



Northland Community & Technical College Safety Committee Meeting

Date of Meeting-October 9, 2007

Time of Meeting-12:00 noon

Location of Meeting-Room 106

MINUTES

Attendees: Becky Lindseth via poly com, Sandy Bratvold, Renee Kringlen, Scott Halle, David Hoefer

Absent: Rick Compeau, Margarita Bracamonte (Fall), Danika Braaten (Fall), Jesse Adkins, Bob Gooden, Kate Schmalenberg, Rob Jung, David Christian

Topic	Responsible Party	Discussion/Outcome
Call to order		12:05 p.m.
1. Approval of Minutes	Becky	Approved.
2. First Report of injury	Becky	No reportable or unreportable injuries to report.
3. Lockdown Drill	Becky/Bob	<p><u>The next campus scheduled drill will be held October 29 @ 2 p.m. The committee members will meet in Rm. 106 @ 1:45 p.m. to receive orange vests and door entrance assignments from Kevin Stuckey and Becky.</u> This will eliminate undo stress as the public enter our facility during the drill. It should last approximately 15 minutes. Jim Jesme, campus intruder will make the drill as realistic as possible using a blaze orange plastic weapon. He will enter calmly and escalate his plan of attack during the drill. Becky asked Sandy to e-mail Bob Gooden (due to his absence at our meeting) drill questions so we are prepared as a campus. His responses are as follows:</p> <p>1) Any employee/person can start the process of an actual lockdown. We must know the proper protocol-who do you contact/call first? <i>Contact Bob or Kent</i></p> <p>Who will call the local fire dept/police dept? <i>Bob or Mitch</i></p>

		<p>2) Can anyone other than Bob make a public address announcement? <i>Majority of the maintenance employees & all administration have been trained on the system, if Bob is not available, contact in order: Mike, Mary, Kent</i></p> <p>3) Will the PA system work effectively if we have a power outage? Yes</p> <p>The chain reaction and use of initial contacts is vital so we can proceed to lockdown. This will be reviewed by all employees. Becky plans to e-mail everyone two weeks prior to the drill with the date only-no specific time. She will also attach as reference the Crisis Management Manual section Accident/Emergency Reporting Lock Down information.</p>
4. Next Meeting		November 20, 2007 in Room 106 @ 12 noon
Adjourned		12:26 p.m.