EMERGENCY RESPONSE AND EVACUATION

POLICY STATEMENT

The University of North Dakota (UND) Emergency Operation Plan (EOP) describes the responsibilities and duties of campus personnel, departments, agencies, and nongovernmental organizations in event of an emergency or dangerous situation involving an immediate threat. The EOP is designed to assist UND employees respond appropriately when emergency conditions exist. To ensure emergency plans are appropriate, UND conducts emergency response exercises annually. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Moreover, UND subscribes to the UND-Alert emergency notification system. Participation in UND-Alert is mandatory for all UND students and employees. To ensure the emergency notification system is functioning appropriately, UND conducts a test of UND-Alert at least once each semester.

REASON FOR POLICY

The EOP allows for immediate response procedures, thereby minimizing danger to the campus and students. UND is responsible for notifying the campus upon confirmation of an emergency or dangerous situation in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and utilizes an emergency notification system as directed by State Board of Higher Education policy 1902.

SCOPE OF POLICY

This policy applies to:

- President
- Vice Presidents
- Deans, Directors & Department Heads
- Area Managers & Supervisors
- Faculty
- All Employees
- Students
- Others
- Campus Visitors

WEB SITE REFERENCES

This policy: http://UND.edu/finance-operations/_files/docs/6-7-emergency-response-evacuation.pdf
Policy Office: http://UND.edu/finance-operations/policy-office.cfm
Vice President for Finance & Operations: http://UND.edu/finance-operations/
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<th>Contact</th>
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<th>Office or Department E-Mail / Web Address</th>
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<td>Clery Act</td>
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<td>Office of Emergency Management</td>
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CONTACTS

Specific questions should be directed to the following:

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<tr>
<td>Policy Clarification</td>
<td>Department of Public Safety</td>
<td>(701) 777-3341</td>
<td><a href="http://www.UND.edu/emergency-management">www.UND.edu/emergency-management</a></td>
</tr>
<tr>
<td>Evacuation Procedures, Drills and Exercises</td>
<td>Department of Public Safety</td>
<td>(701) 777-3341</td>
<td><a href="http://www.UND.edu/emergency-management">www.UND.edu/emergency-management</a></td>
</tr>
<tr>
<td>Report an Emergency</td>
<td>UPD or local law enforcement</td>
<td>9-1-1</td>
<td><a href="http://UND.edu/finance-operations/university-police/index.cfm">http://UND.edu/finance-operations/university-police/index.cfm</a></td>
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DEFINITIONS

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<tr>
<th>BSSR</th>
<th>Building Safety and Security Representative</th>
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<tr>
<td>Clery Act</td>
<td>Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act</td>
</tr>
<tr>
<td>Emergency</td>
<td>SBHE policy 1902 defines emergency as “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.”</td>
</tr>
<tr>
<td>EMF</td>
<td>Emergency Management Framework</td>
</tr>
<tr>
<td>Employee</td>
<td>All full-time, part-time, temporary and/or non-benefited employees including but not limited to staff and faculty (e.g., professor, associate professor, assistant professor, instructor, tenured, non-tenured, etc.).</td>
</tr>
<tr>
<td>UND-Alert</td>
<td>UND’s campus-wide text and phone emergency notification system. UND-Alert is only used when there is a severe threat to the public safety and health of the entire campus.</td>
</tr>
<tr>
<td>SBHE</td>
<td>State Board of Higher Education</td>
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PRINCIPLES

OVERVIEW – The UND EMF describes the responsibilities and duties of campus personnel, departments, agencies, and nongovernmental organizations in event of an emergency or dangerous situation involving an immediate threat. The EMF is designed to assist UND employees respond appropriately when emergency conditions exist. To ensure emergency plans are appropriate, UND conducts emergency response exercises annually. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Moreover, UND subscribes to the UND-Alert emergency notification system. Participation in UND-Alert is mandatory for all UND students and employees. To ensure the emergency notification system is functioning appropriately, UND conducts a test of UND-Alert at least once each semester.

The EMF allows for immediate response procedures, thereby minimizing danger to the campus and students. UND is responsible for notifying campus upon confirmation of an emergency or dangerous situation in compliance with the Clery Act and utilizes an emergency notification system as directed by State Board of Higher Education policy 1902.

PROCEDURES

How to Report an Emergency

The campus community is encouraged to call 9-1-1 to report any situation on-campus that could constitute a significant emergency or dangerous situation involving an immediate or on-going threat to the campus. Dialing 9-1-1 is also the best way to help expedite an emergency notification to alert the rest of the campus community of the threat.

Response Procedures for an Emergency or Dangerous Situation

When a serious threat or disaster to the campus community occurs, UPD and the University will coordinate with other first responders, which may include the Grand Forks Police Department, the Grand Forks Fire Department, and the Grand Forks County Sheriff’s Department. UND incident response resources include the Office of Safety and the Office of Emergency Management, and can help mitigate impacts to the campus. Depending on the nature and magnitude of the incident, other local, state, and federal agencies may be called upon for assistance.

Confirming a Significant Emergency/Dangerous Situation

First responders and essential personnel in the Department of Public Safety are responsible for initiating emergency warnings. Those responsible include, but are not limited to:
- Associate Vice President for Public Safety/Chief of Police or designee
- Police officer on duty
- Associate Director for Safety or designee
- Associate Director for Emergency Management or designee

UPD works in close collaboration with agencies and departments both on and off campus to gather and assess information related to events that may pose an immediate threat or hazard to the University. UPD, as the first responders, will investigate all reported incidents to determine if the incident poses an immediate threat to the University community. UPD will relay a situation update to the UND Operations Center where the incident will be confirmed as a threat and implement procedures to minimize the impact of the incident to the campus community.

The Operations Center is the physical location at which the coordination of information and resources to support campus incident management activities takes place. The Operations Center is the location of the emergency operations center. It is a centrally located facility with a full-time staff that is trained to notify and
deploy university resources to an emergency or dangerous situation. It is also responsible for pushing information to and pulling information from the incident site to local responders and UND leadership. Furthermore, if a large-scale situation exceeds, or is likely to exceed, available campus capabilities and resources, the Operations Center will contact the City of Grand Forks and Grand Forks County for additional resources.

**Authorized Officials**

During or in the time leading up to an emergency that threatens life, safety, or security, it will be necessary for notification to be provided to the UND community with speed and accuracy. Conditions may not allow time for responders or other officials to seek approval to send notification messages.

For this reason, UND has designated specific campus officials to serve as authorized officials who are empowered to authorize the issuance of emergency notifications. Each authorized official is expected to act within his/her realm of responsibility as defined by department mission and authorize emergency notification when experience and prudence indicate that emergency conditions warrant such actions be taken.

It is important here to draw a distinction between the authorization of an emergency notification and the issuance of a notification. Authorizing a notification involves:

- Making a determination that notification is necessary,
- Formulating message content,
- Selecting the appropriate segment of the campus to receive notification, and
- Choosing the appropriate communication tool(s).

In contrast, issuing a notification is the physical act of using a communication tool to send a notification message to the population. Authorized officials likely will have not received training for all of the emergency notification systems, nor is this necessary. Upon authorization of an emergency notification, the authorized official will either issue the notification him/herself or contact an individual who is trained to operate the system to send it.

The following individuals are the authorized officials at UND (in the order listed below). Such authority is delegated to the highest ranked official on the list with whom the Operations Center is able to contact in a timely manner:

1. President
2. Vice President for Academic Affairs and Provost
3. Vice President for Finance and Operations
4. Vice President for Student Affairs
5. Vice President for University and Public Affairs
6. Associate Vice President for Public Safety and Chief of Police
7. Senior Police Supervisor on-duty

In cases of imminent threat to the University community, such as a tornado warning, the Operations Center staff may send out initial emergency warning messages upon confirmation of such threat with the National Weather Service or the Grand Forks County Emergency Management personnel.

**Notifying Campus**

Decisions concerning whether to issue a notification will be made on a case-by-case basis using the following criteria:

- Nature of the situation
- Continuing danger to the campus community
- Possible risk of compromising law enforcement efforts

The Operations Center, after receiving confirmation from an authorized official, will, without delay, and taking into account the safety of the campus community, determine the content of the notification and initiate the
notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The Operations Center will activate the appropriate emergency notification system(s).

A library of notification statements are scripted for anticipated emergencies and may be found in UND’s Emergency Operation Plan. The Operations Center is responsible for disseminating these statements when immediate campus notification is necessary. The release of all subsequent information is collaborated upon by first responders, the Operations Center and UND administration, and is released as the situation unfolds.

**Notification Methods**

The following methods may be used to notify the campus community of various emergencies that may affect the campus community.

- UND-Alert
- Phone
- Text message
- Email
- Outdoor warning sirens
- Official UND website and Office of Emergency Management website
- UND television channels
- Local media

UND-Alert is UND’s campus-wide emergency notification system. UND-Alert is used when there is a severe or imminent threat to the public safety and health of the entire campus. Phone numbers entered by students into Campus Connection and by employees into Employee Self-Service are utilized by the UND-Alert emergency notification system to disseminate emergency alerts by telephone and/or text. Students and employees must check information in Campus Connection and Employee Self-Service respectively at least once each semester to ensure data is current and up-to-date. Additional details regarding UND-Alert registration and a comprehensive list of frequently asked questions may be found at online.

Instructors may require students to turn off cell phones while in class only if the instructor has a registered cell phone capable of receiving emergency messages. The instructor’s cell phone must be available for use at all times while students are required to turn off their cell phones.

Individuals and organizations outside the campus community are notified of emergency and dangerous situations through the use of local media (i.e., radio and television), UND’s website, and Facebook and Twitter feeds. The Division of University & Public Affairs receives information to update these sources from the Operations Center and provides such updates to the media. Additionally, as part of the Grand Forks County 9-1-1 Emergency System, UPD is able to notify multiple agencies through one dispatch center when situations arise.

**Procedures for Evacuation in Emergency or Dangerous Situations**

In the event of an emergency or dangerous situation, the Operations Center will direct students, faculty, staff, and guests to evacuate a building, several buildings, a portion of the campus, or the entire campus. The campus community will be asked to follow building and campus evacuation protocols and to obey directions from UND and on-scene emergency responders.

Certain events, like a hazardous materials release, may require the UND community and the general public to shelter-in-place to prevent exposure to harmful elements.

**Drills and Exercises**

The University will test emergency response and evacuation procedures at least annually.

Additional building evacuation and sheltering drills are encouraged for UND campus buildings and external campus locations. If building occupants wish to have a drill, the building safety and security representative (BSSR) and/or building safety team will coordinate the drill and document it.
The Office of Emergency Management may assist in departmental planning, implementation and evaluation of any drills that personnel wish to undertake in their building. Certain types of drills (lock-down, shelter-in-place, unannounced drills other than fire drills, etc.) require advanced planning and technical assistance, and should only be developed with assistance from, and consultation with, Office of Emergency Management personnel.

Fire and severe weather drill evaluation forms are available for use on the Office of Emergency Management website. Drill evaluation forms are useful in tracking and improving building drills from year to year. BSSRs are responsible for completing these documents.

UND leadership and departments regularly participate in tabletop exercises and emergency drills on-campus, in the community, and with state officials. The Office of Emergency Management regularly designs and orchestrates these simulations and recruits volunteers from the campus and local community to serve as role players during the exercise. All exercises are conducted utilizing standard National Incident Management System and Incident Command System principles. In addition, comprehensive reviews are completed for each campus drill, tabletop exercise, and full-scale simulation.

Two full-system tests of UND-Alert are conducted every calendar year.

**Promoting Emergency Procedures**

UND promotes its emergency procedures through training sessions, drills, and extensive web content found on the Office of Emergency Management, Office of Safety, and UPD websites.

Students living on-campus receive training upon move-in and participate in drills held throughout the academic year.

BSSRs are selected for every building on campus and trained to follow the building and emergency action plan for their designated area. This includes promoting proper emergency procedures to faculty and staff housed in each building.

**RESPONSIBILITIES**

| Administration          | ▪ Perform duties of authorized official.  
|                         | ▪ Issue an emergency notification or contact an individual who is trained to operate the system to send it.  
|                         | ▪ Collaborate information with first responders, Operations Center, and University and Public Affairs when releasing information. |
| Building Safety and Security Representative/Building Safety Team | ▪ Coordinate and document evacuation and sheltering drills.  
|                         | ▪ Promote emergency procedures for their designated area. |
| Campus Community/Visitors | ▪ Call 9-1-1 to report on-campus situation that could constitute a significant emergency or dangerous situation involving an immediate or on-going threat to the campus.  
|                         | ▪ Follow building and campus evacuation protocols and to obey directions from UND and on-scene emergency responders. |
| Department Public Safety | ▪ Initiate emergency response and evacuation notifications.  
|                         | ▪ Assist in planning and evaluating drills. |
### Employees
- Enter phone number(s) into Employee Self-Service
- Check information in Employee Self-Service at least once each semester to ensure data is current and up-to-date
- For instructors: Ensure a registered cell phone capable of receiving emergency messages is accessible during classes in which students are required to turn off their cell phones.
- Call 9-1-1 to report on-campus situation that could constitute a significant emergency or dangerous situation involving an immediate or on-going threat to the campus.
- Follow building and campus evacuation protocols and to obey directions from UND and on-scene emergency responders.

### Office of Safety
- Mitigate impact to campus.

### First Responders
- Initiate emergency response and evacuation notifications.
- Collaborate information with University administrators, Operations Center, and University and Public Affairs when releasing information.

### Office of Emergency Management
- Mitigate impact to campus.

### Operations Center
- Confirm threat and implement procedures to minimize impact.
- Notify and deploy resources to an emergency or dangerous situation.
- Push/pull information from incident site.
- Notify campus upon confirmation of an emergency or dangerous situation.
- Activate appropriate emergency notification system.
- Collaborate information with first responders, University administrators, and University and Public Affairs when releasing information.
- Give information to University Relations for local media purposes.
- Direct campus community to evacuate as necessary.

### Students
- Enter phone number(s) into Campus Connection.
- Check information in Campus Connection at least once each semester to ensure data is current and up-to-date
- Call 9-1-1 to report on-campus situation that could constitute a significant emergency or dangerous situation involving an immediate or on-going threat to the campus.
- Follow building and campus evacuation protocols and to obey directions from UND and on-scene emergency responders.

### University Relations
- Provide local media appropriate information.
- Update website and social media as necessary.

### UPD
- Coordinate with first responders to manage a serious threat or disaster.
- Gather and assess information while collaborating with various agencies on- and off-campus.
- Investigate all reported incidents.
- Determine if the incident poses an immediate threat to the campus community.
- Relay situation to Operations Center.

### FORMS

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<tr>
<td>Suspect Description Form</td>
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## REVISION RECORD

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<td>02/07/2012</td>
<td>Policy Implementation</td>
<td>Added Higher Education Opportunity Act of 2008 in Related Information</td>
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<td>Added emergency, employee and SBHE to Definitions</td>
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<td>05/10/2013</td>
<td>Revision</td>
<td>Replaced Emergency Management and Public Safety with Department of Public Safety, Safety and Environmental Health with Office of Safety, and Emergency Management with Office of Emergency Management throughout document</td>
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<td>Eliminated full scale and campus-wide simulation information in Drills and Exercises</td>
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<td>Transferred web links from Procedures: Promoting Emergency Procedures to Related Information</td>
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<td>Added duties for employees in Responsibilities</td>
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<td>Clarified when the Operations Center will notify campus during an emergency/dangerous situation in Procedures: Notifying Campus</td>
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<td>President Robert O. Kelley</td>
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