

**MINUTES  
SPECIAL SAFETY COMMITTEE**

**NOVEMBER 25, 2013**

Chairperson Lee Schleper called the meeting to order at 3:32 p.m. Other members present included Ron Mergen, Alice McColley, Jennifer Welling, Bill Ludwig, and Renee Eckerly. Paul Wegner was absent.

**Motion was made by Welling to approve the minutes of the July 22, 2013 Safety Committee meeting. Seconded by McColley and unanimously carried.**

**REVIEW 2013 SAFETY TRAINING DAY**

The 2013 Safety Training Day was reviewed:

- 9-911 – completed on all phones that are necessary
- Bullying Policy – Eckerly will work on getting it in the Personal Policy
- Police Officer Numbers In Cell Phones – All employees need to put police officer cell phone numbers in their phones. Number will be distributed.
- Evidence Folders – Car, House, Person – are complete and given to Mergen and Wegner to put in all City vehicles.
- Chain of Command – In emergency situations call 911, in non-emergency situations call Eckerly.
- Dry Erase Markers in vehicles – already in Public Works Department vehicles
- Active Shooter Protocol – all employees are to report to the Library. A lock box will be installed on the outside of the building. Liquor Store employees are to report to Alco.
- Video/audio taping devices – a pen will be ordered for the Public Works Department to try before ordering more.

**BOMB THREATS & PHYSICAL SECURITY PLANNING**

City Hall and Public Works staff will go to the Library and the Liquor Store staff will go to Alco.

**ACTIVE SHOOTER – HOW TO RESPOND**

1. Get out
2. Hide
3. Fight

**EMERGENCY ACTION PLAN**

SafeAssure will add language to add active shooter to the Plan.

**FIRE, TORNADO, & ACTIVE SHOOTER DRILLS**

Mergen will conduct fire and tornado drills.

**CITY HALL SECURITY CAMERAS FOR IRATE MOTOR VEHICLE CUSTOMERS**

This item was tabled until 2014.

There being no further business the meeting was adjourned at 4:10 p.m.