Emergency Management Meeting
December 5, 2017 at 3:00 pm – Holmberg

Present: Larry Brooks (via IVN), Brad Gangl, Joey Clemens, Lisa Mock, Dr. Migler
Not Present: Darrell Waters, Michelle Davis,

Minutes: Minutes from the November meeting reviewed. There were no corrections requested. They will stand as written.

November Fire Drill
There were a few minor glitches identified in the November fire drill. Physical Plant covered the pull stations. Recommendation made to have committee members oversee the stations for the next drill and assist in evacuating the buildings. The number of feet from the buildings was clarified at the Forum (150 feet). At the next drill, it would be advantages to clear the roads and have folks exit to 150 feet from the building so they are aware of the distance.

Security Officer Position
Four applications have been received. Two interviews will be scheduled. Committee will be made up of the Housing Director and RA or two and any members of the Emergency Committee that is interested.

Campus Emergency Procedures
The Campus Emergency procedures handbook reviewed. Contact numbers will need to be identified for 24-7 contact in an emergency situation.

Hazardous Material Spill – discussion held on the location of the wash stations. There is one in NSC, otherwise, it was questioned if the locker rooms or other area is recommended for use.
Medical emergency – item 3 in First Aid and Non-Emergency situations needs to be removed as DCB does not have a first responder on campus. Update the location of the Small Storage Kit from Campus Risk Management Office to Campus Safety/Security Office.
College Closing/ Miscellaneous – change "key" employees to "essential" employees

Next meeting: The next meeting will be held the first Tuesday of February at 3:00 pm (February 6). There will not be a meeting in January.

Respectively Submitted:
Sandy Hageness