School of Law
Emergency Health and Safety Committee
Agenda – First Quarter Meeting
March 11, 2015
9:00 – 10:30 AM
Tenney Board Room-Room 175

1. Welcome and Introductions
2. Review and Approve 01-21-2015 Meeting Minutes
3. Old Business
4. Review Updated Draft Emergency Procedures Program
5. Communication and Outreach to Community
6. New Business
7. Next Meeting Date and Time
MINUTES
UNIVERSITY OF NEW HAMPSHIRE
SCHOOL OF LAW
EMERGENCY HEALTH AND SAFETY COMMITTEE
March 11, 2015 @ 9:00AM

The UNH School of Law Emergency Health and Safety Committee (EHSC) met on 01/21/15. In attendance were Bradford Manning, Environmental Health and Safety, Bill Deacon, Facilities, Diana Scott, Security, Kathy Fletcher, Law Library, and Holly Fadden, Human Resources. Jim LaPolla, Emergency Management, was excused. A quorum was present.

Welcome and Introductions

Committee member Manning brought the meeting to order at 9:10am. Committee members introduced themselves and the departments they represent. There was no old business to report.

Review and Approve January 21, 2015 Meeting Minutes

Committee members reviewed the draft minutes for the January 21, 2015 meeting. Member Scott stated that at the 21st meeting, there was a discussion about the Vice-Chair position and she had expressed an interest as serving as the Committee’s Vice-Chair. Member Manning agreed and stated that the Committee members agreed that member Scott should be the Vice-Chair. Member Scott stated that Member Lapolla was working with UNH Facilities to create building evacuation maps for the School of Law. Member Manning stated he would revise the draft minutes to include the Vice-Chair and evacuation map information. Member Scott made a motion to approve the minutes with the stated revisions. Member Fadden seconded the motion. Motion was approved unanimously.

Review Updated Draft Emergency Procedures Program

Committee member Manning provided members copies of the updated draft Emergency Procedures Program (EPP) for the School of Law for discussion. The purpose of the EPP is to provide information that will save lives during emergencies or disasters, and hasten the resumption of normal UNH School of Law operations after these events. Prior planning and preparedness is critical due to the nature of situations that occur at any time with little or no warning.
The document outlines procedures to be followed by the campus community for responding to, and recovering from, a variety of emergency and disaster situations. These events may include fires, hazardous spills, earthquakes, bomb threats, or major accidents.

Committee member Scott stated that the School of Law is required to conduct two fire evacuation drills per year as part of the School’s accreditation. Committee member Manning sent a copy of Section IIIB of the draft EPP to Wendy Beckwith, the UNH ADA Compliance Officer with a request to review and comment on the section.

A detailed discussion of the draft ensued with members providing comments on emergency contact numbers and the appropriate personnel to call when an emergency occurs. Time ran out before a consensus was reached among the members. Committee member Manning agreed to schedule another EHSC meeting to continue the discussion.

Next Meeting Date and Time

Committee members agreed to meet on April 06, 2015 at 9:00am in Concord. Member Deacon made a motion to Adjourn. Member Fletcher seconded the motion. The meeting adjourned at 10:30am.