



SAFETY COMMITTEE MEETING MINUTES

DON 209

February 23, 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, Director of Information Technology
- Emily Schuff, Director of Student Life
- 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, & Alumni Relations

Agenda items:

1. Minutes Review: Current status, incidence reports
 - January Meeting Minutes Approved
 - One student slipped on the ice and went to Urgent Care. No further action is required. The reporting process went smoothly.
2. Fire Emergency planning (Fire drill roles and responsibilities)
 - Review of policies. File is found in Safety Teams Files
 - Question was posed “What does a sweeper do if they found a body during their sweeping.” Policy stipulates to take care of self first, and if the sweeper feels comfortable and able to assist then they can.

Suggestions for next Fire Drill:

- Add a first point of contact for EMS
- Get more walkie talkies to ensure that all sweepers have one.

- Double check on HOW to dial 911 from school phones and get that information out to all employees.
- Possible practice with the rescue stair chair that is located on the second floor of Donaldson. This would occur at a different time than our fire drill.
- Tommi (Donaldson Campus) and Val (Airport Campus) will touch bases with the sweepers to make sure that all are aware of their duties. There are some individual sweeper cell phone numbers that need to be collected. Melanie and Valerie will do this on their respective campuses.
- Possibly make two group texts (one for each campus) for fire drills, and real emergencies in which the sweepers can text saying that their area is clear, however, some personal cell phone carriers may not be able to do larger group texts.

3. Trauma kits update

- Nina went through the Donaldson kits and sent the list to Lyn. Lyn has not responded as of yet. Tommi will follow up with Lyn.
- Trauma kit on the Airport campus is in the main office. At Donaldson one is in the Staff breakroom and one in the Welcome Center.
- Signs should be posted so that people on campus in the evening hours know where to find the kits.

4. Feedback from Active Shooter Training

- The training was well received and impactful.
- A 2nd training will be held on March 7th at 1:30 in the Airport Lecture Hall.

5. Emergency equipment

- If money available after Welcome Center gate is installed, purchase more walkie talkies. Tommi would like to purchase a full new compliment so that every sweeper has a new one.
- The APC man gate, should have a sign on it that says "Emergency Exit Only", again if funds available. Abby may be able to make one with her Cricket for minimal cost.

6. Safety purchases: update

- Lock down buttons are installed. Tommi will be testing them before they are fully operational. There also needs to be a procedure put in place.

7. Future Date Discussions:

- Fire drill – Melanie will look at class schedules and get back to us regarding best dates during the first week of April. This will be an announced drill.
- Fire Extinguisher Training in late April.
- Next Meeting: Thursday, March 23rd at 3:00 on the Airport Campus or by Teams with walk through of the building.