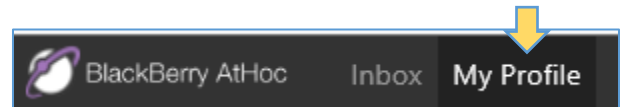# *MCAS NEW RIVER EMERGENCY MASS NOTIFICATION*

The Installation 911 Center and Emergency Operations Center publish alert messages via phone, text, email, and computer pop-up. This is the primary system used to warn you of an emergency which may endanger your safety, and for which you should take immediate actions, such as shelter in-place, evacuate, or emergency lockdown.

DODI 6055.17 and ASO 3440.1, require all personnel working or living aboard the installation to register work phone, work email, and a personal contact (phone or text).

<p style="text-align:center; color:red;">Registration Instructions.</p>

From any MCEN computer, visit: https://alerts1.mcdsus.mcds.usmc.mil/selfservice/2060346 acknowledge the popup and select any certificate. If you don't have access, contact your unit *AtHoc Operator*.
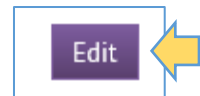
1. Click "My Profile" at top of page.

2.a. If CAMLEJ-NEW RIVER is not shown as the region, Click "Move to Organization" and select "MCIEAST-MCB CAMLEJ-NEW RIVER."

2.b. If CAMLEJ-NEW RIVER is shown, move to next step.

3. Click "Edit" at top right of page.

4. Under **"Basic Information"** ensure information is correct.

- All of these top cells must be completed.
- Username and Mapping ID must be your EDIPI.
- Beside MCIEAST-MCB CAMLEJ-NEW RIVER, click "select" and drill down to select your organization from the popup window.

5. Add contact information.

- Work phone, work email, <u>and</u> a personal contact (home, mobile or text) are <u>required</u>.
  - When phone circuits are busy, text can still go through!
  - All other means of contact are optional, however, the more you provide, the better your odds of being alerted when a disaster occurs!
  - Please consider including your dependents!
  - Providing a physical address is not necessary.

Numbers

Phone - Work	⬛ ▾ (910) 449-4562	ext

Do not enter DSN numbers. Enter 10 digit commercial numbers. Extensions can be added by adding an x then the extension number.

Phone - Home	⬛ ▾	ext
Phone - Mobile	⬛ ▾ (910) 358-9402	ext

NOTE -This is for phone calls only. To receive SMS Text alerts, you must provide a phone number in the Text Messaging device box too.

Text Messaging	⬛ ▾ (910) 358-9402
Secondary (Dependent) Text Messaging	⬛ ▾ (910) 358-2543

Phone - Dependent	⬛ ▾ (910) 358-2543	ext

Mobile App	-

Online addresses

Email - Work	KERT.LANG@USMC.MIL

6. Click Save and you're done!

Cancel | Save