UNH School of Law
Emergency Health and Safety Committee

Agenda – Second Quarter Meeting

June 6, 2016
9:00 -10:30 AM
Tenney Board Room – Room 175

1. Welcome and Introductions

2. Adoption of March meeting minutes

3. Old Business

   Emergency lighting – Where are we? (Bill)

   Fire Extinguisher Training Recap (Bill? Holly?)

   Ergonomic evaluations (Holly)

4. New Business

   New Members? New Vice-Chair? (Bill)

   Security in Building during the summer and after (Holly)

   4th Quarter Training – RAD training from Steven Clarke? (Kathy)

5. Next Meeting Date and Time
1. Welcome and Introductions

The meeting was called to order at 9:03 AM. Members present were: Manning, Fadden, Fletcher and Deacon. LaPolla was not able to attend.

2. Adoption of March meeting minutes

The minutes of the March 7, 2016 meeting were adopted without correction.

3. Old Business

Emergency lighting

The Chair, Bill Deacon, reported that installation of emergency lighting is underway. In a recent school-wide power outage, a problem with one of the generators was discovered and repaired.

Fire Extinguisher Training Recap

The school held very successful fire extinguisher training offered to faculty, staff, and students. Training was organized by former Committee Member Diana Scott, so, Brad Manning will check with Granite State Fire to see how many folks received training. Committee members agreed that this training was valuable, and Brad agreed that his office would pay for it to be run again on the Concord Law campus.

Ergonomic evaluations
Holly Fadden reported that Brian Conoyer was here for a full day of appointments making ergonomic recommendations for faculty and staff. Dave Matta’s office paid for small item work-station equipment (mouse pads and keyboards,) and the BSC agreed that “big ticket items” (like chairs) would come out of departmental budgets. Holly thought that having Brian here raised a lot of awareness of ergonomic issues and was, therefore, very successful. Committee members agreed that these evaluations should occur regularly.

Areas of Refuge

Bill Deacon stated that he had spoken to the Concord Fire Department about areas of refuge for people with disabilities in our buildings in case of fire. The fire department said to him that since our building as a sprinkler system, areas of refuge are usually not required. Brad Manning stated that there are older buildings on the Durham campus without specific areas of refuge, and that the Durham Fire Department has indicated where people with disabilities should wait for assistance in emergencies. Brad Manning agreed to contact Jim LaPolla (now the full-time UNH Emergency Management Specialist) who can advise us on this issue.

4. New Business

New Members

Brad Manning agreed that the committee needs new members. Whomever is hired to replace Diana Scott will be a member. Brad stated that the New Hampshire Department of Labor requires a faculty member to be part of the committee. Members also agreed that an IT professional would be a helpful member. Bill Deacon will discuss this with Dave Matta who will bring it to the attention of the UNH Law deans. Dave will ask the dean to make a recommendation and then Brad’s office will send out an appointment letter. Each committee member serves a three-year, renewable, term. Once the committee is at full membership, we can vote in a new Vice Chair.

Security in Building during the summer and after

Bill Deacon confirmed that the school will be getting a new security chief. The details of who and when are not yet worked out. Holly Fadden raised concerns that without Diana Scott, there is no one to easily turn to for non-emergency security concerns. Brad Manning will contact Jim LaPolla asking him to develop
a plan. At our next meeting, we will discuss our day-to-day security plan and how best to communicate the plan with all the stakeholders at UNH Law.

4th Quarter Training – RAD training from Steven Clarke

Kathy Fletcher had an opportunity to speak with UNH Police Officer Steven Clarke at graduation. Officer Clarke is a New Hampshire RAD ("Rape Aggression Defense") trainer. He stated that with enough interest (10-12 students,) he would come and offer RAD classes on this campus. Kathy agreed to be the point person on this. She will contact Vice-Dean McCabe for permission and then contact Officer Clarke to set up the details.

5. Next Meeting Date and Time

The next meeting will take place on Monday, September 12th at 9:00 AM.

The meeting adjourned at 10:25.