1. Welcome and Introductions
2. Review and Approve Draft Committee Charter
4. Communication and Outreach to Community
5. New Business
6. Next Meeting Date and Time
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, Holly Fadden, Human Resources and Jim LaPolla, Emergency Management. A quorum was present.

Welcome, Introductions and Committee Overview

Committee member Manning brought the meeting to order at 9:10am. Committee members introduced themselves and the departments they represent. Committee Manning provided an overview of the purpose and mission of the EHSC. The charge of the EHSC is to assure a safe work environment for faculty, staff, students, and visitors at the School of Law through the creation and maintenance of effective safety and health programs. It is the responsibility of the Committee to establish appropriate health and safety policies, programs and procedures in accordance with federal regulations and guidelines that cover workplace safety and emergency preparedness.

There was no old business to report.

Draft EHSC Charter

Committee member Manning provided members a draft copy of the Committee Charter. Committee members reviewed and discussed the various sections including:

- Purpose
- Responsibilities
- Organization and Management
- Membership
- Attendance
- Meeting Schedules, Attendance and Quorum
- Minutes

Committee member Fadden made a motion to approve the Charter. Committee member Scott seconded the motion. Motion was unanimously approved.
Draft Emergency Procedures Program

Committee member Manning provided members copies of the draft Emergency Procedures Program (EPP) for the School of Law. 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.

A general discussion of the draft ensued with members providing comments on various sections. Comments included:

- Contacting the Concord Police Department for an emergency
- Identifying outdoor assembly areas
- After hours access to the building
- Use of the UNH Alert system
- Disseminating the EPP
- Inviting the Concord Fire and Police Departments to a future Committee meeting

Committee member Manning agreed to update the draft and distribute a second draft for the next EHSC meeting.

Selection of Committee Chair and Vice Chair

Full voting membership of the EHSC includes the Facilities Manager, the Security Supervisor, the Reference and Public Services Librarian, the SR Human Resource Assistant, the UNH Director of Environmental Health and Safety and the UNH Homeland Security Specialist. Chair and Vice-Chair are elected for 3-year terms with a majority vote. The EHSC Chair shall be a member of the UNH Environmental Health and Safety Committee. After a roundtable discussion, member Manning made a motion to nominate Bill Deacon to serve as the EHSC Chair. Member Fletcher seconded the motion. Motion was unanimously approved.

The Committee members then discussed the Vice-Chair position. The members elect the Vice Chair from within the membership of the EHS Committee for a term of three years. Upon completion of the Chair’s three-year term, the Vice Chair will become the Chair for a term of three years and a new Vice Chair
will be elected for a term of three years. In the absence of the Chair, the Vice Chair has the responsibilities of the Chair. Committee member Scott expressed an interest as serving as the Committee’s Vice Chair. Members agreed unanimously.

School of Law Evacuation Maps

Member LaPolla stated he was working with UNH Facilities to create building evacuation maps for the School of Law.

Next Meeting Date and Time

Committee members agreed to meet on March 11, 2015 at 9:00am in Concord. Member LaPolla made a motion to Adjourn. Member Fadden seconded the motion. The meeting adjourned at 10:45am.