

## 9.30.2020 Safety Committee Notes 3-3:30pm

### Attendees:

Tammy Burke  
Bridget Guerin  
Mike Hausler  
Christy Stergar  
Emmett Coon  
Melissa Mousel  
Melanie Heinitz

- I. Earthquake Drill:
  - a. Mike will send out a practice Regroup notice to the Safety Committee.
  - b. Mike will send out a Regroup notice to all notifying them of the Drill on Monday, October 12 or Tuesday, October 13.
  - c. Mike will send out a Regroup notice on Thursday, October 15 to let all know of Earthquake Drill at 10:15 am on 10/15/2020.
  - d. Christy will contact Helena High School and Bryant Elementary about the practice Earthquake Drill on 10/15/2020.
  - e. Melanie will email Tommi on Alarm training for APC.
- II. Fire Drill:
  - a. Tuesday, November 10, 2020. *The time of the drill was not set.*
- III. Emergency On-Call Individuals:
  - a. John Rutherford, Tommi Haikka, Mike Hausler and Sandra Bauman
- IV. Unlocked Doors on the Airport Campus:
  - a. Tammy and Bridget expressed concern for safety because of unlocked doors.
  - b. Mike will be sending an email to John Rutherford about this issue.
    - i. APC Doors unlock at 6:00 am
    - ii. Employees arrive and all doors are unlocked
      1. Concern of others in the building
      2. Concern for safety of assets
    - iii. Between 7am - 1pm APC busy
    - iv. Between 1 - 5:30 pm only one class
    - v. Suggestion to lock APC office during the day to provide security for Tammy and Bridget.
- V. Next Meeting:
  - a. Last week of October for 30 minutes.
  - b. Email used for setting up Fire Drill