

**Northland Community and Technical College – Thief River Falls Campus
Safety Committee Meeting – December 20, 2006**

1. Members Present: Marie Sandsmark, Kevin Stuckey, Clinton Castle, Kent Wagner, Lynell Wayne, and Becky Holthusen.
2. Approval of Minutes – The November 22, 2006 minutes were reviewed and approved.
3. Dugouts on Baseball Field – Discussion was held regarding safety concerns that may exist involving the dugouts on the baseball field. Shannon Boen will bring forward information for recommended improvements to the safety committee.
4. First Report of Injury – None to report.
5. MSDS Solutions – Discussion was held regarding a company that provides online access to MSD sheets. Becky Holthusen will investigate initial and renewal costs and bring back to the safety committee.
6. 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. The areas of the college will be color-coded and each safety committee member will be responsible to assess the environment during the drill. Each committee member will be provided a checklist for their use. The committee will meet on January 11, 2007 at 2:00 p.m. (room – to be determined). Stuckey will speak to all faculty at the January 10, 2007 in-service regarding the lockdown. Correspondence will be sent to all employees on January 8 or 9 informing them of the scheduled lockdown drill. It was determined that a mock lockdown drill will be scheduled during the April 2007 in-service for the airport campus and Swenson House.
7. Meeting adjourned.