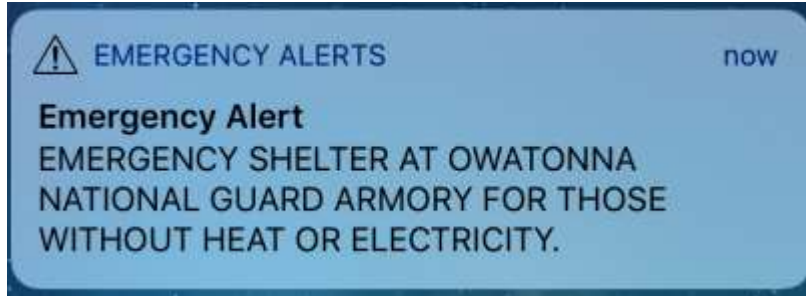


EVERBRIDGE PAGING ~ IPAWS NOTIFICATION WEA ONLY

This notification is to send a WEA message to cell phones located in a certain area. They will appear as shown below:



This will ALSO go to Radio Stations/TV stations but should not be pushed out to the public but they do have the option to do so:

- Log in to the Everbridge Paging System <http://manager.everbridge.net> :
 - Enter your username/password.
 - Click: “SIGN-IN”
 - You will be automatically logged into the employee side of Everbridge and will need to switch to the citizen side.
- Click on the arrow at the top of the page
 - Click on Rice and Steele County – Citizen Alerts
 - Move your mouse directly to the right under the roles heading and click on “RSC Dispatchers Send Only”. This will move you from the employee side of Everbridge to the citizen side of Everbridge :

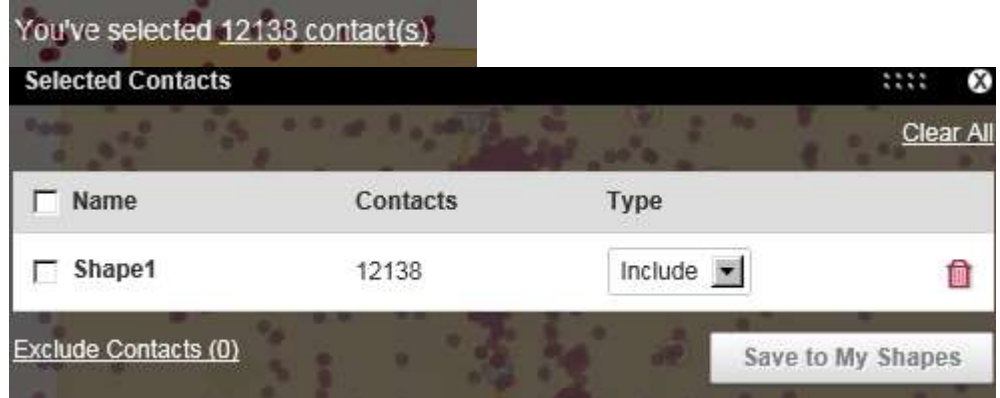


- You will know you are on the citizen side of Everbridge when you see this at the top of the page:



- Click: “**NEW NOTIFICATION**”
- Under Create Message Section (Step 1):
 - Check the box: “**HIGH PRIORITY MESSAGE**”
 - Enter the Title of the Message
 - Leave the message body empty
- Under Publishing Options (Step 2):
 - Check: “**Wireless Emergency Alerts (WEA)**”.
 - A new window titled CAP Channels (WEA) will appear.
 - Click on “**Live**”
 - Enter the Private Key and Keystore Password from the iPaws Live Certificate page located in One Note, in the dispatch book, under the iPaws tab.
 - The first section under CAP Fields should be left as is
 - Go to the Message Category, and select what is chosen on the **SUBMITTED IPAWS FORM.**
 - Go to Urgency, and select what is chosen on the **SUBMITTED IPAWS FORM.**
 - **MUST BE IMMEDIATE OR EXPECTED FOR WEA**
 - Go to Severity, and select what is chosen on the **SUBMITTED IPAWS FORM.**
 - **MUST BE EXTREME OR SEVERE FOR WEA**
 - Go to Certainty, and select what is chosen on the **SUBMITTED IPAWS FORM.**
 - **MUST BE OBSERVED OR LIKELY FOR WEA**
 - Go to Event Name, and select what is chosen on the **SUBMITTED IPAWS FORM.**
 - **SHOULD BE Civil Emergency Message (CEM) for the message to go to WEA only.**
 - Go to Expires and select what is chosen on the **SUBMITTED IPAWS FORM.**
 - **This is how long the WEA message will stay active. Cell phones coming into the area during this time will receive the notification.**
 - Go to Sender Agency Name and and select what is chosen on the **SUBMITTED IPAWS FORM.**
 - Go to Message for WEA Only and fill in what is on the **SUBMITTED IPAWS FORM UNDER Message to Public (WEA).**
 - **This is currently limited to 90 characters**
 - Go to U.S. Time Zones and select “**Central Time Zone**”
 - Go to Affected Region SAME Code(s) and select what is chosen on the **SUBMITTED IPAWS FORM.**
- Under Select Contacts Section (Step 3):
 - Click: “**GROUPS**” link:
 - Check: “**IPAWS**”
 - Click: “**OK**”
 - Select “**MAP**”
 - Click: “**Select contacts**” at the top
 - Click: “**My Shapes**”
 - Click: “**Load**” for the affected area: Rice County, Steele County, or Rice and Steele Counties. Or click “**Draw Shapes**” and draw affected area

- If you select the wrong one, click at the top of the page where it says the number of contacts you've selected, and click the trashcan icon for the shape you selected:



- Re-select your shape using instructions above if needed.
- Click “**Contact Layers**”
 - **UNCHECK ALL 5 BOXES, IT SHOULD SHOW YOU HAVE SELECTED 0 CONTACTS ON THE MAP SECTION.**
- Click “**Select**” at the top right of the screen

- Under Settings Section (Step 4):

- **ALL SETTINGS SHOULD BE DEFAULTED, DO NOT CHANGE THESE UNLESS INSTRUCTED.**

- Send & Save (Step 5):

- Click: “**SEND**”– This will take you to the Active/History screen and will show recently sent messages
- Click on the link in the title column for the message you just sent on the Active/History page.
- Click on the “**CAP CHANNELS**” tab.
- **You should see a message under Publishing Status stating WEA 600 – Message successfully sent by WEA.**

IPAWS Information: WEA

Mode: Live

Publishing Status: WEA 600 - Message successfully sent by WEA

IPAWS Polygon(s): 1/1

- **IF YOU DO NOT SEE THIS MESSAGE WAIT 1-2 MINUTES AND CHECK AGAIN. IF YOU DO NOT SEE THIS MESSAGE THEN OR HAVE AN ERROR MESSAGE, NOTIFY THE ON CALL SUPERVISOR.**
- Click: “**LOG OUT**” – to log out of the system