

# NCTC Safety Committee Minutes

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Tuesday, November 28, 2023 – Via Zoom

1:00 – 2:00 p.m.

**Members Present:** Michelle Benitt, Bryan Berger, Clinton Castle (Chair), Cory Floden, Amanda Johnson, Rachel Larsen, Brian Larson, Stephanie LeDuc, Melissa Marcott, and Colleen Kukowski (recorder)

**Members Absent:** Brandon Ballard, Abdul Chamma, Cory Feller, Danika Johnson, Monty Johnson, David Lovly, and Jeff Pool.

## Safety Agenda

1. **Injury Report:** There were four non-recordable incidents to report since the last meeting. Recommendations were to fix the equipment on one of them.
2. **ELM Training:** A discussion was held regarding the ELM training. The deadline for assigned training was November 24, 2023. **ACTION ITEM:** Cory will send an email to all managers that have employee's that still have not completed the required training.
3. **Fire Drill:** A discussion was held regarding the November 27, 2023 fire drill.
  - a. **TRF:** On the TRF campus overall everything went well. **ACTION ITEM:** The fire door by room 515 locked. Facilities will check into why this happened.
  - b. **EGF:** Overall everything went well on the EGF campus. **ACTION ITEM:** Facilities will check the speakers by doors A and B for volume.
  - c. **Aerospace:** Everything went very well at Aerospace.
4. **Lockdown Drill:** A discussion was held regarding the lockdown drill from October 31, 2023.
  - a. **Feedback: October 31, 2023**
    - i. **TRF:** A discussion was held regarding the error that happened during the drill. **ACTION ITEM:** Facilities will test the system.
    - ii. **EGF:** A discussion was held regarding the change in the time of the drill, and the volume. The drill was moved back 30 minutes due to campus event. In addition, the volume was low in some areas so the message was not heard. **ACTION ITEM:** The team will provide better communication by placing the drill on employee's calendars and the actives calendar. **ACTION ITEM:** The safety office will work with IT regarding installing phones into the labs and classrooms that do not have them.
5. **Housekeeping:**
  - a. **Schedule:** A discussion was held regarding the last few drills have been moved several times due to events on campus or meetings. The committee decided that a schedule should be put together for the year. **ACTION ITEM:** Create a year of drill's schedule. Bring it to the safety committee for first review. Then sent the

schedule to cabinet for final approval. Once approved Colleen will send out calendar invitations to all employees so everyone knows the dates and times.

- b. Exits:** A discussion was held regarding keeps the exits clear for use in an emergency.

**ACTION ITEM:** Facilities will make sure all exits are clear. **ACTION ITEM:**

Committee members will submit a GroupLink ticket if they see an exit blocked.

- c. Electrical panel:** A discussion was held regarding electrical panels being blocked.

**ACTION ITEM:** Facilities will make sure all electrical panels are clear.

- 6. Security Agenda (Security Task Force):** An update was given regarding the security task force group. **ACTION ITEM:** Campus trainings coming by local law enforcement.
- 7. Items from Committee:** A discussion was held regarding the process and steps to take when an individual has a restraining order or trespassing ban. **ACTION ITEM:** HR will check into the process and report back to the committee.
- 8. Next Meeting:** Tuesday, January 23, 2024 - via Zoom
  - a. No meeting in October due to Chancellor's visit.**
  - b. No meeting in December due to winter break.**