

SAFETY COMMITTEE MINUTES

Teams Meeting Conference Call ~ Wednesday, May 6, 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
- ■ Laura Vosejka, 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. REVIEW OF SAFETY ISSUES:

Mike reviewed safety issues for new member John Rutherford, Director of Facilities.

II. CAMPUS EMERGENCY PROTOCOL MANUAL REVIEW – Policy 100.2:

- a. To see page numbers on the manual one must be in viewing mode.
- b. Helena College is a part of the Montana University system, thus our policies and protocol should line up with their system. Laura would like our policy to align as much as possible with the Montana University system. It will also help in legal matters.
- c. Positions listed not names.
- d. All areas with 911-listed need to be in bold lettering.
- e. Dean/CEO phone number listed.
- f. Remove page 14.
- g. We are not Investigators. Victims are in a state of shock. Tammy gave review on training she has received.

Assignment: Mike will pull information from Montana University system to review and Melanie will send out email with information.

III. FIRE DRILL:

- a. Requirement for the number of individuals that must be on campus for a drill researched.
- b. Drills on DON & AP campus are needed.
- c. Date and time to be determined, and all parties notified.

Assignment: Tommi will contact Helena Fire Department, and Melanie will contact SWEEPERS with the date and time of the drill once it is planned.

IV. SECURITY:

- a. No security on campus.
- b. 24/7 availability is the Dean/CEO or designated replacement.
- c. Ring down system for an emergency phone.
- d. In a 911 incident, the Dean/CEO must always be notified.

Assignment: John will check the AP campus for fire doors. Safety Team needs to tour AP Campus.