Meeting Notifications Through hfxALERT

Did you know you can send meeting and events notifications to your JEM Team through hfxALERT?

to do so, the Emergency Management Office needs to have your most up-to-date contact list. Please email your up-to-date contact list to HRM_EMO@halifax.ca in the following format:

Name	Last Name	1st Phone	2nd Phone	Email Address
Juana	Banana	9021234567		juana.banana@gmail.com

- Please use Excel or Google Sheets.
- No need to add dashes or dots when adding the phone numbers
- If the information does not apply (the individual only has one phone number) leave the column blank.
- let us know which JEM team contact list is being updated, (ESJEM, MVJEM, SBJEM, etc..)
- Using this format will ensure your list is updated most efficiently.

JEM Chair can email HRM_EMO@halifax.ca to request the current contact list on file.

Does this mean JEM members will get all emergency notifications?

No, you will only get notifications regarding JEM activities/events/meetings. To receive public emergency notifications you need to register through hfxAlert and create an account.

How to request a meeting notification to be sent out:

1. JEM Chair to email HRM_EMO@halifax.ca with the message (please keep the message as short as possible, ideally 140 characters. The message should include the time/date meeting and location), the date/time the notification should go out, and which group it should be sent to.
2. Attach an up-to-date contact list if changes need to be made to the contact list.
3. Please allow one week for a request for notification to be sent out, this allows the emergency management office to make any changes to the contacts.
4. The emergency management office will update the contacts in the system, and schedule the notification to be sent out for the date requested. You will receive a confirmation email when the alert has been scheduled.