

SECTION 1500.13  
EMERGENCY NOTIFICATION SYSTEM

Lake Region State College uses an Emergency Notification System (ENS). This system allows the campus to contact students, employees, and on-campus entities during an emergency. The emergency notification system will require emergency notification information from students, employees, and on-campus entities. This information is how the campus can contact the employee, student, or designated person. LRSC employee participation in the emergency notification system is mandatory and all employees, including student employees, are required to provide emergency contact information.

The responsibility to make the decision to close Lake Region State College due to weather/emergency rests with the college President. Lake Region State College administrative staff at the Grand Forks Air Force Base has the authorization to make the appropriate call for LRSC classes at the GFAFB Education Center. The President may coordinate with designated personnel before making the decision to close campus, cancel classes, delay start time etc.

In the President's absence the responsibility will go to the:

1. Vice President for Administrative Affairs
2. Vice President of Student Affairs

Employee emergency notification telephone numbers or other emergency notification information is exempt from the state's open records laws as provided in Policy 1912 and may be released only as provided in that policy.

Emergency notification contact information will come from ConnectND, and is updated monthly. This removes former employees and students from the system.

To eliminate misuse of the emergency notification system, only designated personnel will have access to deploy the system. 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.

The emergency notification system is only for emergencies as defined in NDUS Policy 1902. Lake Region State College's Loss Control Committee defines certain emergencies that warrant system use. According to NDUS system requirements, LRSC will conduct unannounced emergency notification tests at least once each fall, spring, and summer semester. A log is maintained of all notifications describing the exercise, date, start and end time.

Employees are required to review their emergency notification information annually. In addition, employees will receive reminders bi-annually to update their records. Emergency notification information may include campus email, campus phone, home phone, home cellular phone, and work cellular phone. Employees can opt-in for SMS "texting" capabilities. LRSC's Human Resources will gather emergency information from non-campus personnel such as the childcare

center, Devils Lake Police Department, and the Devils Lake Fire Department, and other campuses based at LRSC.

Additional emergency notifications not outlined by the Loss Control Committee can be deployed if necessary by designated personnel (if situation fits NDUS Policy 1902). Campus emergency procedures will be available for employees on the shared information drive. LRSC will use campus email and website for detailed updates, unless the situation requires redeployment.

During an emergency, LRSC employees and students are asked to refer all media inquiries to LRSC's Vice President of Advancement or President's Office.

Students, employees, and visitors should report all emergency situations to the LRSC Risk Management Office or Plant Services Director.

Students will have the ability to add and update their information in Campus Connection. The portal will allow students to enter campus phone, cellular phone, email, texting information, and home phone. The system will periodically remind students to review their information. In addition, students can receive emergency notifications from other campuses depending on their class location. Students can "opt-out" of the emergency notification system in Campus Connection.

Students are allowed to leave cell phones on during class to receive emergency notifications unless instructed by faculty. If a faculty member instructs students to turn their cell phones off, the faculty member must be able to receive emergency notifications through a registered cell phone, or other means of receiving emergency messages at all times students are required to turn off their phones.

Students' emergency notification information, or contact information such as phone numbers or email addresses submitted for purposes of participation in an emergency notification system, shall be excluded from directory information that 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, that information contained in the other institution records is directory information and not confidential, unless a student has exercised the student's right to refuse to permit disclosure of directory information.

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### **History**

Administrative Council Approved 07/18/2008

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