

## Safety Meeting Minutes 11/20/19

**Attendance:** Melissa Mousel, Melanie Heinitz, Bridget Guerin, Tammy Burke, Tony Rogers, Mike Hausler, Kristina Kenning, Maia Zelenak, Therese Collette, Christy Stergar

- **Review Emergency Procedures (see attached). These could be placed in a plastic cover and posted in each classroom/bathroom/etc. Marketing could definitely dress up the Emergency Procedures Flyer.**
  - 8x14 Copy of Emergency Procedures would be best and single sided.
  - It must be ADA compliant.
  - The area for the Regroup Section needs a better format.
  - Group approved the new format.
  
- **Possibly create a single phone number for the Crisis Response Team (CRT). This number could be routed to all of the front desk individuals, as they will most likely always be at their desks. These individuals could then contact the necessary people depending upon the crisis.**
  - Phone needed for front desk assistance at the Airport Campus.
  - Ideas: IT fulltime staff or ½-day staff, work-study, more classes at the APC, cross training of administrative associates, forward the APC phone to DON campus, reset the phone message during meeting.
  - Many of the administrative associates attend the same meeting.
  - IT (Mike Hausler) will visit the APC and find the phone number. He will review IT needs for the current phone available.
  
- **Review 100.2 Emergency Protocol. I apologize that I did not send this out via One Drive. I need to learn more about this. I've taken my first crack at the procedures. Maybe one of you could place it on One Drive for all to submit their comments if you are unable to cover in the meeting.**
  - Therese will create a Team Share folder as HC Safety Team.
  - The team will be able to edit directly into the files.
  
- **Regroup - This committee needs to determine exactly what is an emergency/alert, etc. Cabinet will be looking for recommendations from this committee.**
  - On-call a week at a time for the campus leaders.
  - Maximum distance from campus during on-call could be 30 minutes.
  - Compensation would be needed to provide the on-call program.
  - On-call list would be maintenance-Tommi Haikka and IT-Mike Hausler.
  - Person in charge of the Crisis Phone would pass information along to notify others.
  - Question on how to call 911. Do we need to dial the number 8 prior to dialing 911?
  - We will need to state correct 911 number on the Emergency Procedures and flyers.
  - Mike Hausler will check into a background route cable for an on-call person.
  - The handbook needs addition information on who to call on particular issues.
  - The phone number routed by IT to on-call leaders.
  - Mike Hausler reported Regroup is loaded with all current students and staff.
    - Clarification needed on what constitutes an emergency.

- University of Montana will be contacted for direction.
  
- **Decisions need to be made as to who should be sweepers and the areas for which they will be responsible. This will enable the correct number of vests, whistles, flashlights, mini first aid kits, and walkie talkies needed.**  
Deferred
- **Need to have numbers posted around campus – especially the AP; Therese can speak more to this.**

Next meeting:

- Look at K-12 for guidelines for notification of emergencies. Communication needed between Helena High and Bryant Elementary. Notification between schools when fire or earthquake drill are scheduled.
- Therese will place an IT work order to create an HC Safety group email.
- APC rain gutters drain directly onto the sidewalks review needed.
- Items needed to implement safety on campus:
  - Camera's
  - Lights
  - Flashlights
  - Sweeper equipment
  - Gutter at APC



EMERGENCY  
PROCEDURES 11.19.



100.2 Campus  
Emergency Protocol