



Policy Number: P2023-02	MUNICIPAL NOTIFICATION	Date Approved: Date Effective:
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POLICY: This policy is to ensure timely and effective notification process to residents in the Village of Alliance.

PURPOSE: The Village of Alliance recognizes the need to develop guidelines for a municipal notification process to ensure all residents are notified of services interruption or emergencies in a timely manner.

DEFINITIONS:

- **Emergency:** A situation in which there is an imminent danger to public safety or of serious harm to property.
- **Non-Emergency:** A situation which has the potential to affect all residents of the Village (i.e., water, gas, sewer, interruptions and / or weather-related warnings)

PROCEDURE:

1. General:
 - i) Determine the status of the event. (i.e., Emergency or non-emergency)
 - ii) Notification to include:
 - The reason for disruption;
 - The expected duration; and
 - A description of alternate facilities or services, if available or of action to be taken by residents to ensure their safety

2. Non-emergency process:
 - i) Notify Council of the event via email;
 - ii) Notify the Village of Alliance Fire Chief if the situation is determined to affect the ability of the fire department to respond to an emergency call-out;
 - iii) Notify residents and/or business owners via automated H2Safety application;
 - iv) Post notification to the Village of Alliance Facebook page and the Village of Alliance website;
 - v) Produce notification posters to be posted at all high traffic businesses within the Village of Alliance

3. Emergency Process:
 - i) Utilities: A situation in which a disruption to the utility services may pose a threat to the health and wellbeing of the residents of the Village of Alliance:
 - a) Notify Council of the event via email;
 - b) Notify the Village of Alliance Fire Chief if the situation is determined to affect the ability of the fire department to respond to an emergency call-out;
 - c) Notify residents and/or business owners via automated H2Safety application;



- d) Post notification to the Village of Alliance Facebook page and the Village of Alliance website.
 - e) Produce notification posters to be posted at all high traffic businesses within the Village of Alliance;
 - f) Prepare notices and walk door to door to inform residents of potential dangers. If the resident is not home, a notification is to be secured to the front door.
- ii) Other Events: A situation in which an imminent event may pose a threat to the health and well being of the residents of the Village of Alliance (i.e. weather related situations):
- a) Notify Council of the event via email;
 - b) Notify the Village of Alliance Fire Chief if the situation is determined to affect the ability of the fire department to respond to an emergency call-out;
 - c) Notify residents and/or business owners via automated H2Safety application;
 - d) Post notification to the Village of Alliance Facebook page and the Village of Alliance website;
 - e) Produce notification posters to be posted at all high traffic businesses within the Village of Alliance;
 - f) Notify the community hall contact, arena, and other larger facilities in the area of the potential need for an evacuation centre

Mayor

Chief Administrative Officer