



Minot State University

Policy Manual

Section 4.3

Emergency Notification System

Source: SBHE 1902

NDUS 1902

Higher Education Act

1. Effective with the beginning of the fall 2008 semester, each institution and the NDUS office shall have in place an emergency notification system. An "emergency notification system" means a system established for the purpose of and dedicated to enabling institution or system officials to quickly contact or send messages to employees and students in event of an emergency. 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.
2. All MSU employees, including graduate and undergraduate student employees, must participate in the emergency notification system. Participation means employees shall submit emergency notification information and update that information as requested by the university or as employees become aware of changes in their personal information. This verification process will be completed in PeopleSoft in a manner established by ConnectND.
3. All MSU students must participate in the emergency notification system and are required to do so during registration or as otherwise provided under an institution's emergency notification system policy or procedures. Participation means students shall submit emergency notification information and update that information as requested by the university or as students become aware of changes in their personal information.
4. MSU shall adopt an emergency notification system policy and implementation procedures that include:
 - a. Statement that employee, including student employee, participation is mandatory;
 - b. Statement that student participation is mandatory;
 - c. Restrictions on use only for an emergency as defined in this policy and authorized tests, which must be conducted at least once each semester;
 - d. Policy governing student use of cell phones in class, including a provision permitting instructors to require students to turn cell phones off in class only if the instructor has a registered cell phone or other phone or other means of receiving emergency messages in use at all times students are required to turn their cell phones off;

- e. Procedures governing updates and refreshing data, including a requirement that data be refreshed at least once each semester;
 - f. Identification of officials authorized to activate the system;
 - g. Instructions to employees and students for reporting emergency situations or incidents, including offices and telephone numbers of designated officials to whom emergency situations or incidents should be reported;
 - h. Guidelines regarding notice to or contacts with media;
 - i. Procedures for additional notifications as appropriate depending on circumstances.
5. Institution policy and procedures, including all updates or revisions, shall be filed with the system office.
6. The decision to issue a Timely Warning or Safety Alert will normally be made by the Director of Security (or designee) after consultation with the Vice President of Administration and Finance, or other member of the President's Staff. The Director of Security will be authorized to issue a Timely Warning or Safety Alert in a situation when members of the President's Staff are unavailable.
7. Subject to review and approval of the NDUS CIO, institutions may contract with a vendor or vendors for provision of emergency notification systems. If warranted based on consideration of administrative efficiencies and cost, the chancellor may require a single, uniform system for all institutions.
8. A summary of the University's emergency response procedures shall be located at www.minotstateu.edu/safety. Included at this web page is detailed information regarding the University's emergency notification policy, including how to enroll in the mass notification system to ensure you receive emergency notices on University and personal phones.

Direct inquiries to: Director, Safety and Security, 701-858-4016

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