LINCOLN COUNTY
USER GUIDE

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

Revised: 05/20/19
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](http://www.co.lincoln.or.us/alerts)
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
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.
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.
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.).
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.
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.
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.
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.
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
The final step is to review your information for any possible errors. You can select “edit” to make corrections in any of the sections.

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
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](https://member.everbridge.net/index/892807736721689#/login)
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