

## Everbridge - Mass Notification System

### How will you Stay Informed in the Event of an Emergency?

Your safety is our top priority. That's why we want to be sure you know about emergencies and incidents that may impact the Swinomish Casino & Lodge and its properties as they happen.

The Security Management Team will use the **Everbridge – Mass Notification System** to inform team members of a variety of events, ranging from office closures and emergencies, to more routine announcements, such as drills and service outages. Messages will be sent to you via cell phone, SMS, home phone, e-mail, and more to ensure real-time access to potentially lifesaving information. The system is officially online and ready for use.

### How Does It Work?

The process begins when we learn of a potential safety hazard or concern. Next, we will use the **Everbridge – Mass Notification System** to send you a message to your primary contact path. In some cases, you will be asked to respond or confirm. The system is easy to use, and the instructions for confirming messages will be included in the message. If we don't reach you on the first attempt, the system may try another phone number or alternate method of communication, such as text or email.

### Where Does the Contact Information Come From?

The information we use to contact you comes from data we already have on file for you in our **HR System**, including email address, phone number, etc.

**We will also run tests of the system** to ensure you are familiar with the process. It's important that you keep your contact information up to date so that we may reach you in the event of an emergency.

A test of the system will go out to all team members on **February 28, 2023** as follows:

#### EVERBRIDGE Notification Test – All Swinomish Users

This is a test of the EVERBRIDGE Mass Notification System. Please respond immediately upon receipt. This is only a test.

Please respond immediately upon receipt of the test message, and any future **Everbridge – Mass Notification System** messages.

- **Everbridge – Mass Notification System** specific questions, contact Jose Salgado, Security Manager at (360) 588-3720 or via email at [jsalgado@swinomishcasino.com](mailto:jsalgado@swinomishcasino.com).
- **HR System/Contact Information** specific questions, contact Human Resources via email at [HumanResourcesDepartment@swinomishcasino.com](mailto:HumanResourcesDepartment@swinomishcasino.com).

Thank you in advance for your commitment to everyone's Safety and Security!

Sincerely,

Jose Salgado – Security Manager

Lucas Villard – Safety Assistant Manager

Amanda Gronwald – Assistant Security Manager