FY18 through FY20 Budget Information*

<table>
<thead>
<tr>
<th>Service Unit Allocation for Primary Unit</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>FY 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations</td>
<td>$5,501,600.00</td>
<td>$5,443,441.83</td>
<td>$6,617,123.00</td>
</tr>
</tbody>
</table>

*Service Unit Allocation amount is for the total cost pool
<table>
<thead>
<tr>
<th>Service Unit</th>
<th>Brief Description of Services</th>
<th>Core</th>
<th>Premium</th>
<th>Recharge</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emergency Management</strong></td>
<td>The Office of Emergency Management is responsible for coordinating the University’s preparation for, response to, and recovery from any major emergency.</td>
<td>X</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Risk Management &amp; Insurance</strong></td>
<td>Responsible for mitigating the State’s liability to tort claims. All claims are reported to the appropriate insurance carrier within 24 hours. Follow-up on claims with Facilities and/or adjuster is accomplished within 30 days. Inspections of damaged property for insurance claims is done within 24 hours of notification of loss. Also responsible for UND’s building and contents coverage.</td>
<td>X</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td><strong>University Police Department</strong></td>
<td>The University Police Department serves to protect and enhance the quality of life for all who live on, work with, or visit the campus community. The effectiveness in accomplishing this goal is measured by the absence of fear and crime in our community and by the level of respect for its efforts.</td>
<td>X</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td><strong>Worker’s Compensation /Ergonomics</strong></td>
<td>Worker’s Compensation/Ergonomics is responsible for processing incident reports, filing worker’s compensation claims, including time-loss claims, and working as liaison between employee and ND WSI; ergonomic assessments and identification of work station changes needed to prevent and address cumulative trauma injuries; and coordination of out of state and out of country worker’s compensation coverage.</td>
<td>X</td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td><strong>Office of Safety</strong></td>
<td>The Office of Safety is committed to promoting safe work practices, appropriate training, protection of the environment, and compliance with applicable standards and regulations. This is provided throughout all areas of the institution and requires consistent adaptability through our many departments and units. Overall, the Office of Safety is responsible for continuous compliance with a wide variety of codes and regulations, and ensures that all involved are aware and trained as required.</td>
<td>X</td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Name of Service Unit:</td>
<td>Emergency Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td></td>
</tr>
<tr>
<td>Contact:</td>
<td>Danny Weigel, Interim Assoc. Director for Emergency Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web address:</td>
<td><a href="https://UND.edu/public-safety/emergencies/index.cfm">https://UND.edu/public-safety/emergencies/index.cfm</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>Brief Description:</td>
<td>The Office of Emergency Management is responsible for coordinating the University’s preparation for, response to, and recovery from any major emergency.</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Customers Eligible to Request Service:</td>
<td>Staff, faculty, students, public</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Core Services Specifics:**

- Provides emergency communications
- Monitors weather emergencies and travel alerts
- Prepares and maintains emergency operations plans, building emergency procedures, and continuity of operations plans
- Maintains emergency applications, platforms and systems (Veoci, SafeCampus, AirMap)
- Coordinates and issues building access authorization by issuing and receiving keys and fobs to students, faculty and independent contractors through the lockshop and EDA databases.
- Monitors SafeCampus mobile app
- Provides EM training to university community
- Coordinates training for Building Safety and Security Reps (BSSRs)
- Coordinates test of EM systems to maintain compliance
- Develops, maintains, and coordinates policies related to emergency management

The EM Operations Center operates 24/7

- Receives and manages work orders
- Monitors building automation systems (fire, HVAC, security)
- Monitors campus surveillance, fire and other alarms
- Issues and receives keys
- Handles general campus requests during non-business hours
- Maintains the UND Emergency Operations Center (EOC)

<table>
<thead>
<tr>
<th>Recharge Services:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premium Services:</td>
<td>N/A</td>
</tr>
<tr>
<td>Name of Service Unit:</td>
<td>Risk Management &amp; Insurance</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Contact:</td>
<td>Linda Olson, Risk Management Officer</td>
</tr>
</tbody>
</table>

**Brief Description:**
Risk Management & Insurance is responsible for mitigating the State’s liability to tort claims. All claims are reported to the appropriate insurance carrier within 24 hours. Follow-up on claims with Facilities and/or adjuster is accomplished within 30 days. Inspections of damaged property for insurance claims is done within 24 hours of notification of loss. Also responsible for UND’s building and contents coverage.

**Customers Eligible to Request Service:**
Staff, faculty, students & general public

**Core Services Specifics:**
- Prepares application for ND Risk Management premium discounts
- Coordinates claims inspections with adjusters
- Review loss assessments for institution
- Conducts loss reporting for institution
- Manages certificates of insurance
- Assists in building safety inspections
- Completes and submits annual inventory submissions to State Fire and Tornado Fund and Inland Marine carrier
- Conducts insurance workshops
- Coordinates loss claims and facilitates departmental deductible payments
- Disburses claim payments
- Chairs Risk Management Committee and coordinates university annual risk assessment
- Acts as liaison for North Dakota on behalf of UND
- Coordinates waivers and insurance requirements for events
- Develops, maintains, and coordinates policies related to risk management and insurance

**Recharge Services:**
N/A

**Premium Services:**
N/A
<table>
<thead>
<tr>
<th><strong>Name of Service Unit:</strong></th>
<th>University Police Department</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact:</strong></td>
<td>Tracy Meidinger, Assistant Chief of Police</td>
</tr>
<tr>
<td><strong>Web address:</strong></td>
<td><a href="https://UND.edu/public-safety/police.cfm">https://UND.edu/public-safety/police.cfm</a></td>
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<tr>
<td><strong>Brief Description:</strong></td>
<td>The University Police Department serves to protect and enhance the quality of life for all who live on, work with, or visit the campus community. The effectiveness in accomplishing this goal is measured by the absence of fear and crime in our community and by the level of respect for its efforts.</td>
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<tr>
<td><strong>Customers Eligible to Request Service:</strong></td>
<td>Students, faculty, staff, campus visitors, other state, local and federal law enforcement agencies, and the general public</td>
</tr>
</tbody>
</table>
| **Core Services Specifics:** | - Provides campus safety and security 24/7  
  - Conducts various criminal and administrative investigations  
  - Provides alcohol and drug awareness programs  
  - Provides and maintains building security  
  - Coordinates and maintains missing student protocols  
  - Coordinates and provides guidance on surveillance equipment  
  - Coordinates and maintains various safety programs  
  - Conducts crime reports as required for compliance with UCR and Clery  
  - Issues timely warnings and emergency notifications in conjunction with Emergency Management  
  - Provides weapons storage options  
  - Provides executive protection as required  
  - Conducts and maintains partnership policing programs  
  - Conducts safety planning to various constituencies  
  - Acts as first responder to community incidents  
  - Serves on numerous committees regarding public safety  
  - As a liaison with other law enforcement/public safety entities  
  - Participates in regional special operations groups and task forces  
  - Provides emergency preparation and response as required by the National Incident Management System (NIMS)  
  - Provides safety escorts  
  - Provides and maintains security for all university events (e.g. sports events, commencement, graduation). UPD charges for security at certain Ralph Engelstad Arena and Dean of Students events.  
  - Develops, maintains, and coordinates policies related to university law enforcement and public safety |
<p>| <strong>Recharge Services:</strong>   | N/A |
| <strong>Premium Services:</strong>    | N/A |</p>
<table>
<thead>
<tr>
<th>Name of Service Unit:</th>
<th>Worker’s Compensation/Ergonomics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact:</td>
<td>Tearnie Braaten Hull, Worker’s Compensation Claims Coordinator</td>
</tr>
<tr>
<td>Brief Description:</td>
<td>Worker’s Compensation/Ergonomics is responsible for processing incident reports, filing worker’s compensation claims, including time-loss claims, and working as liaison between employee and ND WSI; ergonomic assessments and identification of work station changes needed to prevent and address cumulative trauma injuries; and coordination of out of state and out of country worker’s compensation coverage.</td>
</tr>
<tr>
<td>Customers Eligible to Request Service:</td>
<td>Faculty, staff, campus visitors</td>
</tr>
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</table>
| Core Services Specifics: | • Processes incident reports  
• Worker’s Comp claim filing and follow-up with employees, physicians, and ND WSI  
• Coordinates with UND departments including HR for work restrictions/transitional/modified work duty  
• Coordinates with Office of Safety and Risk Management/Insurance for safety inspections  
• Processes time-loss claims  
• Conducts, coordinates, and maintains UND’s ergonomic program  
• Processes incident reports to WSI and risk management  
• Coordinates training compliance  
• Serves on numerous committees involving public safety  
• Assists with maintenance of SafeColleges  
• Develops, maintains, and coordinates policies related to worker’s compensation and ergonomics |
| Recharge Services: | N/A |
| Premium Services: | N/A |
### Name of Service Unit:
Office of Safety

### Contact:
Terry Wynne, Assoc. Director for Safety

### Web address:

### Brief Description:
The Office of Safety is committed to promoting safe work practices, appropriate training, protection of the environment, and compliance with applicable standards and regulations. This is provided throughout all areas of the institution and requires consistent adaptability through our many departments and units. Overall, the Office of Safety is responsible for continuous compliance with a wide variety of codes and regulations, and ensures that all involved are aware and trained as required.

### Customers Eligible to Request Service:
Students, faculty, staff, campus visitors

### Core Services Specifications:
- Coordinates and conducts clean up, disposal, investigation, training and compliance reporting for environmental health and safety, and fire safety
- Provides and conducts training and audits for laboratories across campus
- Ensures compliance with lab protocols and regulatory agency compliance
- Provides and conducts inventory, purchase, waste disposal, and handling for lab chemicals
- Maintains chemical inventory
- Provides authorization for the use and handling of radiological materials
- Authorizes the purchase, storage and disposal of radiological materials
- Conducts training for radiological material use
- Monitors radiological exposure levels
- Maintains compliance with national and state regulations
- Coordinates shipment, transport, and receipt of hazardous materials
- Monitors and maintains campus critical infrastructure
- Develops, maintains, and coordinates policies related to safety
- Responds to various safety-related incidents

### Recharge Services:
N/A

### Premium Services:
N/A