

**Montana Safety Committee (SC) Meeting Minutes**  
**February 27, 2009**

**Present:** Doug Abbott, Amanda Badovinac, Sally Bardsley, Celeste Callaghan, Marilyn Cameron, Matt Egloff, John Getty, John Henson, Roger Jensen, Jeanne Larson, Mary North-Abbott, Rich Pylypuw, Steve Salminen, Mike Spencer, Fred Sullivan

**Absent:** Tom Bowler, Philip Diriage, Bill Gleason, Brett Gremaux, Julie Hart, Angela Johnston, Mike Kukay, Steve Luft, Steve McGrath, Paul Miranda, Maggie Peterson, Rollo Shea

**Call to order**

Roger Jensen called the meeting to order at 11:05 a.m. in the Kelly-Steward room of the Montana Tech SUB. Minutes from the January 29, 2009 meeting were approved.

**Prize Drawings**

Winners of the drawing for the prizes for registration with the text messaging system were determined. They are: Chance Hammer, iPod, John Cuykendall and Carol DuBois, digital phones, Margy Patton, site-sync clock, and Jessica L. Hazelett, Nicholas M. Kopp and Jared E. Weil, Montana Tech 6-pack coolers. (Note: Ronda Olsen's name was drawn for one of the phones. However, she is a grad student who teaches a class, but she doesn't have an office. So another name for the phone was drawn – Carol DuBois)

**Review of Accidents**

The following incidents were reported:

1. Allergic reaction – occurred in December but not reported until 2-13. Medical, no lost time, not recordable.
2. Slip on ice – medical, no lost time, recordable
3. Strain of arm (student injury) – no medical

Marilyn noted that on-campus injuries to non-employees are not covered by Montana Tech. Injured parties that wish to recover costs must sue Montana Tech and prove negligence on our part.

**Unfinished Business:**

**Lab Inspections**

Lab inspections completed to date: Metallurgy, Kitchen, Mineral Research Center and HIRL. Everyone agreed to have their inspections completed by the end of spring break.

**Text Messaging Update**

- 459 have registered
- Marilyn feels the iPod motivated signups
- Signup will remain open as long as the system is operant.
- Anyone wishing to be notified can sign up, including parents of students
- The plan allows for unlimited subscribers and messages
- There must be a good reason to use this system – emergencies only

**One-Time Money**

**Radar Signs**

Two radar signs that flash car speed have been requested for placement on Park Street. All one-time money requests still have to go to the budget committee.

**New Business**

**Emergency Notification Plan**

The following points and questions were posed/discussed regarding the Emergency Notification Plan:

1. Have a shortened version for posting (Bill Gleason)

2. The goal/purpose of the plan is to outline who is authorized to activate the notification plan and what steps should be taken. Only those who are authorized can/will activate the system (Marilyn Cameron)
3. The stated purpose should be streamlined and stated more definitively (Roger Jensen)
4. The definitions should be reworked, perhaps eliminated.
5. Should texting and email notification be used for non-emergencies? Consensus is that system will be used only for emergencies. Discussion took place regarding closure of campus for weather-related issues. This happens very infrequently – would probably determine whether to use the notification system if the situation arises.
6. Would the Emergency Notification System be appropriate for a chemical spill? Dr. Abbott said yes.
7. What exactly constitutes an emergency? Define
8. What exactly is an authorized person and who are they for Tech's system
  - a. Marilyn said we want enough but not too many
  - b. Rich Pylypuw feels Joe Kujawa should be authorized
  - c. We need an authorized person available 24/7. (Matt Egloff)
  - d. Suggested authorized persons were the following:
    - i. Marilyn Cameron
    - ii. Karen Monaghan
    - iii. Carmen Nelson
    - iv. Administration
    - v. Security—they are the only ones here 24/7
      1. All will need training so they can activate the system
9. Messages will be pre-scripted and disseminated by authorized persons via whatever medium or (media) is/are appropriate or available.
10. Can this system be implemented off-campus? Marilyn said yes – some components of it can.
11. What are other campuses doing in this regard?
  - a. UM and MSU both have more elaborate systems.

The following questions were posed regarding Emergency Notification

1. Who should be contacted?
2. What is the hierarchy of contact—who should be first, etc.?
3. What if the authorized persons are not available?
4. What about the functionality of the system, for example, if there is no power?
5. Is calling 911 the fastest way to initiate action?

### **Action Items**

Marilyn Cameron will do the following:

1. Rework the Emergency Notification Plan and resubmit it to the Safety Committee via email for review and approval
2. Contact Butte Silver Bow (Sheriff Walsh, John McPherson) regarding their possible involvement in activating the system and whether they would come to a Safety Committee meeting.

### **Next Meeting**

The next meeting is TBA.

Meeting was adjourned at 12:30 p.m.

Respectfully Submitted,  
Sally M. Bardsley