

FIRE PROTECTION RULES

Information on procedure for fires and disasters



wko campus wien
Währinger Gürtel 97
A-1180 Vienna

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INTRODUCTION

The legal basis for fire protection can be found in technical guidelines for preventive fire protection (TRVBs), the DIN standards (incl. DIN 14096), the Workplace Regulations (AStV), the Austrian Act on Health & Safety at Work (ASchG) and in the accident prevention provisions.

In accordance with these applicable regulations, the Vienna Economic Chamber is obliged to take a number of preventive measures to avoid fires.

These fire protection rules include information, advice and stipulations designed to prevent the occurrence of fires and, should they occur, to prevent them from spreading to a hazardous extent. The fire protection measures consist of two parts:

1... All persons shall be obliged to immediately report any fire they discover and to then leave the building by the most direct route available.

2..... Once the fire services arrive, they shall take over management of the fire-fighting activities. The fire safety officer shall offer support to the incident commander of the fire services on performance of the necessary measures.

The fire protection rules are subdivided according to DIN 14096 into Parts 1, 2 and 3.

- Part 1 is a notice that displays information on the „Procedure in the event of fire“ for all persons who may be present at the wko campus wien, for example employees, visitors or external companies.
- Part 2 contains information and instructions for persons without special fire protection duties who are not merely present temporarily at the wko campus wien.
- Part 3 contains information for persons on whom special fire protection duties are incumbent. A copy of these fire protection rules must be available for inspection at every department at all times.

Every employee shall be obliged to familiarise themselves with the content of these fire protection rules so that they know, in the event of fire, which measures to take in order to avert damage.

FIRE PROTECTION RULES

PART 1

Fire Protection

at wko campus wien

Prevent fires



Naked flame, fires, open sources of ignition and smoking are forbidden



Procedure in the event of fire

Emergency services and fire safety officers must be obeyed without fail

1. Keep calm



Press fire alarm push-button

2. Report fire



Porter Building A: 01/476 77 - 5150

Porter Building B: 01/476 77 - 5151

Emergency phone number 122

The 3 W's

Who is calling?

Where is the fire?

What is burning?

3. Get to safety



Do not put yourself in danger

Help endangered persons

Follow signed emergency routes

Do not use lifts

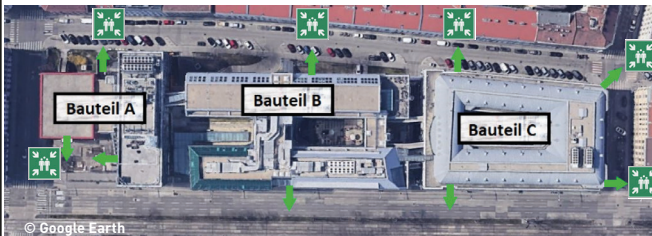
Do not enter garages

Keep access free for emergency services

Go to assembly point on opposite side of the street

Watch out for road traffic

Wait for instructions



4. Check



Check for completeness at meeting point

5. Try to extinguish the fire



Use fire extinguisher / water hose

6. Fire-fighting



Brand immer in **Windrichtung** bekämpfen.



Brandherd fächerförmig von vorne und **von unten nach oben** ablöschen.



Tropf- und Fließbrände von **oben nach unten** ablöschen.



So viele **Feuerlöscher** wie möglich **gleichzeitig** einsetzen. Nicht nacheinander.



Nach dem Löschen des Brandes auf eventuelle **Wiederentzündung** achten.



Leere oder benutzte Feuerlöscher durch Fachpersonal wieder **instand setzen** lassen.

FIRE PROTECTION RULES

PART 2

Simple rules and information for all employees without special fire protection duties as per DIN 14 096 Part 2

SCOPE OF APPLICATION

These fire protection rules specify the rights, obligations and duties of the Vienna Economic Chamber and the staff employed there for the purpose of ensuring fire protection at its premises.

It applies:

- in spatial terms to the building of the wko campus wien
- in functional terms to all areas of the wko campus wien
- to all persons present at the wko campus wien

External companies (e.g. building, repair, installation, maintenance/service contractors and hirers of rooms within the building and its adjacent buildings) must furnish, on award of contract or on entry into any other contractual commitment, a written undertaking to comply with the necessary fire protection requirements and to instruct their employees on the fire protection measures necessary in each case.

Information for instruction and training

All employees must familiarise themselves with the content of these fire protection rules so that they know, in the event of fire, which measures to take in order to avert damage.

All employees must be informed about the following points in their work area:

- Location of fire alarms, hand-held fire extinguishers and other fire extinguishing equipment and their use
- Fire and smoke control doors must not be wedged open or immobilised.
- Access to all emergency equipment such as fire extinguishers, fire alarms, wall hydrants, etc. must not be obstructed at any time. They must be clearly visible at all times.
- The emergency routes and emergency exits available to each workstation.
- Escape routes. These include e.g. hallways, stairs and exits and must not be locked or blocked or constricted by objects set down there. They must be kept clear at all times.
- Access roads and manoeuvring areas to be kept free for the fire and rescue services.
- Use of the rooms in the employee's own work area.
- Rooms in the employee's own work area with hazardous equipment or stored items (e.g. gas cylinders, combustible fluids, highly flammable materials) that present additional risks in the event of fire, explosion or bomb threats.
- Emergency phone number: – Tel. (0) 122
- Making an emergency phone call:
 - Who is calling? (name, department, telephone)
 - Where has the incident occurred? (description of location: part of building, floor, room)
 - What has happened? (circumstances/background to the incident)
 - How many persons are in danger?
 - Wait for any queries

A safety briefing on the fire protection rules is organised once a year.

These briefings are held by the fire safety officer or the officer's fire protection team.

FIRE PREVENTION

- Smoking is only permitted in the outside areas provided for this purpose. The ashtrays available in these permitted smoking zones should be used. Burning cigarette butts must not be discarded in wastepaper or rubbish bins.
- Naked flames (e.g. candles) are prohibited throughout the building. Exceptions to this rule may be granted by the fire safety officer **in writing** in individual cases.
- Waste, in particular combustible waste materials such as paper, cardboard, films, etc. may only be disposed of in the waste containers envisaged for this purpose. The above containers should be emptied at regular intervals.
- Combustible materials such as paper, cardboard, films, etc. may not be kept or stored on escape routes and in other areas in an impermissible manner.
- Decorations may only be used if they are at least flame-retardant (B1 rating as per DIN 4102). Only non-flammable decorations should be used where possible.
- It should be ensured that workstations and work areas are kept clean and tidy at all times. Aisles between desks/tables and the emergency and escape routes must be kept free of deposited items.
- Electrically powered equipment and systems must comply with the provisions of the Austrian Electrotechnical Association (ÖVE). This is guaranteed by equipment that bears the ÖVE quality mark.
- Defects and damage involving electrical installations and any signs of this (flickering light, smell of burning, etc.) should be reported to the technical Facility Management department at once. Such equipment or systems must then be **taken out of operation immediately**. Repairs may only be carried out by qualified technicians.
- Laptops and other devices should not be left to charge overnight or outside working hours. Work equipment should be disconnected from the power supply at the end of the day and checked the next day for any visible damage.
- Welding, flame cutting and soldering are subject to the approval of the fire safety officer. Such work may only be performed with special protection measures (fire-extinguishing equipment to be held at the ready). This in particular applies to external companies. Hot surfaces and flying sparks constitute a constant ignition hazard. As ignition sparks can easily spread in cracks, gaps, etc., they can cause glowing and smouldering between joints that only breaks out into an open fire hours later. For this reason a check is made by the fire safety officer two hours after the end of the working day.
- It is permitted to set up heaters, heating appliances and other electrical equipment (radios, kettles, standard or table lamps, private multiple sockets, etc.) only with the approval of Facility Management; there is no exception to this rule.
- The use of defective or unsecured equipment is forbidden. All electrical equipment may only be used when attended and must always be switched off afterwards. Electrically powered scooters and e-bikes are prohibited in the entire building without exception.
- Anyone who notices fire or smoke, a smell of burning or signs of a fire (glowing, heat, acute risk of fire, etc.) or otherwise suspects a fire is obliged to notify the fire services immediately.

SPREAD OF FIRE AND SMOKE

- The function of fire and smoke control doors in hallways and stairwells is to prevent the spread of smoke in the building. They should therefore always be kept closed. Exception: Automatic doors which will close themselves in the event of fire.
- **Under no circumstances** may such doors with a fire protection function be wedged or otherwise jammed open.
- Other fire control doors leading to rooms at special risk from fire (e.g. storerooms, workshops) must always be kept closed. It is likewise not permitted to wedge or otherwise keep such doors open.






EMERGENCY AND ESCAPE ROUTES

- Entrances and exits, thoroughfares, passageways, stairwells, hallways and aisles which may serve as an approach, rescue or access road to the fire services in the event of fire constitute emergency and escape routes and should therefore be kept clear of objects of any kind without fail over their **entire width**.
- Hallways in particular are not storerooms. It is therefore not permitted to store above all combustible materials or waste there (e.g. packaging materials).
- Areas earmarked for the fire services, i.e. driveways and manoeuvring areas, should always be kept clear, in particular of motorised vehicles and bicycles.
- Doors and emergency exits forming part of escape routes from rooms may not be locked while the rooms are in use.
- Safety signage indicating emergency routes should never be covered up, even temporarily
- The emergency and escape routes, the emergency call numbers (displayed on bulletin board) and the locations of the fire extinguishing equipment (fire alarm, hand-held fire extinguishers, fire blankets, etc.) and the alarm signals must be known and familiar to every user of the building.
- Emergency drills should be held at regular intervals (at least once a year). Their aim is to familiarise users of the buildings with the necessary procedures in the event of an emergency. The emergency drills must at least include a safety briefing about preventive fire protection measures, procedure in the event of fire, how to give an alarm, use of the fire extinguishing equipment and building evacuation so that every employee can get to safety quickly in an emergency without any risk. No advance information is available here to ensure that simulation of such an exercise is realistic.

FIRE DETECTIN AND FIRE FIGHTING EQUIPMENT

- Fire alarm equipment emits an alarm directly. The fire services should be immediately informed to report the exact details of the fire.
- Calling by telephone is the most suitable method of reporting such details. For telephones connected to the public telephone network, the emergency phone number of the fire services 122 should be posted so that it is clearly visible.
- Fire extinguishers or hoses can be found in all areas of the building. It is recommended that staff regularly familiarise themselves with the operating instructions for the fire extinguishers. Spent fire extinguishers should be handed over to the fire safety officer for replacement, including where only partially used.
- The extraction points for fire-fighting water (area around hydrants) must always be freely accessible.

Fire classes and applications for fire-extinguishing equipment

Fire class	Symbol	Involving	Appearance	Examples
A		Solid, non-melting substances	Glow and flames	Wood, paper, textiles, coal, non-melting plastics
B		Liquids, melting solids	Flames	Solvents, oils, waxes, melting plastics
C		Gases	Flames	Propane, butane, acetylene, natural gas, methane, hydrogen
D		Metals	Glow and flames	Sodium, magnesium, aluminium
F		Cooking fats and oils in deep-fat fryers / appliances	Flames	Cooking fat / oil

PROCEDURE IN THE EVENT OF FIRE FOR PERSONS WITH DISABILITIES

The first step to be taken in the event of a fire is swift horizontal evacuation, i.e. removal of persons concerned to other fire/evacuation compartments on the same floor. The horizontal escape routes, marshalling zones and areas for such persons required for this purpose must not be blocked with objects. The decision regarding further evacuation measures (vertical evacuation, evacuation of the entire building) is always taken in agreement with the fire services or with spread of the fire and extended activation via the fire alarm.

In the event of an alarm, employees or visitors with physical disabilities impairing their mobility (persons unable to walk unaided or wheelchair users) should therefore move to an adjacent part of the building that is safe. On conclusion of this step, the central accident reporting centre should be notified using the telephone number **+43 1 476 77 5150 or 5151**.

For preventive purposes in order to respond more quickly to emergency situations, there is the option of voluntarily informing the porter in advance where persons with reduced mobility are to be found in the building.

The teaching staff or instructors performing training are obliged, in the event of complete evacuation of the building, to notify the central accident reporting centre (**Porter +43 1 476 77 5150 or 5151**) whether persons with reduced mobility are at risk, and if so, where.

FIRE PROTECTION RULES

Principle:

Rescuing persons goes before fire-fighting and saving material goods.

1. Keep calm. The greatest risk is panic and acting blindly can result in panic.

2. Report the fire (fire alarm push-button) or
by telephone
Call fire services on 122,
stating:

- Who is calling the emergency phone number? (name, department)
- Where is the fire? (address, part of building, floor, room)
- What is burning? (circumstances of incident)
- How many persons are in danger and/or injured?
- Wait until the fire services themselves end the call (queries)!

3. Obey alarm signals and instructions

The fire safety officer must be available to the incident command team of the fire services to ensure that the necessary measures can be discussed and initiated.

All persons must comply with the instructions given by the fire services.

4. Get to safety! Keep calm! Avoid panic!

In the event of fire the building should be vacated via the signposted emergency routes. An assembly point should be set up at a safe distance outside the building to determine whether there are still persons in it.

Go to the assembly point and do not hinder access for the fire services.

On evacuation always check whether no-one has remained behind (e.g. in WCs or side rooms). Assist endangered, disabled or injured persons with evacuation.

To prevent fire and smoke from spreading, close but do not block smoke doors.

If the escape route is blocked by fire, find a safe room (with a window), seal the gap underneath the door with damp cloths and attract attention.

5. Attempt to extinguish the fire

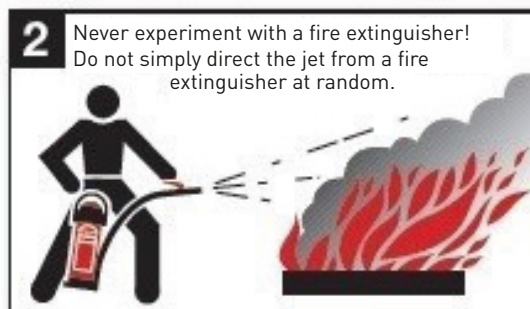
Before arrival of the fire services, only attempt fire-fighting using the following without any personal risk:

- fire extinguisher
- wall hydrant
- fire

blanket.

PROCEDURE IN THE EVENT OF FIRE

wrong



right



PROCEDURE IN CASE OF ALARM

If a fire alarm is given by the automatic fire alarm system, close windows. Leave the room, closing doors but not locking them. Proceed to the assigned assembly point.

Procedure until arrival of the fire services:

1. Keep calm

2. Get to safety

- Move endangered persons (e.g. the disabled) out of the hazard zone
- Follow signposted emergency routes
- Do not use lifts
- Obey instructions
- Close doors and windows
- Anyone who is on fire should be rolled on the ground or the flames extinguished with blankets, coats or similar items

3. Attempt to extinguish the fire (while ensuring personal safety)

- Make use of the nearest fire extinguishers / wall hydrants
- Remove flammable objects from the hazard zone

Other special procedures

1. Whenever materials accidentally catch fire – to whatever extent – this must be reported to the fire safety officer at once.
2. Should this cause health issues to anyone (including from smoke), medical attention should be immediately sought and the rescue services notified using the emergency phone number 144.
3. Following release of the area in question by the fire services or police, it should also be clarified to what extent a nuisance has been caused by smoke, soot, chemicals or odours whose management goes beyond the statutory mandate of the fire services and police.
4. The retrieval of material goods and work equipment may not take place until release of the hazard zone by the police or fire services.
5. On arrival of the fire services, the person who gave the alarm should provide the incident commander of the fire services with a short report describing the background to the incident and the measures which have already been taken.
6. The incident commander of the fire services takes over management of the situation and determines further action in relation to rescue, evacuation and damage control operations. The instructions of the incident commander must be obeyed.
7. The fire safety officer must be available to offer support to the incident commander of the fire services.
8. Der Brandschutzbeauftragte steht dem Einsatzleiter der Feuerwehr unterstützen zur Verfügung.

CONCLUSION

These fire protection rules do not constitute any release from the obligation to observe and comply with other statutory provisions, the health & safety regulations and generally acknowledged technical standards. The fire safety officers must ensure that all employees are briefed on these fire protection rules on an annual basis. The latest version of this information is distributed by e-mail, with confirmation that it has been understood and noted being given by means of a Read receipt.

FIRE PROTECTION RULES

PART 3

Simple rules and information for all employees with special fire protection duties as per DIN 14 096 Part 3

FIRE PREVENTION

Duties of the fire safety officer

The key duties of the fire safety officer are as follows:

- Provision of advice to the head of administration and deputies in relation to issues of fire protection. If necessary, the fire protection authorities should be consulted regarding any questions in terms of content.
- Organisation of preventive fire protection measures. This includes e.g. the issue/updating of:
 - the fire protection rules as per DIN 14096
 - internal alarm and emergency action plans
 - fire services plans as per DIN 14095
 - instructions/procedures for vital operating systems.

All above-mentioned rules, plans and instructions should be agreed with MA 36 (fire authority municipal department) of the City of Vienna.

- Checking for performance of the regular safety briefings and the annual briefing of the staff in charge regarding the procedure to be followed in the event of fire
- Monitoring of the prohibition on smoking in the building.
- Checking for compliance with the necessary maintenance/service intervals for the fire alarm and fire detection systems and company-owned equipment and devices, which should be inspected according to TRVB.
- Acting as the contact for the fire services and fire protection authorities.
- Organisation and management of the fire protection measures to avert and avoid fires.
- Approval of work operations entailing special risk (hot work) and determination of preventive measures (provision of fire extinguishers, etc.) and surveillance of areas at risk from fire and explosion.
- Briefing of employees (incl. staff of external companies) about fire protection.
- Performance of fire and/or evacuation drills.
- Maintaining cooperation with the fire services.
- Performance of attempts at fire-fighting without involving any personal risk.

All measures necessary to combat hazards are ordered by the fire safety officer, the fire services and the police. Such orders must be obeyed without fail.

Any person who meets the qualifications according to TRVB 119 can be appointed as a fire safety officer. The training required to qualify as a fire safety officer should be completed within 6 months.

Duties of fire protection assistants, fire wardens

The key duties of the fire protection assistants are as follows:

- With imminent risk, ordering swift evacuation of the area assigned to them
- Reporting any defects in the building structure and building services equipment to the fire safety officer
- Provision of support to fire safety officers on performance of their duties
- Performance of attempts at fire-fighting following evacuation of the area assigned to them where there is no personal risk to themselves. Fire protection assistants are employees who have undergone special training in fire protection
 - at regular intervals
- Briefing staff about the fire protection rules once a year
- Instructing staff about issues of fire protection/prevention in agreement with the fire safety officer every two years

SAFETY MEASURES

Duties of the first-aiders

The duties of the first-aiders are as follows:

- To provide care to injured or sick persons in the building or at an assembly point
- To notify the rescue services where this has not yet taken place
- To inspect the first aid station and its equipment and to check the first-aid boxes for completeness and the expiry dates of dressings/bandages on a quarterly basis
- Replenishment of dressings/bandages

PREPARATION FOR INTERVENTION BY THE FIRE SERVICE

The fire safety officer acts as the contact for the fire services. The fire safety officer should be present at the fire alarm station on arrival of the fire services and report to the incident commander. The fire safety officer should describe the situation to the incident commander of the fire services and support same in all matters.

APPENDIX 1

(ASSEMBLY POINTS)

Aerial view at Gentzgasse/Währinger Gürtel

Assembly points on the pavement of the opposite side of the street

(not via Währinger Gürtel!!!)



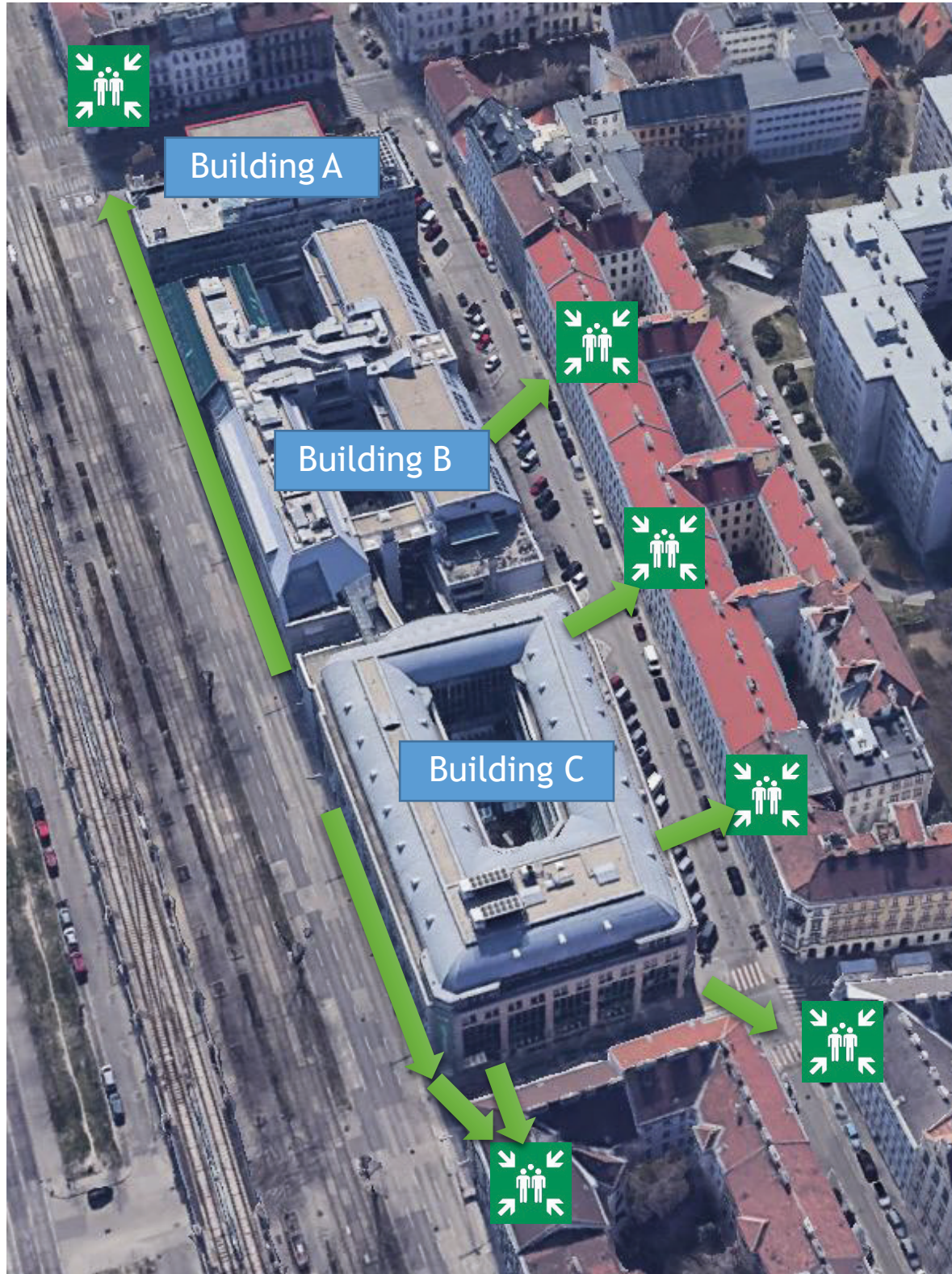
APPENDIX 2

(ASSEMBLY POINTS)

Aerial view at Michaelerstraße/Semperstraße

Assembly points on the pavement of the opposite side of the street

(not via Währinger Gürtel!!!)



APPENDIX 2 (PERSONS)

List of persons involved in fire protection

- Einfalt, Ernst (fire safety officer in charge) (+43 664 5484524)
- Preinsperger, Alfred (deputy) (+43 664 5484524)
- Kaiser, Markus (deputy) (+43 664 5484524)
- Kurtovic, David (deputy) (+43 664 5484524)
- Neumayer, Dieter (ext.: 1378)
- Catal, Yilmaz (ext.: 6060)
- Posel, Markus (SFK) (ext.: 1628)
- Fleischhacker, Hannes (ext.: 5134)
- Dörfler, Franz (ext.: 5120)
- Technical Facility Management (ext.: 4000, mail: fm@wkw.at)