



## Northland Community & Technical College Safety Committee Meeting

Date of Meeting-December 18, 2007 (Canceled) **Rescheduled: January 22, 2008**

Time of Meeting-12:00 noon

Location of Meeting-Room 106

### MINUTES

Attendees: Becky Lindseth via poly com, Sandy Bratvold, Scott Halle, David Hoefer, Bob Gooden, Rick Compeau, Jesse Adkins, Kate Schmalenberg

Absent: Margarita Bracamonte, Danika Braaten, Rob Jung, David Christian, Renee Kringlen, Jeanine McDermott

Topic	Responsible Party	Discussion/Outcome
Call to order		12:01 p.m.
1. Approval of Minutes	Becky	<b>Approved.</b>
2. First Report of Injury	Becky	No reportable or unreportable injuries to report.
3. Lockdown Drill Feedback	Bob	Bob wanted the committee to know that emergency speakers and multiple locations for announcements on the PA system will be looked into after the first of the year being our December meeting had been canceled. The final announcement to clear some safe zones is not always heard, however, Becky is comfortable knowing that our employees are safe and that is what matters most. Strobes and speakers were added to new building additions per Bob. He will <b>try</b> to establish into the new building plans to have multiple locations for the PA system announcements to be made from.
4. MIR3 inCampusAlert	Becky	<a href="http://www.mir3.com/products/inCampusAlert.php">http://www.mir3.com/products/inCampusAlert.php</a> Any input from Stacey Hron after forwarding her this campus alert opportunity? Marketing/ITS have been meeting to discuss college options which could include collecting cell phone numbers for text messaging students in case of an emergency. A National Company, Stargazer.org provided by Kate should be looked into being it is advertised as a free phone, text

		messaging communicator funded by United Way. The site was forwarded to Becky/Bob and Kate by Sandy. Are we limited on how many messages can be sent in a fiscal year?
5. OSHA Walk Through	Rick/Mitch	Have all of the OSHA campus recommendations been completed? Rick will follow-up with Mitch to ask how many maintenance items need to be fixed/corrected before they submit the list via e-mail to Becky to keep on file. The academic recommended items will need to be answered by each campus dean. Becky will find out the status of their lists.
6. Campus Incidents	Becky	Bob recommended that Becky send out semester reminders to all employees, especially new staff, clarification of <u>who</u> is responsible to handle any incident which requires injury report forms filled out and take appropriate action. This will also include student illness and why employees do not transport them to the hospital. 1) Employees/student workers should contact Diana Hermreck, HR Dept-EGF; 2) Business Manager will assist all student incidents due to insurance/paperwork, therefore, contact Risk Management.
7. Next Meeting		February 19, 2008 in Room 106 @ 12 noon
Adjourned		12:35 p.m.

**2/19/08: Becky will follow-up on Mary's e-mail on how we handle as a college 1) Restraining Orders and 2) Sex Offenders.**