



Emergency Management Plan

June 6, 2007

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Introduction

It is important that the university be prepared in the event an emergency should arise. The Emergency Management Plan (EMP) has been developed to provide a framework for campus preparedness. The EMP is reviewed annually and revised as needed to assure that response plans are current and the information included is accurate.

What Is An Emergency?

An emergency is an event which is sudden or unexpected, out of the ordinary, of special severity or intensity, and is a cause of harm (or poses the threat of harm) to students, staff, faculty, visitors, property, or daily processes of Dickinson State University. An emergency can take place at any time and anywhere (including DSU events or programs away from campus). Emergency events may vary in scale and scope. For the purposes of the EMP, emergency situations are categorized into three groups as identified below:

Level	Description	Examples
1	Events which present the risk of significant disruption of daily processes or which may be very unsettling to students, staff, or faculty	Death of community member, missing person, floods, severe heat/cold, power outages, broken pipes or other plumbing problems, snow storms, corruption or loss of computer data, racial incidents, campus disturbance
2	Events which present the risk of substantial harm to students, staff, faculty, visitors, property or daily processes	Tornado warning, terrorist threat, outbreak of infectious disease, blood spill
3	Events which pose an immediate threat to students, staff, faculty, visitors, property, or daily processes or which have caused severe harm to students, staff, faculty, property, or daily processes	Fire, active shooter, hostage situation, hazardous materials spill, gas or hazardous fumes leak

It is the responsibility of the President (or his/her designee) to declare an emergency at Dickinson State University, however all members of the university community must be prepared to take appropriate action when in an emergency pending a formal declaration by the Office of the President.

How to Respond in an Emergency

While various plans of action are outlined below for each of the three levels of emergency identified in the EMP, there are several general guidelines which you should keep in mind when responding to any potential emergency situation. Among those guidelines are the following:

- A. The protection of the health and life of individuals is of primary importance in an emergency situation. Protection of school property and records is of secondary importance only after all measures have been taken to assure the safety of individuals.
- B. Assure your own safety first so you are able to provide care and support for others.
- C. Once you are safe, place calls to local emergency services and university officials (in that order) as needed. Then, if you can do so safely, help notify others who may be in danger to take shelter or evacuate the area.
- D. Once on the scene, local emergency responders have primary responsibility and authority for addressing the life safety issues at hand. Your further assistance is appreciated, but it is important when helping to acknowledge the limits of your expertise and to respect the directions of those emergency service providers and university officials charged with responding to the situation.
- E. Clear, coordinated, thoughtful, and legal communication is essential during emergency situations. Unless you are specifically charged to communicate on behalf of the institution in such situations, please check with those who are before making statements or providing information regarding the event. Concerned parties (e.g., parents, students, or local officials) should be referred to an authorized institutional spokesperson for assistance. When in doubt, refer concerned persons to University Relations or to the Vice President for Student Development for assistance. All media inquiries should be directed to University Relations or to the President (see additional information later regarding procedures for working with the media).
- F. It is the responsibility of the President or his/her designee to make a determination regarding campus closure. In the event of a closure, efforts will be made to notify all students, staff, faculty, and visitors using local radio, email resources, and the university web site. Please listen to local radio, monitor email, and check the university web site for additional information regarding the closure. Do not return to campus until instructed to do so.

As noted earlier, emergency events at different levels require different plans of action. Plans for each of the three levels of emergency identified in the EMP are described below. In each case, these level-specific plans are offered in conjunction with general guidelines A-F offered above.

Level 1

- a. Contact your immediate supervisor.
- b. Your supervisor will then contact the President, Vice President for Academic Affairs, Vice President for Business Affairs, or Vice President for Student Development to notify them of the situation. They may ask for your assistance in contacting other appropriate university staff, or they may choose to make those contacts in other ways.

Level 2

- a) Contact the President, Vice President for Academic Affairs, Vice President for Business Affairs, or Vice President for Student Development to notify them of the situation. They may ask for your assistance in contacting other appropriate university staff, or they may choose to make those contacts in other ways.
- b) Alert students, staff, faculty, and visitors in the immediate area of risk and help them in take shelter or in evacuate the area.

Specific instructions for some Level 2 emergencies

- i. Local warning sirens will sound a 3- to 5-minute alarm in the event of a tornado warning. A continuous steady warning signal indicates that a tornado has been spotted within a 15-mile radius of the city. In the event of a tornado warning or tornado without warning, direct students, staff, faculty and visitors to take shelter. Turn off computers before leaving the area. The best available shelter is in the lowermost and innermost part of a secure building. Stay away from windows, and do not use the elevators. Those in cars, in other vehicles, or outdoors should take shelter in the nearest substantial building if possible. Otherwise, they should go to the nearest large, open, and low spot of ground where they should lay flat and cover their heads.
- ii. In the event of a terrorist threat by phone, if possible, have someone else contact the President, Vice President for Academic Affairs, Vice President for Business Affairs, or Vice President for Student Development while you try to keep the caller on the line as long as possible to gather information regarding the location and nature of the threat. Inform the caller that the building is occupied and that an act against it could result in death or injury to many innocent people. Do not anger or argue with the caller. Listen carefully for background noises (e.g., motors running, music, etc.), the voice (e.g., male or female, calm or excited, accent, or impediment) which might be helpful to law enforcement in their investigation. If no one else is available to assist with notifications, try to gather information regarding the location and nature of the threat. Tell the caller that the building is occupied and an act against it could result in death or injury to many innocent people. Then contact the President, Vice President for Academic Affairs, Vice President for Business Affairs, or Vice President for Student Development.

In the event of a terrorist threat by letter, Internet, or some other means, limit your handling of the note as much as possible and do not allow others to handle the note. Immediately contact the President, Vice President for Academic Affairs, Vice President for Business Affairs, or Vice President for Student Development.

It will be the responsibility of the President or respective Vice President to contact law local enforcement and to coordinate with them in evaluating the threat and making a determination as to whether or not the building should be evacuated. If the decision is made to evacuate the building, notification will either be made by personal contacts or through the sounding of the fire alarm. In either case, evacuation should proceed as described in the Emergency Evacuation Procedure and Assembly Points information provided in this document.

- iii. In the event of a blood spill, universal precautions (See Appendix A) should be exercised. Do not attempt to stanch blood flow or clean blood spillage without using universal precautions. Precaution materials are located in each building in clearly marked locations, and janitors or resident directors should be contacted immediately for assistance in locating these materials and for assistance with cleanup.
- iv. While it specifically addresses several infectious diseases, in the event of an outbreak of any infectious disease, the university's Policy on Significant Infectious Diseases (see Appendix B) will serve as a guiding document in decision-making.

Level 3

- a. Call 911 to request assistance from the Dickinson Police Department and/or the Dickinson Fire Department.
- b. Contact the President, Vice President for Academic Affairs, Vice President for Business Affairs, or Vice President for Student Development to notify them of the situation. They may ask for your assistance in contacting other appropriate university staff, or they may choose to make those contacts in other ways.

Specific instructions for some Level 3 emergencies

- i. In the event of a fire or other urgent need to evacuate the building, activate the fire alarm as quickly as possible and evacuate the building as described in the Emergency Evacuation Procedure and Assembly Points information provided in this document. Assist in evacuating the building if you can do so safely. Do not re-enter the building once you have left it unless cleared to do so by the Dickinson Fire Department or the Dickinson Police Department.
- ii. In the event of an active shooter or hostage situation, shelter in-place as described in the Shelter In-Place Procedure provided in this document. Emergency responders will be working to resolve the threat and will notify you when it is safe to leave shelter.

Emergency Evacuation Procedure

Prompt and orderly evacuation is important in helping to protect health and life in emergencies situations. All students, staff, and faculty should familiarize themselves with

posted evacuation routes. To evacuate an area of a building, a building, or several buildings, follow these procedures:

- a. When the alarm sounds or the order is given to evacuate, begin leaving immediately using evacuation routes. Leave all books and other materials in the room.
- b. The last person leaving a room should shut the door as they exit.
- c. Walk. Do not run. Do not attempt to use an elevator to leave a building.
- d. Assist person with disabilities or limited mobility on the 1st floor of the building out of the building or to the stairwell landing if they are not located on the 1st floor of the building and if there is not an imminent threat of harm (assist the person out of the building in a safe manner if there is imminent danger). Assure the person that you will notify rescue personnel of their location, and then do so immediately upon evacuating the building. Trained rescue personnel should be responsible for assisting the person to safety from the landing.
 1. For people in wheelchairs, at least two people must be prepared to carry the individual down the stairs.
 2. . Ask the disabled person how you can help before attempting any rescue technique. Ask how they can be moved and if there are any special considerations or items that need to come with them. Use proper lifting techniques (e.g., bending the knees, keeping the back straight, etc.) to avoid injury.
- e. Proceed to the designated exit as quickly as possible. If the designated exit is blocked, proceed to the closest available functioning exit.
- f. Once out of the building, proceed to the designated point of assembly. Do not return to the building once you have exited unless cleared to do so by the emergency responders on scene or by an appropriate university official.

Assembly Points

In the event of an emergency situation requiring the evacuation of one or more buildings, students, staff, faculty, and visitors should be directed to the following areas:

- from Woods Hall, or Murphy Hall to Optimist Park (northeast of campus across 8th Avenue).
- from the Student Center, Selke Hall, May Hall, Stickney Hall, or Klinefelter Hall to the open area south of the Student Center and east of the Pavilion.
- from Scott Gym, Wienbergen Hall, the Heating Plant, DeLong Hall, the President's residence, or Pulver Hall to the open field to the west of the parking lot adjacent to Wienbergen.
- from the West River Complex and Agriculture Building to the open field to the north of the building.
- from South Campus to <?>.
- from North Campus to the open area to the south of the building.
- from Main Campus Apartments to the grounds of Jefferson School (south of the apartments).
- from North Campus Apartments to the playground across the street to the northwest of the building.
- from Whitney Stadium to the parking lot west of the facility.

- from the softball complex to <?>.

In the event of evacuation in inclement weather:

- Jefferson School will serve as the assembly point for all assembly points other than South Campus, North Campus, North Campus apartments, and the softball complex.
- <?> will serve as the assembly point for South Campus.
- <?> will serve as the assembly point for North Campus.
- <?> will serve as the assembly point for North Campus apartments.
- <?> will serve as the assembly point for the softball complex.

Shelter In-Place Procedures

The strategy of sheltering in-place is used when evacuating the building would expose you to imminent danger or when evacuation is not possible (e.g., an active shooter or hostage situation in the building or on campus). A shelter in-place alarm will sound as soon as possible in the event such an incident should take place, but keep in mind you may become aware of the event before an alarm is sounded. Whether you hear the shelter in-place alarm or become aware of a situation requiring shelter in-place before an alarm is sounded, the following steps should be taken in the event of such an incident:

- a. Take shelter in the nearest room or office
- b. Close the door. Lock it if possible. Barricade the door with a desk or heavy object. If there is a window in the door, drape or shutter it if possible.
- c. Turn off the lights and remain quiet.
- d. Do not answer the door.
- e. Call 911 and inform them of the nature of the incident and your location.
- f. Do not leave the room unless instructed to do so by Dickinson Police Department, Dickinson Fire Department, or senior university staff.

Emergency Operation Center

The Cabinet will assemble in the Emergency Operation Center (EOC) in the event of an emergency. The EOC location will be (if the first option is unavailable, the next available option will be the EOC):

- a. Presidential Conference Room (May Hall, Room 104)
- b. Vice President for Student Development's office (Student Center, Room 109)
- c. North Campus

Dickinson State University's EOC will coordinate with the command centers for local emergency services providers at the earliest possible opportunity.

Communications

Emergency situations may impact on campus communications in a variety of ways. In some instances, campus or local infrastructure might be damaged in ways that limit the ability to communicate by phone, computer, or through the media. In other instances, phone lines might be jammed by concerned or curious callers. In addressing communication issues in emergency situations, please note:

- a. University web pages are housed at Consolidated and, unless that building is damaged or otherwise offline, can be modified through the established channels.
- b. The three primary listservs for the university are managed through a server located at the Data Center in Grand Forks and, unless that building is damaged or otherwise offline can be utilized as needed.
- c. It may become necessary to rely on the use of cell phones and/or two-way radios in some instances. If that is the case, calls or messages are limited to those which are absolutely essential and those essential calls or messages are relayed succinctly in order to assure open communications access.

Media Relations

The following guidelines have been established by the University for working with the media in emergency situations:

- a. The Director of University Relations will be responsible for establishing and managing the activities of a media center to coordinate information between the university and key external audiences.
- b. Only an authorized spokesperson is to meet the media and communicate information concerning an emergency situation. This is routinely the Director of University Relations or the President.
- c. Only factual information shall be released; no speculation is to be offered.
- d. All communications will respect the responsibilities of emergency service responders involved in the situation and the privacy rights of members of the university community.
- e. Before any information is provided to the media, the Director of University Relations will review the information with the President, the President's Cabinet, and other appropriate university persons to ensure that information is accurate and that confidential or sensitive information is not inappropriately released.

Only the President or the President's designated representative is to provide information about emergency situations to the media. If you are contacted by a member of the media regarding an emergency situation, do not answer their questions or volunteer any information. Ask for their name, phone number, nature of their questions, and any deadline with which they may be working. Let them know that you will forward their request to University Relations and that someone from that office will be in touch with them as soon as possible. Then contact University Relations or, in their absence, the President (or next available person in the chain of command) to pass along the contact information and explain the need to return the call.

Chain of Command

While response to an emergency situation requires the involvement of a variety of persons in integrated decision making, it may be necessary in some instances to have an identified chain of command for the institution. The chain of command at Dickinson State University in emergency situations is as follows:

- a. President
- b. Vice President for Academic Affairs
- c. Vice President for Business Affairs

d. Vice President for Student Development

Post-Event Evaluation

The university will evaluate institutional performance following any emergency. The goal of the evaluation is to use the experience gained to improve emergency response in the future; the goal is not to find fault or place blame.

Toward that end, it is the responsibility of all individuals involved in emergency response to take thorough notes to the extent allowable in the circumstances of the event. These notes will be important in conducting a thorough evaluation. These notes should be limited to factual information related to the emergency event or aspects of the institutional response to the event.

Chart of Involvement by Level of Emergency Situation

Inclusive decision making and open communication are essential in addressing emergencies on campus. The following chart is intended as a guide for determining which individuals might be involved in decision making or communications related to a particular level of emergency. However, the mix of individuals or patterns of communication involved in addressing a particular emergency should reflect the unique nature of that situation.

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Chart of Involvement by Level of Emergency Situation			
University Individuals	Level 1	Level 2	Level 3
President	*	*	*
Vice President for Academic Affairs	*	*	*
Vice President for Business Affairs	*	*	*
Vice President for Student Development	*	*	*
Director of University Relations	*	*	*
Dean of CEBAS	*	*	*
Director of Athletics	?	?	?
Director of Development and Alumni Relations	?	?	?
NDUS Counsel	?	?	?
Director of Buildings and Grounds	?	?	?
Senior Director for Campus Life	?	?	?
Coordinator of Personnel Services	?	?	?
Director of the Multicultural Center	?	?	?
President of the Student Senate	*	*	*
President of the Staff Senate	*	*	*
President of the Faculty Senate	*	*	*
Campus Security	?	?	?
NDUS Leadership (e.g., Chancellor, Chairperson of the State Board)	?	?	*
Non-University Individuals			
FBI	?	?	?
Local law enforcement	?	?	*
Local fire department		?	?
Hazardous materials response team		?	?
Local health care/hospitals	?	?	?
Local counseling services	?		?
Local/state health department		?	
Parents	?	?	?
Local ministers	?		?
Other service providers (e.g., Red Cross or Victims Assistance Program)	?		?
Local/state officials (e.g., mayor, governor)	?	?	?
Other local community members			?

* = Essential

? = May be involved depending on the situation

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Contact Information		
University Individuals	Work	Home
President Lee Vickers	483-2326	483-2805
Vice President for Academic Affairs Rich Brauhn	483-2330	483-6915
Vice President for Business Affairs Alvin Binstock	483-2328	575-8854
Vice President for Student Development	483-2090	
Director of Public Relations and Marketing Ron Treacy	483-2787	290-5444
Dean of CEBAS Doug LaPlante	483-2151	483-1306
Director of Athletics Roger Ternes	483-2181	483-7770
Executive Director of Alumni Association & Foundation Kevin Thompson	483-2082	483-3700
NDUS Counsel Pat Seaworth	701 328-4169	701 222-1365
Director of Buildings and Grounds Terry Mulvey	483-2148/2389	260-5781; 290-2148 cell
Senior Director for Student Life Hal Haynes	483-2091	483-6279; 290-2792 cell
Coordinator of Human Resources Gail Ebeltoft	483-2530	225-8877
Director of the Multicultural Center Thy Yang	483-2598	590-0892
Heating Plant Supervisor David Focht	483-2302	483-9859
President of the Student Senate Lydia Johnson	483-2093	507 261-6949
President of the Staff Senate Stacy Wilkinson	483-2333	483-8275
President of the Faculty Senate Ken Williams	483-2084	225-7955
Campus Security Arley Berg or John Wegleitner	483-1068 or 290-1068	483-8821; 227-3699
NDUS Chancellor Bill Goetz	701 328-2963	
Non-University Individuals	Emergency	Non-emergency
FBI	612 376-3200	
Local law enforcement Chief Chuck Rummel	911	456-7759
Local fire department Chief Bob Sivak	911	456-7625
Hazardous materials response team	800 467-4922	
Local health care/hospitals St. Joseph's Hospital		456-4000
Local counseling services Badlands Human Service Center		227-7500
Local/state health department SW District Health Unit/State Health		483-4097; 701 328-2372
Red Cross		483-8704
Dickinson Mayor Dennis Johnson		456-7744

Closure and Cancellation Policy

A. Policy

1. Classes may be canceled for the entire university only by the President or the President's designee for either the whole day or any specific part of the day. The decision to close the university (including all classes, activities, events, and practices) due to severe weather or other emergency situation is similarly reserved for the President.
2. Individual faculty members can not unilaterally cancel their classes.
 - a. Specific circumstances may warrant class cancellation (e.g., teaching a class off campus that would necessitate driving a considerable distance in blizzard conditions), but such cancellations must be approved by the Department Chair in consultation with the College Dean. Decisions to cancel a class must be communicated to the Vice President for Academic Affairs.
 - b. The cancellation of nursing clinicals will be determined by the Nursing Department Chair because of the early starting times and off campus locations of the clinicals. Nursing students will be contacted by the Chair and department members accordingly.
3. Class cancellations for the entire university through the President's Office supersede any specific course attendance policy and cannot be held against students for grading purposes.

B. General Principles

1. Cancellation of classes or the closure of the university does not necessarily mean a closure of student support service units (i.e., food service, student center, or residence halls).
2. In the event of a campus closure, only employees designated by the department/unit head as necessary to maintain essential university services will be required to work during the period of closure. All other employees will be granted leave with pay for hours which they would normally work during the period of the closure. All employees properly authorized to work shall receive additional pay for hours worked during the official closing.
3. In the event of inclement weather or other emergency, students are advised to always use their best judgment as to whether to attend class or drive to campus. Personal safety should always be the prime consideration.

C. Procedures

1. The decision to cancel classes or close the university will be made by the President or his/her designee in consultation with the Vice President for Academic Affairs, Vice President for Business Affairs, Vice President for Student Development, and Director of University Relations. In the event of adverse

weather, weather reports, road closings, and K-12 school closings are taken into consideration.

2. If the cancellation or closure decision is made during daily operations, an effective time must be included in the decision. If the cancellation or closure decision is made outside the hours of daily operation, the decision will be made by 6:30 AM (at the latest) on the morning of the cancellation or closure.
3. The decision to cancel or close will be conveyed to the media by the University Relations Office. University Relations will also place the cancellation or closure notice on campus wide email and the university web site. All Cabinet officers will be notified by the President's office and the Cabinet officers will then notify those supervisors who report directly to them in a line capacity, who will in turn contact any unit heads or staff reporting directly to them. Cabinet officers are also responsible for determining the list of essential employees who need to report to work and notifying those employees of the need.
4. The cancellation of scheduled exams due to university closure or class cancellation through the President's Office will be handled in the following manner:
 - a. Normally, final exams will not be canceled during final exam week given the necessity to bring the semester to closure in a timely manner and the inherent difficulties presented by such cancellations.
 - i. If the university is closed with all classes cancelled (including final exams), the final exams will be rescheduled by the Registrar's Office as soon as possible after the university reopens with notification to area media through University Relations.
 - ii. If the instructor responsible for giving a final exam is unable to be on campus to do so irrespective of any university closure or class cancellation, the instructor will notify the Dean of their college and make arrangements to have the exam proctored or rescheduled for a date and time as soon as possible.
 - b. Any other exams (other than final exams) that are cancelled because of University closure or cancellation of all classes will be rescheduled at the discretion of the instructor.
5. The decision to resume classes or reopen the university will be made by the President in consultation with the Vice President for Academic Affairs, Vice President for Business Affairs, Vice President for Student Development, and Director of University Relations. Once the decision and conditions (e.g., time) are determined, the responsibilities for notifying the campus and local community of the decision are the same as those identified for making notification of cancellations or closures.

D. Cancellation of Special and Week-End Events (e.g., theater productions, athletic games, rodeos, DSU co-sponsored or DSU hosted events)

1. Other than through cancellation/closure of all activities and classes by the President, the decision to cancel special and week-end events due to severe weather or other emergency rests primarily with the outside sponsoring agency or with the faculty sponsor or unit head responsible for the event. Any decision to cancel a DSU-sponsored or activity event should be made in consultation with pertinent university administrators, including the President if necessary. The cancellation of athletic events (games, practices, etc.) is the responsibility of the Athletic Director in consultation with coaches and, in certain cases, the President.
2. Once the decision is made to cancel the event, the sponsor or responsible unit head should notify the following offices immediately:
 - a. Director of University Relations (at home if the office is not open) – University Relations is responsible for notifying the campus (using email and other means) and the public (using appropriate media) of the cancellation.
 - b. The President should be notified of the cancellation for informational purposes.
 - c. Coordinator for Special Events and Scheduling – This office will contact custodians, food service, etc. to deliver instructions for curtailment of facility use.
 - d. Student Development – This office will contact students in the residence halls, security, and the student center front desk.
 - e. Office of Extended Campus (if applicable)

E. Off-Campus Sites

All DSU course and activities conducted at off-campus sites or IVN locations (including Bismarck, Williston, SPICE consortium high schools, and dual credit high schools) will be subject to the closure policy of the host site. Cancellation of classes and activities at such sites is independent of any actions take to close the campus or cancel activities on the DSU campus in Dickinson. The decision to close the Dickinson campus will be relayed to all off-campus sites by the Director of the Office of Extended Campus or his/her designee. Students at off-campus sites must check with the local host entity to see whether classes/activities are being held or not; this is especially the case in instances of potential weather-related closures or cancellations.

First Aid

Students, staff, or faculty may be called on in an emergency to use their knowledge of first aid to assist injured persons. For that reason, Dickinson State University encourages students, staff, and faculty to take training in CPR and first aid.

In a situation in which someone has been (or may have been) seriously injured, call 911 for emergency medical assistance. Until that assistance arrives, provide first aid to the injured to the best of your ability. Do not, however, take chances with first aid that may cause further injury. Be sure when offering first aid assistance to make use of the

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universal precautions. Always be sure to use universal precautions (see Appendix A) when administering first aid.

First aid kits are located in several locations throughout the university. The following are among those locations:

Agriculture Building*	Shop
Art Building	Pottery
DeLong Hall	Front desk
Facility Operations*	Restroom
Klinefelter Hall*	Custodial room, main floor
May Hall	Business Office and Stickney Auditorium (backstage/saw room)
Murphy Hall	NE & SW corner laboratories, 1 st and 2 nd floors
North Campus	IVN workroom
Power Plant*	Boiler room and break room
Pulver Hall	Custodial room, basement floor
Selke Hall	Front desk
Stickney Hall*	Custodial room, basement floor
Stoxen Library	Front desk
Student Center	Front desk and pool
Whitney Stadium	Mechanical room
Wienbergen Hall	Custodial room, basement floor
Woods Hall	Front desk

* = Room can be accessed with campus outside door key.

Policies and Procedures Manual Disclosure

This manual provides a written account of how certain activities are performed and is designed to guide and assist employees in performing their functions. When appropriate, there may be deviations from these written procedures due to change in personnel, policies, interpretation, law, and experimentation with different systems, or simply evolution of the process itself. This manual may be changed at any time. Employees are encouraged to keep the manual current and to minimize the differences between the manual and actual practice.

Appendix A: Universal Precautions

The purpose of these guidelines is to reduce the risk of exposure to disease causing organisms such as, but not limited to, Hepatitis B virus (HBV), Hepatitis C virus (HCV), Human Immunodeficiency Virus (HIV).

Standard Precautions and Body Substance Isolation are approaches to infection control utilized in health care settings where exposure to blood and body fluids is likely. Principles of Standard Precautions and Body Substance Isolation have been combined and tailored here to meet the needs of students, faculty and staff in the University setting.

Disease Prevention Principles include:

- The body fluids of all persons should be considered potentially hazardous.
- General body fluids include blood, drainage from cuts, scabs, and skin lesions, urine, feces, vomit, nasal discharge and saliva.
- Avoid direct skin contact with body fluids by using gloves.
- Avoid direct contact with diapers and soiled clothing.
- Use effective hand hygiene.
 - Wash with warm soap and water, lathering for 20 seconds, and rinse. Dry hands and turn off faucet with towel.
 - An alcohol-based hand cleaner may be used in each of the following situations
 - When hands are not visibly soiled with blood, body fluids, or any organic matter.
 - In situations where soap and water hand washing facilities are not available.
 - Hands must be washed:
 - After any direct contact where there is some likelihood of contamination with moist body substances, or after handling potentially contaminated articles.
 - Before and after eating
 - After handling used dressings, sputum containers, changing a diaper.
 - Following personal hygiene (use of toilet, blowing nose, etc.)
 - Hands must be washed even when gloves have been used.
 - Gloves should be worn:
 - For touching blood and body fluids, mucous membranes, or non-intact skin or body tissues of any person.
 - For handling items or surfaces soiled with blood or body fluids.
 - Gloves should be changed after contact with potentially infected material.
- Dispose of all potentially infectious soiled materials in plastic bags/containers.
- Use freshly mixed (within ½ hour of mixing) household bleach and water (1:10 solution) for cleansing.
- Sharp objects should be handled in such a manner as to prevent accidental cuts or punctures. Sharps should be discarded immediately after use into closable, labeled, impervious needle disposal box.
- To clean up spills:

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- Use absorbing materials
- Use pick-up spatula and brush
- Use plastic bag to dispose of potentially infectious material
- Apply germicidal detergent
- Clean spatula and brush
- Dispose of all material
- Wash hands with soap and water or use hand antiseptic.

Appendix B: Policy on Significant Infectious Diseases

Dickinson State University

A. Significant Infectious Diseases

For the purposes of this policy, significant infectious diseases are defined as Hepatitis B and C, Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS), and Tuberculosis disease (TB). Dickinson State will follow the policies and recommendations of the Centers for Disease Control of the U.S. Public Health Service and the North Dakota State Health Department and will work in cooperation with local health authorities to prevent the spread of significant infectious diseases and will promote through education, the prevention of such diseases.

B. Significant Infectious Disease Committee

The Significant Infectious Disease Committee (SIDC) shall review and make recommendations regarding any reasonable accommodation for or workplace restrictions on faculty or staff member diagnosed as having a significant infectious disease. Similarly, the SIDC shall review and make recommendations regarding any reasonable accommodations or restrictions on the educational programs or other University activities of a student diagnosed as having a significant infectious diseases. The University shall abide by the recommendations of the SIDC; however, the president retains the right to modify or reject the committee's recommendations.

The SIDC shall be composed of the following: Student Health nurse; Affirmative Action officer; and the director of the Academic Success Center; one vice presidential representative as appropriate from either divisions of Academic Affairs, Business Affairs, or Student Development. The president shall appoint a chair either from the committee or as the president's designee.

C. Confidentiality

Information regarding any person affected by infectious diseases as defined within this policy shall be treated with the same confidentiality as provided for all medical records under University policy.

A release of records must be signed by the person affected by the infectious disease prior to releasing any information regarding that person within or outside the institution.

D. HIV/AIDS

University faculty, staff, or students, as part of their work or their education program, shall not discriminate against individuals diagnosed with HIV/AIDS who are employed, enrolled, or receive services at Dickinson State University. No special employment or educational discrimination provisions are recommended for people with HIV/AIDS.

1. Notification to the University

Dickinson State University upholds the right of privacy for individuals infected with the human immunodeficiency virus (HIV), including those who have developed AIDS. These individuals retain the right to select the people they wish to inform concerning their HIV/AIDS status. The guidelines outlined on the HIV testing consent forms for reporting requirements according to the North Dakota law are followed. If individuals with HIV/AIDS request special accommodations in order to continue their education at Dickinson State, they will notify the director of Academic Success Center. The director shall request the president of Dickinson State convene the Significant Infectious Disease (SID) committee.

2. Protocol

The University shall practice universal precautions in handling body fluids and waste and shall adopt standard medical preventive protocol procedures to protect specific employee groups or students who may have potential exposure to such significant infectious diseases either in the workplace or in an educational setting.

E. Hepatitis B or C

No special employment or education discrimination provisions are recommended for persons with Hepatitis B or C except that standard medical protocol for prevention and treatment shall be followed.

G. Tuberculosis

Recommendations from the North Dakota Department of Health and existing NDUS policy shall serve as the primary, though not exclusive, protocol guidelines. These guidelines shall include skin testing of all symptomatic or high risk students. High risk students include international students other than Canadian students and those coming from high TB prevalence regions of the world. Students who have had a positive skin test in the past will be referred for chest x-ray. Those students, whose skin tests are positive, will be referred for chest x-ray to determine whether infection is active or latent. These students may be barred from attending class or school functions (at the discretion of Student Health Services personnel) until chest x-ray results confirm lack of active disease. Students determined to have active TB will be referred to a physician for treatment options. These students will be barred from attending class or school functions until cleared by the North Dakota Department of Health. Students determined to have latent TB infections will be advised to begin a standard protocol to prevent infection from becoming active.

H. Potential epidemic/pandemic measures

Prevention of infectious diseases is always preferred. It is the responsibility of all DSU students, faculty, and staff to make sure immunizations are current. Influenza vaccine is available annually in the fall for those in high risk categories.

In the event of a significant outbreak of an infectious disease spread by respiratory secretions (Examples: influenza, whooping cough, SARS, TB, meningitis), students are advised to practice good respiratory hygiene:

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- a. Cover your mouth when you cough
- b. If symptomatic, wear a mask in public
- c. Wash hands frequently with soap and water, and especially after coughing or handling nasal secretions
- d. Have available and use waterless antimicrobial hand cleaner if unable to wash with soap and water
- e. Use disposable tissues
- f. Do not share eating/drinking utensils

In the midst of an epidemic, do not attend class or go out in public if you have the following symptoms. Notify DSU Student Health Services, but do not come to the office.

Arrangements will be made for you to be seen.

- a. A fever of greater than 101, or if you have fever with chills
- b. Sore throat
- c. Cough with shortness of breath or cough to the point of vomiting
- d. Body aches/ stiff neck
- e. Conjunctivitis
- f. Photophobia (eyes sensitive to light)
- g. Altered mental status
- h. Purple petechiae rash

Containment measures during an epidemic may include:

- a. Notice to all students regarding respiratory hygiene (above)
- b. Vaccination and treatment as available
- c. Seeing symptomatic students in his/her residence, rather than in student health
- d. Advising students to not attend class or leave residence
- e. Following recommendations of The North Dakota Department of Health regarding isolation, quarantine, or campus closure