

# Tenant Fire Warden Information

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***There must be at least two (2) Fire Wardens, per suite, regardless of square feet occupied. The number of representatives required is determined by the amount of square footage in your leased space per floor, as follows:***

<b><i>0-7,500 square feet</i></b>	<b><i>one (1) primary and one (1) secondary</i></b>
<b><i>7,501-15,000 square feet</i></b>	<b><i>two (2) primary and two (2) secondary</i></b>
<b><i>15,001-22,500 square feet</i></b>	<b><i>three (3) primary and three (3) secondary</i></b>
<b><i>22,501-30,000 square feet</i></b>	<b><i>four (4) primary and four (4) secondary</i></b>

***Example: If your company occupies a full floor (approximately 22,000 sf), you are required to have three (3) Primary Fire Wardens and (3) Secondary Fire Wardens.***

***Each additional 7,500 square feet or portion thereof, will require an additional representative.***

***Each Tenant Warden should have a replacement (Back-up Tenant Warden) in the event they are out of the office for any reason.***

## 1. IMPORTANCE OF TENANT WARDENS

Tenant Wardens are *vital* to the building's emergency response. When an alarm sounds, you, as a Tenant Warden, are in charge of everyone who works on your designated floor. This is often a role that isn't praised and is deemed as a burden to many, until there is a true emergency.

Tenant Wardens are the connecting links between the Property Management staff and your company's employees. As such, you have direct control and responsibility for all decisive matters relating to the safety of your company's employees during an emergency. The role of the Tenant Warden is *essential* to an organized, safe evacuation of employees.

## 2. RESPONSIBILITIES OF A TENANT WARDEN

- (1) Each Tenant Warden shall be familiar with the fire safety plan, the location of exits and the location and operation of any available fire alarm system.
- (2) The Tenant Warden is responsible for disseminating information to other employees concerning emergency procedures.
- (3) The Tenant Warden is responsible for communicating a pre-designated rendezvous point for the employees on his/her floor. In an evacuation situation, the Tenant Warden will utilize this point to make sure all employees are accounted for.
- (4) The Tenant Warden must assign a Back-up Tenant Warden to assist in effectively performing the duties and responsibilities and to act as the Tenant Warden in the event of the absence of the Tenant Warden. The qualifications for the Back-up Tenant Warden are the same as those for the Tenant Warden.
- (5) Property Management must be informed of any personnel changes involving Tenant Wardens or Back-up Tenant Wardens.
- (6) Tenant Wardens are responsible for visually checking their floors for corridors and exits for obstructions. Please report any obstructions to the JPMorgan Chase Tower Management Office at 713-223-0441.
- (7) Tenant Wardens should be aware of any mobility impaired occupants in their areas and share this information with the Property Management Office. Teams of two will be assigned to assist these employees with evacuation. At the minimum, mobility impaired occupants must be brought inside the stairwell landing by the team assigned to them. From the stairwell landing the team should request additional help from Property Management personnel who will be available throughout the evacuation route. (Mobility impaired persons include those with heart conditions, those who are ill for any reason, and those who may have anxieties).
- (8) Tenant Wardens must be aware of any visitors to the floor to give them appropriate direction during the evacuation.
- (9) Tenant Wardens must track attendance of employees on their floor so they have an accurate list in the event an evacuation is necessary.
- (10) Tenant Wardens must tell co-workers to:

- Be quiet during the evacuation so that the announcements can be heard.
- Take essential personal possessions only. They may not be able to re-enter the building. (Purse, car keys, etc.)
- If wearing high heels, take them off before going down the stairs.

### 3. QUALIFICATIONS OF A TENANT WARDEN

- (1) They must work primarily on the floor where they have been assigned to be a Tenant Warden. Someone who has duties and responsibilities outside of the office regularly cannot be a Tenant Warden.
- (2) They are intelligent, alert and resourceful individuals who are capable of performing in a leadership role during an emergency situation.

### 4. PROCEDURES FOR REPORTING FIRES & FIRE ALARMS

#### NOTIFICATION

#### A. If the following is reported to you, or if you see smoke or flames, or smell something burning, or hear a fire alarm, IMMEDIATELY:

- Activate the Fire Alarm Pull Station – if the alarm is not sounding
- Call the Fire Department – Dial 911
- Call Property Management at (713) 223-0441 – we need to be able to assist in facilitating the process
- Report any change in conditions to the Fire Department and Property Management

#### B. If you think you smell a peculiar or unfamiliar odor, IMMEDIATELY:

- Call Property Management 713-223-0441

#### C. Information to be given to the Fire Department

- What is the emergency: (alarm, smoke, flames, etc.)
- Address: 600 Travis and closest cross street
- Type of Occupancy: High Rise Office Building
- What Floor: \_\_\_\_\_ Room#: \_\_\_\_\_ Telephone # calling from: \_\_\_\_\_
- Let the dispatcher hang up first!

#### EMERGENCY PROCEDURE PRIORITIES

#### A. If The Following Is Reported To You, Or If You See Smoke, Or Flames, Or Smell Something Burning, IMMEDIATELY:

- Isolate** the fire - (close the door if you can do so safely.)
- Call the Fire Department, Property Management** , and Activate the Fire Alarm Pull Station, if the Alarm is not sounding.
- Evacuate** – If directed to evacuate by the Fire Department or Property Management, or if unsafe conditions warrant leaving the floor, evacuate **DOWN** to the next re-entry floor by using the Exit / Stairs. Relocation to three (3) or more levels below the fire floor is generally adequate.

**B. If You Think You Smell Smoke:**

- Immediately call Property Management at 713-223-0441.
- Contact the Fire Warden(s) on the floor with the odor and give the location and characteristic of the odor.

**C. Emergency procedures - in the event of an alarm only:**

- Call the Fire Department and Property Management.
- Direct all occupants on the floor in alarm to the Exit/Stairs and await further instructions.

**5. PROCEDURES FOR EVACUATION**

In the event of a fire or fire alarm, the Fire Warden, **when it can be done safely, shall:**

- (1) Notify the fire department
- (2) Prepare to evacuate by going to the nearest stairwell door. Direct the evacuation of the floor in accordance with directions received from HFD, and/or Fire Command Center (Property Management staff):
  - (a) Tenant Wardens shall see that occupants are notified of the fire or fire alarm, and shall instruct occupants as per the fire safety plan. The Tenant Warden should make sure that all restrooms, offices, copy areas and coffee rooms are checked for employees.
  - (b) The Tenant Warden shall select the nearest exit/stairwell to use for evacuation on the basis of location of the fire and any information received. If it is affected by smoke, an alternate exit/stairwell shall be selected.
  - (c) The priority floors for immediate evacuation are the floor of incident, the floor above and the floor below.

In the event of a fire alarm, when there is no evidence of fire, minimum evacuation response is to prepare to evacuate by relocating occupants to the nearest stairwell door.

- (d) Evacuation from other floors shall be instituted when conditions indicate such action or when instructed by fire command. Evacuation shall be via uncontaminated exit/stairwell.
- (e) HFD will determine where it is safe to relocate. Relocation to three (3) or more levels below the fire floor is generally adequate .
- (f) Tenant Wardens shall notify Property Management of all mobility impaired occupants that may require special assistance in the event of an evacuation. Occupants not requiring assistance will evacuate first. This avoids the possibility of persons in need of assistance being bumped and falling down, thus slowing evacuation and/or causing injury. If there is evidence of fire, persons having mobility

impairment should be positioned near the exit stairwell that are located farthest away from the fire. If fire conditions pose a personal threat, the Tenant Warden or person assisting should enter into the exit stairwell with the persons needing special assistance and wait for the Fire Department. If fire conditions pose a personal threat in the stairwell, the mobility impaired should be evacuated to a safe location.

## **6. SPECIAL NEEDS THAT A FIRE WARDEN MAY PERFORM**

- ❑ Have flashlights available in the event of a power failure
- ❑ Arrange for company first aid kit to be taken (if not too heavy)
- ❑ Properly secure and safeguard company records
- ❑ Unplug appropriate equipment (i.e., computers and machines)
- ❑ Close office doors, but do NOT lock an office involved in a fire.

## **7. HOUSTON FIRE CODES: HIGH RISE BUILDINGS**

### **SECTION 38-67. SCOPE AND APPLICATION**

This division shall apply to those structures for all classes of occupancies over seventy-five (75) feet above the finished grade where the fire department is provided ready access on at least two (2) sides for the placement of serial apparatus. Where the design is such that the projections of the building [hinder], or there are no driveways or access lanes provided which will permit, placement of fire department apparatus, then these requirements will apply to structures over three (3) stories above grade. This requirements of this division are primarily concerned with all office buildings occupied or arranged to be occupied by one hundred (100) persons on floors above the street floor or more than five hundred (500) persons on all floors including the street floor:

- 1). Those buildings where there are occupants located above or below grade or of such total numbers that their movement under emergency conditions could expose them to conditions dangerous to life from panic, fire, smoke and fumes before they could be evacuated.
- 2). Those buildings, the occupancy of which involves significant amounts of combustible materials which could under fire conditions rapidly produce heat, smoke, flame or other dangerous products of combustion, making it difficult or impossible to evacuate the occupants without subjecting them to possible injury to persons or loss of life.

A building under seventy-five (75) feet in height, having no floor area over forty-eight hundred (4,800) square feet and having not more than one (1) level below grade, shall not be included in this category.

## 8. ASSISTING THE MOBILITY IMPAIRED

Persons having any mobility impairment need to be considered prior to any need for evacuation. It is necessary for Fire Wardens to notify the Property Management of any mobility impaired tenants that may require special assistance in the event of an evacuation. A list must be maintained and updated as necessary.

Mobility impaired occupants may require special assistance in the event of an evacuation. Occupants not requiring assistance should evacuate first. This avoids the possibility of persons in need of assistance being bumped and/or falling down, thus slowing evacuation and/or causing injury. If there is any evidence of fire, persons having mobility impairment should be positioned near the fire exit/stairwell that is located farthest away from the fire. If fire conditions pose a personal threat, the fire warden or person assisting should enter into the exit/stairwell with the person(s) needing special assistance and wait for the Fire Department. If fire conditions pose a personal threat in the stairwell, the mobility impaired person(s) should be evacuated to a safe location.

## 9. FACTS

- ❑ There will be two fire drills held every year at your building per the City of Houston Fire Code.
- ❑ There is **no** such thing as a **FALSE** alarm.
- ❑ A fire is defined as the sighting or smell of smoke, or visual sighting of flames.
- ❑ When an alarm is activated, we are notified by four separate annunciator panels in four separate locations; at our offsite monitoring site (Kastle), Security Console, Engineering Office, and Property Management Office. The building receives quadruple redundancy of alarm notification.
- ❑ Under no circumstances should anyone attempt to use the elevators during an evacuation unless specifically instructed by the Property Management or the Houston Fire Department.
- ❑ JPMorgan Chase Tower's stairwells are designated as the safest means of egress for several reasons; (1) they have a two hour fire rating, and (2) there are stairwell pressurization fans tied to the emergency generator, they dump outside air into the stairwells to insure a somewhat uncontaminated path of egress.
- ❑ The Building has two stairwells (Stairwell A & Stairwell B). Everyone should be familiar with the location of the stairwells and always know the quickest route for evacuation.
- ❑ The roof is **never** an approved exit, as a fire progresses upward.
- ❑ If it is safe to do so, close all doors (but do NOT lock). Closing doors can help keep a fire from spreading and can buy us valuable time in evacuating.
- ❑ The air handler units on the floor of incident shut off to prevent the spread of smoke.
- ❑ All electronic locks in the building are tied to the fire panel. When an alarm is activated, the electronic locks on the floor of incident, floor above and floor below will failsafe open.

- ❑ As a Fire Warden it is your responsibility to designate a holding area after an evacuation has taken place so that you can take a head count.

## 10. WHY IS THE FIRE DEATH RATE SO MUCH GREATER IN THE UNITED STATES THAN IN OTHER NATIONS?

- **FIRE SERVICE INVOLVEMENT:** Fire prevention in the United States is considerably different from that in Europe. More built-in protection, stronger code enforcement and more public education may be found in many nations. Another major difference is the degree of participation of the fire service in prevention. In the United States, the first priority of the fire service is suppression. Very few resources and personnel are allocated to public education efforts. In contrast is—or soon will be—the United Kingdom, where most members of the fire service are not expected to be involved in the delivery of public education. The fire service tailors prevention efforts to most neighborhood needs, and extensive training on prevention is given to recruits and to junior officers in many nations. Higher levels of technical training are expected of fire officers.
- **PUBLIC APATHY:** Apathy towards fire prevention is prevalent in American society. The public tends to be unaware of the magnitude of the losses that are associated with fires and the huge total cost of fire (over \$100 billion per year). The United States has not capitalized on the opportunity of using our fire experiences to teach messages of prevention. This is exemplified by the lessons learned from the Great Chicago Fire of 1871. The loss of 300 lives, 100,000 people left homeless, 18,000 buildings reduced to ashes and \$200 million in property damage has been reduced to the image of Mrs. O’Leary’s cow. In the face of such pop culture reductionism, important lessons have been lost. We do not explain fire’s role in our cultural history in schools, unlike the lessons taught in nations ranging from Japan to England.

The gravity of other social ills detracts from fire problem awareness. This country is more entranced with crime and gives disproportionately greater attention than its relative risk. In other instances, socially acceptable practices heighten the risk for fires. Alcohol has been a persistent threat to public health and deaths due to fires are highly associative with intoxication: about half of adult fire fatalities are legally drunk.

## 11. HIGH RISE CERTIFICATION TRAINING CLASS

- ❑ As a Fire Warden you are required to attend a High Rise Certification Training Class sponsored by the Houston Fire Department. You must be re-certified every 5 years.  
*JPMorgan Chase Bank employees are required to be certified every 2 years.*

## 12. MEETINGS/TRAINING CLASSES

Visitors that are in your office to attend meetings or training classes should be informed of the locations of the stairwells in the event of an emergency.

## 13. FIRE SAFETY IN A HIGH RISE BUILDING

This is a guide to teach you how to escape and remain safe in a home or a high-rise building in the event that a fire breaks out. Fire safety is nothing more than awareness and common sense.

## **BUILDING SAFETY:**

High rise office buildings have a good history with regard to fire safety, but present special fire safety concerns. Their height, number of occupants and the Fire Department ability to get fire fighters and their equipment to the site of the fire are just a few of these concerns.

When strictly enforced, local fire and building codes can help to ensure that the high rises are designed to minimize the likelihood to a major fire. Yet, high rise fires do happen. High rise fires start from the same causes as fires on any other property. Among the most common are heating equipment, smoking, electrical systems, mechanical systems, cooking and arson.

To save lives and minimize property damage, the following fire and life safety features should be inspected and maintained. Smoke detectors, PA system, fire-pull stations, sprinkler heads, fire hoses and fire extinguishers. Besides making sure that they are properly maintained and inspected; it is important to know how to operate these systems and make sure that nothing blocks or otherwise interferes with their access or use. Promptly report any sign of damage, malfunction or inaccessibility to building management.

### **FIRE EXITS:**

Never lock fire exits or block doorways, halls or stairways. "Fire doors" not only provide a way out, they also slow the spread of fire and smoke. Never prop fire doors open; keep them closed at all times.

### **BE PREPARED:**

As they say in football, "You play the way you prepare". You are far more likely to do the right thing in a real fire if you have prepared yourself before hand.

- Learn your building's evacuation plans.
- Make sure all of your co-workers know where to go when the fire alarm sounds, and practice your escape routes with building management during fire drills.
- Learn the sound of your building's fire alarm.
- You should know of at least two escape routes from your floor. In the event of a fire, you may have to escape in the dark by feeling your way along the walls. Prepare yourself by counting the number of doors between your office and the two nearest building exits.
- Learn the location of the fire exits, fire pull stations, fire hoses, fire extinguishers, the PA system, remember the telephone number of the Property Management.
- Post the fire department and the property management's telephone number near or on each phone.

### **IF A FIRE BREAKS OUT:**

- Your worst enemy is smoke. Sound the alarm if you see smoke or detect a burning smell.
- If you discover a fire, pull the fire-pull station.
- If you are not in immediate danger, call the fire department and the property management office.
- Close doors behind you as you leave; this will help prevent or retard the fire from spreading.
- Use stair exits; never use elevators. Elevators are another enemy. Fire is drawn to shafts because of the oxygen supply and the fire could cause a power failure causing the elevators to be inoperable. Elevators in a fire can mean DEATH.
- Listen for instructions over the PA system and do as you are told. You might be told to stand by.
- Follow the evacuation plan unless it would put you in danger. Should you encounter fire and/or smoke, try to use your second escape route.

- Should you have to escape through a maze of fire and/or smoke, crawl as low as you can. The best and probably the only air is close to the floor. Remember: Heat Rises!
- Test doors before you open them. Still keeping low, feel the door with the back of your hand as high as you can reach and if it is hot, use your second means of escape. If the door is not hot, open it carefully and check for smoke or fire and be ready to slam the door shut if heat or smoke starts to push in.
- Once outside of the building, stay out of the way of the fire fighters, but do not leave the area. You may have information needed by the fire department and/or building management. They may also want to obtain a head count to make sure everyone inside is accounted for.

**IF YOU ARE TRAPPED:**

- Try to stay calm and start to think if it is possible to crawl to a room with a window or phone.
- Close all doors and vents. Cover the cracks in the doors as best as possible.
- Turn off fans and air conditioners.
- If there is a phone, call the fire department and tell them your location.
- If there is a window, signal someone below.

**FIRE EXTINGUISHERS:**

Fire extinguishers are only first aid to a fire; such as a trash can fire. Never fight, even a small fire, until the alarm has been sounded, the Fire Department has been called and the area evacuated. Always have an escape route should the fire get out of control.

Fire extinguishers are classified as to the type and size of fire they can extinguish.