

**Montana Safety Committee (SC) Meeting Minutes**  
**April 1, 2009**

**Present:** Amanda Badovinac, Sally Bardsley, Paul Beatty, Marilyn Cameron, Matt Egloff, John Getty, Julie Hart, Joe Kujawa (guest), Steve McGrath, BSB 911 Coordinator Dave McPherson (guest), Mary North-Abbott, Celeste Callaghan, Rich Pylypuw, Steve Salminen, Bill Schmidt (guest), Fred Sullivan, Sheriff John Walsh (guest)

**Absent:** Doug Abbott, Tom Bowler, Philip Dirige, Bill Gleason, Brett Gremaux, John Henson, Roger Jensen, Angela Johnston, Mike Kukay, Jeanne Larson, Steve Luft, Paul Miranda, Maggie Peterson, Rollo Shea, Mike Spencer

**Call to order**

Marilyn Cameron called the meeting to order at 10:05 p.m. in the Kelly Steward room of the Montana Tech SUB.

Purpose of the meeting - to integrate Tech and Butte-Silver Bow (BSB) efforts regarding emergency response notification.

- Need to talk about the capabilities of 911 and what BSB is willing and able to do and how Tech systems will integrate with off campus
- Will be used w/ any incident where people must be notified
- If we had a shooter on campus 911 should first be called. On campus we can mass email
- We have a siren system that is activated through a handheld radio.
- Joe K – that is an external alert system, not inside buildings activated by an analog transmitter. We have one 400 watt system now and will have another soon. When siren is activated it whoops 3 times and will repeat a message twice. There will be pre-scripted messages, will fill in blanks.
- What is needed for 911 call center to activate siren? Add a channel to their radio system
- Question - should a 911 call be an automatic reason to activate this system?
- JOHN GETTY believes we should have capability built into our staff and doesn't think 911 call center should activate any of our system. Would like to see a protocol on campus that enables campus people to respond, a campus person to be a dispatcher.
- 911 Dispatchers have preset protocol as to how to respond to given events. 911 dispatcher wouldn't have access to some Tech systems. Would have access to siren system and text messaging.
- RICH what will happen when a call goes to 911.
- JOHN WALSH - BSB will get first call, dispatcher will follow protocol. Could contact someone on campus to then activate our system.
- Joe – security already has contact w/ BSB dispatcher, can hear 911 calls.
- Protocol could be that dispatcher calls Tech number to notify
- Should have one number that can be called – on call pager?
- BSB has "reverse 911" in place but could take 10-15 minutes before it is activated.
- PSALI every phone on campus so location is automatically known.
- If 911 notifies Tech, would be part of secondary notification. 5-8 minutes. There will be many calls if something critical happens.
- First call signals incident. Gets first info from first caller, dispatches BSB, then activate system.
- MC – put onus on whoever makes 911 call. What if they're not rational? on call person would carry pager. Security would be first point of contact
- CELESTE – have a designated person on call that carries a pager.
- JOHN GETTY - could tech contact be added to bsb protocol.
- 24 hour on campus security and boiler man. Should train security to be part of response.

- JOE - time lag can't occur in an emergency—waiting for authorized person
- We have 4 rotating radios. Can change priorities of radio system.
- JOHN – if they're tuned into system, security can automatically contact upon hearing of an event, and we wouldn't have the lag time waiting for BSB.
- RICH will set up so security has floor plans and also in security car.
- MC summary - We will go back to original notification system where 911 is first, then security (trained) will initiate protocol re campus notification. Tech's notification systems will begin siren, text, email. Must decide if security should activate those. Do we want to have a backup that campus is notified from bsb in case security doesn't hear dispatch. Should have a backup to security.
- Fire department has tech keys to boxes that contain master key for each building. Should BSB have master keys? What if security gets taken out?
- Security would be notified via radio and also from dispatcher. Train on campus that you call 911 and security. If someone calls 911 and security, tell dispatcher they have called security.
- JOHN – BSB can have tech contact number if they get a tech-related call—security is logical.
- Security has a protocol of who to contact.
- COT has no security
- Joe – must test all systems. MC wants to test when everything is put together and she can give protocol. Maybe security should make more contact w/ bsb. .
- Random patrol can't be guaranteed.
- 911 training – Dave McPherson would do.
- Admin doesn't want an active shooter drill. Dispatchers have gone to an active shooter school.
- RICH should have a 24 hour pager; can't pile more on security, must follow security contract.
- MC may not need emails if in the middle of the night.
- Could have a laptop in the car.
- Is security to make decisions re initiating systems?
- MC needs to visit w/ Rollo and Howard and talk about how security fits into the response scenario.
- MC will get plan out.

Meeting was adjourned at 11 a.m.

Respectfully Submitted,  
 Sally M. Bardsley  
 SC Secretary