

Emergency Management Meeting
February 6, 2018 at 3:00 pm – Holmberg

Present: Larry Brooks, Brad Gangl, Joey Clemens, Lisa Mock, Dr. Migler, Darrell Waters and Michelle Davis

Campus Emergency Procedures

The Campus Emergency procedures handbook reviewed for appropriate contact numbers. The following changes recommended:

- Replace Risk Management with Safety & Security throughout – same office and cell numbers used
- Business Office number inserted for responding to an emergency: 228-5430, which is the main switchboard number in the business office that carries over until someone answers during office hours.
- Remove extension numbers on all phone information
- Update all cell numbers where available.
- Campus Medical Response was removed and Campus Nurse contact remains on the list
 - Recommended to move the medical kit in Student Services to a storage area under the trophy case by the AED unit in Thatcher Hall.

Recommendation made to add a tab for “overdose” as two key folks will be trained on Narcan dosing.

Discussion held on providing training in key areas to know how to respond in the time of an emergency.

Decision made to provide DCB contact updates to the Bottineau County dispatch. It will include the names / titles / office hours of the following:

- Campus Dean – office & cell
- Business Office – office
- Dean for Academic & Student Services: office, home and cell numbers
- Safety & Security Officer - office and cell numbers
- Housing Director - office and cell numbers

Severe Weather Drill

Fire drills need to be scheduled for resident halls and office buildings this spring. Darrell and Michelle to work on scheduling.

Next meeting: The next meeting will be held the first Tuesday of March at 3:00 pm (March 6).

Respectively Submitted:
Sandy Hageness