

# Dakota College at Bottineau Emergency Management Team



February 10 at 3 PM

Present Via Teams: Brad Gangl, Sandy Hageness, Dr. Jerry Migler, Darrell Waters, Reed Loucks, Mark LaCroix, Janet Lund

Topic	Responsible Party	Discussion/Outcome												
1. Minutes from previous meeting		Brad moved to approve. Mark seconded. Minutes approved.												
2. Review drills conducted since last meeting		<p>Mark reported a fire alarm went off in Mead Hall a few nights ago. The extreme cold caused condensation/water vapor in the hallway when a supply truck was unloading and the exterior doors were open. This resulted in the alarms going off. Officials responded and students participated.</p> <p>Drills should be scheduled for both the residence halls and academic buildings in March or April, preferably after spring break.</p>												
3. COVID Update		There are no major updates. Additional PCR testing has been scheduled for March 10 and 24, 9am-11am in the gym.												
4. Continuity of Operations Planning <ul style="list-style-type: none"> <li>• Preface (in DCB Emergency Management Team files in COOP folder)</li> <li>• DCB COOP Plan Template (also in COOP folder in Teams)</li> <li>• Schedule/Plan for completing departmental COOPs</li> </ul>		<p>The Continuity of Operations Plan is in the writing stages. The Preface draft was provided for the Emergency Management Team to review. Each unit/department will need to identify a plan specific to their objective, i.e. housing: house all students in the event of a disaster. This will include contacts, functions, response, etc. Dr. Migler reviewed the format with the team.</p> <p>The units involved include:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Academic Affairs</td> <td>Financial Aid</td> </tr> <tr> <td style="text-align: center;">• Departments</td> <td style="text-align: center;">• Foundation</td> </tr> <tr> <td>Admissions</td> <td>Grants</td> </tr> <tr> <td>Advising/Retention</td> <td>Housing</td> </tr> <tr> <td>Athletics</td> <td>Information Technology</td> </tr> <tr> <td>Bookstore</td> <td>Library</td> </tr> </table>	Academic Affairs	Financial Aid	• Departments	• Foundation	Admissions	Grants	Advising/Retention	Housing	Athletics	Information Technology	Bookstore	Library
Academic Affairs	Financial Aid													
• Departments	• Foundation													
Admissions	Grants													
Advising/Retention	Housing													
Athletics	Information Technology													
Bookstore	Library													

# Dakota College at Bottineau Emergency Management Team



		Business Office	Physical Plant	
		DCB at other sites (Trinity Health, MSU, VCSU)	Registrar	
		Dean's Office	Safety and Security	
		Disability Support Services	Sodexo/Dining Services	
		Distance Education/Online	Tutor Support Services	
		March 24 <sup>th</sup> from 2-4pm has been reserved to complete the unit plans.		
5. Other				