



Everbridge Notification System

What is Everbridge?

It's a web-based application that allows the end-user (you) to select the preferred contact pathway that you will receive important hospital information.

Why are we using Everbridge?

Emergency Management was recently tasked with implementing a new reliable mass notification system that would notify a large group of employees during an emergency situation.

Additionally, results from a Communication Quality Impact Team system-wide survey indicated that many employees prefer to receive Archbold information a number of ways—work email, personal email, text and via a phone call. Everbridge gives you the option to choose how you receive certain communications.

How does Everbridge work?

You can receive notifications via the following pathways, and you choose the methods you prefer.

- Text
- Email
- Phone call
- Pager

Everbridge allows for confirmation of receipt of message. Once you confirm you've received the message, Everbridge will not try to reach you again via the other preferred pathways with the same message.

Also, Everbridge is designed to work when Wi-Fi and internal servers are not functioning.

What messages will I receive via Everbridge?

You will receive the messages that you prefer to receive. When registering for Everbridge, you will be prompted to select from a list of options (some examples include emergency management notifications, messages from marketing and other hospital communication and weather alerts). At any time, you can change your preferences on the messages you receive by logging into your account and making changes. You will receive an email notifying you anytime new message options are available that you may want to sign up to receive.

Do I have to sign up for an Everbridge account if I'm already receiving the alerts?

Quite a few employees phone numbers were imported from our old mass notification system, so many of you may already be receiving Everbridge alerts, even though you haven't set up a personal Everbridge account.

If you don't recall setting up a personal Everbridge account, but are already receiving Everbridge messages, we encourage you to create your own account. This will provide you access to manage your communication preferences (the pathways by which you choose to receive notifications and also your personal contact information—phone number, email address, etc).

Who can sign up for Everbridge?

All Archbold staff are encouraged to sign up to receive Everbridge notifications.

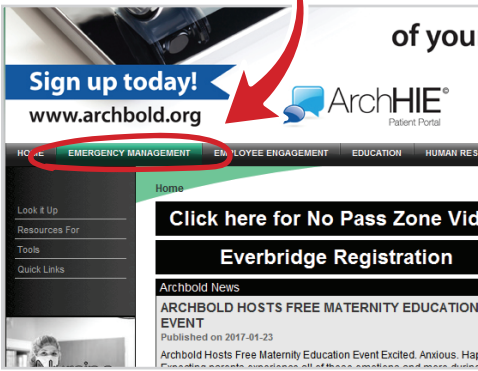
How do I sign up for Everbridge?

See the back of this page for step-by-step instructions.

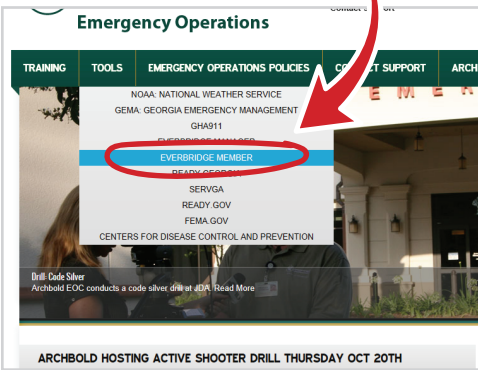
Who do I contact with Everbridge questions?

If you have questions about Everbridge, or need password assistance, please email cwinchester@archbold.org.

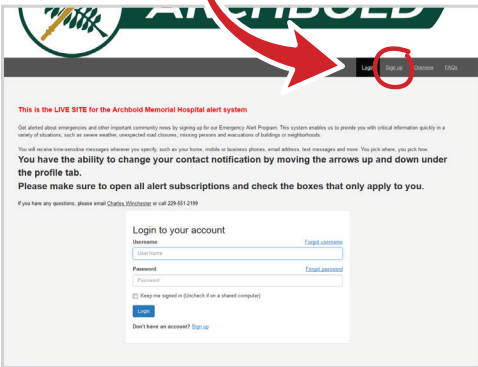
1 Within Archweb, select the 'Emergency Management' tab.



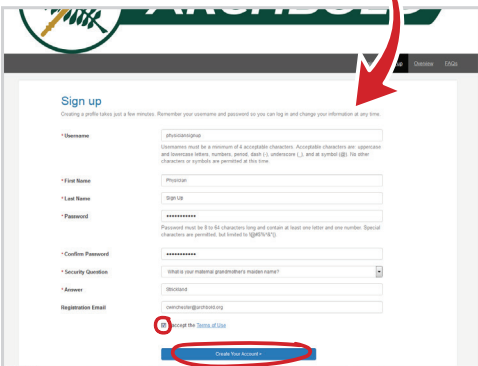
2 Select 'Tools' and in the drop down menu select 'Everbridge Member'.



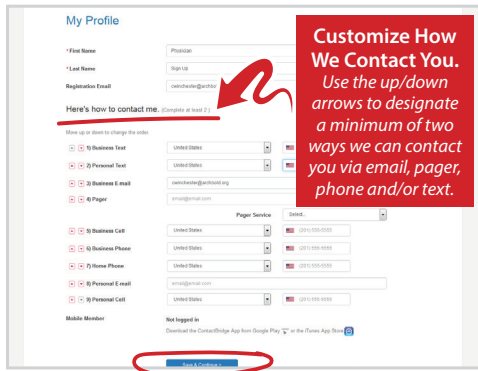
3 Select 'Sign Up' on the homepage.



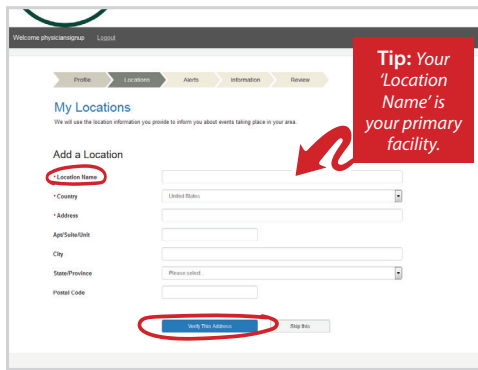
4 Complete the form, check the box 'I accept the Terms of Use' and click the 'Create Your Account' button.



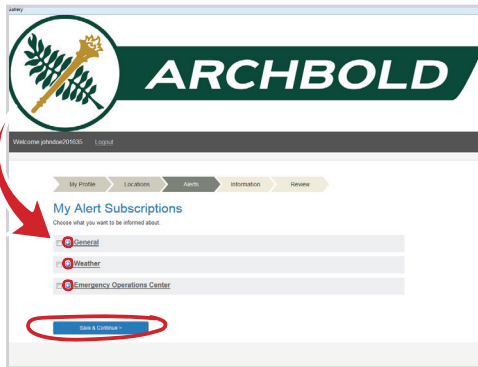
5 Complete your profile and click the 'Save & Continue' button.



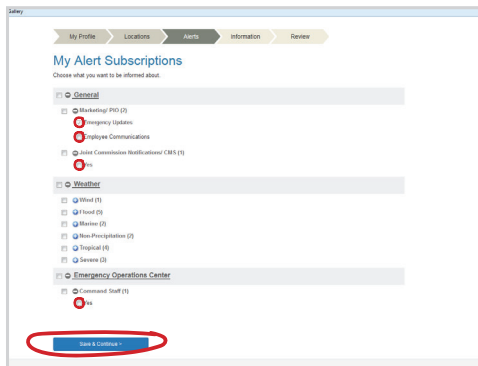
6 Complete the 'My Locations' form and click the 'Verify This Address' button.



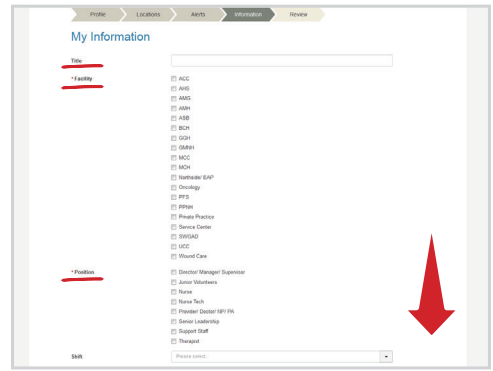
7 Expand all areas of available alert subscriptions by clicking the + symbols.



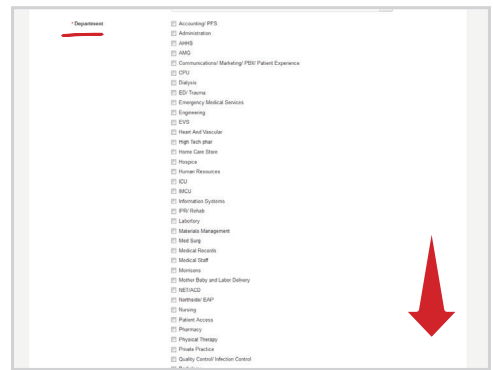
8 Make your personalized selections. **Note: Do not click the outside white boxes.** Click the 'Save & Continue' button.



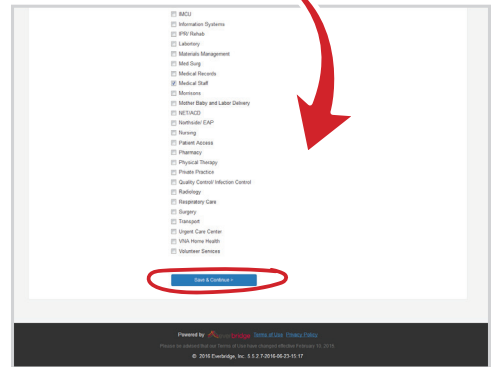
9 Complete the 'My Information' profile. Enter your title, select all the facilities in which you currently work and click your position. Once finished, scroll down.



10 Continue completing the 'My Information' profile. Select the department in which you currently work. Once finished, scroll down.



11 Continue scrolling down, and select 'Save & Continue'.



12 Review the information you entered, and if correct, select 'Finish'.

