

## LEPC PREPAREDNESS COMMITTEE MEETING

August 26, 2014

### Notes

Members attending: George Scheletich, Jeff Miller, Dave MacPherson, Ron Stormer, Cinda Seys, Linda Sajor, Pat Holland, Dan Dennehy

Committee discussed recent gas leak and the problem associated with evacuation of the Butte-Silver Bow Courthouse. The Committee recommended breaking the action items into two areas. The first immediate action items include the following:

- Create an alarm tone for emergency situations in the Courthouse
- Enhance the Phone notification system including have the 911 dispatch providing for the notification
- Enhance utilization of the reverse 911 system
- Enhance apps on smart phone and computer systems that would provide emergency notification of employees at the Courthouse.
- Provide and exercise a training schedule for evacuation of the Courthouse in emergency situations such as gas leaks, fire, and establish policies for shooter scenario.
- Utilize Emergency Monitors on each floor of Courthouse to make sure all employees and the general public are evacuated from the building.

#### Work products and assignments:

Linda will exam with current contractor for security system the option of utilizing an app for smart phones and computer system in the Courthouse.

Linda will work with Dave and 911 to train dispatchers on alarm tone and phone notification system in courthouse

Cinda will make copies of evacuation routes and strategically place them in public view for all employees and the general public

Dan D. will schedule an information training session with Chief Executive and Department Heads regarding evacuation protocols in Courthouse

The Preparedness Committee will plan and design a full scale evacuation exercise with Courthouse

#### Long-term Action items:

The Preparedness Committee will provide recommendations to the Chief Executive and Council of Commissioner's regarding a Capital Improvement Program for security and alarm system for the Courthouse involving several emergency issues such as fire, gas leaks or an active shooter scenario.

The Human Relations and Safety Departments will begin a series of training programs for BSB Staff

The next Committee meeting is scheduled for September 23, 2014.