



SAFETY COMMITTEE MEETING MINUTES

DON 123

October 24th, 2024 – 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.

- **Jason Grimmis**, Director of Crisis and Emergency Response
 - **Melissa Mousel**, Program Manager - 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
 - **Nina Hansen**, Administrative Associate – DON Welcome Center
 - **Mary Twardos**, Human Resource Generalist
 - **Courtney Radke**, Nursing Program Instructor
 - **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
 - **Nolan Eggen**, Fire and Emergency Services Instructor
 - **Carr Kylie**, General Education Division Manager
 - **Katelynn Eberhardt**, Director of Student Wellbeing and Engagement
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Agenda items:

1. **Minutes Review:** Sept meeting minutes approved
Current status, incident reports: none reported

2. **Fire drill feedback:**
 - We cleared both building in under 5 minutes.
 - The two way radios are tough to hear and some need new batteries.
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3. **Earthquake drill feedback:**
 - All of the clocks were alerting
 - The Regroup text messages went out
 - Emails went through as well
 - There are questions on weather our Regroup system can ring phones or if it only has the capability to text message. Cole will look into this.

-Katelynn went into Regroup and the system says she doesn't exist. Jason and Cole will follow up with this.

4. Lockdown buttons update:

- Tommi reported that both lockdown buttons are working. When pushed, all outside doors will lock on the campus where the button was activated.
- The doors can also be locked from the PDK program
- Jason will be providing a bullet point instructions to both Nina and Melissa in the next couple of weeks.

5. ERM:

- Tabled until next meeting.

6. Security Cameras update:

- The security cameras that we voted to provide funds for have been bought and configured.
- Jeremy has installed one on the outside of APC, but IT needs to readdress the angle in which it is installed.
- Cole has the one for Cosmetology ready to go, a hole has to be drilled through a wall before it can be installed.
- Jeremey has the camera for the APC student center. It just needs to be installed.

7. DON campus outside lighting:

- Tommi is continuing to work on this, he is hoping to have the company start installing by mid-November.
- Tommi is still working on options to upgrade the lights around the "Helena College" sign in the front yard of the Donaldson campus.

8. Emergency bags:

- Jason has bought a 4th "Trauma" Bag. He spent about \$600 dollars which came out of a fund through Montana Tech for Emergency Response. They will be spread out on both campuses to ensure that at least one can be quickly accessed in case of Emergency.

9. Budget:

- Our current budget stands at \$26,609.35. We have \$10,000 coming in soon for this fiscal year. We have spent \$6127.01 for the purchase of the three cameras. We also have encumbered \$5,000 for the DON outdoor lighting upgrade that has not been spent yet.

10. Future Date Discussions:

- o Campus wide safety Trainings:
 - Possible mental health trainings
 - Possible second de-escalation training for those that were not able to attend the September training at the APC.
 - Possible Alcohol Safety Training.
 - Possible Cyber-Security Training...possible piggy-backing off of a State training.

-Possible hands-on version of Active Shooter training.

- Next Meeting: November 21, 2024 , 3:00 at Donaldson Campus.