



Northland Community & Technical College Safety Committee

April 19, 2005
12:00 Noon
Room #106

Attendees: Becky H., Mary B., Diane R., Rob J., Kate S.

Topic		Discussion/Outcome
1. Call to Order		12:10
2. Approval of Minutes		Approved with changes.
3. Designated Personnel Meeting		Bob will schedule a meeting with the designated personnel to review the evacuation routes and also to discuss upcoming tornado drills and a mock lock-down.
4. Safety Measures Announcement to Students		<p>A suggestion was made to Bob that we should develop a letter to send to students, faculty and staff assuring them that safety measures have been taken on the EGF campus. Bob submitted a sample letter to Becky from Sacred Heart School regarding their safety measures and drills. Becky will put together an e-mail to send to everyone on campus.</p> <p>It was decided to have the tornado drill on Friday, April 22nd and the lock-down drill on Thursday, May 5th. All agreed that we all will need instructions for the lock-down ahead of time. Bob and Becky will work on sending out an e-mail.</p>
5. Adjourned		12:55