



## SAFETY COMMITTEE MEETING MINUTES

AP LECTURE HALL

March 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, 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

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### Agenda items:

1. Minutes Review:

-February Meeting Minutes approved with the change of heading from “Agenda” to Meeting Minutes”.

Current status, incidence reports:

-There are no student incidents to report.

-There was 1 employee that fell on the ice and that was reported for workman comp compliance and also to be included in the analytics.

-A community member did drive over a snow hump which occurred on the edge of Helena College property with an employee in the vicinity. No action is required with this.

2. Introductions: Welcome Kelley Turner- Executive Director of Operations

3. Fire Emergency planning (walk around inside the campus)

-It has been confirmed that to dial Emergency from any of the Helena College land lines, you must dial only 911. Cole will follow up on printing new stickers to put on all of the phones on both campuses by the end of March. The one-sheets need to be updated to reflect this as well.

-Lyn addressed the questions of using the stair chair that is located on the second floor on the Donaldson Campus. Lyn recommends that the sweepers would assist a handicapped individual to the designated Area of Rescue and then would get out of the building and let Emergency Services know that there is a person that needs assistance at that location

- The fire doors at the top of the stairs on the Donaldson campus on both ends of the building SHOULD NOT be propped open. These doors have been historically left open so there will need to be a lot of signage and communication to keep them closed. These doors were most likely propped due to heating and cooling concerns upstairs.

-There are Fire Doors on the Airport Campus between the Aviation and Welding labs that are propped open as well.

-There are excess tables and chairs in several of the hallways on the Airport Campus. This needs to be addressed.

-We will most likely have a fire inspection within the next few months.

#### 4. Trauma kits update

-Nina inventoried the Donaldson campus kits. Lyn inspected the list and would like to refocus the kits so that they are true trauma kits and less first aid kits. We already have first aid kits available. Most lay people should focus on stop bleeding and keeping airway open. Anything more should wait for EMS. Lyn will try to come up with a list of things that may need to be purchased.

#### 5. Active shooter training

-Next Training is April 14<sup>th</sup> at the Donaldson Campus in the lecture hall from 1:30-3:00

-Emily brought up the topic of getting the active shooter training out to our students as well as the Emergency protocols in general.

#### 6. Safety purchases: update

-Welcome Center (Donaldson) safety gate is scheduled to be installed May 15<sup>th</sup>.

-Panic buttons have been installed at front desks on both campuses. Procedures need to be put into place before these buttons will be fully operational.

-We can get radios for \$25-\$30 . The Safety committee voted to purchase enough hand held radios to replace all of the existing sweeper radios on both campuses, if there is enough money after the complete installation of the safety gate, This would be approximately \$500.

#### 7. Future Date Discussions:

- o Fire drill – April 19<sup>th</sup> @ 9:00a.m on the Donaldson Campus and 10:00 on the Airport Campus. This will be announced in advanced and block the main entrance at each campus
- o Fire Extinguisher Training – April 20<sup>th</sup> @ 2:00 on Donaldson Campus
- o Next Meeting: April 27<sup>th</sup> @ 3:00 on Donaldson Campus