

## De-briefing for College Closure & Lockdown on Wednesday, March 7<sup>th</sup>, 2018

### Series of events:

- Started as an informational event from local law enforcement.
  - Bottineau Public School was at threat.
  - Bottineau Public School closed.
  - Building Blocks Daycare closed.
- Due to proximity of the threat, LEC recommended DCB close for the day as a precautionary measure.
- Larry, Lisa, Darrell and Sandy met via phone conference to Dr. Migler
- Decision made to do a hard lockdown
  - Assurance NM used to notify students, faculty and staff
- In early afternoon, decision made to go to a Soft Lockdown
  - Assurance NM used to notify students, faculty and staff
- Late afternoon, decision made to remove lockdown, classes resume as usual Thursday, March 8

### Follow-up:

- Verify Assurance NM has Sodexo employees or representative
- Clean-up names of folks that don't need to receive notifications, i.e. previous students
- Define when "essential personnel" are needed and assure notification identifies who, i.e. except for Emergency Management Team
- Assure administrators of the Assurance NM have access to template scenarios personalized to DCB
- Ask MiSU HR if employees can stay "at will" after an evacuation notice has been issued
- Identify one DCB personnel as LEC contact during event
- Identify a way to provide continual updates for folks related to the situation and frequency of communication
  - Website
  - Facebook
- Identify when to bring in Emergency Management Team to work through the event at the immediate time of the event. i.e. incident command center
- Identify what media is contacted in a situation