Emergency Notification System

Mayville State University has an emergency notification system (ENS). This system allows the campus to quickly contact or send messages to students, employees, and designated people during 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. The emergency notification system is populated with contact information from students, employees, and on-campus external entities. The information contained in the ENS will be used by the authorized campus administrators to contact the above population in the event of a qualifying emergency.

1. Mayville State University mandates all employees, including student employees, participate in the emergency notification system. Employees are required to review their emergency notification information annually. In addition, employees will receive reminders twice a year to update their records. Emergency notification contact information includes campus email, campus phone, home phone, personal cellular phone, and work cellular phone. The ENS administrator will gather emergency information from non-campus personnel associated with Head Start, MSU campus/county nurse, ARCH personnel, Traill County Sheriff's Department, Mayville Fire Department, and other 911 groups deemed appropriate.

2. Students must participate in the emergency notification system and are required to do so during registration. Students will have the ability to update their information in the ConnectND portal. The portal will allow students to enter a cell phone number and an email address. The system will periodically remind students to review their information. In addition, students have the option to receive emergency notifications from up to four other campuses depending on their class location. All student employees, including undergraduate and graduate student employees, must participate in the emergency notification system.

3. Students are allowed to leave cell phones on during class to receive emergency notifications unless instructed otherwise by faculty. If a faculty member instructs students to turn off their cell phones, the faculty member must be able to receive emergency notifications by one of the following methods (NDUS Policy 1902):

    a. Registered personal cell phone that is turned on.

    b. Registered campus email when a computer or other electronic communication device is active.

4. The emergency notification system is only for emergencies as defined in SBHE Policy 1902. 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. Mayville State University's Emergency Management Team (EMT) is responsible for defining emergencies that warrant system use. The EMT is made up of the President, Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Business Affairs, Athletic Director, Executive Foundation Director, and the ENS administrator. MSU will conduct ENS tests at least once each semester.

5. The ENS will be refreshed with information from ConnectND a minimum of once per semester. This removes data associated with former employees and students from the emergency notification system.

6. To eliminate misuse of the emergency notification system, access to deploy messages will be granted to the President, Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Business Affairs, Athletic Director, Executive Foundation Director, and the ENS administrator.

7. Students, employees, and visitors should report all emergency situations to the President, Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Business Affairs, Athletic Director, Executive Foundation Director or the ENS administrator. One of those staff will contact the proper authorities.

8. During any emergency, MSU employees and students are asked to refer all media inquiries to MSU's Public Relations Director or the President's Office.

9. Additional emergency notifications not outlined by EMT personnel, can be deployed if necessary by designated personnel. Campus emergency procedures are available online on the MSU website. MSU will use campus email and website for detailed updates, in addition to redeploying of the ENS.

10. Employee emergency notification telephone numbers or other emergency notification information is exempt from the state's open records laws as provided in SBHE Policy 1912 and may be released only as provided in that policy. Student emergency notification information, or contact information such as phone numbers or email addresses submitted for purposes of participation in an ENS, 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 and the student has not exercised the student's right to refuse to permit disclosure of directory information, the information contained in the other institution records is directory information and not confidential.

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Sponsor: Vice President for Business Affairs and ENS Administrator