



Northland Community & Technical College Safety Committee Meeting

Date of Meeting-December 19, 2006

Time of Meeting-11:00 a.m.

Location of Meeting-Room 306B

MINUTES

Attendees: Becky Holthusen, Bob Gooden, Sandy Bratvold, Renee Kringlen, Danika Braaten, Rob Jung, Jesse Adkins, Scott Halle
Absent: David Christian, Kate Schmalenberg, Rick Compeau, Margarita Bracamonte, David Hoefer, Kent Hanson

Topic	Responsible Party	Discussion/Outcome
Call to order		11:10 a.m.
1. Approval of Minutes	Becky	Updates -remove ' <u>on each campus</u> ' after lock down presentation in first line and change ' <u>in-service sessions</u> ' to ' <u>employee meetings</u> ' in third sentence. Approved after agreed changes.
2. First Report of injury	Becky	No reported injuries.
3. Lock Down Intruder Announcement Info.	Becky/Bob	No room number has been assigned yet for Bonnie Andrys, presenter for Jan. 11, 2007. Becky will ask Bonnie to allow at least one hour for the employee mock lock down drill. Kevin Stuckey requested that Becky and committee assign members to six or more campus map sections so we can follow a checklist prepared and handed out by Becky. The current PA system is available only in one location. Bob informed us that the new PA announcement options are: 1) Dial up, 2) One trigger prerecorded message plus it will trip door locks, 3) Both features with explained benefits plus possibly using a password or telephone button as an alternative. Bob will report back to the committee once he receives additional option information and pricing. The fire alarm system has

		<p>preference over a lock down announcement if an alarm is pulled. The PA system is not available if the fire alarm is activated. The transformer needs to be adjusted to work side by side with our new option(s) chosen. Multiple stations may be set up with a prerecorded announcement so the boiler room could be used along with this option. Tripping locks (magnetic) on all doors should be a priority as we set up these options.</p>
4. Floor Map Plan	Becky/Kevin	<p>Becky and Bob will NOT be assigned a floor map section to the mock drill but will be responsible to time and oversee the entire drill. Members assigned an area will follow the handout provided to them. Becky will bring vests, clip boards, maps with assigned areas. Kevin will alert us what time the mock drill will take place, we have been asked not to share that with employees. An all employee email will be sent out January 8, 2007 to prepare them for the drill. Map areas: <u>White</u>: Rick; <u>Aqua</u>: Jesse; <u>Green</u>: Rob, Margarita; <u>Pink</u>: David H., Danika; <u>Gold</u>: Sandy, Kate, Renee; <u>Blue</u>: David C., Scott</p>
5. South Lot Entrance	Jesse	<p>Yellow cones and a stop sign was posted at the south parking lot entrance for speeding vehicles not to cross the pedestrian walk way. Jesse commented that it is working well.</p>
6. MSDS Online	Becky/Bob	<p>Becky asked the committee what we thought about creating a tailored MSDS website for NCTC chemicals that could be viewed and printed as needed along with having a master book available on campus. She has been contacted by a company (name unavailable but on her desk) that is proposing and will design a website for \$2000/campus with a minimal cost per year. Jesse suggested that Becky ask if the website is compliant at a state or federal level. College depts. need to make sure that they continue to give Rick Compeau copies of the MSDS reports they receive so the master book is kept current.</p>
7. Next Meeting		<p>Tuesday, January 23, 2007 @ 11: 00 a.m. in Room 106 instead of Jan. 16th.</p>
Adjourned		<p>12:00 p.m.</p>