



ISSUE DATE:	EFFECTIVE DATE:	REVISES: N/A	NUMBER:
SUBJECT: OPERATIONS - Emergency Alerts and Community Notifications			
REFERENCES: <u>NEW YORK STATE ACCREDITATION STANDARDS</u>			

SPECIAL INSTRUCTIONS: This policy supersedes all previous policies and procedures		
DISTRIBUTION: ALL MEMBERS OF THE DEPARTMENT	PAGES: 3	PAGE: - 1 -
ISSUING AUTHORITY: GREGORY J. AUSTIN, CHIEF OF POLICE		

- I. **PURPOSE:** The Rye Brook Police Department recognizes that immediate, direct communication with residents is essential to protecting life and property in times of emergency. The purpose of this order is to provide guidelines for when it will be necessary to alert the public concerning matters pertaining to the safety and well being of the Rye Brook community.
- II. **POLICY:** It is the policy of the Rye Brook Police Department to provide timely alert information to the community utilizing the Nixle service. Nixle is built exclusively for secure and reliable communications and is built on an authenticated, secure, and high-speed platform to ensure that communications are trusted and accurate. Messages may be communicated by SMS text message, email and/or telephone.
- III. **DEFINITIONS:**
 - A. **Warning:** A hazardous weather or hydrologic event is occurring, imminent or likely. A warning means weather conditions pose a threat to life or property. People in the path of the storm need to take protective action.
 - B. **Watch:** The risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location or timing is still uncertain. It is intended to provide enough lead time so those who need to set their plans in motion can do so.
 - C. **Advisory:** Hazardous weather or hydrologic event is occurring, imminent or likely. Advisories are for less serious conditions than warnings that cause significant inconvenience and if caution is not exercised, could lead to situations that may threaten life or property.
 - D. **Blast Email:** Village of Rye Brook community notification email list.
 - E. **Targeted Call:** Phone call alert message to a specific geographical zone, for example the flood prone areas in the village.
 - F. **Community Call:** Phone call alert message to the entire Rye Brook community.
- IV. **PROCEDURE:**
 - A. In the event of an emergency where it appears likely that it will be necessary to alert the public, the desk sergeant/officer will notify the Chief and Lieutenant who will determine if a message will be broadcasted. If the Chief or Lieutenant are off-duty and cannot transmit the message then the Chief or Lieutenant will notify the Village Administrator. The Village Administrator or his designee will then transmit the message.
 - B. The Verizon Emergency Subscriber List in addition to the Nixle subscription list will be utilized whenever an alert is transmitted by telephone. The Verizon Emergency

Subscriber List can only be used in the event of an emergency. Nixle subscriptions will be used when transmitting alerts by SMS text message or email.

1. In order to receive alerts by SMS text messages, email or to add phone numbers to the Emergency Subscriber list, users must register with Nixle by going to <https://ryebrookny.my.nixlepro.com/signup>.

- D. It is recognized that every situation where it would be necessary to alert the public cannot be identified; therefore the chart below is to be used as a guide. If necessary the Police Chief and Village Administrator will determine whether or not an alert will be sent if a situation arises that is not covered in this General Order.

Event	Blast Email	SMS Text/Email	Target Call	Community Call	News Media**
High Wind/Power Outage/Hurricane/Coastal Storm/ Nor'easter					
Watch	--	--	--	--	
Advisory	--	X	--	--	
Warning	--	X	--	X	
Brook Flooding					
Watch	--	--	--	--	
Advisory	--	X	--	--	
Warning	--	X	X	--	
Tornado/severe lighting of short or unexpected duration	--	--	--	--	X
Bridge strike causing heavy traffic	--	X	--	--	X
Road closure, heavy traffic, no outlet or no available alternate route	--	X	X	--	
Rye Brook sponsored non-emergency events, information and news	X	--	--	--	
Events sponsored by non-village outside agencies	--	--	--	--	
Crime prevention, law enforcement advisory messages	--	X	--	--	

** There will be no notification to the news media by the Rye Brook Police Department or by village government, but instead we will rely on the news media to report these events as they will have the ability to reach a greater number of people in a short period of time.

- E. The Chief of Police and Village Administrator will determine whenever messages will be required post-emergency or if an evacuation of an area of the village is recommended.

- F. The Nixle communication platform will be only used for emergency or public safety communications.