

Dakota College at Bottineau Emergency Management Task Force



February 12, 2018 at 3 PM - Holmberg Conference Room

PRESENT: Darrell Waters, Brad Gangl, Michelle Davis, Lisa Mock, Cole Watson, Larry Brooks, and Dr. Migler

NOT PRESENT: Tim Lewis

Topic	Discussion/Outcome
1. Minutes from previous meeting	Moved by Brad, seconded by Michelle to approve the minutes as presented. Motion carried.
2. Review of winter storm closures	Discussion held on the notifications sent when the campus has a late start or closed due to weather. Even though there have been a few questions, it was determined that messages are clear and are supported on cable, and the internet as requested. No changes in the process were recommended.
3. Drill schedule for spring semester	<p>Discussion held on when to have drills.</p> <p>It was decided to have fire drills in the resident halls the week after spring break. Resident hall drills will be held in the late evening, tentatively scheduled for March 20th. The academic building drills will be the week before spring break. It was decided to run the academic building drills at 9:50 am on a Thursday, March 7th.</p> <p>There is a statewide severe weather drill held in April. Darrell will check on the date and arrange it with the City. He will report back at the March meeting.</p>
4. Review EOP/COOP final audit report	<p>The Risk Management handbook updates will be reviewed at the March meeting. Any updates committee members have should be forwarded to Sandy.</p> <p>Communications – Dr. Migler 3 Fire Evacuation Procedures – Darrel 4 Hazardous Materials Procedures – Lisa 7 Harassment Policy & Procedures – Michelle 21 Shelter In-Place/Lock Down Pro -Michelle & Cole 22 Employee Criminal Hx Background Investigations – Lisa & Vonda 23 Code of Conduct – Dr. Migler</p>

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	24 Video Surveillance Policy – Brad
5. Risk Assessment for EOP	Risk Assessment for Emergency Operations Plan was conducted for hazards identified. Continued assessment will follow at the March meeting. Upon complete of the assessment, plans will be put in place and included within our Risk Management Handbook.
6. Other	There was no additional business to be brought before the committee.

Respectfully Submitted:
Sandy Hageness, Administrative Assistant
Office of the Campus Dean