



SAFETY COMMITTEE MEETING MINUTES

DON 204

April 27, 2023 – 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
- Melissa Mousel, Administrative Associate - AP Campus
- Sandra Bauman, Dean/CEO
- Kelley Turner, Executive Director of Operations
- 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
- Rausch Abigail, Director of Marketing, Communication, & Alumni Relations

Agenda items:

1. Minutes Review: March Minutes Approved.
2. Incident Reports: There have been some thefts occurring around Donaldson Campus. Police reports were filled. It is recommended that you keep your valuables locked up.
3. Active shooter training (feedback):
 - Over twenty people attended.
 - Discussion has been had about moving forward with having a shorter training for students at the beginning of the fall semester.
 - Discussion was had about having hands on active shooter training as well. 1) should there be a training for staff, maintenance personnel and SOCs over the summer. 2) there is a concern that last time that we had hands on training that some were traumatized by the experience. 3) have a survey sent out to everyone who has taken the hands on training in the past to see if it was time well spent. –Melanie can build the survey, if she knows what questions to include in it. Questions to be sent to Melanie by the Friday after graduation.
4. Fire drill (feedback):
 - The APC campus fire drill needs to be at a different time to avoid the student's lunch time.

- There was a report of a Donaldson staff member who refused to leave their office during the drill until the sweeper got angry with the individual. This will be addressed by Tommi and/or Kelley. This is a safety issue as no one can go back into the building until all are accounted for.
- sweepers need to report in to Tommi
- blocking the main entrances on both campus worked well as all were forced to find an alternative route.
- It is suggested that instructors keep their class together as they exit to keep everyone accounted for.
- Both campuses were cleared in under 6 minutes.

5. Fire extinguisher training (feedback):

- Lyn Stimpson facilitated this, but only 4 people took advantage of it. We will look at having another training next fiscal year. Tommi will check with Lyn to see how much of our \$600 was used to charge the fire extinguishers.

6. Lighting update: John Rutherford has plans to get new lights in the APC parking lot. NorthWestern Energy is getting us a transformer installed so that we can put up poles and lights on the south side of the main parking lot. Also, lights around the exterior of the Donaldson campus will be upgraded. Both projects should be done over the summer.

7. Security Cameras update: We have finally received the 6 security cameras that were ordered last year. Five will be installed at the Donaldson campus and 1 at the Airport Campus. Kelley is looking at budgeting for more cameras next year. The East parking Lot at Donaldson campus will be getting a camera as the pole has been installed.

8. Future Date Discussions:

- o Campus wide safety Trainings.
 - It is suggested that people take defensive driving training.
 - have sweepers have a working knowledge of how to use the walkie talkies, who to report too after exiting building. Laminated Sweeper responsibilities sheets will be created for primary and back up sweepers
 - have training for faculty about what to do during a fire and earthquake drill. For new and existing faculty to make sure everyone has the same expectations.
- o Fire safety inspection will be held sometime within the next few weeks.
- o Next Meeting: May 25th, 3:00 at the Airport campus.

