

NCC Safety Committee Meeting
March 14, 2017 – 3:00 p.m.

Present: Frank DeMilia, Chuck Ball, Sandy Bruns, Stephanie Peterson, Brian Albrecht, Michael Oldenkamp, Mark Brown, Nicole Steele, Sheila Van Engen, and Greta Giese

1. RAVE and New My Signs Alert

Michael reported that any RAVE alert sent out will also appear across the red bar at the top of the screens of the new My Signs. Order of protocol for sending out RAVE alerts is:

1st Contact – Mark Brown

2nd Contact – Michael Oldenkamp
Kathi Knobloch

Mark reported that he will attempt to conduct a test of the RAVE panic button prior to the next Safety Committee meeting. Sheila stated that a number of individuals have not finished the app download. She will contact those individuals via e-mail and ask them to complete the process.

2. ALICE Update

Chuck reported that the next regular training session will be August 2017 at which time new employees and employees who have not completed the training will be invited to attend.

3. Classroom/Lab Walk-Throughs

Thank you to those who completed the walk-through sheets. We are now 95% complete. Steve will finish and update rooms if that room has a new use.

4. Safety Committee Student Representative

The Department of Education indicated the Safety Committee should have student representation. Last May the Committee indicated Nicole would be the liaison between the committee and the student body through SGA. After discussion, Nicole stated that she can find a student to be on the committee; however, she will also remain as the liaison as the student may not be able to attend all meetings and/or may not be on SGA.

5. Tornado Drill

A tornado drill is scheduled for Thursday, April 20. Greta will forward to Steve last year's e-mail information. Mark will talk to Doug Rodger regarding unlocking of safe areas.

6. Online Accident Report Form

Form is still being worked on.

7. Brainstorming on Safety Issues Across Campus

The following items were brought up in previous brainstorming sessions. Are they still vital? Comments are indicated in red.

- Parking on sidewalks leading to buildings. – **Remove**
- Lack of security cameras (i.e., backside of Building C). – **Do we need another level of security in some places (i.e., fob/ID scan locks)? Will work with IT to resolve some issues. Future project – security of mailroom. Should we go to locked mailboxes vs. locking down the room?**
- Signage of campus and building entrances. – **Ongoing.**
- Wearing proper PEP equipment (safety glasses, etc.) in labs. – **Recommended looking at Heavy Equipment model and possibly replicating it in other labs.**
- Fire/tornado signs – there are new ones out there than those currently being used. – **No comments.**
- Instructor's role during fire/tornado. – **Lead by example. As an open campus, accountability is not possible. Cannot require students age 18 or older to remain on campus.**
- Gravel parking lot by Cherokee Hall – students blocking access ways. – **Remove.**
- Housing – shelter(s) for severe weather outside regular business hours. – **Issue will be resolved with completion of basement in new housing facility. Storm shelter capacity is rated for all current student housing plus two more facilities.**
- Accountability (on any given night) for people on campus. – **All custodians are trained in CPR and AED. At one time, ext. 114 was used as an emergency number. If after hours, call rolled over to designated employees. Not sure this is still in place. Stephanie can send an e-mail to adjunct providing them with emergency contact information.**
- Personal Injury Accident Report Forms being used? Not being reviewed by the Safety Committee. – **Recommended this item become a standard agenda item.**
- Inability to disseminate CPR procedures/training to employees when NCC teaches CPR. – **Now have a qualified instructor (Phyllis Borer) who is available to do CPR and first aid training during the day. Recommended that Evan repeat AED training.**

8. Other

- Light in emergency sign by north wall of Building D does not work. With the light not working, people assume the phone also does not work, however, if does. Last time Michael check, cost for a new light was approximately \$500.00. Committee recommended replacing the light. Michael will again check into the cost of a new light.
- Committee recommended conducting a test each semester/term of all outdoor emergency phones to make sure they work. Michael will take charge of this.
- Committee recommended setting up an annual calendar reminder for tornado and fire drills. Mark will do this.

Adjourned 3:50 p.m.