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FIRE WARDEN INFORMATION

“Fire Wardens play an essential role in assisting building occupants during an emergency. Their emergency preparedness, level head, and quick thinking allow them to provide practical instructions to calm occupants who may be in panic mode during an actual emergency.” – City of Houston

Tenant Fire Emergency Responsibilities

- Appointing a Fire Warden(s).
- The Fire Warden should appoint one or more assistants to act as back-up in case of absence and to assist them during an emergency. (**Note: all chosen should be individuals who are familiar with the names and faces of all employees in your office.**)
- The names of assigned Fire Wardens along with their Fire Warden Certificate, must be given to the Property Management Office and kept up to date.
- Two Fire Wardens are required per 7,500 sq ft.

Fire Warden Certificate

- Tenants can now take **the required High-Rise Certification Class Online.**
- At this time the City of Houston is offering the class free of charge, visit the website at **<https://www.houstonhighriseflst.org/courses/high-rise-fire-warden-certification/>**.
- Once completed, please send a copy of the certificate awarded to **1900WLSMGMTFC@transwestern.com**.

“Failure to comply with the Fire Code may subject you to the penalties prescribed by the Fire Code. Houston Fire Department Standard 07 specifies that all tenants shall make available employees for Fire Warden Certification training. Failure to do so is violation of the Houston Fire Code, Section 404.2, and is punishable by a fine of not less than \$500, nor more than \$2,000. Per day.” – City of Houston

Please contact the management office at 713-850-9555 or 1900wlsmgmtfc@transwestern.com with any questions or concerns.