



SAFETY COMMITTEE MINUTES
DON 202

December 15, 2022 – 3:00-4:00 pm

It is the Mission of the Safety Committee of Helena College to promote a safe working environment for the Employees, Students, and the General Public by creating and maintaining an active interest in safety and to assist in the overall effort to minimize the frequency of accidents and to identify corrective measures needed to eliminate or control recognized safety hazards.

- Mel Ewing, Chief Information Officer
- Emily Schuff, Director of Student Life
- Kristina Kenning, Nursing Faculty
- Melissa Mousel, Administrative Associate - AP Campus
- Sandra Bauman, Dean/CEO
- Tricia Fiscus, Assistant Dean of Administrative Affairs
- Christy Stergar, Continuing Education Coordinator
- Valerie Curtin, Executive Director of Compliance and Financial Aid
- Melanie Heinitz, Administrative Associate – Academic Support Desk
- Nina Hansen, Administrative Associate – DON Welcome Center
- Mary Twardos, Human Resource Generalist
- Lyn Stimpson, Fire & Emergency Services Faculty – AP Campus
- Cole Wagner, Computer Support Specialist
- John Hartman, General Education – Science Instructor
- Tommi Haikka, Assistant Director of Facilities

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- Request Attendee:** Kurt Sheehan, Fire inspector

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1. November meeting minutes are approved. Valerie stated that there are no new incidences since our last meeting.
 2. Kurt Sheehan, Helena Fire Department -Deputy Fire Marshal was in attendance. He suggested that we have at least 2 fire drills a year. Kurt recommends that we conduct one fire drill that is announced and the second one be a surprise. He also suggested that we change up our drills, have them different times of the day and to block an exit, etc. so that people can practice going out alternative exits. He also suggested that we have one person as an initial point of contact for when the fire department gets to the building. This point person would serve as someone who would know the building and how to get to areas in case of fire and/or medical emergency and be able to communicate with emergency services when they arrive on scene.
 3. Bryant School Evacuation Drill feedback: Emily stated that it was a smooth process. The students were in and out within 10 minutes.

4. Ice Cleats are available for all new employees. Mary sent an email out to the 10-12 new employees this year. We may have enough in stock to give out this year, depending on size preferences. More will need to be ordered for next year.
5. Emergency equipment purchased: Tommi looked up prices for 2 –way radios. They range in price from \$20-\$150. Lyn will look through the Emergency bag located in the APC main office to take an inventory and see if there are items that have expired.
6. Safety purchases update : The exit only man gate is operational at the APC. The Knox boxes are installed. Waiting for Burdocks to install the lock down buttons.
7. Future Date Discussions:
 - Campus wide safety Trainings:
 - Active shooter training: Officer Petty with the Helena City Police Department says that they will conduct a free active shooter training. The first part would be a presentation in the lecture hall in February that can be recorded for those that cannot attend in person. Then we would need a full day for the hands on training, possibly over spring break. Tommi will talk to Tricia Fiscus about when the best time to schedule this will be.
 - Fire Extinguisher Training. Training will be in April. Up to \$600 has been approved to fill the fire extinguishers used in the training.
 - Emily looked up Cert (Community Emergency Response Training). There is not a program in Helena, there is one in Missoula. Emily is going to keep an eye on if Lewis and Clark county gets there program back up and running.
 - Emily also looked into Narcan training. She has a contact through the Helena Indian Alliance that's willing to train her and a nursing instructor to become trainers. She can also reach out to Lewis and Clark County for resources as well. She also suggested we have the Narcan spray located in a couple different places on our campus.
 - Next Meeting will be on January 26th, @ 3:00 p.m.