

## Safety Minutes 10-09-2019

Attendance not recorded

- New Programs:
  1. Auto Insurance Defensive Driving Training (November 2019): 5% of employees must participate, so HC can continue the discount.
  2. Property & Loss
- Update of personal phone number where a stipend is given. Bridget Guerin added to the list with a stipend.
- Great Shake out occurring the third week of October 2019.
- D-escalation Training in December 2019 – HR Training
- Fire & Earthquake Drills needed each semester:
  1. Offer a select week to faculty to help pick a date.
  2. Faculty needs a one-month notice of said Drill.
  3. Val will email faculty – the week of October 28-November 1 chosen for Earthquake drill.
- Review Earthquake procedures (Campus Emergency Protocol Manual pages 16 &17). This is due back to Valerie Curtin by October 18, 2019.
- Val will contact Bryant Elementary and Helena High School. Safety Location update needed: In case of an incident what is the location they will be move to.
- Emergency Kits:
  1. Map for evacuation (laminated so tick marks can be made during evacuation)
  2. Dry erase pen needed.
  3. Battery check quarterly for flashlights and walkie-talkies.
- List of Exit Sweepers: (List position with name, so that position will be in charge)
  1. Therese Collette: DON 101/ Lecture Hall
  2. Cari Schwen: DON 102
  3. Jessie Pate / Katie Ott: Downstairs
  4. Amy Kong: Upstairs
  5. Robyn Kiesling: Faculty Offices DON 103
  6. Airport Campus needs sweepers assigned