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Purpose
The purpose of this booklet is to provide students with quick, easy access to basic campus safety information.

Overview
Student safety is one of our highest priorities at Valley City State University. The University has an obligation to do everything in its power to make sure students are protected and feel safe on campus. Campus Housing staff, Facilities Services staff, and the Vice President of Student Affairs are available to assist in protecting you by providing various safety and security programs. However, the greatest protection you can have is by protecting yourself, being aware of your surroundings and taking appropriate steps to prevent incidents from happening.

At VCSU, there are employees working 24 hours a day, 7 days a week, 365 days a year.

During the evening and night hours, there are Power House employees, evening custodians and building security, on campus, who can assist with any incidents that may occur outside the normal work day. You can contact the Power House at 701-845-7708, at any time, for assistance.

The Valley City Police Department canvasses the campus numerous times during the day and night. If there is an emergency, dial 911 (9-911). VCSU’s phone system has the capability to allow the police department to see the phone number, building, and room where 911 was dialed from. Typically, the Valley City Police Department’s response time to the campus is five minutes or less.

For more information, please visit the Student Safety Website: www.vcsu.edu/studentsafety or call the Safety Office: 701-845-7710.
Emergency Contacts

Valley City Police Department.................................911 or 9-911
Valley City Fire Department.................................911 or 9-911
Ambulance......................................................911 or 9-911

VCSU Safety Office...........................................701-845-7710
VCSU Facilities Services........................................701-845-7705
VCSU Power House..............................................701-845-7708
VCSU Information Desk........................................701-845-7122
VCSU Housing Office.............................................701-845-7124
Vice President for Student Affairs............................701-845-7300
Campus Nurse..................................................701-845-7212
Campus Counseling Services.................................701-845-7424

Campus Phone System

3 is the on-campus extension for offices, housing extensions begin with 8, if you are not using a campus phone dial 701-845-****. Dialing emergency services from a campus phone is 9-911, off-campus phones dial 911.
VCSU Safety Acronym

R - Receive, retrieve, relay and react to emergency message or alarm.

A - Alert others and assist those in need. Use fire alarm ONLY during a fire.

C - Confine the situation by closing all doors and windows.

E - Evacuate everyone to a designated location if instructed.
Students Safety Tips

There are a number of steps you can take to protect yourself, your friends and your property while going to school at VCSU.

**Protect yourself.**

- Be careful of what you post on websites such as YouTube, MySpace, and Facebook. Do not broadcast personal webcams to those you do not know. Predators may use the information against you.

- Even those who have taken the necessary precautions, may be a victim of a crime. If you are a victim of a crime, immediately report the situation to the Valley City Police Department.

- If you feel unsafe on any area of the campus, please report the area to the Vice President for Student Affairs or the Safety Office.

**Protect your living space.**

- Lock your door- even if you are only going to the bathroom or into the room next door. A surprising number of thefts occur while the resident is on the same floor but has stepped out of their room for just a moment.

- Lock your door when you are asleep.

- Do not prop open the locked exterior doors. These doors are locked for your protection and for the protection of all the residents in the dorm. When a door is propped open an alarm is triggered. The individual(s) caught propping open doors may receive consequences for putting the entire building at risk.

- Do not hide keys outside of your room or apartment.

- Do not loan your keys to anyone, even a classmate or friend. They may lose or misplace them compromising your security.

- Never let unauthorized persons come into your room, residence halls, or apartment. Always ask to see proper identification.

- Do not leave your keys lying around in public places or in your coat pocket when you are not wearing it.

- Carry your car keys on a separate ring from your room keys and other keys. Do not put your name and address on your key rings as they may be used to steal your property if found by the wrong person.
Protect your property.

- Personal property (purses, cell phones, calculators, backpacks, etc.) should never be left unattended. Take these items with you when you are leaving a classroom or residence hall room.
- Lock your door whenever you leave your room or office. Always lock the door when you are sleeping. Always lock your car doors.
- Never open the exterior doors of the building to strangers or non-residents. Always escort your guests to and from the main entrance doors. Never compromise your safety for a roommate or friend who wants the door left unlocked.
- Protect all valuables in your room or office. Do not leave valuables in plain view.
- Take valuables home with you during vacations.
- Do not allow large amounts of money to accumulate in your room.

Protect your automobile.

- Always lock your car doors and never leave your keys in the vehicle.
- Try to park your car in a well-lit area.
- Avoid leaving property where it is visible.

Protect yourself outside.

- Avoid walking alone at night.
- Refrain from taking shortcuts; walk where there is plenty of light and traffic.
- 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 group of people.
- Have your keys ready when returning to your residence hall or apartment and keep your personal or valuable items concealed and close to your body.
This policy and the following procedures establish the framework for the University in the event a student is reported missing. If a student is absent for more than 24 hours without any known reason, the student is classified as missing. All missing student reports should be directed to the Vice President for Student Affairs (701-845-7300). The Vice President for Student Affairs will investigate the situation and determine if the student is indeed missing according to the policy. VCSU will also notify the Valley City Police Department within 24 hours of determination.

Procedure to Report a Missing Student:

- Immediately contact the Vice President for Student Affairs regarding any missing student report (on or off campus).

When a student is reported missing VCSU / Vice President for Student Affairs shall:

- Investigate to determine if the missing student report is valid.
- Notify the student’s emergency contact and Valley City Police Department within 24 hours after determining the student is missing.

The Vice President for Student Affairs will notify the campus Emergency Management Team and Director of Housing. He or she shall initiate whatever action appropriate for the circumstances including contacting the media and activating the emergency notification systems.
General Safety Procedures

Important Information to Know:

• Report all accidents, injuries, near misses or safety hazards on campus to your RA or the Safety Office immediately (within 24 hours of the incident).
• Immediately report any dangerous situations or equipment to appropriate maintenance personnel or to the Safety Office: 701-845-7710 or the Valley City Police Department: 701-845-3110.
• DRUGS
  • Possession, sale, use, or distribution of illegal drugs in the residence halls or on campus property is a violation of state law. Residents involved in such activities may be arrested and are subject to disciplinary actions.
• GAMBLING
  • Gambling or the possession of gambling devices in residence halls or on campus property is prohibited by state laws and university policy.
• SMOKING/TOBACCO
  • VCSU is a Tobacco Free Campus. All tobacco use, including smoking and chewing tobacco, is prohibited in university owned or operated buildings and on all campus property and grounds. Violations of this policy are subject to disciplinary action which may result in fines, community service, and/or restitution.
• FIREARMS
  • Firearms, bow/arrows, hunting knives, ammunition, explosives, and other dangerous weapons are not permitted within university owned or operated buildings and on all campus property and grounds, including residence halls and student apartments. Included in the North Dakota Century Code definition of dangerous weapons are martial arts weapons and a number of other weapons capable of expelling a projectile. Pellets guns, BB guns, paint ball guns, and other similar shooting sport supplies are prohibited.
• FIRE HAZARDS AND FLAMMABLE ITEMS
  • For your protection, we urge you to use good judgement in decorating your room so that furniture, (especially foam, rubber-filled), posters, fishnet, and mobiles do not create fire hazards.
Weather Safety:

A WEATHER ADVISORY means actual or expected weather conditions may cause poor weather conditions, but will not pose a threat serious enough to warrant a weather warning.

A WEATHER WATCH is an alert that conditions are favorable for the development of severe weather. Watch the skies and listen for updated watches and possible weather warnings.

A WEATHER WARNING means that severe weather is occurring or is highly probable. Tune in to the radio for instructions and additional weather information.

Weather Delays and Cancellations
Making the decision to delay classes, dismiss classes early or cancel school altogether is a difficult decision that involves behind-the-scenes work of the campus Emergency Management Team (EMT). The EMT will determine if the roads are safe enough to travel for those who commute to school and work and then make the decision.

VCSU Weather Decision and Notification Procedure
VCSU will contact news media in the area as soon as the school closing or delay decision is made. An email or NotiFind message will then be sent out to students and employees informing them of the delay/closure. To receive this type of notification, as well as other emergency notifications, make sure you enroll in the NotiFind program (see page 14 for instructions).

Weather/Road Conditions
The VCSU Safety web page offers a variety of weather information and announcements. (www.vcsu.edu/safety).
**Tornado Safety**
In the event of a Tornado Warning, the city will sound a siren to alert all residents. If you hear the siren, please move to the lowest level of the building you are in (each academic building has a basement- if you are in the dorms, move to a first floor hallway, away from all doors and windows). Stay in this area until the “all clear” has been given by the city or campus officials.

**Flood Information**
VCSU works with the city and county to minimize the risks of damage from floods. In addition, VCSU students, faculty, and staff may assist in sandbagging and other flood efforts. VCSU officials will communicate flood information to the campus. The campus community can listen for alerts and other information via local radio and television stations. Each flood is unique and conditions often change rapidly therefore, preparation and response plans may suddenly change. VCSU will do the following in the event of a flood:

- Protect individuals from harm during the event.
- Provide accurate information to the campus in a timely manner.
- Secure main utility areas such as the power house, steam man holes, networking, and telephone areas.
- Provide additional security to the campus and monitor traffic.
- Move vulnerable equipment, offices, and classrooms to a safe area.
- Protect housing areas.
- Ensure an evacuation route is open and available.

Campus officials will determine continuity of operations based on the flooding circumstances.
Fire Safety:

Emergency Fire Plan

1. Familiarize yourself with primary and secondary evacuation routes, nearest first aid stations, fire alarm stations, fire extinguishers, telephones and stairways.

2. Activate the nearest fire alarm pull box and call the Valley City Fire Department at 911 (9-911). Give as much information as possible (name, location, type of fire, others in the building). Setting off an alarm automatically notifies the Power House.

3. Attempt to extinguish the fire ONLY if it is very small and you have been trained in proper operation of a fire extinguisher. Always activate the fire alarm system first.

4. Only take medications and valuables, IF there is time.

5. When the fire alarm sounds, immediately leave the area.

6. When evacuating, do not use elevators; Walk – do not run!

7. If using stairways, stay in single file and keep to the right as fire department personnel may be coming up the stairway.

8. If a student, employee or visitor has a disability or needs assistance evacuating, assist them to an “Area of Rescue Assistance” or Area of Refuge that is away from obvious danger. Then go to the building evacuation assembly point and notify the on-site Emergency Response Officials of the location of the person in the Area of Rescue Assistance. **The Area of Rescue Assistance is located next to each stair case entrance, unless otherwise instructed**.

9. Close all doors behind you to help contain the fire.

*** If you know the cause of an accidental false alarm, notify VC Police immediately and make yourself available to the responding police and fire officials outside the building as appropriate to help them confirm the source.

Fire Drills
Facilities Services will conduct fire drills once per semester. However, treat every alarm as if it were an actual fire. Follow all fire procedures during the drills. It is VCSU’s policy that participation in fire drills is mandatory and you may be subject to disciplinary procedures for non-compliance. VCSU Housing must conduct semester fire drills in accordance with the Higher Education Opportunity Act of 2008.
Medical Safety:

Medical Procedures
Should a serious injury or illness occur while on campus, call 911 (9-911) immediately. Give dispatch your name, nature and severity of the medical problem, and give the campus location of the incident. Stay with the person until assistance arrives. ALL incidents and accidents should be reported to the Safety Office as soon as possible, using the Initial Incident Report.

If someone is suffering from a medical condition, you should contact 911 (9-911). Follow these instructions:

• Stay calm, do not panic
• Do not move the person unless absolutely necessary
• Clear the area – move everything 5 feet away from the person
• Never give the person medication
• Wait for a nurse or medical personnel
• Stay with the person until medical personnel arrive and assist if directed

After contacting the fire department and/or law enforcement for an emergency, and if time permits, contact the Safety Office at 701-845-7710 during the day or Facilities Services Power House at 701-845-7708 after hours. If the incident involves a student, also contact the VP Student Affairs at 701-845-7300.

Residence Hall Health Care Information
Housing reserves the right to request medical assistance, including an ambulance, on your behalf should it be deemed necessary. It is the policy of the Housing Department not to transport sick or injured individuals. Medical care personnel will be instructed to bill the cost of their services to you. You should be familiar with your health insurance or that of your parents in the event of an emergency.

Housing will provide a limited amount of medical supplies and medications to the residents free of charge. The Housing Department is not intending to replace proper medical care, only to provide temporary relief. Residents are urged to consult the University nurse or their own doctor if the condition continues or worsens.
**Alcohol poisoning/overdose**

Acute alcohol intoxication, or alcohol poisoning, can occur after the ingestion of a large amount of alcohol. Inexperienced drinkers or those sensitive to alcohol may become acutely intoxicated and suffer serious consequences after ingesting smaller amounts of alcohol. Here’s what happens: alcohol (a depressant drug), once ingested, works to slow down some of the body’s functions including heart rate, blood pressure, and breathing. When the vital centers have been depressed enough by alcohol, unconsciousness occurs.

Further, the amount of alcohol that it takes to produce unconsciousness is dangerously close to a fatal dose. Many students are surprised to find out death can occur from acute intoxication. Most think the worst that can happen is they’ll pass out and have a hangover the next day. Knowing the signs and symptoms of acute alcohol intoxication and the proper action to take can help avoid a tragedy.

**Signs and Symptoms:**

- Unconsciousness or semi-consciousness.
- Slow respirations of eight or less per minute or lapses in respirations of more than 10 seconds.
- Cold, clammy, pale, or bluish skin.

**Appropriate Action:**

If you encounter a person who exhibits one or more of the signs and symptoms, we recommend that you dial 911 without hesitation — this is a medical emergency! If you are in a residence hall, notify an RA or Head Resident as soon as possible. While waiting for 911 emergency transport, gently turn the intoxicated person on his/her side and maintain that position by placing a pillow in the small of the person’s back. This is important to prevent aspiration should the person vomit. Stay with the person until help arrives.

For more information on VCSU’s Alcohol and Drug Policy, visit:

www.vcsu.edu/studentservices

or

www.vcsu.edu/studentsafety
Access to Residence Halls

The Valley City State University Housing Office offers increased security for the residence halls through the use of the Viking Card, the official identification card for students, faculty, and staff (for more information on other features and functions of the Viking Card, visit www.vcsu.edu/vikingcard).

Residence Hall exterior doors are locked 24 hours a day (with few exceptions). Each of the main exterior doors is equipped with a card reader. Students gain access to their residence halls by holding their Viking Card near the reader. There is no need to “swipe” the card, as each is equipped with a proximity chip allowing the door reader to sense the proximity chip from a short distance. The system only allows access to the residence hall to which you have been assigned. **It is important not to admit non-residents in to your hall without an escort!**

The Viking Card offers better building security for the following reasons:

- If you lose your card, it can instantly be deactivated so no one else can use it. A 24-hour deactivation service is available to card holders (visit www.vcsu.edu/vikingcard for more information).

- Designated fire exits do not have a card reader, but do have sensors that will send an alert to the Safety Office when they are opened and doors propped open for longer than 30 seconds will send an alert to the Safety Office, making it easier to monitor door activity.

- Should anyone attempt to use a card to enter a residence hall to which they do not have access, the system will record the unauthorized attempt and user information and deny access to that hall.

- The door access system works in conjunction with a campus video surveillance system to assist in determining the source of any door alarms.

- Door access can be quickly denied to selected users or all users if a serious threat is detected. In this full or partial lock down state, users can exit the residence halls, but they cannot enter the building.
Power Failure
In the event of a power failure, notify Facilities Services Power House at 701-845-7708 or Facilities Services Office at 701-845-7705. If you are stuck in an elevator, utilize the help phone to request assistance. The Power House has personnel on staff to free you from a stalled elevator.

In the event of a prolonged power outage, campus administrators will decide how to continue operations. The Power House has a generator to power the heating boilers, servers, and other critical elements. If there is a power outage during winter months, the campus buildings will remain heated by the boiler and generator system.

Elevator Entrapment
Regular maintenance of all elevators in university buildings is conducted to minimize the chance of failure. However, if you are in an elevator and it should fail for any reason, the elevator car will not fall, you will not run out of oxygen, and emergency lights in each car will activate for your safety. Elevators have mechanical safety brakes that should operate in all situations, even during power failures.

In the event the elevator stops operating while you are inside do not try to force the doors open or attempt to get out of the elevator on your own. Use the emergency call button in the elevator or personal cell phone to report situation. Give the person the following information:

- Name of building
- Location within the building of malfunctioning elevator
- Where the car is stopped, if known
- Whether a medical emergency exists for anyone inside the elevator
- Assist other passengers in remaining calm

If the elevator restarts before calling for assistance, contact VCSU Facilities Services Power House at 701-845-7708, and report the problem.

Evacuation
Authorities may decide to evacuate a specific area for your protection and the protection of others. It is important to stay calm, listen carefully and follow all instructions.

If you are told to evacuate immediately use the following instructions:

- Take your personal belongings and medications
• Close and lock your windows, shut off all vents, close the door and move quickly and calmly to the nearest marked exit—do not use elevators!

• Once outside, assemble in a designated clear area at least 500 feet away from the affected building for head count and accountability. Campus administration will advise you if conditions change or when further relocation is necessary. Keep roads, fire routes, hydrants and walkways clear for emergency vehicles and personnel.

• Do not re-enter an evacuated building unless authorized to do so by the fire department, law enforcement or VCSU President or other campus official

Campus Evacuation
A widespread emergency may require an evacuation of the entire campus. Examples of such emergencies include floods, fires and large-scale public health emergencies, such as a pandemic flu event. Remember the below terminology in order to understand a campus evacuation:

• Voluntary Evacuation- Students are free to leave campus and go to a safer location. However, you may also remain on campus for the duration of the emergency if you choose.
  • Voluntary evacuations are put into effect so that you have the opportunity to leave campus if you feel unsafe or if your parents want you to return home. If you choose to remain on campus, VCSU staff will provide general services, such as food and water, during the emergency.
  • Your access to the outdoors may be restricted if you choose to stay if hazardous weather occurs.

• Mandatory evacuation- Students will be required to evacuate the residence hall until the campus reopens. Your Residence Assistant (RA) will conduct floor meetings to assist you with the mandatory evacuation process.
  • You MUST check out with your RA before leaving the campus and you must provide them with the location where you will reside off campus as well as contact information.
  • You may not return to campus until you are notified that campus has reopened.

**Students who cannot go home should report to the Housing Director. The campus may provide transportation to shelters or provide shelter in motels and/ or hotels outside the evacuation area.**
Emergency Notification System

An Emergency Notification System (ENS) allows the campus to notify students, faculty, staff, police and others rapidly in the event of an emergency. Valley City State University uses the system NotiFind for mass notification. Students are strongly encouraged to participate in the ENS but have the ability to “opt-out” of the system and not receive any ENS messages.

NotiFind FAQs:

Who is included in Notifind?
The State Board of Higher Education requires employee participation in NotiFind. Per policy change in the spring of 2013, students who are enrolled at any of the NDUS campuses are now automatically entered into NotiFind. Students still have the option to opt out of the system, but are strongly encouraged to participate; students who choose not to participate may miss vitally important information in an emergency situation. Undergraduate and graduate students who are employed by the campus are required to participate.

How does Notifind work?
NotiFind uses cell-based telephone and text messaging, land lines and email to inform participants of the emergency situation.

Is my cell phone number private in Notifind?
Cell phone numbers and other information entered exclusively into NotiFind is private information and only used for emergency notification purposes.

Can I receive SMS – Text messaging?
Yes, NotiFind has the capability of sending text messages to cell phones.

What if an instructor requires students to turn cell phones off during class?
If an instructor requests cell phones to be off during class, the instructor must have the means of receiving emergency messages. For example, the instructor can receive messages from their personal cell phone, campus email, or nearby office personnel.

Is Notifind only used for emergencies?
NotiFind is used only if a situation poses an urgent or immediate threat to health or safety or if a situation significantly disrupts campus activities, such as a weather-related closing.
Can students choose not to participate in NotiFind?
Yes. Students, except student employees, can choose not to participate in NotiFind; however, by doing so, they run the risk of missing information that might be vital to their safety. Undergraduate and graduate student employees are required to participate in NotiFind because of their campus responsibilities.

How do students update contact information?
Students can update their contact information by following the “Emergency Notification Update” link in CampusConnection. CampusConnection will remind students to review their contact information every 90 days.

The system will ask you for your preferred email and phone information. NotiFind will automatically send a text message to the phone number listed.

When does Notifind get tested?
To ensure continuity of operation, the NotiFind system gets tested at least once each semester. Participants receive messages stating that “This is a test of the NotiFind system”. NotiFind messages are easily identifiable by the sender. All phone messages are sent from 701.328.0911 and all e-mail messages are sent from nd911_emergencynotification@nd.gov.

Where can I get more information?
More information is available from the VCSU Facilities Services & Safety Office, via email: facility.services@vcsu.edu, phone 701-845-7710 or www.vcsu.edu/studentsafety.

Parent Information

Can parents sign-up to receive messages?
No. NotiFind will be used to communicate with those who are most likely to be on campus when an emergency occurs. Registration through CampusConnection requires a valid student, faculty or staff identification.

Where can parents get emergency information?
In the event of an emergency, information will be made available to parents and others via the VCSU website and the VCSU Student Safety web page which are both open to public viewing.
Violence-Free Campus Policy

Introduction
The safety and security of the Valley City State University campus and community are very important. Our students, employees, and visitors should be able to pursue their education, work, and other activities in a safe, non-threatening environment. Unfortunately, violence can occur. To educate and empower all members of the university community, resources and procedures are in place to prevent, deter, and respond to concerns regarding acts of violence. Valley City State University also offers workshops to assist departments and individuals in detecting indicators for concern and resources to protect themselves and their environments. Safety is everyone’s responsibility.

Policy Statement
Violence is not tolerated. Violence, threats or implied threats of violence and intimidation (verbal or physical acts intended to frighten or coerce) impede the goal of providing a safe environment and will not be tolerated. All students, employees, and visitors are covered by this policy as well as the policies referenced below. This policy applies to conduct on ‘campus,’ which by definition is not limited to central campus but includes all property owned or used by the university.

Weapons
Firearms, bow/arrows, hunting knives, ammunition, explosives and other dangerous weapons are not permitted within university owned or operated buildings and on all campus property and grounds including residence halls and student apartments. Included in the North Dakota Century Code definition of dangerous weapons are martial arts weapons and a number of other weapons are martial arts weapons and a number of other weapons capable of expelling a projectile. Pellet guns, BB guns, paint ball guns and other similar short sports supplies are prohibited. Students are permitted to carry pepper spray.

Enforcement
The university will pursue disciplinary, student judicial, civil or criminal action as appropriate under the circumstances against any person who violates this policy by engaging in such violence, threats of violence or intimidation.

Reporting
Students, employees, and visitors should address emergencies by calling 911 (9-911), whether they are on central campus or on other university property.
For all other non-emergency concerns of violence, the students, employees, and visitors should notify the Vice President of Student Affairs at 701-845-7300 or 3-7300. It is important that the Valley City Police Department is made aware of concerns of violence even if they occur on property outside of the campus.

The university has adopted procedures for responding to and addressing conduct that violates this policy and urges all students, employees and visitors to be alert to the possibility of violence on campus. As part of the university community, all students, employees, and visitors are responsible for reporting violence they experience or witness.

**Assistance Team**

*Threat Management*
The Campus Assistance Team is an administrative group formed to promote awareness and responsiveness across campus to avoid or address situations that may involve violence, threats, intimidation or property damage. The team may assist the Valley City Police Department and departments to assess situations involving the potential for violence.

*Resources and Preparedness*
Valley City State University, as part of its annual communication on safety, will inform individuals of this policy and its related procedures and resources.

*Confidentiality*
Confidentiality of complaints and parties will be preserved to the greatest extent possible, understanding that the university may have an obligation to take some action even if the complainant is reluctant to proceed. Parties and witnesses to a complaint are also expected to maintain confidentiality of the matter, understanding that they will often not have all the facts and that they could impair the investigation by divulging information to persons outside of the investigatory process.

*Non-Retaliation and False Claims*
The university prohibits retaliation against persons who in good faith report violations of this policy or cooperate in an investigation. The university also prohibits the filing of knowingly false or misleading reports and providing knowingly false or misleading information in an investigation. Discipline or other action can result from either of these acts in violation of this policy.
VCSU Watch

“We are all members of the VCSU “Community” and we are all committed to creating a safe environment conducive to learning.”

Introduced to students in 2013, the VCSU Watch program was developed by Student Affairs to provide students with the ability to report safety concerns, suspicious behavior, and other general concerns through an online anonymous tip form.

The form can be found online at: www.vcsu.edu/vcsuwatch.

All information provided is taken seriously and will be investigated by Housing officials and/or the Safety Office.
VCSU EMERGENCY PROCEDURES

FIRE
- Activate the nearest fire alarm pull box and call the Valley City Fire Department at 911 (9-911).
- Notify Facilities Services if there is time (845-7708).
- Evacuate the area immediately.
- When evacuating, do not use elevators.
- Walk – do not run!
- Close all doors behind you to help contain the fire.
- Do not re-enter the area unless you have been given permission or have received the “all clear”.

Evacuation Information
- Remain calm!
- Evacuate the building using the nearest exit.
- Do not use the elevators.
- Take personal belongings (keys, wallet/purse, medications, etc.
- Close all doors behind you.
- Go to the building evacuation assembly points.
- Assist those with disabilities or special needs.

Power Outage
- Remain calm and provide assistance to others if necessary.
- Unplug computers or other sensitive equipment.
- Check voice mail for additional information from campus administration.

Tornado Warning
- If a tornado warning has been issued for the area, move to the lowest level of the building.
- Stay away from all doors and windows.
- Stay in this area until the “all clear” has been given by the city or campus officials.

Medical Emergencies
For all medical emergencies, contact 9-911. Follow these instructions:
- Do not panic.
- Do not move the person unless necessary.
- Unless person is having a seizure – move them to the ground
- Clear the area – move everything 5 feet away from the person
- Never give the person medication
- Stay with the person until medical personnel arrive and assist if directed.
- Report the incident to Facilities Services within 24 hours.

Suspicious Person
- Do not confront the person.
- Do not let anyone into a locked building.
- Call 911 (9-911).

Suspicious Object
- Call Facilities Services (845-7708).
- DO NOT TOUCH THE OBJECT.
- Be prepared to evacuate the area.

Armed Intruder
- Call 911 (9-911).
- Alert others nearby.
- Stay away from open areas
- Evacuate only if possible.
- Lock yourself in a room.
- Stay calm and wait for Police to give the “all clear”.

FOR MORE INFORMATION
CONTACT THE VCSU SAFETY OFFICE: 845-7710
OR VISIT: www.vcsu.edu/studentsafety
Valley City State University
Safety Office

For a complete listing of campus safety procedures, please visit the Student Safety Website:

www.vcsu.edu/studentsafety

or

Call the Safety Office at:

701-845-7710