

Emergency Management Meeting  
November 7, 2017 at 3:00 pm – Holmberg

Present: Darrell Waters, Lisa Mock, Michelle Davis, Brad Gangl, Sandy Hageness and Dr. Migler.

Not Present: Larry Brooks, Joey Clemens

**Minutes:** Minutes from the October 3<sup>rd</sup> meeting were reviewed. There were no corrections requested. They will stand as written.

**Audit Review**

The Emergency Management audit information was reviewed and Dr. Migler submitted updates to the State.

**Emergency Drills**

The Task Force identified a regular schedule for Fire, Tornado and Lockdown drills.

- Fire drills have been conducted in all the dorms, except for Milligan and the Administration Buildings. Michelle will follow-up on the Milligan drill and the Administration building drill will be next Thursday, November 16<sup>th</sup>. Darrell is expecting the Fire Marshall to be here that day for an annual audit.
- Lockdown drill will be held in first part of the spring semester.

**Security Officer Position Description**

A position description for the Security Officer position needs to be created. Discussion was held on expectations of this position. Input provided:

- Covers PM Shift 7pm-3pm, Tuesday through Saturday
- Conduct rounds at least twice during the shift:
  - Check doors and lights
  - Walk through boiler room and computer labs
  - Respond to campus community calls, be the contact for Emergency Personnel
  - Respond to calls from staff as needed
  - Provide security during games
  - Oversee mandatory training management
  - Complete annual Clery report
  - Oversee Incident Reporting management
  - Provide trash control (Mead and Milligan)
  - Patrol the parking lot for parking offenses
  - Provide escorts within the campus community as requested
  - Conduct Safety assessments to include emergency lighting/battery systems

**Risk Management Manual**

This Emergency Management Task Force will review the current Risk Management Handbook and update as deemed necessary. This will be on next month's agenda. The Task Force will also write a Continuity of Operations Plan for DCB.

The website information reviewed and Michelle will contact Joey to update the emergency contact numbers as she has done with the campus signage.

**Next meeting:** The next meeting will be held the first Tuesday of December at 3:00 pm (December 7). There will not be a meeting in January.