

# TU Vienna Fire Protection Regulations

- § 1 General provisions
- § 2 Scope
- § 3 Responsibility and authority
- § 4 General duty to cooperate
- § 5 Training and instructing TU Vienna members
- § 6 Duty to cooperate for preventive fire protection
- § 7 Conduct in the event of fire
- § 8 Assembly point
- § 9 Measures following a fire

## § 1 General provisions

- (1) Purpose and relationship to other legal regulations
  - a) The fire protection regulations form part of the building guidelines for the Vienna University of Technology (TU Vienna) and as such are secondary to these. The objective of these fire protection regulations (FPR) is the prevention of danger to persons and property. It gives important advice on conduct to ensure safe operation and defines the guidelines for preventive fire protection at TU Vienna. It serves to prevent the occurrence and spread of fire, to provide instructions with respect to correct conduct in the event of fire and to ensure effective fire-fighting procedures. Furthermore, it defines the authority and responsibility for individual task and duty areas; further rules are established in the fire protection regulations.
  - b) The legal and content-related basis of this FPR is formed by the following provisions, as amended from time to time:
    - Technischen Richtlinien des vorbeugenden Brandschutzes (TRVB) [Austrian Technical Guidelines for Preventive Fire Protection]
    - ÖNORM standards and
    - Regional and national provisions for the field of preventive fire protection.

The safety regulations with respect to structural and technical fire protection measures applicable to university facilities to date remain unaffected by these FPR.
- (2) General conduct
  - a) Fire protection and precautionary measures necessary in each case are to take priority over all other service activities.
  - b) All general behaviour while using the buildings and rooms, as well as general safety provisions, are regulated in the overriding building guidelines. The guidelines of the

fire protection regulations, the safety regulations and the laboratory and workshop regulations contain the essential conduct and working regulations as well as advice on the use of equipment and technical apparatuses and on identifying, handling, storing and disposing of hazardous substances.

- c) The provisions of the fire protection regulations must be observed. Non-compliance with these obligations can lead to action under civil and/or criminal law.

## **§ 2 Scope**

- (1) The fire protection regulations apply without exception to all properties, buildings, rooms and facilities which are available to TU Vienna for carrying out its tasks.
- (2) The provisions of these fire protection regulations must be observed by all users of these properties, buildings, rooms and facilities.
- (3) The premises in which TU Vienna carries out its activities are collected into groups of premises which are to be defined by the rectorate.

## **§ 3 Responsibility and authority**

- (1) The rectorate and those commissioned by the rectorate are responsible for the planning, structure and implementation of fire protection and emergency management at TU Vienna.
- (2) Responsible persons are employed at three levels at TU Vienna:
  - a) fire wardens (FW) at the institute level,
  - b) fire prevention officers (FPO) (basically grade 2 security staff) at the premises group level (see § 2 Para. 3),
  - c) a central fire prevention officer (CFPO) at university level.
- (3) In fire protection matters, the CFPO is authorised to coordinate the FPOs and the FWs, and the FPOs are authorised to coordinate the spatially assigned FWs. The respective FWs are obliged to provide support.
- (4) The responsible persons are appointed as follows:
  - a) for the FW, at the suggestion of the head of the respective organisational unit, with it being possible for several FWs to be appointed in accordance with the size or the spatial arrangement of the organisational unit. If no suggestion is made, the head of the respective institute is responsible for fire protection and undertakes the FW's tasks. The appointment is made for a

functional duration of four years. The persons responsible for fire protection must be able to demonstrate appropriate training (fire warden course) or complete this within the first six months of their employment. The names of the persons responsible for fire protection and their respective spheres of influence are to be communicated to the locally authorised FPO. The names are to be forwarded to the CFPO by the authorised FPO.

- b) for the FPO, by the head of security at the suggestion of the CFPO. The appointed persons must be able to demonstrate appropriate training (fire protection officer course) or complete this within the first six months of their employment. The names of the FPOs and their respective areas of responsibility are to be made known in a suitable manner.
  - c) for the CFPO, by the rectorate. The CFPO must be able to demonstrate training as an FPO or complete this in the first six months of his/her employment. The appointment must be publicised in the newsletter.
- (5) The agencies given in Para. 2 (fire wardens, fire prevention officers) are responsible for fire safety throughout the organisation. These agencies are authorised to give instructions relating to fire protection, particularly in the event of imminent danger.

#### **§ 4 General duty to cooperate**

- (1) All members of the university and all persons employed at the university are obliged to take note of and observe the fire protection provisions. Responsibility for the information lies with the head of each specific organisational unit, specific teaching department or specific laboratory, or with the employer.
- (2) In the event of fire or an emergency, every person is obliged within reason to provide first aid and cooperate in saving other people and property.
- (3) If any fire safety shortcomings are detected, these must be made known immediately to the agencies responsible for fire protection.
- (4) The instructions of the agencies responsible for fire protection are to be followed immediately, particularly in the event of imminent danger.
- (5) All members of the university and all persons employed at the university should be able, in an emergency, to immediately:
  - a) set off the fire and emergency alarm and thus summon emergency services
  - b) notify security
  - c) specify the location of the extinguisher closest to the workroom (workstation)

- d) know and use the nearest escape route and
- e) state the location of the nearest first aid kit.

(6) The operators and users are in the first instance responsible for the safe setup and operation of equipment, apparatuses and systems, as well as safe handling of substances, tools and the like. In case of doubt in the event of a perceptible risk or unsupervised long-term operation, these operators and users must consult the agency responsible for fire protection and define the necessary safety measures together with it.

## **§ 5 Training and instructing TU Vienna members**

- (1) It must be made possible for all university members involved in matters of fire protection to take part in corresponding training. Proof of participation in this training is obligatory for employment as a fire prevention officer or fire warden.
- (2) All university members must be made aware of the provisions of these fire protection regulations by training, notices or other suitable means.
- (3) All employees of TU Vienna are obliged to participate in drills and training on possible hazards and conduct in the event of fire.

## **§ 6 Duty to cooperate for preventive fire protection**

- (1) Fire doors must always be shut. The self-closing devices on fire doors which must be kept open for operational purposes must not be blocked or rendered inoperative.
- (2) Signs (according to Appendix 1, specifically for escape routes, emergency stairs and emergency exits to the outside, and assembly points) and notices (specifically concerning conduct in the event of fire) must be observed by members of the university; they must not be hidden from view, damaged or removed.
- (3) Fire-fighting or fire alarm equipment must likewise not be hidden from view, damaged, removed or misused.
- (4) Escape routes and other traffic routes are to be kept constantly free from obstructions of any kind across their entire width. Exit doors are to be kept unblocked during operating time.
- (5) Access routes must be kept clear for possible use of ambulance, fire service and police vehicles. Floor space must also be kept clear. Vehicles must only be parked in the areas provided for them.

- (6) Any malicious or abusive setting off of alarms will be punished and any damage caused by this must be paid for.
- (7) The TU Vienna security department must be notified immediately of any missing fire extinguishers, signs in escape routes, etc.

## **§ 7 Conduct in the event of fire**

- (1) In the event of fire, security or the nearest porter's lodge must be notified using the fire alarm or by telephone before any attempt is made to extinguish the fire. In doing so, the address of the premises on fire and if possible the cause and extent of the fire must be made known.
- (2) If it is suspected that someone is injured, the ambulance service must also be notified. If necessary, the evacuation alarm should be set off.
- (3) Once a fire has been discovered, no more persons are allowed into the building, with the exception of fire-fighting personnel.
- (4) Where possible, help should be given to endangered and/or injured persons.
- (5) The extinguishers must be used immediately after the signal. Extinguishing attempts should be made until the arrival of the fire service, if this is possible without risking life and limb.
- (6) All persons who are in endangered rooms or areas and are not helping to fight the fire must leave the rooms or the building immediately and go to the nearest assembly point which is indicated in the TU Vienna floor plan.
- (7) Lifts must not be used in the event of fire.
- (8) Securing or salvaging endangered objects, equipment and materials should be initiated. In this case the principle applies that personal safety ranks above all other aspects.
- (9) The instructions of the agencies responsible for fire protection, the fire service or the police must be followed.
- (10) The emergency personnel must be notified of any missing persons, of those calling for help or otherwise endangered persons.
- (11) Smoke-filled escape routes are impassable and therefore must not be used.
- (12) The direction of escape is generally always downwards. However, if one staircase is impassable, a change should be made to another staircase if possible.
- (13) If all escape routes are cut off, go to the room furthest away from the source of the fire. Close the doors, open the windows and call for help.

- (14) The evacuation or partial evacuation plan must be followed immediately and calmly.
- (15) When **leaving the building** check whether it is possible to use **one of the indicated escape routes safely. If this is possible, the following steps are to be taken and the following guidelines followed:**
- a) Close the doors behind you.
  - b) Only use routes labelled as escape routes.
  - c) The safest way to the escape stairway should be chosen.
  - d) Affected persons should be warned on the way outside.
  - e) Never use the lift to exit the building.
  - f) Go to the nearest or allocated assembly point.

**If the escape route is blocked, the following steps are to be taken and the following guidelines followed:**

- a) The workplace or the office is the safest place to stay, all affected persons should remain there.
- b) The doors should be closed.
- c) A window should be opened. Stay by the window.
- d) Call for help (by shouting and/or by telephone) or attract attention by waving.
- e) If the storey below is on fire, the window should stay closed. Stay in the middle of the room.
- f) Wait for the fire service to arrive.
- g) Follow the instructions of the emergency personnel.
- h) Never jump out of the window.
- i) Do not become impatient, as there may be colleagues in greater danger and their rescue is therefore more important.

## **§ 8 Assembly point**

- (1) Do not leave the assembly point without the permission of the head of emergency personnel. This measure makes it possible to ensure that all the university members are accounted for.

- (2) The head of the emergency personnel should be notified of any missing persons.
- (3) Security should wait for the emergency personnel to arrive at the entrance to the building and brief them. They should be made aware of particular hazards. Space should be made for the activities of the firefighters and their instructions should be followed.

#### **§ 9 Measures following a fire**

- (1) The university property affected by the fire can only be used again after the all-clear signal.
- (2) The responsible fire prevention officer must be notified of any use of a fire extinguisher (releasing it also counts as a use). Used portable fire extinguishers and other extinguishing devices may only be put back in their locations after being refilled or repaired.

## Appendix 1: Essential notices (ÖNORM Z 1000)

General fire protection notices

Escape route



Fire extinguisher



Fire alarm system



Assembly point



Fire service access must be kept clear at all times!



First aid



*Rectorate decision of 22.4.2008*

*Senate decision of 5.5.2008*

Announced in newsletter No 121-2008 of 21.5.2008