



## POLICY & PROCEDURE MANUAL North Dakota State College of Science

### Emergency Notification Systems

Source: NDSCS President

Applies to: All Employees

Purpose:

#### Policy

##### **General**

North Dakota State College of Science (NDSCS) has an emergency notification system (ENS). This system allows the campus to contact students, employees, and designated people rapidly during an emergency. The emergency notification system is populated with emergency notification contact information from students, employees, and on-campus external entities. The information contained in the ENS will be used by the authorized campus administrators to contact employees, students, or designated persons in the event of a qualifying emergency event.

1. NDSCS mandates that all employees participate in the emergency notification system. Employees are required to review their emergency notification information annually or when personal information has changed. In addition, employees will receive reminders twice a year to update their records. Emergency notification contact information includes campus email, campus phone, home phone, personal cellular phone, and work cellular phone. NDSCS's Safety Office will gather emergency information from non-NDSCS employees who typically occupy space in NDSCS facilities.
2. Students will have the ability to add and update their information in the Connect ND portal. The portal will allow students to enter campus phone, cell phone, email, texting information, and home phone. Each semester the portal will remind the students to review and update their information. In addition, students have the option to receive emergency notifications from other campuses depending on their class location. Students can "opt-out" of the emergency notification system in the Connect ND portal.
3. The emergency notification system is only for emergencies as defined in NDUS policy 1902. An "emergency" means a situation that poses an immediate threat to the health or safety of someone in the institution or system community or significantly disrupts institution or system programs and activities. NDSCS's Command Officers are responsible for defining emergencies that warrant system use. NDSCS will conduct emergency notification tests at least once each semester.

- a. General inquiries and questions on the ENS should be directed to the Director of Safety.
  - b. For the purposes of the Emergency Notification System the Command Officers are: Director of Safety and Executive Director of Facilities Management.
4. Students are allowed to leave cell phones on during class to receive emergency notifications unless instructed otherwise by faculty. If a faculty member instructs students to turn off their cell phones, the faculty member must be able to receive emergency notifications by one of the following methods:
  - a. Registered personal cell phone that is turned on;
  - b. Registered campus email when a computer or other electronic communication device is active;
  - c. Campus classroom intercom or phone;
  - d. Nearby office personnel instructed to notify faculty.
5. The ENS will be refreshed with information from ConnectND nightly.
6. To eliminate misuse of the emergency notification system, access to deploy messages will be granted to the Director of Safety, Director of Facilities Management, and Student Accounts Manager.
7. Students, employees, and visitors should report all emergency situations to the NDSCS Campus Police at extension 3-2233 or Dial 911.
8. During any emergency, NDSCS employees and students are asked to refer all media inquiries to the President's Office.
9. Additional emergency notifications not outlined by the Command Officers, can be deployed if necessary by designated personnel. NDSCS will use campus email and website for detailed updates, in addition to redeploying of the ENS.
10. Employee emergency notification telephone numbers or other emergency notification information is exempt from the state's open records law as provided in Policy 1912 and may be released only as provided in that policy. Student emergency notification information, or contact information such as phone numbers or email addresses submitted for purposes of participation in an emergency notification system, shall be excluded from directory information and is therefore confidential as provided under the Family Educational Rights and Privacy Act (FERPA). However, if a student phone number or email or other address submitted for the purpose of participation in an emergency notification system is also contained in other institutional records used for other purposes and the student has not exercised the student's right to refuse to permit disclosure of directory information, the information contained in the other institutional records is directory information and not confidential.

Source: SBHE policy 1902

**Where to Obtain Additional Information**

You may speak to your supervisor, call the Safety Office at 701-671-2906, or email Safety at [ndscs.safety@ndscs.edu](mailto:ndscs.safety@ndscs.edu).

Approved by:



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President's Signature

08-14-2020  
Date