UNH School of Law
Emergency Health and Safety Committee
Agenda – Third Quarter Meeting
September 12, 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: MacLennan (new), Lapolla, LaClair (new), Fadden, Fletcher, Manning. Deacon (the committee chair) was not present and asked Fletcher to run the meeting.

2. Adoption of June meeting minutes

The minutes of the June 6, 2016 meeting were adopted without correction.

3. Old Business

New members

John MacLennan, the new UNH Law Security Director was welcomed to the meeting and Paul LaClair, head of UNH Law IT. Brad Manning’s office will send official appointment letters to both.

New Vice-Chair

In light of the resignation of former Vice-Chair, Diana Scott, Kathy Fletcher was elected Vice-Chair by unanimous voice vote.

RAD Training

Members agreed that RAD training might be offered at UNH Law. Kathy Fletcher will approach Vice-Dean, Margaret McCabe for permission to run the training. When permission is granted, John MacLennan will contact UNH Chief Paul Dean to assign an instructor.
4. New Business

Power Loss and Card Swipe Access

The generator of the UNH School of Law now includes power to the card swipe door system to the building. In a recent power outage, the building was secure and accessible. Paul LaClair agreed to put John MacLennan and Kathy Fletcher on the automatic power outage notification email alerts.

Panic Buttons

John MacLennan reported that all Panic Buttons in the school have been tested and are up and running. Two were replaced. Everyone with a panic button in their area has received training in their use. When pressed, buttons automatically call UNH Durham dispatch who notifies the Concord Police Department and John MacLennan.

Buttons are presently located in: the Library, the 2 White Street reception area, the Dean’s Office, the Assistant to the Dean’s Office, the Dean of Students Office, and the Financial Aid Office. Holly Fadden requested that one be placed at 10 White Street and John agreed and will install.

John MacLennan also reported that UNH Law Security will soon have 2-way radio contact with Durham dispatch. An antenna was recently installed for this purpose.

Nighttime Lighting in Building

Bill Deacon asked that this item be put on the agenda. John MacLennan reported that all Security personnel turn out all lights at the end of their shifts. Bill noted that there were evenings with lights on and it was postulated that perhaps this was due to Security personnel leaving at 4:30 during the summer.

Table Top Exercise

Jim Lapolla reported that before December 31, 2017, UNH Law has to run an emergency table top exercise. In a table top exercise, stakeholders are gathered at UNH Law and given a hypothetical disaster scenario. Stakeholders are then required to deal with such a situation using the UNH Law Emergency
Procedures protocol. At the end of the exercise, a report is written by Jim’s office summarizing the exercise and areas of concern where more work/policy/practice may be desired. John MacLennan will work on this with Jim.

Emergency Procedures Plan

The UNH Emergency Procedures Plan must be linked to the UNH Law website. Paul will speak to Keith Testa about uploading it.

Communication of Procedure and Plan

Paul LaClair will send out an email to the UNH Law campus to remind all to sign up for UNH Law Alerts. In that same email, he will point everyone to the link for the Emergency Procedures Plan on the website.

AED/CPR Training

Jim Lapolla offered to refresh/teach CPR/AED training at UNH Law. In order for a class to run, there should be five or six interested people. Committee members agreed this could be held in first quarter of 2017.

Narcan

Jim Lapolla and John MacLennan are regularly asked if UNH and UNH Law will be stocking and training folks to use Narcan in case anyone accidentally overdoses on campus. Both Jim and John agreed that, right now, narcotic abuse is not a huge problem on either campus. Any issue that we might have can be handled by the Durham or Concord Fire Department/Emergency Medical Services departments.

Security Camera System

UNH Law presently has 12-15 security cameras in place. The system is in need of repair. When the cost for repairing the system is determined, UNH Law administration will figure out if it’s more effective to repair the system we have or get a new one.

Snow Emergencies
Members agreed that the protocol for snow emergencies and curtailed operations at the UNH Law campus should be: Jordan Budd (Dean) or Margaret McCabe (Vice-Dean) or Dave Matta (Head of the UNH Law BSC) makes the decision to curtail operations; Dean or Vice-Dean contact Dave Matta; Dave Matta contacts UNH Durham dispatch (to send out UNH Law Alert) and WMUR (for reporting on TV and website); Paul updates every page of the UNH Law website with red curtailed ops language.

5. Next Meeting Date and Time

The next meeting will take place on Monday, December 5th at 9:00 AM.

The meeting adjourned at 10:20.