

NCTC Safety Committee Minutes

Tuesday, April 25, 2017

1:00 – 2:00 p.m.

Room's EGF 290/ TRF 662 /AC16

Members Present: Amanda Johnson, Cory Feller, Shannon Jesme, Bob Gooden, Clinton Castle, Brian Huschle, Colleen Kukowski, Kari Conner, Mary Fontes, and Sandy Bratvold.

Members Absent: Bryan Berger, Abdul Chamma, Lynell Wayne, Mike Curfman, Andrew Dahlen, Curtis Zoller, Danika Braaten, Lisa Anderson, and Shannon Boen.

1. **Injury Report:** No recordable or non-recordable injuries to report.
2. **Tornado drill follow-up:** A discussion was held regarding the tornado drill on Wednesday, April 19, 2017 @ 1:45 p.m.

a. TRF:

- i. The message did not go thru the phone. **Action Item:** Clinton and Cory will conduct a test to insure that the system is working.
- ii. Room 217 in the library needs to be added to the computer.

b. EGF

- i. Faculty reported that a shelter area was locked during the drill. **Action Item:** Bob, Clinton, and Cory will work on a program for the locks to control the doors on all locations.
- ii. ABE/ English 2nd second language students were in the hall and going outside during the drill: **Action Item:** Brain will follow-up with the Director of ABE to insure that the students understand what to do during each drill.
- iii. ADA: Questions came up, what can we do to assist students/employees that are hearing impaired/ blind/slow moving? Is there someone assigned to assist? **Action Item:** Cory will follow-up to see what is in place and what else can be done to insure that everyone is safe.

- iv. Shelter signage: A discussion was held on the current areas and if there is a need for additional areas. **Action Item:** Bob, Clinton, and Cory will look at the map of the shelter areas and report at the next meeting.

c. Aerospace

- i. There are no speakers in the newly constructed area. **Action Item:** TRF Facilities will installed speaker in the early part of summer.
- 3. **First Aid Kit:** An update was given on the location of the first aid kits. The NCTC website has been updated with the current locations of first aid kits.
 - 4. **Severe Weather Maps:** A discussion was held and it was decided to add the severe weather shelters to the campus maps. **Action Item:** Bob and Cory will update the EGF campus map after the remodel is complete.
 - 5. **MnSafe Survey:** An update was given on the MnSafe Survey that was conducted April 18-28, 2017.
 - 6. **Consultant:** An update was given in regards to the proposal for a new consultant. NCTC received two proposals and will have a new consultant on board July 1, 2017.
 - 7. **Fire Drill:** Next Fire Drill will be on Wednesday, May 24, 2017 @ 10:45 a.m.
 - 8. **Items from Committee**
 - 9. **Next Meeting: Tuesday, May 23, 2017 Rooms TRF 662/ EGF 290 / AC 16**