



SAFETY COMMITTEE AGENDA

DON 202

November 17, 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**, Director of Information Technology
 - Emily Schuff**, Director of Student Life
 - Kristina Kenning**, Nursing Faculty
 - Melissa Mousel**, Administrative Associate - AP Campus
 - Sandra Bauman**, Dean of Helena College
 - 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
 - Abigail Rausch**, Director of Marketing, Communication, and Alumni Relations
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Agenda items:

1. Minutes Review: Current status, incidence reports
 - October Minutes are approved
 - We have had a transient on the Donaldson Campus frequenting the food pantry. A couple of weeks ago, Emily came to work to find two cell phones and an open can of soup. She observed the transient in the student center with drug paraphernalia all over the table. The phones were determined to be stolen. In accordance with Federal Cleary regulations, a notification was put out to all students and staff via email and text to be on the lookout for the individual due to the theft. The police were called and the individual is no longer allowed on either campus. A Maxient report was completed.
2. Regroup messaging system
 - Feedback from the text alert was that it had a bit of a scam feel. Abigail, Cole, and Valerie have been discussing the wording. Abigail says that you have a limited number of characters to use in the text. Abigail reached out to other schools to see how they handle text alerts. They do a separate text

of the system at the first semester. They try not to associate texts with fire/earthquake drill because then people, in the event of a real emergency, they won't think that it is real.

- It was also discussed that more than Abigail and Cole should be trained to know how to set up a regroup. Only cabinet has authority to send a text message. There are some canned responses in the system and Valerie is going to check to make sure that they are adequate for Cleary specifications.
3. Outside lights follow-up
- John Rutherford is looking for money sources for APC parking (about \$5000) –LED lights on the outer side of the parking lot. And hopefully putting more flat lights on the building (Auto and Fire and Rescue wing) to illuminate the lot before next summer. Amerisco came in about 7 months ago to do an electricity savings estimate. At that time, they gave us a quote of \$12,000 for 46 new outside LED fixtures around the outside of both the APC and Donaldson campuses. Tommi made the note that the price most likely has gone up since then.
 - John Hartman researched solar LED options so no wiring needed, but poles would need to be put up. Looking at the largest amount of lumens. Solar lamp #1 is \$150 each. Solar lamp #2 is \$400 for a pack of 2, and solar lamp #3 is \$468 . Each comes with mounting hardware. John would recommend #3 –G Folley 100,000 has the highest lumens and also has the broadest temperature range (-22 F to 140 F).
 - Tommi is going to ask John R. What the time line is for implementing the lighting.
4. Bryant School Evacuation Drill
- December 2nd @ the Donaldson Campus. We are a second option for Bryant Elementary School to evacuate to in case of an Emergency. This year they have approximately 290 Students in K-5. We have a long standing MOU with Bryant Elem. and Helena High school. The students will enter in the doors located on the east side of the Donaldson Campus. K-1st will come in the Library hallway, 2nd-3rd grade will enter through the middle door by East End Advising, and the 4th-5th grade classes will enter in the door by the nursing department. They will all sit in the hallways. The one exception is for those special needs students who need a quieter environment. They will go into the quiet study area in the Library Learning Hub. The drill should be no more than 15 minutes. There are no requirements for us. Emily will have Paige send out the details to the campus.
5. Emergency equipment
- It was noted that we need additional walkie talkies so that all of the sweepers have one. Tommi will look into cost.
 - We have 2 AEDs on each campus. Kristina says that they could do another training this spring for those that want it. An inquiry was made as to what the best practice is for the number of AED's that should be located on each campus Some quick research deemed the recommendations is that one AED per floor. Another recommendation is to time how long it takes to get to an AED from different parts of a building. There doesn't seem to be an official requirements.

- Emergency First Aid bags were purchased about 6 years ago. Kristina says that several things in those bags were not appropriate for lay people to use. Also that some of the supplies had expired. Emily suggested we have cert training to be ready in case Emergency personnel are tied up in another area. Lyn suggested that we check with the new DS coordinator for Lewis and Clark County, Sierra, for recommendations on training. Good Samaritan laws to help in case of a medical emergency are pretty broad.
- Eye wash stations and fire extinguishers are on both campuses.
- Knox boxes are installed and Tommi is meeting with fire personnel to get them the keys that they need.

6. Budget update

- \$14,000 start
- Welcome Center Gate was \$9447.30
- APC Exit only man gate was \$1800
- Lock down boxes were \$730.30
- Knox Boxes \$490.
- Total funds allotted \$12,467.60
- Remaining balance for the rest of the fiscal year is \$1,532.40

7. Safety purchases: update

- Knox box is installed on APC gate and Tommi is meeting with fire personnel to get them the keys that they need.
- APC man gate. Parts are ordered...hopefully they come in the next 2 weeks
- Lock Down Buttons should be installed in the next two weeks on both campus(by main desks)
- No update on the Welcome Center gate.

8. Future Date Discussions:

- Fire Extinguisher Training. Lyn says he has a live burn prop. Lyn asks for some funding. . Last time he had his filled it was \$450 for about 10 extinguisher...This year he needs about \$550
- Campus wide safety Trainings.
 - Tommi has been in contact with HPD regarding active shooter training. He also looked at Reflex protect in Missoula, but they run about \$7000 for a 2 day training.
 - Tommi also found a free winter driving training through RMTD
 - Emily will look for cert training options. She also said that there is an Alice training for active shooters out there as well.

- Next Meeting: December 15th @ 3:00

