

Fire Regulations at University of Applied Sciences Technikum Wien

§ 1 Introduction

Prophylactic fire protection measures serve to prevent risks to human health and property and are intended to prevent the occurrence and spread of fire. You are therefore requested to ensure that all preventative fire protection measures are observed and applied effectively.

§ 2 Competence and responsibility

The fire safety officers and fire wardens specified in the appendix are responsible for fire safety in the building. The names of the current fire safety officers and fire wardens are announced on the intranet.

All employees must heed instructions issued by these persons immediately and report all problems and faults to them as quickly as possible.

The following provisions must be observed under all circumstances, with a failure to do so resulting in possible civil and/or criminal consequences.

§ 3 Preventative measures / General conduct

(1) Maintaining order and cleanliness in all workspaces and transit routes is a basic fire safety requirement. All staff employed by the organisation must take fire safety into consideration during the course of their daily work activities. Flammable waste, loose paper, empty cartons and packaging must be disposed of and/or stored away accordingly at the end of the working or business day. Paper must not be accumulated in the immediate vicinity of machinery or power cables.

(2) Smoking is prohibited by law in all store rooms, laboratories and all rooms housing engineering equipment or facilities. All managers are responsible in their area for ensuring that this provision is observed not only by staff, but also by students, suppliers and customers.

(3) The full width of escape routes and other transit routes are to be kept free of any stored goods (also flower pots and trays).

(4) No **objects of any kind** whatsoever are to be placed in front of fire resistant doors and fire dampers. Fire resistant doors must not be “wedged open”, e.g. using boxes or wooden wedges. Fire resistant doors are generally to be kept closed, unless they are held open by holding magnets.

(5) Fire safety signs and signs indicating escape routes and fire fighting equipment as well as floor markings must be heeded and must not be hidden from view, damaged or covered.

(6) Extinguishers and fire extinguishing agents must be clearly visible and easily accessible; they must not be used for other purposes, covered or placed elsewhere.

(7) Inflammatory waste is to be collected in tightly sealed, fire resistant rubbish containers. Timely removal must be ensured. The careless disposal of plaster waste, packaging material, tobacco goods and similar increases the risk of fire and is therefore absolutely forbidden.

(8) The storage of highly flammable objects and solvents and/or cleaning agents is only permitted in the rooms designated for this purpose and in the permissible quantity for each item.

(9) All electrical equipment such as electric cookers, coffee machines, fans and heaters must be switched off and if possible disconnected from the mains power at the end of the working day. Furthermore, this equipment must not be positioned on flammable substrates and in the direct vicinity of highly flammable objects such as wastepaper bins, curtains and similar.

(10) All windows, internal and external doors must be closed at the end of the working day. At the end of the cold season and during summer the (openable) windows can be left slightly ajar in the tilted position.

(11) Working with an open flame/light and smoking are forbidden in the underground garage. Liquid gas powered vehicles are not permitted to be parked in the garage. Flammable objects (e.g. car tires) must not be stored in the underground garage. Students are not permitted in the underground garage.

(12) Fire safety officers must be given access to all rooms within the scope of operational self-monitoring in accordance with TRVB 120.

(13) If a siren sounds in the building, the fire wardens' instructions must be followed and the building evacuated in the quickest possible way (= evacuation alarm).

(14) The fire safety officers must be notified of all activities involving the generation of smoke, dust or vapour before such work is commenced.

(15) Electrical equipment must be maintained in accordance with the regulatory provisions. Modifications and repairs may only be performed by personnel authorised to do so. Provisional installations are prohibited.

(16) Fire safety officers are to be informed of electrical appliances (coffee machines etc.) brought to work. These appliances are only permitted if authorised by the infrastructure department.

(17) Modifications to door locks are forbidden.

§ 4 Behaviour in the event of a fire

ALARM - SAVE - EXTINGUISH

(1) If a fire is detected, notify the following:

- 0 – 112 European emergency service
- 0 – 122 Fire Brigade
- 0 – 133 Police
- 0 – 144 Ambulance

(Note: The services of the fire brigade cost nothing in the event of a fire!)

Provide the following information as precisely as possible:

- WHO is calling (name, telephone number, section if applicable)
- WHERE the fire is
- WHAT is burning
- HOW MANY people are affected and/or in danger

(2) If people are in danger they are to be taken from the endangered area without endangering oneself.

(3) Only attempt to extinguish the fire after you have notified the fire brigade (without endangering yourself and others) and close the doors and windows of the room on fire after all people have been evacuated.

(4) When the evacuation alarm sounds (continuous building siren) evacuate the building immediately via the stairwell (do not use the lift/elevator) and go to the prescribed meeting area. Follow the instructions of the meeting area warden under all circumstances.

Meeting area - Höchstädtplatz, lawn

If this is not possible:

- go to the outward facing room in the building that is furthest from the fire
- close the doors
- open the windows – if possible – and attract the attention of the emergency services personnel

(5) The instructions issued by the fire safety officers, fire wardens and fire brigade must be followed.

(6) Mobile telephones must only be used in an emergency during a fire.

§ 5 What to do during a fire

- (1) All persons in the building must assemble at the designated assembly area after an evacuation alarm to ensure no one is missing.
- (2) If possible, wait for the fire brigade outside the building. Clear all access routes and entry points. Provide the fire brigade with the necessary information and follow their instructions.
- (3) Fight the fire with the available extinguishers. When doing so, point the stream directly at the burning objects from below, not toward the smoke and flames. Highly inflammable objects are to be removed from the vicinity of the fire or cooled with water to protect them against ignition.

§ 6 What to do after the fire

- (1) Do not enter the rooms affected by the fire.
- (2) Inform the fire brigade captain and/or the fire safety officer with respect to all observations made relating to the possible cause of the fire and events witnessed during the course of the fire.
- (3) Cleaning up may only commence with the permission of the principal, fire brigade, security services and/or insurance institutions.
- (4) Electronic equipment may only be switched on again after being inspected by persons authorised to do so.
- (5) Used fire extinguishers must be **laid** on the floor/ground (not placed upright) and the appropriate authority notified of the need for refilling.

§ 7 Current list of appointed officials:

Fire safety officers: Posted on intranet.

Fire wardens: Posted on intranet.

Persons authorised to issue instructions (in sequence indicated):

Fritz Schmöllebeck

Christian Kollmitzer (Grad. Engineer)

Assembly area wardens (in given sequence subject to being present):

Posted on the intranet.

Intranet: <https://cis.technikum-wien.at> -> Infrastruktur -> Verordnungen ->
Brandschutzordnung