

COUNCIL POLICIES AND PROCEDURES

SECTION - H

MISCELLANEOUS

SUBJECT: Public Alerting Policy

POLICY NUMBER: H-25

APPROVAL DATE: July 15, 2020

OBJECTIVE

The Municipality of the District of Guysborough is concerned about the health and safety of residents. The main objective of this policy and program is to advise, sign up, and implement an alerting system where residents and tax payers are notified of emergency and non-emergency information in a timely, efficient, and effective manner. Relayed information will be released that may affect normal day to day routines and/or safety of residents and tax payers through expected or unexpected emergency and non-emergency events. The alerting system is meant to augment current practices and methods of disseminating information related to these types of events. This Alerting System will be for MODG use only!

AUTHORITY

Municipalities are required to follow many acts including the Municipal Government Act, The Emergency Management Act, as well as Federal and Provincial Privacy Acts.

SCOPE

Provide Emergency and Non-Emergency alerts, information, and directions to residents and tax payers of the Municipality. These alerts, generated by MODG, are geographically referenced, based on their provided location(s), for which residents may choose to receive.

ADMINISTRATION

The Municipality of the District of Guysborough use for this Public Alerting System is as follows:

1. Emergency Events within the Boundaries of the Municipality of the District of Guysborough or initiated in neighboring units that could impact MODG. These events would include, but not limited to events listed in our Emergency Management Plan as reviewed and approved from time to time by the Emergency Management Committee and ultimately, Council. Examples would be evacuations, severe weather, emergency road closures, etc. Generally speaking, these events would be unplanned, non-routine events, except for forecasted weather events.
2. Non-Emergency Events within the Municipality of the District of Guysborough, that are of Municipal purpose and control, or a strong connection with MODG, that would affect the day to day routines of residents and tax payers. Examples would be water breaks, sewer system issues, waste collection route cancellations, etc. Generally, these events would be planned, routine and non-routine events, and could be weather dependent.

RESPONSIBILITIES:

Emergency Alerts would be issued under the direction of the Chief Administrative Officer or the Deputy Chief Administrative Officer. Areas affected would be agreed upon in consultation with the Director of

Fire, Emergency, and IT Services, and other Emergency Response Agencies, which would also define the geographical boundaries to be followed. Information and Directions would also be addressed and reviewed prior the activation of the alert.

Non-Emergency Alerts would be issued under the direction of the Chief Administrative Officer, the Deputy Chief Administrative Officer, or Director of the Department affected. Areas affected would be agreed upon with consultation with the Director of Fire, Emergency, and IT Services, or other Agencies, and would define the geographical boundaries to be followed. Information and Directions would also be addressed and reviewed prior to activation of the alert.

Depending on the duration of events, update alerts maybe required from time to time to keep the residents and tax payers up-to-date on the evolution of the situation as new information becomes available.

All Alerts would be activated by the available trained administrators on staff. Failing the availability of staff, Voyent Alert can be contacted directly to produce an alert on our behalf.

Termination alerts will be issued for all Emergency events and possibly for Non-Emergency alerts, depending of the nature of those Non-emergency alerts. This would be mainly to advise landline users of the termination of the event.