



Northland Community & Technical College Safety Committee Meeting

Date of Meeting-November 20, 2006

Time of Meeting-2:00-3:30 p.m.

MINUTES

Attendees: Becky Holthusen, Bob Gooden, Renee Kringlen, Rob Jung, Sandy Bratvold, David Christian, Danika Braaten, Margarita Bracamonte, Jesse Adkins.

Absent: David Hoefer, Scott Halle, Kate Schmalenberg, Rick Compeau

Topic	Resp Party	Discussion/Outcome
Call to order - Employee Introductions		2:00 p.m. Guests invited to the meeting included Kevin Stuckey, EGF Police Dept. and Mary Fontes
1. Approval of Minutes		E-mailed to committee for approval. Edits due by 11/28/06 so they can be posted on-line next week.
2. Mock Lock Down Drill		On January 10, 2007, Kevin Stuckey will put on a 30 min. lock down presentation before a drill will take place January 11 roughly between 9-10 a.m. in EGF and between 2-3 p.m. in TRF involving employees only. This drill will take approximately 15-20 min. This drill will be announced at the EGF and TRF December employee meetings. Kevin has asked someone to act as an intruder with a gun. City Police Depts. will assist in the mock drill so feedback can occur and it be discussed further with the safety committee. The Safety Committee will wear colored vests which will excuse them from the drill while they assess the situation: they will be checking home rooms, storage spaces, will make sure doors are locked and wait for Fire/PA system to clear the drill. Notes will be taken during the drill to bring back to our group for discussion afterwards where concerns can be addressed. An agenda will be given to committee members along with maps to assign them to areas. Enough Administrative Team Members and/or staff need to be aware of the process and what procedure is required to call the local PD for any 911 emergency. The PD will call Bob Gooden back so he can announce a lock down

		<p>situation. At the present time EGF has only one location in the building to announce the campus is on lock down. TRF has 9-10 phone sites to access the speaker/PA system to make an announcement. Bob has been asked to investigate further options available in EGF. Both campuses will continue to announce the lock down approximately every minute so public entering the buildings will know we are performing a mock lock down drill. Do we need to announce the intruder has a weapon, knife or gun? A small discussion took place but a final answer was not given. We may even experience an 'outside' lock down drill or situation announced by our local PD to stay in our building as an intruder combs the community or school district. Five lock down plus fire drills are now required for MN Public Schools. Their routine consists of the Admin. Office calls for a lock down in the school system and then would call the PD. Calling trees are in place to communicate lock downs. Lock boxes are opened by the Fire Dept. first before the PD is due to arrive due to keys not available to everyone. Karen, our receptionist, can put a short or long term message on the phone machine if needed from her home. Realistically, any situation will require you use your best judgment. No exterior campus doors will lock automatically and will not be done in the case of an emergency unless we have been notified of an 'outside' intruder called in by the PD. There are a few interior doors that can be automatically locked inside the room which can be good and/or not so good. Bob received a \$100,000 quote for door locks that include a combination level handle 'ADA compliance' which is too high to cover our immediate needs. Dead bolts with handicapped accessibility for all instructional doors that have the same key entry on the outside were discussed. Bob will find out how easy or if doors can be keyed on the inside.</p>
3. Employee Accident Reports		Becky will bring reported incidents as necessary to the committee for discussion. All minutes should include whether or not there are accidents reported per Michael O'Dea e-mail recommendation.
4. South Parking Lot		David Christian said a car drove by the south door entrance very quickly and it has become a concern of many others as well. The speed bumps have been removed for snow removal during the winter. Yellow portable cones or posts by the entrance will be put down in the lane to eliminate vehicle traffic.
5. Adjourned		3:10 p.m.
6. Next Meeting		December 19, 2006