

Emergency Management Meeting
October 3, 2017 at 3:00 pm – Holmberg

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

The purpose of this Emergency Management Task Force identified as this meeting was held to reassemble the group. This Task Force is charged with reviewing the emergency response documents and preparing DCB for an upcoming audit. This Task Force will also establish a schedule for emergency drills (fire, tornado, etc.).

Overview of Upcoming Audit

There will be an Emergency Management Review conducted identifying whether we have a formalized plan in place. Within this plan, there must be clearly defined goals and objectives along with roles and responsibilities defined. It must also include formalized training. This review will go back to the 2015-2016 academic year.

Review of Emergency Management Documents

There has been an Emergency Management team in place in the past which put together a risk management handbook. They also kept emergency operations up to date, put security in place and emergency preparedness agreements with local authorities. Dr. Migler asked the group to pull together all materials that associate with the previous Emergency Management team such as minutes, evaluations, etc.

Changes/edits needed

This Emergency Management Task Force will review the current Risk Management Handbook and update as deemed necessary. The Task Force will also write a Continuity of Operations Plan for DCB.

In addition, processes for mass casualty situations will be determined. For example if we lost a building such as a resident hall, heating plant, etc. due to a fire. Another example is “what would we do in the event of a measles outbreak?”

Schedule for emergency drills

The Task Force will identify a regular schedule for Fire, Tornado and Lockdown drills.

- Fire Suggested to hold a drill one Thursday of each semester. One needs to be scheduled by the end of October, 2017.
- Tornado Suggested to conduct a drill during Emergency Weather Awareness Day in April of each year.
- Lockdown Suggested to conduct one once a year. One will need to be held before the end of the calendar year.

Determine monthly meeting schedule for year

Regular monthly meetings will be held on the first Tuesday of every month at 3:00 pm, except for in January.