

# NCTC Safety Committee Agenda

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Tuesday, October 25, 2022 – Via Zoom

1:00 – 2:00 p.m.

<https://minnstate.zoom.us/j/92266929027?from=addon>

**Members present:** Clinton Castle, Michelle Benitt, Cory Feller (Chair), Bob Gooden, Amanda Johnson, Danika Johnson, Brian Larson, Melissa Marcott, Stephen Nelson, Jodi Stauss.

**Members absent:** Abdul Chamma, Andrew Dahlen, Kristel Kizer, DeLoris Larson, Stephen Nelson, Shamani Shikwambi, Jodi Stauss, Colleen Kukowski (recorder) and Curtis Zoller

**1. Injury Report: Benitt**

- a. Non-recordable / recordable
- b. Recommendations

**2. ELM Training: Feller**

- a. FY23 calendar – expected completion date Nov 24<sup>th</sup>, 2022: An update was given regarding the ELM Trainings. Currently only a few employees have completed all the required trainings.

**3. Public Address System:**

- a. Update – all speakers and message boards are in place. all interior and exterior are operational Scheduling monthly testing to insure system is working. There was discussion of a different software program with all the issues but we were able to get through them and stay with Informacast. we can use cisco office phone, desktop webapp or mobile app to activate messages and lock interior doors. Exterior doors cannot be locked from the office phones. Also, cannot do the all clear message from the office phone. An additional step to activate the “all clear” message from desktop or mobile app is needed when certain messages are activated. We have also added an “Evacuate the building” message. The desktop public address has been updated to reflect the changes.
- b. Training ongoing for all users of the informacast apps with all the changes.

**4. Lockdown Drill:**

- a. Wednesday, November 2<sup>nd</sup>
  - i. TRF/Aerospace campus - 10 am
  - ii. EGF campus – 1 pm

**5. Fire Drill:**

- a. Monday November 26<sup>th</sup> @ 9:50 am

**6. Minnesota State Public Safety and Compliance campus visit**

- a. Update - have not received report yet. Working on responses to questions asked from visit. Once received and reviewed – see what recommendations there are to go forward on any corrections necessary

**7. Items from Committee:**

**8. Next Meeting:** Tuesday, November 22, 2022 - via Zoom