



# SMART Weather Alerting Guide

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Everbridge Suite

Everbridge Suite  
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# What is SMART Weather Alerting

Notifications that are:

- **Specific** - Detailed alerts, geographies, and stop and start times.
- **Map-Driven** - Visualize weather and select ranges using GIS (Geographic Information System) maps and shapes.
- **Automated** - Deliver alerts to contacts and members automatically.
- **Rules-based** - Use rules to determine when a message should be triggered.
- **Targeted** - Deliver the right message to the right person automatically.

**Automated Weather Alerts** - A custom self-service opt-in portal lets community members and employees register and manage their weather alert preferences. Weather alerts are escalated through a number of delivery methods until the recipient confirms receipt.

**Thresholds** - Everbridge SMART Weather Alerting provides location-specific weather alerts at the speed of a click. It includes precise, meteorologist-drawn polygons (weather-shaped polygons) and geographical zones (not weather-shaped) that can be used to select contacts in affected areas.

## Workflow

See the following workflow to gain an understanding of how Everbridge SMART Weather Alerting works in the US. A similar workflow applies for European Weather alerts.

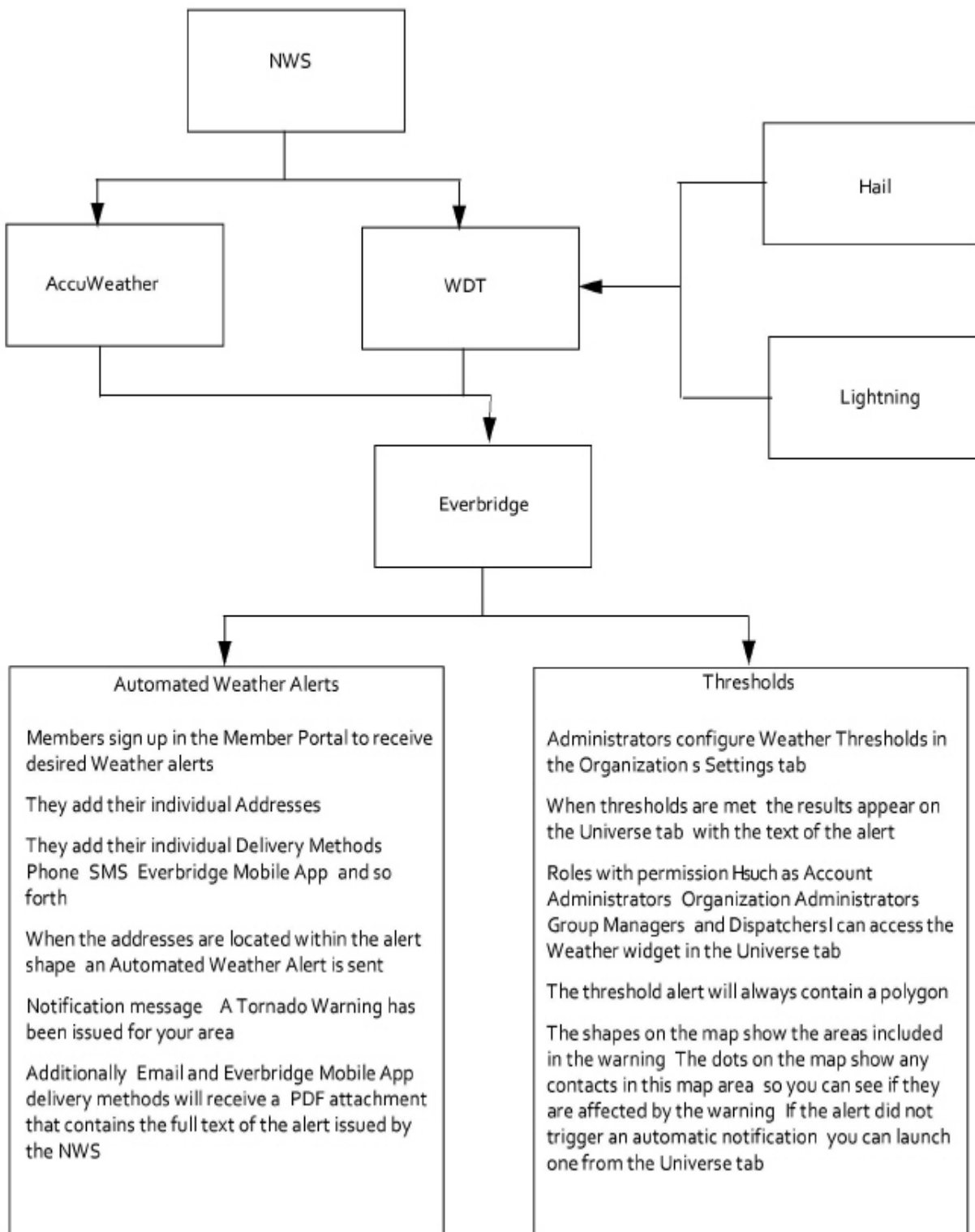
In the US, NWS issues weather alerts, which are sent to both of Everbridge's weather providers: AccuWeather and WDT; in Europe, Meteoalarm issues weather alerts, which are sent to DTN, the European Everbridge's weather provider.

**NOTE:** Hail and lightning alerts are available from WDT only.

1. In turn, AccuWeather and WDT forward the alert to Everbridge.
2. Everbridge sends the alert, depending on how your implementation is set up. It is possible, but not necessary, to be alerted in both manners. That is, your contacts could be notified by Member Portal delivery methods only, or only by means of notifications when thresholds are triggered, or both. Being notified in one way does not mean you should expect notification by means of the other way.



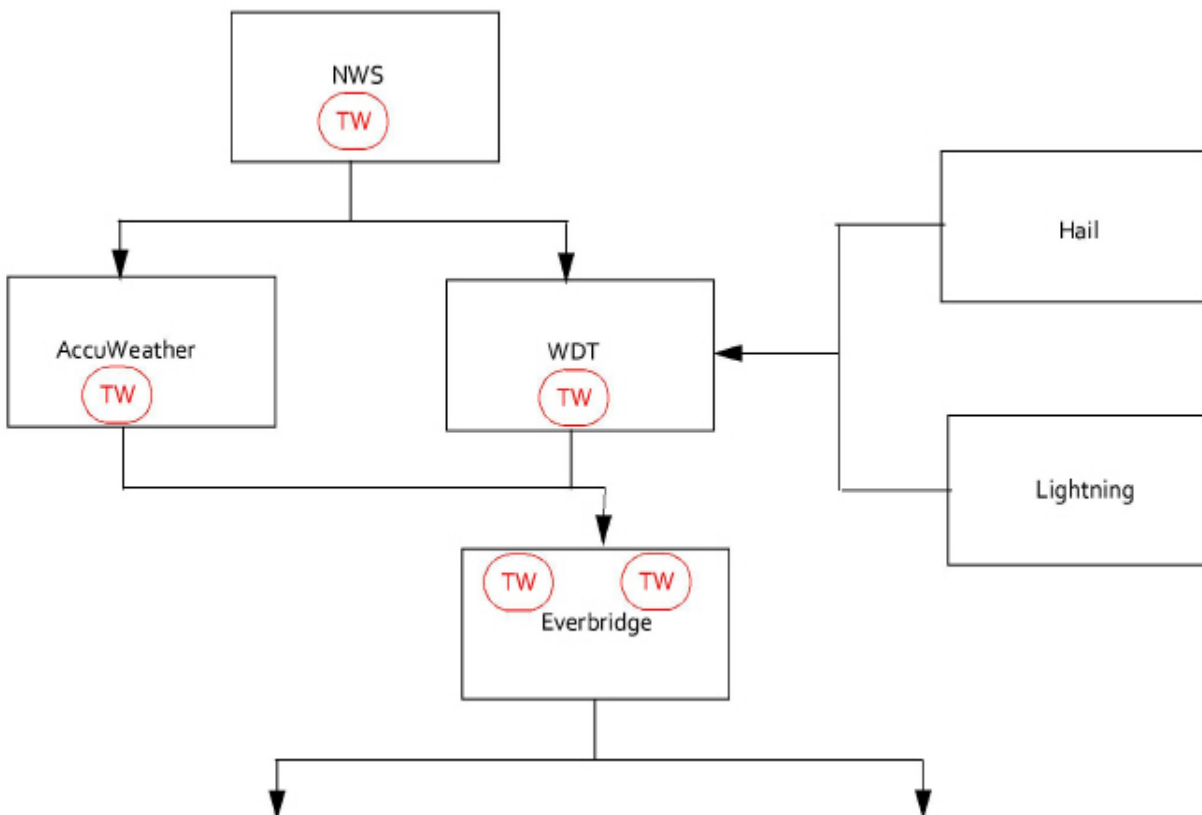
- Automated Alerts from the Member Portal—If the member has subscribed to the particular weather event and that member's address is located within the weather shape, the alert is sent as an Automated Weather Alert, a notification sent from the Organization to all the delivery methods in that member's profile.
- Thresholds—If the weather event matches the criteria of any of the Organization's thresholds, the threshold will be triggered and will be available for users to view in the Weather widget on the Universe tab.



See the progression of an example Tornado Warning overlaying the chart.

1. The NWS sends a weather alert to the weather providers such as AccuWeather and WDT. In this example, a Tornado Warning (**TW**).

2. In turn, AccuWeather and WDT forward the alert to Everbridge.
3. Everbridge sends the alert, depending on how your implementation is set up. It is possible, but not necessary, to be alerted in both manners. That is, your contacts could be notified by Member Portal delivery methods only, or only by means of notifications when thresholds are triggered, or both. Being notified in one way does not mean you should expect notification by means of the other way.
  - Member Portal—If the address is located within the weather shape, the alert is sent as an Automated Weather Alert, a notification to all the delivery methods listed by the Member.
  - Thresholds—If one or more of the addresses in the threshold is located within the weather shape, the threshold will be triggered. An alert will be available in the Weather widget on the Universe tab and a notification may be initiated.



### Automated Weather Alerts

Members sign up in the Member Portal to receive desired Weather alerts

They add their individual Locations addresses

They add their individual Delivery Methods Phone SMS Everbridge Mobile App and so forth

When the addresses are located within the alert shape an Automated Weather Alert is sent



Notification message A Tornado Warning has been issued for your area

Additionally Email and Everbridge Mobile App delivery methods will receive a PDF attachment that contains the full text of the alert issued by the NWS

For details see *Chapter Automated Weather Alerts*

### Thresholds

Administrators configure Weather Thresholds in the Organization's Settings tab

When thresholds are met the results appear on the Universe tab with the text of the alert

Roles with permission such as Account Administrators Organization Administrators Group Managers and Dispatchers can access the Weather widget in the Universe tab

When possible the threshold will draw shapes on the affected areas

The shapes on the map show the areas included in the warning. The dots on the map show any contacts in this map area so you can see if they are affected by the warning. If the alert did not trigger an automatic notification you can launch one from the Universe tab

If the Tornado Warning is issued and this address falls within the polygon then the threshold is triggered



The subject and message in the notification initiated when the threshold is triggered is completely customized by the organization. They are simply using any or more of their existing notification templates that they saved in MN

For details see *Chapter Weather Thresholds*

## Background Information

In the United States, the National Weather Service (NWS) is a component of the National Oceanic and Atmospheric Administration (NOAA). NOAA is an Operating Unit of the U.S. Department of Commerce.

The mission of NWS is to provide weather, water, climate data, forecasts, and warnings for the protection of life and property and the enhancement of the national economy. Everbridge follows updates directly from NWS as well as other leading weather sources for additional functionality, such as Premium Weather Layers, Hail, and Lightening.

Everbridge utilizes these weather alerting services to power its SMART Weather Alerting feature in two ways:

- Automated Weather Alerts
- Thresholds

### Automated Weather Alerts

Any Organization that has purchased SMART Weather Alerting from Everbridge can allow their contacts to opt-in to receive automated weather alerts by enabling the Weather and Hazard Alerts subscription type in their Member Portal.

Contacts can choose which weather alerts they would like to receive by opting in from the Organization's Member Portal. If a contact has opted-in to receive Tornado Warnings, for example, when a tornado warning is issued by the NWS and one or more of the addresses entered by that contact into the Member Portal falls within the affected geographic area, that contact will automatically receive an alert that a Tornado Warning has been issued for their area.

The initiation of the Notification is completely automated, requiring no human action to send the Notification. It will be delivered to all delivery methods in that contact's Member Profile.

Additionally, using custom templates for the automated alerts, Organizations can choose to send the automated Notifications to all contacts in the affected region, even if they have not subscribed to that particular weather event via the Member Portal.

### Thresholds

Users in an Organization with permission to access their Organization's settings can create thresholds based on weather events. Threshold criteria can be based on the type, condition, and geographic location of the weather event. When a threshold is triggered, an alert will automatically be sent to the Organization's Universe tab for display in the Weather widget.

The alert triggered by the threshold will be available in the Weather widget on the Universe tab for 7 days after the date of issuance. It will contain the full text of the alert. The user can also view the geographic region affected by weather event by viewing the polygon on the Universe map. That polygon can also be used to select contacts, should the Organization want to send a Notification to contacts in the affected region.

Additionally, users can identify one or more Notification templates to be launched automatically when the threshold is triggered.

## US Common Weather Alerts

The following is provided as a reference for common US weather alerts and their definitions as used within the Everbridge Suite system.

- **Watch** essentially means there is a "chance" this condition will happen. Watches usually cover a large geographical area for a lengthy time period. For example, an "Areal Flood Watch has been issued for your area" means there is potential for flooding over a large area.
- **Warning** means the severe weather is already occurring or is imminent, and to take proper protective measures. Warnings are usually issued for much smaller geographical areas and usually for shorter time periods.
- An **Advisory** is "in-between" a **Watch** and a **Warning**. The expected weather condition has a favorable chance of occurring, even a likely chance of occurring, but typically an advisory is used for "less" severe types of weather conditions. A Wind Advisory might be issued or a Freezing Rain Advisory issued instead of a High Wind Warning or an Ice Storm Warning.
- A **Statement** is either issued as a follow-up message to a warning or watch, that may update, extend, or cancel the message it is following up or a notification of significant weather for which no type of advisory, watch, or warning exists. Statements are included in weather thresholds only and will not be delivered as automated weather alerts.

The conditions for the weather events follow:

- **New** - New Issuance
- **Continued** - No Change to Start/End Times - just new text
- **Upgraded** - Existing Warning Cancelled in favor of a higher priority message
- **Correction** - Correction to Text Only
- **Extension in Time** - Existing warning extended to cover a new time period - modified start and/or end date/time
- **Extension in Area** - Existing warning extended to cover a new area
- **Extension in Both** - Existing warning extended to cover a new area and with a modified start and/or end date/time
- **Cancelled** - Event No Longer in Effect
- **Expired** - Existing Warning No Longer In Effect - message sent after the product end date/time

The definitions above are paraphrased. Full definitions can be found in the [National Weather Service Glossary](#).

## Weather Event Types

The following table lists the Weather Event Types used within the Everbridge Suite system. Refer to each Event Type “Watch” (in the Meaning column) for a description.

Event	Event Type	Meaning
Fire	Fire Weather Watch	Fire Weather occurs when the combination of dry fuels and weather conditions support extreme fire danger. A Watch means there is a chance this weather condition can happen.
	Red Flag Warning	A Red Flag Warning informs area firefighting and land management agencies that conditions are ideal for the rapid spread of wildfires.
	Fire Weather Advisory	The expected weather condition has a favorable chance of occurring.
	Fire Warning	A Fire Warning indicates a fire is currently burning in the area and evacuation is recommended.
Winter	Blowing Snow Watch	Blowing Snow is falling snow or snow that already accumulated but is picked up and blown about by strong winds. A Watch means there is a chance this weather condition can happen.
	Blowing Snow Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
	Blowing Snow Advisory	The expected weather condition has a favorable chance of occurring.
	Blizzard Watch	A Blizzard is a severe snowstorm with high winds and low visibility. A Watch means there is a chance this weather condition can happen.
	Blizzard Warning	The severe weather is already occurring or is imminent. Take proper protective measures.



Blizzard Advisory	The expected weather condition has a favorable chance of occurring.
Heavy Snow Watch	Heavy Snow is when a high rate of snowfall is occurring or is forecast. Generally, it is for snowfall rates of 4 inches (10 cm) or more in 12 hours, or 6 inches (15 cm) or more in 24 hours. A Watch means there is a chance this weather condition can happen.
Heavy Snow Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
Heavy Snow Advisory	The expected weather condition has a favorable chance of occurring.
Sleet Watch	Sleet is a form of precipitation consisting of ice pellets, often mixed with rain or snow. A Watch means there is a chance this weather condition can happen.
Sleet Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
Sleet Advisory	The expected weather condition has a favorable chance of occurring.
Ice Storm Watch	An Ice Storm is a storm that results in the accumulation of at least 0.25-inch (6.4 mm) of ice on exposed surfaces. A Watch means there is a chance this weather condition can happen.
Ice Storm Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
Ice Storm Advisory	The expected weather condition has a favorable chance of occurring.
Lake Effect Snow and Blowing Snow Watch	Same as Lake Effect Snow.

Lake Effect Snow and Blowing Snow Warning	Same as Lake Effect Snow.
Lake Effect Snow and Blowing Snow Advisory	Same as Lake Effect Snow.
Lake Effect Snow Watch	<p>Lake Effect Snows occur when a mass of sufficiently cold air moves over a body of warmer water, creating an unstable temperature profile in the atmosphere.</p> <p>A Watch means there is a chance this weather condition can happen.</p>
Lake Effect Snow Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
Lake Effect Snow Advisory	The expected weather condition has a favorable chance of occurring.
Snow and Blowing Snow Watch	<p>Blowing Snow may be falling snow, or snow that has already accumulated but is picked up and blown by strong winds.</p> <p>A Watch means there is a chance this weather condition can happen.</p>
Snow and Blowing Snow Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
Snow and Blowing Snow Advisory	The expected weather condition has a favorable chance of occurring.
Snow Watch	<p>Snow is precipitation in the form of flakes of crystalline water ice that falls from clouds.</p> <p>A Watch means there is a chance this weather condition can happen.</p>
Snow Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
Snow Advisory	The expected weather condition has a favorable chance of occurring.
Snow Squall Warning	A Snow Squall is an intense short-lived (in the order of 30-60 minutes)

	burst of heavy snowfall that leads to a quick reduction in visibilities and is often accompanied by gusty winds.
Winter Storm Watch	A Winter Storm is an event in which the varieties of precipitation are formed that only occur at low temperatures, such as snow or sleet, or a rainstorm where ground temperatures are low enough to allow ice to form (freezing rain). A Watch means there is a chance this weather condition can happen.
Winter Storm Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
Winter Storm Advisory	The expected weather condition has a favorable chance of occurring.
Winter Weather Watch	Winter Weather is when a low pressure system produces a combination of winter weather (snow, freezing rain, or sleet). A Watch means there is a chance this weather condition can happen.
Winter Weather Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
Winter Weather Advisory	The expected weather condition has a favorable chance of occurring.
Freezing Fog Watch	Freezing Fog consists of water droplets that freeze upon contact with objects they encounter, forming a layer of thin ice. A Watch means there is a chance this weather condition can happen.
Freezing Fog Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
Freezing Fog Advisory	The expected weather condition has a favorable chance of occurring.

	Freezing Rain Watch	Freezing Rain is the name given to rain that falls when surface temperatures are below freezing. Unlike a mixture of rain and snow, ice pellets (both of which are sometimes called sleet), or hail, freezing rain is made entirely of liquid droplets. A Watch means there is a chance this weather condition can happen.
	Freezing Rain Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
	Freezing Rain Advisory	The expected weather condition has a favorable chance of occurring.
	Freezing Spray Advisory	A Freezing Spray Advisory is issued to warn vessels that accumulation of freezing water droplets due to a combination of cold water, wind, cold air, and vessel movement is possible; however, accumulations are not expected to reach rates of 2 cm per hour.
Hazard	Ashfall Watch	Ashfall is volcanic ash consisting of tiny jagged particles of rock and natural glass blasted into the air by a volcano. A Watch means there is a chance this weather condition can happen.
	Ashfall Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
	Ashfall Advisory	The expected weather condition has a favorable chance of occurring.
Tsunami	Tsunami Watch	A Tsunami is a wave caused by earthquakes or undersea volcanic eruptions. A Watch means there is a chance this weather condition can happen.

	Tsunami Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
	Tsunami Advisory	The expected weather condition has a favorable chance of occurring.
Severe	Severe Thunderstorm Watch	In order for a Thunderstorm to be considered Severe, it must create at least one of the following: Hail that is 1-inch in diameter or larger Winds of 58 mph or greater A Watch means there is a chance this weather condition can happen.
	Severe Weather Statement	A Severe Weather Statement is issued when the forecaster wants to follow up a warning with important information on the progress of severe weather elements.
	Severe Thunderstorm Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
	Severe Thunderstorm Advisory	The expected weather condition has a favorable chance of occurring.
	Tornado Watch	A Tornado is a violent rotating column of air extending from a thunderstorm to the ground A Watch means there is a chance this weather condition can happen.
	Tornado Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
	Tornado Advisory	The expected weather condition has a favorable chance of occurring.
Flood	Coastal Flood Watch	Coastal Floods occurs when normally dry, low-lying land is flooded by sea water A Watch means there is a chance this weather condition can happen.

Coastal Flood Statement	Issued as a follow-up message to a warning or watch, that may update, extend, or cancel the message it is following up.
Coastal Flood Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
Coastal Flood Advisory	The expected weather condition has a favorable chance of occurring.
Areal Flood Watch	An Areal Flood Watch means there is potential for flooding over a large area. (The word "areal" refers to an area, which is an expanse of space or a region of land. Not to be confused with "aerial" which means of or relating to the air.) A Watch means there is a chance this weather condition can happen.
Areal Flood Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
Areal Flood Advisory	The expected weather condition has a favorable chance of occurring.
Flash Flood Watch	A Flash Flood is a sudden local flood, typically due to heavy rain. A Watch means there is a chance this weather condition can happen.
Flash Flood Statement	Issued as a follow-up message to a warning or watch, that may update, extend, or cancel the message it is following up.
Flash Flood Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
Flash Flood Advisory	The expected weather condition has a favorable chance of occurring.
Flood Watch	A Flood Watch is issued when conditions are favorable for flooding.

		<p>It does not mean flooding will occur, but it is possible.</p> <p>A Watch means there is a chance this weather condition can happen.</p>
	Flood Statement	<p>Issued as a follow-up message to a warning or watch, that may update, extend, or cancel the message it is following up.</p>
	Lakeshore Flood Watch	<p>A Lakeshore Flood is flooding that occurs when water is driven onto land from an adjacent body of water. This generally occurs when there are significant storms.</p> <p>A Watch means there is a chance this weather condition can happen.</p>
	Lakeshore Flood Statement	<p>Issued as a follow-up message to a warning or watch, that may update, extend, or cancel the message it is following up.</p>
	Lakeshore Flood Warning	<p>The severe weather is already occurring or is imminent. Take proper protective measures.</p>
	Lakeshore Flood Advisory	<p>The expected weather condition has a favorable chance of occurring.</p>
	Rip Current Statement	<p>A Rip Current Statement is issued when a high threat of rip currents due to weather and Ocean Conditions</p>
	High Surf Watch	<p>High Surf is destructive, pounding surf that poses a danger to those in and near the water and may damage property near the shoreline.</p> <p>A Watch means there is a chance this weather condition can happen.</p>
	High Surf Warning	<p>The severe weather is already occurring or is imminent. Take proper protective measures.</p>
	High Surf Advisory	<p>The expected weather condition has a favorable chance of occurring.</p>

Tropical	Extreme Wind Warning	Extreme Wind is when wind speeds reach up to 100 mph and produce a damage path extending for hundreds of miles.
	Hurricane Wind Watch	A Hurricane is a huge storm. It can be up to 600 miles across and have strong winds spiraling inward and upward at speeds of 75-200 mph. A Watch means there is a chance this weather condition can happen.
	Hurricane Wind Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
	Hurricane Wind Advisory	The expected weather condition has a favorable chance of occurring.
	Hurricane Watch	A Watch means there is a chance this weather condition can happen.
	Tropical Cyclone Statement	A Tropical Cyclone is a rapidly rotating storm system characterized by a low-pressure center, strong winds, and a spiral arrangement of thunderstorms that produce heavy rain. Depending on its location and strength, a tropical cyclone is referred to by names such as hurricane, typhoon, tropical storm, cyclonic storm, tropical depression, and simply cyclone.
	Hurricane Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
	Hurricane Advisory	The expected weather condition has a favorable chance of occurring.
	Tropical Storm Wind Watch	A Tropical Storm is a localized, very intense low-pressure wind system, forming over tropical oceans and with winds of hurricane force. A Watch means there is a chance this weather condition can happen.



	Tropical Storm Wind Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
	Inland Tropical Storm Advisory	The expected weather condition has a favorable chance of occurring.
	Tropical Storm Watch	A Watch means there is a chance this weather condition can happen.
	Tropical Storm Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
	Tropical Storm Advisory	The expected weather condition has a favorable chance of occurring.
	Typhoon Watch	A Typhoon is a tropical storm in the region of the Indian or western Pacific oceans. A Watch means there is a chance this weather condition can happen.
	Typhoon Statement	Issued as a follow-up message to a warning or watch, that may update, extend, or cancel the message it is following up.
	Typhoon Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
	Typhoon Advisory	The expected weather condition has a favorable chance of occurring.
	Storm Surge Watch	A Watch means there is a chance this weather condition can happen.
Wind	Storm Surge Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
	Dust Storm Watch	A Dust Storm is a strong, turbulent wind that carries clouds of fine dust, soil, and sand over a large area. A Watch means there is a chance this weather condition can happen.
	Dust Storm Advisory	The expected weather condition has a favorable chance of occurring.

Blowing Dust Watch	<p>Blowing Dust is dust that is raised by the wind to moderate heights above the ground to a degree that horizontal visibility decreases to less than seven miles.</p> <p>A Watch means there is a chance this weather condition can happen.</p>
Blowing Dust Warning	<p>The severe weather is already occurring or is imminent. Take proper protective measures.</p>
Blowing Dust Advisory	<p>The expected weather condition has a favorable chance of occurring.</p>
High Wind Watch	<p>High Wind is air moving (sometimes with considerable force) from an area of high pressure to an area of low pressure.</p> <p>A Watch means there is a chance this weather condition can happen.</p>
High Wind Warning	<p>The severe weather is already occurring or is imminent. Take proper protective measures.</p>
High Wind Advisory	<p>The expected weather condition has a favorable chance of occurring.</p>
Lake Wind Watch	<p>Lake Wind is when windy conditions on area lakes are expected to be hazardous for boaters and other recreational events on or around lakes.</p> <p>A Watch means there is a chance this weather condition can happen.</p>
Lake Wind Warning	<p>The severe weather is already occurring or is imminent. Take proper protective measures.</p>
Lake Wind Advisory	<p>The expected weather condition has a favorable chance of occurring.</p>
Wind Watch	<p>Wind is moving air and is caused by differences in air pressure.</p>

		A Watch means there is a chance this weather condition can happen.
	Wind Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
	Wind Advisory	A Wind Advisory is issued when there are sustained winds of 25–39 miles per hour (40–63 km/h) and/or gusts to 57 miles per hour (92 km/h) over land.
Non-Precipitation	Air Stagnation Watch	<p>Air Stagnation is a phenomenon which occurs when an air mass remains over an area for an extended period. Due to light winds and lack of precipitation, pollutants cannot be cleared from the air, either gaseous (like ozone) or particulate (like soot or dust).</p> <p>A Watch means there is a chance this weather condition can happen.</p>
	Air Stagnation Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
	Air Stagnation Advisory	The expected weather condition has a favorable chance of occurring.
	Beach Hazards Statement	A Beach Hazards Statement is issued for rip currents, chemical hazards, or biological hazards in lake or ocean waters.
	Extreme Cold Watch	<p>Issued only in Alaska, an Extreme Cold Warning, is issued when forecast shelter temperature of -50 degrees F (-46 degrees C) or colder and air temperature remains below -40 degrees F (-40 degrees C) up to the 700-mb level for three or more consecutive days.</p> <p>A Watch means there is a chance this weather condition can happen.</p>
	Extreme Cold Warning	

Extreme Cold Advisory	The expected weather condition has a favorable chance of occurring.
Excessive Heat Watch	<p>Excessive Heat occurs within 12-hours of the heat index reaching one of two criteria levels. In most areas, a warning will be issued if there is a heat index of at least 105°F for more than 3-hours per day for 2 consecutive days, or if the heat index is greater than 115°F for any period of time.</p> <p>A Watch means there is a chance this weather condition can happen.</p>
Excessive Heat Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
Excessive Heat Advisory	The expected weather condition has a favorable chance of occurring.
Dense Fog Watch	<p>Dense Fog is fog that reduces horizontal visibility to 1/4 mile (0.4 km) or less.</p> <p>A Watch means there is a chance this weather condition can happen.</p>
Dense Fog Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
Dense Fog Advisory	The expected weather condition has a favorable chance of occurring.
Frost Watch	<p>Frost is a deposit of small white ice crystals formed on the ground or other surfaces when the temperature falls below freezing.</p> <p>A Watch means there is a chance this weather condition can happen.</p>
Frost Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
Frost Advisory	A Frost Advisory is issued during the growing season when widespread

	frost formation is expected over an extensive area. Surface temperatures are usually in the mid-30s F.
Freeze Watch	Conditions are favorable for a freeze event to meet or exceed Freeze Warning criteria in the next 12-48 hours during the locally defined growing season. A Watch means there is a chance this weather condition can happen.
Freeze Warning	A Freeze Warning means freezing or below freezing temperatures will occur within the next 12-24 hours.
Freeze Advisory	The expected weather condition has a favorable chance of occurring.
Heat Watch	Excessive Heat Watches are issued when conditions are favorable for an excessive heat event in the next 12-48 hours. A Watch means there is a chance this weather condition can happen.
Heat Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
Heat Advisory	A Heat Advisory is issued when high Heat Index (HI) values are forecast to meet or exceed locally defined warning criteria for one or two days.
Hard Freeze Watch	A Hard Freeze is when sub-freezing temperatures of 28 degrees F or less will occur within the next 12-24 hours. A Watch means there is a chance this weather condition can happen.
Hard Freeze Warning	The severe weather is already occurring or is imminent. Take proper protective measures.

	Hard Freeze Advisory	The expected weather condition has a favorable chance of occurring.
	Dense Smoke Watch	Dense Smoke is when widespread or localized smoke reduces visibilities to 1/4-mile (0.4 km) or less. A Watch means there is a chance this weather condition can happen.
	Dense Smoke Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
	Dense Smoke Advisory	A Dense Smoke Advisory is issued when widespread or localized smoke reduces visibilities to 1/4-mile (0.4 km) or less.
	Wind Chill Watch	Wind Chill is when the wind chill is low enough that it poses a threat to human health and life if adequate protection is not taken against hypothermia and frostbite. A Watch means there is a chance this weather condition can happen.
	Wind Chill Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
	Wind Chill Advisory	The expected weather condition has a favorable chance of occurring.
	Special Disbursement Statement	Issued as a follow-up message to a warning or watch, that may update, extend, or cancel the message it is following up.
	Special Weather Statement	A Special Weather Statement is a form of weather advisory. There are no set criteria.
	Air Quality Alert	An Air Quality Alert is issued on days when air quality is unhealthy due to a high level of particle pollution and/or ozone.
Marine	Brisk Wind Watch	Brisk Wind is when winds have reached, or are expected to reach within 12 hours, a speed marginally

	<p>less than gale force. A Small Craft Advisory may also be issued when sea or lake ice exists that could be hazardous to small boats.</p> <p>A Watch means there is a chance this weather condition can happen.</p>
Brisk Wind Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
Brisk Wind Advisory	The expected weather condition has a favorable chance of occurring.
Gale Watch	<p>A Gale weather event type is for maritime locations currently or imminently experiencing winds or gale force on the Beaufort scale. Gale warnings indicate winds within the range 34-47 knots are forecast for the area.</p> <p>A Watch means there is a chance this weather condition can happen.</p>
Gale Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
Gale Advisory	The expected weather condition has a favorable chance of occurring.
Hurricane Force Wind Watch	<p>A Hurricane Force Wind Watch is a watch for an increased risk of a hurricane force wind event for sustained surface winds, or frequent gusts, of 34-64 knots (74 mph) or greater, but its occurrence, location, and/or timing is still uncertain.</p> <p>A Watch means there is a chance this weather condition can happen.</p>
Hurricane Force Wind Warning	A Hurricane Force Wind Warning is issued when sustained winds or frequent gusts of 64 knots (118 km/h, 74 mph) or greater are either being observed or are predicted to occur.

Hurricane Force Wave Advisory	The expected weather condition has a favorable chance of occurring.
Low Water Watch	<p>Low Water describes water levels that are significantly below average levels over the Great Lakes, coastal marine zones, and any tidal marine area, waterway, or river inlet within or adjacent to a marine zone that would potentially be impacted by low water conditions creating a hazard to navigation.</p> <p>A Watch means there is a chance this weather condition can happen.</p>
Low Water Warning	The severe weather is already occurring or is imminent. Take proper protective measures
Low Water Advisory	The expected weather condition has a favorable chance of occurring.
Marine Watch	A Watch means there is a chance this weather condition can happen.
Marine Weather Statement	A Marine Weather Statement provides mariners with details on significant or potentially hazardous conditions not otherwise covered in existing marine warnings and forecasts.
Special Marine Warning	A Special Marine Warning is issued for potentially hazardous marine weather conditions usually of short duration (up to 2 hours) producing sustained marine thunderstorm winds or associated gusts of 34 knots or greater; and/or hail 3/4-inch or more in diameter; and/or waterspouts affecting areas included in a Coastal Waters Forecast, a Nearshore Marine Forecast, or a Great Lakes Open Lakes Forecast that is not adequately covered by existing marine warnings.



Marine Advisory	The expected weather condition has a favorable chance of occurring.
Marine Flood Advisory	The expected weather condition has a favorable chance of occurring.
Marine Dense Smoke Advisory	The expected weather condition has a favorable chance of occurring.
Marine Weather Statement	A Marine Weather Statement is the equivalent of a Special Weather Statement at sea.
Small Craft for Rough Bar Watch	Small Craft for Rough Bar weather event types are issued by coastal and Great Lakes Weather Forecast Offices (WFO) for specialized areas near harbor or river entrances known as "bars". Waves in or near such bars may be especially hazardous to mariners due to the interaction of swell, tidal, or river currents in relatively shallow water. A Watch means there is a chance this weather condition can happen.
Small Craft for Rough Bar Warning	The severe weather is already occurring or is imminent. Take proper protective measures
Small Craft Advisory for Rough Bar	The expected weather condition has a favorable chance of occurring.
Small Craft Watch	Small Craft weather event types issued by coastal and Great Lakes Weather Forecast Offices (WFO) for areas included in the Coastal Waters Forecast or Nearshore Marine Forecast (NSH) products. A Watch means there is a chance this weather condition can happen.

Small Craft Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
Small Craft Advisory	The expected weather condition has a favorable chance of occurring. A Small Craft Advisory may also be issued when sea or lake ice exists that could be hazardous to small boats.
Hazardous Seas Watch	Hazardous Seas Warnings are issued when rough surf is expected, but strong winds are not. A Watch means there is a chance this weather condition can happen.
Hazardous Seas Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
Hazardous Seas Advisory	The expected weather condition has a favorable chance of occurring.
Small Craft for Winds Watch	A Small Craft for Winds is issued for winds that are forecast to be in the 20-33 knot range. A Watch means there is a chance this weather condition can happen.
Small Craft for Winds Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
Small Craft Advisory for Winds	The expected weather condition has a favorable chance of occurring.
Storm Watch	A Storm Warning weather event type indicates winds 48 knots and above, no matter how high the speed, are forecast for the area. However, if the winds are

	associated with a tropical cyclone (hurricane), the Storm Warning indicates that winds within the range 48-63 knots are forecast. A Watch means there is a chance this weather condition can happen.
Storm Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
Storm Advisory	The expected weather condition has a favorable chance of occurring.
Small Craft for Hazardous Seas Watch	Small Craft Advisory for Hazardous Seas are issued by coastal and Great Lakes Weather Forecast Offices (WFO). This advisory may be issued when wind speeds are lower than small craft advisory criteria, yet waves or seas are potentially hazardous due to wave period, steepness, or swell direction. A Watch means there is a chance this weather condition can happen.
Small Craft for Hazardous Seas Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
Small Craft Advisory for Hazardous Seas	The expected weather condition has a favorable chance of occurring.
Heavy Freezing Spray Watch	Heavy Freezing Spray weather event types are usually issued for shipping interests when conditions are favorable for the rapid freezing of sea spray on vessels at a rate of more than 2 cm (0.79-inch) per hour.

		A Watch means there is a chance this weather condition can happen.
	Heavy Freezing Spray Warning	The severe weather is already occurring or is imminent. Take proper protective measures.
	Freezing Spray Advisory	A Freezing Spray Advisory is usually issue for shipping interests when conditions are probable for the freezing of sea spray on vessels.

## European Common Weather Alerts

The following is provided as a reference for common European weather alerts and their definitions as used within the Everbridge Suite system (from Meteoalarm).

European weather alert severity:

- **Potentially dangerous** - The weather phenomena that have been forecast are not unusual, but be attentive if you intend to practice activities exposed to meteorological risks. Keep informed about the expected meteorological conditions and do not take any avoidable risk.
- **Dangerous** - Unusual meteorological phenomena have been forecast. Damage and casualties are likely to happen. Be very vigilant and keep regularly informed about the detailed expected meteorological conditions. Be aware of the risks that might be unavoidable. Follow any advice given by your authorities.
- **Very Dangerous** - Exceptionally intense meteorological phenomena have been forecast. Major damage and accidents are likely, in many cases with threat to life and limb, over a wide area. Keep frequently informed about detailed expected meteorological conditions and risks. Follow orders and any advice given by your authorities under all circumstances, be prepared for extraordinary measures.

The only condition for the weather events is **New** - New Issuance.

## Weather Event Types

The following lists the Weather Event Types used within the Everbridge Suite system:

- Avalanches
- Coastal event
- Extreme high temperature
- Extreme low temperature
- Flood
- Fog
- Forest fire
- Rain
- Rain-Flood
- Snow and ice
- Thunderstorms
- Wind

# Setting Up Your Organization for Automated Weather Alerting

This section provides information on how to set up your Organization for Automated Weather Alerting. The Organization must complete the following steps in order for the Automated Weather Alerts to be available:

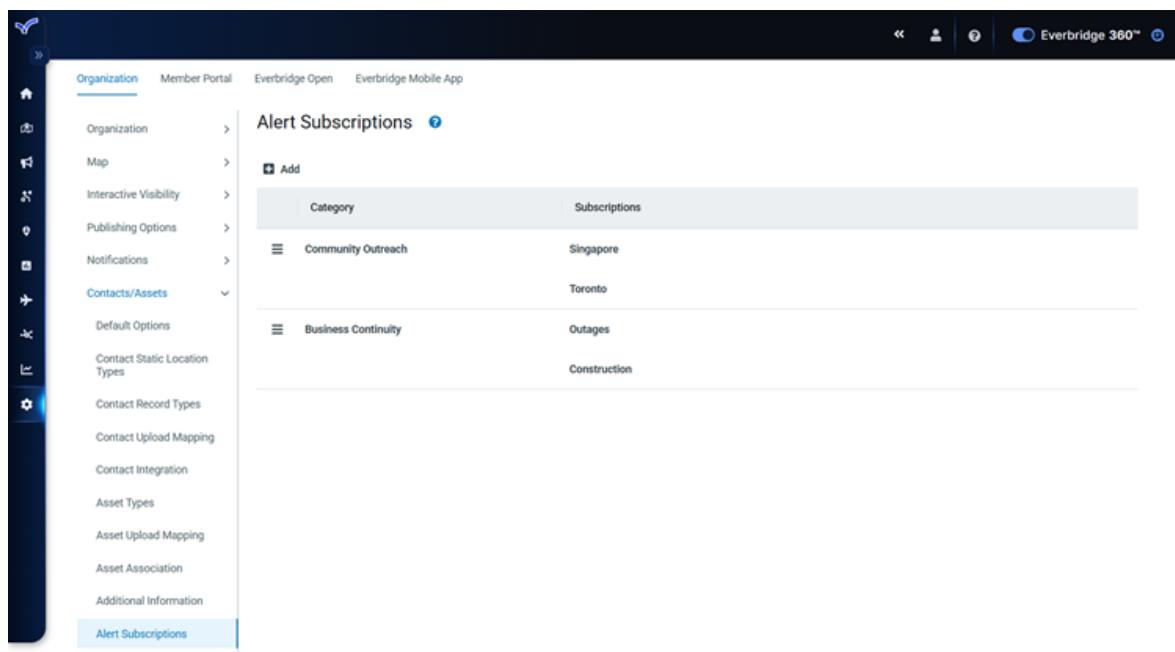
- Select the Weather category
- Select a Global Region: Europe or the United States

See the [Everbridge Mobile App User Guide](#) for information about configuration options for the Everbridge Mobile App.

## Adding the Weather and Hazards Events Subscription

To add the Weather & Hazard Events subscription type:

1. Navigate to **Settings > Contacts/Assets (or Contacts and Groups) > Alert Subscriptions**.



2. Click **Add**. The Custom radio button is selected by default. Depending on the Custom Everbridge subscription, Europe or United States tabs may not be available.

3. In the Category field, type the name of your category.
4. Select the **Weather** radio button.

**NOTE:** You cannot add two categories of the **Weather** type. Once it is added, it is valid for all regions, such as Europe and the United States.

5. Scroll to the bottom of the page and click **Save**. Your Weather Alerts subscription is added.
6. Add additional Custom categories and subscriptions as needed by performing the following steps:
  - a. Click **Add**.
  - b. In the Category field, type the name of your category.
  - c. Select the **Custom** radio button.
  - d. Enter your subscriptions.
  - e. Click **Save**.

Once you have added the Weather and Hazards subscription in your Organization Settings, the weather events are added to the Member Portal settings. You can now edit the weather events from the Member Portal as needed.

To modify the Heading name, click the pencil icon in the row of the Weather Alerts and rename the Heading. Remember to click **Update** at the bottom of the alert. To delete a subscription, click the Trash Bin. Confirm the deletion.

## Configuring Member Portal Settings

Once you have added the Weather subscription, you can now add the weather events to your Member Portal settings.

To add the weather events to your Member Portal settings

- From the Settings tab, select **Member Portal > Information Collection > Alert Subscriptions**. Select either:
  - Custom** - The Custom events are not displayed by default. That is, they are not exposed to your members until you select the respective Display checkboxes.
  - Europe** - The relevant European Weather events are displayed.
  - United States** - The United States Weather events are not displayed by default. That is, they are not exposed to your members until you select the respective Display checkboxes. You can choose to remove the ones your Organization does not want to offer in your Member Portal by clearing the corresponding Display checkboxes.

Category/Alert/Option Name	Display	Required
General	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Optionally, perform the following:
  - To remove a custom weather alert from the Member Portal, clear the corresponding **Display** checkbox.
  - To make a weather alert required, select the corresponding Required checkbox.
  - Scroll through the entire list, making the desired selections for your Organization.
- Click **Save**

When members log in to the Member Portal, the Manage Profile page appears. The Subscriptions section shows the Weather Events that were marked as "exposed."

To modify US automated weather events to your Member Portal settings:

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1. From the Settings tab, select **Member Portal > Information Collection > Alert Subscriptions**.

From the United States Weather subtab, the Weather events are not displayed by default. That is, they are not exposed to your members until you select the respective Display checkboxes.

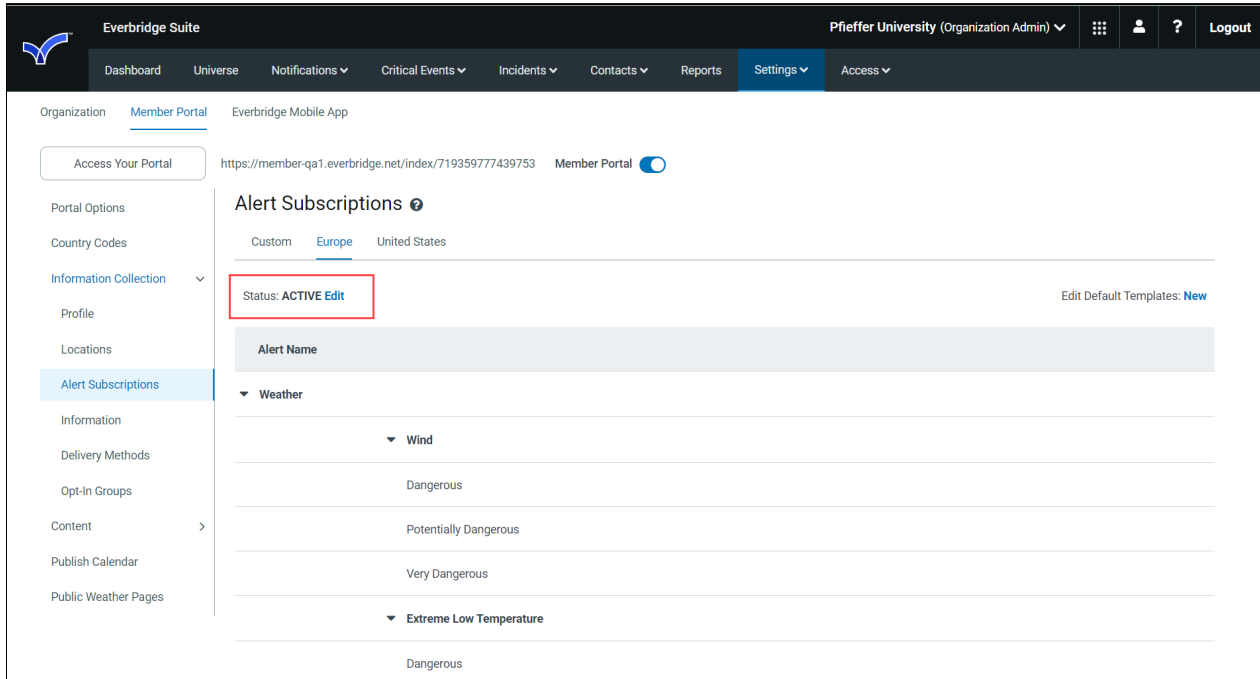
Alert Name	Display	Required	New	All Clear	Weather Template
Weather	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wind	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Blowing Dust Advisory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Default - New Default - All clear
Blowing Dust Warning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Default - New Default - All clear
Blowing Dust Watch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Default - New Default - All clear
Dust Storm Advisory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Default - New Default - All clear

2. Optionally, perform the following:
  - a. To remove an automated weather alert from the Member Portal, clear the corresponding Display checkbox.
  - b. To make an automated weather alert required, select the corresponding Required checkbox.
  - c. To turn on a New or All Clear alert for a specific weather alert, select the corresponding checkbox. Conversely, to turn off a New or All Clear alert for a specific weather alert, clear the checkbox.
  - d. Scroll through the entire list, making the desired selections for your Organization.
3. Click **Save**. When members log in to the Member Portal, the Manage Profile page appears. The **Subscriptions** section shows the Weather Events that were marked as "Display."
4. To allow your members to specify a time period during which they do not want to receive automated weather alerts, see [Set Quiet Periods for your Organization \(US Only\)](#).

To modify European automated weather events to your Member Portal settings:

From the **Settings** tab, select **Member Portal > Information Collection > Alert Subscriptions**.

The European Weather subtab displays the relevant European weather events. All events are exposed to your impacted members when the status is set to Active.



The screenshot shows the Everbridge Suite interface for Pfleffer University. The 'Member Portal' is active, and the 'Alert Subscriptions' tab is selected. The status is 'ACTIVE' and the alert name is highlighted. The alert is categorized under 'Weather' and includes sub-alerts for 'Wind' and 'Extreme Low Temperature'.

### Set Quiet Periods for your Organization (US Only):

**NOTE:** Quiet periods do not exist today for European weather alerts.

1. From **Member Portal > Information Collection > Alert Subscriptions > Automated Weather** tab, select **Edit** next to **Quiet Period: OFF**. (The word "OFF" or "ON" changes according to whether or not the Quiet Period is off or on.) The Quiet Period Settings dialog is displayed.

2. Select the Status radio button: **On** to allow members to specify a time period during which they do not want to receive automated weather alerts (for example, between 9:00 pm-8:00 am).  
(If this radio button remains Off, the members cannot specify their own quiet period settings. Instead, the quiet periods are set according to the Organization quiet period settings.)
3. Select one or both of the following checkboxes:
  - **Automatically apply this option to all contacts.** This option applies the default Quiet Period setting to all contacts, even if that contact has not enabled their Quiet Period in the Member Portal.
  - **Members can modify this option from the Member Portal.** By default, this checkbox is selected.
4. Select the default time range for the Quiet Period.
5. Optionally, select your **Quiet Period Overrides**. During life-threatening weather events, you may want Everbridge to deliver a Notification even if the alert is issued during the member's quiet period.

6.

- 40

7. Then, the **New** and **All Clear** alerts for those selected events are selected for overrides, even during a Quiet Period. Optionally, clear the desired check box: New or All Clear if you want that event to remain under the Quiet Period.
8. Click **Save**. The Weather subscription displays as you just configured it in your Member Portal.

## Quiet Time Details

When enabled at the Organization level, a user's Quiet Time details can be viewed in two places on their Contact record: under **Delivery Methods**, or under **Alert Subscriptions**. This is especially useful if an Administrator needs to troubleshoot why a specific contact failed to receive an alert.

### Delivery Methods

Everbridge will go down this list, in the order specified here, when attempting to reach this contact.

Order	Delivery Method <sup>1</sup>	Device address	Status <sup>1</sup>	Quiet Time
1	Mobile Push Alert	Enabled	<input checked="" type="checkbox"/>	
2	Phone 1	+1 512 858 8233	<input checked="" type="checkbox"/>	

**Weather Alert Quiet Time**

- Weather Alert Quiet Time is enabled from 7:00 PM (PDT) to 8:00 AM (PDT)
- Delivery Methods Quiet Time is enabled as shown above.
- Weather alerts will NOT be sent during Weather Alert Quiet Time (except for weather events that have Overrides enabled) and Delivery Methods Quiet Time.

See details in [Alert Subscriptions](#) below.

### Alert Subscriptions

**Manage Subscriptions**

178 Weather Subscription(s)

Weather Alert Quiet Time is enabled from 07:00 PM (PDT) to 08:00 AM (PDT), based on Contact setting. Last modified by Jency John on: Apr 10, 2023 2:58 pm (PDT)

Exceptions: 5 Weather Event Overrides <sup>1</sup>

[Edit Weather Alert Quiet Time](#)

**Delivery Methods Quiet Time**

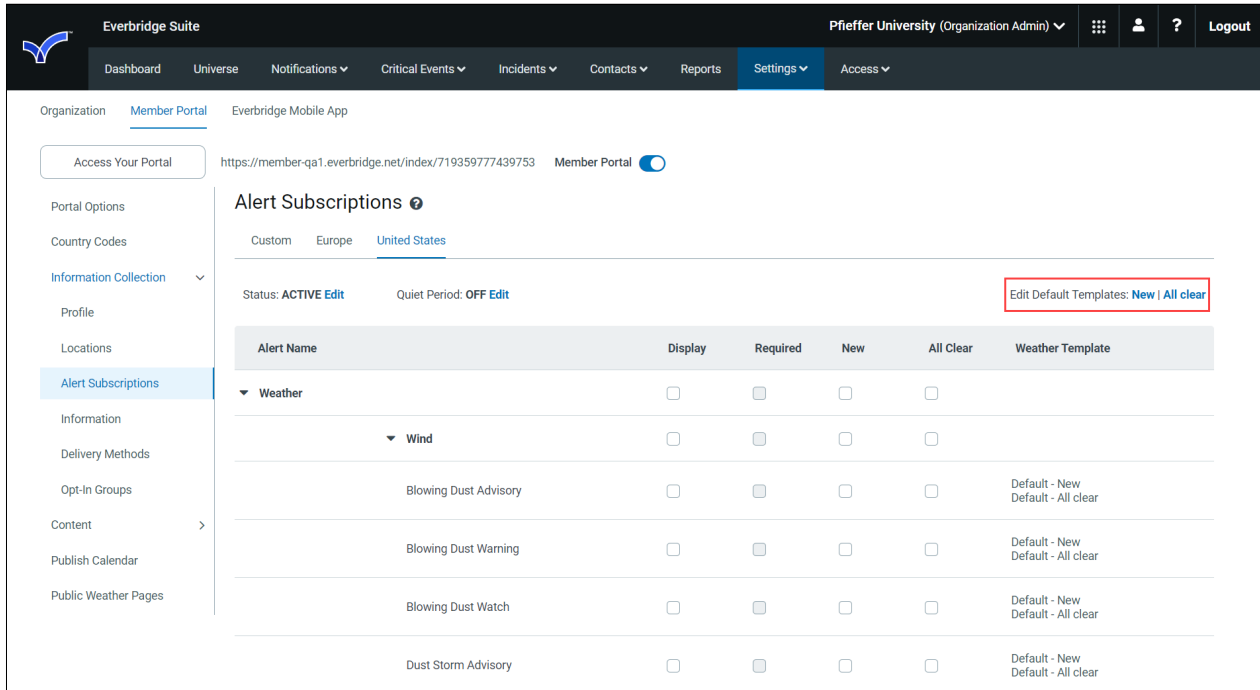
- Delivery Methods Quiet Time is enabled.
- Weather Alert Quiet Time is enabled as shown above.
- Weather alerts will NOT be sent during Delivery Methods Quiet Time and Weather Alert Quiet Time (except for weather events that have Overrides enabled).

See details in [Delivery Methods](#) Quiet Time settings above.

## Modifying Your US Automated Weather Templates

There are two types of automated weather default templates: **New** and **All Clear**, except for Hail and Lightning, which only offer New.

There is one "default template" for New and one "default template" for All Clear. These default templates are used for ALL weather event types. If you modify the settings of the default templates, all weather event types will use the updated default templates.



Everbridge Suite

Pfeiffer University (Organization Admin) Logout

Dashboard Universe Notifications Critical Events Incidents Contacts Reports Settings Access

Organization Member Portal Everbridge Mobile App

Access Your Portal <https://member-qa1.everbridge.net/index/71935977439753> Member Portal

Portal Options

Country Codes

Information Collection

Profile

Locations

Alert Subscriptions

Information

Delivery Methods

Opt-In Groups

Content

Publish Calendar

Public Weather Pages

Alert Subscriptions

Custom Europe United States

Status: **ACTIVE** Edit Quiet Period: **OFF** Edit

Edit Default Templates: **New** | **All clear**

Alert Name	Display	Required	New	All Clear	Weather Template
Weather	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Blowing Dust Advisory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Default - New Default - All clear
Blowing Dust Warning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Default - New Default - All clear
Blowing Dust Watch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Default - New Default - All clear
Dust Storm Advisory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Default - New Default - All clear

More details about the customized templates follow:

- In the default template, "[Weather Event Type]" is a variable that will be updated based on the actual weather alert that is issued. If you remove this field from the Title or the Body of the notification template, then that value will not be populated when the alert is triggered.
- You can add a voice recording as well as rich text for email notifications.
- If you select "static" contacts for the notification (from the Select Contacts section), then those selected contacts will be notified every time that automated alert is triggered, regardless of whether or not their address falls within the affected region.
- You can modify any of your notification settings, including the delivery methods to which the automated alerts are delivered. The recommendation would be to use text paths only (SMS and Email) for the default template and use all paths for the specific, more severe weather alerts).

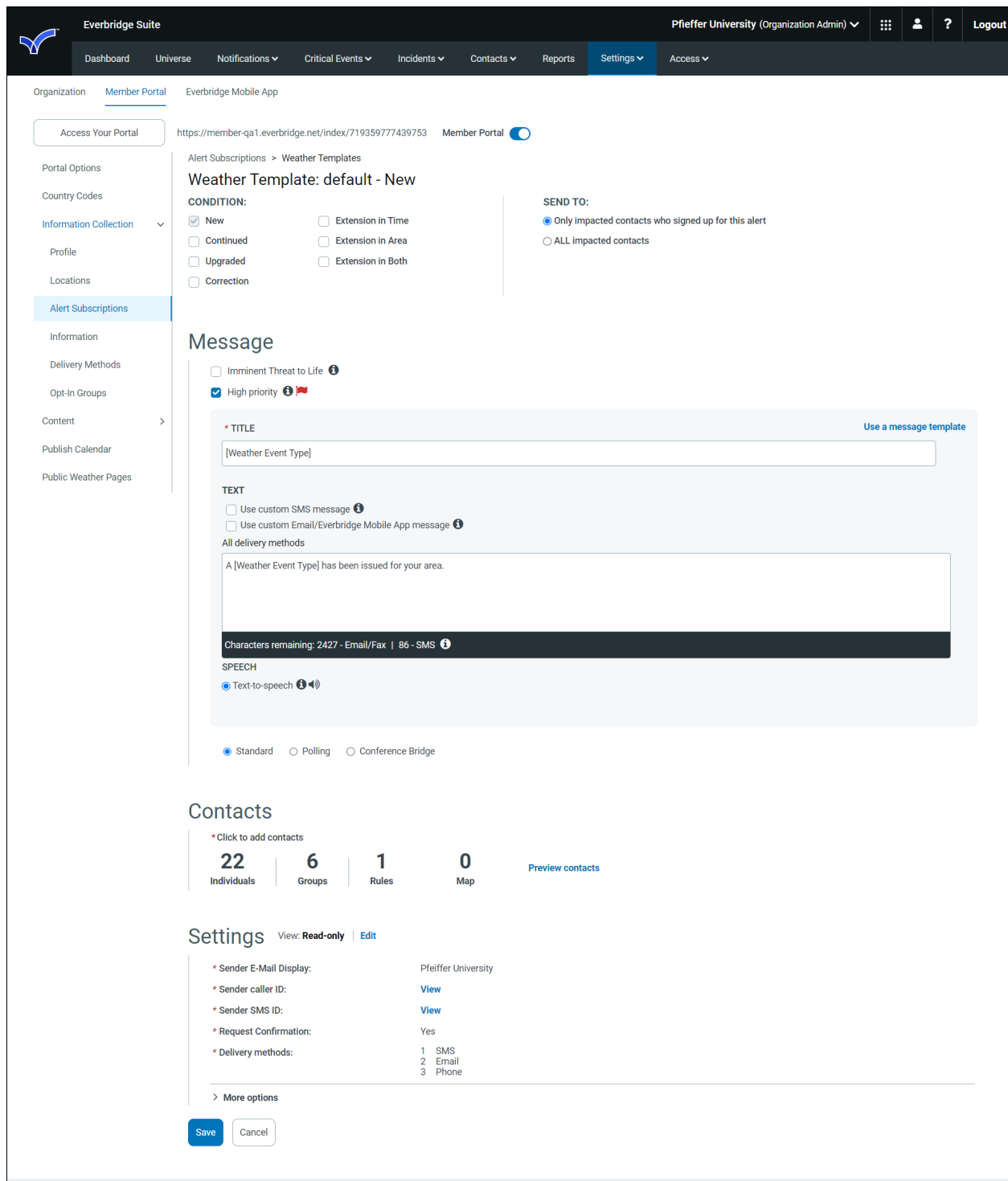
- Conditions: By default, the New alerts are set up to trigger for the “New” condition only. However, users can now choose to send the new alerts the following other conditions:
  - Continued
  - Upgraded
  - Correction
  - Extension in Time
  - Extension in Area
  - Extension in Both

You can also modify the settings of the weather templates for the following specific weather events. If you modify these settings, then the current updated templates are used instead of the default templates.

- Severe Thunderstorm Warning
- Tornado Warning
- Tsunami Warning
- Coastal Flood Warning
- Flash Flood Warning
- Hail (New only; there is no “all clear” for Hail)
- Lightning (New only; there is no “all clear” for Lightning)

## Editing the default-New Weather Template

You can modify your “default-New” template by clicking the New link next to Edit Default Templates from the Automated Weather subtab on the Alert Subscriptions page.



The screenshot displays the Everbridge Suite interface for configuring a weather alert template. The top navigation bar includes the Everbridge Suite logo, the user's name (Pfeiffer University), and various menu items like Dashboard, Universe, Notifications, Critical Events, Incidents, Contacts, Reports, Settings, and Access. The left sidebar shows the Member Portal section with options like Portal Options, Country Codes, Information Collection, Profile, Locations, Alert Subscriptions, Information, Delivery Methods, Opt-In Groups, Content, Publish Calendar, and Public Weather Pages. The main content area is titled "Weather Template: default - New" and includes sections for "CONDITION:", "SEND TO:", "Message", "Contacts", and "Settings".

**CONDITION:**

- ☒ New
- ☐ Extension in Time
- ☐ Continued
- ☐ Extension in Area
- ☐ Upgraded
- ☐ Extension in Both
- ☐ Correction

**SEND TO:**

- ☒ Only impacted contacts who signed up for this alert
- ☐ ALL impacted contacts

**Message**

☐ Imminent Threat to Life

☒ High priority

**\* TITLE** [Weather Event Type]

**TEXT**

- ☐ Use custom SMS message
- ☐ Use custom Email/Everbridge Mobile App message

**All delivery methods**

A [Weather Event Type] has been issued for your area.

Characters remaining: 2427 - Email/Fax | 86 - SMS

**SPEECH**

- ☒ Text-to-speech

☒ Standard ☐ Polling ☐ Conference Bridge

**Contacts**

\* Click to add contacts

22 Individuals | 6 Groups | 1 Rules | 0 Map [Preview contacts](#)

**Settings** View: Read-only | Edit

- \* Sender E-Mail Display: Pfeiffer University
- \* Sender caller ID: [View](#)
- \* Sender SMS ID: [View](#)
- \* Request Confirmation: Yes
- \* Delivery methods: 1 SMS, 2 Email, 3 Phone

> More options

[Save](#) [Cancel](#)

Conditions: In the top group of the Weather Template: default-New section, select and/or clear the desired weather condition check box to change the condition.

Send to:

- If the selected radio button is Impacted contacts who signed up for this alert (the default), then when an automated weather alert comes in, send the



notification to contacts in the affected area who have subscribed to that particular weather event and also abide by the Quiet Period settings.

- If the selected radio button is ALL impacted contacts, then when an automated weather alert comes in, send the notification to ALL contacts in the Organization that are in the affected area, even if they have not subscribed to that particular weather event and also abide by the Quiet Period settings.


See the following table showing the fields and their default values of the default-New Weather Template dialog.

Field Name	Default
High Priority Message	Yes
Title	[Weather Event Type]
Body	<ol style="list-style-type: none"> <li>1. If the weather event begins with a consonant, then use "A [Weather Event Type] has been issued for your area."</li> <li>2. If the weather event begins with a vowel, then use "An [Weather Event Type] has been issued for your area."</li> </ol>
Speech	Text-to-Speech
Message Type	Standard
Attach Files	[attach the PDF file from the National Weather Service]
Publishing Options	None
Use Notification Escalation	No
Contacts	[as per polygon and subscriptions]
Sender E-mail Display	Organization default
Sender Caller ID	Organization default
Confirm	Yes
Delivery Methods	All
Delivery Order	Organization default
Interval Between Delivery Methods	Organization default
Broadcast Duration	Organization default
Contact Cycles	Organization default
Interval Between Cycles	Organization default
Apply voice delivery throttling rules	Organization default

Voice Delivery PIN	No
Voice Mail Preference	Message Only
Everbridge Mobile App Settings	Organization default and send polygon
Secure Push Instructions	None
Language	Organization default

## Editing the default-AllClear Weather Template

You can modify your "default-AllClear" template by clicking the All Clear link next to Edit Default Templates from the Automated Weather sub-tab on the Alert Subscriptions page.


Everbridge Suite

Pfeiffer University (Organization Admin)

Dashboard
Universe
Notifications
Critical Events
Incidents
Contacts
Reports
Settings
Access

Organization
Member Portal
Everbridge Mobile App

Access Your Portal

Portal Options
Country Codes
Information Collection
Profile
Locations
Alert Subscriptions
Information
Delivery Methods
Opt-In Groups
Content
Publish Calendar
Public Weather Pages

https://member-qa1.everbridge.net/index/719359777439753
Member Portal

Alert Subscriptions > Weather Templates

Weather Template: default - All Clear

☒ Canceled
☒ Expired

SEND TO:
☒ Only impacted contacts who signed up for this alert
☐ ALL impacted contacts

Message

☐ Imminent Threat to Life
☒ High priority

\* TITLE

[Weather Event Type]

TEXT

☐ Use custom SMS message
☐ Use custom Email/Everbridge Mobile App message

All delivery methods

A [Weather Event Type] is no longer in effect for your area.

Characters remaining: 2420 - Email/Fax | 79 - SMS

SPEECH
☒ Text-to-speech

☒ Standard
☐ Polling
☐ Conference Bridge

Contacts

Click to add contacts

32
Individuals

12
Groups

2
Rules

0
Map

Preview contacts

Settings
View: Read-only | Edit

Sender E-Mail Display:
Sender caller ID:
Sender SMS ID:
Request Confirmation:
Delivery methods:

Pfeiffer University
View
View
Yes
1 SMS
2 Email
3 Phone

More options

Save
Cancel

Conditions: In the top group of the Weather Template: default-AllClear section, select and/or clear the desired weather condition check box to change the condition.

Send to:

- If the selected radio button is Impacted contacts who signed up for this alert (the default), then when an automated weather alert comes in, send the

notification to contacts in the affected area who have subscribed to that particular weather event and also abide by the Quiet Period settings.

- If the selected radio button is ALL impacted contacts, then when an automated weather alert comes in, send the notification to ALL contacts in the Organization that are in the affected area, even if they have not subscribed to that particular weather event and also abide by the Quiet Period settings.

See the following table showing the fields and their default values of the default-AllClear Weather Template dialog.

Field Name	Default
High Priority	No
Title	"[Weather Event Type] - All Clear"
Body	<ol style="list-style-type: none"> <li>1. If the weather event begins with a consonant, then use "A [Weather Event Type] is no longer in effect for your area."</li> <li>2. If the weather event begins with a vowel, then use "An [Weather Event Type] is no longer in effect for your area."</li> </ol>
Speech	Text-to-Speech
Message Type	Standard
Attach Files	[attach the PDF file from the National Weather Service]
Publishing Options	None
Use Notification Escalation	No
Contacts	[as per polygon and subscriptions]
Sender E-mail Display	Organization default
Sender Caller ID	Organization default
Confirm	Yes
Delivery Methods	All
Delivery Order	Organization default
Interval Between Delivery Methods	Organization default
Broadcast Duration	Organization default
Contact Cycles	Organization default
Interval Between Cycles	Organization default
Apply voice delivery throttling rules	Organization default
Voice Delivery PIN	No

Voice Mail Preference	Message Only
Everbridge Mobile App Settings	Organization default and send polygon

## Adding or Editing Specific Weather Templates

Similarly, you can modify a specific weather event. As needed, scroll to the desired weather event.

- To change the New default, click the Edit link next to New (for example, Severe Thunderstorm Warning-New [Edit](#)). The default values of the specific weather event are displayed, which you can modify.
- To change the All Clear default, click the Edit link next to All Clear (for example, Tornado Warning-All clear [Edit](#)). The default values of the specific weather event are displayed, which you can modify.

▼ Flood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Areal Flood Advisory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Default - New Default - All clear
Areal Flood Warning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Default - New Default - All clear
Areal Flood Watch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Default - New Default - All clear
Coastal Flood Advisory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Default - New Default - All clear
Coastal Flood Warning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Default - New <a href="#">Edit</a> Default - All clear <a href="#">Edit</a>
Coastal Flood Watch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Default - New Default - All clear
Flash Flood Advisory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Default - New Default - All clear
Flash Flood Warning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Default - New <a href="#">Edit</a> Default - All clear <a href="#">Edit</a>
Flash Flood Watch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Default - New Default - All clear

You can modify the following weather-specific events:

Event	Description
Severe	Severe Thunderstorm Warning (New and All Clear)
Severe	Tornado Warning (New and All Clear)
Tsunami	Tsunami Warning (New and All Clear)
Flood	Coastal Flood Warning (New and All Clear)
Flood	Flash Flood Warning (New and All Clear)
Hail	(New only; no All Clear)
Lightning	(New only; no All Clear)

## Hail

To modify the Hail Alert template, click Edit next to the Hail alert setting in the table.

Weather-specific fields:

Field Name	Possible Values	Default Value
Wait Time in Minutes	0, 5, 10, 15, 30, 60, 120	10
Send to:	Impacted contacts who signed up for this alert, or ALL impacted contacts	Impacted contacts who signed up for this alert

Send to:

- If the selected radio button is Impacted contacts who signed up for this alert, then when an automated weather alert comes in, send the notification to contacts in the affected area who have subscribed to this particular weather event and also abide by the Quiet Period settings.
- If the selected radio button is ALL impacted contacts, then when an automated weather alert comes in, send the notification to ALL contacts in the Organization that are in the affected area, even if they have not subscribed to that particular weather event and also abide by the Quiet Period settings.

See the following table showing the notification fields and their default values of the Hail Alert Template.

Field Name	Default
High Priority	Yes
Title	Hail Alert
Body	"A Hail Alert has been issued for your area."
Message Type	Standard
Attach Files	None
Publishing Options	None
Use Notification Escalation	No
Contacts	[as per polygon and subscriptions]
Sender E-mail Display	Organization default
Sender Caller ID	Organization default
Confirm	Yes
Delivery Methods	All
Delivery Order	Organization default
Interval Between Delivery Methods	Organization default

Broadcast Delivery	Organization default
Contact Cycles	Organization default
Interval Between Cycles	Organization default
Apply voice delivery throttling rules	Organization default
Voice Delivery PIN	No
Voice Mail Preference	Message Only
Everbridge Mobile App Settings	Organization default and send polygon
Include as Part of an Event	Hail Alert

## Lightning

To modify the Lightning template, click Edit next to the Lightning alert setting in the table.

Weather-specific fields:

Field Name	Possible Values	Default Value
Radius in Miles	The radius cannot be changed.	5
Wait Time in Minutes	0, 5, 10, 15, 30, 60, 120	10
Send to:	Impacted contacts who signed up for this alert, or ALL impacted contacts	Impacted contacts who signed up for this alert

Send to:

- If the selected radio button is Impacted contacts who signed up for this alert, then when an automated weather alert comes in, send the notification to contacts in the affected area who have subscribed to this particular weather event and also abide by the Quiet Period settings.
- If the selected radio button is ALL impacted contacts, then when an automated weather alert comes in, send the notification to ALL contacts in the Organization that are in the affected area, even if they have not subscribed to that particular weather event and also abide by the Quiet Period settings.

See the following table showing the notification fields and their default values of the Hail Alert Template.

Field Name	Default
High Priority	Yes
Title	Lightning Alert


Body	"A Lightning Alert has been issued for your area."
Message Type	Standard
Attach Files	None
Publishing Options	None
Use Notification Escalation	No
Contacts	[as per polygon and subscriptions]
Sender E-mail Display	Organization default
Sender Caller ID	Organization default
Confirm	Yes
Delivery Methods	All
Delivery Order	Organization default
Interval Between Delivery Methods	Organization default
Broadcast Duration	Organization default
Contact Cycles	Organization default
Interval Between Cycles	Organization default
Apply voice delivery throttling rules	Organization default
Voice Delivery PIN	No
Voice Mail Preference	Message Only
Everbridge Mobile App Settings	Organization default and send polygon
Include as Part of an Event	Organization default and send polygon



## Modifying Your European Automated Weather Templates

### Editing the default-New Weather Template

You can modify your “default-New” template by clicking the **New** link next to **Edit Default Templates** from the **Automated Weather** subtab on the **Alert Subscriptions** page.


Everbridge Suite

Pfeiffer University (Organization Admin)

Dashboard
Universe
Notifications
Critical Events
Incidents
Contacts
Reports
Settings
Access

Organization
Member Portal
Everbridge Mobile App

Access Your Portal

Portal Options
Country Codes
Information Collection
Profile
Locations
Alert Subscriptions
Information
Delivery Methods
Opt-In Groups
Content
Publish Calendar
Public Weather Pages

https://member-qa1.everbridge.net/index/719359777439753
Member Portal

Alert Subscriptions > Weather Templates

Weather Template: default - New

CONDITION:
☒ New
☐ Extension in Time
☐ Extension in Area
☐ Extension in Both
☐ Continued
☐ Upgraded
☐ Correction

SEND TO:
☒ Only impacted contacts who signed up for this alert
☐ ALL impacted contacts

Message

☐ Imminent Threat to Life
☒ High priority

\* TITLE
Use a message template

[Weather Event Type]

TEXT
☐ Use custom SMS message
☐ Use custom Email/Everbridge Mobile App message

All delivery methods

A [Weather Event Type] has been issued for your area.

Characters remaining: 2427 - Email/Fax | 86 - SMS

SPEECH
☒ Text-to-speech

☒ Standard
☐ Polling
☐ Conference Bridge

Contacts

Click to add contacts

33
Individuals

15
Groups

1
Rules

0
Map

Preview contacts

Settings
View: Read-only Edit

Sender E-Mail Display:
Pfeiffer University

Sender caller ID:
View

Sender SMS ID:
View

Request Confirmation:
Yes

Delivery methods:
1 SMS
2 Email
3 Phone

More options

Save
Cancel

When an automated weather alert comes in, send the Notification to ALL contacts in the Organization that are in the affected area. See the following table showing the fields and their default values of the default-New Weather Template dialog.

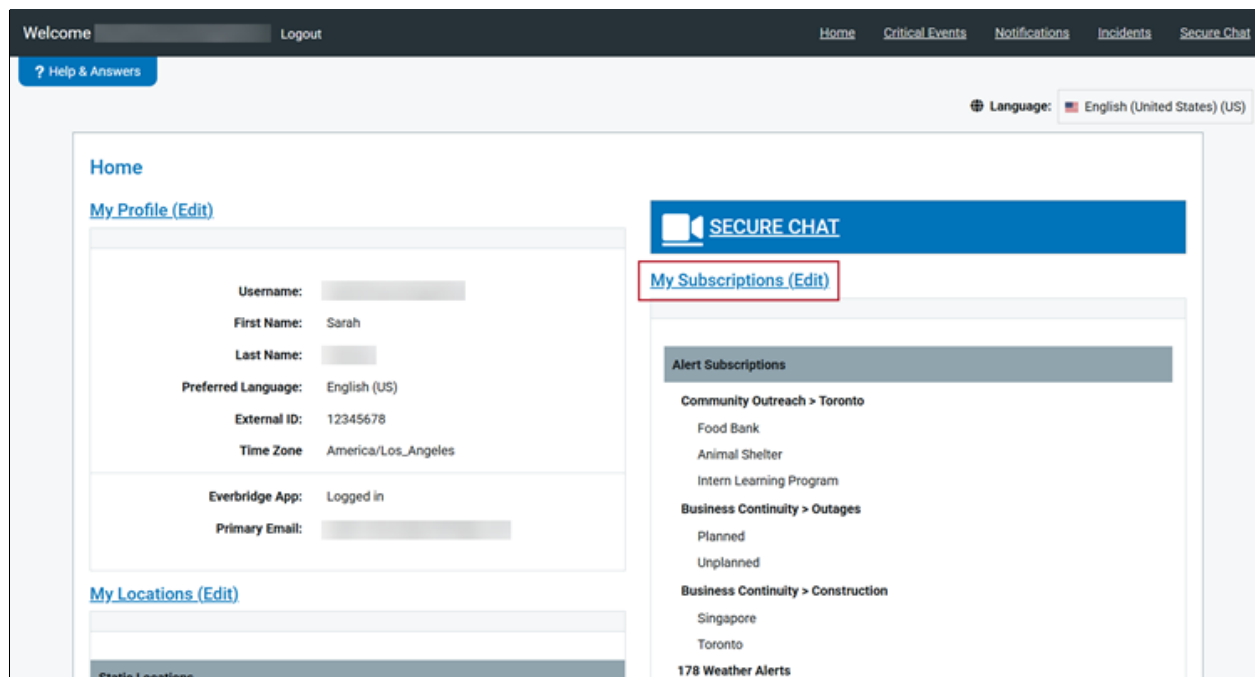
See the following table showing the fields and their default values of the **default-New Weather Template** dialog.

54

Field Name	Default
High Priority Message	Yes
Title	[Weather Event Type]
Body	<ol style="list-style-type: none"> <li>1. If the weather event begins with a consonant, then use "A [Weather Event Type] has been issued for your area."</li> <li>2. If the weather event begins with a vowel, then use "An [Weather Event Type] has been issued for your area."</li> </ol>
Speech	Text-to-Speech
Message Type	Standard
Attach Files	[attach the PDF file from the National Weather Service]
Publishing Options	None
Use Notification Escalation	No
Contacts	[as per polygon and subscriptions]
Sender E-mail Display	Organization default
Sender Caller ID	Organization default
Confirm	Yes
Delivery Methods	All
Delivery Order	Organization default
Interval Between Delivery Methods	Organization default
Broadcast Duration	Organization default
Contact Cycles	Organization default
Interval Between Cycles	Organization default
Apply voice delivery throttling rules	Organization default
Voice Delivery PIN	No
Voice Mail Preference	Message Only
Everbridge Mobile App Settings	Organization default and send polygon
Secure Push Instructions	None
Language	Organization default

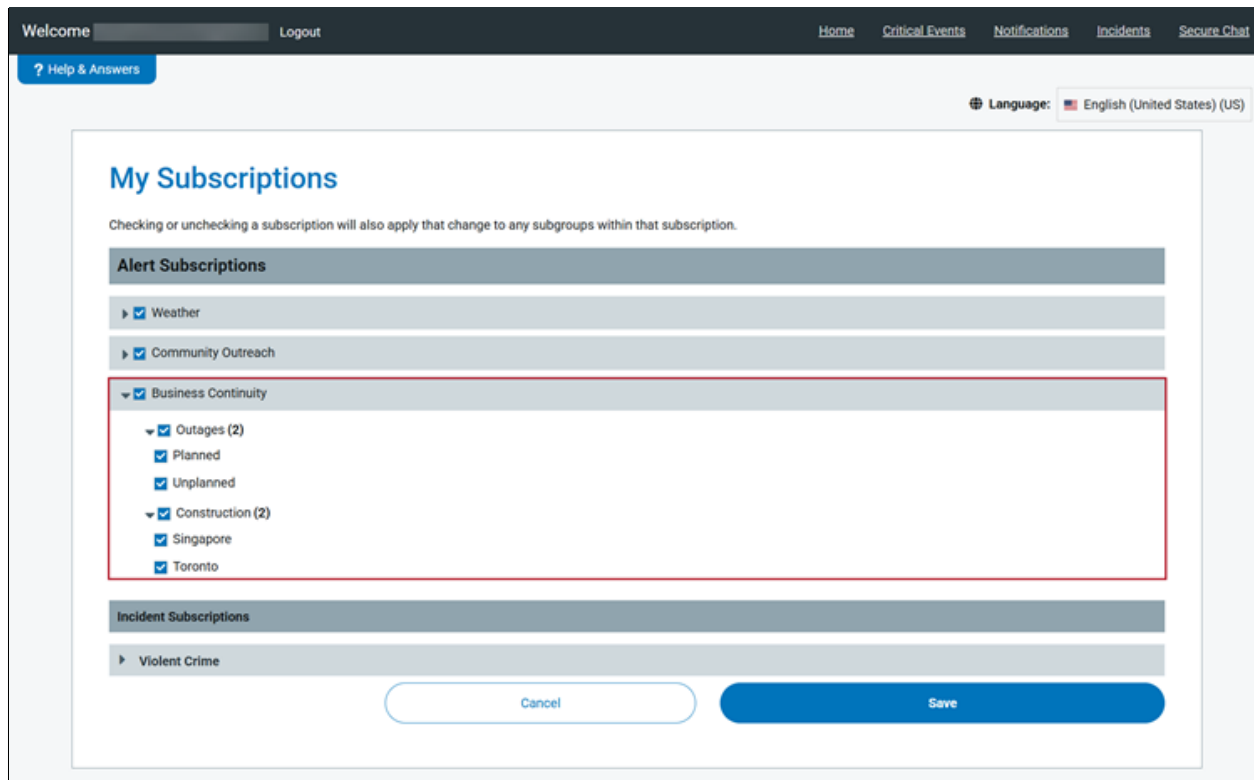
## Viewing Subscriptions in the Member Portal

After logging in to the Member Portal, click **My Subscriptions (Edit)** to display all of your subscriptions.



### Alert Subscriptions

Alert Subscriptions are categories of Notifications that contacts can subscribe to in order to receive updates about specific types of events. Click on a subscription to view any sub-items that it may contain, and if permitted by the Organization, select the checkbox to disable or enable them, then click **Save**.



Welcome [Name] Logout

Home Critical Events Notifications Incidents Secure Chat

? Help & Answers

Language: English (United States) (US)

## My Subscriptions

Checking or unchecking a subscription will also apply that change to any subgroups within that subscription.

### Alert Subscriptions

- ☒ Weather
- ☒ Community Outreach
- ☒ Business Continuity
  - ☒ Outages (2)
    - ☒ Planned
    - ☒ Unplanned
  - ☒ Construction (2)
    - ☒ Singapore
    - ☒ Toronto

### Incident Subscriptions

- ☒ Violent Crime

Cancel Save

## Weather Alerts (US Only)

US-based Organizations may offer **Weather Alert Subscriptions** that allow members to subscribe to alerts surrounding different types of weather anomalies and severities. Click the **down** arrows on the **Weather** header to expand the list and reveal more specific conditions within a larger Weather category, such as **Wind > Blowing Dust Advisory**. If permitted by the Organization, members can clear the checkboxes for the alerts they do not want to receive and click **Save** at the bottom.

Welcome SarahVenezioOrgAdmin
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? Help & Answers
Language: English (United States) (US)

## My Subscriptions

Checking or unchecking a subscription will also apply that change to any subgroups within that subscription.

### Alert Subscriptions

☒ Weather

☒ Wind (15)

- ☒ Blowing Dust Advisory
- ☒ Blowing Dust Warning
- ☒ Blowing Dust Watch
- ☒ Dust Storm Advisory
- ☒ Dust Storm Warning
- ☒ Dust Storm Watch
- ☒ High Wind Advisory
- ☒ High Wind Warning
- ☒ High Wind Watch
- ☒ Lake Wind Advisory
- ☒ Lake Wind Warning
- ☒ Lake Wind Watch
- ☒ Wind Advisory
- ☒ Wind Warning
- ☒ Wind Watch

☒ Flood (18)

☒ Marine (40)

☒ Winter (41)

☒ Non-Precipitation (30)

☒ Fire (2)

☒ Tsunami (3)

☒ Tropical (18)

☒ Other Events (2)

☒ Severe (6)

☒ Hazard (3)

☐ Community Outreach

☒ Business Continuity

### Incident Subscriptions

☐ Violent Crime

### Weather and Hazard Alerts Settings

*Info*
Your Quiet Period will now match your organization's default Quiet Period setting. To set your own Quiet Period, please re-enable this feature.

☐ Don't contact me between:

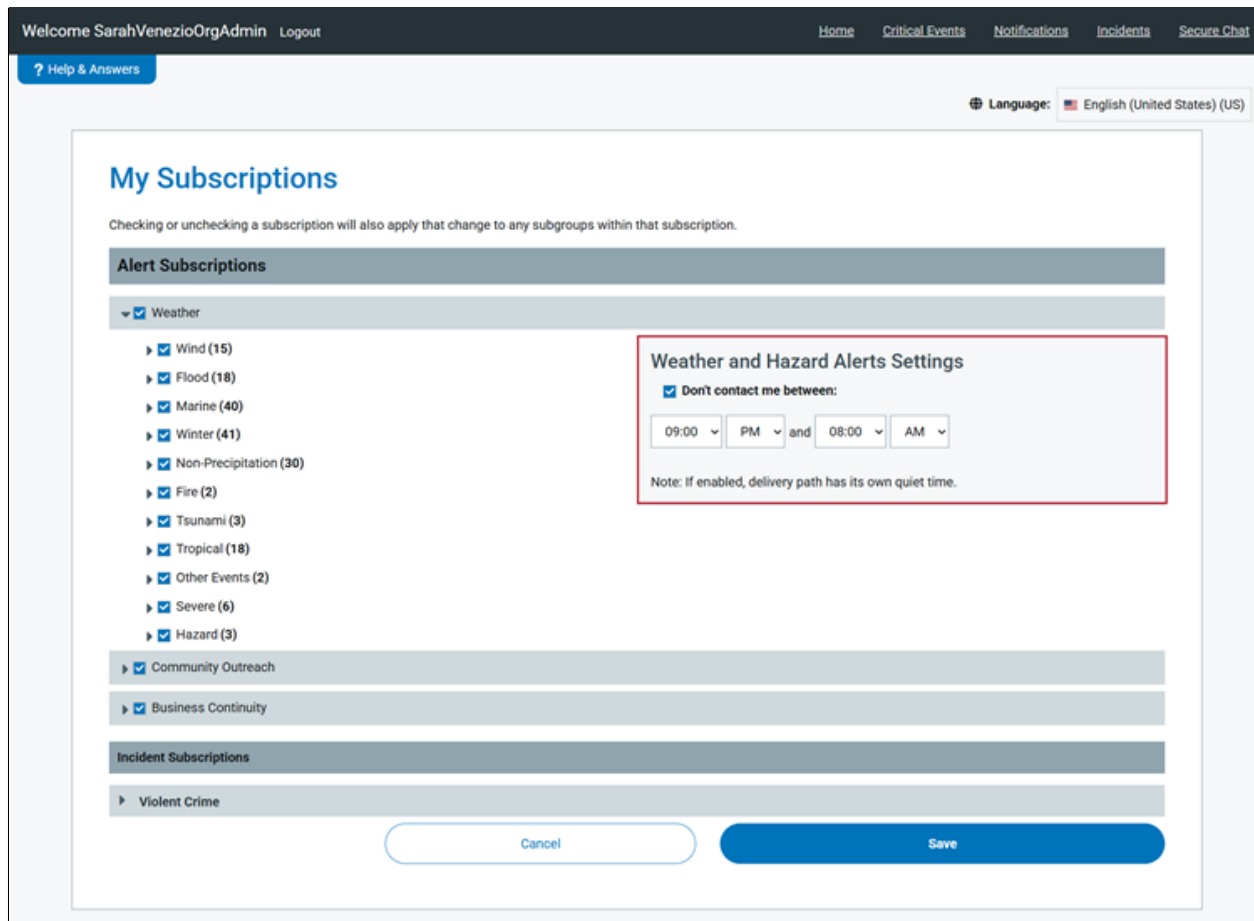
09:00
PM
and
08:00
AM

Note: If enabled, delivery path has its own quiet time.

**NOTE:** European Weather Alerts are not available for selection in the Member Portal.

## Quiet Periods (US Only)

If the Organization Administrators have set up Quiet Periods, the members can change the default time range. In the **Weather and Hazard Alerts Settings** pane, select the checkbox: **Don't contact me between**. Then, from the drop-down lists, select the time range and time zone. Select **Save**.



Welcome SarahVenezioOrgAdmin Logout

Home Critical Events Notifications Incidents Secure Chat

? Help & Answers

Language: English (United States) (US)

### My Subscriptions

Checking or unchecking a subscription will also apply that change to any subgroups within that subscription.

#### Alert Subscriptions

- ☒ Weather
  - ☒ Wind (15)
  - ☒ Flood (18)
  - ☒ Marine (40)
  - ☒ Winter (41)
  - ☒ Non-Precipitation (30)
  - ☒ Fire (2)
  - ☒ Tsunami (3)
  - ☒ Tropical (18)
  - ☒ Other Events (2)
  - ☒ Severe (6)
  - ☒ Hazard (3)
- ☒ Community Outreach
- ☒ Business Continuity

#### Incident Subscriptions

- ☒ Violent Crime

**Weather and Hazard Alerts Settings**

☒ Don't contact me between:

09:00 PM and 08:00 AM

Note: If enabled, delivery path has its own quiet time.

Cancel Save

See the following four scenarios to set parameters for the desired behavior.

## Scenario 1

- Parameters:

Quiet Period Settings

Turn on to allow members to specify a time period during which they do NOT want to receive automated weather alerts (i.e. 9pm - 8am).

Status: ☐ Off ☒ On

☒ Automatically apply this option to all contacts

☒ Members can modify this option from the Member Portal

- Member Portal Display:

Weather and Hazard Alerts Settings

☒ Don't contact me between:

09:00

PM

and

08:00

AM

Note: If enabled, delivery path has its own quiet time.

- Current Behavior:** The quiet period settings defined at the Organization level are applied by default. Members can override the default quiet period settings from the Member Portal.

In the Member Portal, if you select the checkbox: **Don't contact me between**, make some changes, and save. Clearing the checkbox reapplies the Organization default quiet period settings (see this in Scenario 1 and Scenario 2 below).



## Scenario 2

- Parameters:

Quiet Period Settings

Turn on to allow members to specify a time period during which they do NOT want to receive automated weather alerts (i.e. 9pm - 8am).

Status: ☐ Off ☒ On

☐ Automatically apply this option to all contacts

☒ Members can modify this option from the Member Portal

- Member Portal Display:

Weather and Hazard Alerts Settings

*i*
Info

Your Quiet Period will now match your organization's default Quiet Period setting. To set your own Quiet Period, please re-enable this feature.

☐ Don't contact me between:

09:00

PM

and

08:00

AM

Note: If enabled, delivery path has its own quiet time.

- Current Behavior:** The quiet period settings are not applied by default. Members can activate their own quiet period settings from the Member Portal. (See Scenario 3 below.)

### Scenario 3

- Parameters

Quiet Period Settings

Turn on to allow members to specify a time period during which they do NOT want to receive automated weather alerts (i.e. 9pm - 8am).

Status: ☐ Off ☒ On

☒ Automatically apply this option to all contacts

☐ Members can modify this option from the Member Portal

- Member Portal Display:** No display.
- Current Behavior:** The quiet period settings are applied by default. Members cannot see or change the quiet period settings from the Member Portal.

### Scenario 4

- Parameters:

Quiet Period Settings

Turn on to allow members to specify a time period during which they do NOT want to receive automated weather alerts (i.e. 9pm - 8am).

Status: ☐ Off ☒ On

☐ Automatically apply this option to all contacts

☐ Members can modify this option from the Member Portal

- Member Portal Display:** Not applicable.
- Current Behavior:** This configuration cannot be saved. It is equivalent to Status=Off.

## Incident Subscriptions

Incident Subscriptions allow contacts to proactively subscribe to Notifications related to issues and/or areas of interest to them. Incident Subscriptions are tied to the Incident Communications module and utilize Incident Variables as part of the

selection criteria. A particular subscription with different preferences is a "combination."

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Language: English (United States) (US)

## My Subscriptions

Checking or unchecking a subscription will also apply that change to any subgroups within that subscription.

### Alert Subscriptions

- ☒ Weather
- ☒ Community Outreach
- ☒ Business Continuity

### Incident Subscriptions

Violent Crime

#### My Combinations

Show: All
[Expand All Combinations](#)
[Create New Combination](#)
☒ Show all columns

#### Create a New Combination

<b>Brief Event Description</b> Contains Crime	<b>Current Status</b> Any	<b>Location</b> Equal to Los Angeles
<b>Are you in a safe location?</b> Any	<b>Alert Category</b> Any	<b>Incident Chat</b> Any
<b>Message Title</b> Contains 	<b>Priority</b> Any	<b>Status Update</b> Contains 

Save
Cancel

Subscribe	Brief Event Description	Current Stat	Are you in a safe location?	Alert Category	Incident Chat
		There are no items to display in this table			

Cancel
Save

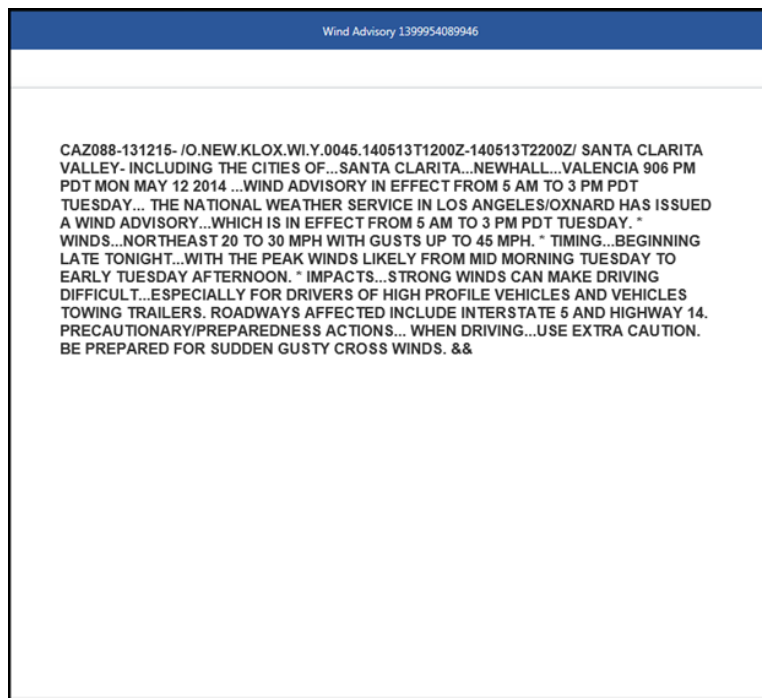
See Incident Subscriptions for more details.

## When an Alert is Triggered

Again, if a contact has opted-in to receive Tornado Warnings, for example, when a tornado warning is issued by the NWS and one or more of the addresses entered by that contact into the Member Portal falls within the affected geographic area, that contact will automatically receive an alert that a Tornado Warning has been issued for their area.

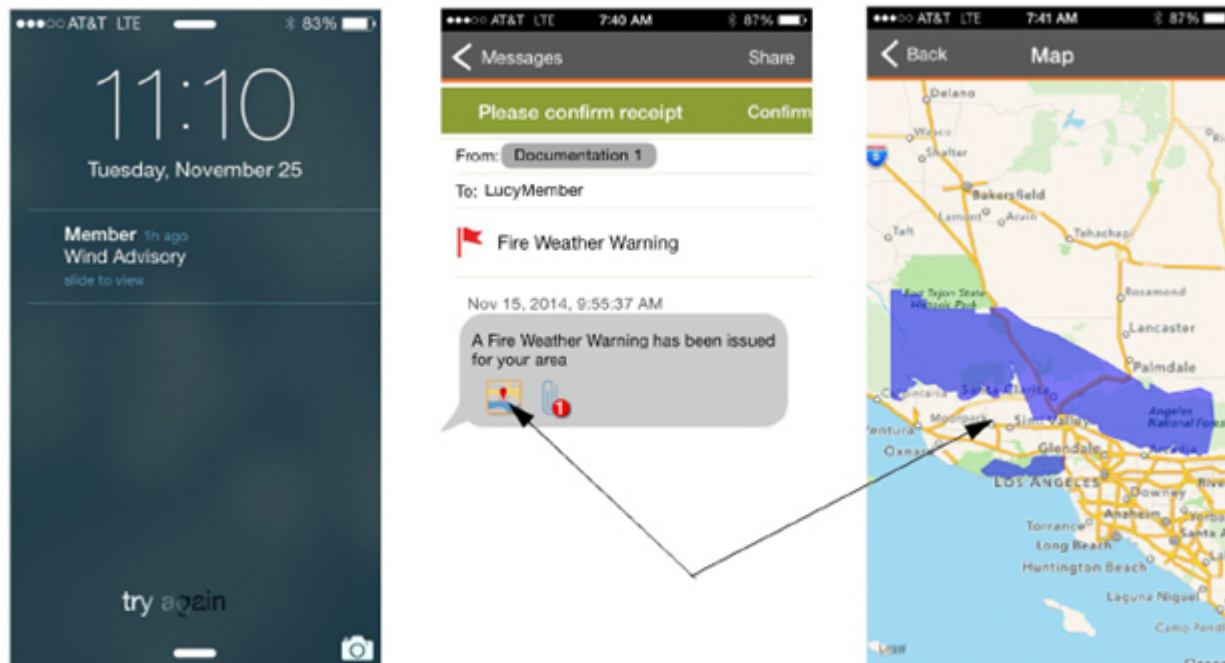
## Example Automated Alerts

Here is an example of an automated alert received via Email:

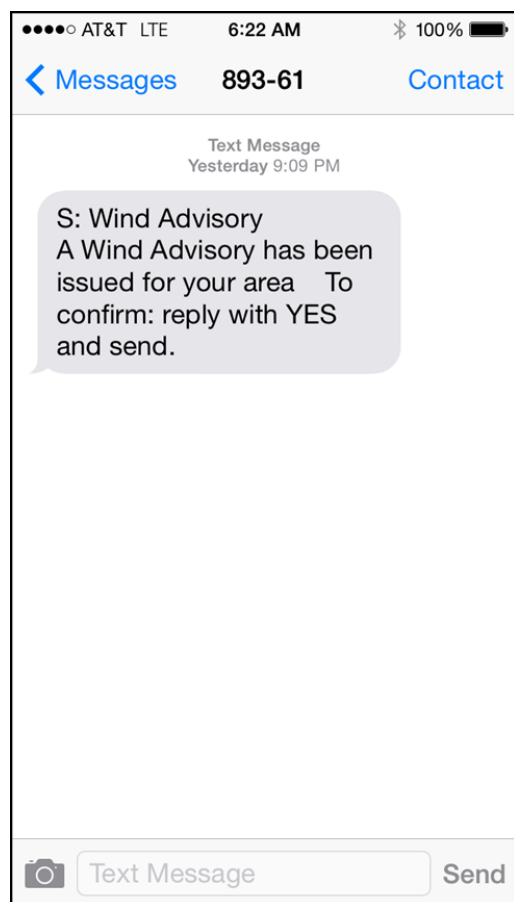


Here are examples of Everbridge Mobile App alerts:





Here is an example SMS alert:



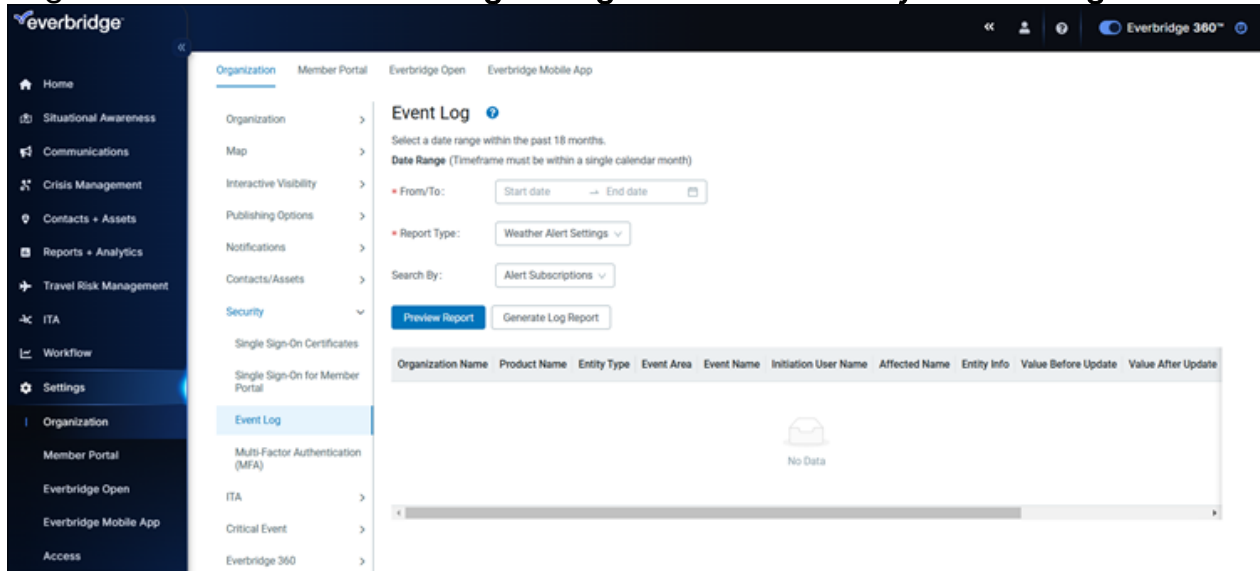
## Viewing the Notification Details

The initiation of the Notification is completely automated, requiring no human action to be sent. It will be delivered via the delivery methods defined in the template for that alert type.

Users can then view the Notification Details in their Organization from the **Active/History** sub-tab in the Notifications tab. Since the automated alert is sent just like any other Notification from their Organization, they can view the details: to whom the Notification was sent and also view the polygon that was used to select their contacts.

## SMART Weather Event Log

Account and Organization Administrators can audit changes made to SMART Weather Quiet Periods, Alert Subscriptions, and Weather Thresholds at the Organization Level under **Settings > Organization > Security > Event Log**.



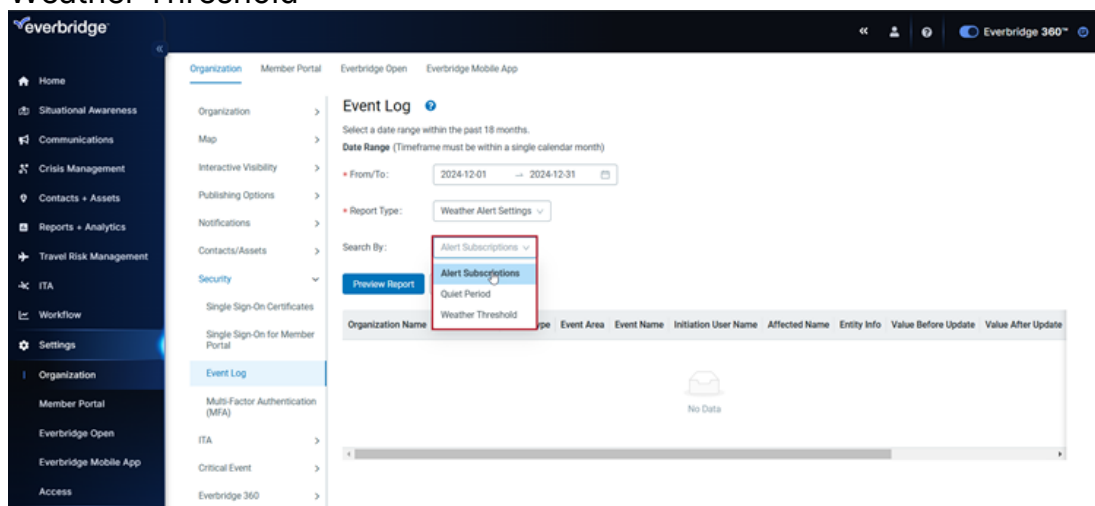
**IMPORTANT:** This is not to be confused with the Event Log found at the Account Level for auditing changes to Security Settings and Contact Management.

This Event Log displays the following data points:

- Organization Name
- Product Name
- Entity Type
- Event Area
- Event Name
- Initiation Username
- Affected Name
- Entity Info
- Value Before Update
- Value After Update
- Origination IP Address
- Event Time
- Event Result

To create a SMART Weather Event Log:

1. Choose a start and end date on the date picker. Note that the time frame must be within a single calendar month and within the last 18 months of the current date.
2. Select **Weather Alert Settings** under **Report Type**.
3. For **Search by**, select one of the following options based on the kind of data that needs to be audited:
  - Alert Subscriptions
  - Quiet Period
  - Weather Threshold



4. Click **Preview Report**. The table below will populate with the requested information, allowing users to review and make any needed changes before actually generating and sending a report.

Organization	Member Portal	Everbridge Open	Everbridge Mobile App
Organization	Map	Interactive Visibility	Publishing Options
Notifications	Contacts and Groups	Security	Single Sign-On Certificates
Single Sign-On for Member Portal	Event Log	ITA	Critical Event
Travel Risk Management			

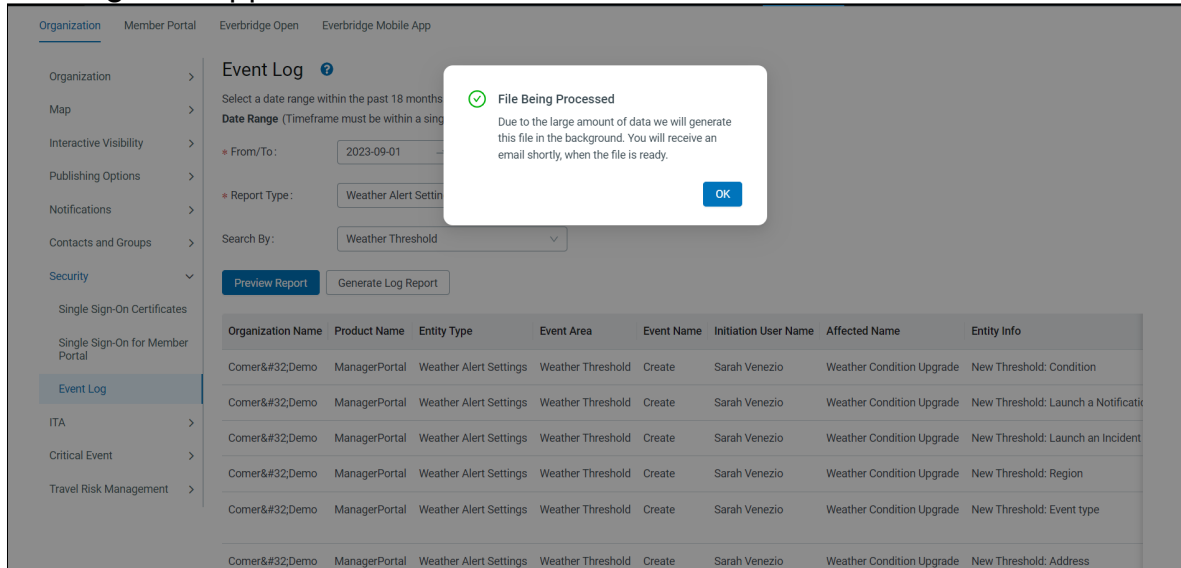
Event Log ?	
Select a date range within the past 18 months.	
Date Range (Timeframe must be within a single calendar month)	
From/To:	2024-12-01 → 2024-12-31
Report Type:	Weather Alert Settings
Search By:	Weather Threshold
Preview Report	Generate Log Report

Organization Name	Product Name	Entity Type	Event Area	Event Name	Initiation User Name	Affected Name	Entity Info
Comer&#32;Demo	ManagerPortal	Weather Alert Settings	Weather Threshold	Create	Sarah	Weather Condition Upgrade	New Threshold: Condition
Comer&#32;Demo	ManagerPortal	Weather Alert Settings	Weather Threshold	Create	Sarah	Weather Condition Upgrade	New Threshold: Launch a Notification
Comer&#32;Demo	ManagerPortal	Weather Alert Settings	Weather Threshold	Create	Sarah	Weather Condition Upgrade	New Threshold: Launch an Incident
Comer&#32;Demo	ManagerPortal	Weather Alert Settings	Weather Threshold	Create	Sarah	Weather Condition Upgrade	New Threshold: Region
Comer&#32;Demo	ManagerPortal	Weather Alert Settings	Weather Threshold	Create	Sarah	Weather Condition Upgrade	New Threshold: Event type
Comer&#32;Demo	ManagerPortal	Weather Alert Settings	Weather Threshold	Create	Sarah	Weather Condition Upgrade	New Threshold: Address

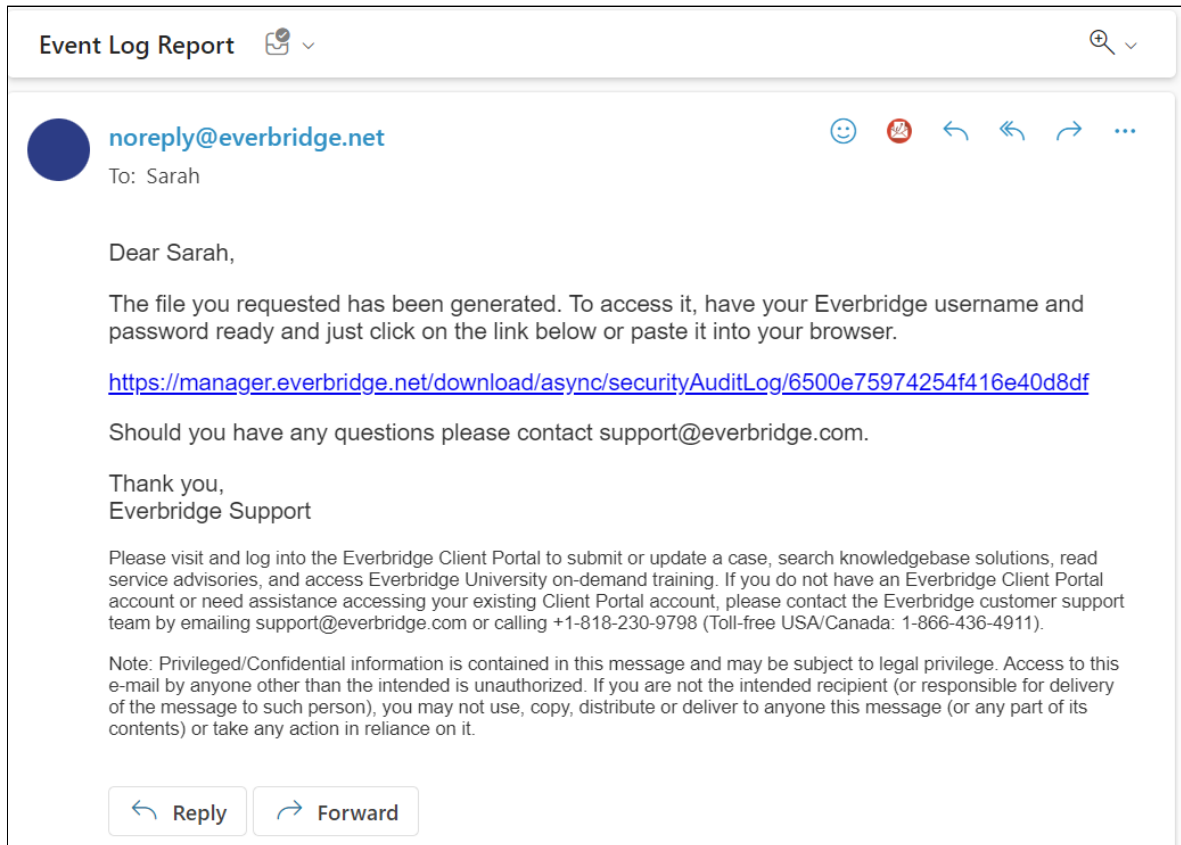


- Once satisfied with the preview, click **Generate Log Report**. A confirmation message will appear.



The screenshot shows the Everbridge Event Log interface. A confirmation dialog box is displayed in the center, stating: "File Being Processed. Due to the large amount of data we will generate this file in the background. You will receive an email shortly, when the file is ready." The dialog has an "OK" button. In the background, the Event Log table is visible, showing columns for Organization Name, Product Name, Entity Type, Event Area, Event Name, Initiation User Name, Affected Name, and Entity Info. The table contains several rows of data, including entries for "Comer&#32;Demo" and "ManagerPortal".

- The report will arrive in the requestor's email inbox as a link to the generated CSV file.



The screenshot shows an email titled "Event Log Report" from [noreply@everbridge.net](mailto:noreply@everbridge.net) to Sarah. The email content is as follows:

Dear Sarah,

The file you requested has been generated. To access it, have your Everbridge username and password ready and just click on the link below or paste it into your browser.

<https://manager.everbridge.net/download/async/securityAuditLog/6500e75974254f416e40d8df>

Should you have any questions please contact [support@everbridge.com](mailto:support@everbridge.com).

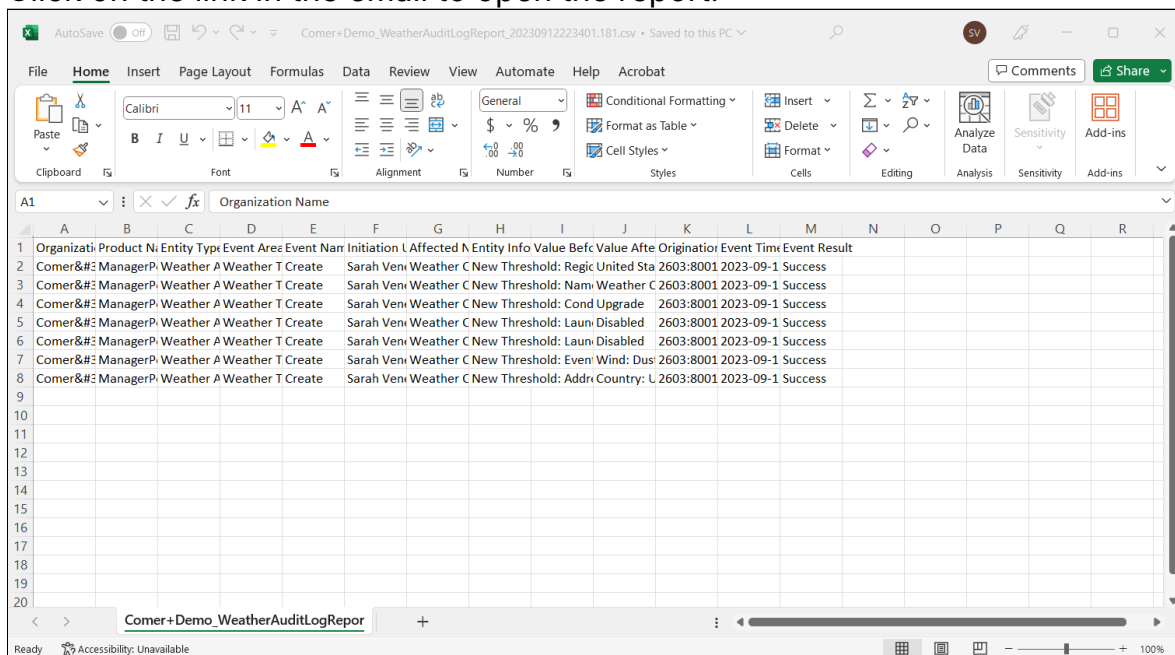
Thank you,  
Everbridge Support

Please visit and log into the Everbridge Client Portal to submit or update a case, search knowledgebase solutions, read service advisories, and access Everbridge University on-demand training. If you do not have an Everbridge Client Portal account or need assistance accessing your existing Client Portal account, please contact the Everbridge customer support team by emailing [support@everbridge.com](mailto:support@everbridge.com) or calling +1-818-230-9798 (Toll-free USA/Canada: 1-866-436-4911).

Note: Privileged/Confidential information is contained in this message and may be subject to legal privilege. Access to this e-mail by anyone other than the intended is unauthorized. If you are not the intended recipient (or responsible for delivery of the message to such person), you may not use, copy, distribute or deliver to anyone this message (or any part of its contents) or take any action in reliance on it.

At the bottom of the email, there are buttons for "Reply" and "Forward".

## 7. Click on the link in the email to open the report.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Organization	Product Name	Entity Type	Event Area	Event Name	Initiation Location	Affected Entity	Info Value	Before Value	After Value	Originator	Event Time	Event Result					
2	Comer&#39;s Manager	Weather A	Weather T	Create		Sarah Veni Weather C	New Threshold: Regic	United Sta	2603:8001	2023-09-1	Success							
3	Comer&#39;s Manager	Weather A	Weather T	Create		Sarah Veni Weather C	New Threshold: Nam	Weather C	2603:8001	2023-09-1	Success							
4	Comer&#39;s Manager	Weather A	Weather T	Create		Sarah Veni Weather C	New Threshold: Cond	Upgrade	2603:8001	2023-09-1	Success							
5	Comer&#39;s Manager	Weather A	Weather T	Create		Sarah Veni Weather C	New Threshold: Laun	Disabled	2603:8001	2023-09-1	Success							
6	Comer&#39;s Manager	Weather A	Weather T	Create		Sarah Veni Weather C	New Threshold: Laun	Disabled	2603:8001	2023-09-1	Success							
7	Comer&#39;s Manager	Weather A	Weather T	Create		Sarah Veni Weather C	New Threshold: Even	Wind: Dus	2603:8001	2023-09-1	Success							
8	Comer&#39;s Manager	Weather A	Weather T	Create		Sarah Veni Weather C	New Threshold: Addri	Country: L	2603:8001	2023-09-1	Success							

## Weather Alert FAQs

The following are frequently asked questions that you might have regarding automated weather alerts.

**Q: Will the recipient receive the alert via all delivery methods they have provided, regardless of Organization Settings?**

A: No. The alerts will be sent using the delivery methods defined in the custom templates.

**Q: Will the recipient be able to confirm the message and stop the notification regardless of whether or not the Organization Setting is on "No Confirmation"?**

A: No. Confirmation can be enabled or disabled in the custom templates for the alert type.

**Q: Will the default Intervals Between Delivery Methods impact the auto-broadcast?**

A: Yes. Delivery method and cycle intervals can be modified in the custom template settings.

**Q: If the Contact has set his or her own sequence, and the Organization has set a different sequence, which sequence will the Alert follow?**

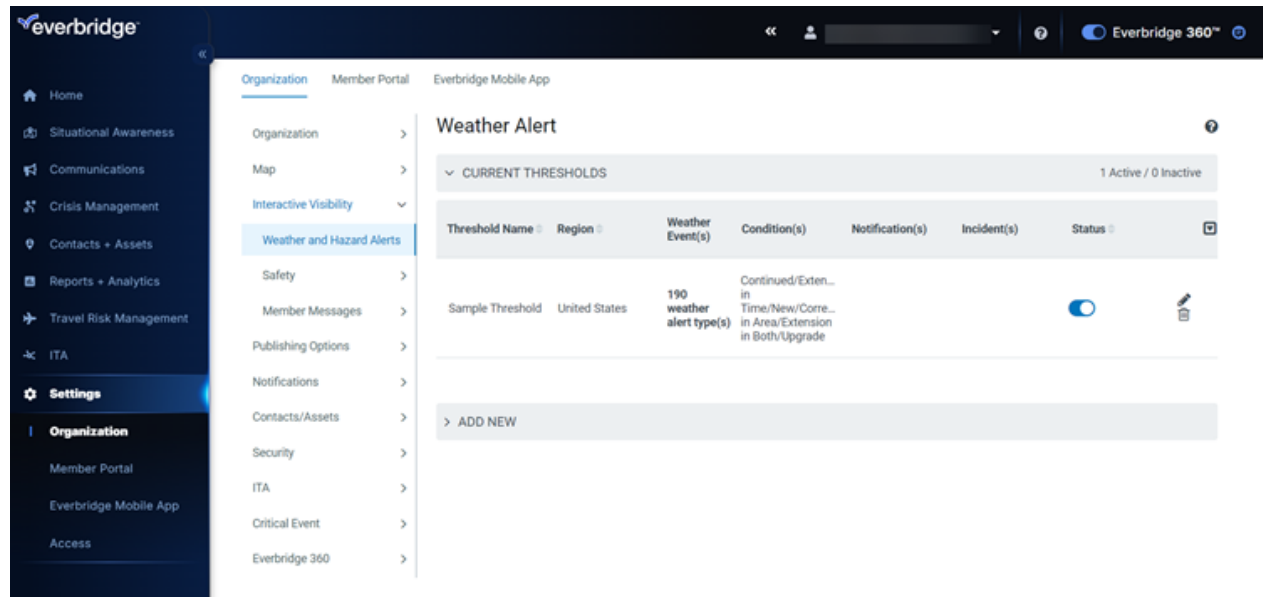
A: The Delivery Order can be configured in the custom templates.

## Setting Up Thresholds

Threshold criteria can be based on the type, condition, and geographic location of the weather event. When a threshold is triggered, an alert will automatically be sent to the Organization's Universe tab for display in the Weather widget.

The alert triggered by the threshold will be available in the **Weather widget** on the Universe tab for 7 days and will contain the full text of the alert issued by the NWS when your Global Region is the United States. The user can also view the geographic region affected by the weather event by viewing the polygon on the Universe map. That polygon can also be used to select contacts, should the Organization want to send a Notification to contacts in the affected region.

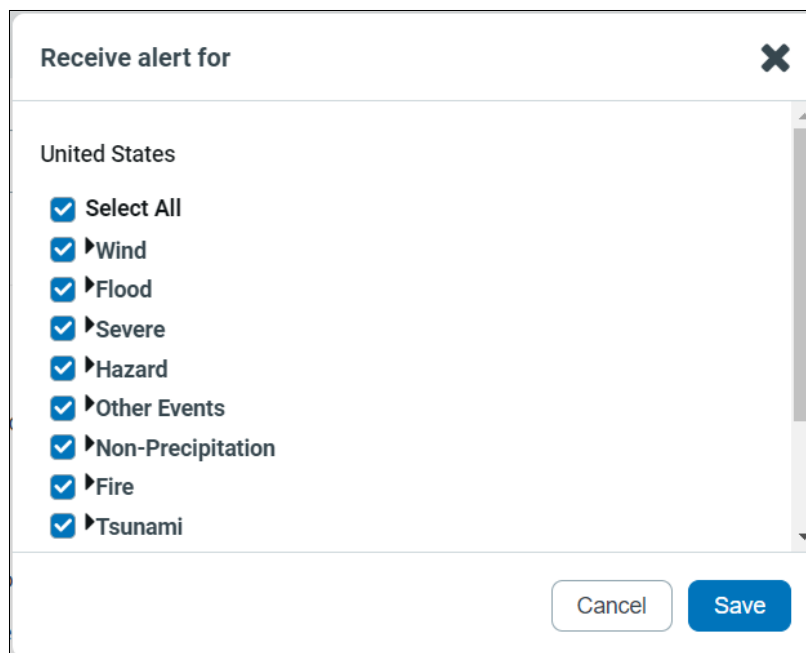
Additionally, users can identify one or more Notification templates to be launched automatically when the threshold is triggered.



## Adding a New Threshold

To add a new Weather Alert Threshold:

1. In the **Name** field, enter a threshold name.
2. In the **Global Region** field, select the desired region from the drop-down list: United States or Europe.
3. Under **Event Type**, select the Edit link:
  - Select All—all the events in the subscription.
  - Only these events—selected types. Select the events and categories for which you want to receive alerts, and click Save.



4. Select the condition. Choose one or more from Canceled, Continued, Expired, Extension in Time, New, Correction, Extension in Area, Extension in Both, and/or Upgrade.

The automated alerts will be sent only for the selected conditions. The condition of the weather event is assigned directly by the NWS.

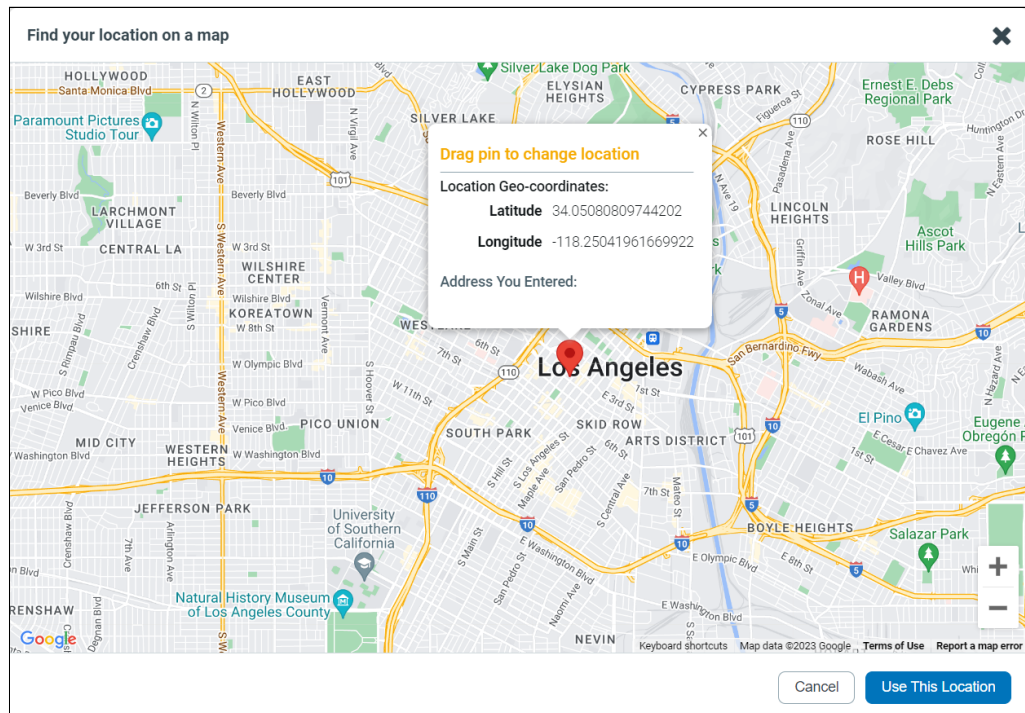
**NOTE:** Although the NWS can send New, Continue, Cancelled, and Expired types of alerts, Everbridge Suite only processes New, Cancelled, and Expired alerts; not Continue. If users are included in a Continue update, they will not receive the alert from SMART Weather Alerting, but might receive the Cancelled or Expired alert.

5. Type an Address location to include in the Weather Alert. Required fields are shown with an asterisk (\*).

**NOTE:** Weather Alerts support only United States locations at this time.

- The system finds the address on the map and identifies the associated latitude and longitude. There might be several possibilities, based on what you enter.
  - From the Select Address drop-down list, select the correct address.

- To verify the location of the address, select the link: **Find location on a map**. A window opens, which shows the address you entered on a map. (You can zoom in if needed.)



- To change the location, drag the pin to its new location. When you have the correct location of the pin, select the Close (X) button in the right-hand corner of the Find Location On Map dialog.
- You can add up to five addresses in a single threshold by selecting the link: Add another address, and repeating Step 3.

For example, if you have several offices, you might want to be alerted if severe weather is forecast for any of them. The alert is triggered if the type of warning you selected includes these addresses.

- On the right-hand pane, select whether or not to trigger a Notification and/or incident.
  - By default, the following check box is selected: Display an alert in the Universe tab. (The alert will always be displayed on the Universe tab in the Weather widget.)
  - Optionally, select the check box to Launch a Notification and/or Launch an Incident.

If you select one of these checkboxes, you can select a Notification Template/Incident Template to add to the Threshold.

- Optionally, to make the Notification part of an event, select the check box: Start the Event, and type the Event name.

- Choose one or more Templates to be used when the alert is triggered. One by one, search for the desired Templates and click Search. (You can search by keyword in the Title. Also, the search results will only return "complete" templates, meaning, templates that have all required elements: message title, message body, contacts, and delivery settings). Each template is displayed in the list box below the Search box.
- From this list, click the blue + sign next to the desired template to add it to the list of Notifications to launch when the alert is triggered. It is displayed in the lower list box.

- To remove a Template from the Threshold, click the Trash Bin to the left of the desired Template name.
7. Click **Save**. The new threshold is added to the list of Current Thresholds. Current thresholds are displayed at the top of the pane.
  8. Show/hide the columns in Current Thresholds by clicking the Down arrow at the right-hand side of the column headings. The Show/Hide Columns dialog appears.

Show/Hide Columns

☒ Threshold Name
 ☒ Region
 ☒ Weather Event(s)
 ☒ Condition(s)
 ☒ Notification(s)
 ☒ Incident(s)
 ☒ Status

Cancel

OK

9. Select the desired checkboxes to show or hide the respective column headings and click OK. When the threshold is met, you see the summary on the Weather widget in the Universe tab.

## Maintaining Current Thresholds

For each threshold, you can see the warning type and conditions that will trigger an alert. Hover the mouse over an entry to see the full list. If the alert will launch a Notification, the name of the template is shown. The Status shows whether the threshold is currently active (ON). If it is inactive (OFF), it is still configured, but is not currently monitoring weather information. The number of Active and Inactive thresholds is displayed at the top of the list (right-hand corner). You can inactivate a threshold by clicking the ON/OFF switch.

Collapse the Current Thresholds list by clicking the **Down** arrow at the top left-hand corner of the list. Expand the Current Thresholds list by clicking the Right arrow at the top left-hand corner of the list.





## Delete Weather Threshold

To delete a Weather threshold:

1. Click the Trash Bin in the row of the threshold to be deleted.
2. Click **Yes** to confirm that you want to delete the threshold.

## About Widgets

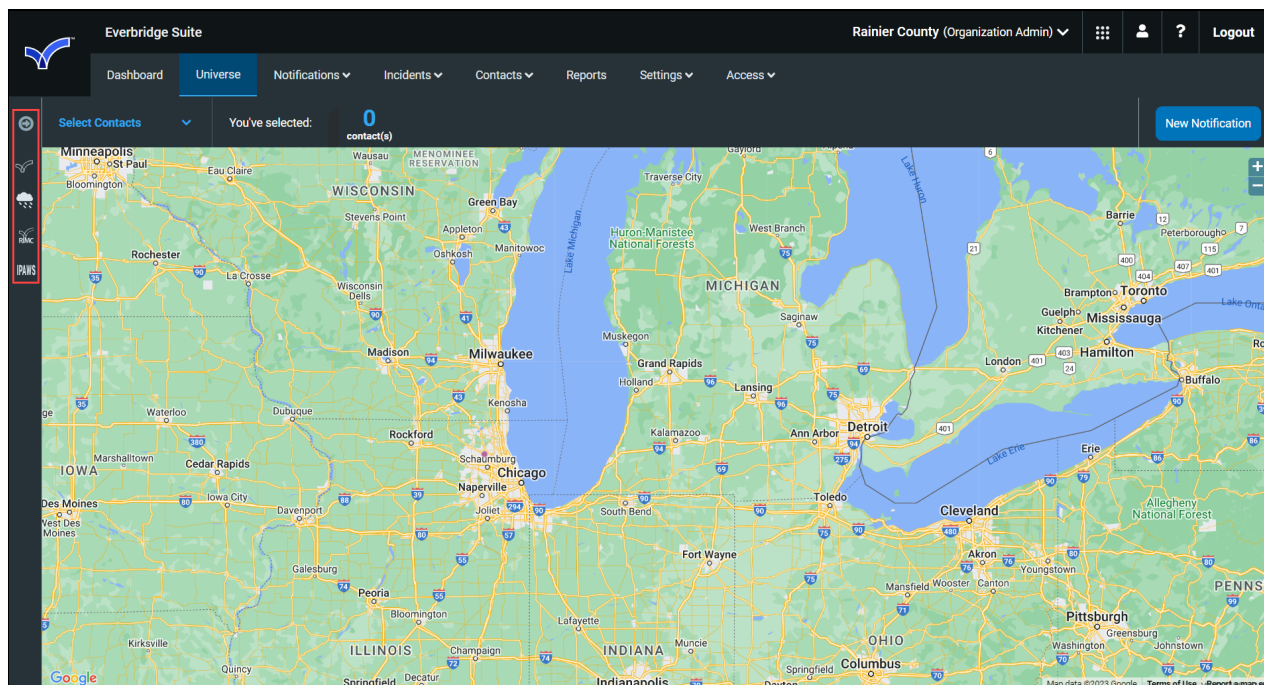
Your Organization might have set up Weather Alerts, IV (Interactive Visibility) settings such as Twitter Alerts, and messages from the Everbridge Mobile App.

A Threshold is a set of criteria that the user has identified as being important to monitor. When data comes into the Everbridge system that meets the criteria, the threshold then triggers an alert. The data is maintained for a period of days, then automatically purged. For example, for Member Messages and NC4, the period is 30 days.





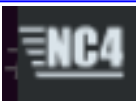


Not all widgets have a feed. If the widget has a feed, then that data included in the feed is different, depending on which widget it is. For example, the NC4 "Feed" tab contains all monitored alerts that match any of their threshold criteria, even if that threshold has not triggered an alert.

The NC4 "Feed" tab is only available in the Premium version and contains all events sent to Everbridge by NC4.

Upon launching the Universe tab, you might see different icons along the left-hand pane of the map.



Name	Widget

Member Messages	
Safety Messages	
Weather	
Everbridge Network	
NC4	
RIMC	
IPAWS	

For details about Member Messages, Everbridge Network, RIMC Alerts, and IPAWS, see the [Interactive Visibility User Guide](#). For details about Safety Messages, see the Safety Connection User Guide. Other than Customizing the Universe Tab, only the Weather widget is discussed in this chapter.

## Weather Widget

Click the **Weather widget** to see alerts based on Weather thresholds that were set up. When conditions of the threshold are met, the Weather alerts are listed. You can select an alert to see its summary. You can also orient the Weather shape on the map by clicking the **Show/Hide on Map** icon.

The National Weather Service sends alerts to weather providers (such as WDT and AccuWeather), who forward the alerts to Everbridge. If the weather event matches a threshold's criteria, then that threshold is triggered and an alert is sent to the weather widget on the Universe. On the map, you might see a weather-shaped

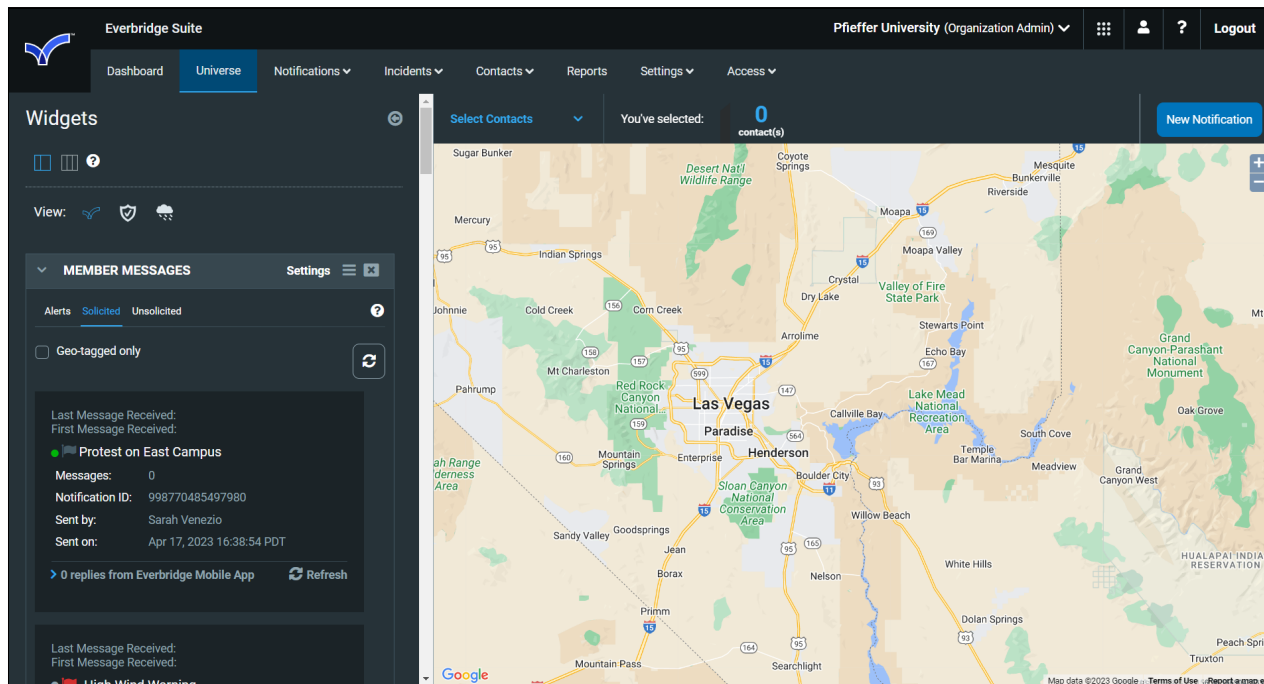
polygon, zones, or counties. A weather-shaped polygon (orange in color) can be used to select contacts.

Weather thresholds are set up by the Account Administrator or Organization Administrator in the **Settings** tab, under **IV Settings > Weather and Hazard Alerts**.

## Customizing the Universe Tab

You can customize the panels on the Universe tab to make the widgets and Notifications convenient for you to use.

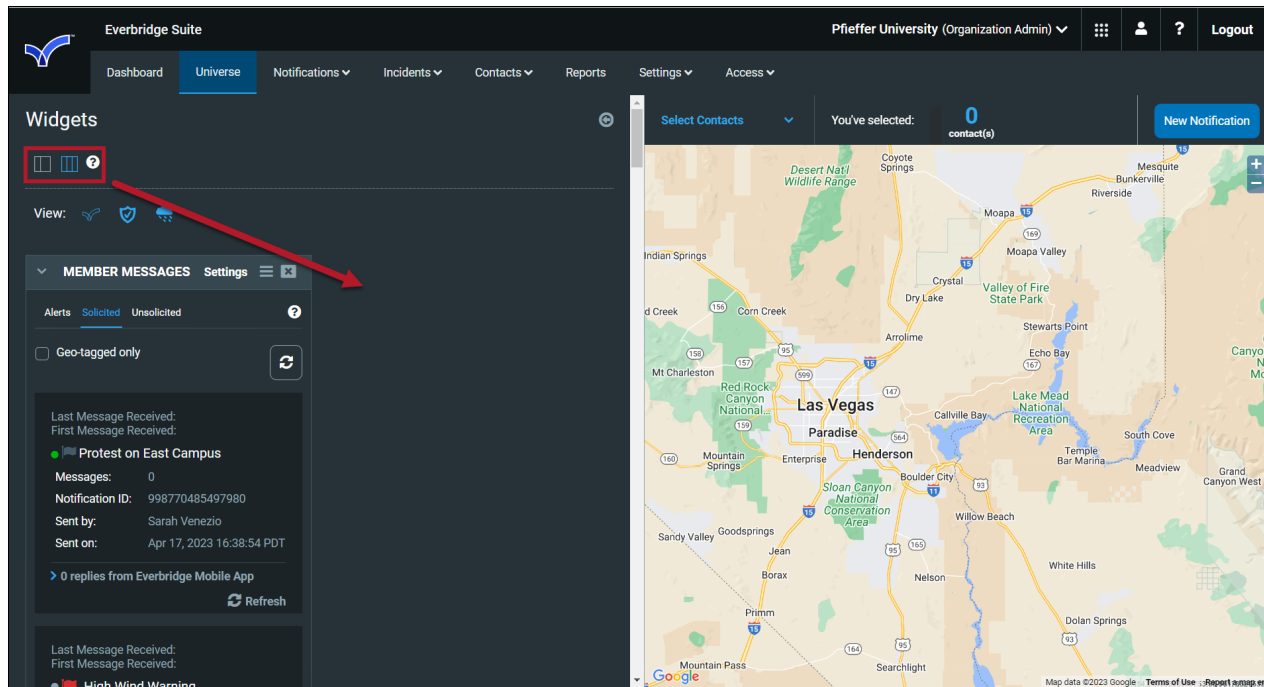
There is a button for each widget on the panel. Click a button to open its widget. That action opens the panel and displays the widget. In the following example, the Member Messages widget is shown in the **Widgets Panel**.



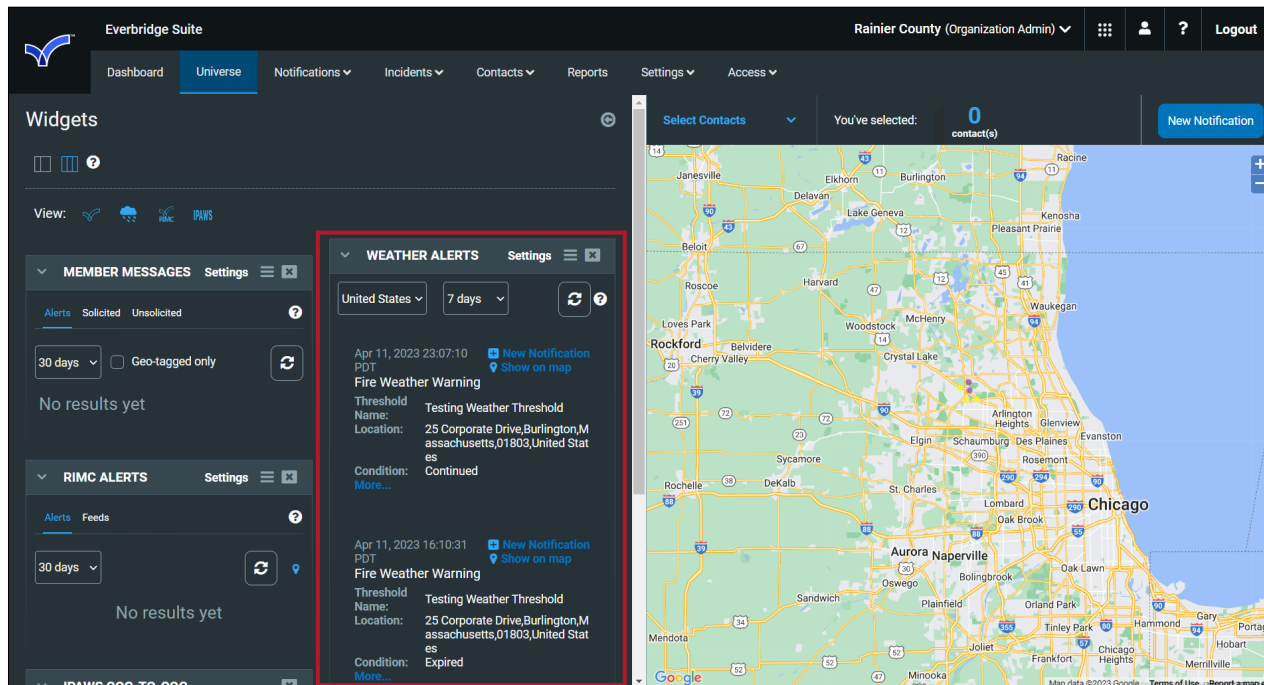
The arrow in the widget header expands and collapses the widget display. Click the **Down** arrow to collapse the widget display. Click the **Right** arrow to expand the display. To close a widget, click the **Close** icon (X) in its header.

You can change the order of the widgets in the column by dragging and dropping a widget header.

The Widgets Panel can display one or two columns. By default, the widgets are in one column. Click the two-column view button (top of the panel next to **Widgets**) to display two columns.



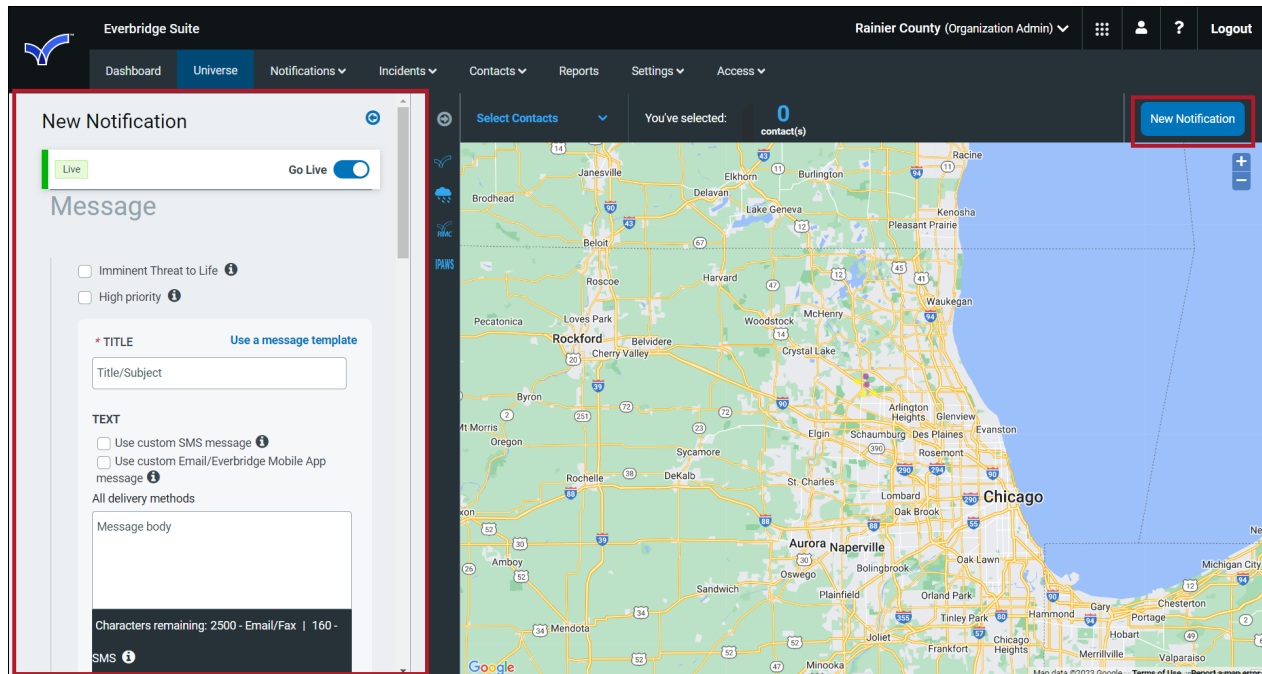
You can drag and drop widgets between columns. In the following example, the Weather widget has been added to the Widgets Panel.



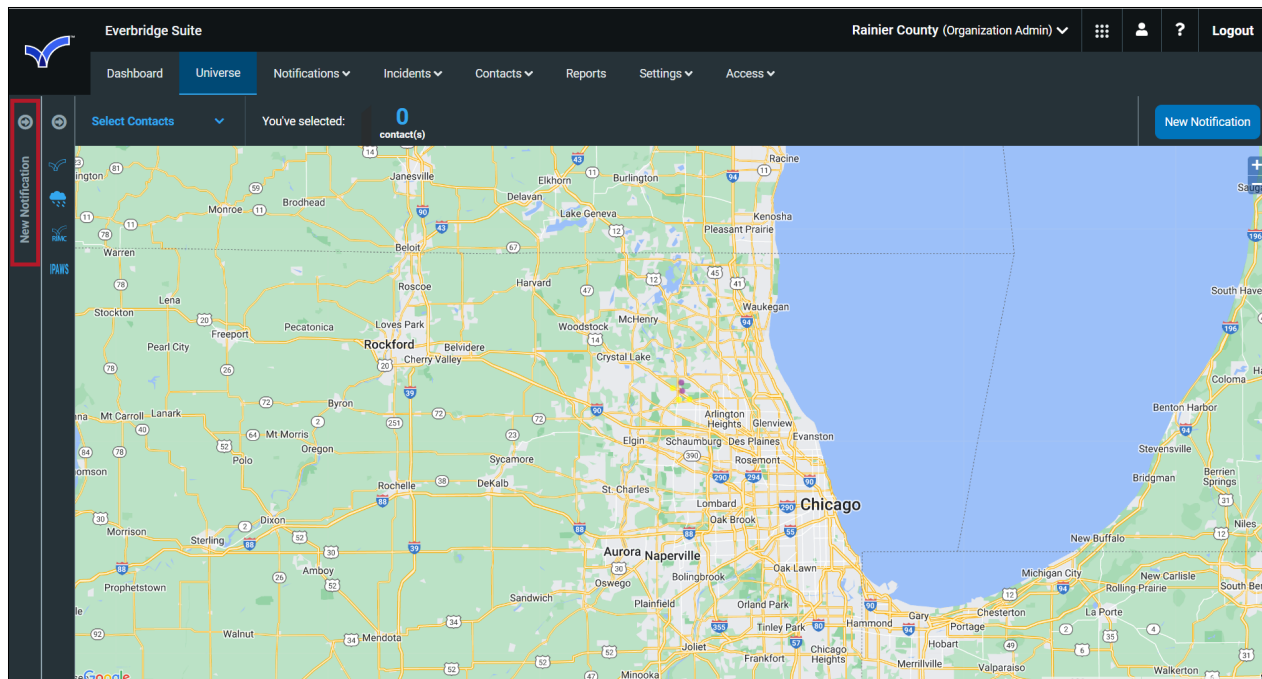
To close the Widgets Panel, click the **Left** arrow at the top right-hand side of the panel. Click the **Right** arrow to open the panel.

To send a Notification from the Universe tab, select **New Notification**. This opens a panel next to the Widgets Panel for configuring the Notification.





Like the Widgets Panel, use the **Left** arrow and **Right** arrow in the Notification panel to close and open the Notification.





## Using the Weather Widget

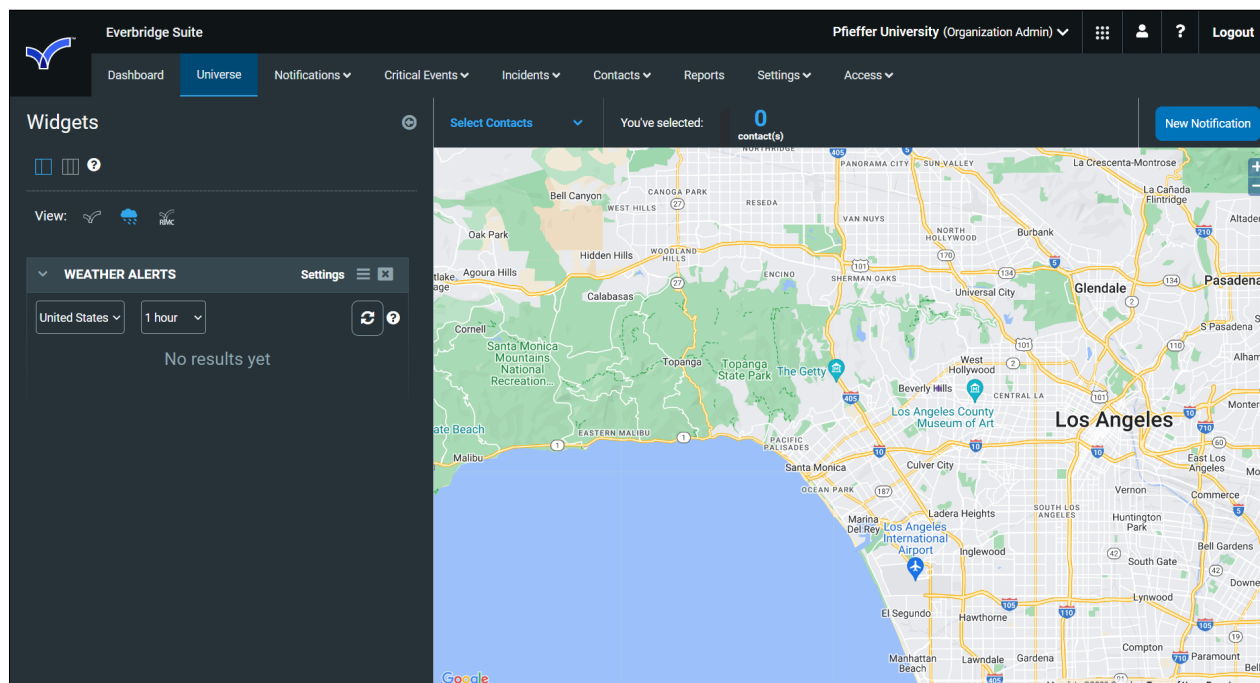
Click the **Weather** widget to see **Alerts** based on Weather thresholds that were set up. When conditions of the threshold are met, the Weather alerts are listed. You can select an alert to see its summary. You can also orient the Weather shape on the map by clicking the **Show/Hide on Map** icon.

The National Weather Service sends alerts to weather providers (such as DTN) who forward the alerts to Everbridge. If the weather event matches a threshold criteria, then that threshold is triggered, and an alert is sent to the weather widget on the Universe. On the map, you might see a weather-shaped polygon, zones, or counties. A weather-shaped polygon (orange in color) can be used to select contacts.

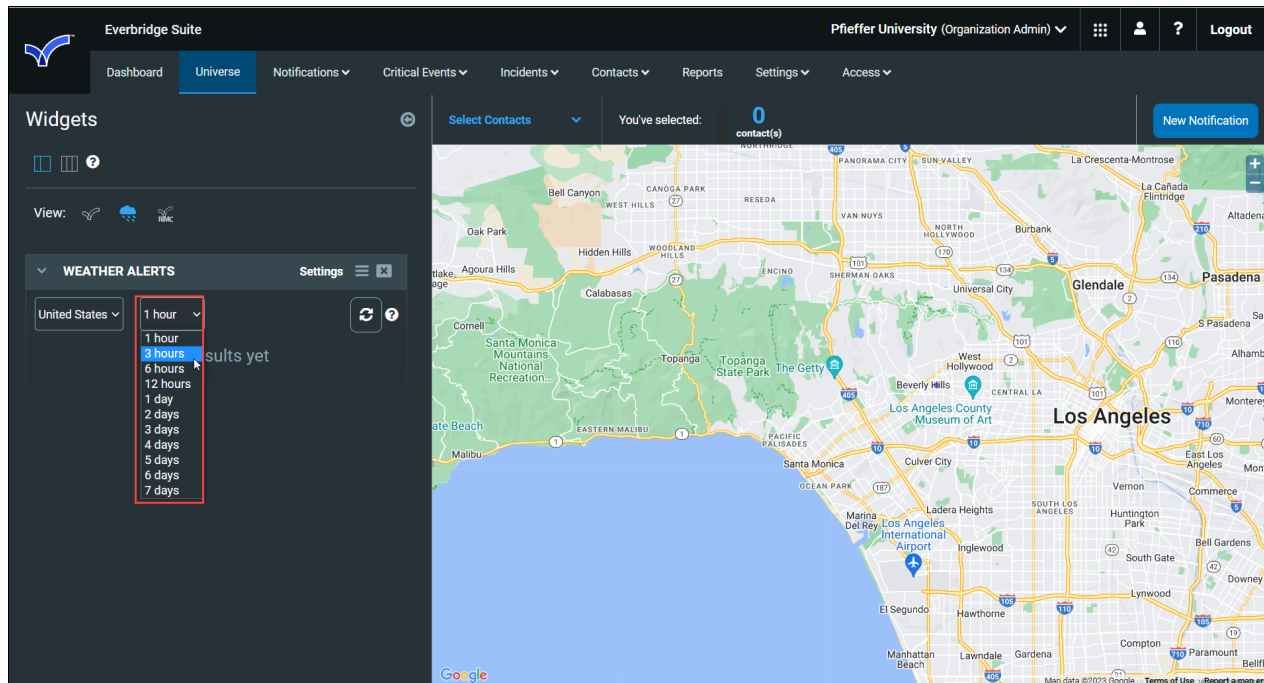
Weather thresholds are set up by the Account Administrator or Organization Administrator in the **Settings** tab, under **IV Settings > Weather and Hazard Alerts**.

**Feeds** will show any active weather alerts from the National Weather Service. It will allow users to monitor real-time National Weather Service active weather alerts and take necessary precautions to keep their employees, residents, and other key stakeholders safe. It also allows users to compare past weather events to ensure that the impacted stakeholders were notified based on their alerting preferences.

From the Universe tab, select the **Weather widget**. The Widgets panel is displayed.

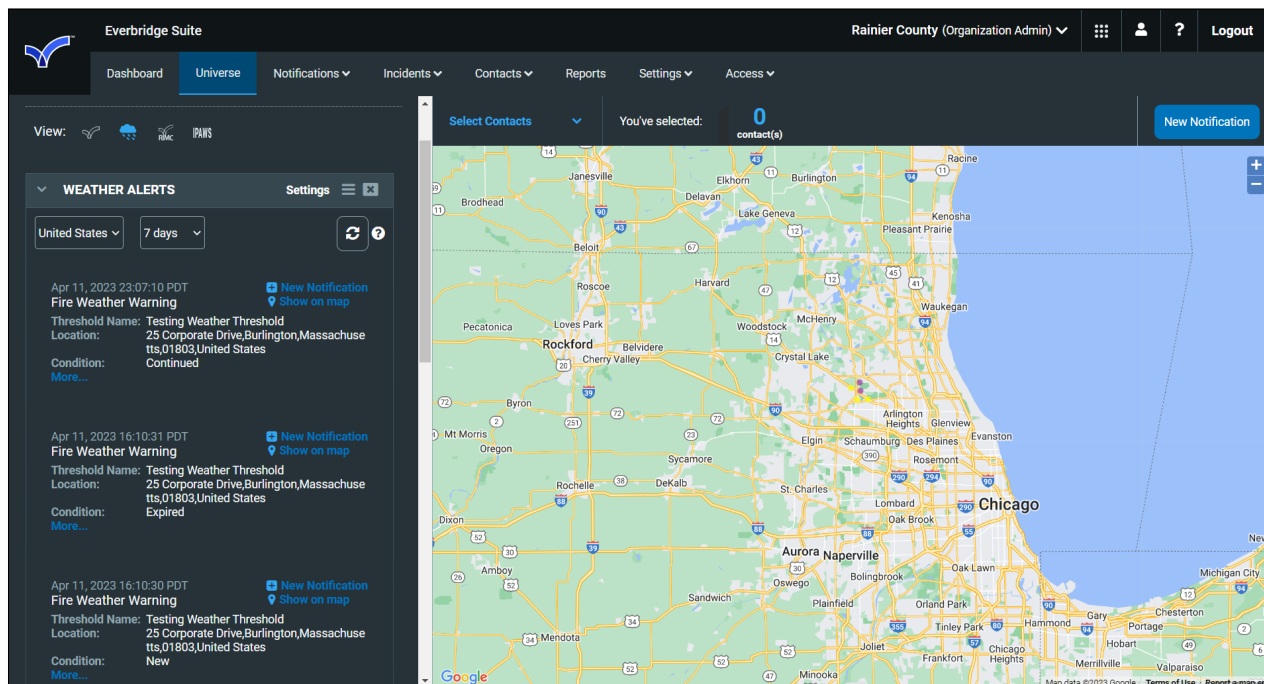


If there is no alert displayed or if you want, you can change the time frame to include older alerts and/or the region: United States or Europe.

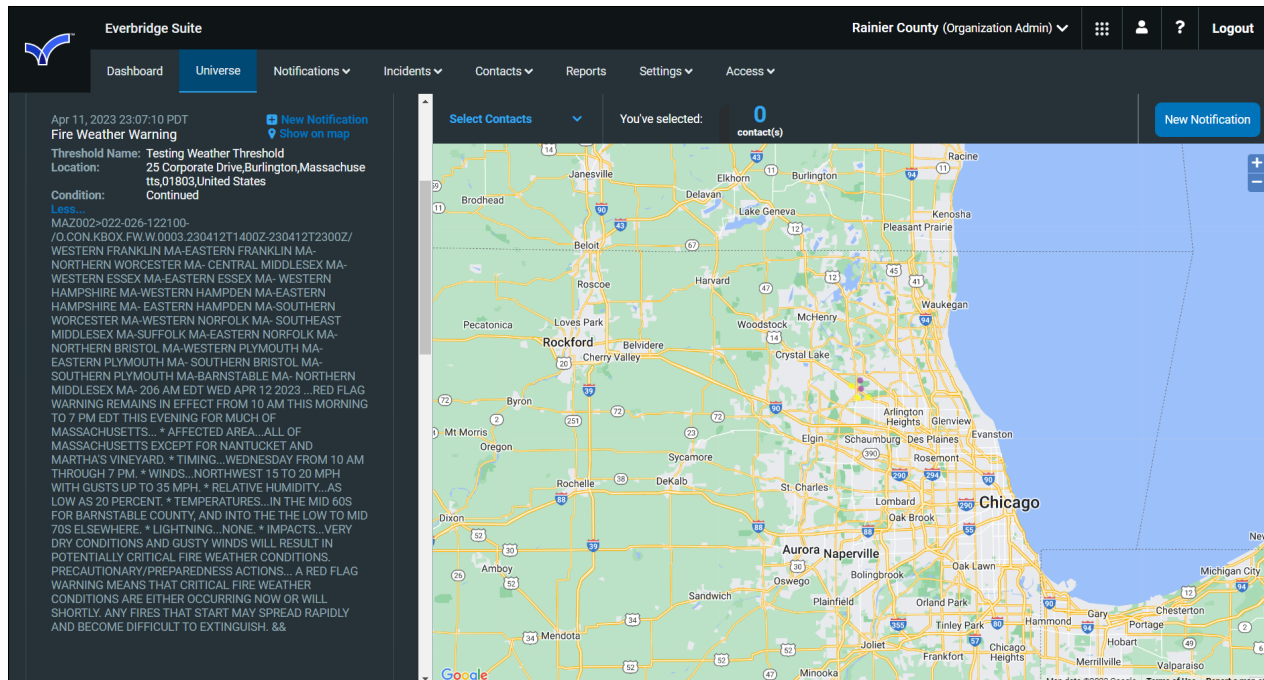


You will see the summary for alerts triggered during this time, including:

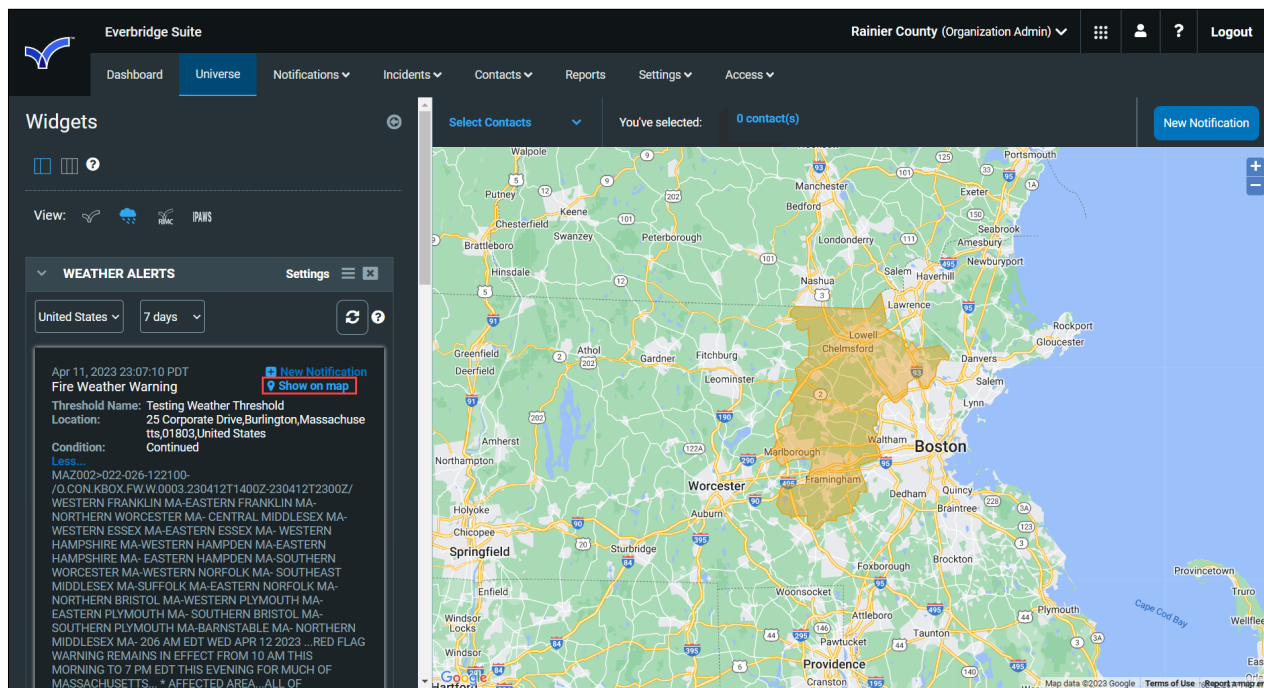
- The name you gave to the threshold.
- The type and condition of the alert.
- The location covered in the alert.



To see the details of an alert, click **More**. You can read the text of the weather alert issued by the NWS. (To return to the Summary view, click **Less**.)



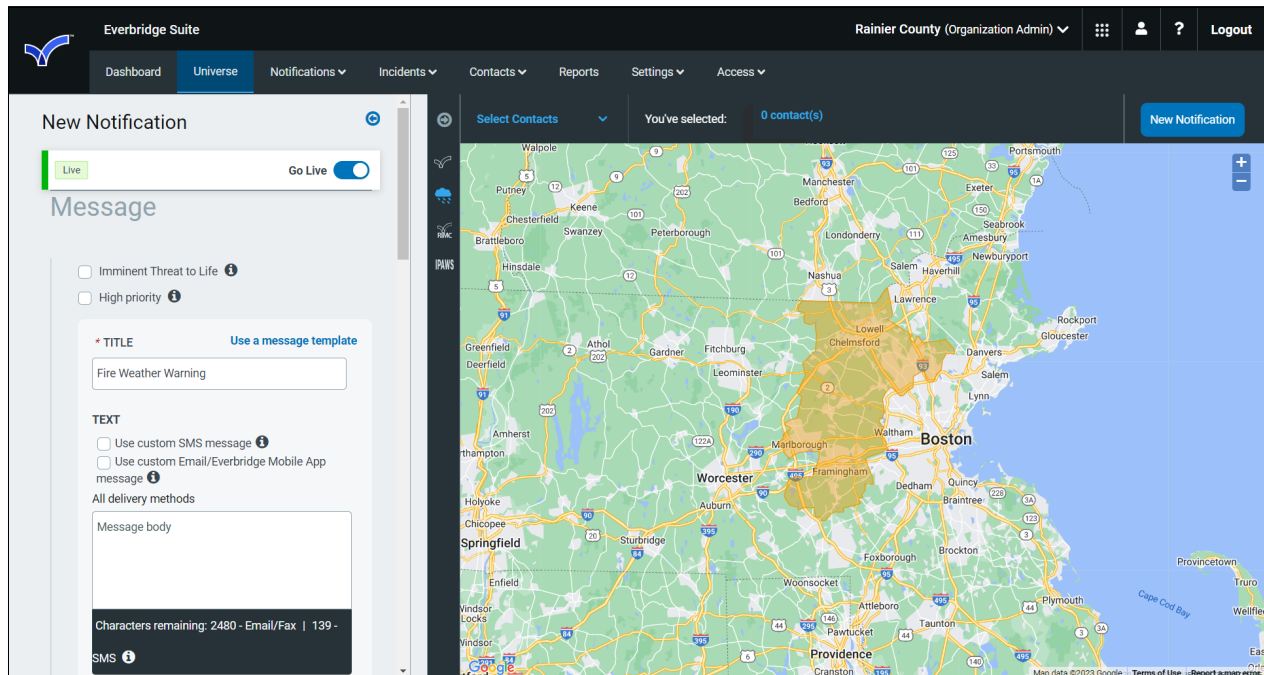
To see the areas on the map that are included in the alert, click the **Show/Hide on Map** link. The shapes outlined on the map show the affected areas.



## Adding and Sending a Notification

To send a Notification based on this alert, click the **Notification** icon. The Notification panel is displayed and the Title field is prefilled with the name of the

weather alert. The contacts that fall within the polygon will be added to the Notification.



Create the Notification as you would for any Notification and send it.



# FAQs and Best Practices for Weather Alerts

1. All delivery methods entered in the Opt-In portal can be set up for automated weather alerts. Imported White/Yellow page phone number will not be set for automated weather alerts.
2. Determine which weather alerts to offer:
  - a. There are nearly 200 alerts that could be offered. (For example, do you need "Freeze Warnings"?)
  - b. Select about 10 alerts or less to offer to your recipients.
    - Be sure the alerts are relevant to your area.
    - It is a good practice to be sure your recipients are not overwhelmed by the choices.
  - c. You might want to turn Hail and Lightning alerts off due to the high frequency of the alerts.
  - d. Remember that a "Warning Alert" could be a message that the flood condition is over or that there is a tornado a mile away. (The severity to the contact may be different, but a warning is a warning.)
3. The Quiet Period should be considered when using weather alerts. The default value of the Quiet Period can be set in your organization's settings; however, each contact must enable and configure the settings via the Member Portal for the Quiet Period to be active for his/her contact record.
4. If your contacts did not receive an alert and you believe they should have, first check to be sure there is an "All Clear" notification that is on or off. You can also view the notification report in the organization's Active/History tab to view the polygon. If the address for a contact is outside of the polygon for that notification, then the alert did not apply to that contact.
5. Understand if the interval between notifications is not long enough, a phone call lower in your list of delivery methods could be received before an email.
6. If you are using SMART Weather...
  - and there are multiple delivery paths,
  - and they are asked for confirmation (automatically),
 then the "Interval between Delivery Paths" should be set to 2 minutes or more to allow the recipient to confirm before the next message is sent to a different device.
  - a. Weather alerts ALWAYS request confirmation (even when the Organization setting is "No confirmation").
  - b. The delivery method interval follows the Organization default setting. Be sure to discuss these settings with your Account Manager or Sales Engineer.

7. Users can set up to five different locations and get an alert for any one of them. The alerts are based on the geographic area of these five static locations in the contact's profile and are not based on the recipient's dynamic location. If any address in the contact record's profile falls within the affected area identified by the NWS (National Weather Service), then that contact will receive an automated weather alert.
8. Automated notifications cannot exclude certain delivery methods; however, when creating a manual notification, the delivery methods can be changed or the message can be reordered via voice.

Educate your recipients on what they are going to see based on the choices they make. The frequency, types of alerts, and role of Quiet Period should be explained. Be sure to discuss these settings with your Account Manager or Sales Engineer.

9. Our best practice device paths order would be: (1) Everbridge Mobile App, (2) SMS, (3) Email, (4) Mobile phones, and (5) Land Lines.

Email and SMS may be faster than Everbridge Mobile App, but Everbridge Mobile App can also receive:

- a. PDF attachments with the entire NWS text for a weather event.
- b. The shape of the affected area on the mapping interface.