Agenda
School of Law
Emergency Health and Safety Committee
September 28, 2015
9:00AM – 10:30 AM
Douglas Wood Boardroom

• Welcome and Introductions
• Old Business
• Review and Approve 06-01-2015 Meeting Minutes
• Updated Active and Suspicious Shooter Verbiage from UNH Police Department
• Fire Extinguisher Training
• Building Evacuation Drill
• Automated External Defibrillators (AED)
• Cardiopulmonary Resuscitation (CPR)
• Updated UNH Refrigerant Management Program
• Communication and Outreach to Community
• New Business
• Next Meeting Date and Time
The UNH School of Law Emergency Health and Safety Committee (EHSC) met on 09/28/15. In attendance were Bradford Manning, Environmental Health and Safety, Chair Bill Deacon, Facilities, Vice Chair 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 Deacon brought the meeting to order at 9:05am. Committee members introduced themselves and the departments they represent.

Old Business

Committee member Deacon provided an update on the status of evacuation maps and marking stairwell areas of refuge for the building. Member Deacon checked with the Concord Fire Department for any municipal posting or location requirements and was told the stairwells in the building were not approved as an area of refuge. Member Manning suggested contacting Wendy Beckwith, the UNH EEO/ADA Compliance Officer, for guidance. Committee members agreed.

Review and Approve June 01, 2015 Meeting Minutes

Committee members reviewed the draft minutes for the June 01, 2015 meeting. Member Scott made a motion to approve the minutes. Member Fadden seconded the motion. Motion was approved unanimously.

Updated Active and Suspicious Shooter Verbiage from UNH Police Department

Committee member Manning provided an update on the School of Law Emergency Procedures Program. 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. Member Manning, working with member LaPolla, requested the UNH Police Department (UPD) review Section H Workplace Violence Shooter Protocol section. UPD reviewed the section and provided recommended revisions to the
section. The revised section was discussed with the Committee members. Member Scott made a motion to approve the revision. Member Deacon seconded the motion. The motion was unanimously approved.

**Fire Extinguisher Training, Building Evacuation Drill and Automated External Defibrillator Devices**

Committee members discussed fire extinguisher training as part of the dissemination of the EPP to the UNH Law community. Member Manning stated that hands-on extinguisher training could be scheduled for the community. In addition, the UNH Environmental Health and Safety webpage offers an online training video on how to use a fire extinguisher. Members agreed to schedule training in the coming months. Member Scott recommended reviewing when AED training last occurred and offering a new training session. In addition, members were in favor of scheduling a building evacuation drill.

**Updated UNH Refrigerant Management Plan**

Committee member Manning stated that the UNH Refrigerant Management (RMP) was revised in July 2015. Member Deacon was part of the UNH working group that conducted the review of the RMP. Member Manning will provide a copy of the RMP to member Deacon.

**Communication and Outreach to the Community**

Members discussed various avenues about how to communicate the approved EPP to faculty, staff and students.

**New Business**

There was no new business to report.

**Next Meeting Date and Time**

Committee members agreed to schedule the next committee meeting for either the first or second Monday in December. Member Scott made a motion to adjourn. Member Fletcher seconded the motion. The meeting adjourned at 10:30am.