



## 1902.1 - Emergency Notification

### Purpose:

The purpose of this procedure is to operationalize BSC Policy 1902.1 Emergency Notification.

### Procedure:

#### Guidelines

1. System tests will be completed at least once per semester.
2. Emergency notification contact information will be handled by ConnectND.
3. The emergency notification information will be refreshed a minimum of once per semester to allow for the removal of former employees and former students from the system.
4. These systems have the capability to be activated at any time.
5. Because BSC also has a building communications system(PA system), cell phone use for students while in class is left up to the discretion of the instructor.
6. In the event of an emergency, the PA system may be used in addition to the emergency notification system to contact students and employees.

#### Limits and Regulations

1. Employee emergency information is exempt from North Dakota open records laws and as provided within SBHE Public Records Policy 311 and may only be released as provided within that policy.
2. Student emergency notification information shall be excluded from directory information and is therefore confidential as provided under the Family Educational Rights and Privacy Act (FERPA). However, if a student phone number or email or other address submitted for the purpose of participation in an emergency notification system is also contained in other institution records (used for other purposes),the information is directory information and not confidential. However, if a student has exercised the student's right to refuse disclosure of directory information, then it is considered confidential.

### References:

[Title 34 Subtitle B Chapter VI Part 668 Subpart D § 668.46](#)

[State Board of Higher Education Policy 1902 Emergency Notification Systems](#)

[State Board of Higher Education Policy 311 Public Records](#)

### History of This Procedure:



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 31<sup>st</sup>, 2022 and reviewed by the Executive Council on September 23<sup>rd</sup>, 2022 and approved by the President on January 4<sup>th</sup>, 2023.