

# Dakota College at Bottineau Emergency Management Team



**November 13, 2018 at 3 PM - Holmberg Conference Room**

Present: Lisa Mock, Larry Brooks, Brad Gangl, Michelle Davis, Dr. Migler

Not Present: Darrell Waters, Cole Watson and Susan Indvik

Topic	Discussion/Outcome
1. Minutes from previous meeting	Minutes from October 9, 2018, 2018 were provided for review. Moved by Larry Brooks, seconded by Michelle Davis to approve the minutes as presented. Motion carried.
2. Emergency Operations Plans Training – Debrief/Key Takeaways	The team shared their main take-aways which coupled by excellent presentations and presenters the training made them more aware of things to pay attention to. There is work that DCB needs to do on their continuity of operations plan. The MOU’s need updating, and Lisa will investigate what she has on file; i.e. city of Bottineau, churches, hospital, school. Also noted that plans need to be in place for covering emergency events and a contingency plan for events and follow-up from events. When fire drills are scheduled, it will helpful to create obstacles for employees and students to identify with other exits during an emergency.
3. Use REMS format for new emergency operations plan.	Discussion was held on the formats available through the REMS site. There are excellent templates and plans that may be used as the operations plan is designed.
4. Review of Fire Alarms/Drills since last meeting	A fire drill in the academic buildings was conducted October 17 <sup>th</sup> . Everything was reported to have gone well. Monitors were in place and everyone cooperated and exited quickly. Dr. Migler noted that he will touch base with the Library personnel to monitor the east end of Thatcher. Mead hall had 2 drills on October 31 due to a fog machine running in the dining area.
5. Review of Emergency Operations Manual Section 3) Fire Evacuation Procedures: Darrell	Darrel was not available to report. Although he did share with Sandy that dialing out for 911 does not need to include the 9 in front of the number, i.e. 9-911. Brad will confirm with Greg and a test will be conducted to confirm.

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Section 5) Missing Persons Procedures: Michelle	Michelle provided an update and will forward changes to Sandy.
Section 6) Severe Weather Procedures: Dr. Migler	Dr. Migler has updated the procedures and will forward changes to Sandy.
Section 11) Anthrax/Bioterrorism/Suspicious Mail Procedures: Larry	Larry provided Sandy with updates. Edits made.
Section 13) Computer Acceptable Use Policy: Brad	Brad reviewed and recommended it be removed from the Risk Management handbook as it is covered under NDUS policy. The Committee agreed. Sandy will remove Computer Acceptable Use Policy within the next update.
Section 14) Computer and network Usage: Brad	Brad provided an update of the Computer and Network Usage. He will forward changes to Sandy.
Section 15) Armed Assailant Emergency Response Procedures: Cole	Cole was not available to provide an update
Section 17) Key Control Policy and Procedures: Lisa	Lisa provided Sandy with updates. Edits made.
8) Student Death Procedures: Michelle	Michelle provided an update and will forward changes to Sandy
9) Threatening Calls/Bomb Threats Procedures: Lisa	Lisa provide updates. Sandy will complete edits for the final review.
10) Workplace Violence Policy and Procedures: Dr. Migler	Dr. Migler reviewed and provided Sandy with updates.
12) Hostile Work Environment Policy: Lisa	Lisa reviewed and provided Sandy with updates
15) Armed Assailant Emergency Response Procedures: Cole	Cole was not available to provide an update
16) Incident Reporting Procedures: Michelle	Michelle reviewed and will provide Sandy with changes.
19) Theft and Fraud reporting: Dr. Migler and Cole	Dr. Migler and Cole will work on this together and report at next meeting.
20) Emergency Notification System Policy: Dr. Migler and Sandy	Changes were reported and have been given to Sandy for updates.
22) Employee Criminal History Background Investigations: Vonda	Lisa will meet with Vonda to provide an update at the next meeting.
23) Code of Conduct	Dr. Migler will review and provide an update at the next meeting.
24) Video surveillance Policy: Brad	Brad reviewed changes and will provide Sandy with edits.
	Sections to be reviewed at the next meeting include: 1) Communication: Dr. Migler 2) Reference Numbers: Sandy 4) Hazardous Materials Procedures: Lisa 7) Harassment Policy & Procedures: Michelle

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	<p>15) Armed Assailant Emergency Response Procedures: Cole 19) Theft and Fraud Reporting: Dr. Migler and Cole 21) Shelter In-place/Lock Down Procedures: Michelle and Cole 22) Employee Criminal History Background Investigations: Lisa and Vonda 23) Code of Conduct: Dr. Migler</p>
4. Other	<p>Discussion held on what to do when an ambulance is called to campus and who would need to be notified. This item will be added to the Dean's Council agenda.</p> <p>The next meeting is December 11<sup>th</sup>, the 2<sup>nd</sup> Tuesday of each month at 3:00 pm in the Alumni Center.</p>