



Northland Community & Technical College Safety Committee Meeting

Date of Meeting-November 27, 2007

Time of Meeting-3:00 p.m.

Location of Meeting-Room 662

MINUTES

Attendees: Kristi Lane, Lynell Wayne, Kevin Stuckey and Tim Bergerson.

Absent: Becky Lindseth, Marie Sandsmark, Kent Wagner, Jerry Schulte, Clinton Castle, Kristel Kizer, Sheldon Schmiess and Shannon Boen.

Topic	Responsible Party	Discussion/Outcome
Call to order		3:00 p.m.
1. Approval of Minutes	Kristi	Approved.
2. First Report of injury		No report this month.
3. Lockdown Drill Reports	Group	Discussion was held regarding problems that occurred during the lockdown drill last month. Tim B. has the speakers and will be installing in areas that were hard to hear PA. Tim indicated we do have the capability of installing the "blow horns" on the outside of building; he just needs to order the correct amps and install.
4. Swenson House Emergency Plan	Kevin	Tim indicated the Swenson House does have speakers though out the house along with an amp. He believes Garden Valley could hook the system up and connect to NCTC's main campus PA system so that both would be informed of an incident. It was noted that there are no emergency lights at the Swenson House.
5. Other	Lynell	It was brought to Lynell's attention that the location of the handicap parking sign in the west parking lot is hard to distinguish the actual parking stall it is referring to. Recommended once snow is removed that we observe the location. Norm informed a committee member that he is missing three fire extinguishers in his area. Tim is aware of this and working on it.
6. Next Meeting		January 23, 2008 @ 3:00 p.m. in Room 662.
Adjourned		3:22 p.m.