



SAFETY COMMITTEE MINUTES

Teams Meeting Conference Call ~ Wednesday, May 20, 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
- Sandra Bauman, 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. **CAMPUS EMERGENCY PROTOCOL MANUAL REVIEW – Policy 100.2:**

- a. Sandra Bauman new Dean/CEO will need to approve of the direction the Safety committee is taking in aligning with Montana University System guidelines for emergency protocol before further work is completed.
- b. Policy vs. Procedures: Policy mainly for reference, while Procedures will adapt to our college.
- c. Mike would like individuals from the committee to take sections to review, thus speeding the process up once approved.

II. **REGROUP:**

- a. Mike reported the notification system can text and email.
- b. Mike asked the committee to review the Regroup pages from U of M.

Assignment: Mike will send the links to the committee for review.

III. **EMERGENCY DRILLS:**

- a. Possible fire drill the 2nd or 3rd week of June 2020.
- b. Coordination is occurring between the testing center and practice fire drill timing.
- c. Date and time to be determined, and all parties notified.
- d. A fire drill should also be practiced in the Fall semester as noted by the fire chief.
- e. Earthquake drills for HC campuses will be coordinated if possible with the Great Shake Out: Thursday, October 15, 2020 at 10:15 am.

Assignment: Melanie will contact SWEEPERS with the date and time of the drill once it is planned.

IV. **SECURITY:**

- a. Security work on the website.