

Dakota College at Bottineau Emergency Management Team



May 14, 2019 at 3 PM - Holmberg Conference Room

PRESENT: Dr. Migler, Brad Gangl, Sandy Hageness, Lisa Mock and Michelle Davis

NOT PRESENT: Darrell Waters, Larry Brooks,

Topic	Discussion/Outcome
1. Minutes from previous meeting	<p>Minutes from the April 16, 2019 meeting were reviewed.</p> <p style="text-align: center;">Brad moved, Lisa seconded to approve he minutes as presented. Motion carried.</p>
2. Review drills conducted in April and May <ul style="list-style-type: none"> - Fire Drills - Tornado 	<p>Academic Fire Drill held April 23, 2019. An exit in NSC and Thatcher were blocked off to force employees to find an alternative exit. The drill went well.</p> <p>A schedule of Fire Drills from the 2018-19 academic year will be reviewed by the committee.</p> <p>Tornado drill was held in conjunction with the city's drill on May 1. Even though the alarm only goes for a short amount of time, the drill went well. There are some sections of campus where the sirens are hard to hear, especially after you go to the safe areas. It was questioned if the Building Blocks daycare can hear the sirens. Sandy will check with them.</p>
3. Risk Assessment for EOP <ul style="list-style-type: none"> - Discuss process for developing goals and objectives for identified risks, starting with #1, Cyber Attack 	<p>In development of goals and objectives for the EOP, there should be a minimum of three goals for each threat. For example, what should be done before, during and after a threat. Each goal should have at last 2-3 objectives.</p> <p>Review of the threats will be done by committee members by the end of May. A day will be set aside the first part of June to review the development (8am-2pm). A sample can be viewed at: https://rems.ed.gov/K12PPStep03.aspx</p> <ol style="list-style-type: none"> 1. Cyber Attack - Brad 2. Anhydrous/Dangerous Chemical Leak - All, will check with Tim Lewis 3. Fire – Dr. Migler 4. Heating System Failure – Dr. Migler

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	<ul style="list-style-type: none">5. Winter Storm – Dr. Migler6. Hazardous Materials Spill On-Campus7. Armed Intruder/ Lockdown - Cole8. Medical Emergency - Lisa9. Pandemic - Michelle10. Telecommunication Failure - Brad11. Social Media Threats - Sandy12. Student Threats - Michelle
4. Other	Discussion was held on what to publish on the web site for Risk Management. Sandy will see if the Emergency Operations flip-chart will transfer well to flipping book and publish in place of the Risk Management manual that is on the web site.