

EMERGENCY OPERATIONS PLAN

and Team Training Manual



UNIVERSITY
of MARY

for Life.

University of Mary Emergency Operations Plan and Team Training Manual



UNIVERSITY
of MARY

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University of Mary acknowledges William McDonald, Director of Security and Public Safety, Concordia College, for his efforts in creating the model emergency operation plan. It is the good work of Mr. McDonald along with the Incident Command System (ICS) created through the National Inter-Agency Incident Management System (NIMS), a subsidiary under the Federal Emergency Management Agency (FEMA), that our Emergency Operations Plan was modeled. University of Mary acknowledges it shall hold said person and organization harmless from any claim whatsoever arising from the policies or procedures duplicated or adapted or the sufficiency or completeness of same.

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Table of Contents

Statement of Policy:.....	1
Terms and Definitions:.....	11
University of Mary Policy Directors:.....	14
University of Mary Emergency Operations Task Force:	14
Emergency Response Plan Chain of Command Structure.....	15
Incident Command Organization Members:.....	16
Emergency and Non-Emergency Contacts:.....	16
University of Mary Building Representatives.....	17
Building Representatives: Other University of Mary Campuses.....	19
University of Mary Residence Life.....	20
Emergency Operations Center and Staging Area Locations:	21
News Media Relations.....	22
Three Critical Response Procedures	23
Evacuation.....	23
Evacuation Assembly Points and Reunification Sites:.....	26
Shelter-In-Place.....	28
Lockdown	30
University of Mary Specific Incident Information	32
Introduction.....	32
Reporting an Emergency	32
Active Shooter	32
General Guidelines.....	32
Run-Hide-Fight Principles.....	32
Chemical Spills.....	33
Criminal Activity.....	34
Acts of Violence	34
Sexual Assault.....	34
Bomb/Biological/Chemical Threats	35
Suspicious Items/Packages.....	35
Hostile Person.....	35
Suspicious Person/Illegal Activity.....	36
Weapons.....	36
Fire.....	36
Medical	37
Utility Failure.....	37
Weather	38
Bomb Threat Card.....	39
How to Handle Threats.....	40
Emergency Kit.....	41

Statement of Policy:

This document outlines the Emergency Response Plan for the University of Mary, detailing the university community response to various emergency situations. The plan is designed to operate in any type of emergency or disaster, whether natural or man-made, operational, or technological.

Purpose

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through the effective use of the University of Mary's resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President, or her/his designee may declare an emergency. Since an emergency may be sudden and without warning, these procedures are designed to be flexible to accommodate emergencies of various types and magnitudes.

The purpose of the plan is to provide information that will prevent injury, save lives, and protect property during emergency events. An effective response depends upon an informed campus community that is familiar with basic procedures and is able to respond to an emergency.

These procedures apply to all University of Mary personnel, as well as all facilities and properties owned and operated by the University.

Three levels of emergency/incident are recognized within the plan.

Level 1-A minor, localized incident confined to a single office, building, floor or laboratory that can be resolved with existing university resources or with limited outside help. Examples of this type of incident are water leaks, power outages, small chemical spills, minor accidents, etc. The Emergency Response Plan may be partially implemented as required.

Level 2- Larger in scope and size, this is an event or emergency that disrupts a sizable portion of the campus community or affects a significant number of people. A Level 2 incident may require assistance from external organizations such as the Burleigh Rural Fire Department, Burleigh County Sheriff's Department, Bismarck Police Department, or Metro Area Ambulance. These types of incidents may have the potential to escalate and have serious life safety and/or operational impact. Examples of this type of incident include inclement weather scenarios such as a blizzard, building fire, large scale/dangerous chemical spill, extensive power or utility outage, various threats on or around campus, flooding, etc. The Emergency Response Plan may be fully or partially implemented as required.

Level 3-This is a campus-wide event causing widespread damage and injuries, or has the immediate potential to cause widespread damage, injuries, or loss of life. Normal university operations may be suspended. Level 3 incidents would require university-wide cooperation and extensive coordination with external organizations such as the Burleigh County Fire Department, Burleigh County Sheriff's Department, Bismarck Police Department, SWAT Team, or Metro Area Ambulance. Examples of this type of incident include tornadoes affecting campus or the immediate Bismarck vicinity, severe flooding, terrorist activity, explosions, or active shooter scenarios occurring on campus. The Emergency Response Plan would be fully implemented.

Plan Overview

The simple and basic design of this plan is intended to be easily understood and incorporated by every member of the campus community. By becoming familiar with the plan, it is hoped that individuals and

departments/offices on campus will have a degree of confidence and certainty in executing a quick, organized response to any level of incident. It is intended that university departments/offices may perform functions during an emergency related to those that they perform on a day-to-day basis. Each department/office should make sure that all individuals are familiar with departmental operating procedures as well as the procedures outlined in the plan.

Implementation of the Emergency Response Plan ensures that the following priorities will occur:

Save Lives

Required Actions – Building evacuations, fire suppression, hazardous materials release response, medical aid. Proper communication and notification and training will be necessary to accomplish these actions.

Protect University Property

Required Actions – Perform building and campus grounds inspections, establish facilities security plans.

Restore Operations

Required Actions – Secure vital university records, reoccupy or relocate space, recover supplies, recover lost utility functioning.

Meet Community Needs

Required Actions – Provide available space to the campus community and to the community at large, fulfill mutual aid agreements, mobilize campus support to meet community emergency needs.

This document contains overall organizational and operational concepts, summarizes the roles and responsibilities of departments, and provides details on the proper immediate response to specific incidents/emergencies. University departments play a key response role as outlined in this plan. Each member of the campus community should take responsibility to familiarize himself/herself with the plan.

Emergency Preparedness and Training

Training sufficient to ensure the preparedness of the campus community in dealing with emergency situations shall be conducted annually under the direction of the Coordinator of Campus Safety and Security. This training may include work such as tabletop exercises or other appropriate training. Preparedness and training for emergency media communications procedures will be conducted under the Vice President for Public Affairs and/or the Creative Services Supervisor.

Incident Management

All emergencies will be managed in accordance with the National Inter-Agency Incident Management System's (NIMS) Incident Command System (ICS). ICS should be used in every Level 2 or Level 3 incident. It provides a common framework under which different agencies can function effectively during an emergency. ICS operates under the direction of one Incident Commander.

Command and Control

Policy Directors – The Policy Directors shall determine all campus-wide policy matters as they relate to the campus emergency or disaster. All decisions, which reference campus evacuations, campus closure or restrictions, postponements and resumptions, and special circumstance personnel policies, are the responsibility of the Policy Directors in consultation with the Emergency Response Team members. Policy Directors shall maintain liaison with the University’s Board of Trustees. In the event of a full campus evacuation, Policy Directors shall meet at one of the following locations to be determined at the time of the event:

1. The President’s Residence
2. Front Street Location, 500 East Front Avenue, Bismarck, ND 58504

The Policy Directors shall be comprised of the following individuals:

1. President
2. Executive Vice President
3. Chief of Staff
4. Vice President for Academic Affairs
5. Vice President for Enrollment Services
6. Vice President for Financial Affairs
7. Vice President for Medical Education and Partnerships
8. Vice President for Public Affairs
9. Vice President for Student Development

Emergency Response Team (ERT) – The Emergency Response Team (ERT) shall serve in a direct support capacity to the Policy Directors. The Emergency Response Team (ERT) shall include, but is not limited to the following individuals:

1. Coordinator of Campus Safety and Security
2. Director of Physical Plant
3. Director of Student Life
4. Chief Information Officer
5. Vice President for Public Affairs or designee
6. Director of Financial Services
7. Facilities Operations Manager

Command Personnel

Incident Commander (IC) – Manages the incident and develops strategic decisions. There must be an IC at every incident and may change as the event evolves.

Safety Officer – Ensures safe working conditions for personnel. Notifies the IC of unsafe conditions.

Communications Officer – Makes provision for equipment and support for telephone, e-mail, radio, cellular phone, messenger services and other means of communication during the major emergency or disaster situation. Coordinates provision of communications services during a disaster situation including appropriate links with off-campus responders.

Public Information Officer – Releases accurate and timely information concerning the incident to the internal community and media. Controls the location of media personnel. Helps the public understand the incident and provides estimates for incident duration.

Liaison Officer – Coordinates the involvement of multiple agencies. Identifies representatives from each agency and notifies the agency of their assigned task.

Operations Officer – Directs the prime tactical activities. In small incidents, the IC may manage the operations section. In larger incidents, the IC will appoint an operations chief to oversee the operations section.

Planning Officer – Assists with the organization of directives for the established student population and monitors the status of resources used or needed.

Logistics Officer – Provides services, facilities, and material for the incident.

Finance Officer – Responsible for tracking all incident costs and evaluating financial considerations of the incident.

Emergency Response Team (ERT) Duties and Responsibilities

The Emergency Response Team will assist in the implementation of the strategies developed to mitigate the effects of the emergency or disaster. If an office/department is cited as involved, and its director is not available, appropriate designated staff should assume the responsibilities outlined below. The following list of functions to be undertaken by members of the Emergency Response Team is not intended to be all encompassing. This should be used as a checklist during the response and recovery phase of an event as well as a planning tool during mitigation and preparedness phases.

Incident Commander (IC):

This is currently held by the **Executive Vice President or his or her designee**. If the EVP is not available, the Vice President for Student Development becomes the IC. If the VP for Student Development is not available, the Vice President for Financial Affairs becomes the IC. An appropriate designated staff member shall assume the responsibilities if none of the above individuals are able to serve as the IC. The IC is responsible for the overall coordination of the University's emergency response when an emergency arises (responsibilities listed below).

- A. Based on the information shared with the IC from the Coordinator of Campus Safety and Security and law enforcement, the IC, in consultation with the Policy Directors if time permits, determines the type (evacuation, lock-down, shelter-in-place, etc.) and magnitude (level 1, level 2, or level 3) of the emergency.
- B. If needed, establishes the appropriate emergency operations center and staging area.
- C. Through assistance from the Public Information Officer or his/her designee, ensures that appropriate notification through the Emergency Notification System is made to staff and students when necessary.
- D. Initiates immediate contact with the University of Mary's Policy Directors
- E. Utilizes Campus Safety and Security personnel, outside law enforcement agency assistance, and/or other available resources to maintain safety and order (security entrances/exits)
- F. Notifies the Emergency Response Team, if needed, and advises them of the nature of the emergency and their role. The IC can designate someone to do this.

Logistics / Operations Officer:

This is currently held by the **Director of Physical Plant**. An appropriate designated staff member shall assume the responsibilities if this individual is no longer able to serve on the Emergency Response Team. The Logistics/Operations Officer shall:

- A. Provide equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs, and equipment protection.
- B. Provide vehicles, equipment, and operators for moving personnel and supplies, and assigns vehicles and will work with the Planning Officer (Director of Student Life) if students or staff need to be transported off site.
- C. Obtain the assistance of utility companies as required for emergency operations.
- D. Furnish emergency power and lighting, as required.
- E. Survey habitable space and relocate essential services and functions.
- F. Provide portable emergency generators and fuel supplies during actual emergency or disaster periods.
- G. Provide for storage of vital records at an alternate site.

Planning Officer:

This is currently held by the **Director of Student Life**. An appropriate designated staff member shall assume the responsibilities if this individual is no longer able to serve on the Emergency Response Team. The Planning Officer shall:

- A. Assist with the organization of directives for the established student population.
- B. Provide temporary or alternate housing and food service facilities for on-campus student population affected by the disaster or emergency.
- C. Provide temporary housing and food service for off-campus students who have been directed to remain on campus or who are unable to leave campus.
- D. Provide for temporary housing and food service for emergency response personnel and university staff directed to remain on campus for extended periods of time.
- E. Provide for temporary bedding, food, water, or other resources necessary as indicated by the disaster or emergency.
- F. Contact counseling/mental health professional when appropriate to provide necessary counseling during and after the emergency.
- G. Work with Operations Officer or designee to provide transportation if students and/or staff need to be transported off site.

Communications Officer:

This is currently held by the **Chief Information Officer**. An appropriate designated staff member shall assume the responsibilities if this individual is no longer able to serve on the Emergency Response Team. The Communications Officer shall:

- A. Provide the personnel and expertise necessary to maintain or establish telephone and/or emergency communications services.
- B. Provide for the security and protection of computer and information systems.

- C. Provide for temporary computer and information services which may be necessary to facilitate business procedures necessary and related to emergency purchases, personnel services, and accounting.
- D. Maintain liaison with the Bismarck Community for telecommunications support if necessary.

Public Information Officer:

This is currently held by the **Vice President for Public Affairs**. An appropriate designated staff member shall assume the responsibilities if this individual is no longer able to serve on the Emergency Response Team. The Public Information Officer's responsibility is to ensure all departments and appropriate staff are informed of the proper media procedures. He/she will serve as the chief spokesperson for the University and/or will prepare talking points for other designed university officials (e.g., Media Relations Specialist) who may engage with the media/public. This will be critical to successful implementation of the Plan in the event of an emergency. The Public Information Officer shall:

- A. Develop timely responses to media requests.
- B. Provide assistance to the Incident Commander by utilizing the Emergency Notification System and 8000.umary.edu.
- C. Clearly define the roles and responsibilities of individual staff members and departments.
- D. Respond to media inquiries and schedule news conferences as necessary and appropriate.
- E. Carefully plan communications with all interested parties.
- F. Discuss media protocol with first responders.

Safety Officer:

This is currently held by the **Assistant Coordinator for Campus Safety and Security** in conjunction with the Facilities Operations Manager. An appropriate designated staff member shall be appointed to assume the responsibilities if these individuals are no longer able to serve on the Emergency Response Team. The Safety Officer shall:

- A. Coordinate with other Emergency Response Team members, as necessary.
- B. Ensure that rescue and clean-up operations are conducted in as safe a manner as possible to minimize the potential for injury to rescue and clean-up personnel. In addition, these efforts will lessen the opportunity for further injury to possible victims.
- C. Coordinate rescue and clean-up operations to conform to applicable safety, health, and environmental regulations.
- D. Coordinate treatment and triage of casualties with responding Emergency Medical Services agencies.
- E. Provides and coordinates care of Delayed and Non-Urgent tagged casualties on campus grounds and discusses plans with first responders.
- F. Coordinate care provided by campus healthcare providers during a campus emergency. This would include Health Clinic personnel, nursing instructors, nursing students, athletic trainers, and recreational sports personnel trained in first aid.
- G. Coordinates with community medical staff at Metro Area Ambulance Service and Sanford or CHI St. Alexius hospitals.
- H. Acts as a resource for medical concerns on campus.

Finance Officer:

The **Director of Financial Services** is currently appointed as Finance Officer. An appropriate designated staff member shall be appointed to assume the responsibilities if this individual is no longer able to serve on the Emergency Response Team. The Finance Officer shall:

- A. Provide an accounting summary of the financial impact of emergency response, clean-up, and recovery.
- B. Coordinate and supervise the activities of outside regulatory, investigative, or insurance-related agencies.
- C. Contact University of Mary's legal counsel.
- D. Initiate the request for spending necessary for emergency operations.
- E. Obtain all available funding provided for clean-up and recovery expenses.
- F. Coordinate with appropriate authorities and personnel to ensure the safe and successful clean-up and disposal of hazardous material.

Emergency Response Team Additional Responsibilities:

Evacuation or Lockdown:

- Be familiar with Safe Sites
- Provide a list of assets available for an Evacuation or Lockdown:
 - Food and supplies (get donations, if needed)
 - Duration of supplies
 - Logistics to get supplies to any University location or campus-wide reunification site
 - Work with Emergency Responders to provide supplies
- Provide proper equipment/supplies at evacuation site such as:
 - Tables
 - Barricades

Shelter in Place:

- Provide a list of assets available for Sheltering in Place:
 - Food and supplies (get donations, if needed)
 - Duration of supplies
 - Logistics to get supplies to the University location or campus-wide reunification site
 - Work with Emergency Responders to provide supplies

Communications

Emergency Notification

The Emergency Notification System (ENS) is activated upon the direct order of the Executive Vice President or his/her designee. **Once the ENS has been activated and at the prompting of the Incident Commander, the Coordinator of Campus Safety and Security will contact all Emergency Response Team (ERT) members and provide them with the instructions for reporting to the appropriate Emergency Operations Center.** The campus community will be alerted by one or more of the following methods:

- **Text Messaging:** For the safety of our community, the most up-to-date mobile/cell number provided by students and employees will be automatically enrolled in our Emergency Notification System (ENS). Being enrolled in our ENS allows students and employees to receive communication for all emergency notifications (including inclement weather/school closures). Those wishing personally to assume the risk of missing emergency notifications may opt out of ENS text notifications by texting (STOP) in response to the first text notification. Those without a mobile/cell number or who OPT out of text notifications will receive emergency notifications via UMary email only.
- **E-mail:** All employees and students will receive email notifications from our Emergency Notification System (including inclement weather/school closure updates).
- **Website:** In the event of an on-going campus emergency (including inclement weather/school closure updates) regular updates will be provided on the following webpage: 8000.umary.edu.

The time and method of all emergency notifications will be dependent on the origin and nature of the campus wide emergency.

Emergency Operations Center (EOC)

The Emergency Operations Center will be the **Harold Schafer Leadership Center (HSLC) Boardroom located in the Benedictine Center** and will be utilized depending on the level and type of emergency. The Policy Directors and all or various members of the Emergency Response Team will gather in this location, either in person or through other methods of communication. The team will provide updated information and assistance to one another, deploy resources as necessary, and coordinate responses to campus-wide emergencies.

If the Harold Schafer Leadership Center (HSLC) Boardroom is not available, the **Janet Lanterman Conference Room on the main level of the Gary Tharaldson School of Business will serve as the alternate EOC site.** In the event of a full campus evacuation and in the event an off-campus site is required, the Emergency Response Team and Policy Directors will gather at one of the following locations to be determined at the time of the event:

1. The President's Residence
2. Front Street Location, 500 East Front Avenue, Bismarck ND, 58504

Declaration of State of Emergency

The authority to declare a campus State of Emergency rests with the President or his/her designee as follows:

During the period of any Level 2 or Level 3 campus major emergency, the incident commander in consultation with the Policy Directors if time permits, shall place into immediate effect the appropriate

procedures necessary to meet the emergency, safeguard persons and property, and maintain educational facilities. When a situation is considered to be a Level 2 or Level 3 emergency, the incident commander may advise the President, or his/her designee, to declare a campus State of Emergency.

A campus State of Emergency means:

- Only registered students (if classes are in session), current faculty and staff are authorized to be on campus. Visitors and guests will be asked to leave as safety permits.
- The President, or his/her designee, may dismiss employees or may declare the campus closed in advance of the normal opening of the workday.
- Only faculty or staff members with emergency response duties will be allowed to enter the immediate emergency site.
- Employees with emergency response duties will be asked to report to campus, or remain on campus, to fulfill responsibilities. Accommodations and meals will be provided to emergency personnel if necessary.

General Response Procedures

While these procedures may not be appropriate in every emergency, they provide guidelines to follow and may be modified according to circumstances.

All emergencies on the campus of the University of Mary shall be reported immediately by calling 911 and Campus Safety and Security. Until outside assistance arrives, Campus Safety and Security shall have the responsibility to initiate the following chronology of events:

Assure Human Safety

1. Campus Safety and Security shall request appropriate assistance from police and fire department or emergency services personnel to assure human safety.
2. The Coordinator of Campus Safety and Security or their designee shall immediately contact **at least one** of the Policy Directors in the following order:
 - Vice President for Student Development
 - Executive Vice President
 - Vice President for Financial Affairs
 - Vice President for Public Affairs
 - Vice President for Academic Affairs
3. In consultation with the Policy Directors and Emergency Response Team members contacted, the Incident Commander will assign one of the following Emergency Levels with respect to the campus conditions and status of the University and in turn may activate the Emergency Notification System (ENS).
 - **LEVEL 1 Emergency** – ENS *may be* activated. Various Emergency Response Team members may meet as a group. An Emergency Operations Center may be established.
 - **LEVEL 2 Emergency** – ENS *may be* activated. Various Emergency Response Team members will report to the Emergency Operations Center.
 - **LEVEL 3 Emergency** – ENS *will be* activated. **All** Emergency Response Team members will report to the Emergency Operations Center, bringing appropriate emergency items as needed for an extended period.
4. Before emergency personnel arrive, ensure the safety of people in the area if possible. Coordinate evacuation if situation is life threatening.

Minimize Damage to Facilities

Under supervision of university officials and emergency personnel, please contact Physical Plant to remove valuable records and equipment if you can do so safely.

Coordinate Communications

1. After notification from Incident Commander, the Vice President for Public Affairs or his or her designee prepares internal and external statements.
2. The Vice President for Public Affairs or his or her designee contacts external media to alert the community about the emergency, as appropriate.
3. The Vice President for Public Affairs or his or her designee coordinates notices to students, faculty, and staff and can utilize the appropriate departments, as needed.

Terms and Definitions:

8000.umary.edu: Update notification website for University of Mary personnel and general population.

Alcohol Poisoning: Having too much alcohol in your blood, which causes parts of your brain to shut down. Severe symptoms include severe confusion, trouble staying awake, throwing up, seizures, slow breathing, long pauses between breaths, very slow heartbeat, low body temperature, bluish or pale skin, and slow responses (such as gag reflex).

Active Shooter: An individual actively engaged in killing or attempting to kill people in a confined space or other populated area, most often using firearms and following no pattern or method in the selection of victims.

Armed Intruder:

- a) An armed person who has the capability of using deadly physical force on another
- b) An armed person posing a threat to use deadly physical force

Bomb Threat Card: Information card to collect threat data.

Building Representatives: Individuals identified to lead the efforts for a building during the response to an emergency incident. They are responsible for the management of the students, faculty, staff and visitors during an emergency incident.

Cyber Attack: Any kind of malicious activity that attempts to collect, disrupt, deny, degrade, or destroy information system resources or the information itself.

Emergency Kit: A storage device containing critical information, supplies, and tools. The designated Building Representative takes the kit during an evacuation or drill.

Emergency Notification System (ENS): Messaging system to immediately send out an alert to University of Mary faculty, staff, and students.

Emergency Operations Center: Identified headquarters for the policy directors and/or emergency response team (ERT) to gather during a campus safety and/or security incident.

Emergency Operations Task Force: Individuals selected to annually revise the Emergency Operations Plan so policy directors can review and approve for publication.

Emergency Personnel: Fire department, police department, emergency medical services, local public health, city or county emergency management, or other specialized responders.

Emergency Operations Plan: An ongoing plan for responding to a wide variety of potential threats and hazards. The plan describes how people and property will be protected; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies and other resources available; and outlines how all actions will be coordinated.

Emergency Response Team: Designated team comprised of specialized personnel who may be called upon to help during an emergency incident.

Epidemic: A widespread occurrence of an infectious disease in a community at a particular time.

Evacuation: Urgent immediate egress or escape of people away from an area that contains an imminent threat, an on-going threat, or a hazard to lives or property.

Evacuation Assembly Point: A site designated for everyone to gather, meet or check-in following an emergency or drill.

Evacuation / Reunifications Site: Off-campus site where personnel are transported to be reunited.

Exercise: An instrument to train for, assess, practice, and improve performance in prevention, protection, mitigation, response and recovery capabilities in a risk-free environment. Exercises can be used for testing and validating policies, plans, procedures, training, equipment and interagency agreements; clarifying and training personnel in roles and responsibilities; improving interagency coordination and communications; improving individual performance; identifying gaps in resources; and identifying opportunities for improvement.

Food Contamination: Foods that are spoiled or tainted because they either contain microorganisms, such as bacteria or parasites, or toxic substances that make them unfit for consumption.

Food Poisoning: The illness resulting from eating food or drinking water containing poisonous substances including bacteria, viruses, pesticides, or toxins. Symptoms generally begin within 2-6 hours and include abdominal cramping, diarrhea, fever, headache, nausea, vomiting and weakness.

Hate Crime: Involves threats, harassment, or physical harm and is motivated by prejudice against someone's race, color, religion, national origin, ethnicity, sexual orientation or physical or mental disability.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence, caused by either human action or natural phenomena, which may cause harm and may require action. Incidents can include major disasters, emergencies, terrorist attacks, terrorist threats, wild and urban fires, floods, hazardous materials spills, tornadoes, public health and medical emergencies, and other occurrences requiring an emergency response.

Lockdown: An emergency measure or condition in which people are temporarily prevented from entering or leaving a restricted area or building due to an immediate threat of death (e.g., active shooter).

Media Relations: Processes, procedures, and systems for communicating timely, accurate and accessible information on an incident's cause, size and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected.)

Pandemic: Is an epidemic on a larger scale over a longer time frame and covers a wide geographic area often crossing international boundaries and usually affecting a large number of people.

Personnel: Refers to University of Mary students, faculty, staff and visitors on campus.

Policy Directors: Individuals responsible for the development, implementation, and ongoing review and approval of the Emergency Operations Plan for the University of Mary.

Resources: Personnel and major items of equipment, supplies and facilities available or potentially available for assignment to incident operations and for which status is maintained.

Response: The capabilities necessary to save lives, protect property and the environment and meet basic human needs after an incident has occurred.

Risk: The potential for an unwanted outcome resulting from an incident, event or occurrence, as determined by its likelihood and the associated consequences.

Shelter-in-Place: To seek safety within the nearest building or the building one already occupies. *Examples of a shelter-in-place range from a tornado to a physical threat on or near campus.*

Staging Area: Indoor or outdoor area identified to gather and use as a checkpoint or area to receive additional instructions during an emergency.

Tabletop Exercise: An exercise that is typically held in an informal setting intended to generate discussion of various issues regarding a hypothetical, simulated emergency. Tabletop exercises can be used to enhance general awareness, validate plans and procedures, rehearse concepts and / or assess the types of systems needed to guide the prevention of, protection from, mitigation of, response to, and recovery from a defined incident.

Threat: A natural or human-caused occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment and/or property.

University of Mary Policy Directors:

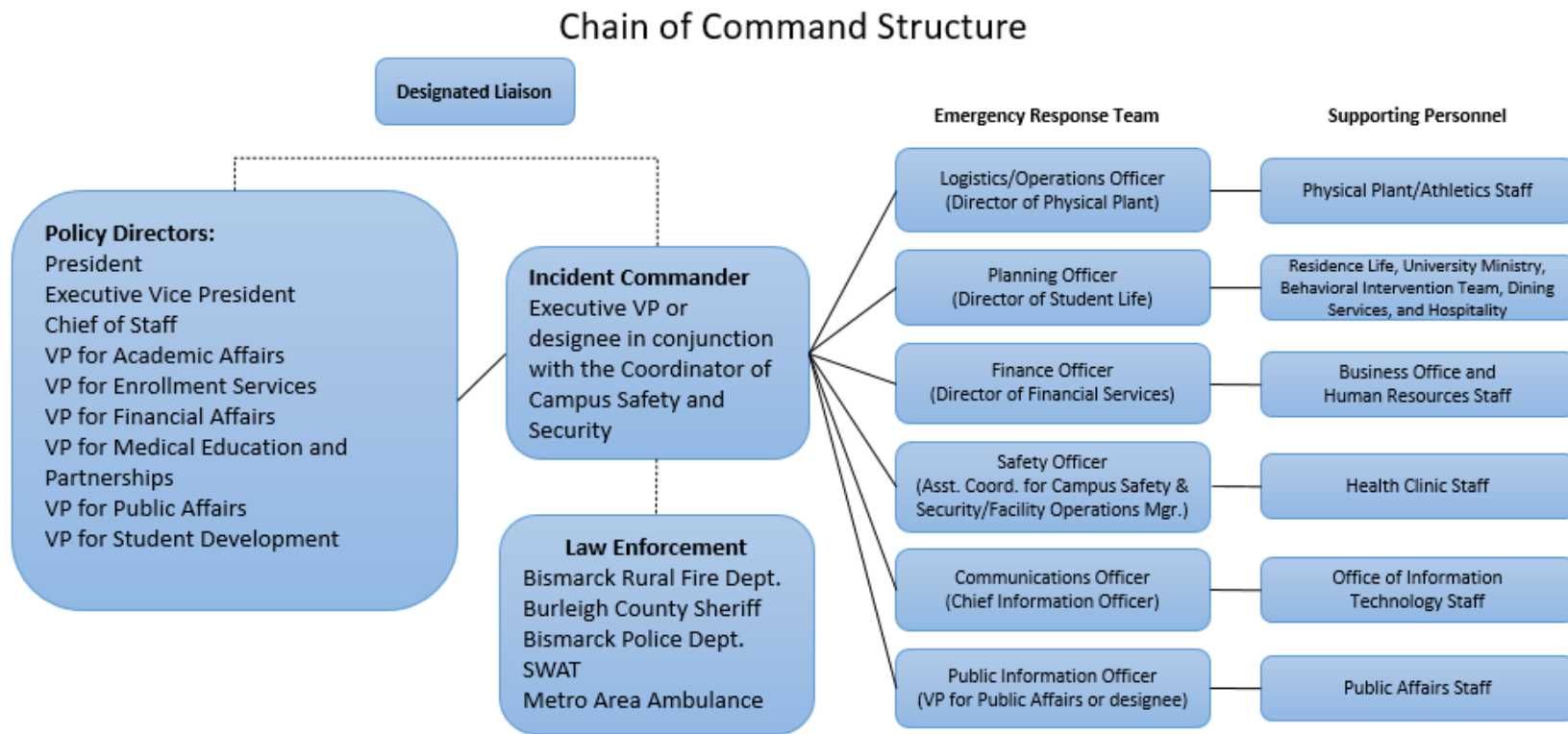
Policy Directors are responsible for the development, implementation, and ongoing review and approval of the Emergency Operations Plan for the University of Mary.

University of Mary Emergency Operations Task Force:

The Emergency Operations Task Force is selected to annually revise the Emergency Operations Plan so Policy Directors can review and approve for publication. The chair of the Emergency Operations Task Force is the Vice President for Student Development and consists of the Coordinator and Assistant Coordinator of Campus Safety & Security and two additional university employees appointed by the Vice President for Student Development. The Emergency Operations Task Force (with the Coordinator of Campus Safety and Security taking the lead) is responsible for the following:

- Meeting semesterly to review current safety protocols and ensure proper implementation of the Emergency Operations Plan.
- Coordinating with off-site campus locations (Rome, Fargo Butler Center, Arizona, Billings, Bismarck Butler Center for Early Learning, Watford City, and Williston) to ensure emergency readiness.
- Training appropriate university personnel (policy directors, emergency response team, and building representatives) in emergency procedures.
- Ensuring Campus Safety and Security annually prepares and maintains Emergency Kits in proper locations throughout the campus.
- Ensuring Campus Safety and Security, in conjunction with Residence Life, conducts one (1) fire drill per semester for all residence halls and strives to conduct one (1) tornado drill per year.
- Ensuring that Campus Safety and Security, in conjunction with law enforcement, conducts one (1) campus-wide emergency drill every four years.
- Ensuring that drills are varied in type, evaluated, and debriefed.

Emergency Response Plan Chain of Command Structure



*Please note, once the Emergency Notification System (ENS) has been activated and at the prompting of the Incident Commander, the Coordinator of Campus Safety and Security may contact all or various Emergency Response Team (ERT) members and provide them with the instructions for possibly reporting to the appropriate Emergency Operations Center.

Although not indicated on the chart above, Building Representatives are responsible for the management of students, faculty, staff and visitors in a specific building during the course of an emergency incident.

Incident Command Organization Members:

TITLE	NAME	WORK EXTENSION
Policy Directors		
Executive Vice President	Jerome Richter	701-355-8072
Chief of Staff	Austin Holgard	701-355-8297
Vice President for Academic Affairs	David Echelbarger	701-355-8057
Vice President for Enrollment Services	Rachael Brash	701-355-8063
Vice President for Financial Affairs	Matthew Zimmermann	701-355-3794
Vice President for Medical Education and Partnerships	Mary Dockter	701-355-8045
Vice President for Public Affairs (AVPPA)	(Sean Cleary)	701-355-8160
Vice President for Student Development	Reed Ruggles	701-355-8150
Emergency Response Team		
Coordinator of Campus Safety & Security (ACCSS)	Micah Bernard	701-355-8351
Director of Physical Plant	Luke Seidling	701-355-8237
Director of Student Life	Seth Oldham	701-355-8126
Chief Information Officer	Kevin Klemisch	701-355-8172
Vice President for Public Affairs (AVPPA)	(Sean Cleary)	701-355-8160
Accounting Manager	Shannon Frey	701-355-8185
Facilities Operations Manager	Keith Holzer	701-355-5189

Emergency and Non-Emergency Contacts:

EMERGENCY CONTACTS:	
From Campus or Cell Phone	9-1-1
Campus Security Cell Phone	701-355-8000
Burleigh County Sheriff's Department	701-222-6651
Bismarck Rural Fire Department	701-258-5792
NON-EMERGENCY CONTACTS:	
Abused Adult Resource Center	701-222-8370 or 1-866-341-7009
Bismarck Police (non-emergency)	701-223-1212
Bismarck Rural Fire Department (non-emergency)	701-258-5792
Burleigh County Sheriff's Department (non-emergency)	701-222-6651
CHI St. Alexius Emergency Room	701 530-7001
Crime Stoppers (National)	1-800-222-TIPS (8477)
CHI St. Alexius EAP Services 24/7 Mental Health Crisis Line	701-530-7195 or 1-800-327-7195
National Suicide Prevention Lifeline	988
National Weather Service	701-223-3700
ND Emergency Assistance, State Radio	701-328-9921 or 800-472-2121
ND Highway Patrol	701-328-2447
Poison Control (National Poison Control)	800-222-1222
Poison Control (MN, ND, SD)	800-732-2200
Bismarck-Burleigh Public Health	701-355-1540

Rape Crisis	701-222-8370 (AARC)
National Sexual Assault Line	800-656-4673
Red Cross	701-364-1800
Sanford Emergency Room	701-323-6150
State Radio	800-773-3259
Student Health Clinic	701-530-3670
Suicide and Crisis Prevention Center	701-328-8736 or 1-800-273-TALK

University of Mary Building Representatives

NAME:	POSITION:	ROOM #:	WORK #:
Annunciation Monastery			
Sister Rosanne Zastoupil	Treasurer	n/a	701-355-8903
Kirk Greff	Finance	n/a	701-355-8901
Benedictine Center for Servant Leadership – Lower Level			
Roberto Alvarez	Office of Information Technology	213	701-355-8314
Desirae Schafer	Business Office	Main Office	701-355-8040
Tonya Link	Human Resources	210	701-355-8245
Janel Sailer	Business Office	408	701-355-8369
Paul Keeney	Mission Advancement	170	701-355-8329
Michael Mortenson	Mission Advancement	185	701-355-8222
Tom Ackerman	Public Affairs	167	701-355-8002
Michael Raber	Graduate Admissions	321	701-355-8383
Karrie Huber	Student Financial Services	307	701-355-8226
Aaron Pierce	Physical Plant	248	701-355-8312
Kim Zimmerman	Physical Plant	254	701-355-3760
Benedictine Center for Servant Leadership – Courtyard Level			
David Echelbarger	Academic Affairs	1207B	701-355-8057
Melissa McDowall	Academic Affairs	1206B	701-355-8130
Edward Konieczka	University Ministry	n/a	701-355-8102
Rebecca Raber	University Ministry	n/a	701-355-8374
Boniface East Offices			
Benjamin Helget	Residence Life	1501	701-355-8026
John Dinkel	Academic Affairs	1210B	701-355-8073
Casey Center for Nursing Education			
Joanne Lassiter	Nursing	141	701-355-8379
Billie Madler	Nursing	138	701-355-8266

Chesterton's			
Micah Richter	Residence Director/Chesterton's Manager	Boyle Hall & Chesterton's basement	701-355-5147
Clairmont Center for Performing Arts			
Lucas Bernier	Music Professor	211	701-355-8167
Danielle Abler	Administrative Assistant	207	701-355-8301
Fieldhouse			
Dan Huntley	Senior Associate Athletic Director	112	701-355-8337
Marcus Wagner	Assoc. Athletic Director	119	701-355-5170
Gary Tharaldson School of Business			
Caroline Kozojed	Assistant Professor	117	701-355-8382
Karel Sovak	Dean of GTSB	122	701-355-8042
Hamm School of Engineering – Lower Level			
Donald Allen	Physical Therapy	118	701-355-8004
Jason Hogan	Physical Therapy	113	701-355-8254
Matthew Schumacher	Physical Therapy	109	701-355-5145
Hamm School of Engineering – Courtyard Level			
Terry Pilling	Engineering	203	701-355-8240
Anthony Waldenmaier	Engineering	205	701-355-3782
Harold J Miller Center – 1st Level			
Renaud Gauthier	Mathematics	118A	701-355-3728
Anne Kerian	Mathematics	117B	701-355-3716
Harold J Miller Center – 2nd Level			
Patrick Kelly	Chemistry	201	701-355-8018
Wendy Larson	Biology	219A	701-355-5153
Harold J Miller Center – 3rd Level			
Jack Boyle	Biology	306	701-355-8148
Joseph Biggane	Biology	301	701-355-3784
Liffrig Family School of Education & Behavioral Sciences			
Carmen Cain	Education	208	701-355-8065
Wade Kooiman	Education	221	701-355-8357
Chad Litton	Criminal Justice	PS07A	701-355-8331
Allison Podhradsky	Education	PS19A	701-355-8008
Lumen Vitae University Center – Lower Level			
Heather Lundeen	Physical Therapy	161	701-355-8368
Janeene Sibla	Occupational Therapy	154	701-355-8212

Sydney Kranda	Community Relations	Hospitality Center	701-355-8089
Lumen Vitae University Center – Upper Level			
Rob Reinbold	Physical Plant		701-355-8387
Anthony Gialanella	Dining Services	Crow's Nest	701-355-3774
Joelle Lang	Physical Plant		N/A
McDowell Activity Center			
Adam Aho	Wrestling Coach	126	701-355-8034
Rick Neumann	Women's Basketball Coach	123	701-355-8054
Isaac Thurm	Strength and Conditioning	206	701-355-3755
Matt Hall	Strength and Conditioning	207	701-355-8007
Welder Library			
Kevin Allan	Career Services	183	701-355-8050
Katie Mehrer	Student Services	139	701-355-8975
Carolyn Roche	SAS	Lower Level	701-355-8115
Amy Duchsherer	Communications	166	701-355-8202
Stephani Arbach	Library Services	L217	701-355-8247
Ethan Andrews	Instructional Services	240	701-355-8180

Building Representatives: Other University of Mary Campuses

NAME:	POSITION:	ROOM #:	WORK #:
Billings Campus			
Paula Kitzenberg	Associate Professor	Main Lobby	701-355-8454
Front Street Location			
Marcy Nelson	Administrative Assistant	Main Lobby	701-223-4260
Troy Bichler	Assistant Professor	Main Lobby Area	701-355-8093
Butler Center for Early Learning			
Jennifer Barry	Butler Center for Early Learning	n/a	701-355-8017
Fargo Butler Center Campus			
Karla Anderson	Administrative Assistant	Suite 103	701-353-3183
Mary College at ASU			
Scott Lefor	Program Director	Mary College Office	480-290-7047
Rome			
Maggie Popp	Rome Campus Coordinator	n/a	n/a
Williston Campus			
Kristal Schmidt	Northwest ND Site Director	Main Lobby	701-355-8108

University of Mary Residence Life

*The people below are Building Representatives for their respective locations.

NAME:	POSITION:	ROOM #:	WORK EXTENSION:
Boniface Hall – East including St. Teresa’s Community for Mothers (Benedictine Center)			
	Residence Director	n/a	701-355-3718
Boniface Hall – West (Benedictine Center)			
	Residence Director	n/a	701-355-3718
Boyle Hall, Deichert Hall, Monte Cassino Apartments, Subiaco Apartments, Catholic Studies House			
Micah Richter	Residence Director for Apartment Communities/Chesterton’s Manager	Chesterton’s Basement	701-355-5147
Greg Butler Hall			
Brooklyn Hansen	Residence Director	n/a	701-355-3718
Hillside Hall			
Gemma Hagen	Residence Director	Hillside 212	n/a
North Hall			
Timothy Duncan	Residence Director	Boniface West 2 nd Fl	701-355-8399
Riverview Hall (Benedictine Center)			
Justin Irish	Residence Director	Boniface West 2 nd Fl	701-355-8399
Saint Joseph’s Hall for Men (Located in the 3rd floor of Riverview Hall in the Benedictine Center)			
Justin Irish	Residence Director	Boniface West 2 nd Fl	701-355-8399
Roers Hall			
Erica Boehm	Residence Director of Roers Hall	RD Office, 1 st Fl	701-355-8307
Saint Scholastica			
Erica Boehm	Residence Director of Roers Hall	RD Office, 1 st Fl	701-355-8307

Emergency Operations Center and Staging Area Locations:

An emergency operations center is used as the headquarters for command personnel and other appropriate emergency response team members to gather during a campus safety or security incident.

A staging area is used for emergency responders to gather and use as a checkpoint or an area to receive additional instructions during an emergency.

EMERGENCY OPERATIONS CENTER	
Primary	Harold Schafer Leadership Center (HSLC) Boardroom
Alternate	Janet Lanterman Conference Room
STAGING AREA (INDOOR)	
Primary	Hospitality Center (Lower level, LVUC)
Alternate	Gary Tharaldson School of Business Lobby
STAGING AREA (OUTDOOR)	
Primary	Fieldhouse Parking Lot (Lot G)
Alternate	Annunciation Monastery Parking Lot
STAGING AREA (OFF-CAMPUS)	
Primary	United Tribes Technical College
Alternate	Bismarck State College

News Media Relations

During an emergency, the primary role of the Office of Public Affairs is to provide students, parents and the public with prompt, accurate and relevant information. The news media will be provided access to public information, while also considering the responsibilities of the University.

Spokesperson(s):

The Media Relations Specialist, through consult with the Vice President for Public Affairs (Public Information Officer), will determine a spokesperson(s) for interview(s) or written statement during a campus emergency. No information will be given to the media that has not been cleared first through Public Affairs and then the Policy Director team in order to preserve the accuracy of the information and not jeopardize potential future investigations.

Students, parents, faculty, staff and other residents are always encouraged to turn to the University's Campus Safety and Security website (8000.umary.edu), social media, and local news media for information.

Media Guidelines:

1. University of Mary employees and students are instructed to **NOT** grant news media interviews unless approved by the Media Relations Specialist and Vice President for Public Affairs (Public Information Officer).
2. When requests for student interviews are granted, interviews will be completed with minimal loss of instruction time or interruption in the learning environment.
3. The Media Relations Specialist will designate a location for the media interviews that meets the requirements of the University.
4. Media access to other areas of campus, its building and grounds requires the approval of the Media Relations Specialist.
5. Questions concerning the position of the University of Mary will be deferred to the Vice President for Public Affairs (Public Information Officer) or another member of the President's Council.

University of Mary Responsibilities:

- As soon as possible, the Executive Vice President, Vice President for Student Development, Coordinator of Safety and Security, and the Policy Director team, will meet to establish statements to address potential media questions.
- Timely updates for media will be provided so they can inform the public about what the University has done, is doing, and will do to respond to and resolve the emergency.
- The Media Relations Specialist will provide media guidelines, news releases, prepared statements, set up for any potential news conference, and make available a media briefing room, if necessary.

Three Critical Response Procedures

In case of emergency, the University may order one of three critical response procedures: evacuation, shelter-in-place, or lockdown. The type of response will depend on the nature of the emergency.

Evacuation

University officials may order an evacuation of areas that present an imminent threat, an on-going threat, or a hazard to lives or property.

PHASE I: Incident is Occurring

Policy Directors:

- Determine if Emergency Notification System message is warranted for the situation (templates for various incidents are available) or utilize building representatives if needed.
- Ensure specialized personnel updates 8000.umary.edu. (see Emergency Response Team Duties and Responsibilities)
- Establish an Emergency Operations Center if needed.
- Should there be a campus wide evacuation relocate to the President's Residence or the Front Street Location and prepare for reunification
- Call upon the Emergency Response Team if needed.
- Once law enforcement is on campus, follow their guidance.
- Work with the Emergency Response Team and law enforcement to determine what areas of the campus need to be evacuated and evacuate.
- Work with the Emergency Response Team to arrange for buses, food, water, and housing as appropriate.
- Work with the Emergency Response Team and Building Representatives to ensure that all university personnel within their assigned area are safely evacuated and missing students/faculty are reported as missing to the Emergency Operations Center or their designee for further investigation.
- Ensure social media accounts are updated.

Emergency Response Team:

- If called upon, report to the Emergency Operations Center to assist Policy Directors.
- If needed, complete tasks as outlined in Emergency Response Team duties and responsibilities.
- If able, and once Emergency Response Team duties are fulfilled, assist building representatives in any way possible.

Building Representatives:

- If it is safe to do so, search all hallways, restrooms, unoccupied classrooms, and common areas for students, faculty, and staff.
- Direct unclaimed students or staff to the nearest classroom group or exit.
- Take the emergency bucket/bag.

- Notify Campus Safety and Security where students/staff may still be in the building and if help is needed to evacuate them.

Instructors:

- Tell students where to go before anyone leaves the classroom or your immediate area.
- Notify the building representative of students with disabilities, students who may need help to evacuate, or students who refuse to evacuate.
- Follow the assigned evacuation path OR evacuate from the nearest safe exit OR as directed by Emergency Response Team member or Emergency Personnel.
- Monitor students until directed otherwise.

DO NOT EVACUATE INTO:

- Smoke
- A chemical spill
- The proximity of a suspicious object
- University parking areas

Busing Process, If Necessary

Policy Directors:

- In conjunction with the Emergency Response Team, determine if busing is needed.
 - If yes, work with the Emergency Response Team to contact Harlow's Bus Service by calling 701-224-1767
- Determine loading location at the necessary campus or site in need of evacuation.
- Determine Reunification Site.
- Work with the Emergency Response Team to send out Emergency Notification System message from Emergency Operations Center and implement communication plan for evacuating the campus / affected area.

Building Representatives:

- Load buses as directed by the Emergency Response Team.
- Inform Instructors of bus loading site & reunification site.
- Assist Instructors with students.
- Count off and load bus to capacity
- Ensure a university faculty or staff member is on each bus before it departs.

- Using the document and clipboard in the emergency bucket, prepare a listing of everyone on the bus and include bus number on the document.
- Supervise the students on the bus and at the reunification site.
- Do not allow students to leave the site until authorized to do so.

Reunification Process

The reunification site may be your own building, an off-campus safe site, or the bus. If student (or staff) deaths are probable, a separate area for students who may leave vs. those who are unaccounted for may be necessary.

Policy Directors:

- Determine which Emergency Response Team member will coordinate the reunification efforts.
- Work with the Emergency Response Team to send out Emergency Notification System message and update 8000.umary.edu, if necessary.
- Establish a media point and keep all other areas free of media. If possible, keep all areas free of the media.

Building Representatives:

- All building representatives arrive at reunification site and locate buses.
1. Supervise students at the reunification site.
 2. Get a copy of the list of individuals on the bus/buses to begin assisting in the process of reuniting our students with family/friends.
 3. Take direction from the Emergency Response Team by acting as runners in the reunification process.
 4. Be alert to any medical needs of the students and notify emergency personnel and the Emergency Response Team as necessary.
 5. Once the Emergency Operations Center issues an “all clear,” assist with escorting students as determined by Policy Directors.

PHASE II: Incident Under Control

Policy Directors:

- Continue to monitor the situation and work with the Emergency Response Team as described in the Emergency Operations Plan.
- Work with law enforcement and the Emergency Response Team as necessary to determine when to provide other emergency notifications and updates to 8000.umary.edu.
- Determine, in consultation with law enforcement and the Emergency Response Team, when an “all clear” message can be sent. Provide direction to update 8000.umary.edu and, if appropriate, to send out an update via the Emergency Notification System.

PHASE III: Aftermath & Recovery

Policy Directors:

- Once an “all clear” message has been given, provide direction to update 8000.umary.edu.

- Evaluate procedures used and make appropriate updates.

Evacuation Assembly Points and Reunification Sites:

Assembly Point		Assembly Point (During Inclement Weather)
Residence Halls		
<ul style="list-style-type: none"> • Boniface Hall East • Boniface Hall West • Riverview 	Parking lot east of Gary Tharaldson School of Business	Gary Tharaldson School of Business foyer
<ul style="list-style-type: none"> • Greg Butler Hall • Hillside Hall • Roers Hall 	The Shire (Lawn between Lumen Vitae University Center and Welder Library)	Chick's Place
<ul style="list-style-type: none"> • North Hall 	North Hall courtyard lawn	Chick's Place
<ul style="list-style-type: none"> • Boyle/Deichert Halls • Subiaco/Monte Cassino Apartments 	Lawn/Parking lot B (between Boyle and Deichert Halls)	Fieldhouse
Other University Buildings		
<ul style="list-style-type: none"> • Chesterton's 	Lawn/Parking lot B (between Boyle and Deichert Halls)	Fieldhouse
<ul style="list-style-type: none"> • Benedictine Center for Servant Leadership • Gary Tharaldson School of Business • Welder Library 	Parking lot east of Gary Tharaldson School of Business	McDowell Activity Center
<ul style="list-style-type: none"> • Richard A. Tschider Center for Health Science • McDowell Activity Center • Clairmont Center for Performing Arts • Harold Miller Center • Hamm School of Engineering • Casey Center for Nursing Education 	Parking lots east of Clairmont Center for Performing Arts and north of the McDowell Activity Center	Fieldhouse
<ul style="list-style-type: none"> • Fieldhouse 	Parking lot G	McDowell Activity Center
<ul style="list-style-type: none"> • Lumen Vitae University Center 	Parking lots directly north of the McDowell Activity Center	Fieldhouse
University-Wide		
Should a university-wide evacuation occur, all students and staff will assemble at United Tribes Technical College.		

* **Note:** The above assembly points are used when conducting our annual fire drills (fire drills occur once every semester, including summer term).

To alert visually impaired persons:

- Announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going and warn him/her of obstacles.

To alert persons with hearing limitations:

- Turn lights on/off to gain the person’s attention, indicate directions with gestures, or write a note.

To evacuate persons using crutches, canes, walkers, or wheelchairs:

- Do not attempt to carry people during an evacuation.
- Give priority assistance to people with electrical respirators.
- Persons on the ground level may need minimal assistance but offer them your arm and assist them outside.



**UNIVERSITY
of MARY**
BISMARCK CAMPUS

- | | | |
|--|--|---|
| <ol style="list-style-type: none"> 1. Boniface East Hall & The Littrig School of Education and Behavioral Sciences 2. Benedictine Center for Servant Leadership & Our Lady of the Word Chapel 3. Our Lady of the Annunciation Chapel 4. Boniface West Hall, Riverview Hall, Guest Suites, & Saint Anne's Chapel 5. Harold Schafer Leadership Center 6. Gary Tharaldson School of Business 7. Greg Butler Hall 8. Welder Library 9. Roers Hall & Occursus Domini Chapel (Jacob's Well) | <ol style="list-style-type: none"> 10. Hillside Hall 11. Richard A. Tschider Center for Health Science 12. McDowell Activity Center 13. Lumen Vitae University Center 14. Warford Grotto 15. The Lodge 16. Leach Center for Student Life (Chick's Place) 17. Clairmont Center for Performing Arts & Benet Chapel 18. Arno Gustin Hall 19. Harold J. Miller Center 20. Hamm School of Engineering (Upper Level)
Saint Gianna School of Health Sciences (Lower Level) | <ol style="list-style-type: none"> 21. Casey Center for Nursing Education 22. North Hall 23. Fieldhouse & Fitness Center 24. Boyle Hall 25. Deichert Hall 26. Subiaco Apartments 27. Monte Cassino Apartments 28. Chesterton's Campus Pub |
|--|--|---|

Updated 08/20/2025

Shelter-In-Place

Shelter-in-place orders are issued when it is safer to be sheltered indoors than to evacuate. To shelter-in-place is to seek safety within the nearest building, or the building one already occupies. Examples of a shelter-in-place range from a tornado to a physical threat on or near campus.

If you are ordered to shelter-in-place:

1. Seek safety within the nearest building or the building one already occupies.
2. If possible, account for all the people in your **designed area**.
3. Close windows and doors and stay away from them.
4. Remain in place until notified by university officials.

PHASE I: Incident is Occurring

Policy Directors:

- Determine if Emergency Notification System message is warranted for the situation (templates for various incidents are available) or utilize building representatives if needed.
- Ensure specialized personnel updates 8000.umary.edu. (see Emergency Response Team Duties and Responsibilities)
- Establish an Emergency Operations Center if needed.
- Call upon the Emergency Response Team if needed.
- Once law enforcement is on campus, follow their guidelines.
- Work with Emergency Response Team and law enforcement to isolate the area or individuals as appropriate for incident.
- Work with Emergency Response Team and law enforcement to inform the community of which hazardous areas to stay away from.
- Ensure social media accounts are updated. For inclement weather, refer to Inclement Weather policy for decision making and updates.

Emergency Response Team:

- If called upon report to the Emergency Operations Center to assist Policy Directors
- If needed, complete duties as outlined in Emergency Response Team duties and responsibilities.
- If able and once Emergency Response Team duties are fulfilled, assist building representatives in any way possible.
- If able, check non-classroom areas for students and staff. Direct them to the nearest occupied classroom for sheltering/or designated safety area for weather related threats.
- For inclement weather closure, assess and determine.
- If able, assist instructors as needed in preparing rooms for sheltering.
- For inclement weather closure, specific Emergency Response Team members may help assess and determine the level of staffing and update University of Mary personnel as outlined in the Inclement Weather Policy.

Building Representatives:

- Prepare your own area for sheltering-in-place. If able, assist instructors as needed in preparing rooms for sheltering.
- Close and lock exterior doors, windows, and other openings. Secure and monitor exterior doors to ensure no one leaves. If able, **DO** lock exterior doors and windows if there is an **Intruder** in the neighborhood. **DO NOT** lock them if there is a **Chemical Spill** to allow Emergency Personnel to get into the building.

Instructors:

- When students are safely inside the room, close all windows and doors.
- Do not let anyone out of the room.
- Do not open the room until advised by a university official.

Phase II: Incident Under Control

Policy Directors:

- Continue to monitor situation and work with the Emergency Response Team as described in the Emergency Operations Plan
- Work with law enforcement and the Emergency Response Team as necessary to determine when to provide other emergency notifications and updates to 8000.umary.edu.
- Determine, in consultation with law enforcement and the Emergency Response Team, when an “all clear” message can be sent. Provide direction to update 8000.umary.edu and, if appropriate, send out an update via the Emergency Notification System.

Phase III: Aftermath & Recovery

Policy Directors:

- Once all clear issued and if safe to do so:
 - Allow the building(s) to be re-entered; notify Instructors and building contact representatives.
 - Return to normal operations.
- Evaluate procedures used and make appropriate updates.

Lockdown

A lockdown is an emergency measure or condition in which people are temporarily prevented from entering or leaving a restricted area or building due to an immediate threat of death (e.g., active shooter).

If you are ordered to lock down:

1. Move to the closest building.
2. Close windows, window coverings, and doors and stay away from them.
3. Lock or barricade doors if possible and take cover to protect yourself.
4. Turn off lighting, if possible.
5. Remain quiet and in place until notified by university officials.
6. Silence cell phones and do not use them unless you are in contact with university officials or emergency personnel.

PHASE I: Incident is Occurring

Policy Directors:

- Go to a secure location and if able lock the door.
- Determine if Emergency Notification System message is warranted for the situation (templates for various incidents are available) or utilize building representatives if needed.
- Ensure specialized personnel updates 8000.umary.edu. (see Emergency Response Team Duties and Responsibilities)
- If safe to do so, establish an Emergency Operations Center
- Call upon the Emergency Response Team if needed.
- Once law enforcement is on campus, follow their guidance.
- Work with Emergency Response Team and law enforcement to isolate area or individuals as appropriate for the incident.
- Work with Emergency Response Team and law enforcement to inform the community of which hazardous areas to stay away from.
- Ensure social media accounts are updated.

Emergency Response Team:

- Go to a secure location and if able lock the door.
- If called upon and it is safe to do so, report to the Emergency Operations Center to assist Policy Directors
- If needed, complete duties as outlined in Emergency Response Team duties and responsibilities.
- If able and once Emergency Response Team duties are fulfilled, assist building representatives in any way possible.

Building Representatives:

- Go to a secure location and if able lock the door.

Instructors:

- Go to a secure location and if able lock the door.

Phase II: Incident Under Control

Policy Directors:

- Stay in a secure and safe location.
- Continue to monitor situation and work with the Emergency Response Team as described in the Emergency Operations Plan
- Work with law enforcement and the Emergency Response Team as necessary to determine when to provide other emergency notifications and updates to 8000.umary.edu.
- Determine, in consultation with law enforcement and the Emergency Response Team, when an “all clear” message can be sent. Provide direction to update 8000.umary.edu and, if appropriate, send out an update via the Emergency Notification System.

Phase III: Aftermath and Recovery

- Once all clear issued by emergency personnel and it is safe to do so:
 - Update 8000.umary.edu
 - Return to normal operations.
- Evaluate procedures used and make appropriate updates.

University of Mary Specific Incident Information

Introduction

This guide was developed by members of the University of Mary's Emergency Operations Task Force. It provides vital information concerning emergency response practices and procedures during a specific incident at the University of Mary. Some of the specific incidents on the following pages may require a large-scale response such as an evacuation, shelter-in-place, or lockdown. All members of the campus community should familiarize themselves with the contents of this document and keep it easily accessible at all times.

Reporting an Emergency

All campus emergencies should be reported to 911 and Campus Safety & Security (701-355-8000).

Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined space or other populated area, most often using firearms and following no pattern or method in the selection of victims.

General Guidelines

If an active shooter is entering your room:

- Follow the Run, Hide, Fight principles found below.
- Go to the nearest secure area.
- Grab any unclaimed students along the way.
- Lock all doors and windows, if possible.
- Direct students and staff to stay away from doors and windows.
- Use furniture for protection, concealment, stay low, and remain quiet.
- Do not open the door or leave the room unless otherwise directed to do so by the Coordinator of Campus Safety and Security or Burleigh County Sheriff's Department or your local law enforcement, *EVEN IF FIRE ALARMS ARE SOUNDING, because there may be a gunman in the hallway! Exit only if you are in imminent danger due to smoke or fire. Exit outside of the building via classroom windows, if possible.*

ALWAYS confirm you are communicating with a University of Mary official or law enforcement. If suspicious, DO NOT OPEN THE DOOR.

Run-Hide-Fight Principles

When an active shooter is posing a threat of or causing deadly harm:

RUN

- Have an escape route and plan in mind.
- Leave your belongings behind.

- Evacuate regardless of whether others agree to follow.
- Help others escape, if possible.
- Do not attempt to move the wounded.
- Prevent others from entering an area where the active shooter may be located.
- Call 911 and Campus Safety and Security at 701-355-8000 when you are safe.

HIDE

- Hide in an area out of the shooter's view.
- Lock door or block entry to your hiding place.
- Silence your cell phone (including vibrate mode) and remain quiet.
- Call 911 if it is safe to do so.

FIGHT

- Fight as a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with as much physical aggression as possible.
- Improvise weapons or throw items at the active shooter.
- Commit to your actions; your life depends on it.

When law enforcement officials arrive, the first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow the initial officers. These rescue teams will treat and remove the injured. Additionally:

- Remain calm and follow instructions.
- Drop items in your hands (e.g., bags, jackets).
- Raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid quick movements toward officers, such as holding on to them for safety.
- Avoid pointing, screaming or yelling; Do not ask questions when evacuating.
- Once you have reached a safe area, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned; Do not leave the area until law enforcement authorities have instructed you to do so.

If asked, provide the following information to law enforcement:

- Location of the active shooter
- The number of shooters
- Physical description of the shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

Chemical Spills

Chemical spills, which do not pose an obvious threat:

Attempt to confine the spill IF you have been trained and it is safe to do so. If you have contact with the spilled material, remove contaminated clothing immediately and flush all affected areas of the body affected with large amounts of water for at least 15 minutes. Get away from the spill area to fresh air.

Notify Campus Safety & Security (701-355-8000) and report the following:

1. Building name
2. Floor and room number
3. Type of accident
4. Chemicals and quantities involved

Chemical spills, which pose an obvious threat:

Notify 911 and Campus Safety & Security (701-355-8000) and report the following:

1. Building name
2. Floor and room number
3. Type of accident
4. Chemicals and quantities involved

See evacuation procedures.

Criminal Activity

Acts of Violence

After making sure you are safe, call 911 and Campus Safety and Security (701-355-8000) immediately. Be prepared to provide the following information:

1. Exact location of the incident
2. Exact location of any victims
3. Number of suspect(s) involved
4. Description of suspect(s) – sex, race, height, weight, hair color, age, clothing, etc.
5. Direction of travel of suspect(s) and how they fled the scene – on foot or vehicle
6. Vehicle description
7. Your name, current location and telephone number

Do not attempt to detain the suspect(s). Never place yourself or others in danger to obtain any information.

Sexual Assault

After making sure you are safe, call 911 immediately and Campus Safety and Security (701-355-8000). Be prepared to provide the information included in the section on Acts of Violence. In addition:

1. Get medical treatment promptly
2. Do not shower or change clothing – important physical evidence can be gathered after an assault

3. Seek support and counseling from the University's contracted Mental Health Crisis Line (701-530-7195 or 800-327-7195), the Abused Adult Resource Center/Rape Crisis Line (701-222-8370), the Domestic Violence Hotline (866-341-7009), or the National Sexual Assault Hotline (800-656-4673).
4. After your immediate needs have been met, the University strongly recommends submitting a Title IX Misconduct Report Form (www.umary.edu/title-ix-misconduct-form).

The University of Mary will not take student conduct action or any other retaliatory measure against a student who reports a sexual assault in good faith.

Bomb/Biological/Chemical Threats

If the threat is contained in a written message, do not throw it away. Keep the message and any envelopes and call someone. Limit handling of the message and envelope. Keep track of the following information:

1. To whom in particular, if anyone, was the message sent?
2. How was the message sent (campus mail, U.S. mail, e-mail)?
3. Have previous threats been made?

If the threat is made by e-mail, do not delete the message — leave it open.

Read the e-mail threat to determine if you are in immediate danger. Call 911 and Campus Safety & Security (701-355-8000). Follow law enforcement and Campus Safety & Security instructions.

If the threat is received by telephone, remain calm and try to get as much information as possible about the threat and the caller. Do not hang up the phone. Ask someone else to call 911 (cell phones) and Campus Safety & Security (701-355-8000) or have someone else make emergency calls while you remain on the line with the person calling in the threat. Keep track of the following information:

1. Date and time of call
2. Time and location where the incident will occur (name of building, location in the building, location on campus grounds).
3. What type of bomb, biological agent or chemical will be used?
4. What is the reason for the threat?
5. Who is the target?
6. Who is responsible for the threat?
7. Who is the caller—sex, estimated age, emotional state (excited, calm, upset, etc.)?
8. Did the caller have a particular accent, voice pattern or unusual/distinct word usage?
9. Did you hear any background noises (music, traffic, trains, voices, etc.)?

Suspicious Items/Packages

Report any suspicious items/packages to 911 and Campus Safety & Security (701-355-8000) from another location. Do not use cell phones or two-way radios near the item/package. Tell others to stay away from the item or package. **Do not** investigate or touch the item/package.

Hostile Person

Aggressive Person (Inside Building)

If a person in a campus building is posing a threat of or is causing serious bodily harm, get away or seek cover immediately and call 911 and Campus Safety & Security (701-355-8000).

1. Consider if you would be safer by staying in the building or leaving the area.
2. **Do not** activate the fire alarms to evacuate the building. People attempting to evacuate may be put in harm's way.
3. Look for all possible exits if it becomes necessary to leave.
4. Go into a classroom, a room in a residence hall or office and if able lock the door.
5. Stay low, away from windows, and barricade the doors if possible.
6. Students and staff should not attempt to leave the building until told to do so by security or police personnel—unless it is clear that you are in more danger by staying in the building.

Aggressive Person (On Campus Grounds)

If a person is posing a threat of or is causing serious bodily harm on the campus grounds, act as follows:

1. Consider if you would be safer by staying in place or by leaving the area.
2. Get away from the threat as soon as possible.
3. When you get away from the area, call 911 and Campus Safety & Security (701-355-8000) and warn others not to go near the area.
4. If you decide it is too dangerous to run from the person(s) and you must hide, try to find a spot where you are concealed and that offers protection.

Do not attempt to detain the suspect(s). Never place yourself or others in danger to obtain any information.

Suspicious Person/Illegal Activity

If you believe that a crime is being committed or that a person is acting suspiciously, trust your instincts and call 911 and Campus Safety & Security (701-355-8000). Report everything you observed about the crime or suspicious person including:

1. Location of the suspected crime or person
2. What the person is doing
3. Description of the people involved
4. If you saw any weapons
5. Vehicle description and license plate number
6. Direction of travel of the people and vehicles involved

Do not attempt to detain the suspect(s). Never place yourself or others in danger to obtain any information.

Weapons

If you suspect that a person is carrying a weapon on campus, alert Campus Safety & Security (701-355-8000). Report the following information:

1. Location of the person with the weapon
2. What the person is doing
3. Physical and clothing description of the person with the weapon
4. Type of weapon
5. Vehicle description and license plate number
6. Direction of travel of the people and vehicles involved

Do not attempt to detain the suspect(s). Never place yourself or others in danger to obtain any information.

Fire

Familiarize yourself with the locations of fire extinguishers and all exits in your building.

If you see or smell smoke or fire, do the following:

1. Call 911 and activate the building's fire alarms at a red pull station.
2. Always assume that an emergency exists if fire alarms are sounded.
3. Get out of the building. All rooms must be evacuated. Walk quickly to the nearest exit. Do not use elevators.
4. Test doors to see if they are hot. If they are hot, the fire may be blocking your exit. Seal the crack under the door with clothing or towels, preferably wet.
5. Open a door or window in the room and hang clothing, a sheet or a towel outside to attract the attention of emergency rescue personnel.
6. If possible, wait for emergency personnel to come and get you.
7. Shout at regular intervals to alert emergency personnel of your location.
8. If smoke is present—stay close to the floor to avoid the smoke.
9. Once outside, stay at least 500 feet from the building and out of the way of emergency personnel.

Medical

Medical Emergency

If you become aware of a person who is seriously injured, call 911 and Campus Safety and Security (701-355-8000). Be prepared to provide the following information:

1. Location of the injured/medically affected person
2. Condition of the injured/medically affected person—level of consciousness, breathing, blood loss, legal or illegal drug and alcohol use, type of injuries
3. Name, address, phone number(s) of the injured person
4. Your name, address, phone number

Suicide Ideation or Attempt

If someone is threatening suicide, call Campus Safety and Security (701-355-8000). Be prepared to provide the following information:

1. Exact location of the suicidal person
2. Suicidal person's name, address, phone number (if known)
3. Your name, current location, address and phone number
4. Your relationship to the suicidal person
5. What the suicidal person said or did to make you think he/she is suicidal
6. Are you aware of the suicidal person's plan?
7. Does the suicidal person have any weapons and, if so, what type?
8. Has the suicidal person threatened anyone?

Suicide prevention assistance is available by calling 988 or the University's contracted Mental Health Crisis Line (701-530-7195 or 1-800-327-7195).

Utility Failure

Gas Leaks

If you detect or are aware of a gas leak, follow these instructions:

1. Stop what you are doing and evacuate the area.
2. Do not switch on any electrical equipment, as that could cause an explosion.
3. Call 911 and Campus Safety and Security (701-355-8000) immediately.
4. If in a residence hall, call the Residence Director on call (701-425-5242).

Plumbing Problems/Flooding

In the event of plumbing problems or flooding:

1. Do not use any electrical equipment.
2. If the leak is a small plumbing problem, call the Physical Plant (701-355-8310); If in a residence hall, call the Residence Director on call (701-425-5242).
3. If a pipe has burst or rainfall is causing building flooding, call Campus Safety and Security (701-355-8000) and vacate the area if necessary.

Power Outages

Report power outages to Physical Plant personnel (701-355-8310) during regular business hours and to Campus Safety and Security (701-355-8000) after hours. If necessary, the University will send information via email and emergency notification as soon as possible.

Weather

Blizzard

If you are not on campus and would be traveling to reach campus, weather-related updates, including any announcements about canceled classes or closing the campus, will be sent via the emergency notification system and posted on our emergency site (8000.umary.edu).

Tornado

If the National Weather Service issues a tornado warning for the Bismarck area, please do the following:

1. Go to the **lowest level** of the building you are in, stay away from **windows** and **exterior doors**, **and** get under a sturdy table or object.
2. Monitor emergency weather statements and developments on a battery-operated radio or mobile phone app since violent storms can often lead to power outages.
3. Stay sheltered until the warning expires or you are advised the storm system has passed.

4. If caught outside, lie flat in the nearest ditch, ravine or culvert with hands and arms shielding your head.
5. If in an automobile, abandon the vehicle and follow guidelines for outdoor shelter.

Tornado Watch

- Conditions are right for tornados to develop.
- Be prepared to take cover.

Tornado Warning

- A funnel cloud has been sighted or indicated in the vicinity.
- Take cover.

Note: Information on tornado watches and warnings is available from radio station KFYZ-550 or the KFYZ television station in Bismarck, ND.

Bomb Threat Card

To be completed by the person receiving the call.

BOMB THREAT INFORMATION FORM

USE FORM TO COLLECT ALL AVAILABLE INFORMATION.

Time: _____ Date: _____

Number/Extension call was received: _____

EXACT WORDING OF THE THREAT

Sex of Caller: _____ Age of Caller: _____

Length of Call: _____ Race of Caller: _____

QUESTIONS TO ASK

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your address? _____
9. What is your name? _____

CALLER'S VOICE

- | | | | |
|----------------------------------|-----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Accent | <input type="checkbox"/> Distant | <input type="checkbox"/> Angry | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Excited | <input type="checkbox"/> Familiar | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Raspy | <input type="checkbox"/> Ragged | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Laughter | <input type="checkbox"/> Lisp | <input type="checkbox"/> Intoxicated |
| <input type="checkbox"/> Deep | <input type="checkbox"/> Loud | <input type="checkbox"/> Rapid | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Stutter | <input type="checkbox"/> Slurred | <input type="checkbox"/> Whispered |
| <input type="checkbox"/> Muffled | <input type="checkbox"/> Slow | <input type="checkbox"/> Nasal | |

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

BACKGROUND NOISES

- | | | | |
|---------------------------------|--|--|---------------------------------|
| <input type="checkbox"/> Static | <input type="checkbox"/> House Noises | <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Music |
| <input type="checkbox"/> Echoes | <input type="checkbox"/> PA System | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Long Distance | <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Motor |
| <input type="checkbox"/> Local | <input type="checkbox"/> Street Noises | <input type="checkbox"/> Other? | |

THREAT LANGUAGE

- | | | |
|---|---|-------------------------------------|
| <input type="checkbox"/> Taped | <input type="checkbox"/> Message read by threat-maker | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Foul/Offensive | <input type="checkbox"/> Well Spoken/Educated | <input type="checkbox"/> Incoherent |

REPORT CALL IMMEDIATELY

Call-taker: please fill out YOUR information in the space provided below.

Date: _____

Name: _____

Office: _____

Phone #: _____

How to Handle Threats

Remain calm! Gather as much information as possible!

Phone Threats:

- Signal another staff member to listen, if possible.
- Use the Bomb Threat Card to collect information, even if the threat is not a bomb.
- When caller hangs up, Notify Campus Safety and Security at 701-355-8000 of threat.
- Complete any unanswered questions on the Bomb Threat Card.
- Be available after the call for law enforcement to interview you.

Written Threats:

- Handle the item as little as possible to avoid extra fingerprints.
- Notify Campus Safety and Security of the threat at 701-355-8000.
- Be prepared to answer the following questions:
 - Where the item was found
 - The date and time you found the item
 - Any situations or conditions surrounding the discovery
 - Any other person you are aware of who saw the threat
 - Any person who has touched the item

E-mailed Threats:

- Leave the message open on the computer.
- Notify Campus Safety and Security of the threat at 701-355-8000.
- Print the message.

Verbal Threats:

- Detain the person making the threat, if possible and practical.
- If the person who made the threat leaves, note which direction they are going. If possible and safe, follow them at a discreet distance.
- Have another staff member notify Campus Safety and Security at 701-355-8000.
- Note the description of the person who made the threat:
 - Name, if known
 - Race
 - Sex
 - Type & color of clothing
 - Body size
 - Hair color
 - Distinguishing features
- Write down the threat exactly as it was communicated to you:

- Who made the threat?
- The date and time of the threat
- Where the person who made the threat is now

Rumors

If you overhear a rumor about a threat or incident, write down exactly what you heard, from whom you heard it, and then report the rumor to Campus Safety and Security at 701-355-8000.

Emergency Kit

Campus Safety and Security is responsible for maintaining the kits and the kit locations.

- Vests to be worn by building Representatives designating who they are
- Emergency food rations
- Emergency drinking water pouches
- Garbage bags
- Light sticks
- Multi-function emergency NOAA radio and batteries
- Emergency whistle with carabiner
- Emergency communication planning card
- Heavy-duty work gloves
- N95 particulate masks
- Emergency survival blankets
- Waterproof ponchos
- Plastic sheeting – 9' x 9'
- Snap-on toilet seat lid
- Wet naps
- Biohazard waste bags
- T-5 toilet chemicals
- Pocket tissue packs
- First aid kit
- Utility knife
- Gas & water shut-off tool
- Pry bar
- Waterproof matches

