

FIRE SAFETY REGULATIONS

of the University of Applied Sciences Wiener Neustadt City Campus

§ 1. General

The following fire safety regulations provide important information on what to do with regard to safe conduct, how to avoid endangering health and property and how to minimise serious damage caused by fire, as well as how to behave in the actual event of a fire.

For their part, employees at the University of Applied Sciences Fachhochschule Wiener Neustadt, 2700 Wiener Neustadt, Johannes Gutenberg-Straße 3 (referred to as FH in the following), are obliged to ensure that their visitors observe the house rules and fire safety regulations.

The following provisions must be strictly observed by all persons located on the premises, whereby failure to observe these provisions may, under certain circumstances, also result in civil and/or criminal penalties. In the event of a violation of these fire safety regulations, the instructions issued by the fire safety officer, or the relevant official mandates, students/employees are liable for all damages - including consequential damages - caused by them or by their representatives or visitors.

§ 2. Inspection

FH represents the property management of the building of the University of Applied Sciences Wiener Neustadt, Johannes Gutenberg-Straße 3, 2700 Wiener Neustadt. The persons specified in § 1 3.5 (fire safety officer or fire warden) are responsible for the fire safety of this building. The persons specified are responsible for the monitoring, inspection and observation of the officially prescribed fire protection precautions and the provisions of these fire safety regulations. The instructions issued by these persons regarding fire safety must be followed promptly. In addition, any observations of defects or incidents in the area of fire safety must be communicated to these persons at once.

§ 3. Official regulations

All official regulations (in particular those issued by safety authorities, building and fire authorities, public health authorities etc.) must be observed, even if no separate arrangements regarding these regulations have been made in the house rules or in the fire safety regulations.

§ 4. Dangerous objects, Storage of goods

Products and goods may not be stored in public spaces or areas. In particular, hallways, balcony access ways, corridors, escape routes, emergency exits and parking areas may NOT be used to store objects (**not even temporarily!**); these areas and access ways must be kept **FREELY ACCESSIBLE AT ALL TIMES**.

Flammable, explosive and malodorous goods, substances and liquids may only be stored in rooms that are specifically designed, suitably adapted and approved by the fire authorities for this purpose, following the prior written consent of the FH.

Under no circumstances may notices or signs be hidden from view, damaged or removed! Weapons, ammunition, explosives, liquid gas containers and other goods that may pose a risk to life, health or property may not be brought into the FH building; the FH is entitled to verify compliance with this provision by carrying out the screening of persons and similar measures.

§ 5. Disturbances and abnormalities concerning fire protection

General disturbances and abnormalities concerning fire protection must be reported to the fire safety officers named in § 13.5 immediately.

§ 6. Waste and wastepaper

Waste is to be deposited solely in the waste containers provided for this purpose. Rubbish, wastepaper and plastic must be deposited separately in the containers provided for this purpose.

§ 7. Outdoor grounds

On the grounds and in the parking area belonging to the FH, Road Traffic Regulations (StVO) apply. Vehicles may only be parked with the express consent of the FH. UNDER NO CIRCUMSTANCES – not even temporarily! - may traffic or escape routes or the access roads for emergency vehicles be blocked. Illegally parked vehicles shall be removed at the expense of the vehicle owner.

§ 8. Smoking ban

Smoking and the handling of naked flames or fire is prohibited throughout the entire building/grounds!

Exception: room-specific with written approval from the FH!

§ 9. Technical equipment, Electrical appliances

Within the building and its corresponding grounds, the alteration of existing technical equipment or commissioning of technical equipment, insofar as this equipment requires professional installation, is only permitted following prior written consent by the FH and may only be carried out by specialist companies licensed to do so.

All technical equipment must comply with the applicable safety regulations and must be properly maintained. The employee is liable for all damages and consequential damages resulting from equipment provided or improperly used by them.

The use of equipment with exposed incandescent coils is prohibited.

§ 10. Welding and other work that presents a risk of inflammation

The FH and the fire safety officers must be notified of any intended welding or other work that presents a risk of fire in the entire area of the building of the FH Wiener Neustadt. Such work may only be carried out with the prior written consent of the Building Services of the FH (approval certificate) and in compliance with all precautionary measures stipulated by the fire protection officer. In this case, the employee or the visitor is responsible for observing all corresponding legal requirements set out by the fire authorities and other authorities.

§ 11. Other work

For work or activities that could result in the development of excessive dust, debris, vapour or mist, the Building Services of the FH or the fire safety officer must be notified hereof in advance, and these works or activities may only be carried out with written consent (approval certificate).

§ 12. General measures for fire prevention

1. Observation of order and cleanliness.
2. Escape and traffic routes must be kept free at all times.
3. Combustible waste such as cigarette butts, ashes, wood dust, cloths soaked in oil or varnish, petrol, etc. must always be deposited in non-flammable containers.
4. Equipment and mechanical appliances must always be operated according to the manufacturer's guidelines and properly maintained.
5. Fire extinguishers and extinguishing agents may not be moved, hidden from view, improperly removed from the prescribed place of installation nor used in an inappropriate manner.
6. Under no circumstances may notices or signs regarding fire extinguishers and behaviour in case of fire be hidden from view, damaged or removed.
7. When left unattended, electrical equipment must - wherever possible - be switched off.

§ 13. What to do in case of fire

13.1 Evacuation

When evacuating offices and lecture halls, make your way to the FH ASSEMBLY POINT allocated to the respective section of the building in which you are located (see appendix – What to do in case of fire/Assembly points),

CHECK that all PERSONS who were in that section of the building or lecture hall are present (using attendance lists from the respective employee / lecturer) and INFORM the fire safety officer, fire warden or officer-in-charge of any MISSING persons.

13.2 What to do when fire breaks out

1. Keep CALM and level-headed.
2. Immediately notify the fire safety officer and fire brigade, alert/save the other employees/visitors, and extinguish the fire. **Fire brigade emergency tel. 122**
3. Close the doors of the room in which the fire is located.
4. In the event of an outbreak of fire, leave the building immediately. If this is not possible, remain in the room, close the door and open the windows, and attract the attention of the fire-fighting team.
5. Help people in danger.

13.3 What to do during the fire

1. Keep access routes free for the fire brigade, direct the fire-fighting team and follow their orders.
2. Only carry out rescue attempts in accordance with instructions from the emergency services.
3. If fighting fire, please note that the extinguishing spray must not be pointed into the smoke and flames, but instead directly onto burning objects.
4. LAY any used and empty fire extinguishers ON THEIR SIDES; this signals to the emergency forces: "This fire extinguisher is empty and can no longer be used".
5. Highly flammable objects must be removed from the vicinity of the fire or protected from catching fire by cooling them with water.
6. Make space for the emergency forces to carry out their job and follow their orders.

13.4 Measures after the fire

1. Do NOT enter rooms or areas affected by the fire, i.e. wait for official approval to do so.
2. Notify the fire brigade or the FH fire safety officer of any observations that could be of use in determining the cause of the fire.
3. Only return used hand-held fire extinguishers to their place once refilled and brought back in working order.



13.5 FH fire safety officers – City Campus

René SOMMER	Tel. 0676/83435-173
Kurt RASSNER	Tel. 0676/83435-177
René KOSTNER	Tel. 0676/83435-186
Hannes NEBEL	Tel. 0676/83435-183

§ 14. Accidents

Accidents in the FH building or grounds must be reported to the Building Services at +43 50421-173.

§ 15. Reporting obligation in the event of immediate danger

Every employee and visitor is obliged to notify the FH/Building Services or the fire safety officer IMMEDIATELY in the following cases:

- Fire, burning smell
- Technical defects and faults

§ 16 Final provision

The FH reserves the right to make changes to these fire safety regulations; any such changes shall be communicated to the employees / visitors.

Fachhochschule Wiener Neustadt GmbH

The Management

As of 03/2020

Appendix – What to do in case of fire/Assembly points at City Campus

