

How to sign up for the Everbridge Emergency Notification System...

Citizens may sign up to receive emergency notifications on their cellular telephones by voice, or by receiving text messages as well as e-mails. All business and citizens land line phones that are listed in the white pages are entered in the system by Everbridge.

The Everbridge system is directly connected to the National Weather Service which provides immediate emergency notifications of adverse weather conditions. The system is also used to send out important notifications from the Fire Department or Law Enforcement officials.



Please click the Everbridge logo to sign up. If you are creating a new account click the word [Sign up](#).

Please complete the required fields marked with a **red ***.

By clicking the down arrow under Security Question you may select the question that you like best.

After completing the required fields then click the box “I accept the TERMS of USE” and then click “Create Your Account”

You may begin building your profile by adding your cellular telephone numbers. The system is designed to send a TEXT message first to your phone, if no response then the system will call your cell phone, if no response, then to your email. If the system does not receive a confirmed response the by contacting the numbers or emails listed it will repeat one additional cycle. You may change the order you wish to be contacted by moving the arrows up or down. When finished click **“Save and Continue”**

Profile Locations Alerts Information Review

My Profile

* First Name

* Last Name

Registration Email

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

Move up or down to change the order.

- 1) Primary Email
- 2) SMS Txt (10 Digit #)
- 3) Primary Cell Phone
- 4) Home Phone
- 5) Work Phone

Ext

- 6) Secondary Email
- 7) Other Phone
- 8) TTY / TDD

[Save & Continue >](#)

Citizens may add up to five (5) locations in the system. An example would be to list your home address, if you have children in school, list the school address, or other family member’s home addresses. The system will then include you in all notifications that directly affect all of the addresses entered into the system. Once you are finished then click **“Verify this Address”**

Profile Locations Alerts 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

* Country

* Address

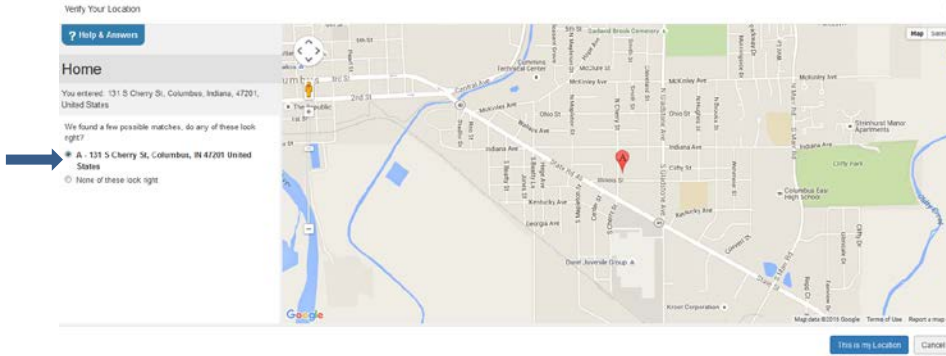
Apt/Suite/Unit

City

State/Province

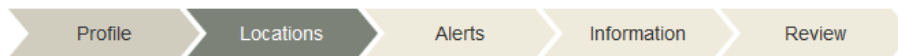
Postal Code

[Verify This Address](#)



Check the map to confirm the address location and then click the address listed on the left. If this is not the correct address, then verify the information entered. Then click **“This is my Location”**

You may add other locations by clicking **+Add Another Location** and follow the above steps. Then click **“Save and Continue”**



My Locations

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

Location Name	Address	
Home	131 S Cherry St	Edit Delete View on Map

+ Add Another Location

Save & Continue >

Citizens may sign up for Alert subscriptions by clicking the + or box next to the type of alert listed for additional information.

Fire and Law Enforcement Alerts, citizens will receive messages such as if there is a lost child/aging adult in your neighborhood or the need to evacuate due to some type of emergency that may affect your homes.

Special Needs citizens may select hearing impaired, mobility impaired, oxygen tank or visually impaired.

Weather Alerts- The systems notifies all citizens in the system of Tornado Warnings regardless the time of day. Citizens signed up in the system with their cell phones, may sign up for additional weather alerts listed in the system.

****If you do not want to receive non-emergent weather alerts between 10p to 6 am please click the box “Don’t contact me between:”**

Then click “Save and Continue”

My Alert Subscriptions

Choose what you want to be informed about.

Important Community Alerts

- Fire Department Alerts
- Law Enforcement Alerts
- Severe Weather Alerts
- Water Outages

Special Needs

- Select Any Special Needs you have (4)
 - Hearing Impaired
 - Mobility Impaired
 - Oxygen Tank
 - Visually Impaired

Weather Alerts

- Flood (2)
 - Flash Flood Warning
 - Flood Warning
- Winter (3)
 - Blizzard Warning
 - Ice Storm Warning
 - Winter Storm Warning
- Severe (5)**

Weather and Hazard Alerts Settings

Don't contact me between:

10:00 PM and 06:00 AM

(GMT -5:00)Eastern Standard Time(America/Cayman)

Save & Continue >

My Information will open up and click "Save and Continue"



You profile will display a review of the information you entered and you may click "**Finish**". Print a copy of your profile and make note of your **Password** in case you need to update your information.

If you forget your password or wish to be removed from the system please call 812-379-1500.

If you need assistance signing up or have any other questions please call 812-379-1500

****NOTE:** Citizens who have signed up into the system, they will receive a test the first Friday of every month at 12:00 noon. (Same as the monthly tornado siren test). This gives citizens the opportunity to practice acknowledging they have received the test correctly.

