Old Business

Table Top Exercise (Jim)

(This exercise generated quite a bit of “new business” which appears in the agenda below.)

AED/CPR Training (Jim)

Classroom and Elevators - Communications and Signs (Jim and John)

New Business

Issues arising from Table Top Exercise:

Business Continuity Plan (Brad)

• Do we need one? Who will write this? Who signs off?

Who has authority in an emergency? (All)

Student Handbook Update (Kathy)

Communications Issues

• ‘Page All’ added to emergency manual (Paul?)
• Live Safe App (Jim, Paul, John)
• “Shelter in Place” (John)
• Updating emergency contacts (John)
• Panic Alarms (John)
• Faculty/Staff meeting EH&S representative/training (Kathy)
Members in attendance: Deacon, Fletcher, LaClair, Lapolla, Manning, MacLennan

Minutes of the first quarter meeting were accepted as submitted.

**Old Business**

**Table Top Exercise**

Jim Lapolla and John MacLennan reported that the table top exercise was held. Each thought the participants had done a good job. Each was disappointed that there were no “higher ranked” participants at the event. Jim expected the facilitator would follow a different script for the event. There will be another table top held here after our new dean comes and is settled.

**AED/CPR Training**

Jim reported that 11 UNH Law staff and faculty members received AED/CPR training.

**Classroom and Elevators - Communications and Signs**

Jim and John still need to work out exactly what these signs would say. John is working on signs for Manchester and wants all to have a consistent look. This item will remain on the agenda until next quarter.

**New Business**

Issues arising from Table Top Exercise:

**Business Continuity Plan**

Jim reported that Paul Dean is presently working on a Continuation of Operations Plan (a “COOP Plan”) with Administrative-level folks in Durham. Once the larger, university-wide plan is released, our team will review and make policy decisions based on that plan.

**Who has authority in an emergency?**

John and Jim agreed that they would prepare for a meeting with the new dean to discuss campus emergency procedures. They will discuss present policies and the larger emergency plans of the University System.

**Student Handbook Update**

Kathy will meet with Fran to make sure that emergency procedures are part of the Student Handbook.

**Communications Issues**

‘Page All’ added to emergency manual

Paul reported that our new phones do not have this capability.
Jim and John agreed to be emissaries to at least one faculty and staff meeting starting this Fall. At those meetings they agreed to present the Live Safe App, Panic Alarms (who has them and what they do,) and the meaning of “shelter in place.” They will also encourage everyone to do an annual review of their emergency contact information.

**Training and Evaluations**

Brad reported that we could offer fire extinguisher training in the Fall semester and asked that it be put on the agenda for our September meeting so that he can coordinate with absent team member, Holly Fadden.

He also pointed out that staff and faculty can have ergonomic evaluations from someone at Durham who can come out to meet with those interested.

**Injury Claim Forms**

The process of reporting workplace accidents and injuries has changed. Brad asked that this item remain on the agenda so that he can check-in with Holly and make sure she is aware of the changes. Brad also agreed to send a link to the UNH form used when a non-employee is injured on our campus to John MacLennan.

The meeting was adjourned at 9:25. Our next meeting will take place on Monday, September 11, 2017 at 9:00 am.