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# GRANVILLE COMMUNITY EMERGENCY NOTIFICATION SYSTEM

## **Introduction:**

Granville Community Emergency Notification System, currently provided by Connect-CTY, is a contract service that allows authorized government officials to create and distribute appropriate public information quickly and efficiently to the citizens, businesses and employees of Granville Township and the Village of Granville. The system can be used to send emergency or appropriate non-emergency messages generated by the area municipal governments to local businesses and residents. Information can be provided regarding emergency notifications and warnings throughout the community. Every effort is made to keep the messages brief and professional. Messages should be timely, pertinent, of interest to a large portion of the Village and or Township residents and vitally necessary for dissemination.

## **Goals & Uses:**

- Notification of a man made or natural disaster such as a chemical spill, boil alert, gas leak or other catastrophic event.
- Critical local emergency situation such as a missing child or elderly person.
- Time-sensitive public notice information that is beneficial, substantial and of value to the receiver of the message and that is not a nuisance or a bother.
- Distribution of notifications sent by department directors or assigned designees to their department staff.

## **Procedures for Use:**

The Village Manager, Police Chief, Clerk of Council and Granville Fire Chief (or designees) shall have the authority to create, disseminate and authorize the sending of appropriate messages. Requests to send emergency messages should be forwarded to any one of these individuals regardless of the time of day. Emergency messages must be coordinated between local communications centers and law enforcement agencies so as to avoid duplication and confusion.

Departmental notifications may be forwarded by department directors or their assigned designees to the Village Manager, Police Chief, Clerk of Council or Granville Fire Chief



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for approval. These messages can provide information to staff to activate emergency measures or to request staff to return to work. Department heads must seek approval from the Village Manager for any messages to be disseminated.

Public notifications involving time-sensitive emergency notifications can only be initiated by the Granville Township Fire Chief, Village Police Chief, Village Manager or Clerk of Council. However, essential emergency notification system personnel should be advised of all messages disseminated.

**Messages that are personal or political in nature are strictly prohibited. Use of Connect-CTY is for official government business and emergency communications only.**

### **Examples of Uses**

The following are examples of safety situations in which time-sensitive emergency dispatches might be implemented.

- Local severe weather conditions (tornadoes)
- Natural disasters (extended power outages, floods, etc.)
- Terrorism threats
- Hostage situation
- Amber Alerts/Missing persons
- Imminent danger from a fire
- HazMat incidents
- Bomb threats
- Boil/contamination alerts
- Gas leaks
- Water main breaks
- Temporary water shut-off
- Shelter openings
- Community emergency management activation
- Other emergencies not otherwise specified

### **Connect-CTY Database:**

Authorized users can create a message and send a call to a number of people at up to three phone numbers, two email addresses and one SMS (text message) number. This database is created and maintained in two ways:

- Connect-CTY obtains the information from telephone service providers
- Local residents provide their information directly.



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The Connect-CTY database is not shared with any other business or vendor, and individuals can opt out of the database upon request. Granville Township Fire Chief and Village of Granville Clerk of Council will be responsible for processing local requests from citizens that wish to be part of, or to opt out of, the Granville Emergency Notification System.

**Authorized Users:**

The following positions are authorized to use the Granville Emergency Notification System on behalf of the Village of Granville and Granville Township:

- Granville Township Fire Chief
- Village Manager
- Police Chief
- Clerk of Council
- Police Sergeants
- Police Dispatcher