



## Northland Community & Technical College Safety Committee Meeting

Date of Meeting-January 23, 2007

Time of Meeting-11:00 a.m.

Location of Meeting-Room 106

### MINUTES

Attendees: Becky Holthusen, Sandy Bratvold, Renee Kringlen, Danika Braaten, Jesse Adkins, Scott Halle

Absent: David Christian, Kate Schmalenberg, Rick Compeau, Margarita Bracamonte, David Hoefer, Kent Hanson, Rob Jung, Bob Gooden

Topic	Responsible Party	Discussion/Outcome
Call to order		11:05 a.m.
1. Approval of Minutes	Becky	<b>Approved.</b>
2. First Report of injury	Becky	No reportable or unreportable injuries to report.
3. Mock Lock Down Drill	Becky	A handout of the drill's responses of those that participated was discussed among the committee. Three important ideas were brought up while reviewing the comments: 1) <u>Volume</u> of the prerecorded message was not loud enough to hear clearly that the drill was over. Eventually, we could have two different voices/people announcing drill details. 2) " <u>Code word</u> " announced could end a drill-not actually using the lock down word we have been given. 3) <u>Window coverings</u> on office French doors. Possibly blinds so staff do not have to move bookcases in front of doors unless they want to for further protection. There are an infinite number of drill scenarios so we cannot plan for every concern addressed. Use common sense, find a secure unlit place and stay quiet. We obviously cannot stop people from leaving the building because it could pose a threat to the entire campus. The campus grounds could potentially have other gunmen etc.

		Students will be involved in a mock lock down drill tentatively this Spring and Summer Semesters. Plenty of student notice through campus publications will be available closer to that time. Committee members will serve as observers again for these drills.
4. Campus Security Report	Becky	Jesse brought up the fact the annual report received indicates NO incidents, although EGF has had vandalism to six vehicles that were not recorded to his knowledge. Becky further explained that she provides the local police dept. an incident report. They retain their information based on proximity and do not record/maintain separate crime reports so we have little or no data within our proximity that fall into the required criteria. Becky also reports online on a Federal Government Site which is expected of NCTC through the State of MN. She mentioned that the criteria of crimes taking place on our campus does not get compiled the way we see fit. Ex: theft is not recorded on the Federal Government Site. Jesse was asked if he would report more accurately our own security issues so we have official documentation on file for reference. Becky will research the idea of the state criteria and let Jesse review it. How can we inform employees/public about the accuracy of crimes committed in our proximity? Becky suggested that a disclaimer statement be added in the Campus Security Report listing criteria for low crime numbers.
5. Next Meeting		Tuesday, <b>February 27</b> , 2007 @ 11:00 a.m. in Room 106 <b>instead of Feb. 20<sup>th</sup></b> .
Adjourned		11:45 a.m.