

Dakota College at Bottineau Emergency Management Team



October 9, 2018 at 3 PM - Holmberg Conference Room

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

Not Present: Cole Watson and Susan Indvik

Topic	Discussion/Outcome
1. Minutes from previous meeting	Minutes from September 17, 2018 were provided for review. Moved by Larry Brooks, seconded by Brad Gangl to approve the minutes as presented.
2. Emergency Operations Plans Training – Tuesday, Oct. 30 th (all day)	Dr. Migler provided Readiness and Emergency management for Schools (REMS) for schools training information scheduled on campus for Tuesday, October 30 th – 8am-4pm. All Emergency Management team members will attend, and community emergency personnel will be invited to attend.
3. Reschedule academic building fire drills - Review of fire alarms/drills in Thatcher and dorms this fall	<p>A fire drill was scheduled for the academic buildings and due to unforeseen circumstances was not able to take place. The academic building fall fire drill will be on Wednesday, October 17th at 8:45 am. If the weather does not cooperate for drills, participants can use the non-academic buildings to stay warm during a drill. Decision was made to designate a lead person for each floor of the academic buildings to assure all personnel are leaving the building and to announce when drill is complete, so participants know it's safe to return.</p> <ul style="list-style-type: none"> • Thatcher, 2nd floor – Brad Gangl, 1st floor – Michelle Davis (west) and Library (east). NSC – Danielle Clemenson • Greenhouse/Molberg – Forest Service rep. <p>It was noted that a sensor or alarm needs to be replaced in the Bookstore as the August 14th non-scheduled drill was a result of food scents triggering the sensor. The residence halls had alarms go off in Mead Hall on October 3 and September 21. Drills will also take place in Milligan and Gross halls in the evening next week (10-15/19).</p>

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<p>4. Begin review of Emergency Operations Manual: Section 3) Fire Evacuation Procedures: Darrell Section 5) Missing Persons Procedures: Michelle Section 6) Severe Weather Procedures: Dr. Migler Section 11) Anthrax/Bioterrorism/Suspicious Mail Procedures: Larry Section 13) Computer Acceptable Use Policy: Brad Section 14) Computer and network Usage: Brad Section 15) Armed Assailant Emergency Response Procedures: Cole Section 17) Key Control Policy and Procedures: Lisa Section 18) Employee Separation Checklist: Lisa</p>	<p>Updates provided for the Emergency Operations Manual and all members were asked to provide a digital or hand-written copy to Sandy to edit the manual. New assignments were made to the following sections: 8) Student Death Procedures: Michelle 9) threatening Calls/Bomb Threats Procedures: Lisa 10) Workplace Violence Policy and Procedures: Dr. Migler 12) Hostile Work Environment Policy: Lisa 15) Armed Assailant Emergency Response Procedures: Cole 16) Incident Reporting Procedures: Michele 19) Theft and Fraud reporting: Dr. Migler and Cole 20) Emergency Notification System Policy: Dr. Migler and Sandy\ 22) Employee Criminal History Background Investigations: Vonda 23) Code of Conduct 24) Video surveillance Policy: Brad</p>
<p>4. Other</p>	<p>The next meeting is November 13th, the 2nd Tuesday of each month at 3:00 pm in the Alumni Center.</p>