

**Notification of Emergencies
Policy No: 2401**

**Approval: Town Council
Effective Date: September 20, 2010**

Supersedes Policy No: none



Policy Statement: The Town of Hardisty believes that it is in the residents' best interest that a policy be developed to communicate to the residents' information regarding emergency events, require additional considerations beyond first response procedures in order to ensure early and proactive emergency management coordination. When an emergency is anticipated or after an emergency occurs, agencies (typically first responders) arriving at the site should assess if the Municipal Director of Emergency Management (DEM) needs to be informed of the emergency. This assessment should be based on established operational criteria.

RISK

The lack of clearly communicated notification procedures could result in failure to activate the Municipal Emergency Coordination Procedures in a timely manner. This failure to activate the emergency procedures could prevent the Municipality from supporting the incident response as required and protecting the public, property and the environment. The procedure and criteria for notification must be clear and communicated effectively to all agencies operating in the Municipality. The notification procedure forms part of the Municipal Emergency Management Plan and must be included in training and exercises.

RECOMMENDED POLICY

To ensure timely and effective emergency management in the Town of Hardisty, municipal notification of emergencies shall be proactive, shall be based on event criteria and shall be developed as part of the Municipal Emergency Management Plan. The notification procedures shall be communicated to all Municipal, Regional and contracted agencies operating in the Municipality, including those with the potential of responding to an emergency or those who may become aware of an emergency. The Director of Emergency Management shall establish, distribute and exercise these municipal notification procedures as part of the Municipal Emergency Management Plan.

GOAL

In order to respond effectively to all occurring or anticipated emergencies, the DEM, the Deputy DEM or designate must be able to activate the Emergency Management Coordination Procedures as soon as possible. In order to activate these procedures, notification of the municipal EM Agency must be ensured in a timely and predictable manner.

PROCEDURE

1. All municipal departments or agencies aware of an occurring or potential emergency, need to ask the following questions to determine the necessity of contacting the DEM, the Deputy DEM or designate:

1. Is there a need or potential need to evacuate residents beyond site?
2. Is environment or property damage or potential damage critical?
3. Does the incident require more resources than are available locally or through mutual aid?
4. Does this event likely attract media beyond local media or require public information?
5. Are regulatory, government and/or industry agencies required?

2. If the answer to any one question is “yes”, the following notification must be made:
 - a. Contact the DEM at 780-888-3623 or 780-888-1171 or 780-888-2558
 - b. In his absence, contact the DDEM at 780-888-3623 or 780-888-1174 or 780-386-3808
 - c. In her absence, contact AEMA ARRC at 1-866-618-2362

The following information needs to be provided:

- What is happening? (e.g. motor vehicle accident, weather event, hazardous material release, etc.)
 - Where is the exact location of the event happening?
 - What is the impact or potential impact?
 - What first actions have been taken?
 - Is immediate evacuation support or EPWS required?
 - What additional resources are required?
 - Other important information?
 - Who is reporting the incident?
 - Provide the contact name and number at emergency site.
3. The DEM or designate will record any notification received and will decide if municipal emergency coordination procedures need to be activated, including opening the EOC.

Event Report Form for Municipal Director of Emergency Management

CALLER INFORMATION

Name of Caller:			
Position:		Agency:	
Location:		Date and Time:	
Call Back Phone Number(s):			

EVENT INFORMATION

Type of Emergency and Details:	
Incident Location:	DLS _____ - _____ - _____ - _____ W _____ M
Generic Directions:	
Nature of Incident:	
Municipal Impact:	
What is at Risk:	
Contact at Incident:	
Level of Impact:	
Notifications Requested:	

Additional Information on Reverse

DEM ACTIONS

Ask the following questions to determine if EOC activation is required:

1. Is immediate EPWS activation required for public safety? If yes, activate EPWS now.
2. Is there an immediate or potential threat to life, environment or property beyond the ability of first responders?
3. Is immediate or potential evacuation of residents beyond site required?
4. Is there prolonged or potentially prolonged disruption of key services or utilities?
5. Is public information required or is media interest likely beyond local media?

If answered yes to any of the above questions, complete the following notification table and activate EOC.

Municipality/Agency	Contact Person	Position	Phone Number(s)	Time Contacted
		DEM or Dep. DEM		

Date & Time Departed for Event:		Date & Time Arrived at Event:	
---------------------------------	--	-------------------------------	--