



Service Agreement

Public Safety

FY19 through FY23 Budget Information*

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
	Operations				
Service Unit Allocation for Primary Unit	\$ 5,443,441	\$ 6,617,123	\$ 6,391,691	\$ 6,468,198	\$ 7,358,372

*Service Unit Allocation amount is for the total cost pool

Service Unit	Brief Description of Services	Core	Premium	Recharge	Page #
Emergency Management	The Office of Emergency Management is responsible for coordinating the University's preparation for, response to, and recovery from any major emergency.	X			4
Office of Safety	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.	X			5
Risk Management & Insurance	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, and administration of SafeColleges.	X			7
University Police Department	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.	X			8
Worker's Compensation /Ergonomics	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	X			9

	of workstation changes needed to prevent and address cumulative trauma injuries; and coordination of out of state and out of country worker's compensation coverage. Also responsible for administration of SafeColleges.				
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Name of Service Unit:	Emergency Management
Contact:	Jen Berger, Director for Emergency Management
Web address:	https://UND.edu/safety/emergencies/
Brief Description:	The Office of Emergency Management is responsible for coordinating the University’s preparation for, response to, and recovery from any major emergency.
Customers Eligible to Request Service:	Staff, faculty, students, public
Core Services Specifics:	<ul style="list-style-type: none"> • 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, and Live Earth). • Coordinates and issues building access authorization by issuing and receiving keys and fobs to students, faculty and independent contractors through the lock shop 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. • Maintains COVID 19 supply chain for the University locations (Grand Forks, Fargo, Bismarck, and Minot) • Coordinates temporary COVID-19 housing in hotels for students, faculty, and staff as needed. <p>The EM Operations Center operates 24/7</p> <ul style="list-style-type: none"> • Receives and manages work orders. • Monitors building automation systems (fire, HVAC, security). • Monitors campus surveillance, fire and other alarms. • Issues and receives keys. • Schedules EDA/Electronic Door Access and FOBS. • Handles general campus requests during non-business hours. • Maintains the UND Emergency Operations Center (EOC).
Recharge Services:	N/A
Premium Services:	N/A

Name of Service Unit:	Office of Safety
Contact:	Terry Wynne, Director for Safety
Web address:	https://UND.edu/safety/public-safety/
Brief Description:	<p>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.</p>
Customers Eligible to Request Service:	Students, faculty, staff, campus visitors
Core Services Specifics:	<ul style="list-style-type: none"> • Coordinates and conducts clean up, disposal, investigation, training and compliance reporting for environmental health and safety, fire safety, biological safety, and radiation 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 hazardous 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, state, and local 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. • Orders, delivers, and controls COVID-19 PPE inventory. • Provides respirator mask fittings to UND students and employees when required for UND employment (as a community service, mask fittings are provided to UND students and employees for personal use at a cost). • Provides biosafety cabinet certifications for UND labs (if capacity allows, will provide this service to NDUS entities for a fee).

	<ul style="list-style-type: none">• Maintains and reviews event approval processes, policies, and procedures.
Recharge Services:	N/A
Premium Services:	N/A

Name of Service Unit:	Risk Management & Insurance
Contact:	Linda Olson, Risk Management Officer
Web address:	https://UND.edu/safety/
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, and administration of SafeColleges.
Customers Eligible to Request Service:	Staff, faculty, students & general public
Core Services Specifics:	<ul style="list-style-type: none"> • Prepares application for ND Risk Management premium discounts. • Coordinates claims inspections with adjusters. • Reviews 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. • Administration of SafeColleges. • Administration of FEMA grant(s) pertaining to COVID-19.
Recharge Services:	N/A
Premium Services:	N/A

Name of Service Unit:	University Police Department
Contact:	Tracy Meidinger, Assistant Chief of Police
Web address:	https://UND.edu/safety/police
Brief Description:	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.
Customers Eligible to Request Service:	Students, faculty, staff, campus visitors, other state, local and federal law enforcement agencies, and the general public
Core Services Specifics:	<ul style="list-style-type: none"> • 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). 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.
Recharge Services:	N/A
Premium Services:	N/A

Name of Service Unit:	Worker's Compensation / Ergonomics
Contact:	Tearnie Braaten Hull, Worker's Compensation Claims Coordinator
Web address:	https://UND.edu/safety/
Brief Description:	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. Also responsible for administration of SafeColleges.
Customers Eligible to Request Service:	Faculty, staff, campus visitors
Core Services Specifics:	<ul style="list-style-type: none"> • Processes incident reports. • Processes Worker's Comp claim filings 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. • Coordinates and maintains UND's Respirator Program. • Processes incident reports to WSI and risk management. • Coordinates training compliance. • Serves on numerous committees involving public safety. • Develops, maintains, and coordinates policies related to public safety, worker's compensation and ergonomics. • Administration of SafeColleges.
Recharge Services:	N/A
Premium Services:	N/A