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**JCMB MoB Fire Committee**  
**Meeting 4**  
**Wednesday 30th November 2005 at 2.00pm**  
**JCMB Room 4309**

**Agenda:**

1. Minutes of meeting of 5th May 2004.
2. Changes to committee membership.
3. Changes to building occupancy and new fire stewards.
4. Update on documentation for Fire Stewards Regions and duties (wjh)
5. Update on Disabled Recover Teams (Mike Moore + wjh)
6. Operation of Assembly Point Controller (wjh)
7. Management of evacuation “crowd” outside building. (discussion)
8. Proposed plan for First Aid coordination.
9. Admin of committee business.
10. AOCB