

Community Notification System

Quick Reference Guide



Terminology

- **Community Notification System:** Gallatin County's mass notification system that provides messaging, EAS and WEA for the County.
- **Everbridge:** The vendor for the Community Notification System.
- **Emergency Alert System:** EAS transmits voice and text messages to local broadcasters.
- **Wireless Emergency Alerts:** WEA transmits imminent threat messages to cellular phones associated with cell sites in Gallatin County.

Initiation Process

- Contact the Emergency Management Duty Officer with the following information:
 - What agency is sending/ authorizing the message?
 - What is the messaging area?
 - What is the incident and where is it located?
 - What actions do you want people to take?
 - Where can they get more information?
- Ensure the identified source of additional information is updated and maintained.
- Recognize that CNS is only one tool and it is a good practice to combine the CNS messaging with regular media releases and social media.

Considerations

- The Emergency Management Duty Officer will generally want to speak with the requesting official to ensure the messaging is correct and appropriately targeted.
- Messaging of people, other than opt-in lists, is restricted to time sensitive life safety situations. Updates and cancellations may be more appropriate through other public information methods.
- Wireless Emergency Alerts are an available tool, but they have some significant limitations on message content and audience.

Reference

- [Community Notification System Toolbox](#)
- [Community Notification System Information Page](#)

Gallatin County Emergency Management
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