

Dakota College at Bottineau Emergency Management Team



**April 16, 2018 at 3 PM
Holmberg Conference Room**

Agenda

Topic	Responsible Party	Discussion/Outcome
1. Minutes from previous meeting		Minutes from the previous meeting were distributed.
2. Drill schedule for spring semester <ul style="list-style-type: none"> - Fire Drills - Tornado (ND Severe Weather Awareness Week – April 29-May 3) - Tornado Drill/Exercise Day – May 1 		<ul style="list-style-type: none"> - Fire drill for academic buildings – Tuesday, April 23rd, 9:50 AM - Fire drills need to be scheduled for Milligan and Mead - Cole will contact Tim Lewis to see if the city/county is planning a tornado drill, if so, when so that we can coordinate with them. If not, we will look at May 1
3. Risk Assessment for EOP <ul style="list-style-type: none"> - Review and finalize Risk Assessment Worksheet 		<p>The risk assessment worksheet was reviewed, and the top 12 risks identified. These will serve as the basis for the EOP plan. They are:</p> <ol style="list-style-type: none"> 1. Cyber Attack 2. Anhydrous/Dangerous Chemical Leak 3. Fire 4. Heating System Failure 5. Winter Storm 6. Hazardous Materials Spill On-Campus 7. Armed Intruder/ Lockdown 8. Medical Emergency 9. Pandemic 10. Telecommunication Failure 11. Social Media Threats 12. Student Threats <p>At the next meeting, we will work through the process for developing goals and objectives for Risk #1, Cyber Attack</p>
4. Other		Brad Gangl expressed concerns over the fire extinguishers on campus. Do we have enough? Where are they located? Is the staff/faculty aware of their location?

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		<p>Most fire extinguishers are located in the hallways. He has requested we add additional fire extinguishers in the IVN rooms. Brad will visit with Darrell Waters concerning their supplier.</p> <p>The next meeting will be scheduled sometime in May after graduation</p>
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