

# NotiFind Q&A

## NotiFind: The Emergency Notification System

### What is NotiFind?

NotiFind is the emergency notification system used by all 11 North Dakota University System colleges and universities to provide timely information and instructions directly to students, faculty, staff and others during emergencies or urgent situations.

### Why is NotiFind being implemented?

Providing a safe campus environment is a top priority. Timely notification of events such as natural disasters and acts of violence will empower students, faculty and staff to take the appropriate steps to protect their safety. The NotiFind system also will be used to announce weather-related closings.

### Who is included in NotiFind?

The State Board of Higher Education requires employee participation in NotiFind. Students are strongly encouraged to participate; students who choose not to participate may miss vitally important information in an emergency situation. Undergraduate students who are employed by the campus are required to participate.

### How will it work?

NotiFind will use cell-based telephone and text messaging, land lines and e-mail to inform participants.

### Will NotiFind be used only for emergencies?

NotiFind will be used only if a situation poses an urgent or immediate threat to health or safety or if a situation significantly disrupts campus activities, such as a weather-related closing.

### Will the NotiFind system be tested?

To ensure continuity of operation, the NotiFind system will be tested at least once each semester. Participants will receive messages stating that this is a test of the NotiFind system. NotiFind messages will be easily identifiable by the sender. All phone messages will be sent from 701.328.0911 and all e-mail messages will be sent from [nd911\\_emergencynotification@nd.gov](mailto:nd911_emergencynotification@nd.gov)

## EMPLOYEES

### How will faculty and staff provide emergency notification information?

Faculty and staff will receive a letter, memo or e-mail directing them to a secure website where emergency notification contact information can be entered. Emails will come from [notifind@ndus.edu](mailto:notifind@ndus.edu).

### What information will employees be required to submit?

Employees will be required to provide campus phone numbers and e-mail addresses, which are considered public information under the state's open records law. Employees who have direct phone lines should provide their direct phone numbers. Employees also will be asked to provide personal phone numbers. This personal information, along with the home address, can be designated as private data - thus making it exempt from the state's open records law - by notifying the campus human resources office in writing or by checking the waive protection data box on the NotiFind website registration form.

### How do I log in to enter my emergency notification information?

Employees can log-in to HRMS (Human Resource) Self-Service and change their information there. If you do not have a password, contact the NDUS Help Desk at 1-866-457-6387. In addition, employees can contact their human resources or payroll personnel and request assistance in changing their information.

## **EMPLOYEES OF NON-CAMPUS BUSINESSES AND OTHER ENTITIES LOCATED ON CAMPUS**

### **Can employees of non-campus businesses and other entities located on campus sign-up for NotiFind?**

Yes. Employees of other entities located on campus are encouraged to participate in NotiFind. Campuses need to contact the NDUS NotiFind administrator for special import information.