



## Williston State College

### Emergency Notification System Policy

Williston State College has an emergency notification system (ENS) called NotiFind. This system allows the campus to contact students, employees, and designated people rapidly during an emergency. The emergency notification system will require emergency notification contact information from students, employees, and on-campus businesses. This information is how the campus can contact the employee, student, or designated person.

- Williston State College mandates all employees, including student employees, participate in the emergency notification system. Employees will be required to review their emergency notification information annually. In addition, employees will receive reminders twice a year to update their records. Emergency notification contact information includes campus email, campus phone, home phone, personal cellular phone, and work cellular phone. The college's Human Resource Officer will gather emergency information from non-campus personnel deemed appropriate.
- Students will have the ability to add and update their information in the Connect ND portal. The portal will allow students to enter campus phone, cell phone, email, texting information, and home phone. The system will periodically remind students to review their information. In addition, students can receive emergency notifications from other campuses depending on their class location. Students can "opt-out" of the emergency notification system in the Connect ND portal.
- The emergency notification system is only for emergencies as defined in NDUS policy 1902. An "emergency" means a situation that poses an immediate threat to the health or safety of someone in the institution or system community or significantly disrupts institution or system programs and activities. Williston State College's Emergency Management/Loss Control Committee is responsible for defining emergencies that warrant system use. WSC will conduct emergency notification tests at least once each semester.
- Students are allowed to leave cell phones on during class to receive emergency notifications unless instructed by faculty. If a faculty member instructs students to turn their cell phones off, the faculty member must be able to receive emergency notifications by one of the following methods: registered personal cell phone, registered campus email, campus phone, or nearby office personnel instructed to notify faculty.
- Emergency notification information will be populated in the notification system from PeopleSoft, and be refreshed a minimum of once per semester. This removes former employees and students from the system.
- To eliminate misuse of the emergency notification system, only the President; Vice President for Academic and Student Affairs; Vice President for Business Affairs; Director of Student Services; Director of Institutional Research, Planning, and Housing; the Human Resource Officer; and the Facilities Director will have access to deploy the system.
- **All emergency situations should be reported to 911, if applicable, and then reported to a WSC Administrator or designee at (701) 570-2895.**
- During any emergency, WSC employees and students are asked to refer all media inquires to the Public Affairs Officer.
- Additional emergency notifications not outlined by the Emergency Management/Loss Control Committee can be deployed if necessary by designated personnel. WSC will use campus email and website for detailed updates, in addition to redeploing NotiFind.
- Employee emergency notification telephone numbers or other emergency notification information is exempt from the state's open records laws as provided in Policy 1912 and may be released only as provided in that policy. Student emergency notification information, or contact information such as phone numbers or email addresses submitted for purposes of participation in an emergency notification system, shall be excluded from directory information and is therefore confidential as provided under the Family Educational Rights and Privacy Act (FERPA). However, if a student phone number or email or other address submitted for the purpose of participation in an emergency notification system is also contained in other institution records used for other purposes, the information contained in the other institution records is directory information and not confidential, unless a student has exercised his or her right to refuse disclosure of directory information.