

**Northland Community and Technical College – Thief River Falls Campus  
Safety Committee Meeting – November 22, 2006**

1. Members Present: Marie Sandsmark, Kevin Stuckey, Clinton Castle, Tim Bergerson, Kent Wagner, and Becky Holthusen.
2. Approval of Minutes – The October 18, 2006 minutes were reviewed. Kent Wagner was added as a member present. The minutes were approved.
3. Lockdown Drill – A lockdown drill will take place on the EGF and TRF campuses on January 11, 2007. The role of the safety committee was discussed. Stuckey will speak to all faculty at the January 10, 2007 in-service regarding the lockdown. Correspondence will be sent to all employees as not all are in attendance at in-service events on January 10.
4. Safety Inspection – Safety inspections were conducted on the EGF, TRF and Airport Campuses in November. A written summary will be provided to Holthusen by the consultant by mid-December 2006.
5. Pandemic Plan – The committee was informed that disinfectant wipes and hand sanitizer will be installed in various locations throughout the campus. Motion activated towel dispensers are in the process of being installed and will be completed in January 2007.
6. Safety Update – The lockdown, fire, and severe weather drills were discussed. Maintenance supervisors are also working on new college maps that will be installed in January 2007.
7. Meeting adjourned.