

1515 & 1555 Poydras: Fire Warden Meeting

October 19, 2022



P O Y D R A S

I. Welcome

- a. Be sure to get a raffle ticket for a chance to win a door prize.

II. Safety Moment – *Christmas Tree Reminders*

- a. Artificial trees must be labeled as flame retardant. Approved electrical lighting is permitted.
- b. All “cut” live trees, regardless of size, must be treated with a state fire marshal approved flame retardant chemical and display certification. Approved electrical lighting is permitted.
- c. Live untreated trees are only acceptable if installed for less than 3 weeks total. **NO ELECTRICAL LIGHTING IS PERMITTED.**
- d. Plug directly into a multiple outlet surge protector plugged directly into the wall. Do not compound surge protectors or extension cords.
- e. Candles and fragrance plug-ins are prohibited in any office space at all times.
- f. If you are displaying a Christmas tree, please submit a work order request online and a Building Engineer will verify that all requirements are met.

III. Fire Protection Systems

- a. Why, when, & how the building goes into “alarm”
- b. When any floor in the building goes into alarm, the life safety systems are activated.

IV. Role of Fire Wardens & Deputy Fire Wardens - *You are essential to the safety of your firm's employees by working with the JLL Management Office, as well as the NOFD, preparing for and in the event of an emergency.*

a. During an Emergency:

- i. REMAIN CALM! Panic spreads quickly.
- ii. Keep an eye out for potential safety hazards at all times.
- iii. Assume responsibility for helping others.
- iv. Walk your entire leased space to ensure doors are shut but NOT LOCKED.
- v. You are responsible for ensuring that your space has been cleared of all employees and guests. Refer to the Persons in need of assistance section below.
- vi. Familiarize yourself with the methods and requirements for evacuation routes, emergency procedures, and what is expected of you.
- vii. Ensure everyone in your firm is familiar with the procedures and route for a safe evacuation from the building. Each firm should have a designated meeting spot in place.
- viii. Upon exiting the building, Fire Wardens will notify a JLL team member (in yellow hats and/or reflective vests) that your firm is fully evacuated.
 1. If there are any persons in need of assistance left on the floor, provide their location (stairwell A or B).
- ix. After making the proper notifications to JLL, report to your firm's meeting spot.
- x. **NO ONE MAY RE-ENTER THE BUILDING UNTIL AN ALL-CLEAR ANNOUNCEMENT IS MADE BY BUILDING SECURITY.**
- xi. Do not take food, drinks, or any hand carried items such as laptops into the stairwells during an evacuation. These items can become a trip/fall hazard if dropped.
- xii. If the Fire Warden is out of the office during an emergency or drill, a Deputy Fire Warden should always be ready to fill in.

V. Fire Emergencies

- a. The NOFD assumes building operations upon arrival.
- b. The last person out of the suite (Fire Warden) should close but not lock the doors.
- c. If items/documents MUST be secured, do so before suite evacuation begins.
 - i. Remember – NO ONE will be allowed back into the space until the NOFD gives the all clear. You should have a plan for items that need to be secured: what, where, and by who. Limit such items to those that absolutely have to be secured.
- d. Everyone will evacuate using the stairwells, which are fire-rated. DO NOT USE ELEVATORS.
 - i. Evacuation should be single file and at the center of the stairs so other floors can join on their level.
- e. If stairwells are blocked:
 - i. go to the perimeter of the building and place signs in the exterior windows to alert people outside.
 - ii. Put as many doors as possible between you and the smoke/fire.
 - iii. Call 911 and alert them to your specific location. If possible, advise them of the specific location of the fire. They will relay this to the fire crew on site. Anyone in these situations would be rescued first.
 - iv. Do not try to put out the fire with an extinguisher. Inexperience using an extinguisher can lead to acceleration of the spread of fire.
 1. Extinguishers only useful if the fire is very small and emits only lightly covered smoke.
 - v. Do not attempt to go back up the stairs until an all clear is given by the NOFD or building security, even if your floor was not in alarm.
 - vi. JLL will typically conduct 1 fire drill every year.
 1. During the drill, if anyone cannot hear the alarm or understand the public announcements, notify the JLL Office, in writing, as soon as possible.

VI. Persons in Need of Assistance

- a. All individuals needing assistance should have 2 designated buddies to aide in their evacuation to the nearest stairwell.
- b. Once evacuated into a stairwell, 1 buddy will remain on the floor in the stairwell with the person needing assistance.
- c. The 2nd buddy will proceed down the stairs and advise a JLL team member of the location of the person needing assistance and the other buddy.
- d. People in need of assistance include those with walking impairments, pregnant women, wheelchair users, those with temporary injuries to feet or legs, and anyone who may have trouble walking and/or descending multiple flights of stairs. A current list of people needing assistance should be provided to the JLL Office. It is your firm's responsibility to keep this list up to date.
 - i. This list is kept in the Fire Control Room for use by the NOFD. It is imperative that the most accurate information possible is provided.
- e. Evacuation of Persons in need of assistance will only occur if deemed necessary by the NOFD.

VII. Other emergencies are addressed in the Tenant Emergency Handbook, found on our website 1515poydras.com. It is each tenant's responsibility to train employees on your firm's emergency procedures along with the building's.

VIII. Questions?

Thank you for joining us!

For questions or feedback, please reach out to tsrpoydras@jll.com.