

Dakota College at Bottineau Emergency Management Team



December 11, 2018 at 3 PM - Holmberg Conference Room

Present: Lisa Mock, Cole Watson, Dr. Migler, Darrell Waters, Brad Gangl

Not Present: Susan Indvik, Michelle Davis and Larry Brooks

Topic	Discussion/Outcome
1. Minutes from previous meeting	Minutes reviewed and moved by Brad to approve, second by Darrell. Motion carried.
2. Auditor's Draft Report – EOP and COOP	<p>Dr. Migler distributed a draft of the Emergency Preparedness Audit Report and a draft DCB response.</p> <p>He will add information surrounding the ERM potential threats and hazards to Recommendation 1.2. Final submission will be provided by Dr. Migler by the end of the week.</p> <p>The EOP for DCB will be modeled after a best practice from another college. Dr. Migler has obtained their approval.</p>
<p>2. Review of updates to Emergency Operations Manual</p> <p>1 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 24 Video Surveillance Policy - Brad</p>	Time did not allow for review of the manual changes. This will be covered at the next meeting.
4. Review of Fire Alarms/Drills since last meeting	<p>Fire alarm went off in Milligan Hall in November due a steam pipe burst. Cole was on duty at the time and alerted residents to stay in their residence.</p> <p>Drug sniffing dogs were on site November 26th. There were no hits. Security will use the same investigation service again this spring. If the results are the same, may consider using a different unit in the fall.</p>
5. Other	Next meeting is scheduled for January 8, 2019 at 3:00 pm.

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