

RE: EMERGENCY NOTIFICATION SYSTEM

POLICY #: 302

ORIGINAL DATE:

Approved by: Village Manager

MOST RECENT ADOPTION DATE: ~~8/22/2022~~, 2/6/2024

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## 1. Purpose

- 1.1 To provide guidelines for the use and administration of the Village's emergency notification system. The system is intended to enhance the public safety during emergency situations by providing Village of Briarcliff Manor residents with direct communication, notification and/or instruction by Village Officials in instances provided herein as determined by the Village Manager, Chief of Police or Fire Chief. Depending on the nature of the emergency, some or all of the functions of the Emergency Notification System may be used as appropriate. An emergency may be any situation that poses a risk to the health and safety of Village residents as determined by the Village Manager, Chief of Police or Fire Chief.
- 1.2 Emergencies include, but are not limited to: weather event (hurricane, snow storm, Flash Flooding, etc), man-made event (major accident, major fire, fuel spill, etc) , utility event (long term or mass outages with water, gas, electricity), road closures (for event, accident or incident)
- 1.3 The Village currently uses Nixle (via Everbridge) for Emergency Notifications

## 2. Guidelines

- 2.1 The emergency notification system phone call notification shall be used pursuant to the examples herein:
  - A. To publicize and inform residents of a Village of a declaration of a "State of Emergency"
  - B. To provide instructions to residents related to any emergency response by the Village's Police and Fire Departments, or other local, State or Federal public safety agency.
  - C. To notify residents of hazardous conditions and precautions that should be taken related to events and/or storms
  - D. To notify residents of mandatory evacuation orders.

- E. To notify residents of extended utility outages, i.e. electric, natural gas, water and, if available, an anticipated timeframe for their re-instatement.
  - a. Water emergencies effecting 100+ households
- F. To notify residents of extended road closures or multiple road closures relating to an emergency event (storm, fire, police action, etc.)
- G. Any emergency condition requiring notice to the public that conforms with the intent of maintaining communication with residents that may not be specifically cited in this policy. Said action shall only occur at the instruction of the Village Manager upon consultation with appropriate Village Officials.
- H. System tests of functionality which shall only take place when required to maintain the integrity and reliability of the system.
- I. Phone call notification(s) may only be implemented by the Village Manager except under provision 2.3

2.2 The emergency notification system emails and texts shall be used pursuant the examples herein:

- A. All examples listed under 2.1
- B. Traffic Advisory's, parking lot closures, one to two road closures (localized) for any reason, including public works projects
- C. Localized Water Emergencies (water main break effecting less than 100 households)
- D. Parades (including planned, or unplanned "big wins" of Briarcliff/Ossining Schools), police or fire drills, fireworks, or other events that otherwise may create multiple calls to the police department.
- E. Extreme weather forecasts
- F. Water Flushing Maintenance
- G. Closure of Public Parks for any reason other than private events (Private event closure notices optional)

H. Large Scale Public Works Projects that may impact the public (water main replacement, tree trimming, road paving, etc.)

I. Increased Policy Activity

J. Fire or ems events of note to the general public

K. Any condition, emergency or otherwise requiring notice to the public that conforms with the intent of maintaining communication with residents that may not be specifically cited in this policy. Said action shall only occur at the instruction of the Village Manager upon consultation with appropriate Village Officials.

2.3 The Village Manager may delegate authority granted herein, upon their absence, or the nature of the emergency, to a Village Official determined to be more cognizant of the present event.

2.4 The emergency notification system is only to be activated to transmit emergency information, traffic advisory's and/or public safety instructions to residents. Any personal, political or non-emergency transmissions are prohibited.

2.5 Harassing, threatening, obscene, insulting, abusive or derogatory transmissions shall not be allowed and would be subject to disciplinary and legal action.

2.6 Transmittals shall be accurate, coherent and concise to the extent possible.

2.7 Messages from elected officials are not permitted except under provision 2.3 of this policy the Mayor shall be considered a proper delegation.

2.8 Any conflicts or ambiguities in the policy shall be resolved by the Village Manager

### **3. Violations**

3.1 Violations of this policy shall be grounds for censure, reprimand, suspension with or without pay, loss of accumulated balances, employee termination and/or legal action.

### **4. Policy Updates**

4.1 This policy may be updated at anytime by the Village Manager