

х	A plan for the creation of fire safety plans that were not located for buildings in a files search and the updating of older fire safety plans was discussed. The committee was also informed that the building data used to the fire safety plans would be incorporated into the central building encyclopedia for		
Queen's Ur	niversity at Kingston		

	Spills SOP Modification on the reporting system for spill time and procedure after hour reporting. The current recommendation is that after hours reporting	
	to be coordinated via Campus Security who	
Queen's University at Kingston		

4. Adjournment The Chair adjourned the meeting at 3:32 pm.	
Signatures	
Employee Co Chair	Management Co Chair
Queen's University at Kingston	

The next meeting will be December 18^{th} , 2024.