



## Fire safety regulations

WKO Campus  
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Austria

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## 1. Introduction

1.1. The following fire safety regulations provide important information on behavior for ensuring safe operations, for avoiding risks to health and property, minimizing serious consequences as a result of fire-related damages, as well as on correct behavior in case of an actual fire.

1.2. The following fire safety regulations must be strictly adhered to. Failure to comply with these instructions may, under certain circumstances, result in consequences under civil and/or criminal law.

## 2. Fire safety representatives

2.1. At WIFI Vienna, the persons responsible for fire safety are the chief fire safety representative Gerhard Beneder, who can be reached at extension 5127, as well as the names listed in the appendix.

- 2.2. All persons in the building must comply with any fire safety instructions issued by these persons without delay.
- 2.3. All course participants (briefed by their first instructor), instructors, employees, and all other persons employed in the building must be briefed on these fire safety regulations on the first day and at least once a year.
- 2.4. The fire safety representative must be notified of all deficits observed relating to fire safety without delay.
- 2.5. The fire safety equipment at WIFI Vienna must be inspected in accordance with regulations by the fire safety representatives together with authorized specialist companies.
- 2.6. The fire safety representatives are responsible for conducting in-house fire safety inspections.

### 3. General fire safety provisions

- 3.1 **Smoking is prohibited** in public areas, lecture halls, and workshops according to the Tobacco Act (*Tabakgesetz*, Federal Gazette (BGBl) No. 431/1995)!
- 3.2 Naked flames and lights, smoking, and any other work involving fire are prohibited at WIFI Vienna in the rooms listed below:

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

- 3.3 The rooms listed in 3.2 may only be used as storage rooms when the materials stored do not constitute an obstruction or pose a risk to the existing installations. Storage rooms are labeled as such and may only be used for the materials they are intended for.
- 3.4 Preserving order and cleanliness in all areas at WIFI Vienna is a fundamental requirement for fire safety.
- 3.5 Instructions on proper behavior in case of fire have been put up on all floors, including information on the number(s) to call and the nearest fire alarm. All telephones have been labeled with the "**fire reporting number**" **ext. 5150** or **ext. 5151**.
- 3.6 Flammable waste, such as waste paper, chips/shavings, sawdust, wood dust etc. must be removed from working areas no later than the end of class/work, and must be stored safely. Cleaning rags soaked with oil/paint, light metal filings, and any other waste material that tends to ignite spontaneously such as cigarette butts etc. must be stored in non-flammable collection containers, whose lids must be kept shut.

All chemicals and highly flammable substances generated in the building must be collected in special receptacles.

- 3.7 Drive units, such as electric motors, transmission units etc. must be kept free of clutter at all times.
- 3.8 The full width of escape routes and all other paths of travel must be kept free of obstructions; do not clutter up these areas.
- 3.9 The storage quantities approved for the individual storage areas must not be exceeded.
- 3.10 Only the daily requirement of flammable objects and materials may be taken from the storage areas to the classrooms, working spaces, and/or workshop areas.
- 3.11 Packaging material must not be stored in work areas and/or classrooms.
- 3.12 Additional devices, in particular heating, cooking, and cooling equipment, require written approval from the fire safety representative before they can be set up and/or installed.
- 3.13 Flammable objects and materials must not be stored near heat-producing appliances or in garage areas.
- 3.14 On the premises of WIFI Vienna, vehicles may only be parked in designated parking spaces and in the APCOA garage. **You are prohibited from parking in or otherwise impeding paths of travel, escape routes, as well as fire lanes and emergency access routes.**
- 3.15 Fire safety doors and fire dampers must be kept free of any objects.
- 3.16 The automatic shutting mechanism of doors must not be blocked or disabled.
- 3.17 Fire safety installations must not be disabled arbitrarily.
- 3.18 Fire extinguishing installations and devices, as well as sources of extinguishing water must not be modified, hidden from view, nor misused.
- 3.19 The signs put up at WIFI Vienna for fire safety, the labeling of escape routes, and notices on how to behave during a fire must not be hidden from view, nor are they to be removed. Damage to such signs and notices must be reported to the fire safety representative immediately.
- 3.20 Installations, modifications, and repairs of any kind, e.g. to systems, electrical equipment, IT cables etc., at WIFI Vienna may only be carried out after obtaining prior consent from the technical management department.
- 3.21 The performance of work entailing a fire risk is only permitted with written consent from the chief fire safety representative. In particular, this applies to welding work, work that creates

sparks etc. in storage rooms and in areas with a risk of fire and explosion. Exceptions to this rule are workshops that are intended for this purpose and correspondingly equipped. Furthermore, it must be ensured that fire notification systems (fire alarms and push-button alarms) are e.g. protected from dust and other mechanical influences.

3.22 Machines, tools, and other work equipment may not be used in a manner other than intended, and must be operated correctly.

3.23 Machine equipment must be lubricated in accordance with the lubrication plan.

**3.24 Modifications to door locks are prohibited!**

3.25 After completing work and at the end of lessons, work areas must be left in a tidy state. All necessary precautions for ensuring fire safety must be taken before leaving the work area (e.g. switching off machine tools used for work, replacing the lids on containers, secure storage of pressurized gas cylinders, removal of flammable waste, and so on).

3.26 Electrical installations must be serviced according to regulations. Modifications and repairs may only be performed by persons authorized to do so. The creation of provisional installations is prohibited, in particular the bypassing of melted safety fuses.

3.27 Heat-producing appliances are unnecessary due to district heating, and are therefore strictly forbidden.

## 4. General behavior in case of fire

4.1 Stay calm and keep a cool head!

4.2 When taking emergency measures, you should generally follow these steps in the order shown:

**Alarm**  
**Save**  
**Extinguish**

4.3 Report the fire to the porter's lodge (01/476 77 ext. 5150 or ext. 5151) or by triggering the alarm by pressing the push-button:

**WHERE** is the fire  
**WHAT** is burning  
Is anyone **INJURED**

**4.4 Help persons in danger and bring disabled persons to safety!**

4.5 Start fighting the fire using the means available.

**4.6 Close windows and doors if you are unsuccessful at extinguishing the fire.**

#### **4.7 Do not use elevators!**

4.8 Turn off ventilation and air conditioning!

4.9 Persons who are no longer able to get outside should move to conveniently located, easy-to-ventilate rooms which are as fireproof as possible. They should close the doors behind them, open the windows if possible, and alert firefighting personnel of their location by calling out to them.

#### **4.10 Do not use any vehicles, and do not retrieve any from the garage!**

### **5. Behavior of course participants and instructors in case of fire**

5.1 If a fire is discovered, course participants must immediately report it to an instructor, an employee of WIFI Vienna, or the porter (**01/476 77 ext. 5150** or **ext. 5151**). Naturally, they can also sound the alarm by pressing a push-button alarm.

5.2 The fire alarm is triggered via the sounding of a constant two-tone signal lasting several minutes, or an announcement via the speaker system.

5.3. When this signal sounds, everyone must immediately leave the building by following the escape route arrows that have been put up. When using the escape routes, the connecting paths to the other building sections/fire sections can/should be used. Use emergency exits if possible. Take along persons requiring help (wheelchair users, persons with limited mobility, injured persons) – flee to a neighboring building section on the same level.

- Lecturers must take the course binders with them.
- Personal effects may only be taken along if they are located in the same room.
- Switch off test rigs and machines in workshops.
- Do not attempt to change your clothes.
- When leaving the room, close the doors, but do not block or lock them.
- If a fire alarm sounds during a break, leave the building directly without returning to any rooms. The course binder must be carried out by a course participant who is located in the classroom.
  
- **Do not use elevators!**
- **Do not use any vehicles!**

5.4 After leaving the building, all course participants must gather at the location agreed upon when they were briefed on the fire safety regulations at the beginning of the course. The lecturers or their deputies must use the course binders to ensure that all persons are present.

5.5 Make sure to follow all instructions given by the police and firefighting personnel.

- 5.6 All course participants must remain at the gathering points agreed upon until other instructions are given by emergency personnel and/or fire safety representatives.

## 6. Behavior during a fire

- 6.1 Keep access ways free and give firefighting personnel directions.
- 6.2 Do not make badly thought-out rescue attempts in panic. In particular, do not jump out of windows from upper floors!!
- 6.3 Take note of the following when fighting fires:
- Do not point the stream of extinguishing agent at smoke and flames, but instead directly at the burning object.
  - Move highly flammable objects away from the vicinity of the fire or protect them from catching fire by cooling them with water.
  - If fires and sparks are flying about, close all openings, especially to areas that are located at higher levels, in particular the doors and windows of at-risk building sections.
  - Make way for the emergency personnel to work and follow their instructions.

## 7. Behavior after the fire

- 7.1 Do not enter areas affected by the fire, and only clean up such areas upon being instructed to do so by the head of the firefighting personnel or the chief fire safety representative.
- 7.2 Report all observations that could help identify the cause of the fire to the fire safety representative or the technical management department.
- 7.3 Notify the fire safety representative of all used manual fire extinguishers.
- 7.4 Do not turn on electricity, gas etc. or put machines or devices back into operation until instructions to do so have been received from the relevant authorities.

## 8. Fire safety plans

- 8.1 The fire safety plans are stored in the porter's lodges, and should be handed over to the head of the firefighting personnel in case of a fire.

Head of building services:

Chief fire safety representative:

Institute director:

Franz Dörfler

Gerhard Bener

Barbara Schieder

## 9. Fire safety representatives at WIFI Vienna:

Gerhard	Bener	☎ 01/476 77 ext. 5127	
Franz	Dörfler	☎ 01/476 77 ext. 5120	
Ernst	Einfalt	☎ 01/476 77 ext. 5135	
Markus	Kaiser	☎ 01/476 77 ext. 5135	
Johann	Plach	☎ 01/476 77 ext. 5543	
Franz	Stadler	☎ 01/476 77 ext. 5364	
Michael	Sommerhuber	☎ 01/476 77 ext. 5135	
Alfred	Preinsperger	☎ 01/476 77 ext. 5135	
Hannes	Fleischhacker	☎ 01/476 77 ext. 5134	Fire Safety Officer