



# Northland Community & Technical College

## Safety Committee Meeting

11/22/04  
12:00 Noon  
Room #106

Attendees: Bob G., Kent., Cheryl I., Dan E., Yvette S., Diane R.

Topic		Discussion/Outcome
1. Call to Order		12:10 pm
2. Approval of Minutes		No minutes
3. Fire Drill		<p>Designated emergency personnel are responsible for an assigned section of the campus. Volunteers are designated to assist in carrying out emergency procedures; direct people to evacuate immediately and conduct a room by room search for anyone that might need assistance.</p> <p>A fire drill will be set-up for Wednesday, November 24<sup>th</sup> at 10:55 am. There is no perfect time for fire drills, we just need to do it when staff and faculty are in their usual routines. Bob will talk to all those involved in the evacuation.</p>
4. Action Procedures		Hand-out – Emergency Response Plan. Bob referred to Sacred Heart's action procedure guide. Dave Andrys is working on this with Bruce Roed. The goal is that everyone will have a hand-out that is color schemed for various emergency situations.
5. Security Officer		Bob distributed a hand-out to all on the duties and responsibilities of the security officers on our campus. It was suggested that the security officers should be available in the building when classes are released to act as escorts if needed. They need to be visible by the #315 room exit.
6. Signs for Safety		<p>What budget should the safety signs come from?</p> <p>It was suggested that safety glasses should be available for those on tours. Maybe have an area and a sign which states, "Safety Glasses Are Required Beyond This Point", or possibly a box where a number of safety glasses are available for tour members to wear when taking a tour.</p> <ul style="list-style-type: none"> <li>• Rob J. requested safety glasses for his classes if any are left over. He said there are still some issues in his lab, such as fire blankets which are required by OSHA. Rob will get a list to Bob.</li> <li>• Dan E. suggested a meeting to find out the needs in Trades.</li> <li>• Bob will attend the Division Chair meeting on Tuesday to bring safety concerns to the chairs.</li> <li>• Bob will check with Bonnie to see if there has been any progress on the quick reference sheet.</li> <li>• Is there mercury in the facilities? There is a group that can come in with a dog to sniff out mercury spills. They will take the equipment and replace with new.</li> </ul>
7. Safety Director		Becky Holthusen has been appointed Safety Director of Northland College
8. Other		Next meeting in two weeks, at the same time – every two weeks.
9. Adjourned		12:55 pm

