

# *COMMUNITY NOTIFICATION SYSTEM*

*Initial Training Course*

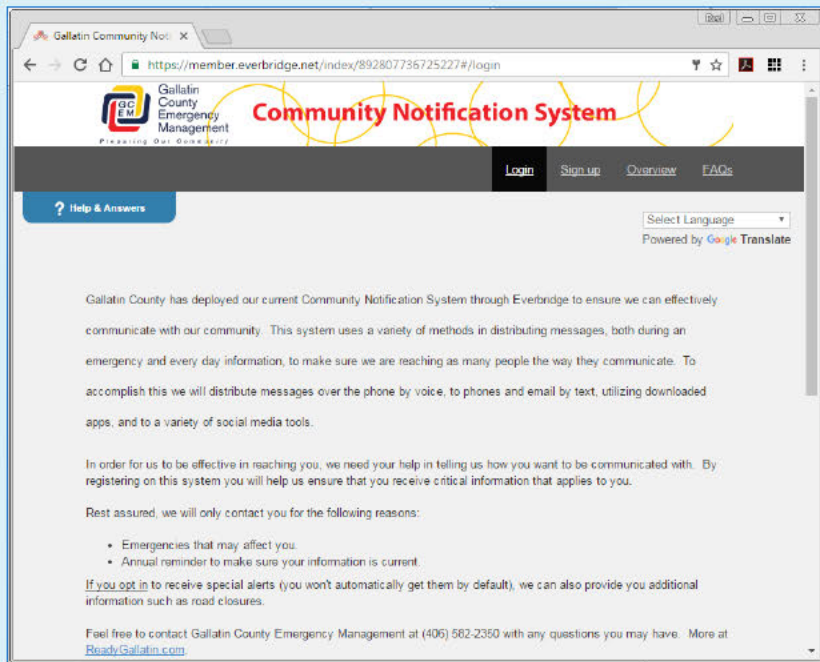


Gallatin  
County  
Emergency  
Management

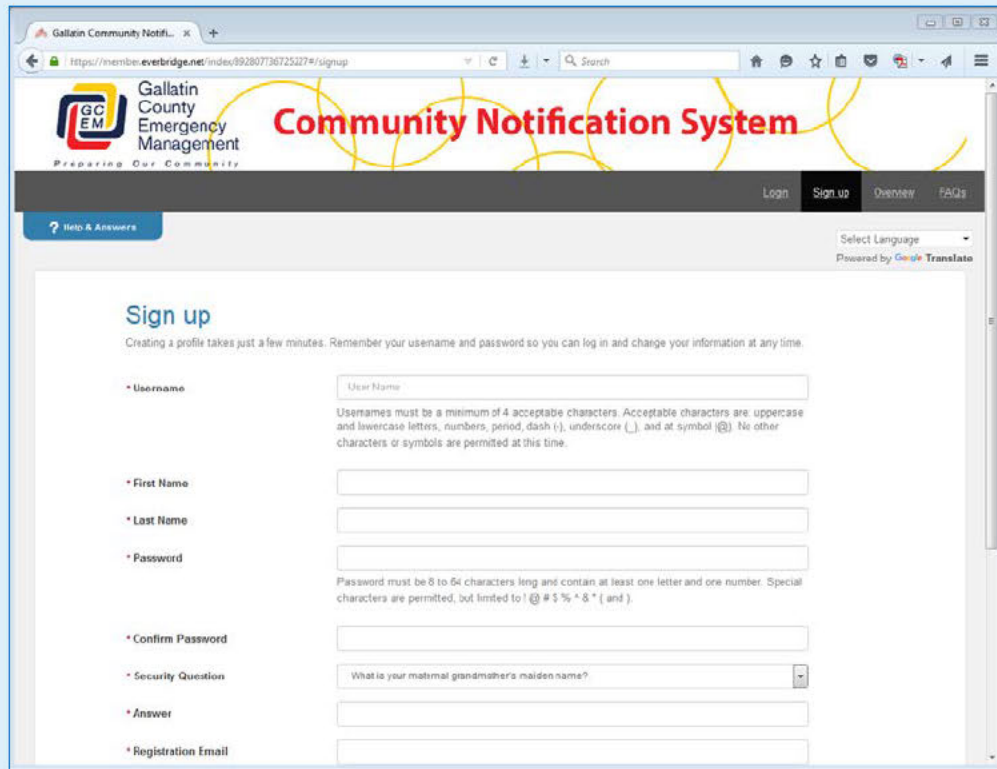
*Preparing Our Community*

# Background

- Transitioned to Emergency Management July 1, 2016
- Everbridge selected as new vendor on 5 year contract
- Community Notification System – 2 Components
  - Public System
    - Communicating to a community
  - Internal System
    - Communicating inside an agency or group
- Unlimited Usage – No Cost to Agencies



# Public System



The screenshot shows a web browser window with the URL <https://member.everbridge.net/index/992807736725227#/signup>. The page header features the Gallatin County Emergency Management logo and the title "Community Notification System". Below the header is a navigation bar with links for "Login", "Sign up", "Overview", and "FAQs". A "Help & Answers" button is also present. The main content area is titled "Sign up" and includes a sub-header: "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." The sign-up form consists of several fields: "Username" (with a note: "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" (with a note: "Password must be 8 to 64 characters long and contain at least one letter and one number. Special characters are permitted, but limited to ! @ # \$ % ^ & \* ( and )."), "Confirm Password", "Security Question" (with a dropdown menu showing "What is your maternal grandmother's maiden name?"), "Answer", and "Registration Email".

## ❑ Emergency Messages to the Community

- ✓ Master Street Addressing Guide data
- ✓ Citizen Opt In data
- ✓ Public Telephone Listings
- ✓ Emergency Alert System
- ✓ Wireless Emergency Alerts
- ✓ Facebook
- ✓ Twitter
- ✓ Websites
- ✓ Nixle Events
- ✓ Contact Bridge App

## ❑ Non-Emergency Messages to the Community

- ✓ Updates, Closures, Newsletters, etc...

# Key to the Public System

People need to register!

@

alerts.readygallatin.com

The screenshot shows a web browser window with the URL <https://member.everbridge.net/manage/892807736725227/2203442776900849#/home>. The page header includes the Gallatin County Emergency Management logo and the title "Community Notification System". The user is logged in as "plonergan@bozeman.net" and can click "Logout". Navigation links include "Home", "Overview", "FAQs", and "Help & Answers". A language selector is set to "Select Language" and powered by Google Translate.

**My Profile** [Edit](#)

Username:	plonergan@bozeman.net
First Name:	Patrick
Last Name:	Lonergan
Personal Txt Msg:	(406) [REDACTED]
Mobile App:	Logged in
Personal Cell:	(406) [REDACTED]
Home Phone:	(406) [REDACTED]
Work Phone:	(406) [REDACTED]
Personal E-mail:	[REDACTED]
Work E-Mail:	[REDACTED]
Fax:	[REDACTED]

**My Alert Subscriptions** [Edit](#)

**Incident Updates > Incident Updates**

- Amsterdam/ Churchill Area
- Belgrade Area
- Big Sky/ Gallatin Canyon Area
- Bozeman
- Bozeman Pass/ Trail Creek Area
- Bridger Canyon/ Sedan Area
- Clarkston Area
- Gallatin Gateway Area
- Manhattan Area
- Maudlow Area
- Springhill/ Reese Creek Area
- Three Forks Area
- West Yellowstone Area
- Willow Creek Area

**Community Information > Road Closures & Info**

- Belgrade, City of
- Big Sky Area
- Bozeman, City of
- Gallatin County, East of Jackrabbit/ 191
- Gallatin County, West of Jackrabbit/ 191
- Manhattan, Town of
- Three Forks, Town of
- West Yellowstone Area

**Community Information > Community Events**

- Public Meetings

**Community Information > Preparedness Information**

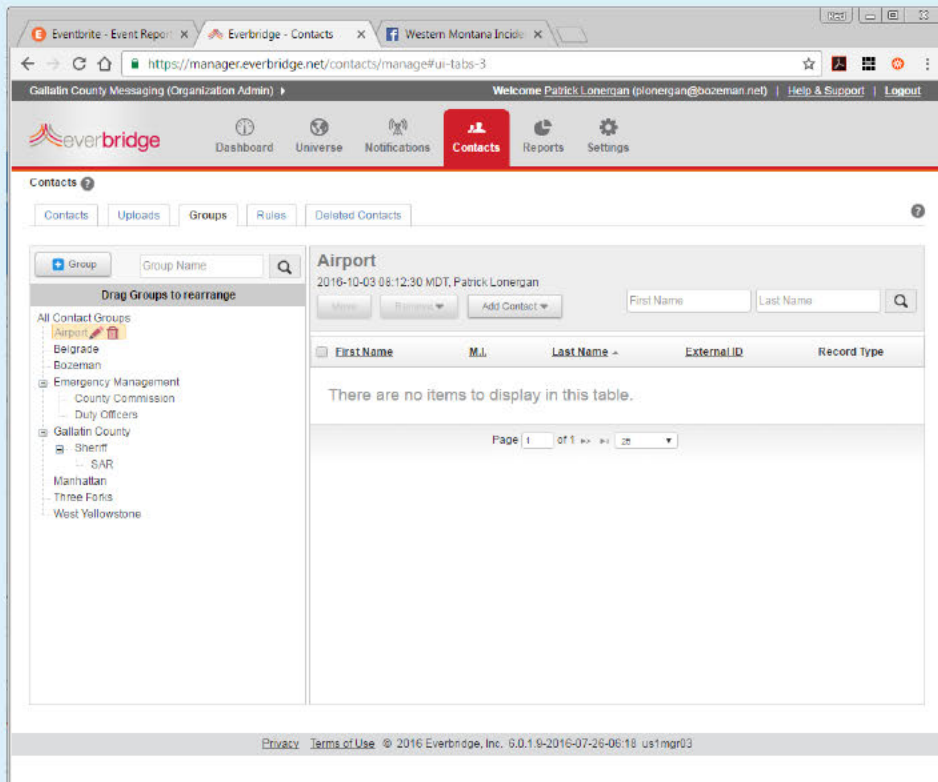
- Emergency Preparedness

**My Locations** [Edit](#)

Home:	[REDACTED]
Office:	[REDACTED]



# Internal System



## ☐ Emergency Messages

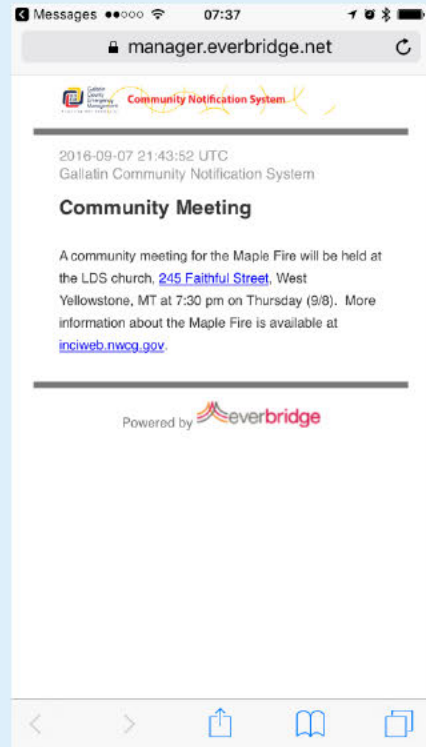
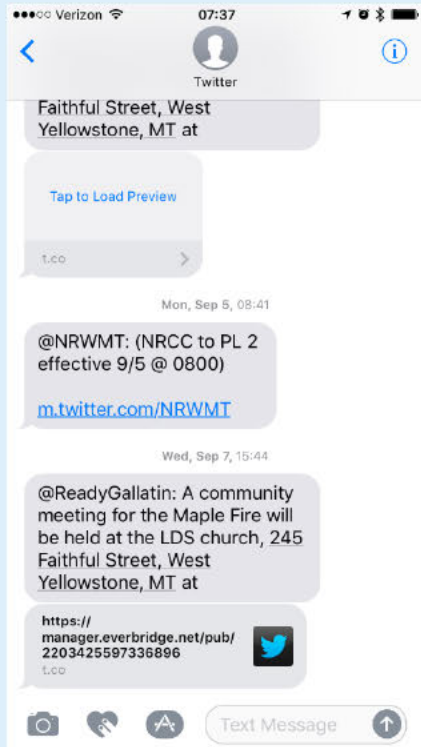
- ✓ Emerging Incident
- ✓ Emergency Closures
- ✓ Relocation Information

## ☐ Non-Emergency Messages

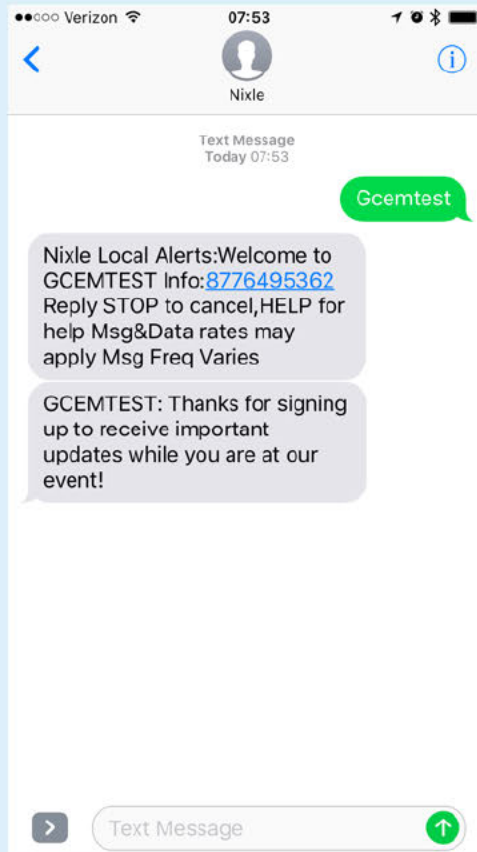
- ✓ Staffing
- ✓ Reminders
- ✓ Anything

# Delivery Methods

- ☐ Voice Calls
  - ✓ MSAG, Opt Ins
- ☐ Text Messages
  - ✓ Opt Ins
- ☐ E-Mails
  - ✓ Opt Ins
- ☐ Smart Device App (ContactBridge)
  - ✓ Opt In or Standalone
- ☐ Wireless Emergency Alert (WEA)\*
  - ✓ Affiliated with cell tower in affected area
- ☐ Emergency Alert System\*
  - ✓ Listening to broadcaster



# Delivery Methods



## ☐ Nixle Event

- ✓ Event Specific Opt In (SMS)
- ✓ Evacuee List

## ☐ External Platforms

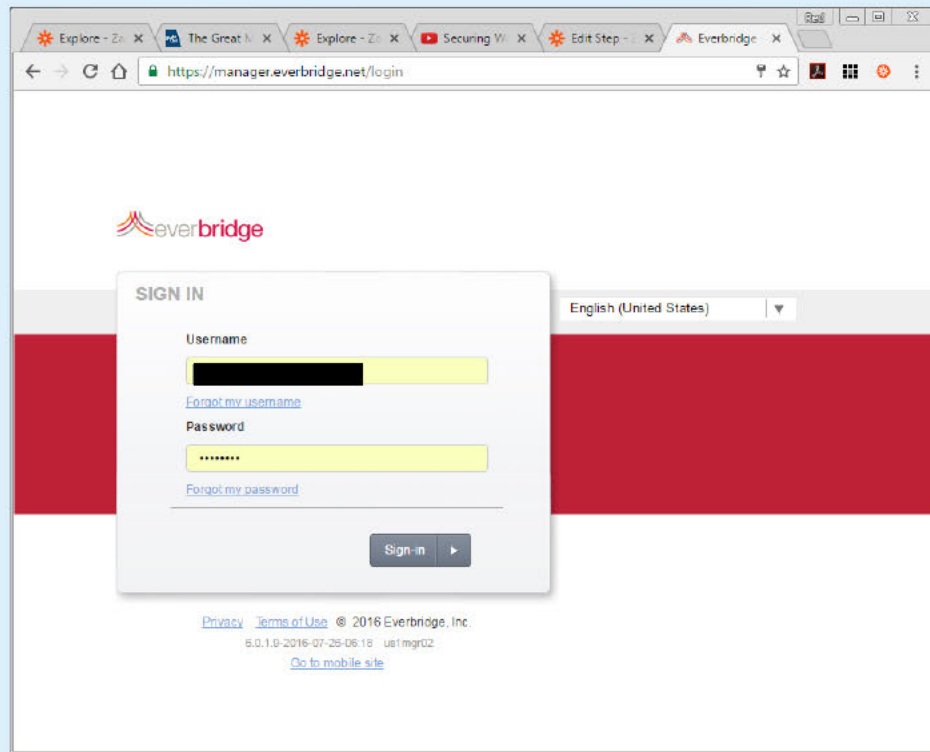
- ✓ Can push to a huge variety of social media and other platforms

## ☐ Community Information (non-emergency)

- ✓ Citizen Opt In

# *Accessing the System*

System is Live!



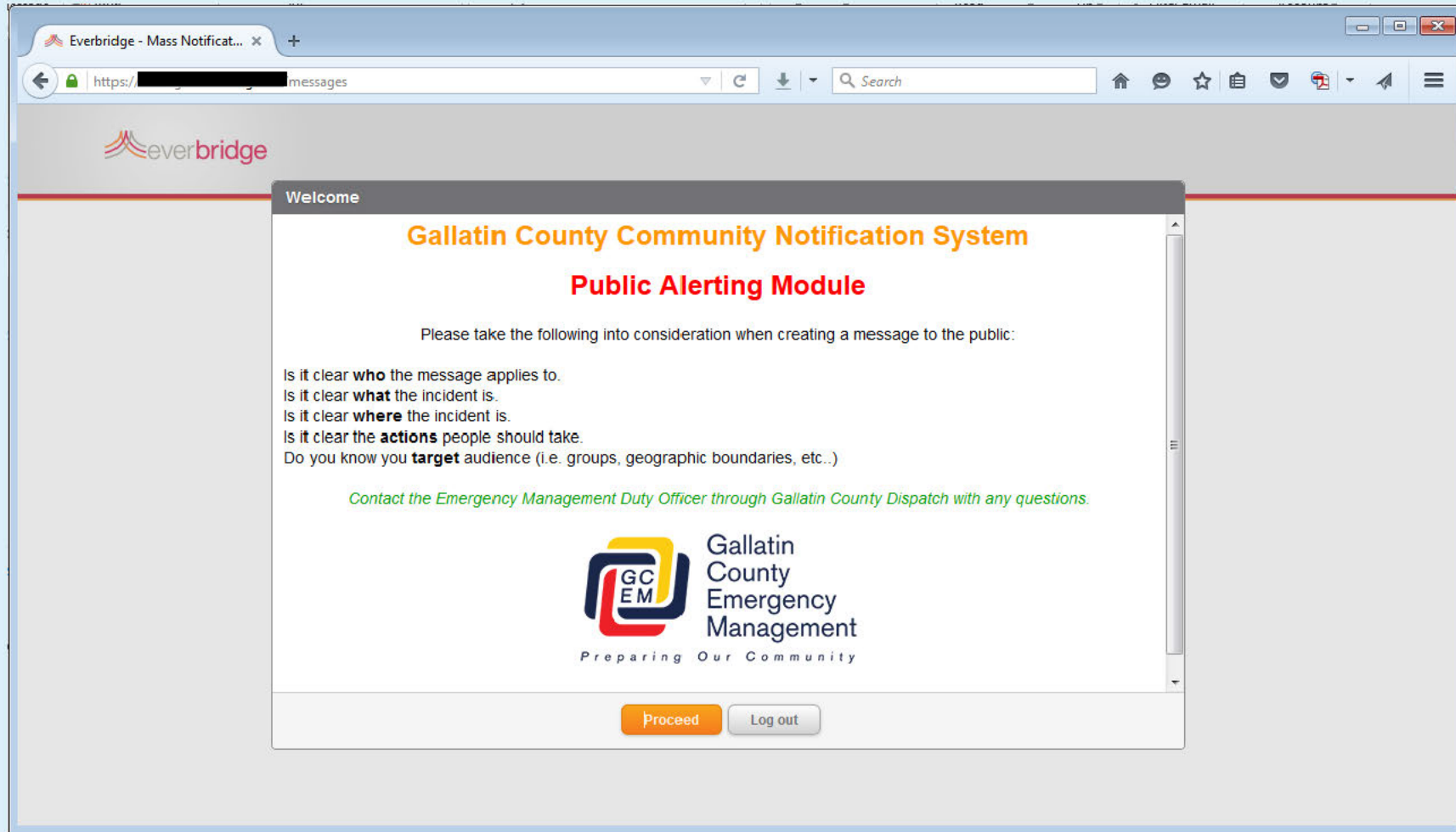
Or

ManageBridge App

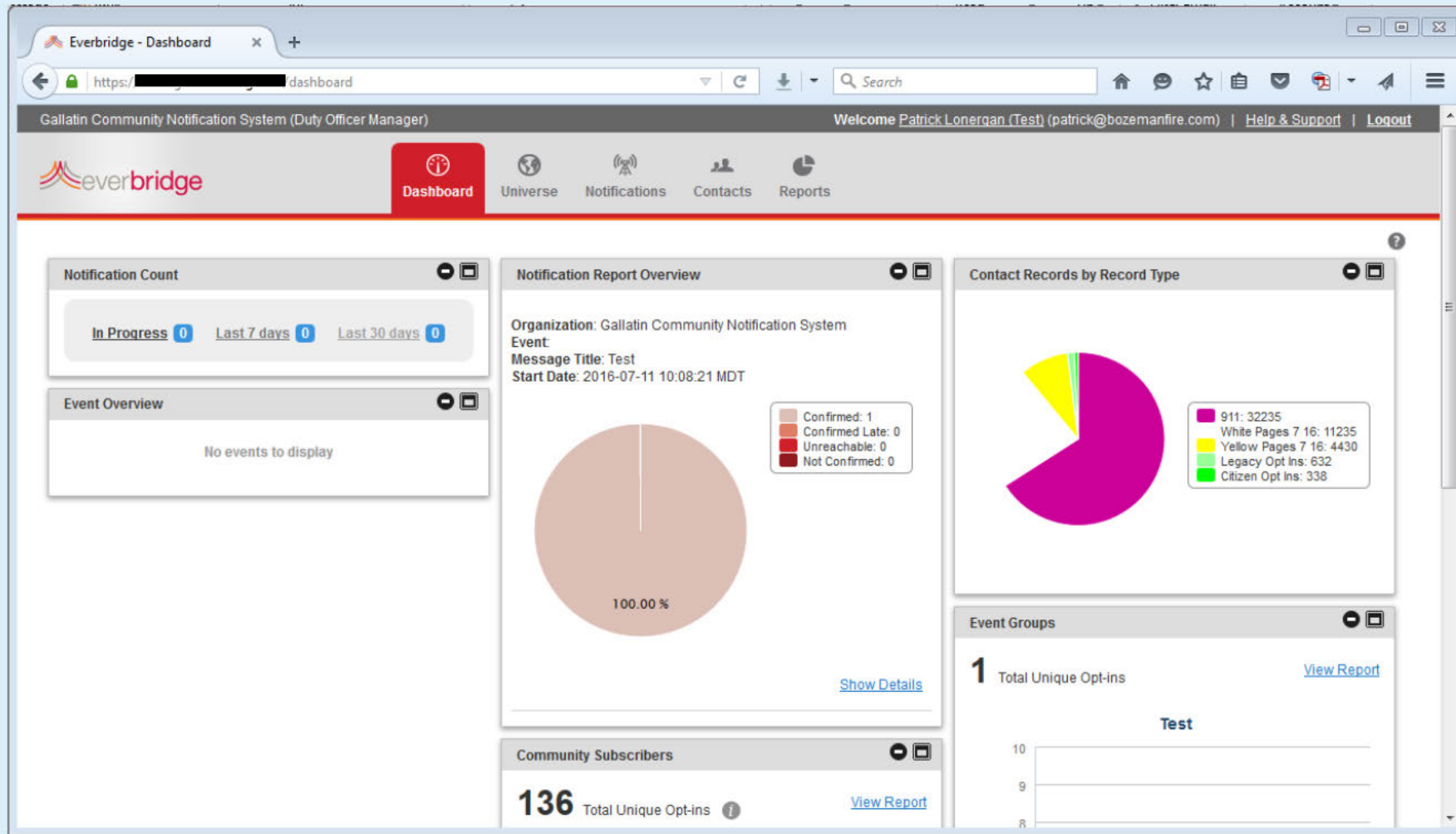
App Store or Play Store



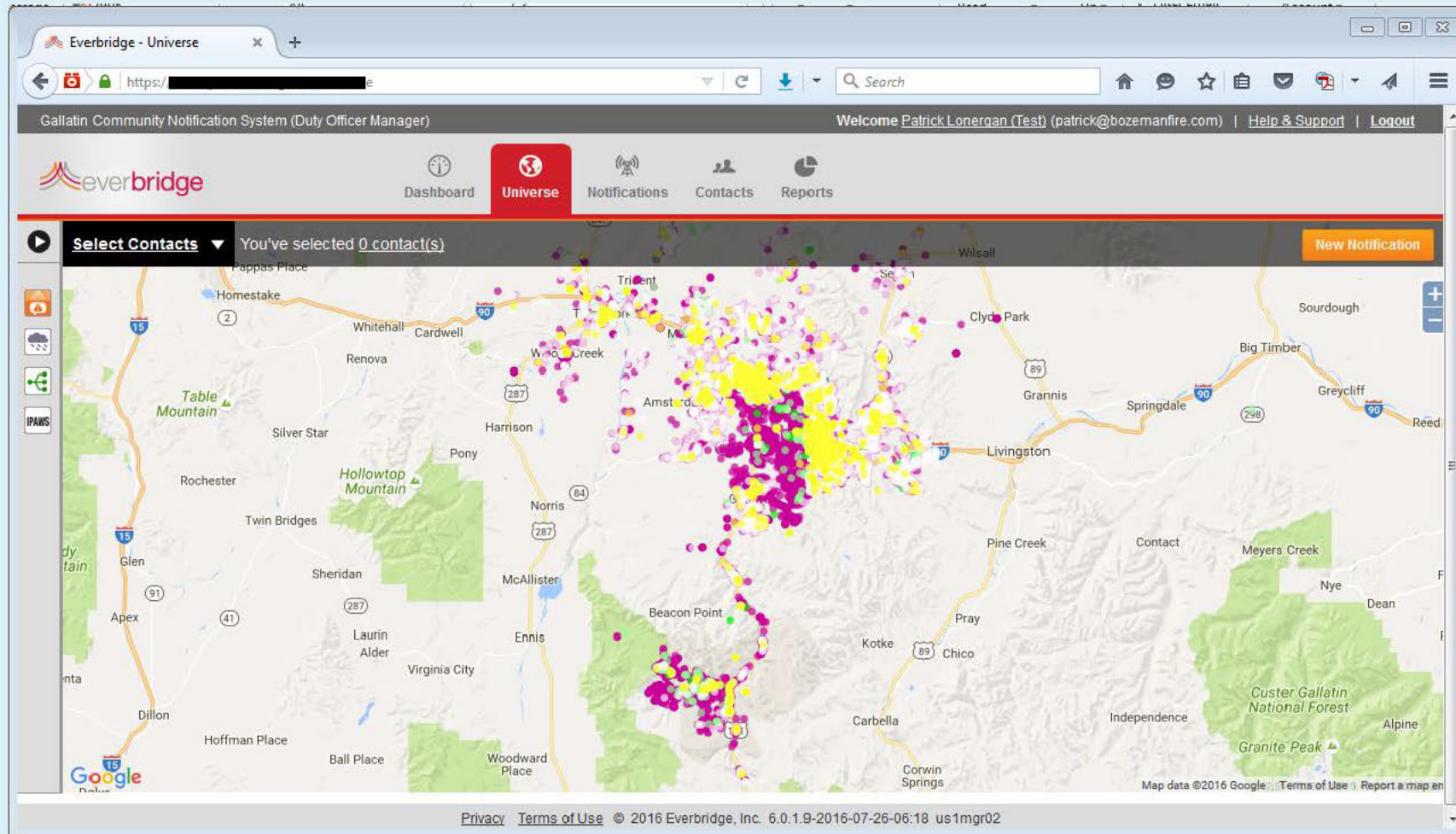
# Logging In



# Dashboard



# Universe



# Notifications

The screenshot shows the Everbridge Notifications web application. The browser tab is titled "Everbridge - Notifications". The address bar shows a URL starting with "https://". The page header includes the text "Gallatin Community Notification System (Duty Officer Manager)" and a welcome message for "Patrick Loneragan (Test)" with a "Logout" link. The navigation bar features the Everbridge logo and icons for Dashboard, Universe, Notifications (highlighted in red), Contacts, and Reports. Below the navigation bar, the "Notifications" section is active, showing a "New Notification" button and filters for "In Progress" (0), "Last 7 days" (0), and "Last 30 days" (0). The main content area displays a table of notifications with columns: Status, Published, Title, Event Name, Sent On, Sent By, Sent To, and Charts. A single notification is listed with the title "Test", sent on "2016-07-11 10:08:21 MDT" by "Kerry O'Connell" to "1" recipient. The page footer includes links for "Privacy" and "Terms of Use", and a copyright notice for 2016 Everbridge, Inc.

Everbridge - Notifications

https://[redacted]ications

Gallatin Community Notification System (Duty Officer Manager) Welcome Patrick Loneragan (Test) (patrick@bozemanfire.com) | Help & Support | Logout

Dashboard Universe **Notifications** Contacts Reports

Notifications ?

+ New Notification

In Progress 0 Last 7 days 0 Last 30 days 0

Active/History Scheduled Notification Templates Message Templates

Auto Refresh OFF Refresh

Search

Status	Published	Title	Event Name	Sent On	Sent By	Sent To	Charts
✓ Actions		Test		2016-07-11 10:08:21 MDT	Kerry O'Connell	1	

Page 1 of 1 25

View 1 - 1 of 1

Privacy Terms of Use © 2016 Everbridge, Inc. 6.0.1.9-2016-07-26-06:18 us1mgr02



# Contacts

The screenshot shows the Everbridge web application interface for managing contacts. The browser address bar shows a URL ending in /manage#ui-tabs-1. The page header includes the Everbridge logo and navigation tabs for Dashboard, Universe, Notifications, Contacts (selected), and Reports. A welcome message for Patrick Loneran is displayed. Below the navigation bar, there are tabs for Contacts, Groups, and Rules. A 'Download' button is on the left, and search filters for First Name and Last Name are on the right. The main content area is a table of contacts with columns for checkboxes, First Name, M.I., Last Name, Suffix, External ID, Record Type, Last Modified Date, and Last Modified By. The table contains 9 rows of data, with the first four columns redacted by black boxes. Each row has a checkbox, a pencil icon for editing, and a trash can icon for deletion.

	First Name	M.I.	Last Name	Suffix	External ID	Record Type	Last Modified Date	Last Modified By
<input type="checkbox"/>						911	2016-07-12 16:08:22 MDT	Patrick Loneran
<input type="checkbox"/>						911	2016-06-29 12:18:06 MDT	Susan Saadat
<input type="checkbox"/>						911	2016-06-29 12:18:06 MDT	Susan Saadat
<input type="checkbox"/>						911	2016-06-29 12:18:06 MDT	Susan Saadat
<input type="checkbox"/>						911	2016-06-29 12:18:06 MDT	Susan Saadat
<input type="checkbox"/>						911	2016-06-29 12:17:47 MDT	Susan Saadat
<input type="checkbox"/>						911	2016-06-29 12:17:47 MDT	Susan Saadat
<input type="checkbox"/>						911	2016-06-29 12:17:47 MDT	Susan Saadat
<input type="checkbox"/>						911	2016-06-29 12:17:47 MDT	Susan Saadat

# Reports

The screenshot shows the Everbridge Reports web application. The browser address bar displays "https://[redacted]tomReports". The page header includes the Everbridge logo and navigation links: Dashboard, Universe, Notifications, Contacts, and Reports (highlighted in red). The user is logged in as Patrick Loneragan (Test) with email patrick@bozemanfire.com. The main content area is titled "Reports" and features a "Quick Reports" section with a dropdown menu listing: Notification Summary, Event Analysis, Detailed Notification Analysis, Escalation Summary, Addresses Outside Geo-Fence, Community Subscribers, and Event Groups. The "Notification Summary" option is selected, and a "View Report" button is visible. Below this is the "Custom Reports" section, which includes a "Delete" button and a "Create Report" button. A table header is visible with columns: Name, Type, Created On, Created By, and Last Updated. The table content area shows a message: "No custom reports. Create one now." The footer of the page indicates "Page 1 of 1" and "25" items.

Everbridge - Reports

https://[redacted]tomReports

Gallatin Community Notification System (Duty Officer Manager)

Welcome Patrick Loneragan (Test) (patrick@bozemanfire.com) | [Help & Support](#) | [Logout](#)

everbridge

Dashboard Universe Notifications Contacts Reports

Reports ?

**Quick Reports**

Notification Summary  
Event Analysis  
Detailed Notification Analysis  
Escalation Summary  
Addresses Outside Geo-Fence  
Community Subscribers  
Event Groups

Notification Summary Report

[View Report](#)

**Custom Reports ?**

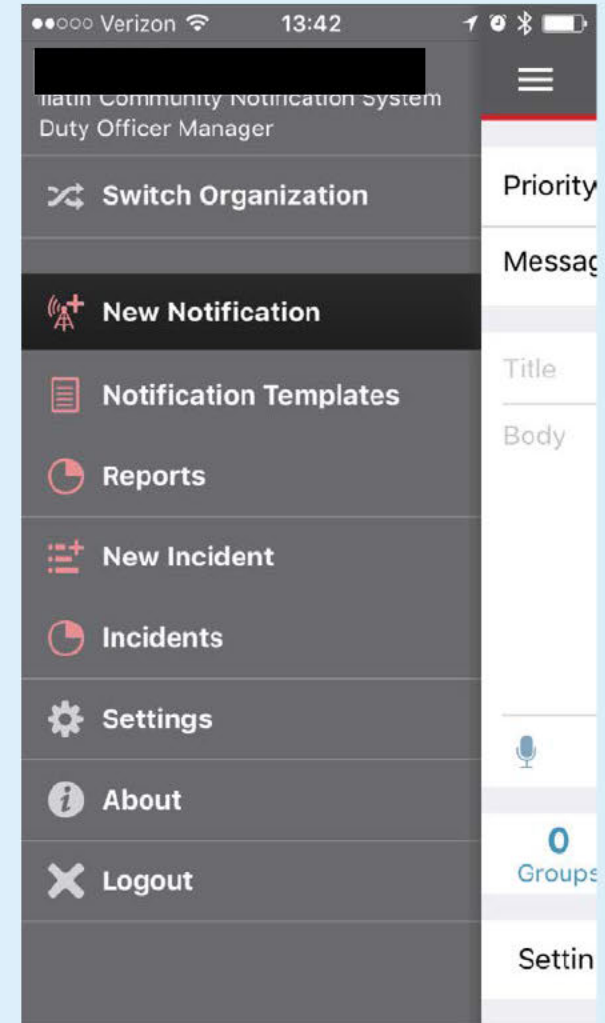
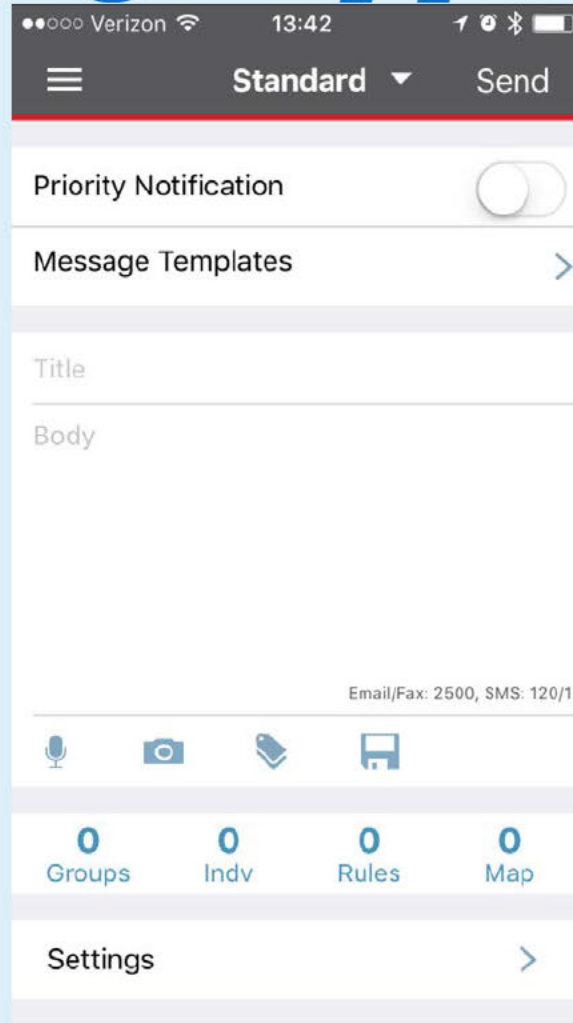
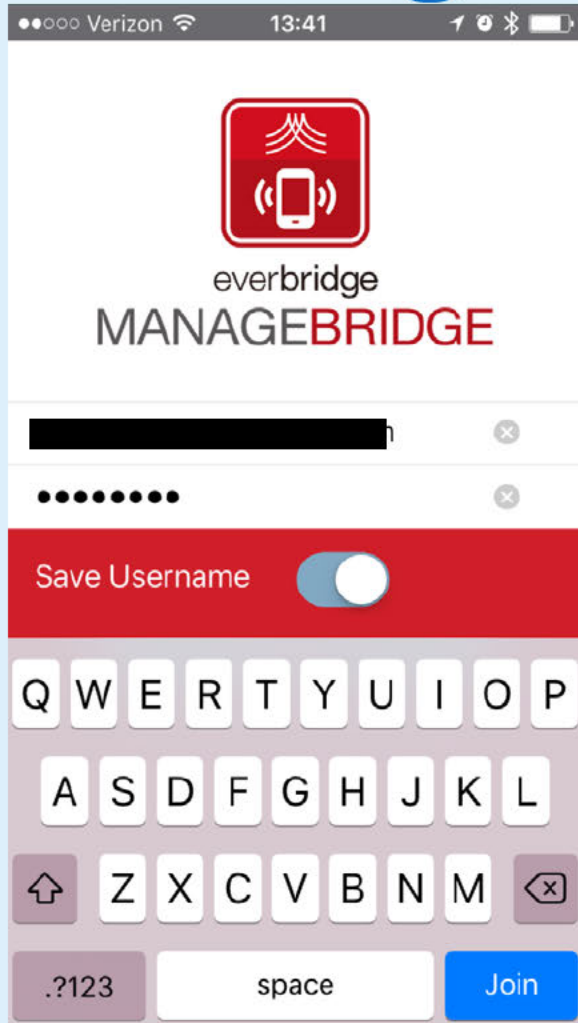
[Delete](#) [Create Report](#)

<input type="checkbox"/>	Name	Type	Created On	Created By	Last Updated
<input type="checkbox"/>	No custom reports Create one now				

Page 1 of 1 >> > 25

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# ManageBridge App



# Web Access on Smart Device

Verizon 13:46 manager.everbridge.net

New Templates Reports Orgs Logout

[ Gallatin Community Notification System ]

Welcome, Organization Admin - Patrick Lonergan

### New Notification

**Message** [Use a message template](#)

☐ High priority message

Email/Fax: 2500, SMS: 120, Estimated # of SMS: 1

**Message type** Standard

### Select Contacts

0 Individuals 0 Groups 0 Rules

**Settings** [Edit](#)

**Event**

Verizon 13:48 manager.everbridge.net

Welcome, Organization Admin - Patrick Lonergan

### Settings

OK Cancel

#### Settings

Sender email display:

Gallatin Community Notification System

Sender caller ID:

United States 4065823175

Delivery methods:

<input checked="" type="checkbox"/> Mobile App	<input checked="" type="checkbox"/> Personal Txt Msg
<input checked="" type="checkbox"/> Work Txt Msg	<input checked="" type="checkbox"/> Personal E-mail
<input checked="" type="checkbox"/> Work E-Mail	<input checked="" type="checkbox"/> Personal Cell
<input checked="" type="checkbox"/> Work Cell	<input checked="" type="checkbox"/> Home Phone
<input checked="" type="checkbox"/> Work Phone	<input checked="" type="checkbox"/> Fax
<input checked="" type="checkbox"/> TTY	

ContactBridge Settings:

☒ Request location

☒ Request image

☒ Request additional information

☒ Enable Sharing Options

☒ Apply voice delivery throttling rules

Duration 2 hr(s)



# *After the Live Demo*

- Welcome E-Mail
  - Resource Information
  - Education Material
- Internal Agency Use
- Account Activation
- More training will be offered

