Download the UND Emergency Management Mobile Safety App

SafeCampus is an essential tool to enhance your safety at the University of North Dakota. The app will send you important safety alerts and provide instant access to campus safety resources. SafeCampus is the official mobile safety app of UND and is available now on the App Store or Google Play.

SafeCampus benefits include:

- Safety alerts and notifications: Receive instant notifications and instructions when on-campus emergencies occur.
- Mobile BlueLight: gives Emergency Management staff (UND’s 24/7 Operations Center) your location and voice communication instantly in an emergency.
- Friend Walk: send your location to a friend in real-time so they can watch you as you walk to your destination.
- Interactive Campus Maps
- Vehicle Assist: get help unlocking the door to your vehicle or jump-starting your car battery.
- Campus safety resources and emergency plans

REMINDER: Report All Incidents & Injuries to UND Office of Safety Within 24 Hours

All employees are required to report all incidents to the Office of Safety within 24 hours (one business day). Keep in mind that business hours are 8:00 a.m. – 4:30 p.m. Monday through Friday, except holidays.

Incidents do not need to result in injury or property damage to be reported. In fact, near-miss/close-call incident reports are critically important in shaping the safety efforts and priorities at UND. Additionally, any workers compensation or liability insurance could be delayed or denied based on improper or delayed incident reporting.

UND’s incident reporting process allows the campus community to report incidents online. To submit an incident report, go to Risk Management on the Department of Public Safety web page. Click the drop-down for the form and instructions, as well as the incident investigation forms. Be sure to see the instructions for creating a digital signature if you do not already have one created.

If you seek medical attention for a workplace injury, you MUST CONTACT the Office of Safety with your date of birth and social security number as soon as possible. These are required in order for the Office of Safety to file a workers’ compensation claim. By not providing this critical information, your claim cannot be filed and will ultimately delay the process by Workforce Safety & Insurance to pay for medical services.

For more information, please see the UND Incident Reporting Policy.

Need to rent a vehicle for UND Business?

If traveling out-of-state requires a vehicle rental at your destination, the State Cooperative Contract through Enterprise Rent-A-Car/ National Car Rental and Hertz Corporation must be used. Vehicles rented through these contracts have discounted rates as well as Full Coverage Damage Waiver and Liability Coverage up to $1 million without additional fees or paperwork. The following link contains details with account numbers and PINs for renting a vehicle with the State Cooperative Contract:


If a rental vehicle is needed for in-state travel, a one-time written approval must be received from the State Fleet Director, as State Fleet vehicles must be used for travel within the state or originating within the state (NDCC 24-02-03.03).

If Enterprise/National and Hertz are not available in the area you are traveling, be sure to purchase comprehensive, collision, and liability coverages. Failure to use the state contracts or purchase the necessary coverages could leave the department or the employee personally responsible for damages.
**Fire Safety Tips**

- Electrical appliance such as space heaters, refrigerators or microwaves cannot be plugged into cords such as power strips or extension cords. These items must be plugged into a permanent outlet.
- Keep hallways and stairwells clear of items such as furniture. These items impede egress when exiting the building during an emergency and may impede fire responders as well.
- Power strips and extension cords cannot be chained together. This practice can easily lead to outlets being overload and increasing the chances of a fire occurring.
- Keep clothes dryers free and clean of lint. Lint build up is a major cause of home fires each year.
- Always be aware of escape routes in your home or office building and leave quickly and calmly in the event of an emergency.

**Do you drive a State Fleet or UND Leased Vehicles**

All persons driving a State Fleet or UND Leased Vehicle must:
- Maintain a valid driver’s license while operating vehicle
- Conduct only state business while operating vehicle.
- Complete State Fleet Driver Agreement form.
- Complete Defensive Driving Course (DDC) as soon as practical and every four years thereafter as stated in the North Dakota State Fleet Services Policy Manual.
- To take the DDC online course offered through the Office of Safety, please contact Teamie Braaten Hull (tearnie.braaten@und.edu) for more information.
- Complete incident reporting Form within 24 hours of an incident in a fleet/leased vehicle.
- Complete SFN 51301 within 24 hours of an incident if in a fleet vehicle.
- Pay for the replacement of a lost vehicle key.

**Renting Vehicles within the State of North Dakota**

State agencies **shall use State Fleet vehicles for travel within the state or originating within the state whenever possible**. Agencies must obtain expressed permission from the State Fleet Director to use rental vehicles for in-state travel (reference NDCC § 24-02-03.3)

Approval for renting a vehicle in-state for state business must have prior approval by the State Fleet Director.

Send an e-mail to Linda Olson, Risk Management Officer at linda.olson@und.edu with the following information:
- Name, department, and phone number.
- Date rental required.
- Document why you will not be using a State Fleet vehicle.


**Designated Medical Provider (DMP)**

All employees are required to report all incidents to the Office of Safety within 24 hours (one business day). Keep in mind, UND participates in the Workforce Safety and Insurance (WSI) Risk Management Program. This allows the Risk Management Workers Compensation Program (RMWCP) to designate health care providers to treat your workplace injuries and illnesses. If you need to seek medical attention due to a work-related injury, you must see a DMP.

Altru Occupational Health was selected by Risk Management because it has an occupational health services department with an occupational health physician as the attending physician. An occupational health physician specializes in work-related injuries/illnesses. **UND Student Health Services will no longer be listed as a designated medical provider for the University.**

Employees intending to see a medical provider other than the University’s DMP must designate this in writing. This must be done pre-injury. This includes Chiropractors, Dentists, and Optometrists/Ophthalmologists. The form is available at [http://und.edu/public-safety/_files/docs/dmp-form.pdf](http://und.edu/public-safety/_files/docs/dmp-form.pdf).

**Fire Extinguishers Training**

As the weather warms up, we would like to remind you that the UND Office of Safety provides fire extinguisher training to any department at the University of North Dakota upon request. The training consists of an indoor classroom portion, as well as an outdoor practical portion.

If you would like to make a request for training for your department, please contact Daniel Sorensen, Physical Infrastructure Safety Officer, at 701-777-3341.