

# TENANT EMERGENCY PREPARATIONS

## TENANT RESPONSIBILITIES

All building occupants are responsible for reducing life safety and fire risks by assisting with items such as the following:

- Becoming familiar with the Life Safety Procedures manual and review it with all employees. The Manual should be kept in a location readily accessible to all personnel.
- Assigning floor warden(s) and floor searcher(s) as many as are necessary to cover all areas of tenant's office, including alternates during times of floor warden's and floor searcher's absence – (see section on fire warden responsibilities). Changes in assignments should be communicated to Building Management. Assign "buddies" to assist mobility impaired individuals during evacuation procedures.
- Turning off all appliances, coffee makers, etc. when not in use, especially at the end of the day.
- Making sure cords are not frayed or damaged.
- Not allowing usage of personal electric heater.
- Not storing flammable materials in your suite.
- Making sure holiday decorations are fire proofed.
- Making all personnel aware of risks involved with items such as smoldering cigarettes in ashtrays, wastebaskets.
- Keeping stairwells, doorways and hallways free of obstruction.
- Bringing potential risks to the attention of Building Management.
- When fire alarms sound, all occupants shall, without delay, follow emergency evacuation procedures.
- Participate in scheduled fire drills. It is part of City of Phoenix Fire Code that all occupants participate in drills.
- Following guidelines set forth by Building Management and/or Phoenix Fire Department on an ongoing or periodic basis.

## FLOOR WARDEN RESPONSIBILITIES

### **Preparations Prior to Emergencies:**

- Be thoroughly familiar with our 3300 Tower Emergency Procedures. Learn locations of fire extinguishers and stairwells and evacuation routes.
- Know your own company's procedures – what we have put together are guidelines. Your company may have more specific instructions for certain situations.
- Assign individual(s) to be Floor Searcher(s) during emergency evacuation. Teach these individuals emergency procedures. You may assign as many searchers as you wish, and it may depend on how occupied the different areas of your office are. We generally recommend 5-8,000 square feet per searcher. For full floor tenant, this constitutes 2-3 searchers per floor (there are about 14,000 square feet per floor.) For smaller tenants, the fire warden may also serve as the floor

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searcher. Each searcher should be familiar with which areas they are responsible and should be very familiar with the evacuation routes. Be sure not to miss the restrooms when assigning the areas to searchers. For multi-tenant floors, tenants closest to the restrooms should include restrooms in their area of responsibility.

- Assign individuals to be “Buddies” for mobility impaired individuals during evacuations and teach them emergency procedures. Each mobility impaired individual should have a buddy. If an individual is temporarily impaired (i.e. Broken leg, pregnant) they should be assigned a temporary buddy.
  - **DO NOT ASSIGN INDIVIDUALS WHO TRAVEL OR ARE OTHERWISE FREQUENTLY OUT OF THE OFFICE TO BE FLOOR SEARCHERS OR BUDDIES.**
- Determine where you will be stationed during an emergency evacuation and inform all floor searchers and buddies of this area.
- Assign alternates for yourself, each floor searcher and each buddy in the event any of you are absent during an emergency.
- Teach all occupants on your floor (if full floor) or office (of multi-tenant floor) emergency procedures. Be sure newly hired personnel are informed of procedures as soon after their arrival as possible and regularly review procedures with existing personnel.
- Keep personnel reminded to avoid hazardous conditions and practices, i.e. coffee pots left on, storing flammable liquids, smoldering ash trays, blocked fire exit doors, personal heaters.
- All personnel should be made aware that if they have visitors in your office in the event of an emergency evacuation, it is their responsibility to assist the visitors to the stairwells and to the safe refuge area, as visitors are generally unfamiliar with the building.
- Provide and regularly update a list of impaired individuals, including the nature of impairment to Building Management.
- Provide and regularly update list of floor wardens, floor searchers, buddies for mobility impaired individuals and alternates to Building Management.
- Make all staff be aware of their surroundings, and what is considered normal, so they can easily and quickly identify if something is suspicious during an emergency situation.