

October 20, 2010



«Company»
«Address1»
«Address2»
«City», «State» «PostalCode»

To Whom It May Concern:

All facilities offering vital services to the public, especially during time of emergency or disaster, should have a plan in place for communicating effectively, and coordinating the provision of those services. As part of the plan, backup communication capabilities should be considered, including Amateur Radio Emergency Service (ARES), and Radio Amateur Civil Emergency Services (RACES) equipment and volunteers. Once established, the communication systems should be periodically tested between like facilities, and municipal and county emergency operations centers.

The Federal Communications Commission (FCC), Utah Department of Public Safety-Division of Homeland Security, and the Cache County Office of Emergency Management identify the amateur radio as an effective, reliable component of a nation-wide emergency communications system.

The Cache County Office of Emergency Management, in partnership with local ARES and RACES volunteers, is currently reviewing emergency communication capabilities throughout the County.

As part of the review, ARES and RACES volunteers have been tasked with testing emergency radio equipment that was provided to your facility through a grant obtained by the Cache County Sheriff's Office, and contributing funds from your community.

The radio equipment and system is to be tested as a whole to insure that it is functioning and in safe and reliable condition, according to defined operational requirements.

Within the next two (2) weeks a Cache County ARES/RACES representative will be contacting your office to schedule an appointment to test the equipment. The ARES/RACES representative will be available to answer questions about the equipment and provide assistance in identifying amateur radio communication specialists who can assist your community during time of emergency or disaster.

Ted McArthur one of the Assistant Emergency Communications Coordinator's in Cache County is your contact for information, resources and updates on current emergency management communications issues, tools and developments. He can be reached at 435- 770-9169.

Thank you for your assistance in this very important effort.

Bob Craven
Operations Officer Utah Div Homeland Security

G. Lynn Nelson
Sheriff Cache County

Tyler Griffiths
Emergency Communications Coordinator for EOC

Rick Williams
Cache County Emergency Manager