

**NCC Safety Committee Meeting
September 1, 2015 – 3:00 p.m.**

Present: Greta Giese, Ruth Hobson, Stephanie Peterson, Allie Mouw, Sandy Bruns, Scott Abbott, Brian Albrecht, Michael Oldenkamp, Kristi Landis, Evan Bensley, Nicole Steel, Sheila Van Engen

Old Business

1. ALICE Training
 - A. New Employees – Sandy currently includes the Auburn video on the new employee list of videos to preview and will continue doing so.
 - B. Existing Employee Refreshers – Video was shown at All College Meeting and an email was sent to faculty and staff. An email was also sent to students.
2. Emergency Document – Corrections/updates to this document should be shared with Mark Brown.
3. Monitoring First Aid Kits – Steve Waldstein will check with Chuck Ball about having the auto students check the kits in the cars.
4. Campus Lighting – Areas of concern should be shared with Doug Rodger.
5. Walk through Labs – Not scheduled yet, but will perform an annual check. Greta will work on scheduling walk-throughs.
6. Security Cameras – Michael Oldenkamp reported one area that always seems to be brought up is the parking lot south of Building C where the house is under construction. Other areas mentioned were mail/print room and gravel parking lot by dorms. Michael will review recommendations with Mark Brown.
7. Speakers
 - A. After the last tornado drill, several amplifiers were adjusted. Since then speakers have been okay; however, have not conducted an all-campus check. For the most part, people are indicating that they are hearing announcements. Michael will check into whether a speaker is needed in that cafeteria area as the ladies in the cafeteria stated they did not hear the all clear after the last drill.
 - B. Rec Center – No speakers in locker rooms. Initially put needs request in on O'Brien County mini-grant; however, did not receive grant so need to seek other funds.
 - C. Dorms will receive all clear via outdoor siren.
8. Use of EMC Videos – We are on the agenda for the October All College Meeting to show the CPR video to staff and faculty. This will not certify anyone, but will give them baseline information.
9. Maps and Other Paper Documentation in the Classroom – We will discuss/collect proposed updates from safety committee members in October. Nicole felt maps and emergency information similar to what you see on a door in a motel room would be beneficial in the dorm rooms.

10. CPR Training for Custodial Staff – Topic tabled.
11. Emails – All emails have been drafted and will be sent out throughout the year (scheduled).
12. Fire Drills – Fire drill is scheduled for October 7 with Healthiest State Walk. Flyers are posted and emails drafted. When the fire drill is sounded, everyone is to go outside convening at their normal location. They will then to go the LLRC where everyone will walk one kilometer and then return to work/school.

New Business

1. Adding ALICE Procedures to the Classroom Emergency Info/Maps – ALICE will be added to the emergency procedures document. Greta with work with Sandy on this.
- 2 Shelter Areas Locked
 - A. Brad Gill noticed that during Fast Track classes some of the shelter areas indicated on the room map were not unlocked like they normally would be during full classes/class times.
 - B. Building D maps indicate a room that is no longer in service. We should closely review all maps for correct storm shelter designations. In addition, everyone should check the map in their area and report any updates to the committee at the next meeting. Greta will visit with Doug R. and keep Brad updated.
3. Other - Nicole reported there is a student in housing with a medical condition. Wanted to know if this could be shared with RAs, roommates, and Emergency Response Team without release from student. If student has a preferred procedure on how to handle a situation, this needs to be known by Emergency Response Team. If student is disclosing information, no release is needed. If NCC is disclosing information, release is needed.

Adjourned 3:25 p.m.