For any emergency requiring immediate police, ambulance or fire department service, dial 911.
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Counseling Center: ................................................................. 231-7671
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Employee Assistance Program (The Village): ......................... 1-800-627-8220
Escort Service: ....................................................................... 231-8998
Equity and Diversity Center: .................................................... 231-5728
Facilities Management: ......................................................... 231-7911
Fargo Police (non-emergency): .............................................. 235-4493
Financial Counseling (The Village): ...................................... 1-800-627-8220
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Memorial Union (reservations and event services): .............. 231-8241
Parking Office: ................................................................. 231-5771
Poison Control: ................................................................. 1-800-222-1222
Rape and Abuse Crisis Center: ............................................. 293-7273 (available 24 hours)
Registration and Records: ..................................................... 231-7981
Safety Office: ................................................................. 231-7759
Student Health Service: ...................................................... 231-7331
Student Success Programs: .................................................. 231-8379
University Police: ............................................................... 231-8998
University Relations: ........................................................... 231-1068
Vice President for Student Affairs: ........................................ 231-7701
Workers Compensation Claims Specialist: .......................... 231-6740
TO NDSU STUDENTS, FACULTY, STAFF AND GUESTS

Whether you have been part of North Dakota State University for many years or if you are new to our community, I hope you will take time to read this annual security report. It provides an understanding of our commitment and efforts to provide a safe and secure campus for you to learn, live, work and be a guest, and, if needed, how to respond for your personal safety and security.

The NDSU University Police and Safety Office is the lead institutional unit responsible for providing the appropriate level of response on the campus for safety and security needs. The University Police Communications Call Center is staffed 24/7 to receive and dispatch calls for both armed law enforcement response and coordination of other local and regional emergency services.

Mass notifications are sent utilizing the NDSU Campus Emergency Notification Systems, designated to provide timely warnings and immediate notifications transmitted by the University Police Communications Call Center. These systems may include personal cell and home phones, campuswide email alerts, emergency alert service messaging on cable TVs operated within the NDSU system and broadcast alerts to NDSU telephone voice mail.

Each of us also has a responsibility for our own personal safety and security on the NDSU campus. Your review of this annual security report information is one step you can take to help us all demonstrate a resolve on matters of safety and security. I encourage you to retain access to it and review it often.

Have a safe and successful year!

Dean L. Bresciani  
NDSU President

ALCOHOL + DRUGS POLICY

University Policy on the Use of Alcohol and Other Drugs by Students and Employees

The ND State Board of Higher Education (SBHE Policy 918) prohibits the possession, sale, service, use or consumption of alcoholic beverages upon land or in buildings owned by the board or its institutions, except as authorized by the institution’s president. NDSU complies with and supports the North Dakota State Board of Higher Education policy governing alcohol use on campus, the Drug Free Workplace Act of 1988, Public Law 100-690 and the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and 2 CFR § 182.215.

For the complete State Board of Higher Education policy see www.ndus.edu/board/policies, policy number 918 “Alcoholic Beverages.”

The university prohibits the unlawful or unauthorized use, possession, storage, manufacture, distribution, or sale of alcoholic beverages and any illicit drugs or drug paraphernalia in university buildings, any public campus area, in university housing units, in university vehicles, or at any university affiliated events held on or off-campus, which are sponsored by students, employees and their respective campus organizations (including all fraternities and sororities). For NDSU employees, compliance with this policy is a term and condition of employment. For NDSU students and student organizations, compliance with this policy is a term and condition of continued enrollment/organizational recognition. The University Police is responsible for enforcement of underage drinking laws and the enforcement of federal and state drug laws.

The university recognizes that chemical dependency and chemical abuse are concerns that can impact both academic success and work performance and there are assistance programs available to help individuals experiencing problems. When appropriate, NDSU personnel may refer students to the NDSU Counseling Center or to agencies outside of NDSU for evaluation and/or treatment for alcohol or other drug-related problems. As part of their benefit package, employees may access services through the Employee Assistance Program provided by The Village. Call The Village at 1-800-627-8220. Employees also can access online resources at villageeap.com.

Additional alcohol and other drug prevention information, including information on health risks of alcohol and other drug abuse and applicable federal, state and local laws, is available through the Office of Student Success Programs at www.ndsu.edu/alcoholinfo or 701-231-5478.

For the complete text of the policy see www.ndsu.edu/fileadmin/policy/155.pdf.
THE NDSU POLICE AND SAFETY OFFICE

The North Dakota State University Police Department is the official law enforcement authority for the University. The department’s enforcement authority is authorized by North Dakota Century Code 15-10-12.2 and the State Board of Higher Education (SBHE Policy 619). The NDSU police staff of 17 sworn officers complies with all standards established by the North Dakota Peace Officers Standards and Training (POST) Board, and as such are armed, licensed police officers with full arrest power. In addition to enforcing local, state, and federal laws, University Police Officers also enforce University Policy. NDSU has no current Memorandum of Understanding with the City of Fargo Police Department, but NDSU can contact Fargo PD for the investigation of criminal incidents if the situation warrants. NDSU Police jurisdiction is limited to University owned or controlled property. The University Police and Safety Office also employs two full time Public Safety Officers (PSOs). The primary duties of the PSO’s are to conduct security checks on NDSU buildings and grounds, report suspicious activity to law enforcement, and to provide safety and security assistance to students, faculty and staff.

REPORTING CRIME OR EMERGENCIES

Community members, students, faculty, staff, and guests are encouraged to accurately and promptly report all crimes and public safety related incidents occurring on the core NDSU campus and all properties owned or leased within the City of Fargo including Renaissance Hall, Barry Hall, and Klai Hall to the University Police in a timely manner by calling 701-231-8998. Crimes should be reported if the victim elects to, or is unable to make such a report, such as the victim is unconscious or otherwise incapacitated. In addition, there are numerous Blue Light phones around the campus (see map on back inside cover for locations) that automatically ring to the University Police Communications Call Center when the emergency button on the phone is activated. Users can communicate directly with a Call Center operator and their location is digitally displayed to the operator. Crime tips can be text messaged to the University Police Communications Call Center using the Text-a-Tip line at 701-526-6006. All crime victims and witnesses are strongly encouraged to immediately report the crime to the University Police. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics. Victims of sexual misconduct or people who wish to report sexual misconduct may contact Janna Stoskopf, Deputy Title IX Coordinator at 701-231-8240 or janna.stoskopf@ndsu.edu. Questions regarding Title IX policy or procedures may be directed to Christopher Wilson, Title IX coordinator at 701-231-6409 or christopher.s.wilson@ndsu.edu. Please note that these individuals cannot guarantee confidentiality. For a list of confidential resources, please refer to the Confidential Reporting section below.

In response to a call, University Police Communications Call Center will take the required action, either by dispatching an officer to the caller’s location or asking the caller to report to the University Police Department to file an incident report. The University Police may conduct an investigation and, if applicable, forward the information to Title IX Coordinator. If assistance is required from the Fargo Police Department or the Fargo Fire Department, the University Police Communications Call Center will contact the appropriate unit. Off-campus crimes in Fargo should be reported to the Fargo Police Department at 701-235-4493. In emergency situations, law enforcement agencies can be reached by dialing 911.

CONFIDENTIAL REPORTING

The NDSU Police encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Due to North Dakota open records laws, reports made to the University Police cannot be guaranteed to be kept confidential. Confidential reports for the purposes of inclusion in the annual disclosure of crime statistics can generally be made to other NDSU campus security authorities. Confidential reports without any individually identifying information are included in the university’s annual crime statistics. Confidential access to resources, reporting options, services, and advocacy is available on campus through:

<table>
<thead>
<tr>
<th>NDSU COUNSELING CENTER</th>
<th>701-231-7671 (available by phone 24 hours a day)</th>
<th>Ceres 212</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSISTANT DIRECTOR FOR SEXUAL ASSAULT PREVENTION AND ADVOCACY</td>
<td>701-231-5733 (available by phone 24 hours a day)</td>
<td>Memorial Union 250</td>
</tr>
<tr>
<td>SARA HELPLINE</td>
<td>701-730-6149 (available by phone 24 hours a day)</td>
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</tr>
</tbody>
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RELATIONSHIP WITH LOCAL LAW ENFORCEMENT

The NDSU Police Department maintains a close working relationship with other state, local and regional law enforcement agencies in North Dakota and Minnesota, and are part of formal and informal meetings with these agencies. Members of the University Police formally serve on the board of directors of the Red River Regional SWAT and Bomb Squad, the board of the Fargo Regional Law Enforcement Training Center, and meet regularly with the local/regional law enforcement agency heads including law enforcement officials and prosecutors from state, city, county and federal law enforcement jurisdictions.

MONITORING AND RECORDING CRIMINAL ACTIVITY OF NON-CAMPUS STUDENT ORGANIZATIONS

NDSU does not have any officially recognized non-campus student organizations other than fraternities and sororities. If local law enforcement is called to one of these locations, NDSU Police may be notified and asked to assist, or NDSU Police may be notified after the other agency has responded. However, local law enforcement notification to the NDSU Police is done out of courtesy and is not required. The Fargo Police Department also shares information with the University Police regarding incidents occurring off campus in the areas surrounding NDSU. NDSU also may be provided copies of Fargo Police reports involving non-campus student behavior from anywhere in the City of Fargo when the individuals involved have been identified as NDSU Students. If NDSU interests are involved, student conduct processes may be initiated through the Dean of Student Life Office. Inappropriate/criminal student behaviors that occur off campus in association with university-sponsored, or university-affiliated group sponsored events will be reported and processed the same as incidents occurring on the NDSU campus. In addition, the university routinely processes off-campus reports involving alcohol, drugs, and violence when reported to NDSU by any area law enforcement agencies or other North Dakota University System colleges or universities.
SECURITY AND ACCESS OF UNIVERSITY FACILITIES

The central campus of NDSU encompasses 2,100 acres. There are more than 80 major buildings at NDSU open to students, faculty, staff and the public during normal working hours. Access is limited in the evenings, on holidays and weekends. With the exception of events that are open to the general public, the University’s facilities and programs are generally reserved for accomplishing the objectives and programs of the University. Visitors and non-University affiliated groups seeking to utilize University facilities are expected to make prior arrangements with the appropriate University office.

NDSU reserves the right to deny access to facilities, services and campus grounds to people or groups who do not meet/or comply with appropriate guidelines.

SECURITY AND ACCESS IN UNIVERSITY HOUSING

NDSU has 14 residence halls as well as single and family student apartments. Each residence hall is staffed by a professional hall director and student resident assistants (RAs) who reside on each floor. The ratio of RAs to students is approximately one for every 35 students.

All university residence life staff receive training on security measures and emergency/crisis management. Residence hall staff inform residents of safety and security information via handbooks, floor meetings, and programming in the halls. Staff members work closely with University Police in maintaining security in all residence halls and apartment units and in dealing with situations that affect the safety of residents.

Residence hall outside doors are locked 24 hours a day. Residence hall offices are staffed four hours a day. Phones are available in each residence hall main entry to allow visitors to contact hall residents. All guests must be escorted by a resident of the hall at all times. Staff members check the residence halls each evening to ensure the security of the buildings and residents.

Each individual room/suite door in the residence halls is equipped with a dead bolt or anti-pick lock. Dead bolt locks have been installed in university apartments. Apartments are equipped with door viewers. Key security is a high priority. Residents are encouraged to report lost or missing keys immediately so that a cylinder change can be initiated.

All residence halls, with the exception of Niskanen residence hall, are equipped with Bison Card (student ID) access. Residents are encouraged to report lost Bison Cards immediately. A new picture ID should be obtained as soon as possible.

MAINTENANCE OF CAMPUS FACILITIES

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. NDSU PD regularly patrols the campuses and reports malfunctioning lights and other unsafe physical conditions to Facilities Management (701-231-7911) for correction. Other members of the university community are helpful when they report equipment problems to University Police (701-231-8998) or Facilities Management. A safety walk is conducted annually with members of the University Police Department, Facilities Management, and Student Government where lighting and landscape issues as well as other safety concerns are identified.

SAFETY EDUCATION

NDSU is committed to providing a reasonably safe and secure campus environment in conjunction with individuals exercising reasonable personal safety and security practices. Educational programs and procedures are utilized at NDSU to support individuals in this effort. These programs encourage students and employees to be responsible for their own security and the security of others.

In 2014 the University Police conducted over 50 training sessions in personal safety and multi hazard response, alcohol and sexual violence awareness, alcohol risk and mitigation, active shooter response, narcotics, and police response to sexual violence. In conjunction with the Student Life Office and Sexual Assault Prevention and Advocacy, the University Police also offer Rape Aggression Defense (RAD) training yearly. This is a comprehensive self-defense course for women that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defensive training. Members of the NDSU Police will present programs on safety awareness, crime prevention and general security when requested by student, staff or faculty groups. Other topics for presentations include harassment, violent behavior, suspicious mail or packages, bomb threats, evacuations plans, and fire safety. To request a presentation please call 701-231-8998.

The division of Student Affairs and the NDSU Title IX Coordinator offers training each year in sexual violence prevention, sexual assault prevention and awareness, and sexual harassment. All new students are required to attend the “We Take A Stand” workshop, which focuses on sexual assault, relationship violence, stalking and how all NDSU students can take part in making the campus community safer.

Alcohol and Other Drug Prevention and awareness programs are also conducted periodically as part of NDSU’s ongoing commitment to provide an alcohol and drug free environment. The LIVE REAL mentor program provides training to NDSU students, faculty and staff covering the topics of alcohol, marijuana, alcohol and sexual violence and parent and caring adult training to give tips for talking with children of all ages about drinking and drug use.

The Safe Zone program also educates people about sexual orientation and gender identity/expression issues. They offer three levels of training.

**Level 1:** Becoming an Ally provides basic information about sexual orientation and how to become an ally for someone who identifies as lesbian, gay, bisexual, transgender or queer.

**Level 2:** Gender Identity/Expression explores in greater depth the experiences of those who identify as transgender.

**Level 3:** Upstander helps allies to further their skills as allies, and encourages allies to move from being passive bystanders to Upstanders within our campus and community.

CAMPUS SAFETY ESCORT SERVICE

The campus safety escort service is provided by the University Police and Safety Office as a personal safety and security service for NDSU students and employees. Escorts are conducted by NDSU police officers and/or public safety officers on duty. This service is available 24 hours a day, 7 days a week by calling 701-231-8998, and serves NDSU facilities and locations in the immediate vicinity of NDSU’s responsibilities.
FOR TIMELY WARNING AND IMMEDIATE NOTIFICATIONS

NDSU utilizes a number of redundant emergency notification systems that comprise NDSU CENS. These methods of communication include the NDSU-CAMPUS-ALERT@LISTSERV for official email notification to all current students and employees, communications sent through the Assurance NM system (formerly NDSU used NOTIFYFIND) to registered cellphone and/or landline phones, NDSU telephone voice mail broadcast to the AURA phone system, and an emergency alert system for audio and video interruption of available on-campus analog cable television service.

NDSU CENS is an essential tool employed to comply with the federal Clery Act requirements for “Timely Warnings” and “Immediate Notifications.” Monthly testing of the systems is conducted by the University Police Communications Call Center the first Wednesday of each month at 2 p.m.

Using the National Incident Management System (NIMS) of response and command in conjunction with local and regional emergency response services, NDSU Crisis Management Response Plan (NDSU CMRP) provides written authorization for the 24/7 University Police and Safety Office Emergency Response Team (UP&SO ERT) personnel to make decisions and act on behalf of NDSU. This authorization also includes confirmation of a timely warning or immediate notification communication, preparation and approval of communication to be sent by the 24/7 University Police Communications Call Center.

Timely Warnings are usually issued for Clery Act reportable UCR/NIBRS crimes occurring in the NDSU reportable geographic area, but may be issued for other crime classifications deemed appropriate and meeting the following criteria:

• Reported by the public, campus security authorities or law enforcement agencies to the NDSU University Police,

• Are considered by the director, University Police and Safety Office, or designated department command authority in director’s absence, to represent a confirmed serious or continuing threat to students, employees and/or property, and

• Information release will not compromise law enforcement efforts.

Reports are considered on a case-by-case basis, and, depending on the facts of each case and information reported, a timely warning may be issued.

Timely Warnings issued under this procedure will be handled using the NDSU-CAMPUS-ALERT@LISTSERV email system. If deemed appropriate by the director, or designated department command authority in absence of the director, other redundant systems of the NDSU CENS also may be utilized, along with other information means such as calling trees, postings on facilities, website postings, etc.

As available pertinent information permits, the timely warning may identify date and time of the incident plus location, nature of crime and suspect descriptions. Information promoting safety that may aid individuals to protect themselves will be included in the warning. If not all pertinent information is available at the warning time, additional warnings may be issued as information becomes available.

Timely Warnings issued under the Clery Act do not require maintaining confidential reporting of crimes. Although personally identifiable information is generally precluded from disclosure under the Family Educational Rights and Privacy Act (FERPA), this information may be released in an emergency situation. The names of all victims will be held confidential.

Upon expiration of the notification of a Timely Warning, or when deemed by the university that the notification may be discontinued, a campus wide follow-up notification may be sent through the NDSU CENS utilizing the NDSU-CAMPUS-ALERT@LISTSERV email system.

Immediate Notifications are issued for a confirmed emergency or dangerous situation posing an immediate threat to health or safety of someone on campus or significantly disrupting programs and activities.

An emergency or dangerous situation may be reported by a variety of means to the 24/7 University Police Communications Call Center, with the initial report established as the “incident,” and triggering response operations of the University Police to include NDSU CMRP when appropriate.

Confimation of a significant emergency or dangerous situation must be made by either the director, University Police and Safety Office or the designated department command authority in absence of the director in conjunction with activation of the 24/7 UP&SO ERT.

Upon confirmation of an emergency or dangerous situation requiring an Immediate Notification, the director, University Police and Safety Office or designated department command authority, will, without delay, and taking into account the safety of the campus, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency or dangerous situation.

Approval of the message must be authorized by the NDSU president, or a member of the president’s cabinet, director of University Police and Safety Office, designated representative of these officials, or as authorized in the NDSU CMRP.

An Immediate Notification will only be transmitted through the 24/7 University Police Communications Call Center. All segments of the campus will be notified when there is at least the potential that a very large segment of the campus will be affected by a situation or when a situation threatens operation of the campus as a whole.

Immediate Notification also may be sent to only a segment of campus, or by some of the NDSU CENS systems, if in the professional judgment of responsible authorities these actions will provide for safety and security of the campus, while meeting objectives of notification requirements. Isolated situations and/or time of day for notifications are examples of using only a segment of campus and/or some of the NDSU CENS in these situations.

If an event occurring on the NDSU campus may impact the community surrounding the campus NDSU officials will work with local law enforcement and media to notify the larger community when deemed appropriate.

As part of the NDSU CMRP process, assessment of the situation and changes in notifications plus follow-up information also may create need for additional activation of part or all of NDSU CENS, to all or some segments of campus. NDSU also may utilize other means of disseminating information on the emergency or dangerous situation to include NDSU’s Web page and NDSU 701-231-INFO line service, also available to non-campus individuals.
Once an emergency or dangerous situation has been cleared, an Immediate Notification to all segments of the campus involved in the notification will be sent by the University Police Communications Call Center via the NDSU CENS as appropriate.

CENS PARTICIPATION
NDSU Policy 721 mandates that all NDUS employees (including all student employees, both undergraduate and graduate) must participate in the emergency notification system. All students must also participate in the emergency notification system and are required to do so during registration or as otherwise provided under an institution’s emergency notification system policy or procedure.

Employees that need to update their emergency contact information can do so in NDSU Employee Self-Service. Once logged in to ND HE Self Service click the Personal Information link, then the Personal Information Summary link. Once in the Personal Information Summary section you will be able update and save changes to your personal contact number(s). At least one phone number must be populated in either the home, personal cellular, or work cellular field. All numbers populated in any of those three fields will be called in the CENS process.

Students, including student employees needing to update their emergency contact information can do so on Campus Connection. Once logged on, choose the Emergency Notification Update link on the left side of the page and follow the prompts to update your information. Only one contact number, whether home or cellular phone, is available for student entry.

EMERGENCY RESPONSE
The NDSU community is encouraged to notify the NDSU Police of any situation or incident on campus that may involve a significant emergency or dangerous situation that poses an immediate or ongoing threat to the health and safety of university members. The University Police and Safety Office is charged with responding to reported incidents in order to determine whether the incident, in fact, presents a threat to the community and requesting other resources necessary to investigate, mitigate or document the situation. NDSU works in close collaboration with agencies and departments both on and off campus to gather and assess information related to events that may pose an immediate threat or hazard to the University.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, NDSU will immediately notify the campus community to communicate vital information as quickly and efficiently as possible in order to provide the greatest safety for our students, faculty, staff, and visitors.

In all cases, University emergency responses shall place primary emphasis on the protection of human life, and all reasonable efforts shall be made to protect and preserve University property.

EMERGENCY EVACUATION PROCEDURES
It is recommended that all employees and students review and become familiar with the emergency evacuation procedures annually, or whenever there are plan or facility design/occupancy use changes. It is recommended that departments pre-determine designated assembly points, direct occupants to those locations and prevent re-entry to the facility (prevention of re-entry to anyone except emergency personnel ensures the protection of life and property – university and personal property). Evacuation plans in residence halls are tested each semester in the form of a fire drill. All Group A Assembly buildings, as identified by the International Fire Code, on the NDSU campus also test their evacuations plans in the form of a fire drill annually. The University conducts or participates in an emergency response exercise each year, such as a tabletop exercise or a live test, and tests the emergency notifications systems on campus. Tests of the systems may be announced or unannounced and are designed to assess and evaluate the emergency plans and capabilities of the University. Information about the emergency response and evacuation procedures are publicized yearly via an email message to the campus in conjunction with at least one test per calendar year.

EVACUATION PROTOCOL
- Building evacuations will occur when an alarm sounds continuously and/or upon notification by emergency personnel or by University Police.
- If necessary or if directed to do so by a designated emergency official, activate the building alarm. Call 911 and University Police at 231-8998.
- Do not use elevators during an emergency evacuation. Emergency response personnel may use an elevator for evacuation after review of the circumstances.
- Everyone must exit the building quickly and proceed in an orderly manner to the designated emergency assembly point as predetermined by each department. Be alert and pay attention to what is happening around you. If the first designated area of evacuation is inaccessible, proceed to a designated secondary location as predetermined by each department.
- Check doors for heat before opening. Do not open door if it is hot.
- Choose an assembly location comprised of an open space, with easy access from your building and/or capable of holding all of your department’s occupants safely.
- Emergency assembly points should be at least 50 feet from the building.
- Avoid assembly locations where emergency personnel will respond, such as roadways, parking lots, near fire hydrants or obstructing fire department connections.
- Remain at the designated assembly point until someone takes roll call and further instructions are provided by emergency personnel or University Police. Do not leave the area.
- Do not re-enter an evacuated building until instructed to do so by an official or selected monitor.
- Assist individuals with disabilities:
  - Be aware of persons in the building who may need assistance. Be prepared to render assistance if necessary or as the situation warrants. If unable to directly assist a person with disabilities, ask the individual to wait at the nearest exit for assistance from official emergency personnel.
  - Individuals with disabilities are responsible for knowing how they want to be helped during an evacuation. They are asked to convey this information to their instructors within the first week of each semester or to their work supervisors within the first week of employment.
- Guests of the university and campus visitors should also inform the university employee/student with whom they are dealing of their need for evacuation assistance.

SHELTER IN PLACE PROCEDURES
During certain emergency situations and some weather emergencies, you may be advised to “shelter-in-place” rather than evacuate or leave the building. If there is an emergency that is a risk to the public, your local officials will notify you by radio, TV or telephone. The outdoor warning sirens may be activated. If you hear the sirens, go inside and tune to a local radio or TV station. Shelter-in-place is likely to be used in circumstances in which there is not enough time for evacuation to occur, or evacuation creates an increased safety
risk. Examples may include a hazardous material release or a public health issue. The safest action in these situations is to shelter-in-place while listening for further instructions.

The following are guidelines to be followed:
• Listen to the local radio, television stations or CENS for detailed information and instructions. Follow the instructions carefully. Stay away from the area to minimize risk of injury or contamination.
• Stay inside the building.
• Do not go outside to investigate.
• Bring pets/animals inside if practical.
• Close and lock all exterior doors and window. Close vents, fireplace dampers, and as many interior doors as possible.
• Turn off air conditioners and ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off (including heating and air conditioning).
• Seal the room by covering each window, door and vent using plastic sheeting and duct tape.
• Use material to fill cracks and holes in the room, such as those around pipes.
• Gather essential disaster supplies, such as nonperishable bottled water, battery powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting and plastic garbage bags.
• If in a vehicle:
  • Close all windows and shut all manual vents.
  • Turn off ventilation system.
  • Tune in the radio for emergency information.

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.

FIRE SAFETY
Preparing for emergencies well in advance is one of the most effective ways to deal with potential disasters. In the case of a fire, knowing the steps to take can minimize problems.

STEPS TO FOLLOW IF YOU SEE A FIRE:
• Activate the nearest fire alarm.
• Alert the fire department by calling 911 from a safe phone. Give your name, address, location and the extent of the fire.
• Calmly alert people in the building and evacuate the building by following exit signs. Do not use elevators. Non-ambulatory individuals needing assistance with evacuation should wait for professional assistance at designated areas in the building (see Evacuation Protocol section).
• Remain outside the building at a safe distance.
• Meet police or fire personnel upon arrival to direct them to the fire.
• Remain at the designated assembly point until someone takes roll call and further instructions are provided by emergency personnel or University Police. Do not leave the area.

STEPS TO FOLLOW IF YOU ARE CAUGHT IN A FIRE:
• Remain calm.
• Before opening the door, feel it with the back of your hand. If it is hot:
  • Do not open the door.
  • Open the windows. If possible, lower the top half of the window to let out heat and smoke and raise the lower half to let fresh air in.
• Seal cracks around the door with towels, linens or clothes. Soak these items in water if possible.
• To attract attention, hang objects out of the window and shout for help.
• Keep low to the floor. Take short breaths to avoid inhaling smoke. Place a wet towel over your nose and mouth. Keep your head six to eight inches off the floor.
• If the door is not hot, brace yourself against the door and open it slowly. If hot air or fire rushes in, close the door and follow the steps above.
• If you can leave, close all doors behind you and proceed to the nearest safe exit. Leave the building and stand clear of the fire. Help direct police and fire personnel when they arrive.

NDSU offers online fire extinguisher training (housed on the NDUS training site, but a link is located on the University Police and Safety Office web page under the Annual Notices and Training link), and fire extinguisher training is provided to Resident Assistants annually. Other fire safety training can be provided upon request to the Safety and Compliance Specialist with the University Police and Safety Office by calling 701-231-5637.

The NDSU Emergency Action Guide is a poster that can be printed and hung in any room to offer guidance in a possible evacuations situation. The guide can be found online at www.ndsu.edu/fileadmin/policesafety/docs/Emergency_Action_Guide_Poster.pdf.

MISSING STUDENT NOTIFICATION
If a member of the NDSU community has reason to believe that a student who resides in on-campus housing is missing, they should immediately notify University Police at 701-231-8998. The University Police will initiate an investigation and generate a missing persons report. A missing student is defined as a person currently enrolled at NDSU, whose whereabouts have been unaccounted for by law enforcement for more than 24 hours. When a student becomes the subject of a missing persons report, NDSU will initiate the Missing Persons Notification (NDSU Policy 610) in accordance with the student’s designation. Contact will be made no more than 24 hours after the student is determined by University Police or other appropriate law enforcement agency to be missing.

Students residing in NDSU owned and operated facilities have the option to designate an individual to be contacted in the event the student is determined by NDSU Police or appropriate law enforcement agency to be missing. This contact may be the same or different than the emergency contact information provided in the student’s Campus Connection account. Students may register this confidential contact information with the Department of Residence Life via myhousing.com. In the event a student is eligible to, but has not previously identified a missing person’s contact, NDSU will notify the individual identified in the student’s Campus Connection account as the emergency contact. If the student is under the age of 18, and is not an emancipated adult, NDSU is required to notify a custodial parent or guardian, in addition to any contact person specifically designated by the student.
North Dakota State University does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, North Dakota State University issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a University official. In this context, North Dakota State University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

For a complete copy of North Dakota State University’s policy governing sexual misconduct, visit www.ndsu.edu/fileadmin/policy/603.pdf.

Victims of sexual misconduct or people who wish to report sexual misconduct may contact Janna Stoskopf, Deputy Title IX Coordinator at 701-231-8240 or janna.stoskopf@ndsu.edu. Questions regarding Title IX policy or procedures may be directed to Christopher Wilson, Title IX coordinator at 701-231-6409 or christopher.s.wilson@ndsu.edu. Please note that these individuals cannot guarantee confidentiality. For a list of all confidential resources, please refer to the Confidential Reporting section above.

**DEFINITIONS**

There are numerous terms used by North Dakota State University in our policy and procedures.

**CONSENT** is defined in North Dakota as (NDCC 12.1-17-08):
1. When conduct is an offense because it causes or threatens bodily injury, consent to such conduct or to the infliction of such injury by all persons injured or threatened by the conduct is a defense if:
   a. Neither the injury inflicted nor the injury threatened is such as to jeopardize life or seriously impair health;
   b. The conduct and the injury are reasonably foreseeable hazards of joint participation in a lawful athletic contest or competitive sport; or
   c. The conduct and the injury are reasonably foreseeable hazards of an occupation or profession or of medical or scientific experimentation conducted by recognized methods, and the persons subjected to such conduct or injury, having been made aware of the risks involved, consent to the performance of the conduct or the infliction of the injury.

2. Assent does not constitute consent, within the meaning of this section, if:
   a. It is given by a person who is legally incompetent to authorize the conduct charged to constitute the offense and such incompetence is manifest or known to the actor;
   b. It is given by a person who by reason of youth, mental disease or defect, or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or
   c. It is induced by force, duress, or deception.

**SEXUAL ASSAULT:** “Sexual assault” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**RAPE** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**FONDLING** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**INCEST** is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**STATUTORY RAPE** is defined as nonforcible sexual intercourse with a person who is under the statutory age of consent.

The state of North Dakota defines the statutory age of consent in North Dakota Century Code 12.1-20-01:
1. When the criminality of conduct depends on a child’s being below the age of 15, it is no defense that the actor did not know the child’s age, or reasonably believed the child to be older than 14.
2. When criminality depends on the victim being a minor, it is an affirmative defense that the actor reasonably believed the victim to be an adult.
3. When criminality depends on the victim being a minor 15 years of age or older, the actor is guilty of an offense only if the actor is at least three years older than the minor.

The state of North Dakota has numerous sex offenses defined in North Dakota Century Code. They are as follows:

**12.1-20-03 GROSS SEXUAL IMPOSITION:**
1. A person who engages in a sexual act with another, or who causes another to engage in a sexual act, is guilty of an offense if:
   a. That person compels the victim to submit by force or by threat of imminent death, serious bodily injury, or kidnapping, to be inflicted on any human being;
   b. That person or someone with that person’s knowledge has substantially impaired the victim’s power to appraise or control the victim’s conduct by administering or employing without the victim’s knowledge intoxicants, a controlled substance as defined in chapter 19-03.1, or other means with intent to prevent resistance;
   c. That person knows or has reasonable cause to believe that the victim is unaware that a sexual act is being committed upon him or her;
   d. The victim is less than 15 years old; or
12.1-20-03.1. CONTINUOUS SEXUAL ABUSE OF A CHILD:

1. An individual in adult court is guilty of an offense if the individual engages in any combination of three or more sexual acts or sexual contacts with a minor under the age of fifteen years during a period of three or more months. The offense is a class AA felony if the actor was at least twenty-two years of age at the time of the offense. Otherwise, the offense is a class A felony. The court may not defer imposition of sentence.

2. If more than three sexual acts or contacts are alleged, a jury must unanimously agree that any combination of three or more acts or contacts occurred. The jury does not need to unanimously agree which three acts or contacts occurred.

3. No other felony offense under this chapter involving the same victim may be charged in the same proceeding with a charge under this section unless the other charged offense occurred outside the time period charged under this section or the other offense is charged in the alternative. A defendant may be charged with only one count under this section, but a separate count may be charged for each victim if more than one victim is involved.

12.1-20-04. SEXUAL IMPOSITION.

A person who engages in a sexual act or sexual contact with another, or who causes another to engage in a sexual act or sexual contact, is guilty of a class B felony if the actor:

1. Compels the other person to submit by any threat or coercion that would render a person reasonably incapable of resisting; or

2. Engages in a sexual act or sexual contact with another, whether consensual or not, as part of an induction, initiation, ceremony, pledge, hazing, or qualification to become a member or an associate of any criminal street gang as defined in section 12.1-06.2-01.

12.1-20-07. SEXUAL ASSAULT.

1. A person who knowingly has sexual contact with another person, or who causes another person to have sexual contact with that person, is guilty of an offense if:

   a. That person knows or has reasonable cause to believe that the contact is offensive to the other person;
   
   b. That person knows or has reasonable cause to believe that the other person suffers from a mental disease or defect which renders him or her incapable of understanding the nature of that other person’s conduct;
   
   c. That person or someone with that person’s knowledge has substantially impaired the victim’s power to appraise or control his or her conduct;
   
   d. The other person is in official custody or detained in a hospital, prison, or other institution and the actor has supervisory or disciplinary authority over that other person;
   
   e. The other person is a minor, fifteen years of age or older, and the actor is the other person’s parent, guardian, or is otherwise responsible for general supervision of the other person’s welfare; or
   
   f. The other person is a minor, fifteen years of age or older, and the actor is an adult.

12.1-20-11. INCEST.

A person who intermarries, cohabits, or engages in a sexual act with another person related to him within a degree of consanguinity within which marriages are declared incestuous and void by section 14-03-03, knowing such other person to be within said degree of relationship, is guilty of a class C felony.

(14-03-03 Void marriages. The following marriages are incestuous and void:

1. Marriage between parents and children, including grandparents and grandchildren of every degree.

2. Marriage between brothers and sisters of the half as well as the whole blood.

3. Marriage between uncles and nieces of the half as well as the whole blood.

4. Marriage between aunts and nephews of the half as well as the whole blood.

5. Marriage between first cousins of the half as well as the whole blood.

This section applies to illegitimate as well as legitimate children and relatives.)

DOMESTIC VIOLENCE: The term “domestic violence” means:

1. Felony or misdemeanor crimes of violence committed—

   (i) By a current or former spouse or intimate partner of the victim;
   
   (ii) By a person with whom the victim shares a child in common;
   
   (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
   
   (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
   
   (v) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

2. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clergy Act reporting.

The State of North Dakota Defines Domestic Violence in North Dakota Century Code 14-07.1-01 as physical harm, bodily injury, sexual activity compelled by physical force, assault, or the infliction of fear of imminent physical harm, bodily injury, sexual activity compelled by physical force, or assault, not committed in self-defense, on the complaining family or household members.

The code defines family or household member as a spouse, family member, former spouse, parent, child, persons related by blood or marriage, persons who are in a dating relationship, persons who are presently residing together or who have resided together in the past, persons who have a child in common regardless of whether they are or have been married or have lived together at any time, and, for the purpose of the issuance of a domestic violence protection order, any other person with a sufficient relationship to the abusing person as determined by the court.

DATING VIOLENCE: The term “dating violence” means violence committed by a person

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim and

2. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition—

(i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(ii) Dating violence does not include acts covered under the definition of domestic violence.
For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting. As the State of North Dakota includes persons who are in a dating relationship under the state’s domestic violence laws, any violence committed by dating parties would fall under domestic violence, not dating violence.

**STALKING:** The term “stalking” means
1. engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
   (i) fear for the person’s safety or the safety of others; or
   (ii) Suffer substantial emotional distress.
2. For the purposes of this definition—
   (i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
   (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
   (iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.
3. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The State of North Dakota Century Code 12.1-17-07.1 states that no person may intentionally stalk another person. The state defines stalk as engaging in an intentional course of conduct directed at a specific person which frightens, intimidates, or harasses that person, and that serves no legitimate purpose. The course of conduct may be directed toward that person or a member of that person’s immediate family and must cause a reasonable person to experience fear, intimidation or harassment. The state defines course of conduct as a pattern of conduct consisting of two or more acts evidencing a continuity of purpose. The term does not include constitutionally protected activity. The state defines immediate family as a spouse, parent, child, or sibling. The term also includes any other individual who regularly resides in the household or who within the prior six months regularly resided in the household.

**A. EDUCATION AND PREVENTION PROGRAMS**
The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:
• Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
• Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and ongoing awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
b. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
c. Defines what behavior and actions constitute consent to sexual activity in the State of North Dakota and the definition of consent found in NDSU Policy 603.
d. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
e. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

The University has developed an annual educational campaign consisting of presentations and distribution of educational materials to new students, and online training for all new employees.

**B. PROCEDURES FOR REPORTING A COMPLAINT**
The University has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The University will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the NDSU Police or local law enforcement.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at the NDSU Student Health Center, or at Sanford or Essentia Hospitals where they offer physical evidence recovery collection and have sexual assault nurse examiners. In North Dakota, evidence may be collected even if you chose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University hearing processes/investigators or police. Although the university strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim’s choice whether or not to make such a report and victims have the right to decline involvement with the police. The University will assist any victim with notifying the University Police or the local police if they so desire. The University Police may also be reached directly by calling 701-231-8998, or in person at The University Police and Safety Office, 1523 12 Ave N. The Fargo Police Department may be reached by calling 701-235-4493, or in person at 222 4 St N. Additional information about the Fargo Police Department may be found online at: www.cityoffargo.com/CityInfo/Departments/Policel.
If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly. Victims of sexual misconduct or people who wish to report sexual misconduct may contact Janna Stoskopf, Deputy Title IX Coordinator at 701-231-8240 or janna.stoskopf@ndsu.edu. Questions regarding Title IX policy or procedures may be directed to Christopher Wilson, Title IX Coordinator at 701-231-6409 or christopher.s.wilson@ndsu.edu. Please note these individuals cannot guarantee confidentiality. For a list of confidential resources, please refer to the Confidential Reporting section above. Victims are also encouraged to report the matter to University Police. The University will provide access to resources, on campus, off campus, or both, to include medical, health, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with University Police or other law enforcement to preserve evidence in the event that the victim changes his/her mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the University, below are the procedures that the University will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

### UNIVERSITY PROCEDURES BY INCIDENT

#### SEXUAL ASSAULT

1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care
2. Institution will assess immediate safety needs of complainant
3. Institution will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, “No Contact” order between parties
4. Institution will provide a “No Trespass” order to accused party if deemed appropriate
5. Institution will provide written instructions on how to apply for a Protective Order
6. Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframe for inquiry, investigation and resolution
7. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is
8. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation

#### STALKING

1. Institution will assess immediate safety needs of complainant
2. Institution will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for local police department
3. Institution will provide written instructions on how to apply for a Protective Order
4. Institution will provide written information to complainant on how to preserve evidence
5. Institution will assess need to implement interim or long-term measures to protect the complainant, if appropriate
6. Institution will provide a “No Trespass” order to accused party if deemed appropriate
7. Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframe for inquiry, investigation and resolution
8. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is
9. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation

#### DATING VIOLENCE

1. Institution will assess immediate safety need of complainant
2. Institution will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for local police department
3. Institution will provide written instructions on how to apply for a Protective Order
4. Institution will provide written information to complainant on how to preserve evidence
5. Institution will assess need to implement interim or long-term measures to protect the complainant, if appropriate
6. Institution will provide a “No Trespass” order to accused party if deemed appropriate
7. Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframe for inquiry, investigation and resolution
8. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is
9. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation

#### DOMESTIC VIOLENCE

1. Institution will assess immediate safety need of complainant
2. Institution will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for local police department
3. Institution will provide written instructions on how to apply for a Protective Order
4. Institution will provide written information to complainant on how to preserve evidence
5. Institution will assess need to implement interim or long-term measures to protect the complainant, if appropriate
6. Institution will provide a “No Trespass” order to accused party if deemed appropriate
7. Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframe for inquiry, investigation and resolution
8. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is
9. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation

### EVIDENTIARY STANDARD

- Sexual assault cases are referred to the Title IX Coordinator when employees are involved and the Student Life Office when students are involved. Adjudication processes use the preponderance of the evidence standard.
- Stalking cases are referred to the Title IX Coordinator when employees are involved and the Student Life Office when students are involved. Adjudication processes use the preponderance of the evidence standard.
- Dating violence cases are referred to the Title IX Coordinator when employees are involved and the Student Life Office when students are involved. Adjudication processes use the preponderance of the evidence standard.
- Domestic violence cases are referred to the Title IX Coordinator when employees are involved and the Student Life Office when students are involved. Adjudication processes use the preponderance of the evidence standard.
C. ASSISTANCE FOR VICTIMS: RIGHTS AND OPTIONS

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, dating violence, domestic violence, and stalking and will provide each victim with a written explanation of their rights and options.

North Dakota State University complies with North Dakota law in recognizing valid protection orders issued not only by the state of North Dakota, but those of any other state in the United States, the District of Columbia, Puerto Rico, the US Virgin Islands, or any territory or insular possession subject to the jurisdiction of the United States. This also includes an Indian tribe or band that has jurisdiction to issue protection orders. Any person who obtains a protection order from any of these entities should provide a copy to NDSU Police, the Title IX Coordinator, or the Dean of Student Life. A complainant may then meet with the NDSU Police or Dean of Student Life to develop a Safety Action Plan, which is a plan for the university and the victim to reduce risk of harm while on campus or coming and going from campus. The plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.

The University cannot apply for a legal restraining order for a victim. The Rape & Abuse Crisis Center of Fargo-Moorhead operates a 24-hour crisis line and offers in person-assistance, emergency housing and advocacy and assistance with legal, medical, social service and other systems. They can assist victims of abuse file the necessary paperwork with the Cass County District Court to obtain Domestic Violence Protection and Disorderly Conduct Restraining Orders. The hotline number is 701-293-7273, or they can also be reached by phone at 800-344-7273. For more information you can visit their website at www.racfm.com.

However, you may choose to get an attorney or seek an order by yourself. This is always your right. If you choose to seek the order yourself you will need to visit the Clerk of Court Office at East Central District Court. They are located in the Cass County Courthouse at 211 9 St S and their phone number is 701-241-5645.

Forms for Domestic Violence Protection Orders and Disorderly Conduct Restraining orders can be found at www.ndcourts.gov/ndshc/DCRO/DCRO.aspx. To see if you qualify for low/no cost legal assistance you can call Legal Services of ND at 800-634-5263 Monday, Tuesday, or Thursday 9 a.m. – 3 p.m.

The University may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. Upon the victim’s request and to the extent of the victim’s cooperation and consent, university offices will work cooperatively to assist the victim with their health, physical safety, work and academic status, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, working or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student park in a different location, assisting the student with a safety escort, etc.

Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of act reporting and disclosures will be made without inclusion of constitutional protections of the victim's privacy).

### TYPES OF ORDERS IN THE STATE OF NORTH DAKOTA

<table>
<thead>
<tr>
<th>TYPE OF ORDER</th>
<th>WHO CAN FILE FOR ONE</th>
<th>COURT</th>
<th>BASED ON</th>
</tr>
</thead>
</table>
| Domestic Violence Protection Order  | Family or household members including:  
- Spouse or former spouse  
- Parent  
- Child  
- Other family member  
- Person related by blood or marriage  
- A person you are dating  
- A person who is living with you or has lived with you before  
- Your child’s other parent, even if you were never married or lived together  
- Any other person with a “sufficient relationship” to the abusing person as determined by the court. | The ND District Court where the victim lives, where the abuser lives, or where the incident(s) occurred. In Fargo that is East Central District Court located in the Cass County Courthouse at 211 9 St S. A list of all ND District Courts can be found at www.ndcourts.gov/court/Districts/Districts.htm | Actual or imminent domestic violence. This includes physical harm, bodily injury, sexual activity compelled by physical force, assault, or the infliction of fear of imminent physical harm, bodily injury, sexual activity compelled by force, or assault, not committed in self-defense, on the complaining family or household members. |
| Disorderly Conduct Restraining Order  | Anyone who is a victim of disorderly conduct can file for a disorderly conduct restraining order. They do not need to have a specific relationship with the abuser. It may be a neighbor, acquaintance, intimate partner, family member, etc. | The ND District Court where the victim lives, where the accused lives, or where the incident(s) occurred. In Fargo that is East Central District Court located in the Cass County Courthouse at 211 9 St S. A list of all ND District Courts can be found at www.ndcourts.gov/court/Districts/Districts.htm | The order offers protection for someone who is the victim of disorderly conduct, which is defined as intrusive or unwanted acts, words, or gestures that are intended to adversely affect the safety, security, or privacy of another person. Disorderly conduct does not include constitutionally protected activity. |
| Order Prohibiting Contact  | The victim of a crime of violence or threat of violence, stalking, harassment, or a sex offense, if an individual who is charged with or arrested for the crime is released from custody before arraignment or trial. | The court authorizing the release of the individual may issue, if there is no outstanding restraining or protection order prohibiting the individual from having contact with the victim, an order prohibiting contact with the victim. | Court discretion. |
RESOURCES FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING

### ON CAMPUS

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDSU Counseling Center</td>
<td>212 Ceres Hall</td>
<td>701-231-7671</td>
</tr>
<tr>
<td>Student Health Service</td>
<td>102 Wallman Wellness Center</td>
<td>701-231-7331</td>
</tr>
<tr>
<td>University Police</td>
<td>102 Auxiliary Enterprises</td>
<td>701-231-8998</td>
</tr>
<tr>
<td>Sexual Assault Prevention and Advocacy</td>
<td>Student Life Office, 250 Memorial Union</td>
<td>701-730-5733</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>102 Old Main</td>
<td>701-231-6409</td>
</tr>
<tr>
<td>International Student and Study Abroad Services</td>
<td>116 Memorial Union</td>
<td>701-231-7895</td>
</tr>
<tr>
<td>Student Life</td>
<td>250 Memorial Union</td>
<td>701-231-6560</td>
</tr>
<tr>
<td>Student Financial Services</td>
<td>176 Memorial Union (Bison Connection)</td>
<td>701-231-6200 (local) 866-924-8969 (toll free)</td>
</tr>
<tr>
<td>Legal Assistance</td>
<td>NDSU does not offer any legal assistance to students or employees</td>
<td></td>
</tr>
</tbody>
</table>

### OFF CAMPUS

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fargo Police Department</td>
<td>222 4 St N</td>
<td>701-235-4493</td>
</tr>
<tr>
<td>Sanford Medical Center</td>
<td>801 Broadway N</td>
<td>701-234-2000</td>
</tr>
<tr>
<td>Family Health Care</td>
<td>301 NP Ave N</td>
<td>701-271-3344</td>
</tr>
<tr>
<td>Essentia Health</td>
<td>3000 32 Ave S</td>
<td>701-364-8000</td>
</tr>
<tr>
<td>VA Medical Center</td>
<td>2101 Elm St N</td>
<td>701-232-3241</td>
</tr>
<tr>
<td>Rape and Abuse Crisis Center</td>
<td>317 8 St N</td>
<td>701-293-7273</td>
</tr>
<tr>
<td>Firstlink Hotline</td>
<td></td>
<td>701-235-7335</td>
</tr>
<tr>
<td>Legal Services of North Dakota (for ND residents)</td>
<td>118 Broadway N Suite 421</td>
<td>701-232-4495 or 800-634-5263</td>
</tr>
<tr>
<td>Legal Services of Northwest Minnesota (for MN residents)</td>
<td>1015 7 Ave N, Moorhead</td>
<td>218-233-8585 or 800-450-8585</td>
</tr>
<tr>
<td>Cass County State's Attorney's Office</td>
<td>211 9 St S</td>
<td>701-241-5850</td>
</tr>
<tr>
<td>Southeast Human Service Center</td>
<td>2624 9 Ave S</td>
<td>701-298-4500</td>
</tr>
</tbody>
</table>

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking include:

- www.rainn.org – Rape, Abuse and Incest National Network
- www.justice.gov/ovw/sexual-assault - Department of Justice
- www2.ed.gov/about/offices/list/ocr/index.html - Department of Education, Office of Civil Rights
identifying information about the victim, as defined in section 4002(a)(20) of the Violence Against Women Act of 1994 (42 USC 1395 (a) (20)). Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims nor house identifiable information regarding victims in the campus police departments Daily Crime Log, Timely Warnings, or online. Victims may request that directory information on file be removed from public sources by request to the Office of Registration & Records 110 Ceres Hall, 701-231-8959.

HOW TO BE AN ACTIVE BYSTANDER

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

RISK REDUCTION

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don’t know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money.
- Don’t allow yourself to be isolated with someone you don’t trust or someone you don’t know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.

- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don’t leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.
- Don’t accept drinks from people you don’t know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - Be true to yourself. Don’t feel obligated to do anything you don’t want to do. “I don’t want to” is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - Have a code word with your friends or family so that if you don’t feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - Lie. If you don’t want to hurt the person’s feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
  - Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
  - If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

D. ADJUDICATION OF VIOLATIONS

Whether or not criminal charges are filed, the university or a person may file a complaint under Policy 156; Equal Opportunity Grievance Procedures, or Policy 603; Sexual Misconduct and Title IX compliance alleging that a student or employee violated the University’s policy on discrimination, harassment, or sexual misconduct. Reports of guests, vendors, or contractor violating these policies should be reported to the Title IX Coordinator. Reports of all domestic violence, dating violence, sexual assault, and stalking made to the University Police will automatically be referred to the Title IX Coordinator regardless of if the complainant chooses to pursue criminal charges.

As provided in Policy 603, NDSU strives to create a campus community free from interpersonal abuse including sexual
misconduct. In working to achieve this intent, NDSU commits to:

- Take action to stop sexual misconduct;
- Take action to remedy its effects by providing advocacy, support and appropriate referral services for recipients of the behavior;
- Taking action to prevent recurrence;
- Educating individuals and promoting discussions on interpersonal abuse and violence; and
- Conducting impartial investigation of all reports/notices of sexual misconduct through fair, equitable and prompt procedures. Investigations will be independent of and separate from law enforcement investigations of criminal activity.

The university conduct process is consistent with the institution's policy and will include a prompt, fair, and impartial investigation, and resolution process transparent to the accuser and the accused. Usually, the resolution of complaints of sexual misconduct are completed within 60 days of the report, however the proceedings timeframe allows for extensions for good cause with notice to the accuser and the accused of the delay and the reason for the delay. Investigators are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. The Code of Student Conduct (Policy 601) provides that:

- The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing officer that protects the safety of victims and promotes accountability;
- The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
- The institution will allow for timely access to the accuser, the accused and appropriate officials to any information that will be used after the fact-finding investigation but during formal and informal disciplinary meetings and hearings;
- The institutional conduct procedures will be conducted by officials who do not have a conflict of interest or bias against the accuser or the accused;
- The institution provides the accuser and the accused the same opportunities to have others present during an institutional conduct proceeding. The student has the right to have a person present who may act in an advisory capacity. Hearing advisors may not serve as witnesses. Hearing advisors who do not comply with hearing procedures or the directives of the hearing officer may be cautioned by the hearing officer and if they persist, may be asked to leave.
- If a student chooses to have an attorney present as his or her hearing advisor, NDSU may request legal representation be present as well. In cases that do not involve potential for suspension or expulsion, the role of an attorney shall be to advise his or her client, not to participate in the hearing. Attorneys who do not respect this provision may be cautioned by the hearing officer and if they persist, may be asked to leave. In cases that could result in suspension or expulsion, attorneys or nonattorney advocates may fully participate, which means they may make opening and closing statements, examine and cross-examine (through the hearing officer) witnesses present during the hearing, and provide the student with support, guidance and advice throughout the process.
- A student conduct decision is based on the preponderance of evidence standard, i.e., “more likely than not to have occurred” standard;
- The accuser and the accused will be notified simultaneously in writing of the result of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final; and
- The accuser and the accused each have the right to appeal the outcome of the hearing and will be notified simultaneously in writing, of any change to the result prior to the time that it becomes final and of the final result after the appeal is resolved. An appeal by the accuser may only be allowed when it is alleged that the accuser was the subject of a Title IX violation, including sexual assaults, as defined in this code. In some cases, an accuser's appeal could result in a different decision and/or stronger sanctions than originally imposed. An appeal of any conduct process decision must be made in writing within five business days following the date the sanction notice is sent to the student via the NDSU email account. When necessary to utilize U.S. mail, students will be afforded 10 business days from the date of letter to submit an appeal. If hand-delivered, a notation of that date will be made in the student's conduct file. In extraordinary circumstances, the dean of student life may grant time extensions. The university reserves the right, however, to reduce the time allowed for a student appeal in cases that may have the potential to result in harm to persons and/or property. The reduced time for appeal will be specified in the decision letter along with the rationale for allowing reduced time for an appeal. The appeal must be written by the student and shall contain the student's name, date of the decision or action, and reason(s) for the appeal.

Any student who is suspended or expelled has the right to request a reconsideration of the case based on new or contradictory evidence that was not available at the time of the original decision, and/or evidence that the student was not afforded due process as outlined in this Code. Information that may be considered may include police reports, transcripts of legal proceedings and the outcome of any civil or criminal proceeding directly related to the appeal.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the university Policy 156; Equal Opportunity Grievance Procedures, in order to remedy any hostile environment. All conduct proceedings against students however will be resolved through the Code of Student Conduct.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the university's ability to respond to the complaint may be limited.

The university will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

**REPORTING/CONFIDENTIALITY:** NDSU faculty, staff and students are encouraged to report incidents or information related to sexual misconduct as soon as possible. If criminal activity is involved, victims or witnesses are encouraged to contact NDSU Police or your local law enforcement. Victims of sexual misconduct or people who wish to report sexual misconduct may contact Janna Stoskopf, Deputy Title IX Coordinator at 701-231-8240 or janna.stoskopf@ndsu.edu. Questions regarding Title IX policy or procedures may be directed to Christopher Wilson, Title IX Coordinator at 701-231-6409 or christopher.wilson@ndsu.edu. Please note these individuals cannot guarantee confidentiality. For a list of confidential resources, please refer to the Confidential Reporting section above.

The guiding principal in accepting reports of sexual misconduct is to avoid re-victimizing the recipient of the behavior by forcing them into any plan of action. NDSU will make every attempt to safeguard the privacy of the complainant and/or recipient of the behavior; however, it is important that complainants recognize
that NDSU cannot ensure confidentiality in all cases. NDSU must weigh the request for confidentiality against its obligation to protect the safety and security of the entire campus. Depending on the circumstances of the offense (the severity of the offense, the number of victims involved, etc.), NDSU may be required to respond to an incident, even if confidentiality has been requested. Therefore, NDSU employees cannot guarantee absolute confidentiality. Individuals desiring confidentiality should be encouraged to contact one of the following:

ASSISTANT DIRECTOR FOR SEXUAL ASSAULT PREVENTION AND ADVOCACY | 701-231-5733
SARA HELPLINE | 701-730-6149 (Available 24 hours)

CODE OF STUDENT CONDUCT RESOLUTION STEPS:
The resolution of alleged code of conduct violations generally includes the following steps:
- Receipt of an incident report;
- Creation of a conduct file;
- Implementation of interim actions, if necessary;
- Investigation of incident, if necessary;
- Notice of alleged violations;
- Prehearing conference, including review of rights and procedures;
- Hearing;
- Notification of findings, including sanctions, and terms and conditions, as assigned;
- Appeal (if student chooses). If less than suspension/expulsion appeals need to be made to the Dean of Student Life or designee. Appeal of suspension or expulsion need to be made to the Vice President of Student Engagement and Inclusion;
- Notification of appeal decision (if applicable).

Cases related to Title IX compliance will require some modification of the resolution process, as approved by the NDSU Title IX Coordinator.

ANONYMOUS COMPLAINTS: Anonymous complaints will be accepted by the University. The University’s ability to investigate and resolve anonymous complaints will be limited if the information contained in the anonymous complaint cannot be verified by independent facts. Anonymous complaints may be filed by any of the following means:
- Bias Report Form: www.ndsu.edu/biasreport/
- Dean of Student Life Anonymous Report Form: www.ndsu.edu/fileadmin/studentlife/PDF_Files/Anonymous_Report_Form.pdf

SANCTIONS AND PROTECTIVE MEASURES. A sanction is a consequence placed upon any student for violations of specified university policies. Sanctions help define the student’s relationship with the university in the context of current and potential future conduct, including a notice that further violations may lead to more severe conduct sanctions.

If a student is found not responsible for the alleged code violation(s), no action will be taken against the accused student; however, having been through the Code process, the student is considered knowledgeable regarding the Code’s provisions and expectations, and that knowledge may be taken into consideration in the event of future Code actions.

In all cases, investigations that result in a finding of more likely than not that a violation of the Code of Student Conduct occurred will lead to in initiation of conduct procedures against the accused individual.

In cases in which the student is found responsible for violating one or more policies, a sanction may be imposed. The sanctions listed below are assigned based on the severity of the incident and/or past conduct history:

- Warning: A warning is a written notification that subsequent code violations will normally result in more severe sanctions.
- Conduct probation: Conduct probation is a written notification of a specified period of review and observation during which the student must demonstrate the ability to comply with university policies; local, state and federal laws; and any other terms or conditions that have been imposed in writing. The specific terms of the probation will be determined on a case-by-case basis. Further prohibited conduct may result in additional sanctions to be assigned, including, but not limited to, suspension or expulsion.
- Conduct suspension: Conduct suspension is a written notification of the termination of status as an enrolled student or registered student organization for a specified period of time not to exceed two academic years. In cases of crimes of violence, hate crimes, and/or Title IX related violations, the Dean of Student Life may specify a longer period of suspension.
  - A student may not re-enroll during the period of conduct suspension.
  - The student’s eligibility for any refund of tuition/fees will be subject to the university’s normal withdrawal policy.
  - The notice of conduct suspension will include the conditions for readmission that must be met prior to application for readmission. Students may obtain a reactivation of student status (after absence) form from Registration and Records, Ceres Hall, or online through Bison Connection. An interview with a member of the Dean of Student Life staff will also be required prior to acceptance of the student’s application for readmission.
  - While a student is under conduct suspension from NDSU, no academic credit during the suspension period will be accepted for transfer from any other higher education institution at any time. The student’s transcript will carry a notation “may not register for nonacademic reasons” without further explanation. If the student is subsequently readmitted, the original notation will remain on the transcript and a new notation will be added, “eligible for registration effective…”
  - A student who has been suspended must vacate residence life facilities within the time frame established in the written notice of the conduct suspension.
  - In addition to being ineligible for enrollment, a student is also ineligible for employment with NDSU.
  - There may be other restrictions placed on the suspended student including, but not limited to, restricted access to the entire campus, specified campus facilities, or portions of specified campus facilities. The student also may be required to obtain prior written permission from a member of the Dean of Student Life staff before being on any portion of the NDSU campus during the period of suspension. Approval is generally granted only to permit a student to conduct business related to the university.
• Conduct suspension is a matter of permanent record. A permanent record indicates that student conduct files may be retained indefinitely at the discretion of the Dean of Student Life, but not less than seven years.
• Student organizations placed on suspension may have all rights and privileges provided by the Congress of Student Organizations revoked for the duration of their suspension. In order to regain all rights and privileges, the student organization is required to comply with and complete any and all sanctions and terms and conditions.
• Expulsion: Expulsion is a written notification that the student is permanently ineligible to return to the university. The expulsion will be recorded on the student’s transcript as “may not register for nonacademic reasons” and is a matter of permanent record. The student must leave university residences and cease all use of university owned or controlled buildings, properties and services as designated in the expulsion notice. The expulsion notice will also include any other specific restrictions and a time frame during which these restrictions apply. These may include restricted access to the entire campus, specified campus facilities, or portions of specified campus facilities. Written requests for exceptions to restrictions may be directed to the Dean of Student Life or designee; however, approval is generally only granted for the purpose of conducting official university business. Requests for readmission will not be approved.
• Degree rescission: If a person has been awarded an NDSU degree and is subsequently discovered that the person committed a serious breach of the Code of Student Conduct while attending the university, the university may, upon separate proceedings, elect to rescind the degree.

Certain conditions may be assigned to the student as part of the sanction. These conditions may include:
• Alcohol and Other Drug Programming, Evaluation, and/or Testing: A student may be required to participate in alcohol and other drug programming as a result of participating in any incident involving the use or abuse of alcohol and other drugs. The university reserves the right to require alcohol/drug testing and/or evaluation as a condition of enrollment or continued enrollment when:
  • A student’s conduct endangers or may endanger the safety of themselves, others, or property and/or
  • Any pattern of conduct has been demonstrated by a student
• Written Assignments: Students may be required to complete written assignments as a means of reflecting and/or learning more about a particular topic.
• Participation in a Specific Activity or Project: A student may be required to participate in a specific activity or project, such as public service; an educational class; and/or meeting with a designated university official or other assignment.
• Restricted Access: Students may have access to university facilities and ground restricted for a specified period of time. Restricted access may include but is not limited to entry into university facilities or athletic fields, access to specific university offices, and visiting and/or living in any university housing facility. Students found in violation of restricted access directives may be issued a trespass warning by the University Police and may be subject to further conduct action.
• Loss of Privileges: A student may be denied various privileges associated with being a student at NDSU. Such privileges may include, but are not limited to, one or more of the following:
  • Participating in or attending events sponsored by the university or by students;
  • Holding office in any Congress of Student Organizations (CSO) recognized student organizations;
  • Receiving or being a guest in residence life facilities;
  • Access to parts of or all university property, including eligibility to reside in university facilities;
  • Receiving financial aid;
  • Being employed by the university;
  • Representing the university, including travel on behalf of the university;
  • Sponsoring or hosting organization or campus wide functions;
  • Using IT services, and;
  • Maintaining recognized student organization status with the CSO.
• No Contact Order: Students may be prohibited from direct or indirect physical and/or verbal contact with another individual or group.

Reasonable restrictions to protect the safety and welfare of others may also be imposed. These include, but are not limited to, any and all forms of communication, access to university owned or controlled locations, and specified minimum distances.
• Restitution: A student may be required to repair, pay the cost for repair or pay for cost of replacement of any university or state property damaged by the student. In each case, the goal will be to return the damaged property to its existing condition at the time of damage. The determination of the method used to calculate restitution shall be the responsibility of the hearing officer, taking into consideration the fair market value or cost to repair the damaged item(s). In the case of personal injury, the responsible party may be required to cover the cost of medical care for others harmed as a result of the student’s actions. When available and appropriate, secondary markets may be utilized. The decision maker shall consider information and/or evidence provided by both parties to achieve a fair and just result. Failure to make timely arrangements for restitution may result in the cancellation of the student’s registration, prevention of the student’s re-registration, or more severe sanctions including, but not limited to, conduct suspension or expulsion. When the responsible party is a student organization, additional sanctions or terms and conditions also may be assigned for failure to make timely arrangements for restitution.
• Confiscation: In addition to items seized as evidence, goods used or possessed in violation of university policies and/or local, state or federal laws, may be confiscated and not be returned to the student.

For students, sexual assault, domestic violence, dating violence and stalking are violations of the Code of Student Conduct. The Code of Conduct (Policy 151) for employees states that all employees must, at all times, comply with all applicable laws, regulations, policies, and procedures. All conduct must meet or exceed minimum standards established by law. All employees shall report suspected violations of the Code to their supervisor, some other senior manager or administrator or legal counsel. Failure to report known or suspected violations is in itself a violation and may lead to dismissal or other disciplinary action. Alleged violations of the Code involving NDUS officers or employees shall be investigated by the appropriate NDUS officer. All officers and employees shall cooperate in investigations of alleged violations. Alleged violations of the Code are cause for disciplinary action including verbal warning, written warning, suspension without pay, or dismissal, in addition to any criminal or other civil sanctions that may apply.

The Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a University order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator’s directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by North Dakota State University.
By North Dakota State University.

The University will, upon written request, disclose to the alleged victim or a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

SEX OFFENDER REGISTRATION
The Adam Walsh Child Protection and Safety Act of 2006 (AWCPSA) is a federal law that provides for the tracking of convicted sex offenders. The Sex Offender Registration and Notification Act which is Title I of the AWCPSA requires that registered sex offenders register and keep their registration current in each jurisdiction in which they reside, work, or go to school.

The federal Campus Sex Crimes Prevention Act, enacted Oct. 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It requires sex offenders already registered in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries a vocation, volunteers services or is a student.

Offenders must register in North Dakota if they have pled guilty to or been convicted of certain criminal offenses. A person must also register if that person has pled guilty or “nolo contendere” to, or been found guilty of, an offense in another court in the United States, a tribal court or court of another country, which is equivalent to those offenses. The registration statute is found in N.D.C.C. §12.1-32-15. When required to register, the offender receives registration forms and instructions from the “originating agency.” The originating agency is the agency that informs the offender of the need to register as a “sex offender” or “offender against children.”

The registration forms contain instructions directing the offender to register in person with the law enforcement agency in the city or county where the offender will reside. The offender signs the acknowledgment portion of the registration form. The originating agency then sends copies of the registration form the offender has signed to the Bureau of Criminal Investigation (BCI). BCI enters the information into the registration database and forwards copies of the signed acknowledgement to the law enforcement agency at which the individual is expected to register.

BCI maintains a master database of all persons registered in the state and monitors that database for any violations of the registration statutes by offenders. This list can be accessed at sexoffender.nd.gov.

Potential protective measures include, but are not limited to:
- Providing an escort to the complainant
- Issuing a no contact order prohibiting contact between the parties
- Housing/workplace changes
- Altering class schedules and other academic support
- Providing counseling services
- Loss of privileges for the accused
- Temporary emergency suspension of the accused

Violations of protective measures may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by North Dakota State University.

A list of offenders registered with the Fargo Police Department can be accessed at www.cityoffargo.com/CityInfo/Departments/Police/CitizenResources/SexOffenders.

DAILY CRIME LOG
University Police must create, maintain and make available a daily crime log. Log entries must include all crimes reported to the University Police, not just Clery crimes. The crime log for the most recent 60 day period is open to public inspection, upon request, during normal business hours at the University Police Office. Any portion of the log that is older than 60 days must be made available within two business days of request for public inspection.

CLERY CRIME DEFINITIONS

ARSON
To unlawfully and intentionally damage or attempt to damage any real or personal property by fire or incendiary device.

AGGRAVATED ASSAULT
An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

BURGLARY
The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

MURDER AND NON-NEGLIGENCE Manslaughter
The willful (non-negligent) killing of one human being by another.

NEGligent Manslaughter
The killing of another person through negligence.

MOTOR VEHICLE THEFT
The theft of a motor vehicle.

ROBBERY
The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

SEX OFFENSES
Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

RAPE (EXCEPT STATUTORY RAPE)
The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
**FONDLING**
The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**INCEST**
Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**STATUTORY RAPE**
Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**HATE CRIMES**
A criminal offense 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 their race, gender, religion, disability, sexual orientation, ethnicity, or gender identity.

For Clery purposes, hate crimes include any offense in the following categories that is motivated by bias:
- Murder and Non-negligent manslaughter
- All sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larceny-theft
- Simple assault
- Intimidation
- Destruction/damage/vandalism of property

**WEAPONS LAW VIOLATIONS**
The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons, or other weapons used in a deadly manner.

**DRUG ABUSE VIOLATIONS**
Violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**LIQUOR LAW VIOLATIONS**
The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

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**CRIME AND REFERRAL STATISTICS**

The following crime and referral statistics in this document are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law (the Clery Act). The annual statistics are prepared by collecting crime and referral data from NDSU Police records, the Division of Student Affairs, and other Campus Security Authorities. Statistics may also be provided by the NDSU Counseling Center, the Assistant Director of Sexual Assault and Prevention Advocacy, and Student Health Services employees through a confidential reporting form for inclusion of those statistics in this document even though they are not required to provide this information. In addition to information provided by on-campus reporters, the NDSU Police also requests crime statistics for specified geographic locations from other local law enforcement agencies. All statistics are gathered, compiled and reported to the university community via this document published by the University Police and Safety Office. University Police submits the annual crime statistics published in this Annual Security and Fire Report to the Department of Education (ED).

The University Police sends an email to every enrolled student and current employee each year on or before October 1st notifying them of the availability of this report. The email includes a summary of the contents of the Annual Security and Fire Report along with the direct URL to the document. A physical copy can be obtained by making a request to the University Police Communications Center at 701-231-8998 or by stopping by the University Police Office. Information is provided to prospective students and employees with a referral to the online report.

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*On-Campus Housing Facilities crime statistics are a subset of the On Campus category, i.e., they are counted in both categories.
**Institutions are required to publish the number of "Unfounded Crimes" beginning with the calendar year 2015 crime statistics. North Dakota State University has elected to voluntarily report this information for the 2014 crime statistics in advance of the requirement taking effect.
***The passage of the Violence Against Women Act (VAWA) added the categories of Domestic Violence, Dating Violence, and Stalking (DVDS). Institutions will have to report statistics for DVDS beginning with the calendar year 2015 crime statistics. NDSU has elected to voluntarily publish statistics in advance of the requirement taking effect. No Hate Crimes were reported in 2012, 2013, and 2014.
CRIME PREVENTION AND SAFETY TIPS

ON CAMPUS
- Lock your doors whenever you leave your room for any length of time when you are sleeping. Always lock all car doors.
- Never prop open any door.
- Protect all valuables in your room and your vehicle. Do not leave valuables like wallets, jewelry, credit cards, cash and computers in plain view.
- Do not loan your keys to anyone.
- Never hide your keys outside of your apartment or room. Do not put your name or address on your keys.
- Take all portable valuables home with you during vacations.
- In public places keep your valuables out of sight or in a safe place. If you leave an area for any length of time, take personal items with you.
- Itemize your possessions and record the description and serial number. Keep purchase receipts and brochures on equipment purchased.
- Park and lock all bicycles in bicycle racks. Use a high-quality lock. “U” bolt locks are the best for bicycles. If possible place the chain, cable, or lock through both wheels, the frame and around the bicycle rack. Keep a record of your bike’s serial number.
- Stay sober. Many crimes against persons occur when one or both parties are under the influence of alcohol and/or other drugs.
- Never let unauthorized persons enter your room, residence hall, or apartment security doors. Report any suspicious activity to University Police (701-231-8998) immediately.
- Never dress in front of a window. Draw blinds or curtains after dark.
- If you are awakened by an intruder inside your room, do not attempt to apprehend the intruder (you may want to pretend you are sleeping until the intruder leaves). Try to get an accurate description of the intruder and call University Police immediately.
- Avoid working or studying alone in a campus building.
- Be careful what personal information you share on the Internet.

WHEN DRIVING
- When approaching your vehicle carry your keys so you can enter quickly.
- Lock your doors and keep windows rolled up whenever possible. Always check the rear seat for intruders before entering your vehicle.
- Drive on well-traveled and well-lit streets.
- Never hitchhike and never pick up hitchhikers.
- If someone tries to enter your stopped vehicle, sound the horn and drive away.
- If you vehicle breaks down, raise the hood and wait in your locked car for help.
- Be aware that an accident may be staged to provide the other driver with an opportunity to commit a criminal act.
- Leave enough room between your car and the one ahead so you can drive around it if necessary.

WHEN WALKING OR JOGGING
- Avoid walking or jogging alone, especially after dark. If you must travel alone at night, use the NDSU Campus Safety Escort Service (701-231-8998) to escort you to your on-campus destination or to locations near campus.
- Avoid dark or vacant campus areas. Walk along well-lit routes.
- Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
- Have your keys or ID card read when returning to your residence hall or apartment and keep your personal or valuable items concealed and close to your body.

If you see any suspicious activity or people on or near the university campus, it is your responsibility to immediately call University Police at 701-231-8998 and report what you have seen. Do not assume that the person is a visitor or university staff member you have not seen before. Do not assume that what you see is an innocent activity or that another individual has already called the police. Do not worry about being embarrassed; think about what could happen if you do not act. Examples of suspicious activity includes:
- Someone loitering about an unusual hours and locations.
- Someone running, especially if something of value is being carried.
- Someone exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs, or otherwise needing medical or psychiatric assistance.
- Someone going from room to room or car to car trying doors.
- Open or broken doors or windows.
- Unusual noises—anything suggestive of foul play, danger or illegal activity.
- People sitting in parked vehicles for extended periods of time.
- Vehicles driving slowly in a parking lot at night.

ALCOHOL POISONING/OVERDOSE
Alcohol poisoning and/or alcohol overdose are serious conditions and can result in death unless paramedics respond in time and can get appropriate treatment for the individual. The dangers of Acute Alcohol Intoxication, more commonly known as Alcohol Poisoning or Alcohol Overdose, are real and can happen anywhere. Your awareness and knowledge about the signs and symptoms could mean life or death to a person you care about.
- Try to wake them up. Call their name, shake them, pinch them. If they do not respond get help.
- Check the person’s skin. If his/her skin is pale or is cold or clammy get help.
- Listen to their breathing. If it is irregular, or too slow/shallow (less than eight breaths per minute or more than 10 seconds between breaths) get help.

If you discover any of the above symptoms call 911 or University Police at 701-231-8998. Stay with the person while waiting for help to arrive. Turn the person on his/her side to prevent choking. If their breathing stops perform CPR.

Do not hesitate to seek assistance for yourself or others for fear of criminal charges. North Dakota law (N.D.C.C. 5-01-09.2) states that an individual under 21 years of age is immune from criminal prosecution if that individual contacted law enforcement or emergency medical services and reported that another individual under 21 years of age was in need of medical assistance due to alcohol consumption, provided assistance to the individual in need of medical assistance until assistance arrived and remained on the scene and cooperated with medical assistance and law enforcement personnel on the scene, or was the individual in need of medical assistance. The maximum number of individuals who may be immune for any one occurrence is five individuals.

TELEPHONE/EMAIL HARASSMENT
Obscene or threatening telephone calls, email messages, or other forms of electronic communication, should be reported to the police immediately. Other harassing messages should be reported if they persist. If you receive such a telephone call, remain calm and hang up. If you receive such a message by email, do not reply or delete the message, and contact University Police at 231-8998.
ARMED INTRUDER AND VIOLENT BEHAVIOR

The following are recommended guidelines to follow if it is possible to do so safely. Exit the building immediately when you become aware of an incident, moving away from the immediate path of danger, and follow these recommended steps:

• Notify anyone you may encounter to exit the building immediately, but do not sound the fire alarm. This may place everyone in potential harm as they try to exit the building.
• Notify University Police at 701-231-8998 or call 911 immediately and be prepared to provide the dispatcher with the following information:
  • Your name
  • Location of the incident
  • Number of shooters
  • Identification or description of the shooter(s)
  • Number of persons who may be involved
  • Your exact location and injuries to anyone if known
• Individuals not immediately impacted by the situation are to take protective cover, staying away from windows and doors until notified otherwise.
• If it is unsafe to enter a campus building, seek shelter in the safest place available.
• Obey all commands from the police for safety reasons and wait for further instructions.

If you are directly involved in an incident and exiting the building is not possible, the following shelter-in-place actions are recommended:

• Go to the nearest room or office (do not stay in an open hallway).
• Close and lock the door.
• Turn off the lights and the audio equipment.
• Barricade yourself in the room with furniture or anything you can use to prevent entry.
• Keep quiet and act as if no one is in the room.
• Do not answer the door.
• Notify 911 if it is safe to do so and be prepared to provide the dispatcher with the essential information.
• If you think you can safely make it out of the building then do so.
• Wait for the police or emergency personnel to assist you out of the building. Obey all commands from the police for safety reasons and wait for further instructions.

A basic active shooter awareness video has been produced by the University Police Department and can be viewed by anyone at www.ndsu.edu/police_safety/universitypolice/active_shooter_awareness.

NDSU students, faculty and staff can receive further online active shooter training at www.ndsu.edu/police_safety/universitypolice/active_shooter_awareness. You will need to click on the link titled “Active Shooter Training for NDSU Faculty, Staff and Students”. You will be directed to a log in page for the training site for the North Dakota University System. Log in with your NDUS credentials (same username and password you would use for Campus Connection or PeopleSoft HRMS Self-Service) and you will then be able to access the training video. This training is only available to NDSU faculty, staff and students.

SUSPICIOUS MAIL OR PACKAGES

If you receive a suspicious package or piece of mail, following these recommended steps can minimize problems:

• Contact the University Police at 701-231-8998 or call 911.
• Give the dispatcher a description and location of the package.
• Follow the instructions given by the police.
• Do not open it.
• Do not shake or empty the contents of any suspicious mail.
• Do not carry the package or envelope, show it to others, or allow others to examine it.
• Treat the scene as a crime scene.
• Put the package or envelope down on a stable surface; do not sniff, touch or look closely at it, or at any contents which may have spilled.
• Alert others in the area about the suspicious envelope or package. Leave the area, close any doors and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
• Wash your hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
• Evacuate the building if told to do so by emergency response officials.
• If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized, and a list of all persons who also may have handled the package or envelope. Give this list to the Safety Office, local public health authorities, or law enforcement officials.

Some characteristics of suspicious packages may include the following:

• Unexpected or from someone unfamiliar to you.
• Has no return address, or has one that can’t be verified as legitimate.
• Marked with restrictive endorsements such as personal, confidential, or do not X-ray.
• Has protruding wires or aluminum foil, strange odors, or stains.
• Shows a city or state in the postmark that does not match the address.
• Has protruding wires or aluminum foil, strange odors, or stains.
• Shows a city or state in the postmark that does not match the address.
• Misspellings of common words, incorrect titles or titles without a name.
• Addressed to someone no longer with your organization or are otherwise outdated.
• Ticking sound.
• Powdery substance felt through or appearing on the package or envelope.

BOMB THREATS

All bomb threats are to be taken seriously. To provide for the safety of the faculty, staff, students and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. With that in mind, a building evacuation is not a decision for just anyone to make. The exception would be the proper authorities listed in this plan. If you receive a threatening telephone call, please do the following whether the bomb threat appears real or not:

• Remain calm.
• Immediately report the incident to University Police (701-231-8998).
• Follow the University Police instructions, including evacuation of the building if necessary. Alert others to evacuate the area (following building evacuation plans).
• Do not search for the bomb (unless instructed to do so by University Police).
• If a suspicious object or potential bomb is discovered, do not handle the object. Evacuate the immediate area and call 911. Be sure to include the location and appearance of the object when reporting.
• Do no re-enter the building until instructed to do so by appropriate personnel (University Police).

If a bomb threat appears real or not:

• Your exact location and injuries to anyone if known
• Number of persons who may be involved
• Identification or description of the shooter(s)
• Number of shooters
• Your name
• Follow the instructions given by the police.
• Do not open it.
• Do not shake or empty the contents of any suspicious mail.
• Do not carry the package or envelope, show it to others, or allow others to examine it.
• Treat the scene as a crime scene.
• Put the package or envelope down on a stable surface; do not sniff, touch or look closely at it, or at any contents which may have spilled.
• Alert others in the area about the suspicious envelope or package. Leave the area, close any doors and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
• Wash your hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
• Evacuate the building if told to do so by emergency response officials.
• If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized, and a list of all persons who also may have handled the package or envelope. Give this list to the Safety Office, local public health authorities, or law enforcement officials.

Some characteristics of suspicious packages may include the following:

• Unexpected or from someone unfamiliar to you.
• Has no return address, or has one that can’t be verified as legitimate.
• Marked with restrictive endorsements such as personal, confidential, or do not X-ray.
• Has protruding wires or aluminum foil, strange odors, or stains.
• Shows a city or state in the postmark that does not match the address.
• Has protruding wires or aluminum foil, strange odors, or stains.
• Shows a city or state in the postmark that does not match the address.
• Misspellings of common words, incorrect titles or titles without a name.
• Addressed to someone no longer with your organization or are otherwise outdated.
• Ticking sound.
• Powdery substance felt through or appearing on the package or envelope.
MEDICAL EMERGENCIES
For medical emergencies on the NDSU campus please follow these steps:
• Remain calm and call 911 immediately.
• Send someone outside to escort emergency responders to the appropriate location.
• Clear the area surrounding the victim and any pathway necessary to provide emergency responders access to the individual.
• Do not attempt to move a seriously injured or ill person unless there is a life threatening situation (for example, a fire).
• In case of seizures, do not restrain the person having the seizure or put anything in the person's mouth or between the teeth. If possible record the length of the seizure and what happens during the seizure.
• If the person is conscious, ask if they are willing to share medical information about the nature about the nature of the illness so that it can be passed on to the emergency personnel when they arrive.
• Remain with the person until emergency personnel arrive.
• Utilize any individuals who may have medical/first aid training or familiarity with the person's condition (roommate, friend, etc.).
• Faculty should use their discretion regarding continuation or cancellation of class. Factors to be considered may include: severity of the incident, mental/emotional impact on classmates or instructors, time remaining in the class period, or special circumstances regarding the class.
• Specific medical information is not to be shared under HIPPA rules, but it is safe to let someone know that the person is receiving appropriate care.
• Notify the Office of the Vice President for Student Affairs (701-231-7701) for students. The Vice President will determine if, by whom, and at what point family members should be contacted. Outside of normal university operating hours, leave a voice message with basic information: type of incident, location, contact information for the person reporting, etc.
• Students may contact the Vice President for Student Affairs to request contact be made with all of his/her current faculty members regarding his/her absence and anticipated return.
• Complete the University Incident Report Form immediately and submit to the Safety Office within 24 hours. Form for employees can be located at: www.ndsu.edu/fileadmin/tpfa/forms/UPSO-IncidentReport.pdf. Form for non-employees: www.ndsu.edu/fileadmin/tpfa/forms/UPSO-NonEmpIncidentReport.pdf. For students routine medical assistance at NDSU can be obtained at the NDSU Student Health Center in the Wallman Wellness Center, 701-231-7331.
• Employees injured on the job in need of medical care should report to NDSU’s Designated Medical Provider and complete an incident report within 24 hours. Questions assistance can be obtained by calling the NDSU Claims Specialist at 701-231-6740 during normal business hours.

COUNSELING SERVICES
For students: In an emergency, dial 911. If the situation does not require this, dial 701-231-7671 to contact NDSU Counseling Center. For employees: The Village provides general counseling services. You can request their services by calling 1-800-627-8220. The EAP provides services for issues related to work, relationships, drug and alcohol use, finances and legal matters, and emotional health. Employees also can access online resources at villageeap.com.

DISABILITY SERVICES
Students with disabilities needing reasonable accommodations to access university facilities and activities should contact the Disability Services Office at 701-231-8463, 170 Wallman Wellness Center. Employees with disabilities who need reasonable accommodations to perform job responsibilities should notify their immediate supervisor or the Office of Human Resources/Payroll at 701-231-8961.

VISITORS
Visitors with disabilities who need reasonable accommodations to access university facilities and events should contact the department sponsoring the event with their request.

POWER FAILURE
In case of a power failure or electrical hazard, following the recommended steps can minimize problems.
If the power fails during normal business hours:
• Call Facilities Management at 701-231-7911 to notify them of the outage.
• Check to see if anyone is trapped in the elevators.
• Check to see if anyone needs assistance exiting a room or the building.
• Turn off all electrical equipment and devices such as power tools, computers, monitors, copiers, printers, etc.

If the power fails during evening hours or on a weekend follow the same procedures as above except call the University Police at 701-231-8998 (or 911 for an emergency situation) instead of calling Facilities Management.

As power returns after an outage, people may be at risk of electrical or traumatic injuries. Power lines are re-energized and equipment is reactivated. It is recommended that you be aware of those risks and take protective steps.

CHEMICAL AND RADIOLOGICAL SAFETY
Chemicals and other hazardous substances should be used only by people who have completed appropriate training and have the proper authority and permission to use them. Normally, use of these substances is for work purposes, research, or teaching assignments. Appropriate safety precautions should be followed and may include the use of laboratory apparel, safety goggles, respirators, and/or fume hoods. Laboratories and other areas where chemicals are used or stored must be locked when unattended.

Disposal of all hazardous substances is handled by the University Hazardous Materials Technician. Hazardous items may not be disposed of in common trash containers or in the university sanitary and storm sewer system. If you have questions, contact the University Hazardous Materials Technician at 701-231-7759.

Radioactive materials can be used by university personnel only after authorization has been granted by the University Radiation Safety Committee. The Radiation Safety Officer should be contacted to obtain an application for radioactive materials usage, or for any questions on radiation safety related matters at 701-231-7759.

CHEMICAL/RADIATION/BIOLOGICAL ACCIDENT/ATTACK
A radiological threat could come in the form of a spill, nuclear blast or a dirty bomb. A dirty bomb would involve the use of explosives to spread radioactive contaminants over a targeted area.

A chemical spill/attack is the accidental or deliberate release of a toxic gas, liquid or solid that can poison people and the environment. Nerve agents such as sarin and tabun are high on the list of suspected chemical threats. Signs of a chemical spill or attack would include many people suffering from watery eyes, choking and having trouble breathing and many sick or dead birds, fish or small animals.

A biological spill/attack is the accidental or deliberate release of biological substances that can make you sick. Some agents like anthrax are not contagious, while others like smallpox can be transmitted to other people. A biological accident/attack may not be immediately obvious. Patterns of unusual illnesses or a surge of sick people seeking medical treatment may be the first sign of an attack.
Report the circumstances to the University Police and Safety Office at 701-231-8998.

- Be prepared to give the specifics: e.g., biological chemical/radioactive material, building name, room number, person(s) injured, etc.
- If necessary evacuate the building by activating the fire alarm. Evacuate the building following EXIT signs. DO NOT USE THE ELEVATORS.
- After the emergency is under control, be prepared to assist the staff of the University Police and Safety Office, or other law enforcement or regulatory agencies in preparing and completing any required incident reports.

ASBESTOS

Asbestos containing materials are located in many areas across the NDSU campus. The University Police and Safety Office maintains the locations of asbestos containing materials at NDSU. Contact the University Police and Safety Office at 701-231-7759 with any asbestos related questions. (Source: Policy 711, NDSU Policy manual.)

TORNADO PREPAREDNESS

When the threat of a tornado is imminent, the city/campus emergency sirens will be activated. Be familiar with the weather service alert and siren system. There is a test of the sirens the first Wednesday of each month at 1 p.m. In the event of a tornado warning follow these steps:

- Seek shelter immediately in the lower level or an interior room of the building you are in (closets, bathrooms, hallways). Get under something sturdy.
- If you're in a high-rise building, go to an interior hallway on the lowest floor possible. Remain away from outside walls. Assume a crouched position with your arms over your head.
- Individuals should walk, not run, to the designated area.
- If possible, close doors of each room as you leave.
- Persons with disabilities should follow the Evacuation Plan, but may use the elevators only if warning time allows.
- Stay away from windows, particularly on the windward side, and avoid shelter in large rooms with large, unsupported roof spans.
- Remain on the lower level until an all clear bulletin from the National Weather Service is announced.
- Notify the University Police at 701-231-8998 in the event of injury to individuals or damage to the building.
- If you're outside in an automobile, do not try to outrace the tornado. Stay in your vehicle and remain belted in. Drive at right angles away from the tornado's path. If there isn't time, or if you are on foot, take cover and lie flat in the nearest depression such as a ditch, culvert, excavation or ravine.

AFTER THE DISASTER OR EMERGENCY:

- Use extreme caution in entering or working in buildings that may have been damaged or weakened, as they may collapse without warning.
- Check for fire and be aware of the possibility of gas leaks or electrical short circuits. If detected, notify the gas company, electrical company, the police or fire department.
- Do not go back into the building until you have been assured it is safe by these officials.
- Do not light matches or turn on electricity.
- Stay away from fallen or damaged electrical wires.
- Stay away from disaster areas. Sightseeing will interfere with emergency operations and may be dangerous.
- Do not use the phone except for emergencies.

ANIMAL ACTIVIST PROCEDURES

We all need to be alert to unauthorized persons attempting to gain access to animal facilities. Activists may pretend to have authority to gain access or may claim to “have a delivery,” “be the news media,” “have an appointment,” or to “have left their card access elsewhere.” All animal facilities are and should be secured areas. If unauthorized personnel attempt to gain entry to the animal facilities, if a demonstration should occur, or if you learn of animal activists targeting the animal facilities, call 911, University Police at 701-231-8998, or your local law enforcement agency.

In addition:
- Be aware and report suspicious activity immediately (suspicious packages, emails, etc.).
- Report loss of keys immediately.
- Lock all doors and windows and close them on the way in and out.
- Remain calm.
- Do not confront demonstrators. If you arrive during a disturbance, leave the area at once.
- Be courteous and avoid an incident.
- When law enforcement arrives, provide the following information:
  • Location, building, floor, room, entrance, etc.
  • Approximate number of activists/protesters.
  • Obvious objective or demand of group.
  • Describe if the group is rational, organized, violent, etc.
  • Follow the law enforcement’s instructions.
- When the media arrives at an NDSU location or calls for information, verify their credentials and then refer them to the office of University Relations 701-231-8330.

WINTER DRIVING ISSUES

For people coming to NDSU from the immediate region, the periodic challenges of the North Dakota winter season will come as no surprise. For newcomers to the region, a few brief comments may be helpful.

City and campus streets are plowed or sanded as required. Once you become accustomed to driving on streets that are periodically compacted with snow or ice, travel within the city is normally uneventful. In the winter months, good drivers slow down, allow more time to reach destinations, and leave more space between their vehicles and vehicles they are following.

Temperatures may reach the -20° to -40° F range in midwinter. Vehicles should be winterized so they will start properly under these potentially extreme conditions. Gas tanks should be kept as full as possible, anti-freeze checked and replaced before cold weather arrives, batteries should be maintained or replaced as needed, and a shovel kept in the trunk. There are a number of reliable service centers in the city that can be contacted to have these services performed.

Campus residents may be required to move their vehicles for snow removal.

Some tips for automobile travel in the winter months:
- Check weather reports before leaving.
- Limit driving to daylight hours and carry a car safety kit that includes blankets, matches, candles, high energy dry foods, a flashlight and spare batteries, transistor radio and a shovel.
- Check road conditions from the State Highway Department:
  • Inside the state of North Dakota call 511
  • Inside the state of South Dakota call 511
  • Minnesota call 800-542-0220
  • Do not travel if blizzard conditions are expected.
  • Do not pass snow plows working on highways. They can cause whiteouts due to blowing snow. Normally the plow operator will pull over every few miles to let traffic pass.
  • Tell someone of your route and when to expect you.
  • If stranded, stay in your vehicle.
ANNUAL FIRE SAFETY REPORT FOR RESIDENCE LIFE HOUSING FACILITIES

If a fire occurs in a NDSU Residence Life housing facility, individuals should immediately call 911 to report the fire. The 911 call will initiate the appropriate fire response as well as other appropriate emergency services personnel that may be needed. This response also will include emergency response of the University Police and Safety Office personnel as appropriate. If an individual finds evidence of a fire that has been extinguished, and the person is not sure whether NDSU University Police and Safety Office has already responded, they should immediately notify University Police at 701-231-8998 to investigate and document the incident.

Microwaves that are 850 watts or less, refrigerators that are five cubic feet or less in capacity, stereos, hair appliances, portable sewing machines, TV sets, coffee makers with automatic shut-off and electric shut-off and electric blankets are permitted by the license for residence halls. For safety reasons, all cooking devices, including but not limited to, hot plates, bread makers, items with exposed heating elements, electric frying pans, toaster ovens, toasters, sandwich makers and electric grills are not allowed. Also prohibited are halogen lamps (floor or desk), vehicle batteries, vehicle battery chargers, extension cords, space heaters, open fires, candles, incense, and potpourri pots. Smoking is prohibited on NDSU grounds and in university buildings, residence halls, apartments and enclosed structures.

The facility fire alarms alert the campus users of potential hazards, and individuals are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Individuals should familiarize themselves with the exits in each building. While there are potential administrative and legal actions for failing to adhere to the fire alarm, a more important reason for evacuating is for personal safety and security reasons.

When a facility fire alarm is activated, the elevators should not be used for evacuation. Instead, individuals should use the stairs to evacuate the facility. If you are caught in the elevator, push the emergency phone button, which typically rings into the University Police Communications Call Center.

Piping and fittings for a sprinkler system have been installed in Stockbridge, Dinan, and Reed Halls during recent renovations to allow for future addition of sprinkler systems in those buildings. There are no immediate plans for future improvements in fire safety.

NDSU publishes the fire safety report as part of the annual Clery Act Compliance document, via this publication, which contains information with respect to the fire safety practices and standards for NDSU. This report also includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire.

This report is also available for review 24 hours a day at the University Police Communications Call Center located in the southwest corner of the Auxiliary Enterprise Building on the NDSU main campus.

FIRE SAFETY

Preparing for emergencies well in advance is one of the most effective ways to deal with potential disasters. In the case of a fire, knowing the steps to take can minimize problems.

STEPS TO FOLLOW IF YOU SEE A FIRE:
• Activate the nearest fire alarm.
• Alert the fire department by calling 911 from a safe phone. Give your name, address, location and the extent of the fire.
• Calmly alert people in the building and evacuate the building by following exit signs. Do not use elevators. Non-ambulatory individuals needing assistance with evacuation should wait for professional assistance at designated areas in the building.
• Remain outside the building at a safe distance.
• Meet police or fire personnel upon arrival to direct them to the fire.
• Remain at the designated assembly point until someone takes roll call and further instructions are provided by emergency personnel or University Police. Do not leave the area.

STEPS TO FOLLOW IF YOU ARE CAUGHT IN A FIRE:
• Remain calm.
• Before opening the door, feel it with the back of your hand. If it is hot:
  • Do not open the door.
  • Open the windows. If possible, lower the top half of the window to let out heat and smoke and raise the lower half to let fresh air in.
  • Seal cracks around the door with towels, linens or clothes. Soak these items in water if possible.
  • To attract attention, hang objects out of the window and shout for help.
  • Keep low to the floor. Take short breaths to avoid inhaling smoke. Place a wet towel over your nose and mouth. Keep your head six to eight inches off the floor.
• If the door is not hot, brace yourself against the door and open it slowly. If hot air or fire rushes in, close the door and follow the steps above.
• If you can leave, close all doors behind you and proceed to the nearest safe exit. Leave the building and stand clear of the fire. Help direct police and fire personnel when they arrive.

NDSU offers online fire extinguisher training (housed on the NDUS training site, but a link is located on the University Police and Safety Office web page under the Annual Notices and Training link), and fire extinguisher training is provided to Resident Assistants annually. Other fire safety training can be provided upon request to the Safety and Compliance Specialist with the University Police and Safety Office by calling 701-231-5637.
<table>
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<tr>
<th>Residence Life Facility</th>
<th>Fire Alarm Monitoring Done on Site</th>
<th>Partial Sprinkler System</th>
<th>Full Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans/Placards</th>
<th>Number of Evacuation Drills Each Calendar Year</th>
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<th>Time</th>
<th>Cause</th>
<th># of Injuries</th>
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Below are all University Village:

- UV 1-6, 1735 University Dr. N.
- UV 7-12, 1757 University Dr. N.
- UV 13-20, 1263 17 Ave. N.
- UV 21-32, 1235 17 Ave. N.
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- UV 220-227, 1770 10 St. N.
- UV 228-233, 1774 10 St. N.
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- UV 251-256, 1139 17 Ave. N.
- UV 257-264, 1147 17 Ave. N.
- UV 251-256, 1139 17 Ave. N.
- UV 257-264, 1147 17 Ave. N.
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