

# NCTC Safety Committee Minutes

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Tuesday, November 22, 2016

1:00 – 2:00 p.m.

Room's EGF 290/ TRF 662 /AC16

**Members Present:** Cory Feller, Shannon Jesme, Bob Gooden, Clinton Castle, Brian Huschle, Lynell Wayne, and Sandy Bratvold.

**Members Absent:** Amanda Johnson, Bryan Berger, Colleen Kukowski, Abdul Chamma, Kari Conner, Mary Fontes, Mike Curfman, Andrew Dahlen, Curtis Zoller, Danika Braaten, Lisa Anderson, and Shannon Boen.

**1. Injury Report:** There is one injury to report. Corrective action suggested is to be aware of what is around you, take your time when performing tasks and always wear your seat belt.

**2. Drill Feedback:**

**a. Lock Down Drill** held on Wednesday, October 26, 2016

- i. **TRF:** Exterior doors got locked. Facilities changed the program in the system to prevent this from reoccurring during interior lockdown.  
**Action Item:** Facilities will add a blind to the radio station window.
- ii. **Aerospace:** A discussion was held on speaker location in the newly construction area. **Action Item:** Facilities will be adding speakers to the newly construction area.
- iii. **EGF:** A discussion was held regarding non-participation by a few faculty, doors that were not locked, and why the message did not come over the phone system. **Action item:** IT is checking as to why the message did not come through the phones.

**b. Fire Drill** held on Monday, November 21, 2016

- i. **TRF:** Nothing was reported at this time.
- i. **Aerospace:** A discussion was held on speaker location in the newly construction area. **Action Item:** Facilities will be adding speakers to the newly construction area.
- ii. **EGF:** A discussion was held regarding the outside speakers are and the message did not come over the phone. **Action Item:** Facilities department is working on getting the speakers up and running.  
**Action item:** IT is checking on why the message did not come over the phones.

**3. 3<sup>rd</sup> quarter Safety Update:** A discussion was held on the 3<sup>rd</sup> quarter Safety letter and the things that the committee should look for during the safety inspection.

4. **Safety Inspection walk through:** A discussion was held on the upcoming safety inspection that the safety committee members will be conducting. **Action Item:** Colleen and Cory will assign areas to the committee members to inspect. The inspection map and record form will be sent out to the committee by Monday, November 28, 2016 (due to the long weekend). **Action Item:** Committee members are to have his/her areas inspected by January 13, 2016 and turn the inspection report into Cory by 4:00 p.m. on January 13, 2016.
5. **Items from Committee:**
  - a. **Deadline for the COPE report:** A discussion was held on the action items and deadlines that state gave NCTC for completion. **Action item:** Continue to complete items so Cory can complete the report and send into the state.
6. **Next Meeting: Tuesday, December 27, 2016 Rooms TRF 662/ EGF 290 / AC 16**