



UNIVERSITY OF MARY

EMERGENCY RESPONSE GUIDE

For any emergency

Call 911

Use 911 to alert all
necessary emergency
services with one call.



UNIVERSITY OF MARY
America's Leadership University

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Emergency Contacts

From Campus or Cell Phone 9-1-1
Campus Security Cell Phone 355-8000

Non-Emergency Contacts

| | |
|--|---|
| Abused Adult Resource Center | 701-222-8370 or 1-866-341-7009 |
| Bismarck Police (non-emergency) | 701-222-1212 |
| Bismarck Rural Fire Department (non-emergency) | 701-258-5792 |
| Burleigh County Sheriff's Department (non-emergency) | 701-222-6651 |
| Crime Stoppers | 701-224-8477 or 701-224-TIPS If no answer call 701-328-8899 or 1-800-472-2911 |
| MedCenter One Emergency Room | 701-323-6150 |
| National Weather Service | 701-223-3700 |
| ND Emergency Assistance, State Radio | 800-773-3259 |
| Poison Control (National Poison Control) | 800-222-1222 |
| Poison Control (MN, ND, SD) | 800-732-2200 |
| Public Health (Burleigh County) | 701-355-1540 |
| Rape Crisis | 701-222-8370 |
| Red Cross | 701-226-0368 |
| St. Alexius Emergency Room | 701-530-7001 |
| State Radio | 800-773-3259 |
| State Police | 701-328-9921 |
| Suicide and Crisis Prevention Center | 701-328-8888 |

| | |
|--|--------------|
| Campus Health (Office) | 701-355-8288 |
| • Campus Health available only when class is in session: 9 AM–4 PM Mon. - Thurs. | |
| Campus Safety/Security (cell phone; 24-hour coverage) | 701-355-8000 |
| Campus Safety/Security (office) | 701-355-8159 |
| • Office hours are 6:30am to 3:00 pm Monday through Friday. | |
| Counseling services, on-campus | 701-355-8145 |
| Director of Human Resources | 701-355-8377 |
| Director of Physical Plant | 701-471-5736 |
| Director of Student Life | 701-355-8126 |
| Director of Information Technology | 701-355-8252 |
| Media Spokesperson | 701-355-8002 |
| President of the University of Mary | 701-355-8100 |
| Residence Director | 701-425-5242 |
| Vice Pres. for Academic Affairs | 701-355-8140 |
| Vice Pres. for Financial Affairs | 701-355-8303 |
| Vice Pres. for Student Development | 701-355-8150 |

ACTIVE SHOOTER:

- **If you see or hear of an active shooter on campus, immediately call 911.**
- In the event an emergency, because of a threat to the University population, a Timely Warning may be issued to the entire campus community. This message would be transmitted by the University's emergency notification system alerting the entire campus community of what type of incident has occurred and may include instructions to follow in order to remain safe. A Timely Warning issuance may only be implemented by authorized personnel. **Report any incident to the campus security cell phone at (701)355-8000 or office phone at (701)355-8159 and the Director of Physical Plant at (701)471-5736.**
- Offer assistance by offering to meet first responders to show them to the incident. Follow all their instructions.
- DO NOT approach a person with a weapon.
- DO NOT attempt to verify that an active shooting is taking place when making decisions; even a brief delay could result in injury or loss of life.
- Be prepared to give as much information as possible including:
 - Name
 - Location (yours and shooter's)
 - Physical description of the perpetrator(s)
 - Type of weapon

HOSTAGE SITUATION:

- If safe to do so call 911.
- Remain calm and cooperate with your captor(s).
- DO NOT attempt to escape unless it is SAFE to do so.
- DO NOT draw attention to yourself and do what you're told to do.
- DO NOT speak unless spoken to and do NOT try to intimidate your captor(s).
- Stay below windows and behind cover if possible.

■ **While waiting for help, gently turn the intoxicated person on his/her side and continue to monitor the person's life signs.**

■ **If necessary call 911 and follow 911 dispatcher instructions in providing emergency care.**

■ **Signs/symptoms:**

- Person is known to have consumed a large amount of alcohol in a short period of time.
- Unconscious or semiconscious (can't wake them).
- Slow respiration: eight (8) or fewer breaths per minute or lapses of more than ten (10) seconds between breaths.
- Cold, clammy, pale or bluish skin.
- Person vomits while passed out and doesn't wake up.

■ **Action:**

- Call 911 and residence director at (701)425-5242 and Campus Security cell phone at (701)355-8000 or office phone at (701)355-8159 and Physical Plant Director at (701)471-5736.
- Ask security to escort emergency personnel to the proper location.
- While waiting for help, gently turn the intoxicated person on his/her side and continue to monitor the person's life signs. Wear protective gloves and clothing if available.
- Do NOT leave the person until medical help arrives. The residence director on duty should travel either in the ambulance or meet the ambulance at the hospital.
- Residence director on call should be contacted to provide on-campus duty coverage.
- The assistant Director of Student Life will inform his/her parents or legal guardians of the situation.

If you suspect someone has alcohol poisoning:

- DO NOT leave them alone
- DO NOT move them
- DO NOT allow them to drive
- DO NOT give them food, liquid, medicines or drugs
- DO NOT give them a cold shower

■ Call 911.

- Call the campus security cell phone at (701)355-8000 or office phone at (701)355-8159 and also call the Director of Physical Plant at (701)471-5736.
- Call the Director of Student Life at (701)355-8126 or call the Vice President of Student Development at (701)355-8150

NON EMERGENCY:

- In the event that a student/staff member discloses that he/she was the victim of an assault, listen and don't be judgmental.
- This person is telling you because he/she trusts you. Encourage the victim to seek support. There is a variety of resources both on and off campus to assist the victim.
- Attempt to dissuade the victim from washing, cleaning up or using the restroom, which can destroy powerful evidence. The victim may also have physical injuries that need attention as well as concerns about pregnancy and/or sexually transmitted diseases.
 - DO NOT attempt to conduct an investigation, question victim(s) or the alleged perpetrator(s), and DON'T disturb any physical evidence.
 - Provide the victim(s) with as much privacy as possible.
 - Provide the victim(s) with appropriate support contact information, (see contact information listed at the beginning of this guide.)
 - Call 911 if necessary.
 - Call the Director of Student Life at (701)355-8126
 - Call the campus security at (701) 355-8000 or office phone at (701)355-8159 and also call the Director of Physical Plant at (701)471-5736.

A report must be filed with Student Life or Campus Safety/ Security office as this a reportable crime required by the Clery Act. Reports can be obtained and completed through the Campus Safety/Security office or the Student Life office.

■ **Call 911 and remain calm.**

■ Call the campus security cell phone at (701)355-8000 or office phone at (701)355-8159 and the Director of Physical Plant at (701)471-5736.

■ In the event an emergency, because of a threat to the University population, a Timely Warning may be issued to the entire campus community. This message would be transmitted by the University's emergency notification system alerting the entire campus community of what type of incident has occurred and may include instructions to follow in order to remain safe. A Timely Warning issuance may only be implemented by authorized personnel.

■ Follow all instructions given by emergency personnel and the Director of Physical Plant.

■ **Do not evacuate the building unless directed to do so by emergency/law enforcement officials. Only evacuate to the areas as instructed.**

■ Turn off cell phones and electronic devices as these may cause a bomb to detonate.

■ **If a bomb threat is received by phone, ask:**

1. Where is the bomb located?
2. When is the bomb going to explode?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb and where are you calling from?
6. Remain on the phone if possible.

■ **Record the following information:**

1. Time and date of call
2. Exact words the caller used
3. Speech pattern, accent
4. Background noises (music, people talking, cars, machine noises, typing)

■ **What will happen next?**

- A building search is made by appropriate persons.
- Law enforcement officials will interview the person who received the bomb threat.

If a suspicious object is discovered

- Do not attempt to touch or move the object.
- Evacuate the immediate area.
- Call 911.
- Call the campus security cell phone at (701)355-8000 or office phone at (701)355-8159 and the Director of Physical Plant at (701)471-5736.
- Follow all emergency personnel instructions!

- The safety of the University of Mary students and staff is the primary consideration in closure decisions.
- Under extreme inclement weather or in the case of a general emergency the university may close.
- Closing will be announced via campus-wide text and campus-wide email system issued by an authorized University of Mary employee.
 - To register for emergency messaging with the University of Mary, log on to myumary.edu. Locate and click on “campus announcements” and click on the “sign up for emergency text messaging”.
 - Follow all instructions from emergency personnel, law enforcement and/or instructions from the Director of Physical Plant.

- **DO NOT take a chance that an intruder and/or threatening person will remain non-violent.**
- **Call 911.**
- Call the campus security cell phone at (701)355-8000 or office phone at (701)355-8159 and the Director of Physical Plant at (701)471-5736.
- Call the Director of Student Life at (701)355-8126

THREATENING PERSON:

- **Call 911.**
- Call the campus security at (701) 355-8000 or office phone at (701)355-8159 and also call the Director of Physical Plant at (701)471-5736.
- In the event an emergency, because of a threat to the University population, a Timely Warning may be issued to the entire campus community. This message would be transmitted by the University's emergency notification system alerting the entire campus community of what type of incident has occurred and may include instructions to follow in order to remain safe. A Timely Warning issuance may only be implemented by authorized personnel.
- Meet first responders and show them the location of the disturbance.
- Instruct person(s) in the surrounding area to seek a position of safety if the situation is escalating.
- Speak calmly and move behind a physical barrier, if it's safe to do so.
- Visually scan the perpetrator(s) for any sign of weapons.
- Upon arrival of law enforcement, help assess the situation to see if there are injured person(s) and provide law enforcement with as much information as possible.

INTRUDER ON CAMPUS:

- **DO NOT approach the person.**
- Obtain a description of the intruder(s). Visually scan the perpetrator(s) for any sign of weapon(s).
- Follow the instructions of emergency responders. Authorized personnel will determine if a lock down or evacuation is necessary.

■ Call 911.

- Call the campus security cell phone at (701)355-8000 or office phone at (701)355-8159 and the Director of Physical Plant at (701)471-5736.
- Implement **SHELTER-IN-PLACE** protocol from this book.
- Attempt to calm students and keep them informed whenever possible.
- In the event an emergency, because of a threat to the University population, a Timely Warning may be issued to the entire campus community. This message would be transmitted by the University's emergency notification system alerting the entire campus community of what type of incident has occurred and may include instructions to follow in order to remain safe. A Timely Warning issuance may only be implemented by authorized personnel.

■ You will need to provide the following information:

- Building name
- Floor/room number
- Type of accident/chemical(s) involved

■ There may be times when there has been no notice but you still need to take action. Take immediate action if you:

- Hear a strange sound like an explosion.
- See a vapor cloud.
- Smell a strange odor.
- Feel nauseous or have burning eyes.
- Have difficulty breathing.

■ NON-EMERGENCY

- Call the campus security at (701) 355-8000 or office phone at (701)355-8159 and also call the Director of Physical Plant at (701)471-5736.
- Obtain a description of the intruder(s). Visually scan the intruder(s) for any sign of weapon(s).
- Follow the instructions of emergency responders. Authorized personnel will determine if a lockdown or evacuation is necessary.

■ Call 911.

- Call the campus security cell phone at (701)355-8000 or office phone at (701)355-8159 and the Director of Physical Plant at (701)471-5736.
- Call the Director of Student Life at (701)355-8126 and the RD phone at (701)425-5242.
- In the event an emergency, because of a threat to the University population, a Timely Warning may be issued to the entire campus community. This message would be transmitted by the University's emergency notification system alerting the entire campus community of what type of incident has occurred and may include instructions to follow in order to remain safe. A Timely Warning issuance may only be implemented by authorized personnel.
- Ask all persons to:
 - Remain calm. Do not run!
 - Evacuate to the nearest EXIT. Do NOT use the elevator!
 - If someone needs assistance leaving the building and you can do so safely, please do so.
 - Help account for any person(s) in your building.
 - Do NOT return inside the building until emergency responders and/or law enforcement have said to do so.
 - When evacuating a building, move upwind if smoke, vapor clouds, or unusual odors are detected or are present.

DO NOT EVACUATE INTO:

- Smoke filled areas
- Chemical spills
- Parking lots
- Established HAZ-MAT Zone

Evacuation Assembly Points

Boniface Hall, St. Joseph's Hall, Scholastica Hall, Greg Butler Hall, Hillside Hall, Welder Library, Gary Tharaldson School of Business and Benedictine Center: *Lawn outside of the Gary Tharaldson School of Business*

North Campus: *Chick's Place*

Boyle Hall/Deichert Hall: *Lawn by Hegeholz Field*

In the event of inclement weather, please evacuate to the Leach Field House or to the Benedictine Center Cafeteria.

EMERGENCY

■ Call 911.

- Inform responding emergency personnel of any special needs requirements for people in an emergency situation.
- Call the campus security cell phone at (701)355-8000 or office phone at (701)355-8159 and the Director of Physical Plant at (701)471-5736.
- Call the Director of Student Life at (701)355-8126 and the RD phone at (701)425-5242.
- Remove evacuees from smoke and vapors immediately. Listen to all instructions from emergency personnel.

NON-EMERGENCY

General guide to assisting person(s) with disabilities in an evacuation:

- To alert visually impaired persons:
 - Announce the type of emergency.
 - Offer your arm for guidance.
 - Tell the person where you are going and warn of obstacles before they occur.
- To alert people with hearing limitations:
 - Turn lights on/off to gain person(s) attention, or
 - Indicate directions with gestures.
 - Write a note
- To evacuate person(s) using crutches, canes, walkers or wheelchairs:
 - Person(s) with electrical respirators get priority assistance.
 - Person(s) on ground level may need minimal assistance. Lend them your arm and guide to navigate outside of the building.
 - Wheelchairs are too heavy to take down the stairs, so consult with the person to determine the best carry options.

- **Remain calm, pull the fire alarm and immediately call 911.**
- Call the campus security cell phone at (701)355-8000 or office phone at (701)355-8159 and call the Director of Physical Plant at (701)471-5736.
- Call Director of Student Life at (701)355-8126 and Residence Life phone at (701)425-5242.
- **If there is a doubt, exit the building safely.**

RACE (acronym)

- Rescue:** Rescue anyone from immediate danger.
- Activate:** If the alarm hasn't been sounded, activate the alarm.
- Contain:** Contain fire by closing doors and windows.
- Extinguish/Evacuate:** Extinguish fire if possible and leave building.

■ **Instruct all person(s) to exit in the following way:**

- Feel the doors for heat
 - If the door is cool, knock on doors and instruct person(s) in the area to evacuate using the nearest exit.
 - If the door is hot, don't open the door, but crouch near the floor to avoid smoke inhalation. Reassure the person(s) that help is on its way.
- Close doors behind you.
- Check restrooms, lounges, classrooms, dorm rooms, cafeteria, etc.
- If it isn't safe to use the nearest exit, use the next available exit.
- **DO NOT USE THE ELEVATOR DURING AN EVACUATION!**
- Turn off equipment, if it's safe to do so.
- Assist any person(s) with disabilities with their evacuation.
- If you know of anyone who may possibly be trapped inside, notify responding emergency officials and inform them of the trapped person(s) last known location and any known identifying information.

■ **How to use a fire extinguisher:**

PASS (acronym)

- Pull:** Pull pin from the handle.
- Aim:** Aim the nozzle, while keeping the extinguisher upright.
- Squeeze:** Squeeze the handle. The substance will be released.
- Sweep:** Sweep the extinguisher from side to side until the fire is out.

- **Call 911. Give them the location of the fire.**
- **Call the campus security cell phone at (701)355-8000 or office phone (701)355-8159.**
- **Call the Director of Physical Plant at (701)471-5736 and follow all instructions given.**
- **Get yourself and all others out of and away from the vehicle.**
 - Do not attempt to enter a burning vehicle to retrieve personal property.
 - Fires in motor vehicles can produce toxic gases.
 - Vehicles can burst because of heat and flames.
 - Vehicles may explode dispersing debris great distances
- **Never put yourself in danger using a fire extinguisher.**
 - **Do not open the hood if you suspect fire under it. Air could rush in enlarging the fire, leading to injury!**
 - Instruct all person(s) to vacate the area immediately and to keep roadways clear of pedestrians so that emergency personnel can arrive quickly and safely.

■ **How to use a fire extinguisher:**

PASS (acronym)

- Pull:** Pull pin from the handle.
- Aim:** Aim the nozzle, while keeping the extinguisher upright.
- Squeeze:** Squeeze the handle. The substance will be released.
- Sweep:** Sweep the extinguisher from side to side until the fire is out.

- Contamination of food or beverage could involve accidental contamination or intentional contamination.
 - Intentional contamination could involve biological organisms, toxins, chemicals or radiological contaminants.
- **As soon as you become aware of a potential food contamination incident, call 911.** Call the campus security cell phone at (701)355-8000 or office phone at (701)355-8159 and the Director of Physical Plant at (701)471-5736.
 - Follow all instructions given by emergency personnel.
 - Offer assistance.
- If you have qualified staff available, such as from the student health clinic, direct them to begin first aid as appropriate to their level of training.

RESPONDING EMERGENCY PERSONNEL WILL NEED:

- Name(s) of ill student(s)
- Location of student(s)
- Name(s) of food service worker(s)
- Samples of food served and utensils used
- Rooms for interviews and examination

- Hate crimes are crimes committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on race, gender, religion, disability, sexual orientation, or ethnicity/national origin.

Hate crimes may include but are not limited to crimes involving hostage/active shooter, bomb threats, fire, missing person(s), health/food contamination, all assaults, stalking, and theft or robbery.

EMERGENCY

If a student/staff member suspects they are in immediate danger:

- **Call 911 from a safe location.**
- Call the campus security at (701) 355-8000 or office phone at (701)355-8159 and also call the Director of Physical Plant at (701)471-5736.
- Call the Residence Life phone at (701)425-5242 and the Director of Student Life at (701)355-8126.

NON-EMERGENCY

If a student/staff member suspects they are not in immediate danger contact and report the incident to the following:

- Call the campus security at (701) 355-8000 or office phone at (701)355-8159 and also call the Director of Physical Plant at (701)471-5736.
- Call the Residence Life phone at (701)425-5242 and the Director of Student Life at (701)355-8126.

A report must be filed with Student Life or Campus Safety/ Security office as this a reportable crime required by the Clery Act. Reports can be obtained and completed through the Campus Safety/Security office or the Student Development office.

- Lockdown is used to dramatically enhance the level of security of the facility. By locking all exterior and main interior doors, staff can make it more difficult for dangerous person(s) to gain access to staff and students.
- **Call 911.**
- Call the campus security cell phone at (701)355-8000 or office phone at (701)355-8159
- Call the Director of Physical Plant at (701)471-5736. Verify that all exterior doors and main doors are secure by calling the Director of Physical Plant.
- Call the Director of Student Life at (701)355-8126 and the Residence Life phone at (701)425-5242
- In the event an emergency, because of a threat to the University population, a Timely Warning may be issued to the entire campus community. This message would be transmitted by the University's emergency notification system alerting the entire campus community of what type of incident has occurred and may include instructions to follow in order to remain safe. A Timely Warning issuance may only be implemented by authorized personnel.
- Meet first responders to show safety officials where to go and offer assistance if needed.
- Instruct person(s) to remain calm and to implement the following safety precautions:
 - Lock their doors.
 - Close and lock their windows and shut the curtains/blinds.
 - Stay low on the floor away from windows and doors and hide under or behind something if possible.
 - DO NOT leave the area until told to do so by law enforcement, even if the fire alarms are sounding - there may be a gunman in the hallway.
 - If you're in an area that doesn't lock, use all available items including, but not limited to, desks, dressers, tables and chairs to barricade the door.
 - Prohibit cell phone use unless there's a medical emergency; calling friends/family at the time of an emergency ties up the phone lines.

- Faculty/Staff receiving inquiries from media personnel are to direct the inquiry to the office of the Vice President for Financial Affairs at (701)355-8303.
- Refer unauthorized media inquiries to the University's Media/Public Relations spokesperson at (701)355-8002.

Under no circumstances should any Faculty/Staff divulge any information to the media about an emergency at the University unless approved by the Vice President for Financial Affairs or the media spokesperson.

- Before releasing any information, first consider if you can legally do so. Be very careful about releasing identifying information.
- Mistakes made in dealing with the media can result in adverse publicity for the school and interference with emergency response and increased civil liability.
 - DO NOT provide any information "off the record."
 - DO NOT discuss specifics of any ongoing criminal investigations.
 - Maintain records of all interviews.

■ **Call 911 and remain calm.**

- Call the campus security cell phone at (701)355-8000 or office phone at (701)355-8159. Call the Director of Physical Plant at (701)471-5736.
- Do NOT move an injured/ill person(s) unless absolutely necessary to avoid further injury. Comfort the injured/ill person(s) and reassure them that help is on the way.
- Instruct onlookers to leave.
- Follow 911 dispatcher instructions in providing emergency care.
- **If a crime has been committed, do NOT disturb any potential evidence by moving or cleaning anything.**
- Complete an incident report form.

IF THIS IS A NON-LIFE-THREATENING SITUATION:

- Refer the person to the University of Mary student health clinic on campus or ask the person(s) to seek medical attention of one of the hospitals in town.

■ IF A PERSON IS MISSING FOR 24 HOURS:

- **Call 911.**

IN A NON-EMERGENCY SITUATION FOLLOW THE CALL PATTERN LISTED BELOW:

- Call the campus security cell phone at (701)355-8000 or office phone at (701)355-8159 and the Director of Physical Plant at (701)471-5736 to raise awareness and follow all instructions given.
- Call the Residence Life phone at (701)425-5242.
- If the missing person is a student, contact the Director of Student Life at (701)355-8126 or the Vice President for Student Development at (701)355-8150.

When calling law enforcement be prepared to give the following information:

- Physical description of the individual(s)
- When and where the individual(s) were last seen
- The name of the person that reported them missing
- Any changes in routine or demeanor of the allegedly missing individual(s)

The University of Mary will protect the health and safety of the students/staff and their families to the best of its abilities.

- A pandemic is an epidemic on a larger scale over a longer time frame and a larger geographic area.
- Local public health and safety officials will give instructions on decontamination.
- If LOCKDOWN or EVACUATION is NOT appropriate, clear the area of all people who don't have a specific purpose in remaining.
- The Director of Physical Plant will give you further instructions.
- Caution all person(s) to take precautions against any contact with bodily fluids. Utilize protective gloves or clothing if available.

In the event an emergency, because of a threat to the University population, a Timely Warning may be issued to the entire campus community. This message would be transmitted by the University's emergency notification system alerting the entire campus community of what type of incident has occurred and may include instructions to follow in order to remain safe. A Timely Warning issuance may only be implemented by authorized personnel.

EMERGENCY

- Call 911.
- Call the campus security cell phone at (701)355-8000 or office phone at (701)355-8159 and also call the Director of Physical Plant at (701)471-5736.
- Call the Director of Student Life at (701)355-8126 or call the Vice President for Student Development at (701)355-8150.

NON-EMERGENCY

- In the event that a student/staff member discloses that he/she was the victim of a sexual assault, listen and don't be judgmental.
 - This person is telling you because he/she trusts you. Encourage the victim to seek support. There is a variety of resources both on and off campus to assist the victim.
- Attempt to dissuade the victim from washing, cleaning up or using the restroom, which can destroy powerful evidence. The victim may also have physical injuries that need attention as well as concerns about pregnancy and/or sexually transmitted diseases.
 - Do NOT attempt to conduct an investigation, question victim(s) or the alleged perpetrator(s), and DON'T disturb any physical evidence.
 - Provide the victim(s) with as much privacy as possible.
 - Provide the victim(s) with appropriate support contact information, (see contact information listed at the beginning of this guide.)
 - **Call 911.** Call the campus security cell phone at (701)355-8000 or office phone at (701)355-8159 and also call the Director of Physical Plant at (701)471-5736.

A report must be filed with Student Life or Campus Safety/ Security office as this a reportable crime required by the Clery Act. Reports can be obtained and completed through the Campus Safety/Security office or the Student Development office.

■ **Call 911.**

- Call the campus security cell phone at (701)355-8000 or office phone at (701)355-8159 and the Director of Physical Plant at (701)471-5736.
- In the event that a hazardous material spill takes place on or around campus, emergency safety officials may require a shelter-in-place.
- Assist responding emergency responders.
- Stay indoors. Make sure that all person(s) that are outdoors are moved inside the facility.
- Close and lock all doors and windows.
- Seal all cracks around doors, windows, vents, and air-conditioners and exhaust fans with duct tape or wet towels.
- If explosion is possible, cover windows by pulling shades, curtains, drapes.
- If possible try to stay in the room nearest the center of the building.
- Turn on the radio/TV to the local channel and listen for further instructions.
- Only after public safety officials and law enforcement have given permission to leave the building will anyone be able to vacate the premises.
- In the event an emergency, because of a threat to the University population, a Timely Warning may be issued to the entire campus community. This message would be transmitted by the University's emergency notification system alerting the entire campus community of what type of incident has occurred and may include instructions to follow in order to remain safe. A Timely Warning issuance may only be implemented by authorized personnel.

If a student/staff member reports to you that he/she believes that he/she is in an abusive relationship or is being stalked, he/she may be in either imminent danger or not immediately at risk.

If the victim believes that he/she is in imminent danger:

- Call 911 from a safe location.
- Call the campus security cell phone at (701)355-8000 or office phone at (701)355-8159 and the Director of Physical Plant at (701)471-5736.
- Call the Director of Student Life at (701)355-8126 and the Residence Life phone at (701)425-5242.
- Meet with first responders and show them where to go.
- With the assistance of law enforcement help find a shelter for the victim, which is an unknown shelter to the stalker.
 - You can also call the Abused Adult Resource Center at (701)222-8370 or toll free at 1-866-341-7009.

If the victim believes that he/she is NOT in immediate risk, but is afraid:

- Refer the individual to counseling services on-campus at (701)355-8145 or an off-campus victim service agency such as the Abused Adult Resource Center at (701)222-8370 or toll free at 1-866-341-7009.
 - These entities will explain protection/restraining orders, North Dakota stalking laws, documentation of events, contingency/escape planning, etc.
 - Campus Safety/Security is available to escort you to your vehicle or on campus location.

If the student/staff believes that he/she is being stalked:

- Explain to him/her the importance of maintaining a journal that records all stalking-related behaviors including. But not limited to:
 - Electronic mail
 - Phone calls/text messaging
 - In-person contact

EMERGENCY

If weapons are present report that information to the responding emergency personnel.

■ Call 911.

■ Call the campus security cell phone at (701)355-8000 or office phone at (701)355-8159 and call the Director of Physical Plant at (701)471-5736.

■ In the event an emergency, because of a threat to the University population, a Timely Warning may be issued to the entire campus community. This message would be transmitted by the University's emergency notification system alerting the entire campus community of what type of incident has occurred and may include instructions to follow in order to remain safe. A Timely Warning issuance may only be implemented by authorized personnel.

NON-EMERGENCY

■ Call 911.

■ Assist first responders and to assist in controlling the situation.

■ DO NOT touch anything.

■ Close off the section of the facility where the person is.

■ Implement the media protocol.

■ Persons to contact:

- **Director of Student Life**
(701)355-8126
- **Residence Life**
(701)425-5242
- **Vice President for Student Development**
(701)355-8150
- **Counseling Services (on-campus)**
(701)355-8145
- **Human Resources Director**
(701)355-8377

- If necessary warn campus residents to use extra caution with their possessions.
- **In the event of a burglary/theft call 911 to report the incident.**
- Assist first responders with the location of the incident.
- Call the campus security cell phone at (701)355-8000 or office phone at (701)355-8159 and the Director of Physical Plant at (701)471-5736 and follow all instructions.
- Fill out a “University of Mary Crime/Suspected Crime Report” form for Clery Act compliance, which includes:
 - Robbery (use of force and/or weapon)
 - Burglary (no force/no weapon)
 - Larceny
 - Motor vehicle theft

- An incident must meet three conditions to be classified as a **Burglary**. If the following three criteria are not met the proper classification is a **Larceny**.
 1. There must be evidence of unlawful entry (trespass). Both forcible entry, and unlawful entry-no force are counted.
 2. The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
 3. The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

A report must be filed with Student Life or Campus Safety/ Security office as this a reportable crime required by the Clery Act. Reports can be obtained and completed through the Campus Safety/Security office or the Student Development office.

EMERGENCY

■ Call 911.

- In the event an emergency, because of a threat to the University population, a Timely Warning may be issued to the entire campus community. This message would be transmitted by the University's emergency notification system alerting the entire campus community of what type of incident has occurred and may include instructions to follow in order to remain safe. A Timely Warning issuance may only be implemented by authorized personnel. Report any incident to the campus security cell phone at (701)355-8000 or office phone at (701)355-8159 and the Director of Physical Plant at (701)471-5736.

NON-EMERGENCY

- Call the campus security cell phone at (701)355-8000 or office phone at (701)355-8159 and the Director of Physical Plant at (701)471-5736.
- In a non-emergency situation designate a person to remain on the phone with emergency/law enforcement, if no one is available then remain on the phone.
- Offer assistance to first responders.
- **Do not approach or attempt to apprehend the person(s) involved.**
- Report as much information as possible including:
 - What the person(s) is/are doing
 - The location
 - Physical and clothing description of those involved
 - Weapons involved
 - Vehicle description and license number if appropriate
 - Direction of travel when last seen

- In the event the National Weather Service issues a severe weather warning, a campus-wide email and (or) a campus-wide text will go out to all person(s) registered to receive emergency messaging.
- To register for emergency messaging with the University of Mary, log on to myumary.edu. Locate and click on “campus announcements” and click on the “sign up for emergency text messaging.”
- Storm damage and severe weather such as hail, strong winds, tornadoes or flooding should be reported to the National Weather Service at 1-800-247-0212.

TORNADO AND OTHER SEVERE WEATHER WARNINGS:

- An authorized University of Mary representative may immediately suspend class(s) and close offices depending on weather severity.
- Seek shelter immediately including interior hallways, interior rooms, bathrooms, and the lower level of any building for severe weather including tornados. Keep away from windows
- When moving within buildings, use stairs, not elevators.
- Safe locations: 001-002 HMC, (Seems we are missing information here)

MEDIA ALERTS:**■ Tune to local Radio stations:**

- KFYZ 550 AM
- KFYZ 99.7 FM
- KBMR 1130 AM.

■ Tune to local TV weather:

- KFYZ TV
- KXMB TV.

■ Utilize computer internet access to view radar maps and severe weather information.**Awareness is your best defense: “Keep an eye on the sky.”****■ Definitions and Cautions:**

- **Watch:** Weather conditions are favorable for the development of severe weather.
- **Warning:** Severe weather has been sighted or detected on the radar!
TAKE SHELTER!
- **Blizzard:** If you need emergency assistance call 911, and campus security at (701)355-8000 cell phone or office phone at (701)355-8159 and the Director of Physical Plant at (701)471-5736.
- **Thunderstorm:** Do NOT use a cell phone or any form of portable phone during a thunderstorm! If you are outside, immediately go into a building to avoid possible falling tree limbs and other debris. In case of a power outage, do NOT use the elevator!
- **Tornado Warning:** Advise all person(s) to take shelter in a basement, if available, and/or a room without windows. Do NOT use the elevator! Instruct all person(s) to remain in a duck-and-cover position by kneeling on the floor with elbows touching the floor and hands clasped behind the neck to protect the head.
- **Wildfires:** Pull the fire alarm and call 911, campus security at (701)355-8000 or office phone at (701)355-8159 and the Director of Physical Plant at (701)471-5736. Assist in the effort to evacuate all person(s) off campus and upwind of the fire.