



# Fire safety regulations

WKO-Campus  
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## 1. Introduction

1.1. The following fire safety regulations provide important information about the proper conduct to ensure a safe operation, avoid risks to health and property, reduce serious damage caused by fire, and inform of the proper behavior in the event of an actual fire.

1.2. The regulations stated below must be strictly complied with. Non-compliance with these regulations may under certain circumstances result in civil and/or criminal liability.

## 2. Responsibility for fire safety

2.1. Fire prevention officer Ernst Einfalt (reachable at ext. 5135) along with the persons named in the appendix are responsible for fire safety at WIFI Vienna.

2.2. All persons in the building must immediately follow the fire safety instructions of these persons.

2.3. All participants (from the first trainer), trainers, employees, and other staff must be briefed on the fire safety regulations on the first day and at least once a year.

2.4. All observations of deficiencies pertaining to fire safety must be immediately reported to the fire safety officer.

2.5. The fire safety facilities at WIFI Vienna are examined according to the regulations by the fire safety officers in cooperation with authorized specialist companies.

2.6. The in-house fire safety check is conducted by the fire safety officers.

### **3. General fire safety regulations**

3.1 According to the Tobacco Act (BGBl No. 431/1995), smoking is **not permitted** in public areas, classrooms, and workshops!

3.2 In the following rooms at WIFI Vienna, the use of naked flames, light, smoking, and any other work involving fire is prohibited:

**All technical rooms  
(heating, air conditioning, ventilation, sanitary facilities)  
All storage rooms  
Emergency power room  
Battery room**

3.3 The rooms mentioned in point 3.2 may only be used as storage rooms if the stored materials do not pose an obstruction or risk to the existing facilities. Storage rooms are marked as such and may only be used for the materials they are intended for.

3.4 Maintaining order and cleanliness in all areas at WIFI Vienna is a fundamental requirement for fire safety.

3.5 Instructions on the proper behavior in the event of a fire are posted on all floors with information about the phone number(s) for reporting a fire and the nearest fire alarm. All phones are labeled with the **"fire reporting number" ext. 5150 or ext. 5151.**

3.6 Flammable waste, such as paper waste, wood shavings, sawdust, wood dust, etc. must be removed from the workrooms and stored safely as soon as the classes or works are finished. Oil and lacquer-soaked cleaning rags, light metal shavings, waste materials that tend to self-ignite, cigarette remains, etc. must be kept in fireproof containers, the lids of which must be kept closed.

All chemicals and easily flammable substances that accumulate and/ or arise in the building are to be collected in special containers.

3.7 Drive units such as electric motors, layshafts, etc. must be always kept free of all types of clutters.

3.8 Evacuation routes and all other travelways must be kept free of all types of storage in their full widths.

3.9 The storage quantities approved for the individual storage rooms must not be exceeded.

3.10 Only the daily requirement of flammable objects and materials may be taken from the storage rooms into the classrooms, workrooms, or workshops.

3.11 Packaging material must not be stored in the workrooms or classrooms.

3.12 Additional devices, especially heating, cooking, and cooling devices, may only be set up or installed with the written permission of the fire safety officer.

3.13 Flammable objects and materials must not be stored near heat-producing appliances or in the garages.

3.14 On the premises of WIFI Vienna, vehicles may only be parked in the marked parking lots and the APCOA garage. It is forbidden to block or obstruct traffic routes, evacuation routes, and the fire department building access.

3.15 Fire doors and fire dampers must be kept free of all kinds of objects.

3.16 The self-closing mechanism of doors must not be blocked or disabled.

3.17 Fire safety appliances may not be arbitrarily disabled.

3.18 Fire extinguishing facilities and equipment, including hydrants and extinguishing water outlet points, must not be manipulated, hidden from view, or misused.

3.19 The signs about fire safety at WIFI Vienna and how to behave in the event of a fire, and the evacuation route signs, must not be hidden from view or removed. Damage to a sign about fire safety must be immediately reported to the fire safety officer.

3.20 Installations, modifications, and repairs of all kinds, e.g. on installations, electrical devices, IT cabling, etc. of WIFI Vienna may only be carried out with the prior consent of the technical management.

3.21 Hazardous works involving fire are only allowed with the written permission of the fire officer. This applies in particular to welding works, works involving spark formation, etc. in the storage rooms and in the rooms where there is a risk of fire and explosion, with the exception of the workshops appropriately equipped for this purpose. In addition, it is necessary to ensure that the fire alarm systems (smoke detector or the fire alarm pull station) are protected for example from dust or mechanical influences.

3.22 Machines, tools, and other work equipment must not be used in an improper manner and must be properly operated.

3.23 The lubrication of mechanical equipment must be carried out according to the lubrication plan.

**3.24 Changes to the door locks are prohibited!**

3.25 The workplaces must not be left in an untidy state after completing work or study. All necessary precautions to ensure fire safety must be taken before leaving the workplace (e.g. turning work machines off, closing containers, securely storing gas cylinders, disposing of flammable waste, etc.).

3.26 Electrical installations must be maintained in accordance with the provisions. Changes and repairs may only be carried out by authorized persons. It is forbidden to make temporary installations, especially the bypassing of blown fuses.

3.27 Due to the availability of district heating, heat-producing appliances are not required and therefore prohibited without exception.

## **4. General behavior in the event of a fire**

4.1 Remain calm and prudent!

4.2 While trying to help you should generally act in the following sequence:

**Alarm**  
**Rescue**  
**Extinguish**

4.3 Report the fire to the porter (01/476 77 ext. 5150 or ext. 5151) or trigger the fire alarm by pressing the fire alarm pull station:

**WHERE is it burning**  
**WHAT IS burning**  
**Are there any CASUALTIES**

4.4. Provide assistance to persons who are in danger and bring handicapped persons to safety!

4.5. Try to extinguish the fire with the means that are available to you.

4.6. **Close the doors and the windows if the extinguishing attempt is unsuccessful.**

4.7. **Do not use the elevators!**

4.8. Turn off the ventilation and air conditioning systems.

4.9. Persons who can no longer get outside should move to well-located, easy-to-ventilate and, if possible, fire-proof rooms, close the doors behind them, open the windows, and make themselves known to the firefighters by shouting.

4.10. **Do not use any vehicles or bring them out of the garage!**

## 5. The behavior of course participants and trainers in the event of a fire

5.1 The discovery of a fire by course participants must be immediately reported to a trainer, an employee of WIFI Vienna, or to the porter (**01/476 77 ext. 5150 or ext. 5151**). The alarm can also be triggered by pressing the fire alarm pull station.

5.2 The fire alarm is triggered by a two-tone signal lasting several minutes or by an announcement over the intercom.

5.3. When this signal sounds, the building must be left immediately by following the evacuation arrow signs. The passages to the other building blocks or fire compartments can and/or should also be used as evacuation routes. Use the emergency exits if necessary. Take people in need with you (wheelchair users, disabled people, injured people). Escape to the adjacent building on the same floor level.

- The lecturers should take the course files with them.
- Personal items may only be taken if they are in the same room.
- The test rigs and machines in the workshops must be turned off.
- Changing clothes is not allowed.
- After leaving the room, the doors must be closed but not locked.
- In the event of a fire alarm during a break, the building must be left immediately without returning to the rooms. A course participant who is in the classroom will take the course file with them.

- **Do not use the elevators!**
- **Do not use the vehicles!**

5.4. After leaving the building, all course participants will gather at the place agreed upon at the beginning of the course when they were briefed on the fire safety regulations. Using the course files, the lecturers or their assistants will determine the presence of all persons.

5.5. The instructions of the police and the fire department must be followed

5.6 All course participants must remain at the agreed assembly points until the emergency services or the fire safety officers make further instructions.

## **6. Behavior during the fire**

6.1 The access routes are to be opened and the firefighters are to be instructed.

6.2 Do not make rescue attempts while in panic and in particular, do not jump from the window!

6.3 The following must be observed when fighting a fire:

- Do not point the extinguishing jet at the smoke and flames, but directly at the burning objects.
- Remove easily flammable objects from the vicinity of the fire or protect against ignition by cooling them with water.
- In the event of spreading fires and flying sparks, close all openings, especially the doors and windows of the endangered objects, especially those in the higher areas.
- Make room for the emergency services and follow their instructions.

## **7. Behavior after the fire**

7.1 Do not enter the rooms affected by the fire and only clean up following the instructions of the fire prevention officer or the fire safety officer.

7.2 Report all observations that serve to determine the cause of the fire to the fire safety officer or to the technical management.

7.3 Report used fire extinguishers to the fire safety officer.

7.4 The switching on of electricity, gas, etc., and the restarting of machines and devices may only be carried out upon the instructions of the responsible bodies.

## 8. Fire safety plans

8.1 The fire safety plans are with the porters and are to be provided to the fire prevention officer in the event of a fire.

Ing. Franz Dörfler  
Director of Building Services

Ernst Einfalt  
Fire Prevention Officer

Mag. Barbara Kluger-Schieder  
The Institute Director

## 9. Fire safety officers at WIFI Vienna:

Ernst	Einfalt	☎ 01/476 77 ext. 5135	
Franz	Dörfler	☎ 01/476 77 ext. 5120	
Markus	Kaiser	☎ 01/476 77 ext. 5135	
Alfred	Preinsperger	☎ 01/476 77 ext. 5135	
David	Kurtovic	☎ 01/476 77 ext. 5135	
Hannes	Fleischhacker	☎ 01/476 77 ext. 5134	
Franz	Stadler	☎ 01/476 77 ext. 5369	
Michael	Riss	☎ 01/476 77 ext. 6400	
Slavtchev	Stanislav	☎ 01/476 77 ext. 5150	Fire Warden