

Safety Committee: 12/4/19

Attendance: *Melissa Mousel, Melanie Heinitz, Tammy Burke, Tony Rogers, Mike Hausler, Kristina Kenning, Maia Zelenak, Christy Stergar, Val Curtin, and Tommi Haikka.*

- **Review Emergency Procedures:**
 - Emergency Phone number is only 911 **no number 8 needed** prior to dialing 911.
 - Dial 911 first response option then alert the crisis team.
 - Val will send the 8x14 poster to Donna Breitbart for adjustments.
 - Mike Hausler is working on a “crisis response team” phone number – internal notification number post a 911 call.
 - Flyers and informational training needed in the event of a crisis.
 - Different crisis’s need different alerts. Emergency 911 / Non-Emergency (crisis team).
 - Police communication has broken down as the bomb threat and sexual assault contact did not come from the police. The police must contact HC as Sandra Bauman is required to up Clery report.
 - Personal contact needed with Helena High, Bryant and Police. Speak with them face to face and take our new flyer.
 - Time coverage ideas: 6-8AM maintenance, 8AM-5PM front desk person, 5-10PM maintenance, after 10:00pm we transfer ownership of crisis to the Police.
- **Trimming the Committee Size:**
 - Val would like to pare down this committee. Val will send out an email to request Safety Committee member’s attendance, removal and minimize the size of the group.
 - Committee members should notify team if they are not attending prior to the meeting.
 - Bridget Guerin has asked removal from the committee to provide coverage at the airport.
- **Sweeper:**
 - Back up sweepers – if both of the sweepers gone appoint a backup sweeper in your area.
 - Bridget has a good plan for the sweepers at the airport campus. Request to Bridget to enter ideas in the Teams area.
- **Airport Assistance Phone:**
 - Airport Assistance phone outside of the window of Bridget Guerin.
 - Bridget or Tammy will forward the phone back and forth for coverage.
 - Melissa will be the next forward for coverage if Bridget or Tammy are not accessible.
 - Password on the phone needs resetting to set up new messages. IT will take control of the phone.
- **Action Item:**
 - All committee members need to sign on to Teams this week.
 - Enter your sweeper ideas.
 - Maia will put up a practice document to provide an area to practice editing. Please practice prior to working on the Campus Emergency Protocol document.
 - Mike Hausler is forming a small camera committee to determine camera location and specifications.
 - Mike will speak with the Dean on whom to contact in a crisis.
 - Val is checking on the cost of police security or a private company to assist with HC campus.
- **We need to make decisions as a committee and move forward:**
 - Assign a timeline on action items.
 - Return and report on action item assignment at each meeting.
- **Safety of maintenance workers:**
 - Tommi noted the maintenance staff is not comfortable check the outside of the buildings on evening closing shifts.