



**Town of La Ronge**  
**SaskAlert Policy**

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| Number:            |             |
| Approved           | May 8, 2019 |
| Council Resolution | 2019-210    |
| Revisions          |             |
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**1.1 Purpose and Authority**

The purpose of this policy is to:

- a) Establish a policy for when public alerts via. SaskAlert may be issued
- b) Provide a prompt and coordinated response in order to reduce human suffering and loss or damage to property or the environment
- c) establish the powers, duties of employees of the municipality

**1.2 Background**

SaskAlert is Saskatchewan’s emergency public alerting system. It provides information that enables residents and those travelling within the province, to take action to protect themselves in the event of an emergency situation. An emergency is defined as a situation that poses immediate risk to health, life, property or environment. Alerts will not prevent or reduce the possibility of an emergency from occurring. SaskAlert is also part of Canada’s national public alerting initiative.

The Town of La Ronge is an authorized SaskAlert jurisdiction and may issue alerts, if required.

**1.3 Applicability**

That while recognizing that Council has the ultimate responsibility for the operations of the Municipality, through the powers of authority granted to them under Section 144(2) of *The Northern Municipalities Act, 2010* Council hereby authorizes the Chief Administrative Officer (CAO) to make the decision to issue SaskAlerts. The CAO may also delegate any of his/her powers, duties or functions to another employee who has completed the face-to-face SaskAlert training and is an authorized Alert Issuer.

**1.4 Policies**

Alerts shall be issued for any event that has the potential of harming people or damaging property. The Chief Administrative Officer or their designate shall issue alerts via. SaskAlert, at their discretion.

**1.5 Procedures**

1. The following procedures shall be followed to issue an alert:
  - a) The Town of La Ronge is notified of the situation.
  - b) If the information provided meets the criteria, the CAO or their designate shall determine if an alert shall be issued.
  - c) If yes, an alert is issued via. SaskAlert, using the steps and information provided in the training.
  - d) The CAO or their designate also notifies residents of the community by other means necessary (fax, social media, email, etc.)
  - e) The CAO or their designate notifies Council of the situation.
2. Once an alert has been issued, the CAO or their designate shall maintain communication with all affected agencies and provide updates to the public & Council as necessary.
3. The following procedure shall be followed to cancel an alert:
  - a) The CAO or their designate is notified that the emergency situation is cleared/cancelled.
  - b) The CAO or their designate cancels the alert on SaskAlert following the steps provided in the training.
  - c) The CAO or their designate notifies residents of the community as well as Council, that the alert is cancelled.
4. The following situations shall warrant an alert to be issued:
  - a) Aircraft Crash - with threat to public safety
  - b) Dangerous Animals
  - c) Fire – including wildfire, industrial fire or urban fire, where the fire is threatening the community, residential areas, or the smoke is causing health or visibility issues
  - d) Hazardous Materials – as received direction from the Fire Chief or Deputy Fire Chief
  - e) Boil Water Advisories or Boil Water Order
  - f) School Closure or Lockdown – as received direction from the School Division and/or the School Principal
  - g) Tornado
5. All other emergency situations excluding those mentioned in Section 1.5.4, the CAO or their designate shall obtain verbal or written permission from the Mayor or Deputy Mayor in order to issue an alert for the Town of La Ronge.

## **1.6 Responsibilities**

1. The Chief Administrative Officer shall:
  - a) Provide timely reports for the public, through SaskAlert and other media forms;
  - b) Keep a log of all actions and decisions;
  - c) Request a full activities report from all responding agencies;
  - d) Provide regular updates to Council; and
  - e) Keep record of all Town of La Ronge employees who are authorized Alert issuers.