

Wildcat Life Savers

Campus Emergency Services:

In a medical or police emergency dial 911. When calling, stay calm and carefully explain the problem and location to the dispatcher.

AssuranceNM:

- You will receive emergency notifications directly through text messaging, phone calls and/or email.
- Caller ID will read "911, 701-328-0911 co"
- Emails will be from "nd911_emergencynotification@nd.gov"

Evacuation Information

- Remain calm.
- Evacuate the building using the closest exit.
- · Do not use elevators.
- Take personal belongings (keys, wallet, purses, medications, etc.)
- · Close door behind you.
- Go to the building evacuation designated location.
- Assist persons with disabilities or special needs.

Fire

- Activate fire alarm and call 911.
- · Evacuate the area.
- · Go to designated locations.
- Do not re-enter unless given permission by responding emergency services personnel.

Incidents

Injury/Near Miss

- Seek medical assistance by NDSCS nurse if needed.
- Call 3-2906 and complete Incident Report within 24 hours.

Vehicle Accidents

· Contact proper authorities.

Power Outage

- Remain calm, provide assistance to others if necessary.
- Unplug computers and other sensitive equipment.
- Check voice mails or text messages for additional information.

Severe Weather

- NDSCS is open unless announced by the campus.
- Pay attention to weather announcements on the radio (KBMW 1450 am) or TV.
- Move to a safe location or evacuate if needed.
- Go to established building evacuation designated locations.
- Check voice mail, text messages, email, web site and radio stations for updates.

Hazardous Material Release

- Contact Campus Police at 3-2233
 immediately.
- · Be specific when reporting chemical spill.
- · Close all doors and windows.
- Do not switch on or off lights, computers, etc.
- Evacuate area.

Suspicious Person

- Do not physically confront the person.
- Do not allow anyone access to a locked building.
- · Do not block exits.
- Call 911.

Suspicious Object

- Call the Campus Police at 3-2233 or 911.
- Do not touch or disturb the object.
- Be prepared to evacuate the area.

Armed Intruder

- · Call 911 and give details.
- · Alert others nearby.
- Stay away from open areas and windows.
- Evacuate only if possible.
- · Lock yourself in a room.
- Stay calm and wait for police to give all-clear.



For **MORE INFORMATION** regarding Emergency Procedures, visit the NDSCS Safety area on the Intranet under Safety, or contact the Director of Safety at 3-2906.



NDSCS Emergency Procedure Guide

Rev: July 2023

North Dakota State College of Science

Important Contacts

Call 911 to report any emergency

Safety Director

• 701-671-2906

NDSCS Police

• 701-671-2233

Facilities Management

• 701-671-2313

Health Service

• 701-671-2286

Emergency Services

911

Emergency Evacuation Meeting Location:

Please insert your location here:



Emergency Response Leadership

Leadership authority during an emergency shall flow through the following list of people:

1. Ann McGray, Director of Safety

Emergency Communications

During an emergency, NDSCS will use the following means and methods of communication.

Emergency notifications will be conducted through the Emergency Notification System using the following methods: Landline Telephones, Cell phones, Texting and Email

Media Inquiries

Inquiries from the media during or after an emergency will be addressed by College Relations and Marketing. Refer the media to the office of College Relations and Marketing.

Emergency Protocols

Medical Emergencies

If someone is injured or becomes ill:

- Stay Calm.
- Do not move the injured person unless there is a life-threatening situation.
- Dial **911** and explain the type of emergency, the exact location, condition, and number of victims. They will also need your name and telephone number.
- Let the dispatcher know of any safety hazards chemical spill, fire, fumes, etc.
- Do not hang up unless told to do so by the dispatcher.
- Render first-aid or CPR only if you have been trained.
- Do not leave the injured person except to summon help.
- Comfort the victim until emergency medical services arrive.
- Have someone stand outside the building to flag down the ambulance and NDSCS Police when they reach the vicinity.



- Activate the fire alarm system by pulling a fire alarm station on your way out of the building.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Leave the building via the nearest and safest exit. Warn others as you leave.
- Do not use elevators.
- Feel doors before opening; if door is hot do not open it.
- Close doors and windows when you leave if safe to do so.
- Report the fire to 911 once outside.
- If trapped, keep the doors closed and place clothes or towels under the door to keep the smoke out. Signal for help by hanging an object out of the window.
- Remain at least 100 feet from outside of the building and await further instructions. Keep roadways open and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped, especially anyone with a physical disability who cannot evacuate.
- Do not go back in the building for any reason until an authorized university official deems it safe to re-enter.

Evacuating the Disabled

Pre-planning is Important. If you need assistance evacuating in an emergency, you should pre-plan and contact NDSCS Police at 3-2233.

- Evaluate your need to identify yourself as someone who requires assistance during an evacuation. Some people who may need assistance have no visible disability.
- Master the skill of giving quick information on how best to assist you. Be clear and concise. If you have difficulty speaking, consider using a carry-with-you preprinted message.
- Establish a personal network consisting of people who are regularly in the same area as you. Do not depend on any one person as they may not always be available. Assess your own abilities and communicate your capabilities and limitations to those in your network.
- Determine your evacuation options and prioritize them.

Evacuation Procedures

- Attempt a rescue evacuation only when a physically disabled person is in immediate danger and cannot wait for professional assistance.
- Move the disabled person to the nearest stairwell or a room with the door shut which is well clear of any hazardous area.
- Ask others leaving the building to notify emergency responders that a physically disabled person needs assistance in evacuating. Give the specific location.
- Do not use elevators unless told to do so by emergency responders.

Floods

Minor or area flooding on campus could occur as a result of a water main break, loss of power to sump pumps, or major rainstorms. NDSCS monitors the National Weather Service, and other emergency advisory systems to stay abreast of weather and will alert related conditions and instructions should they be necessary.

Bomb Threat

If you receive a bomb threat, remain calm and:

- Obtain as much information as possible.
- Keep the bomb threat caller talking and ask as many questions of the caller as you can.
- Call **911** immediately and then the NDSCS Police at 701-671-2233 (3-2233 from Campus phones).
- Complete a *<u>Bomb Threat Information Sheet</u>* form and have it ready, along with your notes from the call, for responding Officers. It is recommended to have a *<u>Bomb Threat</u> <u>Information Sheet</u>* form handy and follow it while receiving the threat.
- Do not touch suspicious packages. Be sure to contact NDSCS Police of any suspicious packages, items, or people in the area.
- Follow instructions from first responders with regards to evacuation assembly areas.

Active Aggressor

Quickly determine the best way to protect your life.

Evacuate If Possible

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible to responding police officers.

Hide Out

- Hide in an area out of the active aggressor's view.
- Block entry to your hiding place and lock doors.
- Silence cell phones.

Take Action

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the aggressor.
- Act with physical aggression. Throw items at the aggressor if possible.

Call 911 when it is safe to do so.



Lockdown

An imminent threat of violence may be cause for a lockdown of all or part of campus. Most exterior doors will lock automatically. The goal is to limit exposure of students, faculty, and staff to danger by preventing dangerous persons from entering campus buildings.

If a lockdown is ordered:

- Stay Inside! Do not leave the building unless an imminently dangerous situation arises inside. If outside, seek shelter in the nearest building.
- Take shelter in a lockable room if possible.
- Close windows, shades, and blinds, and avoid being seen from outside the room if possible.
- Monitor the emergency notification system and email for updates and further instructions. Information on the event will be disseminated as soon as possible using these methods.
- Report any emergency or unusual condition to 911.
- Use extreme caution in admitting anyone into a secure building.
- Once in a secure location, do not leave until a police officer has allowed you to leave that area.

Shelter in Place/Safe Shelter

Shelter-in-place is designed to keep you safe while indoors if dangerous environmental conditions exist, such as extreme weather or a hazardous materials release.

If a shelter-in-place is ordered:

- If outside, seek shelter in the nearest building, preferably in an interior room with few windows.
- Allow access to others seeking shelter. Remember: A Shelter-In-Place order means there are dangerous environmental conditions but NOT any known threat of violent behavior. Allowing others into the building will not jeopardize your safety.
- Close all exterior doors, windows, and any other openings to the outside.
- Avoid overcrowding by selecting several rooms if necessary.
- Monitor the Emergency Notification System and email for further instructions.
- Report any emergency or unusual condition to NDSCS Police at 3-2233.
- Do not leave the building until receiving the "all clear" from a police officer or the Emergency Notification System.

Winter Storm

The President or designee will review conditions with NDSCS Police and other local law enforcement. The President or designee will act on the following conditions:

- **Closure** means the college has closed all offices, classes, and activities. Designated Emergency Personnel will report for work. Closure will be announced over ENS (emergency notification system), designated radio, TV stations and newspaper internet site.
- **Cancellation** means regular classes and night classes are canceled due to inclement weather conditions, however offices will be open & employees will report for work. Cancellation will be announced over ENS (emergency notification system), designated radio, TV stations and newspaper internet site.
- When the campus is under winter storm emergency conditions employees and students will be notified by our emergency notification system along with local radio and television stations.

Tornado/Severe Weather

A "*Tornado Watch*" means that tornadoes could potentially develop. A "*Tornado Warning*" means a tornado has been sighted. If you see a tornado, report it immediately by calling 911, and seek shelter or safety:

- Monitor local TV and radio stations for severe weather updates.
- Be prepared to take shelter on the lowest level of your building or residential hall if a tornado warning is issued.
- Do not pull the fire alarm to alert others of a tornado warning.
- Stay away from windows and exterior doors.
- Move to an interior hallway for shelter.
- Wait for an all-clear notification prior to returning to your work area, classroom, or living area.
- If out in the open:
 - Cars -do not wait out the storm in a car; cars are not safe intornadoes
 - Move away from the path of the tornado at a right-angle direction
 - Lie flat in the nearest depression, ditch, or ravine if there is no time to escape

Suspicious Package or Object

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance, call NDSCS Police immediately at 3-2233.

- **DO NOT** touch, tamper, move, or open the package or object.
- Keep others out of the area. Close off the area if possible.
- If possible, limit the use of two-way radios and cell phones near the suspicious item.
- If the package is leaking a substance or powder and you came into contact with the substance, keep your hands away from your eyes, nose, mouth, or any part of your face. Do not touch others or let others touch you.
- Wash your hands and arms from the elbow down with soap and hot water.
- Do not attempt to clean or cover anything that might have spilled from a package.
- Follow all instructions given by emergency responders.

Large Chemical Spill

- Contact NDSCS Police at 3-2233 immediately.
- Do not attempt to clean up the spill.
- Remove yourself and others from the area.
- Close doors to isolate the area.
- If anyone had contact with the hazardous material, they should be isolated and await treatment by emergency responders. Do not leave the site until you are cleared by emergency responders.
- Do not pull the fire alarm unless there is a fire.
- Provide first responders with information about the spill, chemical, and the spill area.
- Evacuate the building if first responders issue the evacuation order.
- Re-enter the building only when an "all clear" is provided by NDSCS Police.



STUDENT HEALTH

Student Health Services is committed to the promotion of holistic health through education, prevention, and treatment. All services provided by a Registered Nurse and include:

- Consultation for treatment for minor illness/injury
- FREE condoms and additional sexual health products/education
- Education related to health and wellness
- Testing options:

 - Pregnancy



NDSCS Student Wellness & Advocacy believes holistic health is essential for success. **Our services are FREE and CONFIDENTIAL.**

• Rapid strep

STI testing and treatment

• Mantoux (TB)

SUBSTANCE USE PREVENTION

College allows students to have new experiences, make connections, and forge different paths. Our office can assist students with making healthy decisions regarding substance use.

- Consultation and outreach
- Self-assessments and screenings
- Educational programs
- Community resources/referrals

Riley Hall 113 • 701-671-2286 • NDSCS.StudentWellness@ndscs.edu • NDSCS.edu/Wellness

COUNSELING SERVICES

Counseling is a process by which you and your counselor work together to better understand your thoughts, feelings, and options. Seeking help early during a stressful time is important. Services include but are not limited to:

- stress
- Anxiety
- Self-esteem
- Sexual identity
- Eating disorders



feel

Where can I get free condoms and birth control?



• Depression, grief, or

- Abuse
- Relationships
- Body image
- Rape or crisis
- Thoughts of harm to self or others



Student Wellness & Advocacy | Riley Hall 113 | 701.671.2286 | NDSCS.StudentWellness@ndscs.edu

NDSCS Student Wellness & Advocacy understands holistic health is essential for student success. Counseling, mental and emotional health support, physical health services, as well as outreach and education are available. Students may schedule online at <u>NDSCS.edu/Wellness</u> or by calling 701.671.2286. All services are free and confidential.

Follow us on social media!

- Facebook NDSCS Student Life
- Twitter @NDSCS_StudentLife
- Snap Chat ndscsstudentlif
- Instagram ndscs.studentlife

NDSCS DENTAL CLINIC

VISIT OUR DENTAL DEPARTMENT FOR TEETH CLEANINGS & X-RAYS!

FALL Monday • 9 p.m. Monday-Wednesday • 1 p.m.

SPRING

Monday-Wednesday • 8 a.m. Monday-Thursday • 1 p.m.

CALL OR EMAIL TO RESERVE YOUR APPOINTMENT TODAY!

701-671-2333 or ndscs.dental@ndscs.edu



DID YOU KNOW THERE IS A FITNESS CENTER AND SWIMMING POOL ON CAMPUS?

We encourage you to take advantage of the cardio room, weight room and swimming pool.



To Use the Fitness Center or Swimming Pool:

- Park in the north parking lot of the Clair T. Blikre Activities Center
- Enter the building through the north doors
- Scan your student ID at the desk each time you use the facility
 - This is <u>mandatory</u> to provide an accurate count of all students that are in the facility in the event of an emergency.
 - The scanner is located on the wall next to the desk.

If you have questions, please call or email Jane Passa – 701-671-2445, Jane.Passa@ndscs.edu

FITNESS CENTER

Regular Hours of Operation

Monday-Thursday 6 a.m.-10 p.m.

Friday 6 a.m.-6 p.m.

Saturday & Sunday 12-6 p.m.

POOL

Lap/Exercise Swim Times

Monday-Friday 6-7:45 p.m.

Monday, Wednesday & Friday 11:30 a.m.-12:45 pm.

Monday-Thursday 6-7 p.m.

Open Swim Times

Sunday 2-5 p.m. Monday & Wednesday 6-8 p.m.



2023/2024 ITS Service Desk: 701-671-3333 Vol. 121, No. 1

IMPORTANT Information about the Accounts You Will Use at NDSCS

You have **two** different accounts you need to use at NDSCS. Carefully note the password for each one.

YOUR NDUS/CAMPUSCONNECTION ACCOUNT gives you access to systems such as CampusConnection, campus wifi, your NDSCS email, DUO, and Blackboard.

YOUR NDSCS ACCOUNT gives you access to college-owned computers in labs and classrooms, the GET mobile app, and the InfoBase video learning service.

Connect to the eduroam Wifi network

- 1. Connect to the network called *eduroam*.
- 2. Enter your NDUS/CampusConnection username (usually firstname.lastname plus @ndus. edu) and password prompted. NOTE: Whenever you change your NDUS/ CampusConnection username and password, you will need to log-in again to access wifi.

Setting up Your NDSCS Account

If you have not done so you need to set up your local NDSCS account to access computers in labs, classrooms and in the Library, as well as the GET app used by Dining Services.

To activate your NDSCS account, go to:

https://apps.ndscs.edu/accounts

Your NDSCS Email Account

Your NDSCS email account is an official communication channel between you and the college.

Students are required to check their NDSCS email account regularly for important messages.

- 1. Access your NDSCS email account at: https://outlook.office365.com
- 2. Log-in to email using your Campus Connection ID (usually firstname.lastname) plus @*ndus.edu* and your Campus Connection password.
- For example, if your NDSCS username address is willy.wildcat, use willy.wildcat@*ndus.edu*.

Free Version of Microsoft Office

NDSCS students can install Office on up to five computers and five mobile devices at no charge. Students must be online once every 30 days to verify their eligibility to use the software.

Follow these steps to download and install Office:

- 1. Go to **www.ndscs.edu** and select *Email*
- 2. Log in with your email address (typically firstname.lastname@ndus.edu) and password.
- 3. Click the circle with your initials in the upper right corner of the screen
- 4. Choose View Account
- 5. Scroll down to Office Apps
- 6. Choose Manage.
- 7. Click Install Office.

Frequently Asked Questions About Office for Students

Q: Is this a full version of Office and available for offline use?

FI: Yes, this is a full version of Office. However, students must connect to the Internet at least once every 30 days to verify that they are still eligible to use the software.

Q: How long can I keep my Office license?

FI: NDSCS Students enrolled for one or more credits may continue to use the software. Students must go online once every 30 days so Office can verify their eligiblility.

Connecting a TV, Game Console or devices other than cellphone or computer to the Wifi Network



- 1. From a computer, go to the NDSCS My Devices Portal website: https://mydevices.ndscs.ndus.edu
- 2. On that screen, enter in your NDUS/Campus Connection username and password.

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North Dakota State College of Science		
Sign On		
Welcome to the My Devices Portal.	To manage your personal devices, sign on using your username and password.	
	Username:	
	Password:	
	Sign On	
	Help	
	Sub-Stoffs	

3. Once logged in, you will see the *Manage Devices* screen. This page will allow you to add or delete devices.

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- 4. To add your device, find the wireless MAC address in this format: **a1:b2:c3:d4:e5:f6** The MAC address is typically found in the network settings of the device. You may need to Google how to find this for your device.
- 5. Click *Add* on the *Manage Devices* page and enter the following information:
 - Device Name: create a name that includes your name and the type of device.
 - Device ID: enter the wireless MAC address of your device from Step 4.
 - Description: use a description to help you identify the device later.

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Add Device						
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Device name: *						
Example - First.Last -	Roku TV					
Device ID: *						
Description:						
Roku TV in back bedro	oom					
Submit	C	ancel				

- 6. Click Submit.
- 7. After the information is successfully submitted, connect your device to the *NDSCS IoT* wifi network on campus.



GET: A New Way to Pay!

Download the *GET* App on your mobile device to scan-in to the Flickertail Dining Room or Wild Grounds Cafe. You can still utilize your NDSCS Student ID card to access your meal plan and dining dollars, but you are encouraged to use the GET app to make dining at NDSCS Wahpeton even easier! *Set Up the GET App*

- 1. Download the *GET* App from Apple App Store or Google Play Store.
- 2. Once the app is done downloading, open it up.
- 3. Click on Search All Institutions.
- 4. Search for North Dakota State College of Science Dining Services.
- 5. Enter NDSCS Account ID information. (usually firstname.lastname)
- 6. Use Face ID, Thumbprint, etc. Click to turn on, or I'll do it later.
- 7. Create a 4-digit pin. You will need the pin each time you open the scan card.

Adding Email to Your Phone or Mobile Device

Use the Microsoft Outlook app for the best experience with your Office 365 account. The Outlook app can be downloaded from the app store. After you download the Outlook app, follow the steps below.

- 1. Open the Outlook app on your phone or tablet
- 2. Click Get Started
- 3. Enter your username (usually Firstname.Lastname@ndus.edu)
- 4. Click *Continue*
- 5. Enter your NDUS password
- 6. Click Sign in
- 7. Click Skip when prompted to add another account
- 8. Click through the tutorial screens or click *Skip* to be taken into your account

NDSCS Laptop Program

To reserve your laptop... www.NDSCS.edu/laptops

You can purchase a laptop through the ITS Department. Two models are available, depending on your field of study. All laptops have an accidental damage warranty and on-site service is provided at the ITS Service Desk.

Why purchase a laptop through ITS?

Students may charge a laptop to financial aid, if approved by the NDSCS Business Office. **FREE TECHNICAL SUPPORT** through NDSCS includes:

- Same-day service at the on-campus location
- Virus and malware removal
- Laptop setup and software installation
- Warranty
- Students have access to a loaner laptop if their laptop needs to be sent in for warranty work.

The **HP Standard 3-Year Warranty** includes replacement of hard drives, memory, multibay devices, etc., except batteries, which have a 1-year warranty. **Accidental damage is also covered --** such as liquid spilled in the keyboard, accidentally dropping the laptop, and most damage not covered by the standard warranty.

The laptop must be paid in full or covered by financial aid. If paying with financial aid, all paperwork must be complete with remaining funds to cover the laptop cost. Written proof from the NDSCS Business Office that your financial aid is allocated to cover the cost of the laptop is required.



Printing Services Available for Students

IT Labs are available around campus for FREE black & white printing from computers.

Print Services is also available your printing needs.

PRICING (PER SIDE)

8.5x11 Color 25¢ | Black & White 10¢

11x17

Color 50¢ | Black & White 20¢

OTHER SERVICES (EMAIL US FOR A QUOTE)

- Invitations &
- Announcements
- Banners & Posters
- Postcards
- Thank You Cards

Business Cards

- Canvases
- Spiral Binding
- Folding
- Cutting
- Laminating
- Perfing/Scoring

PRINTING ORDERS

Send your files to be printed by email. Please make sure to include the following information:

- Black & White or Color
- Paper Size (8.5x11 or 11x17)
- Single or Double-Sided
- Number of Copies Needed

EMAIL: NDSCS.PrintServices@ndscs.edu

PAYMENT:

- Cash
- Check
- Debit/Credit Card (Orders Over \$5)

Standard printing jobs can take up to 24 hours to complete. For specialty jobs, please allow 2-3 weeks.



QUESTIONS? 701-671-2230 NDSCS.PrintServices@ndscs.edu

HOURS Monday-Friday 7:45 a.m.-4:45 p.m.

Buttons



Fall 2023 Library Hours

Wahpeton:

M-TH: 8 a.m. - 8:30 p.m. F: 8 a.m. - 12noon Sun: 6 p.m. - 9 p.m.

Fargo:

Library instruction sessions available upon faculty request. Please contact the Library via email to make arrangements: NDSCS.library@ndscs.edu

Holidays, vacations and summer hours may vary. Weather may affect hours of operation.

Learn more about our resources and services online at: <u>www.ndscs.edu/library</u> under *How-to Guide* and *Library Overview*

Contact us: 701-671-2618 1-800-342-4325, ext. 3-2618

> NDSCS.Library@ndscs.edu www.ndscs.edu/Library