

Safety Committee Minutes

April 16, 2013

12:00-1:00

Rooms 301/545/AC13

Present: Julie Fenning, Becky Lindseth, Bob Gooden, Clinton Castle, Mary Fontes, Sandy Bratvold, Bryan Berger, Steve Crittenden, Jeffrey Laskowske, Lynell Wayne, Danika Braaten, Jodi Stassen, Kent Wagner, Wesley Stainbrook (Student Senate) and Kasandra Klinkhammer (Student Senate).

Absent: Shannon Boen, Curtis Zoller, Andrew Dahlen, Jesse Adkins, Cory Feller, Tyler Beckman, David Christian, and John Beck.

1. **Injury Report** – There were no recordable or nonrecordable injuries to report.
2. **Hazardous Waste Update**
 - a. **Report from MnSCU** - Julie shared that the deadline had passed and there were still outstanding reports from some academic programs. **ACTION ITEM:** Becky will work with the Deans on these outstanding requests. Julie will compile the reports and submit to Don Beckering and schedule final telephone conference validating the Northland is compliant with MPCA regulations.
 - i. TRF Art, Chemistry, Electronics
 - ii. EGF Carpentry, HVAC
 - b. **Standard Operating Procedures (SOP)** – Discussion was held on the SOP for all waste. **ACTION ITEM:** Committee members are to review and forward any comments to Julie by Friday, April 19.
 - c. **Safety Kleen** – Julie, Bob, and Clinton have met with Tim Krile from Safety Kleen and we have been implementing their waste programs. Full implementation by June 30, 2013.
3. **Tornado Drill** – The state-wide tornado drill has been scheduled for April 18th, 1:45PM. Julie has communicated with the emergency assistance personnel, employees, and students regarding the drill and safety procedures. **ACTION ITEM:** Safety Committee members will provide a follow-up report at the May meeting.
4. **Lockdown/Fire Alarm Pulled Language** – Discussion was held regarding comments from students and employees regarding possible use of a fire alarm during an active shooter incident. Language will be added to the current procedures if employees are in a lock down and the fire alarm is activated. However, more research needs to be done to

review our current fire emergency procedures. High schools have revised their procedures for a fire alarm, asking students to NOT evacuate unless fire or smoke is visible. **ACTION ITEM:** Julie will connect with Tracy Worsley regarding this possible update to our current fire emergency procedures.

- a. This language will be added to current procedures: “During a lockdown, if a fire alarm is activated, do not evacuate unless fire or smoke is visible.”

5. Emergency Preparedness Requests from Law Enforcement – Fall 2012, Julie

Fenning, Bob Gooden, Clinton Castle, and Jim Jesme met with local law enforcement agencies to review Northland’s current emergency procedures. Law enforcement made several recommendations to improve security efforts on the campuses.

- a. Maps have been color coded to increase response time to specific areas of the buildings and provided to law enforcement agencies.
- b. Update Entrance/Room Signs to reflect color coding as represented on campus maps.
- c. This project will be completed over the summer break.

6. Facility Access Review – TRF Campus – The Infrastructure Committee requested that

the Safety Committee review the facility access determinations for increased safety and security on campus. Three academic programs: Autobody, Automotive, and Criminal Justice faculty have requested that the back doors to their programs be opened during class hours. It was agreed by the committee to recommend to the President’s Cabinet that new locks be installed to allow the instructor to manage the door, while still allowing facilities to lock the doors in an emergency lockdown. **ACTION ITEM:** Becky will bring this item to the President’s Cabinet for final approval.

7. Facilities/Safety Conference – April 24-26, 2013 – Julie, Bob, and Clinton will be

attending the Facilities/Safety Conference. Updates will be provided by Don Beckering, System Office Director of Compliance and Public Safety. **ACTION ITEM:** Julie will give a report at the May safety meeting.

8. Next Meeting: The Safety Committee will be meeting over the summer months as scheduled. Next Meeting: Tuesday, May 21, 2013