

**Title: Emergency Alert Notification**

**Policy No: 3024**

**Effective Date: October 24, 2023**

**Motion Number: 23.10.635**

**Supersedes Policy No: None**

**Department: Protective Services**

**Review Date: October, 2026**



**Legal References:**

Emergency Management Act, R.S.A. 2000, c.E-6.8.  
Local Authority Emergency Management Regulation, AR 203/2018

**Cross References:**

Bylaw 20-851 "Municipal Emergency Management"  
Greenview Emergency Management Plan

**Purpose:** The Emergency Notification System provides advance warning and direction to residents, staff and visitors in the event of a pending or active Emergency such as fire, flood, or other potentially catastrophic Disaster type event.

## 1. DEFINITIONS

- 1.1. **Alberta Emergency Alert (AEA)** is an alerting system available in Alberta that provides critical information about developing and immediate disasters. Alerts are distributed through various means: radio, television, websites, social media and the Alberta Emergency Alert App.
- 1.2. **Alberta Emergency Management Agency (AEMA)** under the authority of the Alberta Emergency Management Act, leads the coordination and co-operation of all organizations involved in emergencies and disasters.
- 1.3. **Disaster** means an event which results in serious harm to the safety, health, or welfare of people or in widespread damage to property or the environment.
- 1.4. **Emergency** means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health, or welfare of people or to limit damage to property or the environment.
- 1.5. **Greenview** means the Municipal District of Greenview No. 16.

## 2. POLICY STATEMENT

- 2.1. The AEA system provides critical information alerts, both intrusive and non-intrusive, which notify the affected areas within Alberta of negative events that are based on the urgency, severity, and certainty of the alert.
- 2.2. All Greenview residents have access to the Alberta Emergency Alert (AEA) system. The system is managed and operated by the Alberta Emergency Management Agency (AEMA).
- 2.3. Greenview reserves the right to use additional third-party Emergency alert systems.

2.4. The public is encouraged to have the AEA application on their cellular phone for the most current Emergency information.

- A) The public may seek additional and more detailed Emergency information on Greenview’s website.

**3. PROCEDURE**

3.1. All Alberta Emergency Alerts issued on behalf of Greenview shall be done at the direction of any one of the following:

- A) Director of Emergency Management;
- B) Deputy Director of Emergency Management; or the
- C) Chief Administrative Officer.

3.2. Alberta Emergency Alerts issued by Greenview authorized system users shall be reviewed by the individual who directed the alert notification prior to the alert’s release.

3.3. Testing will occur on an annual basis to ensure the effectiveness of the system.

3.4. All Greenview Staff who are issued a corporate cellular phone shall have the AEA installed for Emergency alert notification.

**4. COUNCIL RESPONSIBILITIES**

4.1. Council shall be informed of any emergency alerts made pursuant to this policy.

**5. ADMINISTRATION RESPONSIBILITIES**

5.1. Administration shall issue Emergency alerts when an event poses a risk to the public.

5.2. Administration shall ensure all reasonable efforts are made to notify residents of an Emergency.