

Emergency Response Procedures

Emergency Management Team (EMT)

The Emergency Management Team will be called into operation as soon as practical after an emergency condition or incident occurs requiring a coordinated institutional response. The president or any vice president may initiate the Emergency Response Procedures and implement the EMT. The vice president of student affairs has been designated by the president to be the institutional coordinator/manager of this team. Membership in this team will include:

MAYVILLE STATE UNIVERSITY EMERGENCY MANAGEMENT TEAM-EMT

Officer in Charge- President, Dr. Gary Hagen (788-4753)

Members

President:	Dr. Gary Hagen (788-4755)
Vice President for Business Affairs:	Steve Bensen (788-4761)
Vice President for Student Affairs/IR:	Dr. Ray Gerszewski (788-4770)
Chief Information Officer:	Dr. Keith Stenehjem (788-4755)
Director of Physical Plant:	Dennis N. Schultz (788-4676)
Director of Facilities Services:	Bob Kozojed (788-4872)
Power Plant Supervisor:	Doug Kontz (788-4789)

The EMT will be the focal point for institutional leadership and decision-making during the emergency response. The vice president of student affairs, with the support of the assistant to the president, will be responsible for coordinating, managing, and reporting to the president on the status of the incident and decisions made by the EMT. The staging area for the EMT will be either the President's Office or Facilities Services (Mbase) depending on the availability of essential resources (power, news briefings, etc.). In the event that this location doesn't have essential services or these essential services become unavailable, the vice president of student affairs will procure an alternate location.

MAYVILLE STATE UNIVERSITY

EMERGENCY OPERATION

The Administration at Mayville State University has established the following guidelines for operation in the event of a disaster, emergency or potential hazard. The university community has a high concentration of population in Mayville, and swift, well-organized action could be very important. Guidelines for the emergencies are listed as follows:

Fires	1
Bomb Threats	1
Hazardous materials accident	1
Tornadoes/Severe thunderstorms	2
Nuclear Attack	2
Health & First Aid	3
Floods	4
Power outage	4
Water contamination	4
Alert siren – City Hall	4
Snowstorm	4

PLAN #1: Activate fire alarm. Notify members of the Emergency Management Team. Evacuate building immediately and notify local authority. Do not re-enter building until problem has been resolved.

PLAN # 2: Notify members a member of the Emergency Management Team. Sound intermittent alarm or use the contact tree and direct all occupants to the lowest and innermost part of the building. DO NOT GO OUTSIDE. Remain in protected area until released by a member of The Emergency Management Team.

PLAN # 3: Call 911. See list of trained CPR and First Aid staff on campus. Notify a member of The Emergency Management Team.

PLAN # 4: Turn radio to local station and observe directions (announce all emergencies over all PA systems). Coordinate with The Emergency Management Team and/or use Phone Tree as part of The Emergency Contact List.

Emergency Operations Center (EOC)

If the emergency condition is either long term, catastrophic or severe enough to cause an institutional response on a 24-hour-a-day/multi-day process, the EMT will call for the activation of the Emergency Operations Center. This group will be comprised of representatives of departments/offices affected by or identified as responders to the emergency. The EOC will coordinate assets and resource allocations necessary to successfully respond to the emergency situation.

The EMT will identify those departments/offices required for staffing inclusion based on the type, severity, and impact of the emergency. The staging area for the EOC will be in the Campus Center. This facility will be equipped with the appropriate communication equipment (telephones, computers, beepers, etc.) and staffing and will be coordinated by Facilities Services Staff.

Emergency Service Contingency Plan

In the event of a large-scale emergency such as widespread power outages, flooding, tornado, or other natural disaster, Mayville State University may be called upon to serve as a Relief Center for the Mayville, Portland, and surrounding communities. With the installation of a large, back-up generator, the campus has the capability of providing the following emergency services:

1. Short Term housing in the Fieldhouse Arena for up to 1000 people.
2. Short term food services in the Campus Center cafeteria for up to 1000 people.
3. Longer term housing for up to 300 when residence halls are not in use for college students.
4. Longer term food service for up to 300 if the cafeteria is not being utilized for feeding of college students.
5. A communication and service center in the Campus Center for victims of a disaster in the surrounding communities.
6. Classrooms and meeting room space for use by outside agencies to provide mental health, financial, and other forms of counseling and assistance.

Should the university be pressed into service as a relief center, an organizational structure would be necessary to facilitate the coordination of services. Utilizing our previous experience as a Flood Relief Center during the spring of 1997 and guidelines for the organization and operation of Red Cross Shelters, the following functional organizational structure is proposed. University faculty and staff would be encouraged to volunteer to fill leadership positions, with team members being recruited from other university employees or community members.

Functional Teams

Relief Center Management Team: Would be responsible for the overall coordination and direction of the Center and would consist of a coordination group made up of the team leaders listed below. Would organize and coordinate the activities of Shift Supervisors who would maintain a 24-hour Center Operation. The Team Leader should be a member of the university cabinet or their appointee.

Director: Ray Gerszewski Phone: 788-4770

Alternate/Assistant: Steve Bensen Phone: 788-4761

Food Service Team: Would be responsible for organizing and coordinating a food services operation in the Campus Center Cafeteria. Would also be responsible for the day-to-day operation of the food service operation. The team leader should be a member of the Dining Services Staff

Team Leader: Gail Schumann Phone: 788-4825

Alternate/Assistant: Arlys Bye Phone: 788-4826

Housing Team: Would be responsible for organizing and coordinating large-scale accommodations in the fieldhouse and/or campus residence halls. The team leader should be a professional member of the MSU residence hall staff.

Team Leader: Scott Berry 788-4771

Alternate/Assistant: Dorothy Nelson Phone 788-4858

Registration and Logistic Team: Would be responsible for organizing and managing a client registration and tracking system, as well as internal communication; i/e/ who is registered, where are they located, a message system, etc. The team leader should be someone who is knowledgeable about computerized data systems.

Team Leader: Jay Hendrickson Phone: 788-4899
Alternate/Assistant: Mary Iverson Phone: 788-4773

Public Relations Team: Responsible for maintaining contact with outside media sources and for disseminating internal and external new releases or other communication. The team leader should be someone who has contacts with area media and who has authority to speak for the university.

Team Leader: Beth Swenson Phone: 788-4750

Disaster Health and Mental Health Team: Responsible for coordinating medial, mental health, and emergency services with outside agencies and health care providers. Would maintain a first aid and emergency response capacity within the shelter.

Team Leader: Chris McInnes Phone: 788-4865
Alternate/Assistant: Chris Lennon Phone: 788-4772

Facility Services and Security Team: Reponsible for coordinating the maintenance, cleaning, and upkeep of facilities utilized by the Relief Center. Also responsible for the organizing and coordinating physical security in cooperation with area law enforcement. The team leader should be a member of the MSU Facilities Services staff.

Team Leader: Bob Kozojed Phone: 788-4872
Alternate/Assistant: Gary Stordahl Phone: 788-5214

While this organizational structure would function as a management team, it will be necessary to also identify a staffing structure that would maintain a 24-hour shelter operation. There would be three shifts, with members from the functional teams providing services and staffing as indicated below:

Shift Teams

Day Shift Team: Would coordinate services and provide logistical communications during the hours of 7 AM to 3 PM. Team members from the following functional areas would be available during theses hours:

Registration and Logistics	Disaster Health and Mental Health
Food Services	Facilities and Security
Housing	Public Relations

Evening Shift Team: would coordinate services and provide logistical communication during the hours of 3 PM to 11 PM. Team members from the following functional areas would be available during these hours.

Registration and Logistics	Food Services
Housing	Facilities and Security
Disaster Health and Mental Health	

Night Shift Team: Would provide limited services and provide logistical communication during the hours of 11 PM to 7 AM. Team members from the following functional areas would be available during these hours:

Registration and Logistics	Facilities and Security
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Facilities

A logistical and communication center would operate out the Campus Center. All registration/logistics, housing assignments, food service, health service and public relations functions would function from the Campus Center. Housing and facilities/security coordination would also be centered in the Campus Center, although staff would also work in the Field House and Residence Halls.

Mayville State University Crisis Response Protocol

In the event of a crisis that affects individual members of the university community or that warrants a response of an official on behalf of the university, the following process and protocol should be followed, depending upon the nature of the situation:

- I. **Crisis involving a student (death of student, suicide attempt, death of family member, serious illness, serious accident):**
 - a. A faculty or staff member who becomes aware of any such situations involving a student should notify the Vice President for Student Affairs, who will in turn notify the President. The VPSA will coordinate contacts and efforts with outside agencies, such as clergy, law enforcement personnel, medical personnel, family and friends in efforts to assist the student and family/friends affected by the crisis. Residence hall and other staff should respond immediately to any emergency situations and notify the VPSA or Director of Housing as soon as possible.
 - b. Students who are hospitalized because of an illness or accident should be encouraged to notify the Student Services office as soon as possible so that arrangements can be made with faculty and staff for missed classes, work assignments, etc. The VPSA will notify the following when crisis situations arise that affect the student's attendance in classes and/or future enrollment:
 - Residence Hall Staff
 - Faculty
 - Business Office
 - Advisor
 - Financial Aid Office
 - Admissions and Records Office
 - c. If necessary, the VPSA will coordinate any contacts with local media concerning the death or serious illness of a currently enrolled student.
 - d. In the event of any crisis situation involving a student please contact the VPSA immediately. If he is not available contact one of the following staff members listed:

VPSA Ray Gerszewski	Office: 788-4770	Home: 788-4276 Cell: 430-3180
Scott Berry	Office: 788-4771	Home: 786-2548 Cell: 367-4860

II. **Crisis involving a faculty or staff member (serious illness, death of family member, accident):**

- a. Information regarding a faculty or staff member should be relayed to the appropriate Vice President so that arrangements can be made for coverage of classes and work assignments.
- b. Any announcements or public releases of information regarding the death or serious illness of a faculty or staff member will be the responsibility of the respective Vice President.
- c. Contact information for respective Vice Presidents and the President are provided below:

President Gary Hagen	Office: 788-4753	Home: 788-3175
VPSA Ray Gerszewski	Office: 788-4770	Home: 788-4276
VP Acad. Affairs Gary Hagen	Office: 788-4787	Home: 788-3175
VP Bus. Affairs Steve Bensen	Office: 788-4761	Home: 788-3774

- III. **Crisis involving a large scale emergency** such as widespread power outages, flooding, tornado, or other natural disasters in which the university may be called upon to serve as relief and disaster coordination center for the Mayville, Portland and surrounding communities: An Emergency Services Contingency Plan has been developed and would include several functional teams, including management, food services, housing, and logistics. In the event that a disaster were declared the Traill County Sheriff would contact university officials and the contingency plan would be put into operation.

- IV. **Crisis or response to events at the state or national level:** A state or national crisis would generally be relayed through government officials to the administration of the university, specifying an appropriate response or request for assistance. Such responses might include symbolic gestures on the part of the university to incidents that occur at the state or national level (lowering of flags, public statements, etc), requests for indirect assistance (distribution of information to the public), use of facilities for public meetings, etc. or requests for direct assistance (volunteer help, time and effort from university employees to assist government employees). If no such requests are received, the university administration may respond or offer assistance as appropriate and as consistent with the mission of the institution. The following university administrators should be contacted by university employees who become aware of, or are contacted about a state or national crisis or incident. These members of the MSU Cabinet will consult with each other to determine an appropriate university response.

University President Gary Hagen
Vice President for Business Affairs Steven Bensen
Vice President for Academic Affairs Gary Hagen
Chief Information Officer Keith Stenehem
Vice President for Student Affairs Ray Gerszewski

RESPONDING TO INCIDENTS OF SEXUAL VIOLENCE OR SEXUAL HARRASSMENT

- I. Definitions and Scope
- A. Sexual Violence—any kind of sexual contact that occurs against another person's will. No consent or permission is given. Examples include, but are not limited to: unwanted oral, vaginal, or anal penetration. Acquaintance/ date rape. Stranger rape. Marital rape. Incest. Same sex assault. Legal definitions may include sexual penetration between persons or the insertion of hand, finger, or physical objects into another person's body.
 - B. Relationship violence—Use of physical harm, bodily assault, or the threat of harm between dating partners. Examples include, but are not limited to: Hitting, grabbing, pushing. Breaking or throwing objects in the presence of a partner. Name calling, swearing, excessive criticism. Excessive jealousy. Threats of violence. Blaming. Accusations of 'sleeping around.'
 - C. Stalking—Unwanted, intentional contact, advances, or obsessive behavior toward another person that frightens, intimidates, or harasses that person. Examples include, but are not limited to: Threatening, obscene, and/ or unwanted phone calls or emails. Following a student, staff, faculty, or campus visitors from class to class, work. Giving someone unwanted gifts. Creating a feeling of fear.
 - D. Sexual Harassment—Any unwelcome attention of a sexual nature that interferes with work or learning. Conduct that creates an intimidating, hostile, or offensive environment. Examples include, but are not limited to: Insults, pressure to have sex for promotion or good grades. Rating another person's body. Unwelcome touching. Sending sexual messages via email, phone, or mail. Spreading rumors about a person's sexuality. Sexually explicit jokes or comments at school or work.
 - E. Scope—This policy pertains to students, staff, faculty, groups, and persons who frequent the campus grounds and attend University sponsored events.
- II. Reporting procedures
- A. A victim of sexual violence can report a crime or incident and/ or file a complaint to the Vice President of Student Affairs, Vice President of Business Affairs, Vice President of Academic Affairs, Director of Housing, Human Resources Administrator, or the Director of Counseling and Career Development. Contacting any of the above individuals does not require filing a complaint or report. The discussion will be kept confidential if this is what the victim wants. Anonymity will be protected as far as possible.

- B. If the victim chooses, administration will notify law enforcement, and if needed, a victim's advocate. The victim will be encouraged to seek medical treatment, preserve evidence, and contact available resources. While victims are encouraged to make a report and file a complaint, it is his/ her choice. The victim may determine whether campus officials shall continue with its own judicial process solely, or along with criminal prosecution. It should be noted that Mayville State University has a lesser standard of proof than legal criminal proceedings.
- III. Information for faculty and staff
- A. Harassment on the basis of sex is a violation of Sec. 703 of Title VII (Civil Rights Act of 1964). Mayville State University's commitment to equal opportunity includes an assurance to its employees and students that they will not be subjected to sexual harassment.
 - B. Students or employees concerned about violations of the Mayville State University sexual harassment policy should request assistance from any of the following:

Steven Bensen EEO/ Affirmative Action Officer Main Building, Room 110 Ph. 788-4770	Ray Gerszewski V.P. for Student Affairs Main Building, Room 107 Ph. 788-4770
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Contacting any of the above offices does not require filing a formal complaint. You may call any of the offices just to discuss a concern you have. The discussion will be kept confidential. The appropriate office will then work with you to determine what action, if any, you would like to take. Anonymity is protected as far as possible. In addition, Mayville State University's equal opportunity grievance policy is available for any person who wishes to file a complaint alleging a violation of this policy. A copy of this policy is available from the Equal Opportunity/ Affirmative Action Officer.

AREA RESOURCES	
Counseling and Career Development Office	(701) 788-4772
Rape and Abuse Crisis Center	(800) 344-7273
Abuse and Rape Crisis Line	(888) 746-8900
Mayport Police Dept.	(701) 788-2555
Traill Co. Sheriff's Dept.	(701) 636-4510
Union Hospital	(701) 786-3800
Student Health and Wellness Coordinator	(701) 788-4865
Vice President of Student Affairs	(701) 788-4770

Evacuation

CAMPUS-WIDE EVACUATION

In the event of an emergency that would necessitate the evacuation of all personnel from the campus, the announcement will be made in the same manner as outlined in "Procedures for Emergency-Related Cancellation of Class and Release of Employees from Work" All students, faculty, and staff, except members of the Emergency Management Team, will be immediately released to leave campus to go to a safe place away from campus.

For those who need transportation, the University will dispatch vans to designated pick-up points. The following sites have been designated:

AGASSIZ HALL

CAMPUS CENTER

Depending on the nature of the emergency, all these sites may not be available. If necessary, other pick-up sites will be designated. This will be communicated by e-mail.

The EMT will coordinate with the Traill County Emergency Management Coordinator, the Mayville Fire Department, local police and others to disseminate information to the campus community as quickly as possible.

If it becomes necessary for individuals to need temporary shelter, the Traill County emergency manager, in consultation with the American Red Cross, will designate certain emergency shelters. The local media will communicate this information. Evacuation to these locations will be coordinated on campus with local police.

Essential personnel will be required to report back when necessary to prepare for the reopening of the University. Announcements will be made through the normal channels as to when the campus reopens.

RESIDENCE HALL EMERGENCY STORM EVACUATION PROCEDURES AND SHELTER IN-PLACE

For safety of our students, please adhere to the following evacuation procedures in the event of an emergency (i.e. tornado, etc.):

Shelter In-Place: All Areas

When faced with severe weather conditions such as tornados, designated areas within campus buildings or residence halls provide protection from the effects of high winds and flying debris. Moving personnel to these protected interior areas is referred to “shelter in-place.” Generally, these areas are: away from windows, away from glass doors, are interior room (or closets) without windows, and are at the lowest possible level within the structure. When notified by Residence Life staff or other authority to shelter in-place, seek shelter immediately within the nearest building and await further instruction regarding the pending danger. Do not venture out to determine if the tornado conditions have subsided—designated staff will alert you that conditions have improved or are all clear.

Residence Hall Procedures for Tornado Warnings

For the safety of our students, please adhere to the following procedures in the event of an emergency (i.e. tornado) that requires shelter.

DURING FALL AND SPRING SEMESTERS

MAYVILLE STATE UNIVERSITY students residing on campus should utilize the following designated storm shelters in the event a serious storm or tornado warning is issued for our immediate area:

1. AGASSIZ HALL – Basement of Agassiz Hall
2. BERG HALL – Basement of Agassiz Hall or basement of Campus Center
3. BIRKELO HALL – Basement of Child Development Center (Old Birkelo Hall)
4. EAST HALL – Basement of East Hall or basement of Old Gym
5. MARRIED/FAMILY HOUSING UNITS – go to any of the above mentioned areas

DURING SUMMER MONTHS

MAYVILLE STATE UNIVERSITY has one hall open during the summer months (BERG HALL). The Berg Hall Building Manager and the Resident Director who oversees the building will have keys that get you into the basement of Agassiz Hall and into the basement of the Child Development Center. Unfortunately, no guarantees can be made assuring you that these people will be available during the time when a potential storm hits. Alternate plans should be made in advance for precautionary purposes.

DURING SUMMER BASKETBALL CAMPS

During the weeks when summer basketball camps are conducted, on campus residents may utilize the basement of Agassiz Hall as a storm shelter.

UTILITY FAILURE PHYSICAL PLANT EMERGENCY CALL LIST

If someone in the Physical Plant Office or The Power House is not available, you may need to contact the following staff for emergencies

Air Conditioning – Doug Kontz

Boiler/Heat Problems – Doug Kontz

Custodial Services and/or Janitorial Related Problems – Bob Kozojed

Electrical – Dennis Schultz
(includes fire alarm and burglar alarm malfunction)

Elevator Problems – Dennis Schultz

Heating-related Systems, Air Handling or Ventilation – Dennis Schultz

Lock Problems – Tom Moen

Plumbing – Tom Moen

Refrigeration – Doug Kontz

BOMB THREAT RESPONSE PROCEDURE

Fill Out Bomb Threat Information Sheet – Steps To Follow:

1. Remain calm and refer to the Bomb Threat Information Sheet. If you have a display phone, record the information shown in the display window.
2. Keep the person on the phone as long as possible. The purpose is to try to get as much information from the person as possible.
3. Pay attention to any background noise and distinctive sounds such as machinery, traffic, other voices, music, television, etc.
4. Note any characteristics of the caller's voice (gender, age, education, accent, etc.)
5. Attempt to obtain information on the location of a device (building, floor, room, etc.).
6. Attempt to obtain information on the time of detonation and type of detonator.
7. Immediately after the caller has ended the call, notify City Police, 788-2555
8. If the threat was left on your voice mail, do not erase.

Information About Evacuation of the Building

The person who phones in a bomb threat has one of two motives:

- *He has planted a bomb and wants to prevent injuries.
- *He has not planted one and he wants to make a statement.

Factors that are considered in making the decision:

1. Number of people occupying the building: A building with a large crowd during a concert or basketball game is more difficult to evacuate and has a greater chance of panic and injury during the evacuation than administrative office that has closed.
2. Bomb threat call information: The more information that the caller gives, the more weight should be given to evacuating. If the call is very vague, then perhaps the building would not need to be evacuated.
3. Covert search capability: If a thorough covert search of the building can be made without alarming building occupants, then no evacuation may be decided on.
4. Past history and experience: Although every event is unique, a pattern of false bomb threats may be a factor to evacuate or not.

Who makes the decision concerning evacuation:

The highest ranking University official available or the administrator with first line responsibility for the building or area involved must make a decision to evacuate or not.

In case of inclement weather, University Administration will provide a nearby building for temporary shelter. Occupants will not be permitted to congregate around exit doors or in areas close to the building. (See Tornado/Storm Shelters)

Police officers will make a floor-by-floor search in the public areas, including lobbies, hallways, stairways, restrooms, study rooms, offices, classrooms, etc. In the case of residence halls, a systematic search should be made of all areas except private residence rooms unless a specific room or location has been given for the bomb. The search is to be conducted by Police and maintenance personnel or administrators who volunteer to assist. If there are not enough personnel available to cover all exits to keep people from coming in, the exterior doors should be locked while the search is being conducted.

If a search is required, Traill County Sheriff's Department K-9 may respond and assist in the search. After the search has been completed, the senior officer in charge should advise the person in charge of the building that a search has been made and the results of the search. If no device is discovered, all the occupants may re-enter the building. DO NOT advise that the building is safe. Advise them if they locate any questionable item they SHOULD NOT attempt to disarm or dispose of it, and they should notify Police Officers at once. Upon entry into the building, DO NOT TOUCH or DISTURB ANYTHING (i.e., leave lights on that are on, leave lights off that are off).

If the decision is made not to evacuate, then a covert search should be made.

Information Regarding the Discovery of an Explosive Device

1. The officer in charge will:
 - a. Notify all personnel in the building making the search to evacuate immediately.
 - b. Post officers at all entrance doors to ensure that no one enters the building.
 - c. Notify City Police that an explosive device has been discovered. The 911 Central will make the appropriate notification of the fire department, State Fire Marshall's Office, etc.
2. Under no circumstances are you to attempt disarming or disposing of the device.
3. Upon arrival of the emergency service units, advise them of the location of the device and follow their instructions.
4. All re-entry to the building ONLY after the device has been removed from campus.

FIRE AND FIRE ALARM PROCEDURE

A fire emergency exists whenever:

1. A building fire evacuation alarm is sounding.
2. An uncontrolled fire or imminent fire hazard occurs in any building or area of the campus.
3. There is the presence of smoke or the odor of burning.
4. There is spontaneous or abnormal heating of any material, an uncontrolled release or combustible or toxic gas or other material, or a flammable liquid spill.

Evacuation Procedures

Campus buildings shall be evacuated whenever the building evacuation alarm is sounding.

1. When it is determined that a fire emergency exists, the following actions are to be taken.
 - a. SOUND AN ALARM. Activate the building fire alarm in buildings equipped with a manual fire alarm system. Shout a warning and knock on doors as you evacuate in building not equipped with a fire alarm.
 - b. LEAVE THE BUILDING AT ONCE.
 - c. CLOSE DOOR BEHIND YOU AS YOU EXIT.
 - d. CALL THE FIRE DEPARTMENT FROM A SAFE PLACE.
DIAL 9-911 OR 911
 - (1) When the emergency operator answers, ask for the fire department and give as much specific information as possible. State that you are calling from MSU and include the proper name of the building and room number, floor or other specific area.
 - (2) Do not hang up until released by the dispatcher.

- e. MEET THE FIRE DEPARTMENT OUTSIDE AND DIRECT THEM TO THE EMERGENCY.
 - f. ALL FIRE ALARMS, EVEN IF SUSPECTED TO BE FALSE OR ACCIDENTAL SHOULD BE REPORTED.
2. The evacuation procedures shall be as follows:
- a. It shall be the responsibility of every person to immediately leave a University building whenever the fire alarm is activated or a fire emergency exists. All students, faculty and staff are required to have the building and remain outside until the emergency is over. No one shall restrict or impede the evacuation. Mobility impaired persons are directed to the nearest stairway and are to wait to receive assistance from a “good Samaritan” or emergency personnel. If hearing or visually impaired persons need assistance, occupants may choose to render aid. If individuals are unable to assist others, then they should exit the building and provide information to emergency responders about the location of others still in the building.
 - b. If you are in a room with the door closed, feel the door/doorknob prior to opening the door to determine if the fire is on the other side of the door. If there is heat, seek another exit or signal from a window. Use a towel, sheet, cloth, or anything that will signal that your in the room. If you are trapped in a room, use the phone to call for help.
 - c. University Personnel will disseminate fire safety instructions annually and conduct fire exit drills annually.

Fire Watch

Whenever it is brought to the attention of the staff of residential building or departmental personnel that the fire alarm or sprinkler system is inoperable or has been place out of service, a Fire Watch shall be established.

- 1. Responsible personnel (resident staff or others) shall be assigned to the Fire Watch.
- 2. The entire building shall be toured at least one time during each hour of the Fire Watch.
- 3. The Fire Watch shall be maintained at all times that the building is occupied until the fire protection system is repaired.
- 4. INTERRUPTION OF FIRE ALARM:
 - a. No person may shut off any fire protection or alarm system during a fire emergency incident without permission of the University Official or Police Office in charge.
 - b. No person may shut off any fire protection or alarm system during a bomb threat emergency without permission of the University Official or Police Officer in charge.
 - c. The fire and police departments may reset an alarm system only if there is no damage to the system and when it is within their technical capabilities to do so.
 - d. If an outside contractor or any other person has a need to shut off or interrupt service to any fire protection or alarm system, they must obtain permission from the Department of Physical Plant.

Emergency cancellations/Closing

Essential Employees

Essential employees are those in positions that have been designated as vital to the operation of the facility, whose presence is required regardless of the existence of an emergency condition, and whose absence from duty could endanger the safety and well being of the campus population and/or physical plant.

Employees whose positions are previously designated as “essential” are required to perform duties after an emergency condition has been declared. Only extenuating circumstances of a most serious nature will warrant the exemption of an essential employee from the requirement to report for duty in a timely manner.

Positions identified as “essential” should be determined in advance and must be approved by the respective University vice president(s). While some positions are considered essential year-round, designation of additional essential employees will be determined primarily by whether or not students are in residence.

- 1.. Year-round essential positions:
 - Physical Plant
2. Essential positions – students in residence:
(Note: Department head/director for respective areas may have previously designated specific employee/positions within each area instead of entire functional area.)
 - All positions in (1)
 - Dining Services
 - Residence Life

University Closings or Cancellation of Classes

Based on our previous experiences, this is the recommended protocol:
For University closings or cancellations of classes due to weather or other factors.

1. President Hagen, VP Bensen, and VP Gerszewski would confer and make a decision regarding the cancellation of any classes and the closing of the university due to weather. If the entire cabinet were not available, those who were in town would make the decision.
2. If the decision to close or cancel classes were made during the regular day, the following e-mail and phone tree would be utilized and these individuals would be notified and actions taken:
 - Dennis Schultz – notify all custodial and plant staff and determine minimum staffing needs.
 - Shirley Rux - Would notify all faculty by e-mail that classes were being cancelled.
 - Gail Schumann - Would make arrangements for Food Services staffing.
 - Marge Fugleberg – Would take care of canceling any IVN classes and notifying other IVN sites.
 - Ray Gerszewski or Steve Bensen – would notify all administrative offices, the Library, Help Desk and Computer Center and determine any necessary staffing or special arrangements.
3. If a decision were made to cancel classes or close the university for the following day the appropriate media sources (TV and Radio) would be contacted by Ray Gerszewski and announcements made during the evening. If a decision was not made until the morning (by 7:00 AM), only radio media would be utilized and contacts made by Ray Gerszewski. In all cases e-mail messages would also be sent to faculty, staff and students (if possible).

When it becomes necessary to make announcements about the status of classes and other University functions due to winter storms or other related situations we will use area media sources. You should listen to the following media sources for information:

KMAV Radio – 105.5 FM
KFGO Radio - 790 AM
KYCK Radio - 970 FM
KKXL Radio - 930 FM

We will attempt to notify radio stations by 7:00 AM when feasible.

We will also use the following TV stations when announcements can be made in advance; i.e the night before:

KVLV – TV
WDAZ/WDAY – TV
KXJB - TV

We will also use e-mail to make any such announcements.

If you are a commuting student, faculty or staff member we would encourage you to call the university if you have not heard weather announcements and are questioning the condition of roads and travel conditions. In all situations we would encourage that you use your best judgement if you must travel in questionable weather and road conditions. You may also call the North Dakota Dept. of Transportation phone line at 511 or 1-866-696-3511 for road condition and weather information. If you decide that it is best for you not to travel from out of town to classes, we would suggest that you use e-mail or leave voice mail for your instructors.

If you are a commuter and in Mayville and decide that it is not wise to leave for home because of weather and road conditions, please be aware that some guest rooms are available on campus. Please contact the Student Services Office at 788-4842 or stop in Main 107 if you are in need of overnight housing due to weather.

Bio-Terrorism

Response to Reports of Possible Exposure to Anthrax, Other Biological Agents, Suspicious Letters/Packages/Containers

1. Report any incident of this nature to the Mayville Police immediately. 788-2555

University Dining Services (UDS) Emergency Plan

Statement of Purpose

During any campus emergency the purpose of University Dining Services will be to safely provide for the campus population. All extraneous services will be reduced or eliminated in order for employees to focus available resources on the campus residents.

Weather or Standard Emergency

- *All employees will report as per schedule. Persons who are unable to get to work will be offered transportation to and from work on an as-needed basis.
- *All University Catering customers will be notified that their functions will be cancelled.
- *UDS will keep on hand adequate disposable dish and flatware for two days of service, in case the dish room cannot be opened.
- *In cooperation with our vendors, food supplies will be monitored and menus altered to provide adequate and nutritious meals for all persons on campus.

Loss of Power

- *Emergency generators should provide adequate refrigeration to protect our food supply.
- *UDS has on hand sufficient supply of propane powered equipment to prepare food for campus residents.

Threats of Violence

- *Threats of violence, robbery, assault, or other mayhem in any UDS facility will be reported at once to Mayville Police, who will coordinate and direct all response and action.

Communication

- *All communication regarding emergencies should be directed to the Director of Dining Services or/and Associate Director of Dining Services.
- *Decisions regarding the opening or closing of UDS facilities will be made by the director in coordination with Residential Life and the University Administration.