



Northland Community & Technical College Safety Committee Meeting

November 8, 2005

Room #411

Attendees: Dave Hoefer, Diane Rapacz, Rob Jung, Bob Gooden, Scott Halle, Becky Holthusen

Topic		Discussion/Outcome
1. Call to Order		12:10
2. Approval of Minutes		Approved
3. Contingency Plans – Bird Flu		Rob reported on an announcement he heard regarding the isolation of the bird flu virus from ducks in Canada. The concern is that Canadian ducks migrate directly over ND and MN and could potentially cause problems with the virus being spread in the United States. The federal government plan is that local city, state, and counties should make their own plans for any type of epidemic – specifically the bird flu. Rob will bring a recording of the radio announcement to the next meeting.
4. Meetings		Safety meetings will be held on the second Tuesday of each month. The next meeting is scheduled for Tuesday, December 13th at noon in room #306B.
5. Safety Training		Becky will bring an OSHA training matrix to the next meeting. Will look at roster for training and will have a process in place. Training requirements will be for all employees. The estimated cost for videos would be about \$200 per person. Someone will be needed to set-up and manage the database; to track the trainings and gather information.
6. Crisis Management		Becky has a draft of the Crisis Management plan. The target date to finalize this is Tuesday, November 15 th . Becky will bring the plan to the next meeting in December. The key is planning – we need to be prepared.
7. Crisis Planning Inst.		Kevin, Becky and Bob will be attending a Crisis Communication Planning Institute in Arizona in December. They will give the committee a follow-up on their meetings. They also attended a state safety meeting in November.
8. Need a lock down drill		An updated training is needed on performing a lock-down drill. There are plans for a training at the January inservice.
9. Lockdown Drill		A lockdown drill will happen before the end of the school year. The date will be announced at the February meeting.
10. Update Crisis Plan		The crisis plan will be available by the end of December.
11. Adjourned		12:50