



Emergency Incident Management Plan Manual

Revised 10-09-2006

MINNESOTA STATE UNIVERSITY - MOORHEAD EMERGENCY INCIDENT MANAGEMENT MANUAL

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Emergency Telephone Numbers

Fire/Police/Ambulance **9-911**
Campus Security: **218-477-2449**
 Office Manager 218-477-4276
 Campus Security Officers: 218-477-4276
 Director 218-477-5869

Emergency Response Management Team Members:

Emergency Director

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Cell Phone – 701-261-7090

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Director of Campus Security:

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Physical Plant Director:

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Cell Phone 701-371-2109

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Elizabeth Conner

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Director of Student Health Services:

Penny Klein

Office - 218-477-2327/2211

Cell Phone – 701-527-6920

Director of Counseling & Personal Growth Center:
Office - 218-477-2835/2081 Home - 233-0623

Dr. Cliff Schuette
Cell Phone – 701-793-5640

Director, Information Technology:
Office – 218-477-2300 Home – 218-236-8814

Les Bakke
Cell Phone – 701-261-2050

Other Staff:

Campus Security Office Manager:
Office – 218-477-4276 Home: - 218-236-6823

Teri Nyhus
Cell Phone: 701-361-9365

Campus Security Officer:
Office – 218-477-4276 Home – 701-81-0077

Marc Baetsch
Cell Phone – 701-200-2962

Campus Security Officer:
Office – 218-477-4276

Mitch Osland
Cell Phone – 218-790-4301

Physical Plant: Incident Alternate Director:

Alan Breuer Office - 218-477-2998 Home – 218-287-2290 Cell Phone 701-371-2109
Tom Schmidt Office - 477-2504 Home – 218-233-5831 Cell Phone 701-371-8364

Campus Offices:

Counseling Center: 218-477-2227
Health Center: 218-477-2211
Food Service: 218-477-2836
Housing Office: 218-477-2118
Heating Plant: 218-477-2155
Physical Plant: 218-477-2400
Human Resources: 218-477-2157

Radiation Safety Officer: **Dr. Joseph Provost**

Office: 218-477-5085 Home 218-271-0537

Regional Science Center:

Campus office 218-477-2904

FAX NUMBERS

President's Office 218-477-5093
Vice President, Academic Affairs 218-477-5851
Vice President, Administrative Affairs 218-477-5887
Vice President, Student Affairs 218-477-4324
Physical Plant 218-477-2882
Campus Security 218-477-2897
Counseling Center 218-477-4266
Information Technology 218-477-4396
Health Center 218-477-5867
Residential Life & Housing 218-477-5976
Food Service 218-477-2920
Media & Public Relations 218-477-2370
Environmental Health & Safety 218-477-2692

OFF-CAMPUS NUMBERS

Emergency			Non Emergency Number
Ambulance	9-911		
Fire	9-911	Main Station	218-299-5432
		South Station	218-299-5435
Police	9-911		218-299-5111
Clay County Sheriff's Department			218-299-5111
Minnesota State Patrol			218-236-2866
Concordia Information			218-299-4321
Concordia Security			218-299-3123
NDSU Information			701-231-8011
NDSU Campus Police			701-231-8998
Regional Science Center			218-498-2930
MnSCU Chancellor's Office Contacts			
	Don Beckering		651-649-5411
	Allan Johnson		651-282-5523
Local TV Stations			FAX Numbers
	Cable One	701-280-0033	701-461-7005
	KVLY (NBC)	701-237-5211	701-237-5396
	KXJB (CBS)	701-282-0444	701-237-5396
	WDAY (ABC)	701-237-6500	701-241-5358
	KVRR (FOX)	701-277-1515	701-277-9656
Local Radio Stations			
	KFGO,	701-237-5346	701-235-4042
	KVOX, KQWB, KLTA, KPFX	701-241-9936	701-237-5400
	WDAY	701-237-6500	701-241-5358
	ND Public Radio	701-241-6900	701-239-7650
	KFNW	701-282-5910	knfw@knfw.org
Newspapers			
	The Forum	701-235-7311	701-241-5487
Hospitals - Emergency Rooms			
	MeritCare	701-234-5121	
	Innovis Health	701-364-8000	
Clinics			
	Hendrix Health Center	218-477-2211	
	Ask A Nurse	701-280-4500	
	MeritCare (1301 8 th St. So. Mhd.)	218-234-3200	
	Dakota Clinic (Mhd Center Mall)	218-236-1151	

Off-Campus Numbers (Continued)

Emergency	Non Emergency Number
Minnesota Duty Office	9-1-800-422-0798
*Any situation, which needs state level assistance	
Clay County Public Health	218-299-5220
Clay County Highway Department	218-299-5099
Rape & Abuse Crisis Center	701-293-7273
Poison Information Center	218-234-5575
State Office of Emergency Services	218-299-5002
American Red Cross	701-364-1800
Salvation Army	218-232-5565

Operations Echelon Team Numbers

(Red indicates Emergency Management Team)

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218.477.2449

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1.800.593.7246

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EMERGENCY INCIDENT MANAGEMENT PLAN MINNESOTA STATE UNIVERSITY MOORHEAD

Policy

Minnesota State University Moorhead is committed to supporting the welfare of its students, faculty, staff and visitors. Preparing a campus emergency operations plan and allocating resources to respond to possible emergencies are two ways in which the University offers this support. The plan is fashioned in accordance with appropriate laws, regulations and policies that govern emergency preparedness and reflects the best and most current thinking in this area.

The Minnesota State University Moorhead Emergency Operations Plan is designed for the promotion of human safety, preservation of property, minimization of danger and maintenance of normal operations of the University. The plan also assures responsive communications with the University community, surrounding neighborhoods and the City of Moorhead. This Plan is set in operation whenever a natural or humanly created emergency affecting the University reaches proportions that cannot be handled by normal operations. An emergency may be sudden and unforeseen or preceded by varying levels of warning. This Plan is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and duration.

The Plan provides for aiding the local community when appropriate, though the prime responsibility of the Plan is to the University community. The Plan to be viewed as a tool to accomplish the above stated purpose within a minimum of confusion and wasted effort.

Purpose

The Minnesota State University Moorhead Emergency Operations Plan is put into effect whenever a crisis, humanly induced or natural disrupts operations, threatens lives, creates major damage, or occurs within the University community or its surrounding environment. While it is likely that outside assistance would be available in most large-scale emergency situations affecting the University, the University must be prepared to carry out crisis response and short-term recovery operations on an independent basis.

Authority

The authority to declare a campus state of emergency lies with the President or his designees. (MnSCU Policy: 4.4; 1A.2, part 3)

Framework

One measure of an organization's strength is its ability to respond well in any emergency. Since every scenario cannot be predicted, an Emergency Response Plan and Procedure must be able to quickly adapt to the events as they unfold. The following plan designates areas of responsibility and defines for Minnesota State University Moorhead the administrative framework necessary to respond to emergency situations. This plan is tailored to respond to campus emergencies. This University plan and response can be considered to be divided into an administrative framework and a response framework.

It is imperative that individual departments, colleges and facilities address the development of response plans for situations that may develop under their purview. The University response needs to be timely, professional, supportive and meet the immediate demands of any current or eminent emergency or crisis situation.

ADMINISTRATIVE FRAMEWORK

Level of Emergency

Level 1 - A minor grounds, building or department incident that can be resolved by the responding service unit. This may result in or include the calling in of personnel and/or notifying the department where the problem has occurred.

[Example: A broken water pipe or faulty air-intake in a facility.]

Level 2 - A grounds, building or department incident that can be resolved with existing University resources or limited outside assistance. A Level 2 incident is usually a one-dimensional event that has a limited duration and little impact to the campus community at large, beyond those using the space/building in which this incident has occurred.

[Examples: Minor chemical or fuel/oil spill, building loss of heat or electricity for several hours, or a minor fire confined to a room and not involving hazardous chemicals and/or injury to persons.]

Level 3 - Emergencies that primarily affect persons, rather than infrastructure. In particular, many student/employee and student/employee-support issues can become quite complex, because of varying institutional and student responses that must be coordinated. In these situations, specific departmental plans and/or University procedures and protocol must be implemented.

[Examples: Aggravated and/or sexual assault, unauthorized facility/office occupation or demonstration, bomb threat, etc.]

Level 4 - Any major emergency that impacts a sizable portion of the campus and/or neighboring community. Level 4 emergencies may be single or multi-hazard situations, and often require considerable coordination both within and outside the University. Level 4 emergencies also include imminent events on campus or in the general community that may develop into a major University crisis or a full disaster.

[Examples: Heating plant failure or extended power outage, severe storms, major fire, contagious disease outbreak, domestic water contamination, perceived or known presence of shooter/weapons-on-campus issue, etc.]

Level 5 - A catastrophic emergency event involving the entire campus and surrounding community. Immediate resolution of the disaster (usually multi-hazard) is beyond the emergency response capabilities of campus and local resources.

[Examples: Major storm (i.e. tornado or flood) which could require State and/or federal assistance]

Operation Echelon Membership/ Areas of Responsibilities

Assignment	Position on Campus	Role/Responsibility
Director (EOC)	Campus Security Director Emergency Operations	Activate/Organize Center (EOC). Authorize immediate notification of selected emergency managers and necessary employees. Make EOC assignments, direct operations and coordinate mutual aid requests as specified by the Decision Echelon.
Access (Security)	Information Technology Director	Create temporary identification/access credentials as requested.
Chemical/Radiological Protection	Health & Safety Officer	Access/direct efforts to control hazardous materials. Determine status of radioactive materials with the Radiation Safety Officer and Moorhead Fire Department HAZMAT Team for Containment if required.
Communication – Telephones	Comptroller/Business Manager	Ensure EOC telephones, fax, and computer services are established/maintained. Provide “broadcast” capability for phone-mail. Arrange phone bank for necessary call-outs to family. Activate “800” number if necessary. Ensure activation and maintenance of emergency generator.
Communication - Portable Radios - Cellular Phones	Campus Security Office Manager	Establish and maintain communication for those in-the-fields with EOC.
Communication - Media Relations	Executive Director of University Advancement	Coordinate dissemination of information during and after an emergency. Maintain communications with media. Develop an on/near-site location for media and their needs. Arrange for photo/video team(s) to document damage for insurance purposes.

Assignment	Position on Campus	Role/Responsibility
Computer Services	Information Technology Director	Maintain operation and prioritize use of the server as directed by the Decision Echelon. Provide computer repair services as needed. Coordinate with other Departments for cost recording.
Engineering Services	Physical Plant Director	Execute design work and the subsequent construction contracts to correct necessary repairs that are beyond the capability or resources of the campus work force. Ensure activation and maintenance of emergency generator (s).
Facilities Services	Physical Plant Director	Assign field teams from the Physical Plant to make assessment of any campus area susceptible to damage. An assessment of building safety will be made in coordination with the Campus Security Department; Utilities will be secured if an unsafe condition exists; restoration of utility service will be made when appropriate. A damage report will be forwarded to the Vice President for Administrative Affairs with a schedule for repairs.
Financial Services	Comptroller/Business Manager	Initiate a records-keeping system for all expenditures associated with emergency operations. Coordinate with procurement services on procedures for handling emergency expenditures. Collect cost estimates of damage to facilities. Coordinate for security of on-campus funds.
Food Services	Food Service Director	Direct/arrange for emergency feeding. Request necessary food supplies. Coordinate efforts with Red Cross and other agencies. Coordinate with Housing and Residential Life Director regarding care facilities and feeding procedures.

Assignment	Position on Campus	Role/Responsibility
Heath & Welfare	Hendrix Health Center Director & the Counseling & Personal Growth Center Director	Provide medical assistance as able. Oversee assistance to students in coping with trauma. Coordinate with Physical Plant and other authorities as needed to assess conditions of water/sewage systems. Maintain records of assistance provided.
Housing	Housing and Residential Life Director	Responsible for the operation and maintenance of campus housing facilities and emergency shelters, as well as assisting in providing food services at the pre-selected shelters. (Coordinate with American Red Cross.)
Instructional and Research Issues	Vice President for Academic Affairs	Identify and resolve instructional and research issues.
Legal Counsel	MnSCU Designee	Provide guidance regarding potential legal implications of a campus emergency.
Parking Services	Parking Coordinator	Provide direction as needed. Assist emergency services with perimeter control and related functions.
Personnel Services	Human Resources Director	Arrange for expedited services of temporary employees when necessary.
Procurement	Comptroller/Business Manager	Initiate and or process emergency purchases. Coordinate the distribution of supplies. Arrange for contract services and locate required equipment and supplies. Initiate records-keeping system and coordinate with Financial Services regarding cost recording.
Risk Management	Comptroller/Business Manager	Identify cause and scope of loss, and coordinate insurance adjustment. Initiate and process insurance claims. Coordinate with University Advancement to obtain video team to document damage(s). Support EOC (Emergency Operations Center) and link with State Environmental Authorities when necessary.

Assignment	Position on Campus	Role/Responsibility
Safety	Campus Security Office Manager/	Direct access and security control and serve as campus contact to coordinate with municipal/county/state fire, rescue and law enforcement efforts and services. Verify the EOC is supplied with appropriate equipment. Maintain accuracy of the "Plan" and coordinate with the preparation and interface of the individual plans with the "Plan."
Shelter (Planning)	Physical Plant Director/ Health & Safety Officer	Determine the availability of space that can be used as Emergency shelters. Direct and coordinate emergency sheltering procedures. Request assistance from Red Cross, if necessary. Arrange for temporary classrooms or workspace. Consult with Housing Director if Residential Facilities are needed.
Shelter (Provision)	Housing and Residential Life Director	Determine the members of the campus community who will require emergency housing.
Student Affairs and Services	Vice President for Student Affairs	Assess the impact of the situation on students and student life. Determine and coordinate assistance when and where needed (i.e. coordinate student notification and response, liaison with parents and internal communications among students, etc.).
Transportation	Physical Plant Director	Authorize use of and provide MSUM owned/leased/operated vehicles as needed during the emergency.

RESPONSE FRAMEWORK

Level of Response

Direction and Coordination of an Emergency

When an emergency occurs, it should be reported to appropriate emergency response agencies:

- 9-911** - for immediate (off-campus) contact with/for police, fire, ambulance and/or rescue emergency services dispatch
- And
- 477-2449** - for immediate (on-campus) contact with Campus Security

Emergency services (9-911) dispatch will address all incidents accordingly and Campus Security personnel will follow a designed sequence of responses. The sequence defined below will be followed for all immediate need situations. Some situations might require a deviation from this sequence, but in all situations full and complete communication with relevant University officials is required. The usual sequence to be followed is:

1. Make appropriate police/fire/ambulance/rescue phone calls (9-911) and dispatch appropriate Campus Security Officers by calling 477-2449
2. Notify Campus Security Director, Office Manager and/or on-duty Shift Supervisor, who, in-turn, will determine whether or not to initiate their emergency notification telephone call list or selectively notify relevant individuals.
3. If the emergency notification list is initiated, the Vice President for Administrative Affairs or Campus Security Director will determine the appropriate level of emergency response and to what extent the members of the Emergency Management Team (Decision Echelon and/or Operations Echelon) will become involved.

Response to Level 1 & Level 2 Situations

Will be handled by the responding University Departments/resources or limited outside assistance depending on nature of the incident.

Response to Level 3 Situation

Minnesota State University Moorhead President and/or relevant Vice Presidents comprise a critical group that must evaluate most Level 3 situations. This group needs to be convened or contacted by the Vice President for Administrative Affairs or Student Affairs or designee. Their task is to evaluate all facets and potential ramifications of a Level 3 situation. Certain situations that emerge as minor have the potential to evolve into a major crisis if not appropriately handled. (Example: An assault that is later determined to be bias-motivated.)

A variety of issues can become complex because of the varied institutional, student and community responses that must be coordinated. (Examples: sexual assaults, unauthorized presence/occupation of facilities, bomb threats, symbolic structures, etc.) This list is not all-inclusive; therefore, if there is any question, appropriate senior administrative members must be informed.

Response to Level 4 or 5 Emergency

When a Level 4 or Level 5 emergency has been declared, the Vice President for Administrative Affairs (or his designee, the Campus Security Director) shall notify the appropriate members (described in this plan) of the Emergency Management Team (Decision Echelon and/or Operations Echelon) and assemble them, as appropriate, to address the emergency. In the absence of the Vice President for Administrative Affairs and the Campus Security Director, the Vice President for Student Affairs (and/or his designee, the Campus Security Office Manager) will automatically assume this role.

Prior to the assembling of the two Emergency Management Team Echelons, on-scene responders are authorized to make the necessary operational decisions and to commit resources to mitigate and control the crisis. Needed off-campus authorities and response personnel (i.e., police, fire, ambulance, and rescue) are always to be contacted without delay.

Direction and Coordination of a Predicted Emergency

When conditions permit and the impending emergency situation (e.g., major snow/ice storm) provides ample time, the Vice President for Administrative Services, Campus Security Director and Buildings and Grounds Director will assemble other relevant members of the Emergency Management Team Echelons to formulate a plan of action for recommendation to the other members of the Decision Echelon.

Declaration of an Emergency Condition

The President or Designee, Vice President for Administrative Affairs or Vice President for Student Affairs (depending upon availability) shall declare a state of University Level 4 or Level 5 emergency when, upon recommendation of the available and appropriate members of the Emergency Management Team Echelons, he/she deems it necessary to place into immediate effect emergency procedures and/or to close all or part of the University. This individual will also activate the Emergency Management Team's Echelons' members as the situations dictates. The President or Designee, Vice President for Administrative Affairs, Vice President for Student Affairs and/or their designee shall declare an end to the state of emergency when appropriate.

Emergency Management Team

An Emergency Committee is the core of the emergency operations organization. The Committee's duties and responsibilities relate closely to their normal authority and functions. In the event of a crisis, however, the Emergency Management Team shall direct coordination and organization of all operations at the University. The Emergency

Management Team consists of two components: the Decision Echelon and the Operations Echelon.

1. Decision Echelon

A. Members of the Decision Echelon:

President of the University or designee
Vice President for Academic Affairs
Vice President for Administrative Affairs
Vice President for Student Affairs

B. Duties and responsibilities of the Decision Echelon:

In the event of an emergency, members of the Decision Echelon will be contacted by the Campus Security Department and apprised of the situation. The extent to which the Emergency Operations Center (Administrative Services, Room #201) is activated depends upon the type of emergency situation, its potential for escalation, its geographical extent and other factors.

The responsibility of the Decision Echelon includes, but is not limited to, the following:

- 1) Confer and decide the necessary level of response required to manage the emergency.
 - Use the established emergency response procedure as a guide to deal with the situation.
 - Facilitate a multi-unit response requiring activation of the Plan.
- 2) Designate emergency responders and direct the Director of the Campus Security Department to contact those required to respond.
- 3) Activate the Emergency Operations Center as required.
- 4) Exercise control over emergency operations and provide guidance on matters of policy and decision-making authority.
- 5) Authorize the cancellation of classes or evacuation and/or closing of University facilities.
- 6) Coordinate the release of all official information and instructions to the public.
- 7) Keep MnSCU and State of Minnesota informed and obtain guidance as needed.

2. Operations Echelon

The Operations Echelon implements the strategy and plans of the Decision Echelon. They communicate with field personnel, issue instructions to particular units, and monitor progress in carrying out the instructions. Members of the Operations Echelon are designated by their respective position on campus. Each is identified below (alphabetically) by Operations Echelon assignment.

A. Duties and responsibilities of the Operations Echelon:

- 1) Preparation of a detailed Departmental Plan of documenting anticipated responses. The Departmental Plan will be reviewed and amended on an annual basis. A copy of each Departmental Plan, including the annual updates, will be forwarded to the Director of Campus Security. The Department Plan will be general in nature and address a variety of potential situations:
 - Assignment of general duties and responsibilities to employees, perceived to be required for each type of emergency.
 - Provide specific location, response time, and to whom each employee will report in the event of an emergency.
 - Guidelines for use of emergency equipment.
- 2) Familiarization of key staff with the overall Plan and the specific requirements of the Department Plan.
- 3) Maintenance of adequate emergency stores particular to the Departmental Plan requirements.
- 4) Maintenance of a call list for departmental employees. This call list will be updated as needed.
- 5) Preservation of essential records or other materials.

Emergency Operations Center (EOC)

Location

- A. Owens Hall, Room #204 B (Conference Room) will be the primary location for the Emergency Operations Center (EOC). When the EOC is activated, members of the Emergency Management Team will report to this location.
- B. In the event OW 204B- cannot be used, members of the Emergency Management Team will be directed to report to OW 207C (Conference Room)
- C. In the event OW 207C- cannot be used, members of the Emergency Management Team will be directed to report to the Maintenance Building, Physical Plant Conference Room (709 17th St. South).

Equipment

- A. Emergency Operations Center (EOC) “Equipment”:

Note: A “list of equipment” necessary to establish and maintain an EOC will be created as an appendix in this document.

Campus Notification:

At the direction of the University President or Designee, the campus community will be informed about the emergency situation and how campus community members are to respond. Notification will be via radio, TV, electronic mail, posters and direct verbal communication.

University offices and departments may be requested to bring cellular telephones to Campus Security for re-assignment during the emergency period.

EMERGENCY BEHAVIORAL RESPONSE TEAM

Minnesota State University Moorhead campus community strives to maintain an environment conducive to teaching and learning that is free from intimidation and danger. Tolerance and civility are essential to learning. Minnesota State University Moorhead shall respond to and provide crisis intervention for any reported threat of danger and/or injury to self and others.

Emergency Behavioral and Sexual Assault Response Team

Warren Wiese, Vice President for Student Affairs

(O) 218.477.2200 (C) 701.306.1761 (F) 218.477.4324 (H) 701.237.6469

Ferman Woodberry, Director of Campus Security

(O) 218.477.5869 (C) 320.267.7596 (F) 218.477.2897 (H) 218.284.0274

Cliff Schuette, Director of Counseling

(O) 218.477.2835 (C) 701.793.5640 (F) 218.477.4266 (H) 218.233.0623

Beth Conner, Director of Housing & Residential Life

(O) 218.477.2118 (C) (F) 218.477.5976 (H) 701.235.0867

Penny Klein, Director of Student Health Services

(O) 218.477.2211 (C) 701.527.6920 (F) 218.477.5867 (H)

Others as appropriate

Hate Crime/Biased Motivated Incident Response Team

Warren Wiese, Vice President for Student Affairs

(O) 218.477.2200 (C) 701.306.1761 (F) 218.477.4324 (H) 701.237.6469

Ferman Woodberry, Director of Campus Security

(O) 218.477.5869 (C) 320.267.7596 (F) 218.477.2897 (H) 218.284.0274

Cliff Schuette, Director of Counseling

(O) 218.477.2835 (C) 701.793.5640 (F) 218.477.4266 (H) 218.233.0623

Beth Conner, Director of Housing & Residential Life

(O) 218.477.2118 (C) (F) 218.477.5976 (H) 701.235.0867

Penny Klein, Director of Student Health Services

(O) 218.477.2211 (C) 701.527.6920 (F) 218.477.5867 (H)

Barb Seiler, Affirmative Action Officer

(O) 218.477.2229 (C) (F) 218.477.5093 (H) 701.234.0622

Kathy Scott, Campus Judicial Officer

(O) 218.477.22174 (C) (F) 218.477.5050 (H)

Others as appropriate



Emergency Procedures: Subject “Specific”

Specific Emergency Situations

The Federal Emergency Management Agency (*FEMA*) describes an emergency as “any unplanned event that can cause deaths or significant injuries to employees, customers, or the public; or that can shut down your business, disrupt operations, cause physical or environmental damage, or threaten the facility’s financial standing or public image.” Obviously, numerous events can be “emergencies” and will be handled according to the following protocol. Emergencies specifically dealt with in this plan include:

- Aircraft Crash
- Bomb Threat
- Civil Protest
- Death on Campus
- Emergency Guidelines for the Disabled
- Emergency Procedures for the Disabled
- Emergency Spill Response
- Explosion
- Evacuation Procedure
- Fire
- Flooding
- Hazardous Fumes and/or Vapors
- IT & Telecommunications Emergencies
- Mechanical Failure
- Medical Emergency and Community Health Issue
- Public Relations Emergency
- Severe Weather
- Shooting Incident
- Student Crisis
- Train Derailment
- Utility Failure
- Violent or Criminal Behavior

Airplane Crash

Minnesota State University Moorhead is in a direct landing path for Fargo Hector International Airport. In the event that an aircraft crashes on campus, take the following action:

1. Take cover under tables, desks and other objects that will give some protection against glass or debris.
2. Call 9-911 to advise them of the situation, provide them with your name and describe the location and nature of the emergency. Stay on the line until the dispatcher tells you to hang up.
3. Contact Campus Security (2449) and advise them of the incident.
4. Activate the building fire alarm.
5. Walk quickly to the nearest exit and ask others to do the same.
6. Do not use elevators in case of fire. Those unable to use the stairs should move to the nearest stairwell or designated refuge area. Rescue personnel should be informed of any persons remaining in the building.
7. Move to a clear area at least 500 feet away from the effected area. Keep streets and walkways clear for emergency vehicles and crews.
8. Assist Emergency crews upon request.
9. Do not return to an evacuated building until emergency service personnel signal the all clear.

An Emergency Response Center may be setup near the disaster site. Keep clear of this center unless you have official business.

Bomb / Biological/ Chemical Threat

1. Remain Calm and do NOT panic others.
2. If a **written message** is received, keep track of the following information:
 - Who found the item?
 - Who else was present when the item was discovered?
 - Where was it found or how was it delivered?
 - Who touched or handled it?
 - Have any previous threats been received?

LIMIT HANDLING OF THE MESSAGE TO AS FEW PEOPLE AS POSSIBLE

3. If the threat is **received by telephone**, using a calm voice, try to obtain as much information as possible about the bomb and the caller:
 - Date and exact time of call.
 - Time set to explode?
 - Which building is being threatened?
 - The Specific Location in that building?
 - Type of bomb? (pipe bomb, dynamite, plastic explosive, etc.)
 - Why it was set to explode? (Why planted?)
 - Identification of the target?
 - Identification of the caller?
 - Estimated age and gender of the caller?
 - Document the perceived emotional state of caller (i.e., agitated, calm, excited).
 - Pay attention to Background noises (traffic, music, voices).

Note: KEEP A BOMB THREAT CARD UNDER YOUR PHONE.

4. DO NOT HANG UP THE PHONE (line on which threat was received); but rather phone authorities from a different telephone. Call 9-911 (Moorhead Police) AND xt.2449 Campus Security (MSUM) to report the threat.
5. Do **NOT** take it upon yourself to make the decision to evacuate the building. **NEVER** use the building's "fire alarm system" as a means to direct evacuation. (The facility's alarm system could be a "triggering mechanism" for an explosive instrument.)
6. The Administration, Campus Security, local Law Enforcement and other local authorities will determine a plan of action. **A decision on whether or not to evacuate the targeted site will be based on all available information received.**
7. If evacuation is directed, instruct occupants to take lunches, purses and other personal property (that could be mistaken for concealed explosives) and EXIT the building. If ordered to evacuate, move at least 300 feet away from the building to designated evacuation areas and wait for instructions.

8. Stay away from glass (windows, mirrors, etc.).

Bomb Threat: Identifying Suspicious Items

- A. Look closely around work area when you arrive for work. This will help you if you are called on later to identify unusual/suspicious items.
- B. Report potential safety or security problems to on-site law enforcement and/or Campus Security (477-2449).
- C. Be on the lookout for anything “unusual,” particularly packages or large items seemingly left behind or thrown out. Note time and location of anything odd.
- D. If asked to assist in a search for a bomb:
 - Be thorough.
 - Do NOT use 2-way radios.
 - Do NOT touch anything you suspect to possibly be a bomb.
 - If necessary move people away from the suspicious item.
 - Look for anything and everything that might conceal a bomb.
 - Do not panic persons in the area.
- D. Follow all instructions from Law Enforcement and/or Campus Security.

IF YOU RECEIVE A LETTER OR NOTE THREATENING ANTHRAX CONTAMINATION:

RELAX AND REMAIN CALM - Although any threatened use of biological agent must be treated as though it is real, experience has demonstrated that these are likely to be a HOAX. If the suspected biological agent is reported as Anthrax, be assured that it is NOT contagious, and that treatment is readily available if administered before the onset of symptoms.

WHAT SHOULD YOU DO

- If it is a letter that you have opened, set it down gently at the location where you first read it. Then move to an area that will minimize your exposure to others. Avoid contact with others when possible, and remain in the area. Public Safety and Health responders will come to you.
- If a note is found, LEAVE IT ALONE.
- Advise co-workers of the incident and ask them to call 9-911 and/or Campus Security at 2449.
- If possible, have the buildings ventilation system shut down and turn off any fans in the area...Contact Campus Security.
- Do not allow others into the area. If anyone enters, they should stay until instructed to leave by Public Safety or Health responders.
- Remain calm. Exposure does not mean that you will become sick. Public Health responders will provide specific information and instructions about the symptoms and effective treatment to prevent illness.

WHAT SHOULD YOU NOT DO

- Do not pass the letter or note to others to look at.
- Do not disturb any contents in the letter or note. Handling the letter may only spread the substance inside and increase the chances of it getting into the air.
- Do not ignore the threat. It must be treated as real until properly evaluated.

Identifying Suspicious Mail Packages [Look for:]

- No Return Address
- Insufficient postage
- Is addressee familiar with name and address of sender?
- Is addressee expecting package/letter? If so, verify contents.
- Return address and postmark are not from same area
- Wrapped In Brown paper w/ twine
- Grease stains or discoloration on paper
- Strange odors
- Foreign Mail, Air Mail and Special Delivery
- Restrictive markings such as Confidential, Personal, etc.
- Excessive Postage
- Hand written or poorly typed addresses
- Incorrect Titles
- Titles, but no names
- Misspellings of common words/names
- Excessive weight
- Rigid Envelope
- Lopsided or Uneven envelope
- Protruding wires or tinfoil
- Excessive securing material such as masking tape, string, etc-
- Visual Distractions

Civil Protest

In many cases, campus protests such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. Any protest should not be considered disrupted unless one or more of the following conditions exists as a result of the demonstration.

- **Interference** with the normal operations of the University
- **Prevention** of access to offices, buildings or other University facilities
- **Threat** of physical harm to persons or damage to University facilities

If any of these conditions exist, contact Campus Security (477-2449) they will be responsible for contacting and informing the President and the Vice President of Student Affairs. Depending on the nature of the protest, the appropriate procedures as determined by the President and/or the Vice President for student Affairs will be followed.

Note: The Director of Campus Security and his/her staff are authorized to call for police assistance without counsel from others if it is deemed to be of importance to the safety and welfare of the persons involved.

Death on Campus

- Call 9-911 immediately.
- Call 477-2449 Campus Security
Note: Campus Security will contact the Vice President of Student Affairs (2171) and the Vice President of Administrative Affairs (2156).
- Secure the room or area where the death occurred until emergency Response Personnel arrive. No one should enter the area prior to the arrival of the Moorhead Police.
- Nothing should be moved or removed.
- Witnesses should be identified and remain in the area. They may be located in another room.

It is the policy of Minnesota State University Moorhead that no information will be released without consultation with the Moorhead Police Department personnel. The Executive Director of University Advancement or designee will handle the release of information.

Emergency Procedures for the Disabled

A. PREPARING FOR AN EVACUATION

- Review your building's Emergency Evacuation Plans in classrooms and departments. They show primary and secondary exit routes, fire extinguisher locations, fire alarm pull stations; and are updated as necessary. The plans also indicate safe areas for evacuation. Know where the stairs and fire extinguishers are located.
- Determine in advance the nearest exit from your work location and the route you will follow to reach that exit in an emergency. Know the locations of alternate exits from your area.
- If you work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors you pass, so you will know when you reach the exit door.

B. DURING AN EVACUATION

In case of an emergency and persons with a disability need to be evacuated you must:

- Call 9-911 immediately.
- Call 477-2449 Campus Security
- If time and conditions permit, secure your workplace and take with you important personal items such as keys, purse, medication, glasses.
- Follow instructions from emergency personnel.
- Check doors for heat before opening (Do not open door if hot).
- WALK – do not run. Do not push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Assist people with disabilities to the safe areas described below; make sure that you ask the person you are assisting the best way to aid them in their evacuation to the conditional appropriate safe area:
 - **Fire Safe Area or Fire Assembly Area for the Disabled.** These areas are constructed to provide a higher degree of protection during fires and are checked by the Fire Department upon arrival. Those with mobility impairments should be assisted to the nearest Fire Safe Area (usually a stairwell) or Fire Assembly Area (usually a room near an elevator) in the building. Doors should be closed and Fire Department notified immediately upon their arrival of disabled person(s) in the safe area.
 - **Severe Weather Safe Area.** Designed as safe areas during tornadoes and other severe weather, these locations include interior hallways and rooms away from windows. The large brick buildings on this University campus are of reinforced construction and should provide adequate shelter. Avoid upper level rooms, auditoriums and gymnasiums with large, poorly supported roofs.
 - **Environmental Catastrophe Safe Area.** These locations are safe areas when hazardous materials may have been released into the atmosphere. This would most likely occur during a train derailment or semi-truck tanker accidentally releasing hazardous chemicals into the environment. Should this occur a “shelter-in place” warning will be provided by local authorities on television, radio, and by contacting Campus Security. These areas are interior rooms that are above ground level because some chemicals are heavier than air. Other precautionary measures needing to take place are doors and windows being shut and ventilation systems turned off.

(See the Appendix for Emergency Guidelines & Procedures for the Disabled)

Emergency Spill Response

1. **Observe** nature of spill: quantity and properties of chemicals
2. **Stop** or contain the source of the spill if it is safe to do so
3. **Call** for assistance *if needed*

WHO DO I CALL?

- Spill is small or does not pose a life or property threat
 1. MSUM Environmental Health & Safety
(o) 477- 2998 (h) 287-2290 (c) 701-371-2109
- Spill is large or presents hazardous life or property threat, injuries are involved, or site needs to be secured
 1. Moorhead Police, Ambulance, Fire & HazMat Team
911 (9-911 on campus)
 2. MSUM Environmental Health & Safety
(o) 477- 2998 (h) 287-2290 (c) 701-371-2109
 3. MSUM Security 477- 2449
- Spill is large, highly hazardous material, or serious hazard to life or property, threat to storm-water system or groundwater, unknown chemicals spilled
 1. Moorhead Police, Ambulance, Fire & Haz Mat Team
9-911
 2. MSUM Environmental Health & Safety
477- 2998 (h) 287-2290 (m) 701-371-2109
 3. MSUM Security
477- 2449

Provide the following information:

- Name of caller, telephone number for call-backs at the scene or facility
- Have local officials been notified of incident? – Fire, Police, Sheriff
- Date, time and location of the incident– physical address, nearest cross streets, section/range, etc.
- Materials and quantity involved in incident
- Any surface waters or sewers impacted
- What has happened or what is happening

Evacuation of the Spill Area

To protect the safety of others, some large spills or hazardous fumes will require an evacuation of people who may be exposed to danger. In the event of an evacuation, make sure the proper authorities have been notified.

To Evacuate a Building:

- Sound the building fire alarm. Alert others in the area and evacuate everyone from the spill area.
- Contact Security at 2449, as the alarm reports to the main campus dispatch office
- Assist those with disabilities to an area of safe refuge: stairwells etc. Notify first responders of those in areas of safe refuge.
- Ensure all persons in an area of danger have been safely relocated

In many cases, departments on campus are equipped with the proper training and resources to clean up spills. In the case of a spill that has been stopped, is contained, and is not a serious threat, contact department safety officials or MSUM Environmental Health & Safety for more information.

First Aid Procedures

IMPORTANT: **Make sure the scene is safe**, and the proper personal safety equipment is available.

- Call **9-911** for medical help
- Remove the victim from the spill area to fresh air. Do not endanger your own life by entering areas with toxic fumes without proper equipment.
- For chemical contact: immediately remove contaminated clothing and flush all areas of bodily contact with large amounts of water for at least 15 minutes
- Do not use neutralizing chemicals, unguents, creams, lotions or salves
- Resume wash before using soap if pain returns
- Wash skin with mild soap and water
- Get medical attention for victims

Radiation Spill or Exposure Procedures

IMPORTANT: With ANY radioactive emergency, immediately contact:

The Radiation Safety Officer: Dr. Joseph Provost 477-4323.

Alternate contacts on campus include: Dr. Chris Chastain 477-5004; Dr Mark Wallert 477-5007

For more information about radioactive safety and MSUM radiation safety program, visit:
www.mnstate.edu/provost/Radsafe.html

Explosion on Campus

- A. Report an explosion immediately by calling 9-911. (A second call should then be made to Campus Security on-campus (477-2449).
- B. Unless fire or fumes or other hazards to human life are evident, do NOT routinely activate the building's fire alarm system to evacuate the building. This method to evacuate must only be used when specifically directed to do so by on-scene Law Enforcement or Campus Security management personnel.

NOTE: The building's fire alarm system (inside the each building) does not automatically notify an emergency dispatcher. Someone must report the emergency via telephone (9-911). Campus Security will be notified via computer that an alarm has been activated; however you are advised to call 9-911 to ensure emergency services response.

- C. All rooms of any facility affected by an explosion must be evacuated! Remember to "close doors" whenever/wherever possible, as an effort to contain any related fire; however, do NOT block or lock doors.
- D. Assist those with mobility impairments to an enclosed stairwell and notify emergency personnel of their location.
- E. Do NOT use the elevators.

Evacuation Procedure

A. PREPARING FOR AN EVACUATION

- Know your building's floor plan. Know where the stairs and fire extinguishers are located.
- Determine in advance the nearest exit from your work location and the route you will follow to reach that exit in an emergency. Know the locations of alternate exits from your area.
- If you work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors as you pass, so you will know when you reach the exit door.

B. DURING AN EVACUATION

- If time and conditions permit, secure your workplace and take with you important personal items such as car keys, purse, medication, glasses.
- Follow instructions from emergency personnel.
- Check doors for heat before opening. (Do not open door if hot.)
- WALK -- do not run. Do not push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells; stay to the right.
- Assist people with disabilities.
- Move to your assembly point unless otherwise instructed.

If relocating outside the building:

- Move quickly away from the building.
- Watch for falling glass and other debris.
- Stay with your group.
- Keep roadways and walkways clear for emergency vehicles.
- If you have relocated away from the building, **DO NOT RETURN** until notified that it is safe to do so.
- Whenever the fire alarms/strobes are activated, occupants **MUST** evacuate the building and reassemble at your designated assembly point. Occupants on floors above the ground floor must use emergency exit stairwells to leave the building. **DO NOT USE ELEVATORS!!!!**
- For certain emergencies such as a bomb threat or a natural gas leak, the fire alarms/strobes may not be activated. Instead, Emergency Service and Campus Security personnel will move through the building and order the occupants to evacuate.
- Emergency evacuation signage is posted in buildings so that occupants can become familiar with the evacuation routes and assembly points for their area.
- Building safety coordinators are responsible to assist and direct building occupants in assigned areas to the fire exit stairwell and confirm that all occupants have evacuated the areas. The building safety coordinator will report to an authorized emergency responder that their area is clear. Authorized emergency responders are Campus Security employees, members of the Moorhead Fire Department or Moorhead Police Department. Try to remain calm, and give clear evacuation instructions. Keep existing groups together.
- Building safety coordinators are responsible to identify any MSUM employees with a disability who would need consideration and assistance during an evacuation. At least two staff members should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a “Safe Area of Rescue.” The escort should remain with the disabled person at the landing to provide additional assistance. The building safety coordinator will inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.
- Faculty and instructors are responsible to identify any student(s) with a disability that would need consideration and assistance during an evacuation. At least two students should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a “Safe Point of Rescue.” The escort should remain with the disabled person at the landing to provide additional assistance. The faculty member or instructor will inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.

SHELTER-IN-PLACE" PROCEDURES

During certain emergency situations, particularly chemical, biological or radioactive material releases and some weather emergencies, you may be advised to “shelter in place” rather than evacuate the building.

- Stay inside the building (or go indoors as quickly as possible).
- Do not use elevators.
- Quickly locate supplies you may need such as food, water, radio, etc.
- If possible, go a room or corridor where there are no windows and few doors.
- If there is time, shut and lock all windows and doors. (Locking them may provide a tighter seal against chemicals).
- Push a wet towel up against the crack between the door and the floor to seal it.
- In the event of a chemical release, go to an above-ground level of the building; some chemicals are heavier than air and may seep into basements even if the windows are closed.
- Turn off the heat, fans, air conditioning or ventilation system, if you have local controls for these systems. Most university buildings' ventilation systems are controlled centrally by Physical Plant; you can contact them at 477-2400.
- Drink bottled, stored water, not water from the tap.
- If possible, check for additional information via the main university Web page, <http://www.mnstate.edu>, and/or monitor radio or television for further details. (The Moorhead AM stations required to broadcast emergency information are?)
- Do not call 9-911 unless you are reporting a life-threatening situation.

When the "all clear" is announced:

- Open windows and doors.
- Turn on heating, air conditioning or ventilation system.
- Go outside and wait until the building has been vented.

E. ASSEMBLY POINTS

In good weather

- The Center of the Mall Area between Weld and MacLean Halls.
- All University Parking Lots.

In adverse weather (Rain, extreme cold, extreme heat)

- Evacuate to the nearest building

F. VEHICLE EVACUATION PLAN

One goal of the Campus Security Department in the event of a campus closure/evacuation is to direct vehicles off campus in a safe and controlled manner. The following traffic management plan will be implemented, although it should be noted that several variables may come into play that could alter the specific application of the plan. Pre-eminent among these factors are:

- the nature of the emergency
- the immediate impact upon MSUM of the emergency
- the timing of the emergency
- the staffing available to the Department to implement the plan.

Staffing is contingent upon the number of Police, Parking, and Campus Security Officers currently working and available to assist. Of course, their ability to respond in a timely fashion will be totally dependent upon the nature and extent of the emergency.

This plan begins with the "worst-case" scenario: the necessity to immediately evacuate the campus. The plan may be modified to establish additional points of traffic control dependent upon available time and staff. Initially, Campus Security, Parking and Physical Plant staff would be the primary controllers and would be assigned to the following intersections:

- 6th Avenue South and 11th Street South
- 7th Avenue South and 11th Street South
- 9th Avenue South and 11th Street South
- 6th Avenue South and 14th Street South
- 9th Avenue South and 14th Street South
- 6th Avenue South and 17th Street South
- 9th Avenue South and 17th Street South

The most congested areas on campus during mass egress are 9th Avenue South, 11th Street South and 14th Street South. The goal of the controllers will be to keep traffic moving in a manner that will favor traffic on these streets.

- Vehicles on 6th Avenue South will be sent in two directions: West toward Hwy 75 and East toward 20th Street South.
- Vehicles on 7th Avenue South will be sent West towards Hwy 75.
- Vehicles on 9th Avenue South will be sent in three directions: West to 11th Street South, East to 14th Street South and East to 20th Street South.
- Vehicles on 11th Street South will be sent South to 12th Avenue South.
- Vehicles on 14th Street South will be sent in two directions: North to Main Street and East to 20th Street South.
- Vehicles on 17th Street South will be sent in two directions North to Main Street and South to 12th Avenue South.

Fire

A. In ALL cases of fire:

- Activate the nearest fire alarm to warn other occupants of the building to evacuate.
- Call the Moorhead Fire Department (9-911). **Do not assume someone else is making this call, call yourself!**
- All Rooms must be evacuated.
- Leave the lights on.
- Close, but do NOT lock or block the doors.
- Assist those with mobility impairments to the nearest stairwell in the building (make sure stairwell doors are closed).
 1. Have them wait on the landing.

Note: Stairwells are checked by the Fire Department and are constructed to provide a higher degree of protection.

2. Immediately notify the police or fire department if a disabled individual is waiting on a stairwell landing.

CAUTION: The building fire alarm will sound in the building, but the alarm does not automatically notify emergency personnel. Someone must report the alarm via telephone to fire/police authorities -- by calling 9-911; and also to Campus Security at 477-2449.

Flooding

A. If flood conditions occur, contact

- 477-2400 (Physical Plant)
Business Hours: (8:00 am - 4:30 pm; Mon. - Fri.)
or
- 2449 (Boiler Operator and Campus Security)
After Hours & Weekends

B. Remember to provide sufficient information as to the building, floor, room, degree of flooding, or potential damage due to the flooding.

NOTE: If flooding is extensive or you encounter difficulty in addressing the matter, call 9-911 immediately.

Fumes/Vapors (Hazardous)

- B. Toxic fumes can infiltrate into or through a building from various sources improperly stored chemicals, faulty refrigeration, equipment fires, gasoline engines operated near air intakes, etc.

- C. If the presence of toxic fumes is suspected, the area or areas affected should be evacuated.
 - Use the Fire Alarm system to evacuate the area/building.
 - Use a telephone away from this area and always call 9-911 if it is an emergency or on-campus ext. 2400 (Physical Plant) if the situations do not present an emergency.
 - Note: Campus Security should also be notified (xt.2449) in all situations, so they can assist.

- D. Ventilate the contaminated area(s). Open windows and/or activate exhaust fans to clear the affected area, provided trained personnel undertake such action.

- E. EMERGENCY TREATMENT:
 - Don't endanger yourself or others
 - Remove victims from area only if it can be done as safely as possible and only if trained personnel are not available or if victims are in future danger
 - Call 9-911 for Police/Ambulance Services
 - Assist victims as necessary

Information & Technology Services Or Telecommunications Emergency

The Disaster Recovery Plan for Information & Technology Services was written and maintained by Technology & Information Services staff. The purpose of this plan is to document actions necessary to recover and resume operation after a disaster, which disrupts central computing, telephone, and/or campus network equipment, facilities or services. The plan assumes that the University will move as quickly as is possible to resume learning and information technology related operations and that support services would be sustained.

If an emergency/disaster situation occurs that disrupts Information & Technology Services facilities, equipment or services, contact the following:

- Computer-related Concerns (“Help Desk”) ----- 477-2603
- Telephone/Voice-Mail Concerns ----- 477-2240
- Information Technology (General #) ----- 477-2603

Lockdown Procedure

The University environment is intended to be open so that students, faculty, and staff can freely communicate in a collaborative environment. As a public institution, we have few restrictions on who can enter or leave our campus. However, given the times that we live in with threats of terrorism, other hostile events, or even natural disasters, the University community must be prepared to deal with these situations in a proactive manner.

As the nation, the state, and the community develop plans to cope with various levels of threat, the University is obligated to do its part to protect the safety of the University community and plan for continuity of future operations. There are situations where lockdown of facilities or the campus may be necessary to afford this protection or gain control over a given situation.

Although lockdown is not necessarily a preferred method of planned reaction to given situations, the University community should understand that it might be used in certain situations. Some examples may include:

Chemical Release from a local industry – shelter-in-place as advised by local officials

Hurricane – Shelter in place for students who are unable to return to local homes.

A sniper on campus – lock down of buildings or the campus entrance/exit a possibility.

A terrorist threat to the community – A lock down of the campus entrance/exit a possibility.

A Communicable Disease Outbreak – Lock Down of specific buildings or areas.

Notification of a lock-down situation to the campus community will be through a series of measures depending on the situation:

Campus E-mail Network
Web Page Notification Posting
Telephone Voice Message System
Audio Announcements from Building Public Address System
Direct Contact w/ building Department Deans, Directors, or Chairs.

Emergencies involving the threat of physical harm may require building occupants secure themselves inside a locked area. In the case of this type of emergency:

- The individual noting the problem should determine threat and alert Campus Security by calling 477-2449.
- Campus Security will make the determination to either evacuate or lock-down a portion of the building.
- If securing an area, individuals should not place themselves in danger.
- Campus Security will contact the Emergency Response Team and begin implementation of the Emergency Management Plan.
- All building areas should be notified of the situation by phone. Building occupants, if possible, should check their designated areas of responsibility without placing themselves in danger, making sure individuals in classrooms, lounges, rest rooms, mall area and other areas not related to offices are notified.
- Once in a lock-down area the building occupants should call the Campus Security back and give the dispatcher the phone number at which they can be reached for further instructions. Building occupants should remain in that area until they receive further instructions to evacuate or an all-clear is issued.
- Custodians, or designated personnel should remain near outside entrances if possible without putting themselves in danger, to discourage others from entering the building until emergency personnel or other proper authorities issue an all-clear.

DO NOT PUT YOURSELF IN DANGER.

SITUATION DETERMINES COURSE OF ACTION.

Mechanical Failure

Any emergency related to building or facility problems -- such as equipment failure or erratic operation, must be reported to the Physical Plant Department as soon as possible (477-2400).

Academic & Administrative Buildings

- Business Hours: (8:00 am - 4:30 pm, Mon. - Fri.)
477-2400 Physical Plant
- After Hours & Weekends
477-2400 on-duty Boiler Operator or
477-2449 Campus Security

Residence Halls

- Business Hours: (8:00 am - 4:30 pm, Mon. - Fri.)
477-2118 Housing Office
- After Hours & Weekends
477-2231 Housing Information
or
477-2449 Campus Security

NOTE: If there is potential danger to building(s), and/or its occupants, call 9-911 immediately.

Medical Emergency/Community Health Issue

- A. Report any serious injury or illness by calling 9-911 immediately!
- B. Report Non-emergency injuries or illness to Campus Security at 477-2449.
- C. Begin first aid (if qualified) or seek someone who can. Campus Security Officers are trained in basic First Aid and CPR; however, do not wait to start necessary first aid treatment that you are qualified to offer.
Note: Personal safety is your first priority. Use protective equipment (latex gloves, safety glasses, CPR mask etc.) before coming in contact with the victim's blood or other bodily fluids.

Community Health Problem Response will be coordinated by the Hendrix Health Center (477-2211) and/or related area/city Health Services.

Public Relations Emergency

- A. TO BE STRUCTURED BY UNIVERSITY ADVANCEMENT in relationship with the President's "Critical Incident Response Team" [CIRT].

By their very nature and circumstances, many and varied incidents that occur on a University campus present themselves as news worthy or public relations emergencies. The Department of University Advancement will be an integral member of the Operations Echelons involved in this program.

Included in this portion of this document will be:

- Development of messages and channels of communication to the various constituents (including the news media) associated with the event.

Assurance that all privacy laws and Minnesota Public Records law are obeyed.

Severe Weather/Tornado

Definitions

Tornado Watch: A watch is an indication of where and when the probabilities are highest that severe weather or a tornado could occur. A watch is a statement that severe weather/tornado conditions are present and could occur. The National Weather Service will issue a watch bulletin to local authorities as well as to the local radio and TV stations.

Tornado Warning: When a severe weather/tornado sighting occurs, the National Weather Service alerts all weather stations and local authorities. If severe weather or a tornado is approaching, a continuous sounding of emergency sirens will signal the warning.

Procedure

- A. When the emergency sirens are sounded, all persons should immediately seek shelter in the nearest strong building. Go to the basement or interior walls of lower floors. Auditoriums, gymnasiums and similar large rooms with wide roofs should be avoided. Stay away from all windows and exterior doors.
1. Take a battery-operated radio (if available) with you to listen for instructions.
 2. Take a flashlight (if available).
- B. Campus Security may telephone (time permitting):
- Housing & Residential Life (on-duty personnel in each residence hall)
 - Vice President for Student Affairs
 - Vice President for Administrative Affairs
 - Vice President for Academic Affairs.

These offices will in turn notify their subordinates.

Note: City of Moorhead emergency sirens are sounded at 1:00 p.m. on the first Wednesday of each Month from May through September.

Building Safe Areas During Severe Weather

It is recommended that all persons pre-plan “safe areas” for their buildings.

Ballard - Laundry room, kitchen, basement bathroom, and room closets

Bridges - Inside hallways by faculty offices, bathrooms

Center for Business – first floor classrooms and inner offices without windows

Comstock Memorial Union - Underground, lower level bathrooms, Rec and Outing center (away from glass) any room without windows

Dille Center for the Arts - Lower level and first floor corridors, any room without windows

Dahl - Center lounges and stairwells, basement lounge, vending area and basement hallways

Flora Frick - Print shop, Post Office and areas without windows

Grantham - Basement, bathrooms, corridors (away from glass in lounge), stairwells

Grier – entire basement level, except mechanical room

Hagen - Outer offices, lower level corridors

Heating Plant - Basement

Holmquist - Corridors away from lounge windows, study rooms, interior stairwells

Houses – basement

King Biology – first floor bathrooms, King 110, inner offices or hallways without exterior windows, lower level stairwells

Kise - Move to Comstock Memorial Union

Library - Audio visual dept., basement, hallway between circulation desks

Lommen - Basement, first floor corridor away from windows/glass

MacLean - Basement, bathrooms, east-west hallways

Maintenance - Interior rooms and corridors without windows.

Murray - Bathrooms, interior rooms, lower level hallway away from glass.

Nelson - Stairwells, bathrooms, study rooms, basement, laundry rooms, utility rooms, corridors (away from lounge area)

Nemzek - North section bathrooms, offices, locker rooms, first floor corridors without windows.

Note: The Fieldhouse is not considered a safe area

Owens – first floor bathrooms, inner area of the Business Office.

Science Lab - Outer offices, lower level corridors

Snarr East - Bathrooms, corridors, floor lounge away from glass, janitor/trash room

Snarr South - Stairwells, bathrooms, corridors, elevator lobbies

Snarr West - Stairwells, bathrooms, laundry rooms, trash rooms, floor lounges

Weld - Lower level hallway, bathrooms, and first floor hallways to faculty offices.

Regional Science Center – basement, interior rooms or corridors without windows, bathrooms

Shooting Incident

1. **Do not** investigate sounds of gunshots.
2. Contact the Moorhead Police (9-911) immediately. Also notify Campus Security (2449).
3. Give as much detail as possible about the situation.
 - Shooter's location
 - Anyone injured
 - Your location in relation to the shooter
 - Potential for additional shooting
4. If it is safe to do, assist others in evacuating the immediate area.
5. If it is safe to do, assist injured as carefully as possible until law enforcement and paramedics arrive.
6. Go to a building at least two blocks away from the affected building or area.
7. **If outside:** go inside a building as soon as possible. If you cannot enter a building, make yourself as compact as possible. Put something between yourself and the shooter. Try not to gather in groups. Notify Moorhead Police (9-911) and Campus Security (2449) when safe to do so.
If inside: turn off all lights, lock all doors and windows, if it is safe to do so. Crouch under desks/tables silently remain there until emergency personnel (Law Enforcement, Fire Department, Campus Security) signal an all-clear. Notify Moorhead Police (9-911) and Campus Security (2449) when safe to do so.
8. Refer all media questions to the Moorhead Police liaison and/ or the Executive Director of University Advancement.

Student Crisis

- A. Contact Campus Security (477-2449), Counseling & Personal Growth Center (477-2835/2081) or the Office of Student Affairs (477-2171). Make appropriate contact and referrals for any of the following crisis situations:
 - Alcohol and other drug use emergencies
 - Assault (aggravated; with significant personal injuries)
 - Death of a student, friend, or family member (off-campus loss of life)
 - Demonstration (presenting potential danger)/Riot
 - Discipline issue(s)
 - Disruptive behavior in the classroom
 - Mental health/behavioral incidents or concerns
 - Physical injury (accidental/intentional)
 - Sexual assault
 - Threats to public welfare

Note: Immediately contact proper authorities (i.e., police, ambulance, fire department) by calling 9-911 anytime a personal injury has been sustained, where a life-threatening situation may exist and/or a crime has been or is about to be committed. Other off and on-campus authorities and services may be contacted as time and opportunity permit.

TRAIN DERAILMENT

In the case of a train derailment, Minnesota State University Moorhead staff will be working with the city of Moorhead and other related agencies to ensure the safety of the campus and the persons associated with it. Derailments involving such items as explosives, gasoline, or anhydrous ammonia could precipitate an evacuation of the campus. An exploding tank car could be propelled as far as 14th street.

1. Call 9-911 and inform them of any known hazards that may be present, then contact Campus Security at 477-2449 they will alert the proper University officials.
2. Stay clear of the area.

The Emergency Response Team in consultation with local authorities will determine if evacuation/relocation efforts will be implemented.

Utility Failure

- A. Immediately call 9-911 if there is potential danger to persons and/or buildings.
 - If telephone service is not available, to report the problem, go to the Campus Security House (1616 9th Avenue South, on the corner of 9th Ave. and 17th St. S.).
 - or
 - Physical Plant (709 17th Street South)
- B. All utility failures must be reported to the Physical Plant Department as soon as possible.
 - Business Hours: (8:00 am - 4:30 pm, Mon. - Fri.)
477-2400 Physical Plant
 - After Hours & Weekends
477-2400 on-duty Boiler Operator
and call
477-2447 Campus Security

If necessary contact “Excel Energy” (Electrical problems 9-1-800-895-1999 or Gas Problem 9-1-800-895-2999), Moorhead Public Service (9-299-5400) to help shut down natural gas or electrical services.

Violent or Criminal Behavior

A. Action to take:

- Call 9-911 immediately for all violent/criminal behaviors.
- Report threats and other crime issues/concerns by notifying:
 - Moorhead Police Department (299-5111 non-emergency)
 - Campus Security Department (477-2449)
- Practice crime prevention and learn self-defense techniques, this will greatly reduce the likelihood of your becoming a victim. Don't just leave the job of preventing crime to others; you are your own best security measure.

B. Preventative Measures:

- Protect yourself by being aware of your surroundings.
- Walk in well-lit areas and do not walk alone.
- Consider carrying pepper spray for self-protection or carry a personal security alarm to alert others if you have trouble.
- Learn basic, self-defense techniques.
- Lock your doors.
- Keep an inventory of your valuables and engrave them.
- Register your bike with the City of Moorhead Police Department and use a good lock to protect your bicycle.
- Lock your vehicle and do not leave valuables inside, especially in plain sight.



How to Report Incidents

Reporting Incidents

Minnesota State University Moorhead (MSUM) encourages all members (students, employees, and visitors) of our University community to be fully aware of safety and security issues, campus-related departments and services and to take action to prevent and report illegal and other unsafe activities should they occur. Personal awareness, practicing personal safety, and reporting incidents of concern are the foundation of a safe community.

General Information

The Campus Security Department is on-duty 24-hours a day throughout the year. All requests for immediate assistance relating to issues of safety and security should be made by calling (218) 477-2449, via email at security@mnstate.edu or by visiting our facility at 1616 9th Avenue South, Moorhead, Minnesota, 56563. Campus Security Officers respond to all requests for service and assistance. These officers are full-time security staff and/or part-time student employees of the University and are *not* police. In the event of any life-threatening emergency, or any apparent crime in progress, persons are strongly encouraged to immediately and directly contact appropriate police, fire or medical assistance by calling 9- 911 or Moorhead Police Department's non-emergency number 218-299-5111.

- Campus Security officers are authorized, when appropriate, to make a citizen's arrest. Typically such arrests are made only in the presence or support of a law enforcement officer.
- Campus Security works closely with local, state and federal law enforcement agencies to respond to and track criminal activity on campus.
- All persons on campus are encouraged to immediately report any criminal activity to the Moorhead Police Department or the University's Campus Security Department. Individuals who contact Campus Security will be strongly encouraged to also report incidents that are criminal in nature to the Moorhead Police Department. Campus Security normally requires a written report from the complainant/victim to begin an investigation and support the ability to address concerns through the University's Judicial System. MSUM will make exceptions to this immediate need to file a written report when necessary, including cases presenting clear and immediate danger to an individual or the University community.
- The Campus Security Director serves as the primary liaison with all law enforcement agencies for safety and security issues occurring on campus. When such incidents occur, the Director or his representative will determine the proper means of communicating these concerns to the campus community.

Reporting Procedures

1. All criminal activity occurring on campus should be reported immediately to Campus Security (277-2449) and/or the Moorhead Police Department (9-911). Campus Security will assist the complainant in completing reports. Campus Security will strongly encourage and support complainants/victims to report all crimes to the Moorhead Police Department. In appropriate cases, reports will also be shared with the University's Judicial Process. Campus Security will assist the Moorhead Police Department and the University's Judicial Process with investigations when requested. Campus Security also

accepts reports of criminal activity occurring to or caused by persons involved in University sanctioned functions and groups off-campus locations. Such incidents are included in the University's annual report and may be addressed on and/or off-campus.

2. If you are a victim of a crime or witness a crime call the Moorhead Police Department (911) and/or Campus Security (477-2449) for any emergency including medical emergencies, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities:
 - a. Write down as much information as you can remember after a crime. If you cannot identify the perpetrator by name, try to recall as many details as possible about the offender(s):
 - Gender
 - Approximate age
 - Height
 - Weight/build
 - Description of face (eye color, hair color/style, jaw, nose, facial hair, glasses, etc.)
 - Dress/clothing
 - Distinguishing marks (scars, tattoos, etc.)
 - Voice.
 - b. Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders or vehicles and report those to Campus Security and/or the Moorhead Police Department; Preserve the crime scene; do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until Campus Security and/or the Moorhead Police Department Officers arrive.

When necessary to protect the victim's identity, **in sexual assaults, Campus Security will accept third-party reports.** Whenever possible, Campus Security prefers to receive reports from the victim, as the detail is often more accurate in such situations. Maintain all physical evidence; do not risk losing critical evidence. All employees who become aware of an allegation of violation of University policy, student code of conduct, civil or criminal law should report the allegation to their supervisor and Campus Security. The following people with significant responsibility for student and campus activities (not including counselors) must report potential criminal activity of which they are aware to Campus Security: Campus Activities Board Coordinator, Admissions Director, Affirmative Action Officer, Alumni Director, Athletic Director, Athletic Trainer, Assistant Director for CMU, Assistant Coaches, Associate Director of Student Support Services (Judicial Affairs), Associate Registrar, Career Services Director, Coaches, Early Education Center Director, Deans, Department Chairs, Disability Services Coordinator, Financial Aid Director, FYE Program Director, Hendrix Health Center Director, Housing & Residential Life Director, Housing & Residential Life Associate Director, Housing & Residential Life Area Directors, International Programs Director, Intramural Director, Multicultural Affairs Director, Newman Center Director, Nurses, Personnel Director, Personnel Officer, President, Registrar, Residence Hall Complex Coordinator, Resident Assistant, Student Development Director, Student Organization Advisors, Student Teaching Abroad Director, Comstock Memorial Union Director, University Bookstore Supervisor, Vice President for Academic Affairs, Vice President of Administrative Affairs, Vice President for Student Affairs, Volunteer Services Coordinator, as well as any assistants and associates.

MSUM Response to Reports

- All allegations will be investigated. These investigations may be made in conjunction with the Moorhead Police Department or other law enforcement agencies.
- The Director of Campus Security will classify reports in conjunction with the appropriate police agency according to the FBI Uniform Crime Reporting Definitions.
- When alleged perpetrators are identified as students, the case will be forwarded to the Associate Director of Student Support Services (Judicial Affairs) for investigation and appropriate action. Criminal investigation, arrest and prosecution can occur independently, before, during or after the campus judicial process.
- MSUM will issue a timely warning to members of the campus community in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and any bias motivated incidents (manifesting evidence of prejudice based on race, religion, sexual orientation or ethnicity), or murder, forcible rape or aggravated assault, in cases where the Director of Campus Security (or the Director's designee) determines there is a continuing threat to the University community. In such cases, warnings may be provided through campus bulletins (via e-mail), campus radio stations, campus newspapers, residence hall bulletins, and other significant means.

Bias Motivated Incidents

A bias motivated incident is a offense committed against persons, property or society that is motivated, in whole or in part, by the offender's bias against another's or group's perceived race, religion, ethnic/national origin, gender, age, disability or sexual orientation. These Incidents should be reported immediately to Campus Security (477-2449), the Affirmative Action Office (477-2229) or the Associate Director of Student Support Services (477-2174) Some bias motivated incidents may be criminal in nature and should be reported to the Moorhead Police Department 9-911, 299-5111(non-emergency number).

The mere fact that the offender was biased against the victim's race, religion, ethnic/national origin and/or sexual orientation does not mean that a bias motivated incident was committed. Rather, the offender's act must have been motivated, in whole or in part, by his/her bias. Because bias motivated incidents are often attempts to silence and instill fear into entire groups, the purpose of bias motivated incident statutes is to send a message that bias motivated violence will not be tolerated.

Sexual Violence Reporting Contacts

University Resources: Persons at Minnesota State University Moorhead who have been the subject of violence or sexual discrimination/harassment or who have witnessed others being subjected to violence or sexual discrimination/harassment can contact any of the University resource persons listed below for assistance. These people can listen, answer your questions, and discuss your options.

CONTACTS REGARDING REPORTING SEXUAL VIOLENCE:

Ferman Woodberry, Director of Campus Security, 1616 9th Ave. S., 477.5869 (Voice) – *Employee Investigations (to include Student Employees)*.

Kathy Scott, Associate Director of Student Support Services, Comstock Memorial Union 222, 477.2174 (Voice) - *Student Investigations*

CONTACTS REGARDING REPORTING SEXUAL DISCRIMINATION/HARASSMENT:

Barbara Seiler, Affirmative Action Officer/Title IX Coordinator, Owens Hall 214B, 477.2229 (Voice) – *Employee Investigations (to include Student Employees)*.

Kathy Scott, Associate Director of Student Support Services, Comstock Memorial Union 222, 477.2174 (Voice) - *Student Investigations*

For TTY Communication, contact the Minnesota Relay Service at 1-800-627-3529.

Minnesota State University Moorhead is committed to providing an environment free from sexual violence and sexual discrimination/harassment, and continues to seek ways to eliminate such behavior. You are strongly encouraged to talk with one of the people listed above about your experience or concerns.

Minnesota State University Moorhead is an equal opportunity educator and employer and a member of the Minnesota State Colleges and Universities System. This information will be made available in alternate format, such as Braille, large print or audio cassette tape upon request by contacting Disability Services at 218-477-2652 or 218-477-2047.

Other University contacts include:

- Hendrix Health Center..... 477.2211
Lynn Peterson, Coordinator for Sexual Assault Services
Jane Franzen, Sexual Assault Nurse Examiner (**Hendrix Sexual Assault Services Team provides emergency responses for Examinations**)
- Campus Security (24 hours)..... 477.2449
- Counseling and Personal Growth Center 477.2227

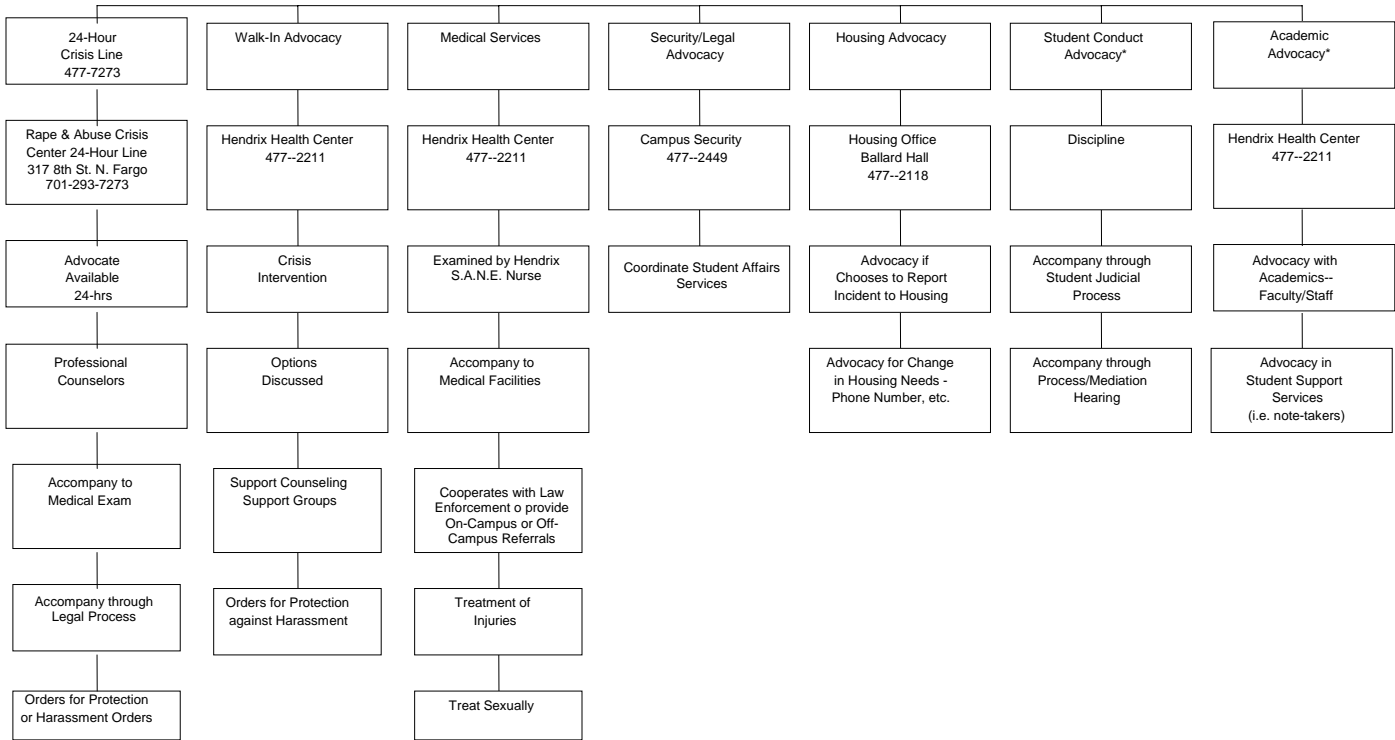
Off-Campus Resources:

Emergency (24 hour-services)

- Innovis Health..... 364.8490
- MeritCare Medical Center 234.5121
- Hotline..... 235.7335
- Police..... 9-911
- Fargo 241.1437
- Moorhead 299.5120
- Rape and Abuse Crisis Line..... 293.7273
- Suicide Line 232.4357

Minnesota State University Moorhead Program Against Sexual Violence

Options Available for Victims of Sexual Violence



SEXUAL VIOLENCE POLICY & PROCEDURE

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota State University Moorhead. Minnesota State University Moorhead is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Board Policies that may require separate proceedings. To further its commitment against sexual violence, Minnesota State University Moorhead provides reporting options, internal mechanisms for dispute resolution, and prevention training or other related services as appropriate.

Part 1. Application of policy to students, employees, and others.

This policy applies to all Minnesota State University Moorhead students and employees and to others, as appropriate, where alleged incidents of sexual violence have occurred on System property. Incidents of sexual violence alleged to have been committed by a student at a location other than on System property are covered by this policy pursuant to the factors listed in Minnesota State Colleges and Universities Board Policy 3.6, Part 5. Incidents of sexual violence alleged to have been committed by a Minnesota State University Moorhead employee at a location other than System property are covered by this policy.

Individuals alleged to have committed acts of sexual violence on System property who are not students or employees are subject to appropriate actions by Minnesota State University Moorhead, including, but not limited to, pursuing criminal or civil action against them. Allegations of discrimination or harassment are governed by Board Policy 1B.1.

Part 1. Definitions.

The following definitions apply to this Policy and Procedure 1B.3.1.

Subpart A. Sexual violence. Sexual violence includes a continuum of conduct that includes sexual assault, and non-forcible sex acts, as well as aiding acts of sexual violence.

Subpart B. Sexual assault. “Sexual assault” means an actual, attempted, or threatened sexual act with another person without that person’s consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Minnesota State University Moorhead student conduct codes and employee disciplinary standards. Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as “date rape” or “acquaintance rape.” This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
3. The intentional touching or coercing, forcing, or attempting to coerce or force another to touch an unwilling person’s intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
4. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

Subpart A. Consent. Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, and the condition was known or would be known to a reasonable person, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

Subpart B. Non-forcible sex acts. Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

Subpart C. System property. “System property” means the facilities and land owned, leased, or under the primary control of the Minnesota State Colleges and Universities System that includes Minnesota State University Moorhead, its Board of Trustees and the Office of the Chancellor.

Subpart D. Employee. “Employee” means any individual employed by the Minnesota State Colleges and Universities System that includes Minnesota State University Moorhead, and Office of the Chancellor, including student workers.

Subpart E. **Student.** “Student” means an individual who is:

1. admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any System college or university; or
2. between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic terms; or
3. expelled or suspended from enrollment as a student at the college or university, during the pendency of any adjudication of the student disciplinary action.

SEXUAL VIOLENCE INVESTIGATION PROCEDURE

Procedure objective. This procedure is designed to further implement Minnesota State University Moorhead’s policy prohibiting sexual violence. This procedure provides a process through which individuals alleging sexual violence may pursue a complaint. This procedure is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation and reprisal.

Part 2. Definitions.

Subpart A. Policy definitions. The definitions in MnSCU’s 1B.3 policy also apply to this procedure.

Subpart B. Campus Security authority. Campus Security authority includes the following categories of individuals at Minnesota State University Moorhead:

- The Campus Security Department
- Other individuals who have campus security responsibilities in addition to Campus Security
- Any individual or organization identified in Minnesota State University Moorhead policy as an individual or organization to which students and employees should report criminal offenses
- An official of Minnesota State University Moorhead who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, campus judicial proceedings; advisors to recognized student organizations and athletic coaches.

Note: Professional counselors, whose official responsibilities include providing mental health counseling and who are functioning within the scope of their license or certification are not included in this definition

Part 3. Reporting incidents of sexual violence.

Subpart A. Prompt reporting encouraged. Complainants of sexual violence may report incidents at any time, but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding.

Complainants are strongly encouraged to report incidents of sexual violence to law enforcement for the location where the incident occurred. Complainants are also encouraged to contact the Hendrix Health Care Center, Rape and Abuse Crisis Center, Counseling and Personal Growth Center, local health care providers, and Minnesota State University Moorhead Campus Security authorities for appropriate action.

Subpart B. Assistance in reporting. When informed of an alleged incident of sexual violence, all Minnesota State University Moorhead students and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services and campus security authorities.

Minnesota State University Moorhead Campus Security authorities, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, to include providing guidance in filing complaints with outside agencies including law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment professionals; and filing a complaint with campus officials responsible for enforcing the student conduct code or employee conduct standards.

When appropriate, Minnesota State University Moorhead may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders in addition to disciplinary action under the applicable student or employee conduct standard.

Part 4. Confidentiality of Reporting.

Subpart A. Confidential reports. Because of laws concerning government data contained in Minnesota Statutes Chapter 13, the Minnesota Government Data Practices Act, Minnesota State University Moorhead cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged communications with licensed health care professionals. Some off-campus reports may also be legally privileged by law, such as reports to clergy, private legal counsel, or health care professionals.

Subpart B. Reports to Campus Security authorities. Complainants of sexual violence may contact any Campus Security authority for appropriate assistance or to report incidents. Absolute confidentiality of reports made to Campus Security authorities cannot be guaranteed. However, Campus Security authorities shall not disclose personally identifiable information about a complainant of sexual violence without the complainant's consent except as may be required or permitted by law. There may be instances in which Minnesota State University Moorhead determines it needs to act regardless of whether the parties have reached a personal resolution or if the complainant requests that no action be taken. In such instances, Minnesota State University Moorhead will investigate and take appropriate action, taking care to protect the identity of the complainant and any other reporter in accordance with this procedure.

Subpart C. Required Reports. Any Campus Security authority or any college or university employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence must follow Minnesota State University Moorhead procedures for making a report for the annual crime statistics report. In addition, the Campus Security authority shall report to other school officials, as appropriate, such as the campus affirmative action office, the campus office responsible

for administering the student conduct code, and/or the designated Title IX compliance coordinator, in order to initiate any applicable investigative or other resolution procedures.

Campus Security authorities may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name or other personally identifiable information about the complainant will be provided only with the consent of the complainant except as may be required or permitted by law.

Part 5. Policy notices.

Subpart A. Distribution of policy to students. Minnesota State University Moorhead shall, at a minimum, at the time of registration make available to each student information about its sexual violence policy and procedure, and shall additionally post a copy of its policy and procedure at appropriate locations on campus at all times. Minnesota State University Moorhead may distribute its policy and procedure by posting on an Internet or Intranet Web site, provided all students are directly notified of how to access the policy by an exact address, and that they may request a paper copy.

Subpart B. Distribution of policy to employees. Minnesota State University Moorhead and the Office of the Chancellor shall make available to all employees a copy of its sexual violence policy and procedure. Distribution may be accomplished by posting on an Internet or Intranet Web site, provided all employees are directly notified of the exact address of the policy and procedure and that they may receive a paper copy upon request.

Subpart C. Required Notice. Minnesota State University Moorhead shall have a sexual violence policy, which shall include the notice provisions in this part.

1. Notice of complainant options. Following a report of sexual violence the complainant shall be promptly notified of:
 - a. Where and how to obtain immediate On/Off-Campus medical assistance; complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
 - b. Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate Minnesota State University Moorhead/MnSCU system contacts for employees, students and others. Such contacts should be identified by name, location and phone number for 24-hour availability.
 - c. Resources for where and how complainants may obtain on- or off-campus counseling, mental health or other support services.

2. Notice of complainant rights. Complainants shall be notified of the following:
 - a. Their right to file criminal charges with local law enforcement officials in sexual assault cases;
 - b. Rights under the crime victims bill of rights, Minnesota Statutes Sections 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety;
 - c. Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing and maintaining evidence in connection with a sexual violence incident;
 - d. Assistance available from campus authorities in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding;
 - e. That complaints of incidents of sexual violence made to Campus Security authorities shall be promptly and appropriately investigated and resolved;
 - f. That, at a sexual assault complainant's request, the college, university or Office of the Chancellor may take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, work site or alternative college-owned housing, if such alternatives are available and feasible.

Part 6. Investigation and disciplinary procedures.

Subpart A. Immediate action. Minnesota State University Moorhead may, at any time during the report/complaint process, reassign or place on administrative leave/suspend an employee/student alleged to have violated this policy, in accordance with the procedures in System Procedure 1B.1.1. Such action must be consistent with the applicable collective bargaining agreement or personnel plan.

Minnesota State University Moorhead may summarily suspend or take other temporary measures against a student alleged to have committed a violation of this policy in accordance with System Procedure 1B.1.1.

Subpart B. General principles. Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization. Mediation or other negotiated dispute resolution processes between the complainant and the respondent concerning allegations of sexual violence shall be used only if both parties voluntarily consent. No party shall be required to participate in mediation.

Minnesota State University Moorhead's investigation and disciplinary procedures concerning allegations of sexual violence against employees or students shall:

- Be respectful of the needs and rights of individuals involved;
- Proceed as promptly as possible;
- Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law;
- Employees shall have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
- Be conducted in accordance with applicable due process standards and privacy laws;
- Inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.

The past sexual history of the complainant and respondent shall be deemed irrelevant except as that history may directly relate to the incident being considered.

A respondent's use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.

Subpart C. Relationship to parallel proceedings. In general, Minnesota State University Moorhead investigation and disciplinary procedures for allegations of sexual violence will proceed independent of any action taken in criminal or civil courts. Minnesota State University Moorhead need not, and in most cases, should not delay its proceedings while a parallel legal action is on-going. If Minnesota State University Moorhead is aware of a criminal proceeding involving the alleged incident, it may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for Minnesota State University Moorhead procedures.

Subpart D. False statements prohibited. Minnesota State University Moorhead takes allegations of sexual violence very seriously and recognizes the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence or during the investigation of such a complaint or report may be subject to discipline or under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.

Subpart E. Withdrawn complaint. If a complainant no longer desires to pursue a complaint through Minnesota State University Moorhead's proceeding, the University reserves the right to investigate and resolve the complaint as it deems appropriate.

Subpart F. Minnesota State University Moorhead & MnSCU's discretion to pursue certain allegations. Minnesota State University Moorhead and the MnSCU system reserve discretion whether to pursue alleged violations of policy under appropriate circumstances, including, but not limited to, a determination that an effective investigation is not feasible because of the passage of time, or because the respondent is no longer a student/employee of Minnesota State University Moorhead or another MnSCU institution.

Subpart G. Minnesota State University Moorhead & MnSCU's discretion to deal with policy violations disclosed in investigation. Minnesota State University Moorhead and MnSCU reserve the right to determine whether to pursue violations of policy by students or employees other than the respondent, including a complainant or witness, that come to light during the investigation of an incident of sexual violence. In order to encourage reporting of sexual violence, under appropriate circumstances Minnesota State University Moorhead administrators may choose to deal with violations of University and/or Minnesota State Colleges and Universities policy in a manner other than disciplinary action.

Subpart H. Procedure for employees, students and individuals who are both an employee and a student.

Employees. If the respondent is an employee, the investigation and disciplinary decision-making shall be conducted pursuant to the procedures outlined in Board Procedure 1.B.1.1 except that use of the optional "Personal Resolution" described in Part 3. Subpart B. should not be encouraged in dealing with allegations of sexual violence due to the seriousness of the conduct.

Nothing in this procedure is intended to expand, diminish or alter in any manner any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

Students. Minnesota State University Moorhead will process complaints against students under this procedure using the investigation and decision making process of MnSCU's Procedure 1B.1.1. Minnesota State University Moorhead shall notify students of the process used as required by Part 5.

Individuals who are both an employee and a student. If the respondent is both a employee and a student, the investigation shall be conducted by the designated officer, as defined by Board Procedure 1.B.1.1, Part 2, Subpart A. The results of the investigation shall be submitted for review to both the decision-maker appointed under Procedure 1.B.1.1 Part 2, Subpart B, concerning the personnel action, and to the President or designee concerning the student action.

Subpart I. Sanctions. Sanctions that may be imposed if a finding is made that sexual violence has occurred include, but are not limited to, suspension, expulsion of students or termination from employment. The appropriate sanction will be determined on a case-by-case basis taking into account the severity of the conduct, the student's or employee's previous disciplinary history, and other factors as appropriate.

Subpart J. Retaliation prohibited. Actions by a student or employee intended as retaliation, reprisal or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

Part 7. Sexual violence prevention and education.

Subpart A. Campus-wide education and training. Minnesota State University Moorhead offers Rape/Abuse/Dating Violence counseling free of charge and available by appointment at Hendrix Health Center. This confidential counseling service is for students who are physical or emotional victims or secondary victims of sexual assault, domestic abuse, or dating violence. The Counseling and Personal Growth Center offers a wide range of training/education opportunities from Personal Growth to Safe Zone sessions (MSUM Safe Zone seeks to form a network of students, faculty and staff committed and trained to provide safe, non-judgmental and supportive contacts for all MSUM community members who may be dealing with lesbian, gay, bisexual, transgender, and/or questioning issues). The Campus Security department has videos on the issue of sexual violence and provides training sessions to the campus community as needed/requested.

Subpart B. Training for individuals charged with decision-making authority. Minnesota State University Moorhead and the Office of the Chancellor provide appropriate training and other resources to individuals charged with decision making responsibilities under applicable procedures in order to facilitate a fair, respectful and confidential procedure on allegations of sexual violence in accordance with this and other applicable policies, procedures and laws.

Part 8. Maintenance of report/complaint procedure documentation.

Data that is collected, created, received, maintained or disseminated about incidents of sexual violence will be handled in accordance with the privacy requirements of the Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act) and other applicable laws.

Information on reports of incidents of sexual violence that are made to the Campus Security authorities shall be documented in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 United States Code section 1092 (f). Such information will be used to report campus crime statistics on college and university campuses as required by that Act.

During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location. Access to complaint file information shall be in accordance with the applicable collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act and other applicable law and policy.

APPENDIX

- A. Check List - Death on Campus
- B. Bomb Threat Card
- C. Emergency Response Operator Team Check In Sheet
- D. Command Staff Assignments
- E. Volunteer Sign In Sheets
- F. Staff Assignment Sheets
- G. Spill Report Form
- H. Emergency Guidelines for the Disabled

Check List - Death on Campus

1. _____ Do not let anyone into the immediate area.
2. _____ Contact Moorhead Police Department, 9-911
3. _____ Will coordinate notification of family.
4. _____ Moorhead Police Department official will classify cause of death.
University staff should not comment or make assumptions about cause of death.
5. _____ Contact Campus Security (2449).
- _____ Send Officer to secure area
- _____ Secure the area until police arrive.
- _____ Obtain any information from the persons in area, particularly names, addresses and telephone numbers
- _____ Notify Director of Campus Security
- _____ Notify Vice President of Student Affairs
- _____ Notify Vice President of Administrative Affairs.
- _____ Notify University spokesperson for public information purposes. This person will serve as university spokesperson. All news interviews will be conducted under this person's review. This individual will assist in rumor control by providing information in cooperation with the Moorhead Police department to local news media.

Bomb / Biological / Chemical Threat Check List

Instructions

Be calm and courteous. LISTEN! Do Not interrupt the caller. Quietly attract the attention of a co-worker, indicating the nature of the call.

Exact Date & Time of call:

Length of Call _____

Origin of Call:

Internal External Unknown
Fax

Caller ID # _____

Exact words of caller: (ask them to repeat the message, if necessary, and write down as much as possible:

Questions to Ask!

1. When is the bomb going to explode?

2. Where is the bomb now?

3. What does the bomb look like?

4. What will cause the bomb to detonate?

5. Did you place the bomb (If yes, ask why) _____

6. Where are you calling from?

7. What is your Name/Address?

(Repeat questions if necessary)

Information About the Call

Listen carefully to the voice (note whether the caller is a man or woman; pitch, accent) Circle all that apply.

Male	Female		
Calm	Slow	Nasal	Angry
Broken	Stutter	Disguised	Sincere
Rapid	Giggler	Deep	Crying
Squeaky	Excited	Stressed	Accent
Loud	Slurred	Normal	

If the voice is familiar, who did it sound like?

Background noises heard: _____

Remarks: _____

Person Receiving the Call:

Position: _____

Phone # _____ Ext. _____

Supervisor: _____

Emergency Response Management Policy Team Check In Sheet

Date: _____

Emergency Director: _____

Cell Phone _____

Academic Affairs: _____

Cell Phone _____

Administrative Affairs: _____

Cell Phone _____

Student Affairs: _____

Cell Phone _____

Executive Director: _____

(Alumni Foundation and University Advancement)

Cell Phone _____

Security Director: _____

Cell Phone _____

Physical Plant Director: _____

Cell Phone _____

Emergency Response Management Operations Team Sign In Sheet

Date _____

Security Director: _____

Cell Phone _____

Physical Plant Director: _____

Cell Phone _____

Housing Director _____

Cell Phone _____

Health Center _____

Cell Phone _____

Counseling Director _____

Cell Phone _____

Health/Safety Officer: _____

Cell Phone _____

Computer Director: _____

Cell Phone _____

Command Staff Assignment Blank Rosters

Date _____

On Site Staff: (PLEASE PRINT)

Incident Commander: _____
(Blue)
Cell Phone number: _____

Facilities Supervisor: _____
(Yellow)
Cell Phone number: _____

Triage Officer: _____
(Yellow)
Cell Phone number: _____

Security Supervisor: _____
(Red)
Cell Phone number: _____

Safety Officer: _____
(Yellow)
Cell Phone number: _____

Staging Officer: _____
(Orange)
Cell Phone number: _____

Information Officer: _____
(Silver)
Cell Phone number: _____

Operations Officer: _____
(Blue)
Cell Phone number: _____

Emergency Guidelines for the Disabled

Be a survivor! Don't let an emergency catch you completely unprepared. The time to plan your evacuation is not during an emergency. Always be aware of your situation in any building that you enter. Visit the Emergency Information page at www.mnstate.edu/security for more complete emergency information.

The following are some guidelines for people with disabilities to keep in mind regarding building evacuation:

Elevators

If a fire alarm has sounded, the elevators in most buildings will not operate normally. If an elevator is operating, do not use it. In a serious fire situation, an elevator may stop and open its doors on a floor that is consumed with flames. If there is an electrical fire, the function of the elevators may also be impaired. Use the elevator ONLY when instructed to do so by a fire department representative who has assessed the situation.

Know Your Needs

No one understands the unique circumstances of your particular disability better than you. Communicate your special needs to those aiding you.

Example

If you are visually-impaired, explain that it is best to allow you to take their arm so they may guide you (rather than taking hold of you to direct you to a location).

In Place Protection

If you must remain in a building during an emergency, make sure that someone (a buddy, instructor, or passerby) is aware of where you are, and that you are awaiting rescue. Have them note:

- room number or exact location within the floor,
- floor and wing,
- window locations
- name of the individual and their condition
- telephone number of the location if applicable

Stay in a room with an operating phone and closing door. If you can not operate the phone, have your buddy call for you from the room, or after they have exited the building. Stay near open stairways or elevators. Remain in these areas only if it is safe to so.

Areas of Rescue

Where there are no established areas of refuge, find a location on the floor you are on that is relatively safe from immediate danger. It is preferred that the area have an operating phone so that you can call 9-911 (emergency services dispatch) and ensure that your presence in the building is known. If there is a fire situation, a room away from the fire with a closing door is best. Use what you can find to block smoke from entering the room from under the door (use part of your clothing if you can find no other material.) If there is a window, place some sign on it to alert people outside that you are in this location (especially if you have no operating phone). Use what you can find (lipstick, a bright shirt, a notebook, etc.). Do **not** break the window in the event of a fire! This may aid the spread of a fire into your area or allow exterior smoke to enter your room. Do this only if you need to exit through the window or are in immediate danger from smoke. If after communicating your location you must leave this area due to imminent danger, make every attempt to communicate your new location to rescuers.

Buddies or assistants should ensure that you know the general location within the building so you can communicate this via phone if need be. Ask buddies to dial 9-911 for you, close doors, etc. Once the buddy/assistant has evacuated the building, they should contact on-scene emergency personnel about your *exact* location.

Know Your Surroundings

Familiarize yourself with your surroundings. This is very important. When visiting a new building, look around for the exits. If you are hearing-impaired, verify if there are visual aids to alert you of an alarm condition. Where are these alarms? If there are none, make certain that people in the area know where you are and can let you know if there is an emergency. If you are visually-impaired, practice your escape via various routes. Never rely solely on one means of egress. If you are on crutches, understand that the stairs will be a dangerous place for you during the initial evacuation. Think about your particular situation and be prepared.

Remain Calm

Many alarm conditions end up being minor situations. Assess your unique situation before taking undue risks. However, **never** ignore an alarm condition! Take action!

Your Responsibility

Ultimately you are responsible for your safety. Inform an instructor, employer, co-worker, or friend of your special needs in the event of an emergency. They may not be aware of your condition, or may not have thought of your particular situation in the event of an emergency. Use the buddy system! Plan ahead, and be aware!

Emergency Procedures for the Disabled

Students with Mobility Limitations, Visually Impaired Students,
Hearing Impaired Students, Diabetic Students, Epileptic Students

Building Evacuation Procedures for the Disabled

The Disability Services office calls to the attention of all disabled students the fact that no one else can look out for their well-being as well as they can themselves. Therefore, students with disabilities have been told that they are responsible for studying and remembering the important parts of each building they are in, including stairways, exits, phone locations, and elevator procedures.

Students have been instructed to assume responsibility for asking several persons in their classes to assist them if emergency evacuation becomes necessary. Faculty members who have students in their classes who might have problems leaving the building during emergencies should discuss procedures ahead of time.

Students with Mobility Limitations

One of the biggest concerns in building evacuation is for students with mobility limitations: most elevators will not operate (should not be used) during a fire alarm. The general procedure has been that if there is no immediate danger (obvious smoke or fire), a student with mobility limitations should either stay in place or be moved to a fire-rated stairwell until emergency personnel determine the nature of the situation. Officials may then decide that no evacuation is necessary, they may remove the student using the elevator with an override key, or they may carry the disabled student out of the building using special techniques and evacuation chairs.

Someone should be designated to remain with a student while the faculty member meets emergency personnel and tells them where the student is. It is extremely important that the student not be moved unnecessarily and improperly, possibly causing further physical injury.

Naturally, if there is imminent danger and evacuation cannot be delayed, the disabled student should be carried or helped from the building in the best and fastest manner. The disabled student is the best authority as to how to be moved out of the building. A person may be carried using a two person locked arm position or may sit in a sturdy chair, preferably one with arms. The best procedure is to let professional emergency personnel assist in the evacuation of these students.

Additional Evacuation Considerations if person is in Imminent Danger

- Wheelchairs have many movable or weak parts that were not constructed to withstand the distress of lifting (e.g., the seat bar, foot plates, wheels, movable arm rests).
- Some students in wheelchairs may have electric artificial respirators attached. These persons should be given priority assistance if smoke and fumes are present, since their ability to breathe will be seriously jeopardized.
- Some students have no strength in the upper trunk or neck.
- If the wheelchair is left behind, remove it from the stairwell and leave it where it does not block others.
- Remove the batteries from a power wheelchair before attempting to transport it. Make sure that the foot rests are locked and the motor is off.
- If a seat belt is available, secure the student in the chair.
- If you are carrying a student more than three flights, a relay team may be needed.

Visually Impaired Students

Most visually impaired persons will be familiar with the immediate area they are in. In the event of an emergency, tell the student specifically how and where to exit. Have the student take your elbow and escort him or her (this is the preferred method when acting as a "sighted guide"). As you walk, tell the person where you are and advise him or her of any obstacles. When you have reached safety, orient the person to where he or she is and ask if any further assistance is needed.

Hearing Impaired Students

Persons with impaired hearing may not perceive audio emergency alarms; an alternative warning technique is required. Two methods of warning are the following:

- Write a note telling what the emergency is and the nearest evacuation route. (Example: "Fire- go out rear door to right and down. Now!")
- Turn the light switch on and off to gain attention, then indicate through gestures or in writing what is happening and what to do.

It may be prudent to escort the hearing impaired student as you leave the building.