

## Safety Committee Minutes

January 29, 2020 - 11:00am – DON 207

*Helena College Safety Committee Mission: To create and promote a safe learning environment for students and employees at Helena College.*

---

X **Mike Hausler**, Director of Information Technology (New Safety Committee Chair)

~~Therese Collette~~, Director of Human Resources

~~Tammy Burke~~, Division Chair of Trades

X **Tommi Haikka**, Interim Director of Maintenance & Facilities

~~Kristina Kenning~~, Nursing Faculty

X **Melissa Mousel**, Administrative Associate – Enrollment Services

~~Tony Rogers~~, AP Facilities (Tony has requested to off the committee)

X **Christy Stergar**, Continuing Education Coordinator

~~Mike Wiederhold~~, Director of F&R

X **Emmett Coon**, Gen Ed Faculty

X **Melanie Heinitz**, Administrative Associate – Academic Support Desk

### Unfinished Business Action Items from last meeting:

- **Crisis hotline update - Tabled**  
Concerns on qualifications to handle a crisis and liability issues. The routing of a phone number outside of the college is not possible unless IT directs this on the backend. The Dean does not want us to continue with a crisis hotline number. 911 will be the number used for a crisis/emergency.
- **Would this committee want to consider a new meeting day or time?**  
No change of day or time suggested.
- **Open Discussion as time allows**  
Security is needed for evening classes. Safety for employees is a top priority. Do we allow pepper spray within the college? The maintenance department is not the safety line of defense. Training needed for faculty for safety within the classroom.
- **Flashlight purchased:**  
Valerie Curtin purchased flashlights. The IT Department and DON 226 & 227, Student Server room, and other areas as identified in need were given flashlights with a label stating: Property of Helena College - Please leave in this room.

### Campus Emergency Protocol Manual Review

**A copy of the Campus Emergency Protocol Plan, dated October, 2019 has been uploaded to Teams. I have made one change to the file and that is I added a document change revision log so that once complete, all changes can be recorded. (I denotes Mike Hausler)**

**We will take some time over the next handful of meetings to go over this plan. Since its revision date is seemingly so new, on January 29th we'll lay some ground rules on what we are trying to accomplish before proceeding.**

- **Review the document change revision log**  
Starting on page 3: Do ERT individuals know they are on this team. Use positions not names in the manual.

Who is our audience and where is this manual used? Is this manual for accreditation only? Clarity needed with a narrative of why we have this manual.

From Emmett: Committee, the 100.2 document we are looking at is "Appendix A" of the HC official policy 100.2. The official policy states why we have this document:

**POLICY STATEMENT:** The College shall create a Campus Emergency Protocol Manual through the solicitation of various administrators and officers, faculty and staff and combining the emergency activities of all College offices and Departments. When circumstances warrant, the Dean/CEO or their designee may declare a state of emergency and activate the Campus Emergency Protocol plan for the College. The Campus Emergency Protocol Manual will be available on the College web site to all employees, students, and community members in the Helena region and state. All Helena College policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations; with Board of Regents' policies and procedures; and with The University of Montana's policies and procedures.

- **For discussion: Pages 1 – 8 for practice and let's see how that goes. We can modify the page count as needed. No more than 30 minutes (timed)**  
Thirty minutes will be dedicated

#### **Task Assignments:**

- Christy: Find out the Budget for The Safety Committee, and where it is located.
- Mike H.: The owner for Regroup description needs to change.
- Mike and Tommi security cameras
- Mike H. Clarity on the manual.