SAFETY COMMITTEE MINUTES
Teams Meeting Conference Call ~ Wednesday, May 20, 2020 11:00am

- Mike Hausler, Director of Information Technology
- Tammy Burke, Division Chair of Trades
- Tommi Haikka, Supervisor of Maintenance & Facilities
- Kristina Kenning, Nursing Faculty
- Melissa Mousel, Administrative Associate – Enrollment Services
- Sandra Bauman, Dean of Helena College
- Christy Stergar, Continuing Education Coordinator
- John Rutherford, Director of Facilities
- Emmett Coon, Gen Ed Faculty
- Melanie Heinitz, Administrative Associate – Academic Support Desk
- Bridget Guerin, Administrative Associate – AP Campus

I. CAMPUS EMERGENCY PROTOCOL MANUAL REVIEW – Policy 100.2:
   a. Sandra Bauman new Dean/CEO will need to approve of the direction the Safety committee is taking in aligning with Montana University System guidelines for emergency protocol before further work is completed.
   b. Policy vs. Procedures: Policy mainly for reference, while Procedures will adapt to our college.
   c. Mike would like individuals from the committee to take sections to review, thus speeding the process up once approved.

II. REGROUP:
   a. Mike reported the notification system can text and email.
   b. Mike asked the committee to review the Regroup pages from U of M.
   Assignment: Mike will send the links to the committee for review.

III. EMERGENCY DRILLS:
   a. Possible fire drill the 2nd or 3rd week of June 2020.
   b. Coordination is occurring between the testing center and practice fire drill timing.
   c. Date and time to be determined, and all parties notified.
   d. A fire drill should also be practiced in the Fall semester as noted by the fire chief.
   e. Earthquake drills for HC campuses will be coordinated if possible with the Great Shake Out: Thursday, October 15, 2020 at 10:15 am.
   Assignment: Melanie will contact SWEEPERS with the date and time of the drill once it is planned.

IV. SECURITY:
   a. Security work on the website.