

# Safety Committee

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November 20, 2012

12:00 – 1:00 PM, EGF Room 129, TRF Room 735

## Meeting Minutes

**Present:** Julie Fenning, Sandy Bratvold, Wes Stainbrook, Bryan Berger, Steve Crittenden, Danika Braaten, Bob Gooden, Jeffrey Laskowske, Jesse Adkins and, Mary Fontes.

**Absent:** Shannon Boen, Andrew Dahlen, Bob Gooden, Curtis Zoller, Tyler Beckman, Kent Wagner, Becky Lindseth, Clinton Castle, James O. Jesme, and Jodi Stassen

1. **Injury Report:** There were no injuries to report.
2. **Fire Drill:**
  - a. EGF - speakers could not be heard on the north side of the building on the outside.
  - b. TRF – some of the doors were blocked from automatic shutting.
3. **MnSCu Compliance Team:** This visit is scheduled for December 10, 11. They will be looking for hazardous waste, storage, and handling. OSHA compliance members will be with. All areas should be cleaned up.
  - a. Julie will send supervisors reminders for everyone to get their compliance sheets in
  - b. Architect area will be getting rid of the ammonia that is no longer used.
  - c. This visit will verify that we are doing what we should be doing.
4. **Security Facility Access update:**
  - a. Becky brought the latest update to cabinet and they were 100% supportive. It will be brought to the next Shared Governance meeting.
  - b. TRF- Project will be brought to Student Senate. Some students will be rerouted on the TRF campus.
5. **Airport Safety:** No new items to report.
6. **Lockdown Procedures Draft Review:** The Shots Fired video is prior to lockdown procedure.
  - a. Administration will initiate the lockdown.
  - b. Tracey Worsley will present the shots fired/lockdown drill to the faculty at the January in-service. Staff will be invited.
  - c. Questions about who calls 911? If someone is knocking on the door, should be opened? Go with your gut. This procedure will be explained in detail at the upcoming in-service presentations.
7. **Drug Free Schools:** Every 2 years bi-annual review with federal title 4 regulations. Looking for volunteers from safety, healthy campus committees to review and identify areas of need.
8. **Next meeting date December 18, 2012**