



Protech Enterprise UK

# Fire Safety Policy Statement

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## **STATEMENT OF INTENT**

Protech Enterprise UK Ltd believes that ensuring the health and safety of staff, visitors, service users and all relevant persons is essential to our success.

We are committed to:

1. Preventing accidents and work-related ill health;
2. Compliance with statutory requirements as a minimum;
3. Assessing and controlling the risks that arise from our work activities;
4. Providing a safe and healthy working environment;
5. Ensuring safe working methods and providing safe working equipment;
6. Providing effective information, instruction and training;
7. Consulting with employees and their representatives on health and safety matters;
8. Monitoring and reviewing our systems and prevention measures to ensure their Effectiveness;
9. Setting targets and objectives to develop a culture of continuous improvement; 10. Ensuring adequate welfare facilities exist throughout the company;
11. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;

A Fire Safety Management System will be created to ensure the above commitments can be met. Employees throughout the department must play their part in the creation of a safe and healthy working environment for all;

### **1. INTRODUCTION AND SCOPE**

1. 1.1.1 Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to normal business activities or opportunities.
2. 1.1.2 Managing the risk of fire demands fire safety precautions based on a combination of appropriate prevention and protection measures depending upon building use and occupancy, the inherent fire risks and the legal obligations laid on Protech Enterprise UK Ltd as the employer, occupier / owner or 'responsible person'.
3. 1.1.3 This fire safety management and fire emergency plan applies to all premises which are to any extent under the control of the Protech Enterprise UK Ltd as the employer, owner or principal occupier.

Its requirements extend to all persons at those premises including staff, visitors and contractors whether permanently or temporarily engaged.

4. 1.1.4 Where premises are jointly occupied or shares control of premises with other employers then the arrangements for fire safety and maintenance will be coordinated, communicated and documented. In these premises the fire safety arrangements and procedures of the principal or host occupier shall apply or local variations agreed by all relevant parties and relevant persons.
5. 1.5 This fire safety management and fire emergency plan applies to all other staff working in premises employed by any other employer. In this respect other staff will comply with these relevant fire safety arrangements and policy.
6. 1.6 Protech Enterprise UK Ltd will, so far as is reasonably practicable, and in accordance with legal obligations and standards, in respect of every premises to:

- provide and maintain passive and active fire prevention, protection and measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein;

- provide comprehensible and relevant information to staff and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments;

- provide a programme of fire safety training;

- carry out and keep under review a fire risk assessment to analyse building and process fire risks, the existing preventive and protective measures and to identify areas for improvement;

- have in place a programme of works to improve or maintain the existing fire safety specifications;

- identify a sufficient number of persons, whether staff, security or others, to be present at all times the building is occupied with responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire service;

- where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonable practicable, the risks associated with dangerous substances are reduced or controlled.

## **2. PRACTICAL FIRE SAFETY ARRANGEMENTS**

1. 2.1 As part of a holistic fire safety management system, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.
2. 2.2 Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation.

In particular the:

- materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs of pupils, service users, people with disabilities, contractors, the public, etc.;

- appropriate safe and secure location of building services e.g. gas and electricity;

- provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and Disability Discrimination Act 1995;

- provision of prominently located fire action notices (e.g. by fire alarm manual break glass points) to inform people of the action to be taken in the event of fire; and education and training of staff in fire safety arrangements, in particular evacuation procedures and drills;

3. 2.3 Active fire precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and firefighting equipment.

In particular:

- the installation, maintenance, inspection and weekly testing of fire alarms;
- the appropriate design, location, operation, monthly inspection and annual testing of adequate (emergency) lighting systems for fire escape routes;
- the provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers;
- A quarterly / six monthly / annual premises fire safety inspection will be carried out.

2.4 The fire safety arrangements will be based on HSG 65 Successful Health and Safety Management and the Fire Safety Management Plan Strategy (see Appendix 1). The main strands of the strategy involves: -

- Effective planning, organization, control, monitoring and review of protective and preventative measures;
- Fire safety risk assessments and building audits; - Fire safety systems and maintenance;
- Fire warden and staff training;
- Fire evacuation drills;
- Building design, alterations and commissioning.

### 3. PLANNING

1. 3.1 Fire risk assessments are a requirement of the Regulatory Reform (Fire Safety) Order and are a structured approach to determining the risk of fire occurring in a premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessment must be incorporated in the fire emergency plan (see Section 7).
2. 3.2 Fire Risk Assessments must be carried and reviewed regularly out (recommended to be annually) or when there is any building alteration or change of occupation and use of the premises, or following a fire incident/emergency, etc.
3. 3.3 The risk evaluation and appropriate control measures to be taken into account will include those practical fire safety arrangements outlined above. The methodology adopted will be:

**High Risk** = Work to be completed within 4 to 8 weeks **Medium Risk** = Work to be completed within 6 months **Low Risk** = Work to be completed within 1 year

4. 3.4 Risk assessments must take into account those who could be affected, e.g. numbers involved, their location, physical and mental capabilities and employees of organizations with whom a workplace is

shared. The significant findings of the fire safety risk assessment will be made known to all other responsible persons as appropriate.

5. 3.5 Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) must be developed for staff, pupils or service users who have known disabilities that will impact on their ability to evacuate the particular premises.
6. 3.6 Maintenance of fire safety systems falls under the umbrella of the Fire Maintenance Contract. The provisions of the contract ensure maintenance on fire systems and equipment is carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and Approved Codes of Practice and other associated legislation. The contract will ensure that Fire Maintenance Contractors are fully inducted for safe work practices and are full qualified to carry out maintenance on fire safety systems and will include: -
  - Fire detection and warning system; - Emergency lighting;
  - Firefighting facilities;
  - Emergency routes and exits;
  
  - Fire safety signs and notices;
  
  - Portable electrical appliances (PAT) and premises installation testing (5 yearly).
7. 3.7 The fire safety maintenance programme will follow the guidelines suggested in HM Government Fire Safety Risk Assessment guidance and can be found in Appendix 2.
8. 3.8 Fire Warden and staff training are provided through who conducts a number of courses annually. The course is delivered by a qualified competent person with legal obligations and standards, in respect of every premises. It is the responsibility of all Fire Wardens to attend one refresher training annually on one of the dates available.
9. 3.9 Fire evacuation exercises will be carried out each term / 3 monthly 6 monthly / annually within individual premises. The purpose of these exercises is to educate premises occupants in the correct manner of evacuating a building in the event of an emergency situation and to meet legal obligations. All evacuations will be conducted by the Fire Wardens under the guidance of a Fire Safety Officer. Pre and post de-briefing sessions will accompany each evacuation drill.
9. 3.10 Provisions will be made for the safe evacuation of disabled people.
10. 3.11 Fire evacuation of a building will be in accordance with established procedures in the fire emergency plan (Section 7). In the event of a fire alarm outside of normal business hours, building occupants are to evacuate the building. All staff, visitors and contractors will be made aware of the fire procedures.
11. 3.12 All building design work shall comply with relevant codes and standards. New building works and refurbishment projects that include fire safety equipment and systems will be sanctioned prior to any work being carried out by the Chief Executive Officer / Managing Director.
12. 3.13 Testing of building passive and active fire evacuation systems are to be conducted by the nominated person at the location at agreed appropriate times during normal hours and in line with current British or European test standards.
13. 3.14 Fire wardens will report any faults or problems to their respective Chief Wardens who will forward the details to the Fire Safety Officer / Health and Safety Manager.
14. 3.15 A fire safety log book will be kept to record the details of all tests on passive and active preventative and protective measures, as well as training and fire drills.

#### **4. ORGANISATION AND CONTROL**

1. 4.1 Specific named individual responsibility for overall responsibility for Fire Safety, maintenance, Emergency Plans and Staff Training can be found in Appendix 5.
2. 4.2 Chief Officers / Managing Directors will:

- ensure that this Policy and/or any departmental fire safety policies/codes of practice that complement this Policy are in place, properly implemented and reviewed;
- ensure that a Responsible Person is appointed for all of their premises to oversee and implement fire safety arrangements, and ensure that they are competent and appropriately trained to undertake their duties;
- ensure that arrangements are in place for the completion of fire risk assessments, including, where appropriate, technical surveys in respect of fire protection;
- ensure that fire, security, and health and safety arrangements at each premises are complementary;

#### 4.3 Directors / Managers / Supervisors with responsibility for premises or parts of premises will:

- ensure that fire risk assessments are carried out for all their workplaces, and for specific activities such as hot working involving welding, cutting, work with bitumen, etc.;
- ensure, in conjunction with the outcome of the fire risk assessment that the optimum number and type of fire extinguishers are installed in appropriate locations;
- ensure that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained;
- ensure that a robust and effective emergency plan is in place at each location to safely evacuate all persons, whether employees, visitors or service users. this emergency plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. the plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation;
- arrange for the emergency plan to be issued to their employees, visitors, etc. to inform them what to do in the event of fire, particularly safe evacuation;
- arrange for a competent responsible person (who may also be the premises coordinator) to be nominated to oversee and implement fire safety arrangements at their workplace(s) on their behalf;
- ensure that if there is any doubt about the provision of new or replacement fire extinguishers;
- ensure that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment;
- ensure that a copy of the current fire risk assessment for their premises is readily accessible, its provisions complied with;
- ensure that fire risk assessments are reviewed at least annually or whenever there is any building alteration, change of occupation or use of the premises or following an incident involving fire;
- ensure that effective arrangements are in place for contacting the emergency services;
- ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g. oxygen cylinders, storage of fuel, etc.;

- confirm that their quarterly premises fire safety inspections address fire safety arrangements.

#### 4.4 The Competent Persons (who must be competent to carry out this role) must:

- assist and support with the preparation and review (at least annually) of fire safety risk assessments;
- ensure compliance with the outcomes of the Fire Risk Assessment and that the necessary control measures are implemented;
- prepare and review the emergency plan issued to all staff;
- ensure information on fire safety arrangements is available to service users and visitors;
- ensure all staff and, where appropriate, contractors are instructed in the emergency plan;
- arrange and review fire drills at a frequency of not less than six months;
- specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate the premises. ensure Fire Alarms are regularly tested at the recommended frequency e.g. weekly;
- monitor that fire alarm systems, detection devices, emergency lighting and fire extinguishers are appropriately and regularly maintained;
- keep the fire logbook or equivalent up to date;
- ensure that fire action notices (displayed as a minimum at fire alarm call points) and fire signage are appropriate and kept up to date;
- ensure all escape routes are kept clear of obstructions and that access to fire extinguishers and fire alarms are not impeded;
- ensure that the annual testing of portable electrical equipment and periodic testing (5 yearly) of the fixed electrical installations has been carried out, and ensure that quarterly fire safety inspections of the premises are carried out and that these address fire safety arrangements.

#### 4.5 Employees must:

- ensure they are familiar with the emergency plan for their workplace and co-operate by participating in fire evacuation/drill procedures and by observing practical fire safety arrangements;
- know, and co-operate with, the responsible person for their workplace; - report to their manager or supervisor any concerns about fire safety;
- be familiar with all escape routes;
- not wedge fire doors open, nor block or obstruct them;
- be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service;

- promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained; and comply with the No Smoking legislation.

## **5. MONITORING**

5.1 The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Management Plan: -

- i. Number of fires recorded annually / number of fire related incidents.
- ii. achieving set schedules and time frames (evacuation drills and building audits).
- iii. Measuring the number of Fire Service call outs against cause.
- iv. Number and nature of enforcement, alterations or prohibition notices from statutory authorities.
- v. Quarterly / six monthly/ annual premises inspection and meetings to ensure actions and progress are made.
- vi. Annual audit of all fire systems by the chief executive / managing director.

## **6. REVIEW**

1. 6.1 Annual audit of all fire systems by the chief executive / managing director to ascertain compliance with not only statutory provisions but with this Fire Safety Management Plan.
2. 6.2 Active reviews will take place quarterly prior to any likely accident or event.
3. 6.3 Reactive reviews will take place following a fire safety event occurring.
4. 6.4 A review will also be undertaken following a fire, changes to the premises construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and roles.

## **7. Fire Emergency Plan**

All aspects of the plan will consider out of hours occupation and identify where there would be differences e.g. personnel; locked doors; different escape routes etc.

1. 7.1 Training and Training Provision

Identify any training needed and how it will be provided. This should include the following: -

- Staff identified as trained in the use of fire equipment;
- Staff identified as trained in the use of the fire panel;
- Staff identified as trained for Fire Marshal duties;
- Staff identified to register visitors at the assembly point(s);
- Staff identified as having duties specific to the type of evacuation;
- Method of ensuring everyone understands how to operate the fire alarm;
- Method of ensuring everyone has sufficient instruction and training for fire evacuation;
- Method of ensuring visitors / contractors have sufficient information on procedures in the event of an emergency evacuation;



2. 7.2 Information Distribution(s) of informing personnel (incl. visitors / contractors) of escape routes.

7.3

This should include the following: - - Instruction;

- Training;

- Emergency exit / route signage;

- Fire action Notices;

- Include method of informing personnel of an alternative escape route should the main one be blocked or inaccessible. (Consideration should also be given to a route that leads past a potential arson attack areas, such as near rubbish skips.);

- The Emergency Plan.

What People / Staff Should Do If They Discover a Fire

- Raise the alarm by operating the nearest fire alarm call point; - Evacuate to a safe place;

- **DO NOT USE THE LIFT** (unless it has been designated as a refuge or part of the emergency escape route and conforms to the criteria given in the British Standard BS5588: Fire Precautions in the Design and construction of Buildings;

- Trained personnel to tackle the fire only where appropriate;

- Where appropriate check toilets and close windows and doors on the way out;

- If have responsibilities for assisting persons with Personal Evacuation Plans respond as required following the actions as identified in the Plan;

- Leave the building by the nearest exit;

- Do not stop or return to collect personal belongings;

- Ensure visitors are escorted from the building to the assembly point; - Close any doors en-route without delaying your escape;

- You must remain at the assembly place;

- Return to the building only when authorised to do so. 7.4 What People / Staff Should Do If They Hear the Fire Alarm

If you also have responsibilities for assisting persons with Personal Evacuation Plans respond as identified in the Plan. If not then: -

- - Leave the building by the nearest exit;
- - Close any doors en-route without delaying your escape;
- - Do not stop or return to collect personal belongings;
- - Do not use any firefighting equipment unless you have been trained;
- - Do pass any information to the building responsible person at the assembly point;
- - You must remain at the assembly place;
- - Return to the building only when authorised to do so.

## 5. 7.5 Contacting the Emergency Services

Detail: -

- Who will contact the emergency services?
- What is the means of calling the emergency services? For example, by mobile telephone or landline;
- Include a method in the event of a power failure.

## 6. 7.6 Identify Processes, Machines or Power That Must Be Shut Down

This should include the following where appropriate: -

- Staff responsible for ensuring any hot work equipment is turned off; - Welding;
- Grinding;
- Etc.

7.7. Specific Arrangements for Any High-Risk Areas For Example: -

- Boiler room;
- Chemical storage areas; - Gas storage;
- Generators;
- Work processes.

## 7.8 Emergency Services Liaison Procedures

- Who will liaise with the emergency services on arrival?
- What information will they have and how will they get it?
- How will the person, identified above, direct the emergency services to the emergency? i.e. will they meet them at the gate or at a pre-determined place?
- How will the emergency services be able to identify this person? e.g. hi-viz vest, armband etc.
- If anyone is missing and where they were last seen?

### 1. 7.8.1 Specific Information for the Emergency Services

How will the emergency services be given specific information such as: - - Type of emergency;

- Location of the fire / incident;
- Missing persons;
- Flammable material stores;
- Location of high-risk areas;
- Any unusual activities such as building works or temporary structures; - Hazardous work process.

### 2. 7.8.2 Location of information

Detail: -

- Where will the information be kept on risks? - E.g. Maps / sketches / alarm identification?
- For example - held near the fire panel;

#### 7.8.3 Accounting for Personnel

- How will all people be accounted for?
  - Visitors;
  - Contractors;
  - How will the Emergency situation manager be informed?
  - Who will ensure that all personnel are accounted for?
  - How will this be managed if there is more than one assembly area? - What is the procedure if someone is missing?
- How are the emergency services informed? (Note: Only the Fire Service personnel with appropriate breathing apparatus can enter the building if there is a person identified as missing).

### 9. 7.9 Escape Routes

A map or diagram should be included for ease of reference. Include other relevant information such as details of firefighting equipment provided, location of designated 'Safe Refuges', types and location of emergency exit signs, locations of manual break glass points and emergency lighting.

### 10. 7.10 Assembly Points

Give the locations of assembly points, including: -

- the point where visitors / contractors must assemble;
- Identify how each assembly area is recognized;
- Identify who should be in each assembly area e.g. groups or departments or sections;
- Identify the locations of any designated safe refuges;
- Where possible provide plans or schematic diagrams.

### 11. 7.11 Identify Persons Especially at Risk

- Identify lone workers, contractors and the areas where they may be at risk;
- Include methods of escape and identify how they will be located;
- If there is sleeping accommodation on site, identify the method of ensuring that they are safely out of the building and accounted for;

### 12. 7.12 Evacuation Arrangements for Disabled People

The safe and effective evacuation of disabled people needs careful thought. Management procedures need to be in place which takes account of the various scenarios that may arise. For example, the procedures adopted for people with a disability are employed in the building will be different to those for person with a disability visiting the building that will be unfamiliar with its layout.

Systems of evacuation that may be implemented include: -

- Progressive Horizontal Evacuation. This system can be used in buildings with a phased alarm system. It involves a person passing from one 'fire compartment' into another that is not part of the initial evacuation zone. A 'fire compartment' is a part of a building separated from other parts of the same building by fire-resisting walls, ceilings, floors and doors of 60 minutes fire resisting construction;
- Evacuation by Lift. This method is only possible where lifts have a secondary power supply/battery backup and a structurally protected lobby shaft (often called 'fire-fighting lifts'). These are specially constructed lift with special features and are not the same as ordinary lifts in most buildings;
- Evacuation by Stairs. This method involves the use of equipment such as special evacuation chairs, but is usually only possible if people are being evacuated downwards or horizontally;
- Use of Refuges. BS5588: Part 8 defines refuges as: 'Relatively safe waiting areas for short periods. They are not areas where disabled people should be left alone indefinitely until rescued by the fire brigade or until the fire is extinguished'. (This should not be confused with the use of refuges in progressive horizontal evacuation)

A refuge is an area that is separated from the fire by a fire-resisting construction and has access via a safe route to a final fire exit and be clearly marked up with appropriate signage. It provides a temporary space for people to wait for others who will then help them evacuate. Identify the method of ensuring that persons with any disability (permanent or temporary) are evacuated or taken to a designated 'Safe Refuge' (if one is in place), until they can be evacuated in safety. Identify what communication channels will be used to ensure that persons in the 'Safe Refuge' are kept informed about what is happening.

Designate responsibilities for persons at special risk and: -

- Who is responsible for ensuring that personnel at special risk are conducted to a place of safety or refuge until they can be evacuated in safety?
- Have they had any specific training e.g. using the 'evacuation chair'?

### 13. 7.13 Visitors and / or Contractors

In many buildings, visitors will be present on a regular basis. Other people, such as contractors, cleaners, etc. may be present on a regular, or ad-hoc basis. Any of these people could require assistance to evacuate the building and they all need to be taken into account when defining emergency procedures and responsibilities.

In buildings not open to the public, arrangements should be made to ensure that visitors are logged in and out of a building, using a visitor's book or similar. The person hosting the visitor should ensure that they are made aware of fire evacuation procedures for the premises. In the event of a fire evacuation, the person hosting the visitor(s) is responsible for escorting them to the fire assembly point. Contractors should also be logged in and out of premises. Unless they are to be constantly

supervised by staff or nominated personnel, they should also be given information about the site's fire evacuation procedures that they should then follow in the event of a fire evacuation.

This should include the following: -

- Visitors on site;
- A method of ensuring that all visitors are evacuated and accounted for.
- Methods of control for example: using ushers / fire marshals, registers / head count, buddy system for personnel with disabilities etc.).

#### 14. 7.14 Staff with Specific Responsibilities

Give the name (post) and duties of identified personnel in the event of a fire or other emergency e.g. the fire marshals / fire wardens, ushers This should include backup personnel in the event that identified personnel are not available

#### 15. 7.15 Overall Control

- Who is in overall control of the emergency situation and what are their responsibilities?
- Who records the emergency situation and actions taken?

A senior person should be nominated to: -

- Take overall control of the evacuation;
- Ensure that other people with specific duties have taken relevant action;
- Account for all persons in the premises;
- Liaise with the Fire and Rescue Service
- Initiate any additional response in relation to the care of people with special needs.

#### 16. 7.16 Fire Marshals and Fire Wardens

Fire marshals / fire wardens are valuable in any premises and vital in large ones.

Fire Marshals / Fire Wardens should always be given responsibility for a specific area, i.e. a floor or a section, and will have general duties in an evacuation such as: -

- - Who are the Fire Marshals / Fire Wardens and what are their responsibilities?
- - Do they 'sweep' the building on their way out?
- - Do they carry out 'first aid' firefighting if trained and safe to do so?
- - How do they ensure they do not work alone and put themselves at risk?
- - Proceed to the assembly point close doors on route;
- - Helping the person in overall control of the evacuation by confirming their area has been checked.

#### 17. 7.17 Fire Fighting

- Who is trained to use the firefighting equipment? - What are their responsibilities?

- Where is firefighting equipment located?

#### 18. 7.18 Fire Control Panel

- Who will check the fire panel?

- What is their next step?

- What do they do with the information?

- Who is responsible for silencing and re-setting the panel and on what occasions?

#### 19. 7.19 Contingency Plans

Have contingency plans for when life safety systems such as evacuation lifts, fire- detection and warning systems, sprinklers or smoke control systems, emergency lighting or building power system are out of order.

As part of your emergency plan it is good practice to prepare post-incident plans for dealing with situations that might arise such as those involving: -

- unaccompanied children;

- people with personal belongings (especially valuables) still in the building; - people wishing to rejoin friends;

- getting people away from the building (e.g. to transport);

- inclement weather; or

- the building cannot be re-entered / reoccupied.

#### 20. 7.20 Re-Entering the Building

- How people be prevented from re-entering the building?

- How will people know when they can re-enter the building?

- Note: If the emergency services have been called then the Senior Fire Service Officer is responsible for giving permission for re-entry to the building.

#### 21. 7.21 Contingencies If Not Re-Entering the Building

- Are there arrangements in place if the building cannot be re-entered?