

1902.1 - Emergency Notification

Purpose:

This policy fulfills the [CFR 34 § 668.46\(e\)\(3\)](#) requirement necessitating a statement of policies concerning emergency notification procedures when there is an immediate threat to the health and safety of students or employees occurring on campus.

Policy:

BSC has implemented emergency notification systems to allow the campus to contact students, employees and other designated individuals or agencies rapidly during an emergency.

Employees

1. Mandatory participation in the emergency notification system will be required for all employees(including part-time and student employees).
2. Employees will be required to annually update their emergency notification information. The information required will be campus e-mail and campus phone.
3. Other options for contact information are: home phone, home or work cell phone and text messaging.

Students

1. All BSC students must participate in the emergency notification system and are required to do so during registration.
2. Students will have the ability to update their contact information in the ConnectND/CampusConnection portal.
3. The portal will allow students to enter campus phone, home phone, cell phone, email, and texting information.
4. BSC will periodically remind students via email to review their contact information.

Collaborative Students and Employees

1. Collaborative (i.e., DSU, MiSU, UND, etc.) students and employees are required to participate in the emergency notification system from BSC and the institution they attend or work for.

Other Designated Individuals or Agencies(i.e. Bismarck Public Schools, ND University System employees)

1. Other individuals or agencies may participate in the emergency notification system as designated by the BSC Crisis Management Team.

Definitions:

Emergency – a situation that poses an immediate threat to the health and safety of someone in the institution or system community or significantly disrupts the institution or activities of the campus. Examples could include: active shooter, police initiated emergency, winter weather closing, fire emergency, tornado warning, hazmat emergency, severe weather alert, bomb threat, and hostage situation.

Emergency Notification System – The emergency notification system will be used for emergencies as defined in State Board of Higher Education (SBHE) Emergency Notification Systems Policy 1902

This system will be used to quickly transmit urgent messages to students and employees. The notification can be sent to multiple devices (i.e., cell phone, work or home phone, email account, voice mail, text message, etc.).

References:

[Title 34 Subtitle B Chapter VI Part 668 Subpart D § 668.46](#)
[State Board of Higher Education Policy 1902](#)

History of This Policy:

First policy drafted by the Emergency Notification System Planning Team on July 30, 2008.
Approved by the Executive Council on August 13, 2008.

Revisions – Approved by President Skogen June 2, 2009; December 29, 2010; reviewed by the Loss Control Committee on April 8, 2013, the Operations Council on April 10, 2013 and approved by the Executive Council on April 30, 2013; July 16, 2014; reviewed by the Operations Council on August 12, 2015 and approved by the Executive Council on August 26, 2015; October 12, 2016; reviewed by Campus Council on August 31st, 2022 and reviewed by the Executive Council on September 23rd, 2022 and approved by the President on January 4th, 2023.