



Rugby Elim Church

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Health and Safety Policy Contents

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HEALTH AND SAFETY AT WORK, ACT 1974

1. Principle Objectives

Rugby Elim Church will take all reasonably practical steps to ensure the health and safety of all staff, users and volunteers, as well as to safeguard members of the general public affected by its activities.

The Rugby Elim Church eldership, by personal example, will develop and maintain a safe culture throughout the church facilities ⁽¹⁾ and any other hired facilities, by involving all its employees, volunteers and users.

Users will be encouraged to act responsibly towards other users and help maintain a safe and healthy environment.

The Rugby Elim Church eldership will ensure that proper health and safety training, information, supervision and instruction is given to its employees, users, hirers and volunteers.

Employees, volunteers and hirers will be required to take reasonable care of the safety of themselves and of other persons e.g. employees, volunteers, users and members of the church congregation when visiting the church facilities, whether in Cambridge Street or elsewhere. They will also ensure that the designated Duty Manager or a member of the office administration team is informed of any situations that are considered dangerous or unhealthy and also any shortcomings in the church facilities arrangements in view of health and safety. All new church users whether employees, hirers or volunteers will be inducted in the safety procedures at the church facilities.

2. Management of Safety At Work Regulation 1992 - Risk Assessments.

In accordance with the above regulations, the church operates a system of risk assessments. Risk Assessments will be carried out for any new or significantly changed activity. These identify any hazards relating to the system of work, together with associated risk control measures. A standard form is available for risk assessments. All Risk Assessments are to be retained in the appropriate electronic files maintained by the church administration team.

3. Reporting and Recording of Accidents

- 3.1 All accidents and injuries, no matter how small, must be reported without delay in the Accident Book kept in Oxleys Kitchen for the Cambridge Street site and in the welcome trailer box at Harris Academy.
- 3.2 Dangerous occurrences, where serious injury might have resulted must also be reported.
- 3.3 The Office Administrator shall review each accident and complete a form F2508 and return it to the Health and Safety Executive, **if the accident/incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**. Online

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reporting can be made by clicking on the following link:
<http://www.hse.gov.uk/riddor/report.htm>

4. Procedures in the event of an accident (also see Annex A)

4.1 Serious accident requiring hospital services

- The seriousness of the accident should be assessed and, if necessary, the emergency services should be called in; in these circumstances it is not advisable to move the injured person.
- If you are at all unsure, call the emergency services by dialling 999.

4.2 Other accidents

Accidents of a less serious nature e.g. a small cut/graze e.g. requiring a plaster should be dealt with on the spot by calling upon the services of an Appointed Person. At Harris Academy this will be the Duty Manager and at Cambridge Street is to be the Ministry Team Leader, or if available, a member of the Church Office Administration team.

5. Review of Accidents

The Office Administrator & H&S Adviser will review the cause of each accident with the relevant members of staff /volunteer and will implement any preventative measures or recommend their implementation to the Ministry Team Leaders or Room Hirer Lead Person. The Finance, Admin & Facilities Committee shall routinely review health and safety issues and all serious accidents/incidents shall be considered by them and where appropriate, pass details to the eldership for their consideration.

6. First Aid – Appointed Person

The Ministry Leader, Lead Room Hirer or in his/her absence any of the church employees currently in the office are to perform the duty of the *First Aid Appointed Person*. The roles of this appointed person include making any injured person aware of the location of the first-aid box (for self-help of minor injuries) and calling the emergency services when required. To fulfil their role, appointed persons do not need first-aid training. Appointed persons are therefore not first-aiders and should not attempt to give first aid for which they have not been trained.

When occupying Harris Academy, the Duty Manager is to perform this function.

7. Medication

- 7.1 Although certain staff and volunteers may be trained in first aid, under no circumstances should any staff or volunteer dispense any form of medication to other persons either during the course of employment, or whilst on the

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church facilities. Remember, persons may also suffer from allergies including reaction to sticking plasters.

8. First Aid Box

The First Aid box(es) are situated in the church office (kitchen), Oxley's kitchen, Harry's Café kitchen and in the welcome box situated in the reception area at Harris Academy. The Facilities Management Team are tasked with conducting a 100% check of the First Aid box once a month and reporting any shortages/out of date items to the Office Administrator responsible for purchases.

9. Testing of Electrical Equipment

9.1 All portable electrical equipment / appliances must be tested as required by PAT Regulations, by a suitably qualified person.

9.2 Any electrical equipment found not to meet safety standards will be disposed of, or repaired so that it does meet the necessary standards.

10. Fire Precautions (see also Annex B)

A Fire Risk Assessment has been carried out by Neil Sturdy (IFE Registered Assessor; IFSM Teir 2 Fire Risk Assessor). This risk assessment should be read in conjunction with this policy.

10.1 All areas of the church facilities will be kept clean and tidy to avoid risk of fire.

10.2 Inflammable liquids and materials will be properly and carefully stored and handled with greatest possible regard to safety. Candles and naked flames are not permitted to be used at the church facilities under any circumstances.

10.3 Fire fighting equipment, emergency lighting, smoke detectors and alarm bells will be checked regularly by a member of the Facilities Management Team and recorded in the Fire Log Book.

10.4 Vehicles and equipment must not block exits or access roads.

10.5 All emergency exits shall be clearly marked.

11. Evacuation

11.1 The current instructions to all users will be displayed prominently throughout the church facilities and will be brought to the attention of all new staff and volunteers.

11.2 An evacuation drill will be held and recorded at least once every 6 months.

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11.3 The fire alarm will ring continuously in case of fire.

11.4 Disabled people must be assisted by the a member of staff, volunteers, or by the person in charge of the group when any of the facilities are hired.

12. Fire Procedures

In the event of a fire, it is essential that all church staff, or persons in charge of any group hiring a room should be well aware of the procedures and the users must be evacuated quickly and without panic. For this purpose, it is necessary that everyone should recognise the warning system and should be in a position to give clear instructions for evacuation. These instructions must be strictly obeyed by all persons occupying the church facilities, not only in case of fire but every time the alarm is sounded.

13. Fire Alarm

The church facilities and Harris Academy are equipped with a comprehensive fire alarm system, which will ring continuously in the event of a fire. In such an event the fire action procedure must be followed.

14. Fire Action

On hearing the fire alarm:

- All those present at the church facilities should leave the building by the nearest exit. These are clearly marked.
- Books, other materials, valubles, personal belongings must be left behind.
- Those in charge of any activities must take their register with them and account for all of their personnel on arrival at the Assembly Point.
- The Assembly Point for the church site is on the footpath at the junction of Cambridge Street / Argyle Street and the tennis courts at Harris Academy. The Ministry Team Leader, Lead Room Hirer, Meet & Greet Team at Harris Academy, or senior member of the office staff are to perform the duties of Fire Marshal by taking charge of the Assembly Point and are responsible for ascertaining that all occupants of the church / Academy facilities have been accounted for.
- Do not re-enter the church facilities or leave the assembly point unless instructed to do so.
- The church facilities and Harris Academy have a comprehensive fire detection system, however on discovering a fire, that person should raise the alarm. There are alarm break-glass panels located around the church facilities and at Harris Academy.

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A Ministry Team Leader, Lead Room Hirer, or the Duty Manager when at Harris Academy, are to take control and ascertain the location of the detector that has triggered the alarm and whether there is any need to call the fire brigade.

15. Procedures in the event of a Bomb Alert

In the event of a suspicious package or suspected bomb, the general procedure is the same as in the procedure followed for a fire.

16. Security Systems

Intentionally Deleted

17. Responsibilities of the Finance, Admin & Facilities Committee

The committee shall, at each meeting, consider any issues which affect the safety of the church facilities. The committee & elders shall, by personal example, encourage a culture of health and safety within the church. In particular the committee will consider issues arising from:

- Risk Assessments
- Accident Book
- Fire Risk Assessment/Fire Equipment/Evacuation Check
- Public Liability Insurance
- Electrical Safety Check
- First Aid facilities and information
- Health and Safety notices
- Information from employees/ volunteers
- Any threatening, violent or aggressive incidents

18. Responsibilities of the Lead Pastor

The Lead Pastor shall have overall responsibility for the health and safety of the Rugby Elim Church facilities. He shall, by personal example, encourage a culture of health and safety within the church. He will specifically:

- Ensure this policy is reviewed annually.
- Ensure health and safety is discussed at eldership meetings (where necessary) e.g. reports from the Finance, Admin & Facilities Committee.

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- Ensure accidents are recorded/reported as appropriate and followed up.
- Ensure action is taken as necessary to resolve health and safety issues.
- Ensure training, information and instruction is given to staff/ volunteers on health and safety.

19. Responsibilities of Duty Managers, Elders, Employees and Volunteers

All personnel must take responsibility for their own health and safety and ensure that their actions do not put the health and safety of other personnel at risk. All accidents and incidents must be recorded in the accident book and reported to the Office Administrator.

20. Responsibilities of Users

All members of the public must take responsibility for their own health and safety and ensure that their actions do not put the health and safety of other staff, volunteer workers and other persons at risk. All accidents and incidents must be recorded in the accident book and reported to the Office Administrator.

21. Responsibilities of Church Ministry Team Leaders / Room Hirers

At the commencement of each session, and upon the admission of new participants the Ministry Team Leader / Lead Room Hirer will:

- Point out the fire exits and explain the fire procedures.
- Issue safety instructions appropriate to the attendees.
- Point out the location of the First Aid box.
- Draw the attention of the attendees to the health and safety policy and the responsibilities of other users.

22. Lone Working

The church has a Lone Working Policy which is regularly reviewed. This should be read in conjunction with this policy.

23. Risk Assessments

Risk Assessments for new and existing activities will be carried out by a responsible person as required.

24. Food Safety

A list of personnel trained in food safety is held by the church administrator who is to ensure that Ministry Team Leaders identify any requirement for such training and arrange accordingly.

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Signed:

J. Skelton.

Pastor Jon Skelton

Date: 09/02/2024

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Information for Employees/Volunteers/ Room Hirers

1. First-aid arrangements operate efficiently in an emergency only where everyone (employees and volunteers) in the workplace are aware of them, and understand and accept them. These instructions provide the necessary information, which must be disseminated to all employees and volunteers.

This information is also to be provided to new employees and volunteers as part of their induction.

2. First-aid notices are also to be displayed in prominent places around the site .

First Aid at Work

3. It is important that someone is always available to take charge of the first-aid arrangements, including looking after the equipment and facilities and calling the emergency services when required.

4. The *First Aid Needs Assessments* conducted for all the **known** activities at Cambridge Street and Harris Academy i.e. *activities, workplace environments, workforce, hazards, risks and accident history records* have determined that a designated first-aider is **not** required. The minimum requirement therefore is for an **Appointed Person** to be nominated to take charge of the first-aid arrangements. However, even in small, low-hazard organisations where first-aiders are considered unnecessary, there is always the possibility of an accident or sudden illness, and as there are days/times when there are no members of the office staff in attendance, **Ministry Heads for Cambridge Street activities e.g. YAH, Elim Tots, Oasis Counselling** are to identify their *Appointed Person* during the setting up of their activities and brief all of their staff in attendance accordingly. The responsibilities of the *Appointed Person* are as follows:

Responsibilities of the Appointed Person:

a. Looking after first aid equipment

An Appointed Person is required to know the location of first aid equipment, so it can be quickly accessed when required, They should check the first aid equipment **during the setting up** and notify the Church Office Administrator (Ruth Jelley) of any items that need replacing or used and out-of-date items such as plasters and bandages.

b. Taking charge when anyone is injured or taken ill

When an injury or illness occurs, the *Appointed Person* should take charge **if a trained First Aider is not present**. They should **not** provide first aid if they are not trained, **but their role can include finding a trained person** to help and retrieving the first aid equipment.

c. Calling the emergency services

When an incident occurs, it is important that everyone knows that the emergency services will be called **if required**. Although anyone can call an ambulance or another emergency service, **having it as a set responsibility of the Appointed Person** ensures that there is no confusion about who should do it.

d. Keeping records

Maintaining records of injuries and illnesses is important and an *Appointed Person* can take on this role. This includes filling out electronic accident forms, or an accident book, or notifying the Church Office Administrator (Ruth Jelley) if the Accident Book is

not available.

Tablets and Medication

5. First aid at work does **not** include giving tablets or medicines to treat illness. It is therefore recommended that tablets and medicines are **not kept** in the first-aid container.
6. Some workers, volunteers, activity attendees may well carry their own medication that has been prescribed by their doctor (e.g. an inhaler for asthma). If an individual needs to take their own prescribed medication, the Appointed Person's role is generally limited to helping them do so and contacting the emergency services, as appropriate.

First-aid Containers

7. As identified during the *First Aid Needs Assessments*, more than one first aid container is required. They are located as follows:
- a. **Church Office**, b. **Oxley's Kitchen**, c. **Harry's Café**, d. **Church Auditorium (sound desk)**
- e. **Harris Academy (checked by Duty Managers)**. These first-aid containers must remain easily accessible at all times.
8. The contents of first-aid containers are to be **examined monthly by a member of the Facilities Management team** and restocked as required. Care should be taken to dispose of items safely once they reach their expiry date.
9. There is no mandatory list of items to be included in a first-aid container. As a guide, where work activities involve **low hazards**, a minimum stock of first-aid items is:
- a leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work);
 - 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary); blue plasters for use in a catering environment
 - two sterile eye pads;
 - two individually wrapped triangular bandages, preferably sterile;
 - six safety pins;
 - two large, sterile, individually wrapped unmedicated wound dressings;
 - six medium-sized sterile individually wrapped unmedicated wound dressings;
 - at least three pairs of disposable gloves (see HSE's leaflet Latex and you).
 - If mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9% w/v) in sealed, disposable containers should be provided. Once the seal has been broken, containers should not be kept for reuse. Containers should not be used beyond their expiry date.

ANNEX B TO RUGBY ELIM CHURCH H&S POLICY: SUPPLEMENTARY FIRE SAFETY INSTRUCTIONS

1. Means of Escape

- Fire doors are provided to prevent the spread of smoke and heat. Keep them shut when not in use and never prop them open or remove self-closing devices
- Keep corridors and stairways clear of storage and waste material
- Ensure that final exit doors can be readily opened from the inside without the use of a key
- Keep areas outside of final exit doors clear of obstruction at all times

2. Portable Fire Extinguishers

These are intended for fires in the preliminary stages. Ensure that all staff and volunteers know where the extinguishers are sited and how to operate them safely.

Always ensure that they are inspected and maintained regularly.

3. Routine Inspection by the user

It is recommended that monthly inspections of portable fire extinguishers are carried out to ensure that they are in their proper position and have not been discharged or have lost pressure (those with pressure indicator) or suffered obvious damage.

Any extinguisher not available for use should be replaced.

Details of each monthly inspection must be recorded in the relevant section of the RUGBY ELIM CHURCH Fire Logbook.

4. Annual Inspection, service, and maintenance by a competent person

No guidance is given as this should be undertaken by a competent person following the manufacturer's recommended guidance notes and procedures using the tools, etc. specified therein. This annual inspection is currently undertaken by *FixFire Coventry*.

5. Intervals of discharge

It is recommended that the intervals of discharge are determined by a representative of the manufacturer, or at least by a competent person following the manufacturer's recommended procedures and using the tools, etc. specified therein.

6. Fire Instructions for Office Staff, Ministry Team Leaders / Lead Room Hirers

Ensure that all personnel under their supervision are aware of their responsibilities in the event of an emergency.

Fire training should be given at regular intervals:

Ensure that they:

- Know how to raise the alarm
- Know how to call the fire brigade
- Know when not to tackle a fire
- Know how to use a fire extinguisher correctly and safely
- Know the correct evacuation procedures for the premises.
- Know where the assembly point is.
- Are aware of the contents of the Fire Risk Assessment
- Are aware that when leaving the building, try to do everything possible to reduce draughts which may fan the fire. If possible close all windows and doors
- Know NOT to re-enter the building for any reason
- Are aware of common causes of fire

7. Visitors / Room Hirers / Church Ministry Team Leaders

Ensure that all leaders, regular room hirers and visitors to the premises are aware of the actions to take in the event of an emergency, as detailed above.

8. Electrical Equipment / Installations

- The misuse of electricity is a major cause of fire and is a source of heat.
- Faults should be repaired immediately by a competent electrician.
- Switch off appliances after use.
- Old wiring should be regularly checked and renewed if necessary.
- Ensure that you always use the correct fuse.
- Ensure all portable electrical equipment is regularly inspected and annually subjected to a Portable Appliance Test (PAT) by a competent person.

9. Heating

ANNEX B TO RUGBY ELIM CHURCH H&S POLICY: SUPPLEMENTARY FIRE SAFETY INSTRUCTIONS

Keep portable heating appliances away from furniture and any combustible materials.

10. Smoking

Smoking is prohibited on the premises.

11. Rubbish

Remove rubbish from the premises and into wheelie bins as quickly and as often as possible. Ensure waste bins in all rooms are emptied daily.

12. Dangerous Goods

All aerosols are either flammable or explosive; keep them all far away from any source of heat. The careful use and storage of any flammable liquid or aerosols is essential to maintain a safe working environment.

13. Arson

Help to protect the premises from an arsonist by locking away any flammable liquids or gases. Effectively secure the premises at the end of the day.

14. Smoke Detectors

Regularly inspect smoke detectors for damage, unusual accumulations of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector. All smoke detectors should be checked at regular intervals for correct operation and sensitivity in accordance with the manufacturer's instructions. Good practice would be to formally inspect the smoke detectors at the same time as portable fire extinguishers. These inspections will be carried out by the Facilities Management Team.

15. Fire Drills

At the intervals shown below, drills should be conducted to simulate fire conditions i.e., one escape route obstructed, no advance warning given, other than to specify staff for the purposes of safety, the fire alarm (if available) should be operated on instructions of management. Do NOT call the fire Brigade for the purpose of a drill, it is an offence.

Frequency:

- **Six Monthly:** For residential premises, places of public entertainment, large shops, and department stores.
- **Yearly:** For industrial and commercial premises.

16. FIRE PRECAUTIONS - KITCHENS

A high standard of fire prevention in Kitchens is of paramount importance in order that losses by fire are kept to a minimum and so that catering facilities are not jeopardised. Catering staff are required to be extremely fire conscious and to be fully conversant with the action necessary in the event of fire.

ANNEX B TO RUGBY ELIM CHURCH H&S POLICY: SUPPLEMENTARY FIRE SAFETY INSTRUCTIONS

Regardless of whether cooking apparatus such as cooker hobs, ovens, or grills, are or are not thermostatically controlled, the chief danger of fire is from cooking oils and fat overheating, boiling over and igniting resulting in a rapid spread of fire.

Statistics prove that deep fat frying, when left unattended, left switched on when premises are vacated, or when used by unauthorised persons entering to cook meals, are the cause of the majority of fires in kitchens. Therefore:

- a. Deep fat frying pans are not to be left unattended when in use.
- b. The equipment is to be switched off before the last loading of food is removed.
- c. Defects in cooking apparatus are to be reported immediately.
- d. Wet chips should be dried before being placed in fryers.
- e. Due to repeated use and the presence of impurities, the flash and ignition points of cooking fats become progressively lower resulting in high temperatures being reached very rapidly.
- f. No two frying oils have the same "Flash Point." Manufacturer's instructions should be noted and observed.

It is essential that all catering staff are fully aware of the location of the following:

- g. Main electric switch should be indicated by a suitable notice.
- h. Gas cocks should be painted yellow.
- i. On/off switches to turn off the cooker hood extractor in the event of a fire.
- j. Fire-fighting equipment.

Foam extinguishers and fire blankets should be provided.

All catering volunteers are to receive instructions in the operation of first aid fire appliances provided in the kitchen.

Catering volunteers are to ensure that, when work is finished, the premises and all food stuffs are properly secured.

17. FIRE PRECAUTIONS IN STOREROOMS / OFFICES / HALLS & AUDITORIUM

The following precautions are to be strictly adhered to:

- a. Smoking. Smoking is not permitted in any part of the church facilities.

ANNEX B TO RUGBY ELIM CHURCH H&S POLICY: SUPPLEMENTARY FIRE SAFETY INSTRUCTIONS

- b. Heating Appliances. Storerooms must be kept clear of all heating appliances, irrespective of 'Radiant Heat' or 'Black Heat' or the type of fuel used, even low temperature heat can dry out combustible material to a condition of tinder dryness. Any electric fires in offices / halls etc are to be regularly inspected for any signs of damage / wear that could render them unsafe. They must not be sited adjacent to any furniture or window blinds.
- c. Naked Flames. Under **no** circumstances are naked flames permitted.
- d. Flammable Liquids. No flammable liquids such as paints/white spirits/cleansing fluid or gas bottles are to be kept in storerooms / offices or halls.

18. In the event of a a necessity to effect an emergency evacuation e.g. fire, the following instructions are to be adhered to:

ACTION ON DISCOVERY OF FIRE

- SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- LEAVE THE BUILDING BY THE NEAREST SAFE FIRE EXIT.
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT AT THE JUNCTION OF ARGYLE STREET AND CAMBRIDGE STREET
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO, BUT DO NOT PUT YOURSELF AT RISK

AT THE ASSEMBLY POINT:

ON ARRIVAL USERS/HIRERS ARE TO CARRY OUT A ROLL CALL TO ACCOUNT FOR ALL THEIR ACTIVITY ATTENDEES AND INFORM THEIR NOMINATED FIRE MARSHALS ONCE COMPLETED

ACTION ON HEARING FIRE ALARM – (SIGNAL IS A CONTINUOUS SIREN)

- LEAVE THE BUILDING BY THE NEAREST EXIT. DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- **USERS/HIRERS ARE REQUIRED TO DESIGNATE ONE OF THEIR LEADERS** WHO IS TO BE RESPONSIBLE FOR IDENTIFYING WHICH ZONE HAS ACTIVATED THE ALARM, INVESTIGATE WHETHER THERE IS AN ACTUAL FIRE OR A FALSE ALARM AND FOR CALLING THE FIRE BRIGADE BY MOBILE PHONE (UNLESS IT'S A FALSE ALARM).
- INFORMING THEIR FIRE MARSHALS AT THE ASSEMBLY POINT WHEN IT IS SAFE TO RE-ENTER THE BUILDING