

Dakota College at Bottineau Emergency Management Team



September 17, 2018

Present: Lisa Mock, Larry Brooks, Brad Gangl, Cole Watson, Dr. Migler

Not Present: Michelle Davis, Darrell Waters and Susan Indvik

Topic	Responsible Party	Discussion/Outcome
1. Review of minutes 8-2018	Migler	Moved by Brad, seconded by Larry to approve the minutes as presented. Motion carried.
2. Fire Drill Review	All	August 14 th a sensor triggered the alarm by the bookstore to go off in Thatcher Hall. Everyone participated, fire trucks responded. It went well. September 15 th a faulty alarm in Mead Hall was triggered in the evening. Smoke doors were closed, and residents were alerted not to participate.
3. Set dates for Dorm & Academic building drills	Migler	The committee scheduled a fire drill for Wednesday, September 26 th at 8:45 am for the academic buildings. Staff and faculty will not be alerted to the date/time, although it will be noted in the Campus Memo that a drill will be held that week. Dr. Migler will work with Michelle to schedule the drills in the dorms.
4. Emergency Management Training update	All	We have not received dates from Homeland Security on training.
5. Review Campus Emergency Procedure postings	All	Emergency Procedures reference guide has been posted on campus. When the new guide is updated, Joey Clemens personal cell phone needs to be removed and replaced with the new Campus Nurse contact information.
6. Risk Management Handbook Review	All	Members of the Committee took sections for review. Section 3) Fire Evacuation Procedures: Darrell Section 5) Missing Persons Procedures: Michelle Section 6) Severe Weather Procedures: Dr. Migler Section 11) Anthrax/Bioterrorism/Suspicious Mail Procedures: Larry Section 13) Computer Acceptable Use Policy: Brad Section 14) Computer and network Usage: Brad Section 15) Armed Assailant Emergency Response Procedures: Cole

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		Section 17) Key Control Policy and Procedures: Lisa Section 18) Employee Separation Checklist: Lisa Sandy will send the Manual to committee members for review.
7. Next meeting – October 9 at 3:00 pm	All	Meeting is held the 2 nd Tuesday of each month at 3:00 pm. Outlook invite has been sent to all members.