

2011 Annual Notification of Policies

Safety-Related Issues

REPORTING INJURIES/INCIDENTS/HAZARDS.

Emergency assistance should be requested by dialing 911 whenever a situation poses a threat to person or property. Serious incidents occurring on campus must be reported immediately to Campus Safety & Security at 777-3341 (day) or 777-3491 (night). Follow-up written reports are required. All injuries must be reported without delay to the person in charge. When notified of the injury/incident, the person in charge must immediately set in motion any preventive measures. The person in charge is responsible for seeing that a written report is filed by the injured person (or on their behalf) and sent to Campus Safety & Security.

DESIGNATED MEDICAL PROVIDER. UND participates in the Workforce Safety and Insurance (WSI) Risk Management Program. This allows the Risk Management Workers Compensations Program (RMWCP) to designate health care providers to treat your workplace injuries and illnesses. WSI may not pay for medical treatment to another provider unless you are either referred to this provider by the Designated Medical Provider or you designated in writing prior to the injury that you wanted to be treated by a different medical provider. Emergency care is exempt from this requirement. UND employees injured on the job must seek medical treatment as follows:

IN GRAND FORKS

Primary DMP: Altru Occupational Health, phone 780-1546, 1300 South Columbia Road, Altru Health Institute Building. Can be utilized by all employees for any injuries, including but not limited to those of a serious nature.

Alternate DMP: UND Student Health Services, phone 777-2605, McCannel Hall. For minor injuries only, such as cuts/scrapes likely requiring only ONE visit.

OUTSIDE GRAND FORKS

MedCenter One Occupational Health: Bismarck, with satellite clinics in Jamestown and Dickinson.

Trinity Health Occupational Medicine: Minot, with satellite clinics in Mohall, Sherwood, Parshall, Cando, Stanley, Bottineau, Velva, Westhope, Garrison, New Town, Kenmare, and Williston.

Sanford Health: Fargo, with satellite clinics in Enderlin, Hillsboro, Mayville, Wahpeton, Valley City, Edgeley, Lisbon, Jamestown, Grafton, and Park River.

Altru Health Occupational Medicine (Grand Forks): Satellite clinics in Drayton, Cavalier, and Devils Lake.

OUTSIDE THE STATE OF NORTH DAKOTA

If working outside the state of North Dakota for more than 30 days, contact Campus Safety and Security at 777-3341.

Employees intending to see a medical provider other than these DMPs must designate this in writing before utilizing that provider's services. This is accomplished by filling out a DMP form. You are not required to designate an additional DMP, but you must sign and return a DMP form regardless. The DMP form can be accessed online at www.safety.und.edu. Submit the signed form to Campus Safety and Security, or call 777-3341 if you have questions.

EMERGENCIES / SEVERE WEATHER. Although such occurrences are rare, severe weather conditions and other emergencies sometimes require the University of North Dakota to suspend services in order to protect public health and secure the campus. Each individual has the ultimate responsibility of deciding whether conditions are safe. The exercise of common sense is urged. UND's Severe Weather Policy considers the situation of the campus as a whole. The University will suspend services only under extreme circumstances so that the minimum number of students will lose educational time or opportunity.

Official closing of the University or cancellation of classes will be announced through the UND Emergency Alert process. Conditions will be monitored regularly by emergency personnel, and updates to the campus community will normally be issued by 6 a.m., 11 a.m., and 9 p.m.

Emergency and Preparedness information is available at und.edu/emergency-management/

EMERGENCY ALERTS. The University of North Dakota has an emergency notification system called NotiFind for reaching students, faculty and staff. In case of a campus emergency, NotiFind can be used to send out a message by telephone or text. Additionally, emergency information will be communicated through the use of e-mail, UND's Web site, Cable Channel 3 and residence hall Channel 17, and the local media. Information on the status of UND activities can also be obtained by calling 777-6700.

The Grand Forks community has an Emergency Alert System that may be activated for many different reasons. Some examples include: tornadoes, floods, wind storms, terrorist/war threat, or chemical spills. These emergencies often occur with little or no warning. Because of this urgency, all persons need to know what to do in the event of emergency. Typically, notification of emergencies having immediate potential for injury or death will be initiated by the sounding of the city sirens. Whenever you hear these sirens, immediately go inside and turn on either a radio or television. Local stations will provide the appropriate instructions relative to the emergency. These instructions may be to evacuate the area/neighborhood or seek shelter inside a building. For special hazards, specific instructions also will be provided (place wet towels under doors, turn off furnace, etc.).

UND has an outdoor campus siren system. The system functions like the city system, except that UND can activate its sirens independently of the city. When activated, the UND siren system sounds a warning tone followed by audible messages that provide guidance and initial actions that need to be taken regarding the pending emergency.

FIRE. It is important that everyone familiarize themselves with the procedures of fire reporting. Never presume that these procedures have been written for the other person only. They exist for the benefit of all members of the campus.

In the event of a fire disaster, even the best-developed plans may go wrong because people tend to panic. Four simple rules to follow in the event of a fire are:

1. **Safety of the People.** Evacuate people as readily as possible. Close doors to isolate the fire. A person with an ambulatory disability should move to the opposite end of the building near a stairway and away from the fire, and wait for firefighters to arrive. Exit strategies should be discussed with supervisors.
2. **Send the Alarm.** Call the Fire Department, 911, and relay all information pertaining to the fire, i.e., location, floor, room, building, etc. If the building is equipped with the fire pull boxes, break the glass, and pull the bar.
3. **Notify Others in the Area.** Use any alarm provided for this purpose. Move out to a safe area to give firefighters a clear field.
4. **Assist Campus Police or Firefighters.** Relate to them what is burning, i.e., special chemicals, radiation hazards, or any other pertinent information.

To report a fire on campus, dial 911. If off campus, dial 911, or be familiar with any specific dialing instructions.

The fire alarm systems in buildings on campus, when sounded, will not summon the Fire Department. They are for alerting occupants of the building only. The Fire Department must still be called.

WORKPLACE VIOLENCE. Workplace violence is any physical assault, threatening behavior or verbal abuse occurring in the work setting. It includes, but is not limited to, beatings, stabbings, suicides, attempted suicides, shootings, rapes, psychological traumas such as threats, obscene phone calls, an intimidating presence and harassment of any nature.

If you are the victim or witness to any of the above or similar situations, you should do the following:

1. Call the police immediately. On campus call the UND Police Department (UND-PD), 777-3491, or for an emergency call 911.
2. Try to remember details so you can describe the offender(s), including sex, age, race, hair, clothing and distinguishable features. Also, attempt to obtain a description and license number of any vehicles involved. Note the direction taken by the offender(s) or vehicles and report these to police.
3. Where possible, preserve the crime scene. Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until police arrive.
4. Students should contact the UND Counseling Center at 777-2127. The Counseling Center may be able to help ease trauma you may feel as a victim or witness of a crime. Faculty and staff should contact the Employee Assistance Program at 1-800-327-7195 for counseling.

ARMED INTRUDER: Scenarios common with regard to an armed intruder include:

- A. Hostage Situation — In a hostage situation, the armed intruder wants to use people as leverage to achieve a goal. Patience and compliance are important while you wait for authorities to resolve the situation.
- B. Active Shooter Situation — If an armed intruder begins shooting in your building, you are in an active shooter situation. The shooter's presence is an urgent threat to your life. Often these situations end prior to any law enforcement response. You have three options in an active shooter situation:

- (1) Get out. Evacuate the area immediately and call 911 as soon as you reach a safe location.
- (2) Hide out. If you cannot safely evacuate the area, find a place to hide that provides some level of protection against the shooter. If more than one person is present, spread out and form a plan of attack in case the shooter finds you.
- (3) Take out. If you cannot evacuate and have no safe place to hide, you may need to confront the shooter. This is a decision only you can make. You must be willing to do whatever it takes to eliminate the threat. Absolute commitment is necessary.

(OVER)

BOMB THREATS. Whoever receives a bomb threat call should try to keep the person(s) on the line and get as much information as possible.

When is the bomb going to explode?	Where is it right now?
What does it look like?	What kind of bomb is it?
What will cause it to explode?	Did you place the bomb? Why?
What is your address?	What is your name?

Note the time of the call.
Be alert to background noises.
Note distinguishing voice characteristics.
Note if the caller indicated knowledge of the premises by his description of location.
Dial 911 to reach the UND Police Department.

Use of the University of North Dakota Police Department's bomb threat questionnaire is recommended. Questionnaires are available from the University Police Department and may be obtained at any time.

HOSTILE WORK ENVIRONMENT. Harassment of an individual or group that is related to their status in a protected class that is sufficiently severe, persistent, or pervasive so as to interfere with or limit the ability of the individual or group to participate in or benefit from UND's employment, programs, or activities is prohibited. Harassment may take the form of oral, written, graphic, or physical conduct that is related to an individual's or group's protected class status. This includes gender, race, national origin, color, disability, sexual orientation, gender identity, or other protected classes.

SEXUAL ASSAULT. The University of North Dakota will not tolerate sexual offenses in the work or academic settings. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings. UND's sexual assault policy is designed to specifically address "the public well-being" of UND's students, faculty, and staff. For a complete copy of this policy, visit the Web site listed at the top of this page, or call 777-3491.

SECURITY COMPLIANCE. The University of North Dakota complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) formerly known as the Crime Awareness and Campus Security Act of 1990. For more information, contact the UND Police Department at (701) 777-3491 or e-mail: und.police@email.und.edu.

Human Resources-Related Policies

SEXUAL HARASSMENT. Consistent with federal statutes prohibiting sex discrimination in education programs and in employment, the University of North Dakota prohibits sexual harassment of students, faculty, and staff. The primary goals of this policy are to prevent sexual harassment and to stop objectionable behavior whenever it occurs. Sexual harassment includes sexual violence, such as rape, sexual assault, sexual battery, or sexual coercion. All University students, faculty, and staff are expected to comply with this policy. The University will take preventive and corrective action to maintain a working and learning environment free from sexual harassment. Individuals who sexually harass students, faculty, and staff will be subject to appropriate disciplinary action, and University officials will respond to sexual harassment complaints brought to their attention. Retaliation against the person who initiates an inquiry or complaint is prohibited, and any such action will be further cause for disciplinary action. A complete copy of the policy can be found at the Web site at the top of this page.

DISCRIMINATION GRIEVANCE PROCEDURES. As required by federal rules and regulations governing federal contractors and institutions receiving federal financial assistance, the University of North Dakota provides grievance procedures for persons who individually or as a member of a class allege discrimination on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, disability, Vietnam Era/disabled veteran status or other proscribed category set forth in federal or state regulations. These procedures provide for complaints of discrimination in the area of employment and in the area of educational programs and activities. A complete copy of the policy can be found at the Web site listed at the top of this page.

NEPOTISM. No head of a department may appoint a member of his or her own immediate family to a position under his or her control or direction. Upon offer and acceptance of employment, promotion, or transfer to a different department, or upon change in family status implicating SBHE Policy 603.3, an employee shall report in writing any actual or potential conflict with that policy to the employee's department or institution human resource office. A complete copy of the policy can be found at the Web site listed at the top of this page.

DRUG-FREE WORKPLACE / SUBSTANCE ABUSE.

The University of North Dakota is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol and drug use pose a significant threat to our goals. We have established a drug-free workplace and substance abuse policy and procedures that balance our respect for individuals with the need to maintain an alcohol-free and drug-free environment.

UND prohibits the unlawful or unauthorized use, possession, storage, manufacture, distribution or sale of alcoholic beverages and any illicit drugs or drug paraphernalia in University buildings, in public campus areas, in University housing units, in University vehicles, or at any University-sponsored events held on or off campus, which are sponsored by students, faculty and/or staff and their respective campus organizations (including fraternities and sororities). A complete copy of the policy can be found at the Web site listed at the top of this page.

ST. ALEXIUS EMPLOYEE ASSISTANCE PROGRAM

(EAP): Benefited faculty and staff and their family members are eligible for a confidential assessment/counseling/referral service staffed by trained professionals who can help you and your family to evaluate your problems and take positive action to resolve them. Benefited employees and their families may contact a counselor by calling 1-800-327-7195.

COMPUTING AND NETWORK USAGE. All employees, students, and other users of North Dakota University System computing and network resources shall comply with applicable laws, policies, and procedures. Computing and network resources include, but are not limited to, computer time, data processing and storage functions; computers, computer systems, servers, networks, and their input/output and connective devices; and any electronic text, graphic, video, digital record, digital signature, or message stored or transported via electronic media. Electronic media includes e-mail and Internet usage.

Users shall not examine, change, or use another person's or institutional files, output, or usernames without explicit authorization. Users shall not represent themselves as another individual in electronic communication. The use of anonymous remailers is prohibited.

Access or attempts to gain access to University System computing facilities for any unauthorized purpose, including attempts to obtain, modify, or destroy information or degrade performance, is forbidden.

Users shall not use computing facilities for any illegal purpose or to enter or send any material that is obscene or defamatory, or to enter or send material that is intended to annoy, harass or alarm another person and serves no legitimate purpose.

Users shall not infringe on the intellectual property of others. All users shall use software only in accordance with applicable license agreements. Users shall not make unauthorized copies of any software under any circumstances. All software must be lawfully purchased or acquired.

Use of computing facilities and databases for the following purposes is prohibited: political purposes, personal or private use, for profit unless such use is specifically authorized, or for other purposes not related to the employee's or other user's duties for which access is granted.

A complete copy of the NDUS Procedure 1901.2-Computer Network and Usage can be found at the Web site listed at the top of this page.

CODE OF CONDUCT. The University of North Dakota (University/UND) is committed to ethical and professional conduct. The University's leadership expects that each individual performing any activities on behalf of UND will adhere to those standards in the performance of his/her duties. A complete copy of this policy can be found at the Web site listed at the top of this page.

FRAUD HOTLINE. You have the responsibility to report fraudulent and wrongful behavior. This confidential, toll-free service is available 24 hours a day, seven days a week. Call the toll-free number 866-912-5378 or fill out a report online at und.edu/dept/fraudhotline/. A complete copy of the policy can be found at the Web site listed at the top of this page.

To see the full policies listed here, as well as links to the North Dakota University System Human Resources Policy Manual, the UND Faculty Handbook, and the UND Code of Student Life, go to: <http://und.edu/finance-operations/human-resources/annualpoliciesnotificationmenu.cfm>

Office of Human Resources and Payroll Services: (701) 777-4361
Alternative formats: Contact Human Resources and Payroll Services
UND Disability Access Line / TDD 777-2591
TTY / TDD Services 711

UND is an Equal Opportunity / Affirmative Action institution.

UND is a tobacco-free campus.

(Revised April 2011)