



SAFETY COMMITTEE AGENDA

Teams meeting

September 22, 2021 - 10:00 am to 11:00 am

- Mike Hausler, Director of Information Technology
- Tammy Burke, Division Chair of Trades
- John Rutherford, Director of Maintenance & Facilities
- Kristina Kenning, Nursing Faculty
- Melissa Mousel, Administrative Associate – Enrollment Services
- ~~Sandra Bauman, Dean of Helena College~~
- ~~Christy Stergar, Continuing Education Coordinator~~
- ~~Emmett Coon, Gen Ed Faculty~~
- Melanie Heinitz, Academic Administrative Coordinator
- Bridget Guerin, Administrative Associate – AP Campus
- Mary Twardos, Human Resource Generalist
- Valerie Curtin, Executive Director of Compliance and Financial Aid
- ~~Emily Schuff, Director of Student Life & Wellness~~

Agenda items:

1. Minute Review from 7.20.2021
2. Budget \$10,000.00 for FY22. \$3,000.00 of those funds for workman's comp.
3. Great Shake Out – October 21, 2021 (Always 3rd Thursday) See the [Resources](#) page for drill broadcasts, web graphics, earthquake safety guides, and drill manuals. Visit the [How to Participate](#) page to learn how to plan your drill and get prepared.
 - a. Time: DON 10:21AM & APC 10:21 AM
 - b. Notifications: Poster / MMM / Teams: Melissa - she will send them over to Bridget.
 - c. Contact HHS & Bryant to let them know of the drill: No need as it is done internally.
 - d. Regroup notice: Mike
 - e. EverAlert notice: Mike (Specific sound for Earthquake Alarm)
 - f. Sweepers notified: Melanie
4. Fire Drill for Fall Semester: Nov. 2 or Nov. 19 (Kristina will be checking with faculty on best date).
 - a. Date & Time: DON _____ & APC _____
 - b. Notifications: Poster / MMM / Teams
 - c. Contact HHS & Bryant to let them know of the drill.
 - d. Regroup notice: Mike noted this action is not needed
 - e. EverAlert notice: Mike
 - f. Sweepers notified: Melanie

5. **Emergency Procedure notice in classrooms (flip book/legal size sheet)**

Emergency Procedure notice needed for guidance with a disruptive student or for first aid assistance. Val will add a one page sheet guidance from Great Fall College for ideas in Teams.

 - a. **Fire Exit displayed in each room needs updating.** Melanie will email John/Christy to find out who is in-charge of updating these displays. They need to be posted in each room. Mike is researching the possibility of the clocks ability to display a map based on its location.

6. **Vote for Mission Statement:** Send vote to Melanie prior to next meeting.
 - a. **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.**
 - b. **The mission of Helena College is to work in partnership with the campus community to enhance a safe working and learning environment; to provide quality service with an emphasis on integrity and professionalism; and, to promote individual responsibility and cooperative commitment.**
 - c. **Helena College supports the mission of the Safety Committee as a partner serving to ensure a safe and secure environment while improving the quality of life for all those learning, working, healing and visiting within our community.**
 - d. **The mission of the Safety Committee is to work in partnership with the campus community to enhance a safe working and learning environment; 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.**
58 words idea (created from a, b, c)
 - e. **The mission of the Safety Committee is to work in partnership with the campus community to enhance a safe working and learning environment.**
23 words idea

7. **John's report on rollup doors (Welcome Center Gate):** Not a solid proposal, but John is still working on a proposal.

8. **Location of Camera's (See Camera Maps folder in our Teams)**

Complex issues with trees blooming. Items to consider: risk and assessment for camera placement. Camera ready to go for the back lot at the airport campus and a camera in the 118 lab. Maps of camera placement ideas placed in folder on Teams – committee will review camera placement.

Projects and Ideas:

 - o Priority list for camera placement: There are three priority levels.
 - o East parking lot camera's needed. Wireless radio signal a possible ideas. We are moving in a positive direction to monitor and control events in that lot. We our doing our due diligence in preventing future events.

- Instead of putting up the cameras, add signage notifying individual's cameras are active in the parking areas.
- Close the East parking lot off over the weekend by adding a chain and pylons to limit access. Possibly add a fob for gate access. Students would need a fob too. Perimeter work would need to be done around the lot.
- Camera maps will be a part of our regular agenda, and we will need to leave time for us to talk about camera placements.
- Stairwell's need to be accessed for cameras and elevators.

(The levels listed below are in draft form)

Level 3 - high risk camera view. A priority view required for student and staff safety and/or Helena College property security. Example could be the south side faculty entrance by the break room. This is an area with frequent encounters with persons not having business at Helena College and light levels can be very low. Elevated safety/security risk.

Level 2 – Medium risk camera view. A medium risk camera view typical of normal business operations where staff, students, and the general public walk and interact with one another. Example – parking lots, hallways, student center, etc.

Level 1 – Low risk camera view. A view considered low risk. A view with minimal safety or security concerns. A view not considered to be a risk level 2 or 3. Example – public access web camera, a roof top camera, etc.

- (a/b/c from Mary Twardos) Cameras are placed in the following areas 202A and 118.
 - a. If I may suggest, a camera at the south back Don Campus entrance, in the past it has been a hangout at night. Broken glass and cig remains.
 - b. Also, around the south/west corner where the picnic table is, when I was entering work a few weeks ago Tommi was checking into the vandalized outlet there.
 - c. I think cameras in the 1st hallway running west/east at the Welcome Center. This gets very dark in the winter 5pm, due to the light sensors, I think we walk to the library door area before the lights go back on. It may be dark in the other two hallways as well.
 - d. Camera's requested for computer labs on APC. These have already been addressed.
 - e. Students have requested cameras in parking lots.

- 9. From Mary Ann George: We just added this book to the collection and I wanted to offer it the safety committee to check out if you think it is relevant. School of Errors: Rethinking school safety in America. https://helena-primo.hosted.exlibrisgroup.com/permalink/f/452sof/01TRAILS_ALMA71299190270003366 Mike invited all to take a look at it.

- 10. HB 102 Update (Sandy): Still in litigation with regards to the Board of Regents, they are submitting their appeal.

- 11. OSHA Trainings from Mary Twardos' email July 19, 2021: There were trainings at the Airport campus.

12. Regroup Administrators: Mike Hausler & Donna Breitbart

- New: Daily upload of student names (thank you Rick Odermann).
- It will be able to send out a mass notification via text, email, landline and classrooms.
- Solution to interface with our clock system will be completed no later than the end of this month. EverAlert and American Time are providing the interface for us, and they provided it to us at no cost.
- Idea: The cabinet and others possibly rotate as Regroup administration. Mike will train approved individuals.

13. Lights (added item): Maintenance is waiting to see how the current lighting project turns out then adjustments can be addressed by having more sensors installed. A switch will be placed in the bookstore. We are going to have better controls on our lights.

14. Nursing Door (added item): Isolated the problem to wiring. IT will rerun a wire, so the door functions properly.

15. Action Items:

- Earthquake Poster / MMM / Teams: Melissa will create a poster, and she will send it over to Bridget.
- EverAlert- Mike (Specific sound for Earthquake Alarm)
- Sweepers notified by Melanie
- Kristina will be checking with faculty on best on Fire alarm.
- Val will add a one page sheet guidance from Great Fall College for ideas in Teams.
- Melanie will email John/Christy to find out who is in-charge of updating fire exit displays.
- All committee members send vote your to Melanie prior to next meeting on Mission statement choice.