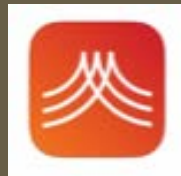


LINCOLN COUNTY USER GUIDE

Lincoln Alerts: How To Sign Up (Powered By “Everbridge”)



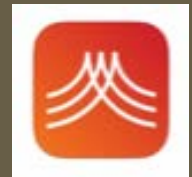
Revised: 05/20/19



Public Health
Prevent. Promote. Protect.

Lincoln County

OVERVIEW/ INTRODUCTION



OVERVIEW - INTRODUCTION

Lincoln Alerts is an “all hazards” emergency notification system. You will be notified of emergency hazards or specific actions you should take from local public safety officials directly to landline (residential/business numbers) or to the opt-in profile information you create in Lincoln Alerts.

Community members, visitors and businesses can choose up to 3 ways to receive emergency notifications and community information:

1. Residential and business landline number, automatically included, *no action required.*
2. **Opt-in Profile:** Sign-up each person in your household to receive alerts to their mobile phone, mobile text, mobile-app, e-mail, fax – *action required – follow steps in this guide.*
3. **Community Text Information:** Sign up to receive community information via text from City, Tribal, and County officials by texting a KEYWORD to ‘888777’ – You can access the *Community Information Text Messages Sign Up Guide* by visiting www.co.lincoln.or.us/alerts

OVERVIEW - INTRODUCTION

- **Who should sign up?:** Each person in your household who has a mobile phone with their own account. This will allow each household member to receive notifications independent of one another.
- **Did you add an email?** Email is how we will send you specific information related to an on-going event, i.e., shelter locations, damage assessment guidelines, evacuation route maps, photos of persons of interest or missing persons, etc.
- **Contact Method Prioritization:** You can prioritize which devices you want to be contacted by first, i.e., cell phone text, cell phone call, email etc. – you decide what order in your profile.
- **Business Profiles:** Business can also create opt in profiles so they can receive messages directly to their business location or to those persons who are responsible for facilities.
- **River Groups:** You can opt-in to receive alerts specific to the 5 major rivers in Lincoln County even though you may not have an address in the flood plain: Alsea, Salmon, Siletz, Yaquina, and Yachats.

OPT-IN INSTRUCTIONS:



OPT-IN INSTRUCTIONS

- Go to Lincoln Alert sign-up page
- Follow steps to create user name/password
 - Remember username and password
- Follow next steps to build your opt-in profile
- Considering downloading the mobile app to receive notifications and reply back to City, County Emergency Operations Center

SIGNING UP – WHERE TO GO

Lincoln Alerts info page is at:

www.co.Lincoln.or.us/alerts

The sign-up page is at:

<https://member.everbridge.net/index/892807736721689#/login>

READY TO OPT-IN Click on
the...“Don’t have an account?”
button.



LINCOLN ALERTS (Oregon): Emergency Notifications and Community information

Be informed about emergencies or important community alerts by signing up for Lincoln Alerts, a mass notification system. This system enables us to send time-sensitive messages wherever you specify, such as your home, mobile or business phones, email address, text messages and more. You pick where, you pick how.

Lincoln Alert notifications may be sent for the following the reasons but not limited to: severe weather, distant tsunamis, unexpected road closures, missing persons and evacuations of buildings or neighborhoods due to hazardous material events or possible wildfire situations. Please note once you create your user name/password the first screen you will see is an option to receive notices specifically for flooding alerts of our 4 major rivers - this is intended for those who do not have an address associated with the flood plain but who may drive through that area or would just like to receive it.

Residential and business landline numbers are automatically included in the emergency contact list and do not require any action.

This sign-up page will allow you to create your own secure user name and password (your profile) to include mobile numbers, mobile texts, e-mail, and fax numbers where you can *receive emergency notifications based on the physical addresses you list in your profile.*

- Each person with their own mobile phone in your household should have their own profile.
- You are able to add multiple locations, addresses in Lincoln County (i.e. home, work, childcare addresses). The more address information you provide, the better our ability to notify you of emergencies that might affect you, your family or your business.
- Businesses can also sign-up to receive alerts related to the physical addresses associated with their business locations.
- Community members with access and functional needs can provide emergency responders with important information about their needs if an evacuation of their neighborhood is necessary.

Questions, comments? Contact Lincoln County Emergency Management at ydemaris@co.lincoln.or.us or (541) 265-4100.

Additional emergency preparedness information <http://www.co.lincoln.or.us/emergencymanagement/>

Return to the LINCOLN ALERTS page co.lincoln.or.us/alerts.



Login to your account

Username [Forgot username](#)

User Name

Password [Forgot password](#)

Password

Keep me signed in (Uncheck if on a shared computer)

Login

Don't have an account? [Sign up](#)

SIGNING UP – CREATING YOUR ACCOUNT

To create an account, fill in the required fields.

Be sure to remember your username and password so you can update your information in the future.

Click the “Create your account” button to move to the next step.

Sign up

Creating a profile takes just a few minutes. Remember your username and password so you can log in and change your information at any time.

* Username

Usernames must be a minimum of 4 acceptable characters. Acceptable characters are: uppercase and lowercase letters, numbers, period, dash (-), underscore (_), and at symbol (@). No other characters or symbols are permitted at this time.

* First Name

* Last Name

* Password

Password must be at least 8 characters long and contain at least one letter and one number. Special characters are limited to: ! @ # \$ % ^ & * ().

* Confirm Password

* Security Question

* Answer

Registration Email

I accept the [Terms of Use](#)

Create Your Account >



SIGNING UP – MY PROFILE

After initial registration, you will be prompted to put in your contact methods.

Fill in all contact methods you want to receive notifications on.

Be sure to include your email address so Emergency Management can send you important information (i.e. shelter locations, or evacuation routes during response events etc.).

Please complete all registration pages to receive accurate notifications.

Profile Locations Subscriptions Information Review

My Profile

*First Name

*Last Name

Registration Email

Time Zone

Here's how to contact me. (Complete at least 1)

Move up or down to change the order.

<input type="checkbox"/> <input type="checkbox"/> 1 Home Phone 1	<input type="text" value="United States"/>	<input type="text" value="(201) 555-0123"/>
<input type="checkbox"/> <input type="checkbox"/> 2 Home Phone 2	<input type="text" value="United States"/>	<input type="text" value="(201) 555-0123"/>
<input type="checkbox"/> <input type="checkbox"/> 3 Mobile Phone 1	<input type="text" value="United States"/>	<input type="text" value="(201) 555-0123"/>
<input type="checkbox"/> <input type="checkbox"/> 4 Mobile Phone 2	<input type="text" value="United States"/>	<input type="text" value="(201) 555-0123"/>
<input type="checkbox"/> <input type="checkbox"/> 5 Business Phone 1	<input type="text" value="United States"/>	<input type="text" value="(201) 555-0123"/>
		Ext <input type="text" value="5555"/>
<input type="checkbox"/> <input type="checkbox"/> 6 Personal E-mail	<input type="text" value="sbuckley@co.lincoln.or.us"/>	
<input type="checkbox"/> <input type="checkbox"/> 7 Business Phone 2	<input type="text" value="United States"/>	<input type="text" value="(201) 555-0123"/>
		Ext <input type="text" value="5555"/>

SIGNING UP - CONTACT METHODS

You can use the arrows on the left to arrange your contact methods to the order in which you would prefer to receive notifications.

Emergency Management recommends moving text to the top for easy notification.

Click “Save & Continue” to go to the next page.

Here's how to contact me. (Complete at least 1)

Move up or down to change the order.

<input type="checkbox"/> 1) SMS TXT #	United States	(541) 867-5309
<input type="checkbox"/> 2) Mobile Phone 1	United States	(541) 867-5309
<input type="checkbox"/> 3) Personal E-mail	sbuckley@co.lincoln.or.us	
<input type="checkbox"/> 4) Home Phone 1	United States	(541) 867-5309
<input type="checkbox"/> 5) Home Phone 2	United States	(201) 555-0123
<input type="checkbox"/> 6) Mobile Phone 2	United States	(201) 555-0123
<input type="checkbox"/> 7) Business Phone 1	United States	(201) 555-0123
	Ext	5555
<input type="checkbox"/> 8) Business Phone 2	United States	(201) 555-0123
	Ext	5555
<input type="checkbox"/> 9) Business E-mail	email@email.com	
<input type="checkbox"/> 10) TTY/TDD	United States	(201) 555-0123

Everbridge Push App

Not logged in

Download the Everbridge Mobile Safety App from Google Play or the iTunes App Store

Save & Continue >

SIGNING UP – MY LOCATIONS

You need to put in your locations (addresses), such as home, work, school or even other family members you take care of.

Locations are used when public safety needs to notify a specific area of a hazard or threat; without address information in your profile public safety is unable to identify that your contact information is associated for that area.

Please complete all registration pages to receive accurate notifications.

Profile > **Locations** > Subscriptions > Information > Review

My Locations

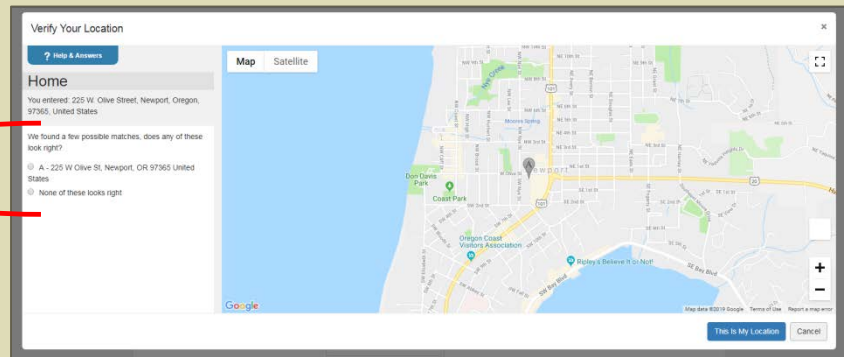
We will use the location information you provide to inform you about events taking place in your area.

Add a Location

* Location Name	<input type="text" value="Home"/>
* Country	<input type="text" value="United States"/>
* Address	<input type="text" value="225 W. Olive Street"/>
Apt/Suite/Unit	<input type="text"/>
City	<input type="text" value="Newport"/>
State/Province	<input type="text" value="Oregon"/>
Postal Code	<input type="text" value="97365"/>

SIGNING UP – MY LOCATIONS

You will be required to verify your location(s) by selecting the suggested address using the mapping tool.



You can describe your address locations, like work or school.

Please complete all registration pages to receive accurate notifications.

Profile > **Locations** > Subscriptions > Information > Review

My Locations

We will use the location information you provide to inform you about events taking place in your area.

Location Name	Address	
Home	225 W. Olive Street	Edit Delete View on Map
Work	251 W Olive Street	Edit Delete View on Map

[+ Add Another Location](#)

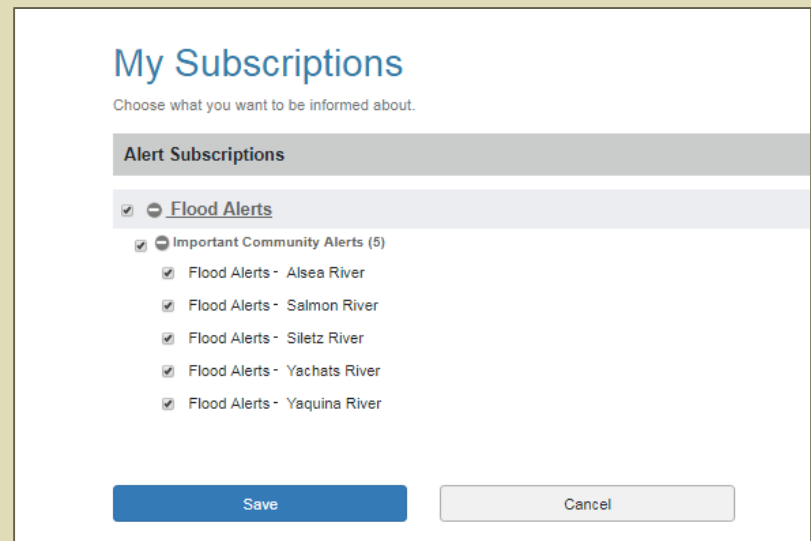
[Save & Continue >](#)

SIGNING UP – ALERT SUBSCRIPTIONS

Lincoln County Emergency Management has provided additional alert subscriptions you can select to receive notices for.

Flood Alerts:

These are provided for those individuals who may not have an address associated in the flood plains but may drive through, fish, camp, or hunt in these areas and would like to know about flood warnings.



The screenshot shows a web interface titled "My Subscriptions" with the instruction "Choose what you want to be informed about." Below this is a section for "Alert Subscriptions" which is currently expanded to show "Flood Alerts". Under "Flood Alerts", there is a sub-section for "Important Community Alerts (5)" which includes five items, each with a checked checkbox: "Flood Alerts - Alsea River", "Flood Alerts - Salmon River", "Flood Alerts - Siletz River", "Flood Alerts - Yachats River", and "Flood Alerts - Yaquina River". At the bottom of the interface are two buttons: a blue "Save" button and a grey "Cancel" button.

SIGNING UP – SPECIAL NEEDS

There is an option to select any special needs you or persons in your household may have.

Public safety officials use this information when developing plans for neighborhood evacuations.

Options include:

- Hearing impaired
- Visually impaired
- Speech impaired
- Mentally impaired
- Dialysis
- Wheelchair/mobility
- Oxygen tank
- Refrigerator meds

Please complete all registration pages to receive accurate notifications.

Profile > Locations > Subscriptions > **Information** > Review

My Information

Special Needs Please select...

Save & Continue > Skip this

Please complete all registration pages to receive accurate notifications.

Profile > Locations > Subscriptions > **Information** > Review

My Information

Special Needs Please select...

- Select...
- Hearing impaired
- Visually impaired
- Speech impaired
- Mentally impaired
- Dialysis
- Wheelchair/mobility
- Oxygen tank
- Refrigerator meds

SIGNING UP – FINAL CHECK

The final step is to review your information for any possible errors. You can select “edit” to make corrections in any of the sections.

The screenshot shows a multi-step registration process. At the top, a progress bar indicates the current step is 'Review', with previous steps being 'Profile', 'Locations', 'Subscriptions', and 'Information'. The main heading is 'Review the information you entered', with a sub-note: 'You will be able to edit it any time.' Below this, there are three main sections, each with an 'Edit' link:

- My Profile**: Includes fields for Username (samanthasample), First Name (Samantha), Last Name (Sample), Registration Email (sbuckley@co.lincoln.or.us), Time Zone (America/Vancouver), SMS TXT #, Mobile Phone 1, Personal E-mail, and Home Phone 1.
- My Locations**: Includes Home (225 W. Olive Street) and Work (251 W Olive Street).
- My Information**: Includes Special Needs (Hearing impaired).

On the right side, there is a 'My Subscriptions' section with an 'Edit' link. Under 'Alert Subscriptions', it lists 'Flood Alerts > Important Community Alerts' with sub-items: Flood Alerts - Alsea River, Flood Alerts - Siletz River, Flood Alerts - Yachats River, and Flood Alerts - Yaquina River.

At the bottom right, there is a blue 'Finish' button. A red arrow points from the 'Edit' link in the 'My Profile' section to the right, and another red arrow points from the 'Finish' button to the left.

Once complete, select “finish”

ACCESSING YOUR PROFILE INFORMATION


Profile Information Updates:

- You can go back to your profile at any time and review your information and/or make updates. Consider updating your information twice a year, when you check the batteries in your smoke detectors.
- Go to the LOGIN TO YOUR ACCOUNT page and enter your username and password at <https://member.everbridge.net/index/892807736721689#/login>

Questions, comments? Contact Lincoln County Emergency Management at vol@emaris.co.lincoln.or.us or (541) 265-4100.

Additional emergency preparedness information <http://www.co.lincoln.or.us/emergencymanagement>.

Return to the LINCOLN ALERTS page co.lincoln.or.us/alerts.



Login to your account

Username [Forgot username](#)

Password [Forgot password](#)

Remember me signed in (Uncheck if on a shared computer)

Don't have an account? [Sign up](#)

ACCESSING YOUR PROFILE INFORMATION


Forgot password/username

- If Lincoln Alerts Opt-in Subscribers do not remember their user name and password they can return to the original log-in screen and select the “forgot user name/password features” to reset their information using the link below
- <https://member.everbridge.net/index/892807736721689#/login>

Questions, comments? Contact Lincoln County Emergency Management at vdemaris@co.lincoln.or.us or (541) 205-4100.

Additional emergency preparedness information <http://www.co.lincoln.or.us/emergencymanagement/>.

Return to the LINCOLN ALERTS page co.lincoln.or.us/alerts.



Login to your account

Username [Forgot username](#)

Password [Forgot password](#)

Keep me signed in (Uncheck if on a shared computer)

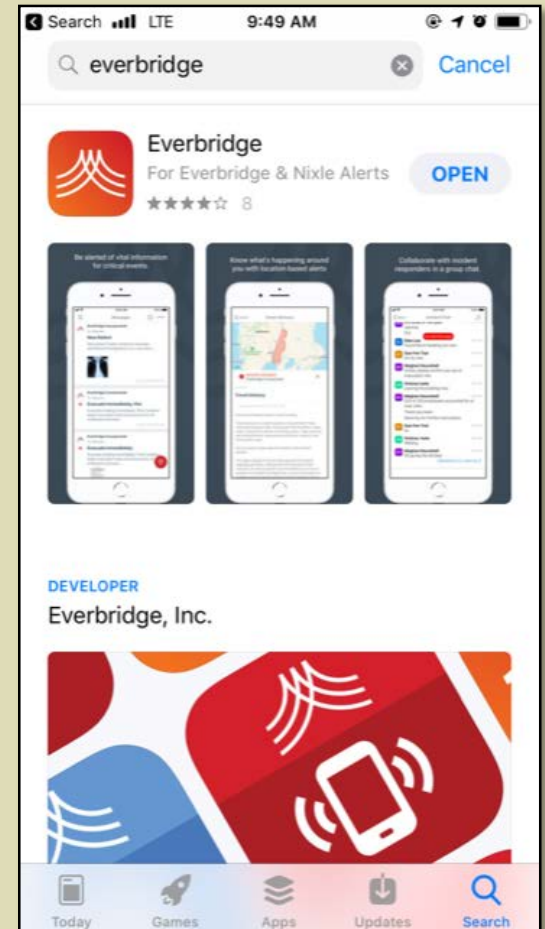
Don't have an account? [Sign up](#)

LINCOLN ALERTS MOBILE APP

Now that you have a Lincoln Alerts profile you can download the Lincoln Alerts mobile app (powered by Everbridge) by searching for “Everbridge” in the google play or the app store.

If you need help, we have created a user guides specifically for downloading and using the mobile app.

Instructions are located on our website at www.co.lincoln.or.us/alerts



QUESTIONS OR ASSISTANCE

- County Emergency Manager(s)
 - Jenny Demaris, vdemaris@co.lincoln.or.us, 541-265-4199
 - Samantha Buckley, sbuckley@co.lincoln.or.us, 541-265-0657



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