

Dakota College at Bottineau Emergency Management Team

Minutes



February 12, 2020 at 3 PM

McMaster Conference Room

PRESENT: Dr. Migler, Lisa Mock, Larry Brooks, Sandy Hageness and Darrell Waters

NOT PRESENT: Janet Lund, Michelle Davis, Brad Gangl and Susan Indvik

Topic	Discussion/Outcome
1. Minutes from previous meeting	Minutes from the December 11, 2019 meeting were reviewed. Moved by Larry, seconded by Lisa to approve the minutes as presented. Motion carried.
2. Review drills conducted since last meeting	There was a fire call today due to plastic that was blown into the oil boiler fans. This caused the boiler to burn “rich” and created more smoke than usual, which in turn triggered the fire alarm and the local fire department responded. The spring fire drill and a lock down drills need to be scheduled for the admin buildings and dorms.
3. Develop Courses of Action for each objective - Review MSU EOP for use as a template	https://rems.ed.gov/docs/REMS_IHE_Guide_508.pdf Discussion held on the final Emergency Operations Plan. A sample from MSU was distributed. Dr. Migler will complete the introductory, operational, procedure and emergency contact information sections. He asked that each Emergency Management team members complete their section based on the goals/objectives and courses of action developed. Sandy will send a template and information developed by the team. The goal is to complete the EOP by the end of the semester.
4. Next meeting	March 11, 2020
6. Other	