

TENANT WARDENS

QUALIFICATION, DUTIES AND RESPONSIBILITIES OF THE TENANT WARDENS TO CONTROL AN EMERGENCY

Tenant Wardens are to be selected on the basis of two major criteria:

- They must be intelligent, alert and resourceful individuals who are capable of performing in a leadership role during an emergency situation.
- They must generally be working in their respective company areas within the building, rather than having primary duties and responsibilities elsewhere.

Tenant Wardens are the “connecting links” between the Property Management Office and their respective employees. As such, they have direct control and responsibility for all decisive matters relating to the safety of their employees during an emergency.

Tenant Wardens are responsible for communicating appropriate pre-planned emergency procedures and/or data to all employees under their jurisdiction through personnel orientation and/or company bulletin boards.

Tenant Wardens must be knowledgeable about what is not commonplace, i.e., “unusual” or “foreign” to the normal environment of their respective company areas, so that in the event of a bomb threat they will be qualified and instrumental in conducting a search, as well as assisting in the identification of any suspicious items.

REPORTING CHANGES IN TENANT WARDENS

Tenant Wardens are the appointed liaison between the Property Management Office and their respective organization. Communication of any emergency instructions and information must never be interrupted due to transfer or loss of this key individual.

Any changes in the employment status and/or replacement of each Tenant Warden must be reported immediately in writing to the Property Management office in order to maintain reliable communication during emergency situations. Special efforts must also be made to adequately inform company employees who look to the Tenant Warden for leadership during an emergency situation of changes in the tenant emergency staff.

Please note that Tenant Wardens are required by law to attend a High Rise Evacuation Seminar hosted by the Houston Fire Department every five (5) years. We must have a copy of each Fire Warden’s High Rise Certificate on file in the management office.

REQUIRED NUMBER OF FIRE WARDENS

There must be at least two (2) Tenant Fire Wardens per floor, 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. Each additional 7,500 square feet or portion thereof will require an additional representative.

0-7,500 square feet	one (1) representative is required
7,500 - 15,000 square feet	two (2) representative are required
15,001-22,500 square feet	three (3) representatives are required
22,501-30,000 square feet	four (4) representatives are required

There must be at least two (2) fire wardens per floor regardless of square footage if you are the only tenant on the floor. Each additional 7,500 square feet or portion thereof will require an additional representative. It is the tenant's responsibility to ensure there are an adequate number of fire wardens in their space and to communicate any changes to the Property Management Office.

TENANT WARDEN #1

Building: _____
Name: _____ Company: _____
Suite #: _____ Office #: _____
Work Tel. #: _____ Cell Tele. # _____

TENANT WARDEN #2

Name: _____ Company: _____
Suite #: _____ Office #: _____
Work Tel. #: _____ Cell Tele. # _____

TENANT WARDEN #3

Name: _____ Company: _____
Suite #: _____ Office #: _____
Work Tel. #: _____ Cell Tele. # _____

TENANT WARDEN #4

Name: _____ Company: _____
Suite #: _____ Office #: _____
Work Tel. #: _____ Cell Tele. # _____