

Fire Safety Code of Vienna University of Technology

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§ 1 General provisions

(1) Purpose and relationship to other legal regulations

a) The Fire Safety Code is a component of the Building Rules of Vienna University of Technology and additionally contains special regulations to be observed for fire safety. The objective of this present Fire Safety Code (FSC) is the prevention of hazards to health and property. It provides important suggestions on conduct to ensure safe operations and sets forth guidelines for preventive fire safety at Vienna University of Technology. It serves to prevent onset and further spreading of fires, to provide instructions in regard to correct conduct in case of fire as well as to ensure effective fire fighting. In addition to that, it regulates jurisdiction and responsibilities for specific scopes of tasks and obligations; if guidelines on the Fire Safety Code are in effect, these special regulations must likewise be observed.

b) Constituting the legal and substantive basis of this FSC are in their current and applicable version:

- The Technical Guidelines for Preventive Fire Safety (TGFC)
- Austrian standards (ÖNORMEN) as well as
- Provincial and federal regulations for preventive fire safety.

The safety regulations previously applicable in regard to architectural and engineering fire safety measures are not affected by this FSC.

(2) General conduct

a) The particular mandatory fire safety and prevention measures take precedence over all other official duties.

b) All general conduct in using the building and its rooms as well as the general safety regulations are regulated in the Building Rules. If there are guidelines on the Fire Safety Code, the Safety Code and/or the Laboratory and Workshop Code then the essential conduct and work regulations stipulated in them, as well as suggestions for the use of equipment and technical facilities and those for labelling, handling, storing and disposing of hazardous materials must likewise be observed.

c) The provisions of the Fire Safety Code must be complied with. Failure to comply with these obligations may entail civil and/or criminal law consequences.

§ 2 Scope of application

(1) The Fire Safety Code applies without exception to all grounds, buildings, rooms and facilities available to Vienna University of Technology for performance of its functions.

(2) The provisions of this Fire Safety Code must be observed by all users of these grounds, buildings, rooms and facilities.

(3) The buildings in which Vienna University of Technology carries out its operations are grouped together in building groups to be determined by the Office of the Rector.

§ 3 Responsibility and jurisdiction

(1) The planning, structure and implementation of fire and disaster safety at Vienna University of Technology are incumbent upon the Rector or the supervisor designated by the Rector.

(2) At Vienna University of Technology, the fire safety officers are designated on three levels:

- a) Fire safety wardens (FSW) at the level of institutions (institutes),
- b) Fire safety supervisors (FSS) (basically professionals at level 2 of the security service) at the level of the building groups (cf. § 2 (3)),
- c) A Central Fire Safety Supervisor (CFSS) at the level of the university.

(3) In questions of fire safety, the CFSS is entitled to coordination in relation to the FSS and FSW, and the FSS are entitled to coordination in relation to the relevant spatially allocated FSW. The relevant FSW are obliged to provide support.

(4) Appointment of the fire safety officers occurs:

- a) for the FSW on nomination by the director of the relevant organisational unit, where in accordance with the size or spatial arrangement of an organisational unit several FSW may also be appointed. If there is no nomination, then the director of the relevant institution is responsible for fire safety and assumes the tasks of the FSW. Appointment is for a functional duration of four years. The fire safety officers must be able to show corresponding training (fire safety warden's course) or must complete the same within the first six months of their work. The names of the fire safety officers and their respective areas of activity must be reported to local the FSS in charge. The forwarding of the names to the CFSS will be done by the FSS in charge.
- b) for the FSS by the security officer on the nomination of the CFSS. Those appointed must be able to show corresponding training (fire safety supervisor course), or must complete the same within the first six months of their work. The names of the FSS and their respective areas of activity must be published in an appropriate manner.
- c) for the CFSS by the Rector. The CFSS must be able to show fire safety supervisor training or must complete the same within the first six months of his/her work. The appointment must be published in the University Journal.

(5) The bodies cited in paragraph 2 (fire safety wardens, fire safety supervisors) have jurisdiction over all fire safety operations. These bodies are entitled, in particular in cases of urgent need, to issue instructions relating to fire safety.

§ 4 General obligations to cooperate

(1) All university members as well as all persons working at the university are obliged to take note of and observe the fire safety regulations. The responsibility for information is incumbent upon the director of the relevant organisational unit, the relevant academic course or the relevant laboratory or incumbent upon the client.

(2) Each person is in case of fire and hazard obliged within reasonable bounds to provide first aid and cooperate in the rescue of persons and property.

(3) All observations of inadequacies in the field of fire safety must be immediately reported to the bodies in charge of fire safety.

(4) The instructions of the bodies in charge of fire safety must be immediately complied with, in particular in cases of urgent need.

(5) All university members as well as all persons working at the university should be in a position, in emergency cases, to immediately:

- a) trigger fire and danger alarms and in that way summon emergency crews,
- b) notify the security service,
- c) indicate the location of the extinguisher nearest to the workroom (workspace),
- d) be aware of and use the escape route nearest to them, and
- e) identify the nearest first-aid resources.

(6) Safe setup and safe operation of equipment, facilities or plant as well as safe handling of materials, tools and so forth is immediately incumbent upon their operators or users. They must, in case of recognisable danger or permanent unattended operation and in cases of doubt, summon the body in charge of fire safety and determine the required safety measures in consultation with the latter.

§ 5 Training and instruction of members of Vienna University of Technology

(1) All university members with fire safety functions must be allowed to take part in the corresponding training. For work as a fire safety supervisor or a fire safety warden proof of participation in such training is mandatory.

(2) All university members must be made aware of the provisions of this Fire Safety Code by means of training courses, public posting or by other appropriate means.

(3) All employees of Vienna University of Technology are obliged to take part in drills and training courses about potential dangers and conduct in case of fire.

§ 6 Obligations to cooperate in preventive fire safety

- (1) Fire doors must be closed at all times. The existing automatic closing devices on fire doors that must be kept open for operational reasons may not be blocked or deactivated.
- (2) Signs, information notices (according to Annex 1, in particular for escape routes, emergency stairs and emergency exits to the outside as well as gathering points) and notice boards (in particular on conduct in case of fire) must be observed by university members and may neither be removed from sight nor damaged or removed.
- (3) Fire fighting and fire alarm facilities may likewise not be removed from sight, damaged, removed or used for other purposes.
- (4) Escape routes and other routes must be kept free of storage of any kind in their entire width. Exit doors must be kept unlocked during working hours.
- (5) Access roads must be kept free for any eventual deployment of ambulance, fire service or police vehicles. Stationing spaces must likewise be kept free. Parking of vehicles may only occur on spaces provided for that purpose.
- (6) Any malicious or improper triggering of alarms will be prosecuted and the damages thereby incurred will be charged.
- (7) Defects on fire extinguishers, notice signs, in escape routes, etc. must be immediately reported to the security service of Vienna University of Technology.

§ 7 Conduct in case of fire

- (1) Upon the outbreak of fire, the security service or the nearest hall porter must be notified by fire alarm, personally or by telephone prior to any extinguishing activity. In doing so, the address of the fire building and, where possible, the cause of the fire and its extent must be made known.
- (2) If injuries to persons must be feared, in any case the ambulance must be notified. Where required, the evacuation alarm must be triggered.
- (3) As of the time when one becomes aware of the fire, with the exception of personnel required for fire fighting, no other persons may be admitted to the building.
- (4) Assistance must be given, where possible, to endangered and injured persons.
- (5) The available extinguishers must be deployed immediately after notifying the security service or the nearest hall porter. Until the fire service arrives, attempts at extinguishing should be made, provided this is possible without hazard to life and limb.
- (6) All persons located in endangered rooms or areas and not cooperating in fire fighting must immediately leave the rooms or the building and to make their way to

the nearest gathering point marked out in the grounds plan of Vienna University of Technology.

(7) Lifts affected or endangered by the fire event may not be used in case of an event.

(8) Securing and rescuing endangered items, equipment and materials is to be arranged for. In this matter the principle applied is that one's own safety ranks above all other considerations.

(9) The instructions of the bodies in charge of fire safety, the security service, the fire service and the police must be complied with.

(10) Missing persons or those calling for help or persons otherwise endangered persons must be reported to the emergency crews.

(11) Smoke-filled escape routes are not negotiable and may therefore not be used.

(12) Escape is in principle always downwards. However, if the down stairs is not negotiable then, if possible, one should switch to another stairs.

(13) If all escape routes are cut off then one should go to the room furthest away from the source of the fire. Doors are to be closed, windows opened and one should cry for help or contact the security service, the nearest hall porter or the fire service by telephone.

(14) Orders for evacuation or partial evacuation must be complied with immediately but sensibly.

(15) When **leaving the building** the possibility must be checked whether **the marked escape routes** can be used **without danger**.

If that is possible, the following steps must be taken and the following guidelines must be observed:

- a) Close the doors behind you.
- b) Use only escape routes marked as such.
- c) The safest way to the escape stairwell should be chosen.
- d) On the way out, persons encountered should be warned.
- e) Do not under any circumstances use the lift to leave the building.
- f) Proceed to the nearest gathering point.

If the escape route is blocked, the following steps must be taken and the following guidelines must be observed:

- a) The workspace or the office is the safest place to be; everyone concerned should stay there.
- b) Doors should be shut.
- c) A window should be opened and the space at the window be taken.
- d) Help should be called for (acoustically and/or by telephone to the security service, the nearest hall porter or the fire service) or attention should be attracted by hand gestures.

- e) If the fire is on the floor below then the windows should remain shut and a place to stay in the middle of the room be taken.
- f) Wait for the fire service to arrive.
- g) The instructions of the emergency crew must be complied with.
- h) Do not jump from the window under any circumstances.
- i) Impatience should be avoided since other colleagues may be in greater distress and their rescue therefore has priority.

§ 8 Gathering point

- (1) The gathering point may not be left without permission from the emergency command. This measure serves to determine that all university members are accounted for.
- (2) Dependent persons must be reported immediately to the emergency command.
- (3) The emergency crew arriving must basically be awaited by the security service at the entrance to the building and given orientation. Particular hazards must be pointed out. Space must be made for the work of the extinguisher crew and their orders must be complied with.

§ 9 Measures after a fire

- (1) The use of the affected university building may only be attempted after the all-clear is given.
- (2) Any use of the fire extinguisher (even releasing the safety catch is use) must be reported to the fire safety supervisor in charge or to the security service. Used handheld extinguishers and other extinguishers may only be put back in their appointed places after being refilled or repaired.

Annex 1: The most important notice signs (Austrian Standard Ö-Norm Z 1000)

General Fire Safety Notices

Escape Route

Handheld extinguisher

Gathering point

The fire service access road must be kept clear at all times!

First Aid

Decision by the Rector dated 28 May 2013

Decision by the Senate dated 14 October 2013

Announcement in the University Journal no. 25/2013