

Function: Community & Protective Services - 02  
Department: Emergency Services - 030  
Policy No.: 007



# Municipal Notification of Emergencies Policy

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Effective Date: April 25, 2019  
Review Date: April 25, 2024  
Cancel: Policy 937: Municipal Notification of Emergencies  
Resolution #: 259-19

CAO Signature: 

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## Policy Statement:

To ensure notification is performed in a clear, concise and timely manner in the event of an imminent emergency or disaster, ensuring early and proactive emergency management coordination.

Municipal notification of emergencies shall be proactive, based on event criteria, and be developed as part of the Municipal Emergency Management Plan.

## Guidelines:

Communication received regarding an emergency event that is beyond the scope and capability of Emergency First Responders will then determine the necessity for notification to the County. The Director of Emergency Management (DEM), Deputy DEM (DepDEM), or designate must then determine the need to initiate the Municipal Notification Procedures in the Municipal Emergency Management Plan in order to respond effectively to all occurring or anticipated emergencies.

Activation of these procedures requires notification of the Municipal Emergency Management Agency in a timely and predictable manner.

The lack of clear communication techniques when used for emergency notification procedures could result in failure to activate the Municipal Emergency Management Plan. This has the potential to disrupt the

County's ability to support the incident response as required to protect public safety, property and the environment.

The DEM shall establish, distribute and exercise these municipal emergency notification procedures as part of the Municipal Emergency Management Plan.