

**NCC Safety Committee Meeting
November 1, 2016 – 3:00 p.m.**

Present: Steve Waldstein, Tracy Gorter, Sheila Van Engen, Stephanie Peterson, Allie Mouw, Chuck Ball, Mark Brown, Michael Oldenkamp, Kristi Landis, Sandy Bruns, Ruth Hobson, and Nicole Steele

1. Committee Purpose and Goals

The committee reviewed its purpose and goals as listed on My Place. Steve will verify committee and Emergency Response Team (ERT) members.

It was recommended that the committee standardize drills – tornado drill in April, fire drill in October, etc.

As an open enrollment campus, it was agreed it is impossible to be accountable for all individuals in the event of a drill or emergency.

2. RAVE Panic Button

Mark asked the group that if in the event of a shooter on campus, should the RAVE panic button alert go to a small group of individuals who would then confirm there is a shooter on campus, or should the alert go out to everyone immediately? It was the recommendation of the committee that the sooner the alert is sent to everyone the better.

The medical alert notice goes to ERT members who have uploaded the ap on their phone. Steve will follow up with those ERT members who have not uploaded the ap to their phone.

It was recommended that under Staff Assist another option be added to the drop-down menu stating “ERT needed”.

If the RAVE panic button is hit when an individual is off campus, or outside the geo fence, the ap will not work and the sender will receive an error message.

May need to send a reminder that along with using the RAVE panic button, individuals should also go over the PA system and ask for assistance.

Mark reported that with winter coming up, he will be conducting an annual RAVE test soon.

3. Campus Safety and Security Summit

Mark reported that he and Beth Sibenaller-Woodall attended the Campus Safety and Security Summit in Ames on October 26. Points of information included:

- DMACC doesn't train for active shooter.
- Active shooter is typically suicidal.
- Evacuation is still best vs. lockdown.
- Text message will come at end of active shooter situation. Too much going on during to send a text.
- FERPA is about academic records only.

Regarding FERPA, Steve will see if Beth F. and Beth S.W. can attend out next meeting to answer FERPA questions.

4. Leaving Campus at Night

It was recommended that an e-mail go out to all faculty, staff, and students stating that if anyone is uncomfortable walking out to their vehicles at night they should let the college know as the custodial staff are available to assist in this situation.

5. Building Walk-Throughs

Next meeting the committee will walk buildings to identify any safety issues.

6. Accident Report Forms

Sandy will continue to record information from accident report forms onto a summary spreadsheet. The committee will review the report form at the next meeting.

7. Other

Mark reported that EMC (the college's insurance company) has a large library of safety resources available.

Adjourned 3:51 p.m.