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| --- | --- | --- | --- | --- | --- |
| Item # | ***Topic/Activity*** | | ***Lead*** | ***Handouts/Reference Materials*** | ***Outcome\**** |
|  | **Public Comment** | | N/A |  | Information |
|  | **Approve:** Agenda for November 20, 2014  **Review:** Minutes from October 16, 2014 | | Olatunji |  |  |
|  | **Old Business** *(items previously appearing on agenda)* | |  |  |  |
|  | 3a. | **Safety Evacuation Drill – Evacuation Site G & H; C, D**   * **Follow-up /feed back**   + **What went well**   + **Areas of improvement**   + **Things to change/concerns** | Olatunji, Huddleston & Evacuation Site Monitors | See Flowchart Evacuation Plan | Discussion |
|  | 3b. | **Next Safety Drill –**   * **Evacuation Site** * **Date** * **Process** | Olatunji & Huddleston |  | Discussion |
|  | 3c. | **Update Current Flowchart** | Olatunji & committee |  | Discussion |
|  | **New Business** *(items appearing on agenda for first time)* | |  |  |  |
|  | **Updates & Announcements** | | (committee members) |  | Discussion |
|  | **Wrap Up & Next Steps** *(meeting summary)* | | Olatunji |  | Discussion |
|  | **NEXT MEETING:** Thursday, December 18, 2014; 3:00 PM to 4:00PM; in Room L106 | | | | |

*\*List the intended outcome for each agenda item as “Information,” “Discussion,” and/or “Action.”*

*†If there is a related document being reviewed, indicate “first read” or “second read.”*

Reviewed/endorsed at SGC Meeting, 2-26-14