UNH School of Law
Emergency Health and Safety Committee

Agenda – Fourth Quarter Meeting
December 5, 2016
9:30 -10:30 AM
Tenney Board Room – Room 175

1. Welcome and Introductions

2. Adoption of September meeting minutes

3. Old Business

   4th Quarter Training – Report on RAD training (Kathy)

   Security Issues Update – Panic button at 10 White Street? Two-way radios

   Table Top Exercise in 2017 (Jim)

   UNHL Emergency Procedures on Law School webpage (Brad? Paul?)

4. New Business

   Communication – List of folks trained in CPR and First Aid (Kathy)

   Training for 2017, Q1? (Jim/Kathy)

   Anything else?

5. Next Meeting Date and Time
Members in Attendance: Fletcher, Deacon, Fadden, and Lapolla
Quorum – Three of our regular members (LeClair, MacLennan, and Manning) were not able to
attend the meeting. The charter of the EH&S defines a quorum at fifty percent of the
membership, so the meeting continued without these three.

Old Business

4th Quarter Training
Kathy Fletcher reported that eight women signed up for the RAD training that was offered in
November (1 Faculty, 1 Staff, 6 Students) The class was well-received by its students and Kathy
heard feedback from two additional male students asking if UNH Law would offer a RAD
training for men. Kathy will follow up with John MacLennan and the Associate Dean.

Security Issues Update
Panic buttons have been installed at 10 White Street. After a brief discussion, and a call to UNH
dispatch, it was determined that, after today’s meeting, Jim Lapolla would conduct a panic
button test. He wanted to determine whether UNH dispatch received UNH Law street numbers
as well as room numbers when button was activated. (After the meeting Jim Lapolla and Kathy
Fletcher tested the button in the Law Library which checked out fine.)

Table Top Exercise in 2017
Jim Lapolla reported that a four-hour table top exercise (most likely a “hostile event” scenario)
will be conducted at UNH Law on March 27th or 29th 2017. John MacLennan will schedule the
necessary participants and Chief Dean will hire a contractor to come in and run the event. Chief Dean, Jim Lapolla will be at UNH Law to observe.

**UNHL Emergency Procedures on Law School webpage**

Since neither Paul LaClair nor Brad Manning were not available for the meeting (and they are the two who will discuss the status of this item,) it was agreed that we would keep this item of Old Business on the agenda for our March Q1 meeting.

**New Business**

**Communication – List of folks trained in CPR and First Aid**

Fran Canning (Ass. Dean of Students) asked the EH&S folks if a list of folks trained in AED/CPR/First Aid could be maintained by the school. Jim Lapolla advised against trying to set up such a list for several reasons. 1) Lists are very hard to keep up-to-date; 2) Folks trained in AED/CPR/First Aid are not obligated to act on that training in New Hampshire; 3) In any medical emergency, the best policy is to call 911.

**Training for 2017, Q1**

Jim Lapolla plans to contact John MacLennan to set up AED/CPR training at UNH Law during 2017 Q1. When they settle on a date, Kathy Fletcher will advertise the availability of the training to faculty and staff. She will also keep track of registrations.

**Elevators**

Bill Deacon asked that we put Elevators on the agenda for our next meeting. Specifically, he wants to discuss emergency telephones and potential escape routes from elevators on the UNH Law campus.

**Next Meeting Date and Time**

Our next meeting will be held on Monday, March 6, 2017 at 9:00 AM. Holly Fadden will reserve the room for us.

The meeting adjourned at 10:20.