

Fire safety regulations

MODUL University Vienna

Am Kahlenberg 1, 1190 Vienna

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1 Introduction

- 1.1 The following fire safety regulations contains important information concerning behaviour to ensure safe activities, to avoid endangering health and property and to reduce the serious consequences of fires, as well as behaviour to be practiced in the event of fire itself.
- 1.2 The provisions listed below must be strictly observed and non-compliance with these requirements may result in civil and/or criminal consequences.

2 Responsibility for fire safety

- 2.1 The following **fire safety officers** are responsible for fire safety at the MODUL University Vienna:

Fire safety officers:

- Michael Straube +43 664 846 39 21 Head of fire safety
- Jürgen Friedelt +43 664 846 39 22 Deputy

Fire warden:

- Christian Weismayer: +43 664 846 39 41 Fire warden
- 2.2 All persons in the building must immediately follow the instructions of these officers with respect to fire safety.
- 2.3 These fire safety regulations must be brought to the attention of all staff and workers in a provable manner.
- 2.4 Any recognition of shortcomings in the areas of fire safety should be immediately reported to one of the fire safety officers.
- 2.5 The fire safety facilities of MODUL University Vienna will be checked in accordance with the regulations by the fire safety officers together with the authorized specialist firms.
- 2.6 In-house checks of fire safety will be carried out by the fire safety officers themselves.

3 General fire safety regulations

- 3.1 There is a general ban on smoking (Tobacco Law §§ 12/13 – BGBL {*Austrian Federal Law*} No. 167/2004). Smoking is only allowed in the designated outside areas!
- 3.2 Storage rooms may only be used as such if the stored materials present no hindrance or risk to the fire safety facilities provided. Storage rooms must be marked as such.
- 3.3 The observance of order and cleanliness in all areas of MODUL University Vienna is a fundamental requirement for fire safety.
- 3.4 Instructions for behaviour in the event of fire must be posted on the notice boards in every classroom with information on the telephone contact number and the nearest fire alarm.
- 3.5 Escape routes and all other passageways must be kept free of storage of any materials whatsoever over their full width and adjusted to the volume of people.
- 3.6 The authorised stock levels for each storage room may not be exceeded.
- 3.7 Packaging material must not be stored in workrooms and classrooms.
- 3.8 Additional equipment, especially heating, cooking and refrigeration equipment may only be located or installed with the authorisation of the fire safety officer.
- 3.9 Flammable items and materials should not be stored in the vicinity of fire sources but stored in the storerooms.
- 3.10 It is forbidden to block or impede passageways and escape routes or fire brigade access roads.
- 3.11 Fire safety doors and fire dampers must be kept free of objects of any kind.
- 3.12 Door-closing devices must not be blocked or put out of operation.
- 3.13 Fire safety doors (= grey passageway doors and outside doors) must always be kept closed!
- 3.14 Fire safety devices (e.g. wall hydrants) must not be wilfully put out of operation.
- 3.15 Fire extinguishers and fire extinguishing equipment as well as water access points must not be disguised, removed from sight or otherwise misused.

- 3.16 The signboards installed at MODUL University Vienna as part of fire safety including identification of escape routes and notices giving instructions for behaviour in case of fire are not allowed to be hidden at any time or removed.
Damage to such signboards and notices should be immediately reported to *Michael Straube (+43 664 846 39 41 or direct dial 110) or Jürgen Friedelt (+43 664 846 39 22 or direct dial 111)*
- 3.17 Installation, modification and repair of any kind, e.g. to installations, electrical equipment, computer cabling, etc. at the MODUL University Vienna may only be implemented with the prior consent of the fire safety officers and need clear reporting's.
- 3.18 The implementation of work involving a fire risk may only be affected with the permission of Michael Straube and Jürgen Friedelt only. This is particularly true for welding work, work creating sparks, etc. In addition, it must be ensured that the technical fire alarm facilities are protected from dust or other mechanical effects.
- 3.19 Machines, tools and other work devices must not be used improperly and are to be operated in accordance with instructions.
- 3.20 Arbitrary changes to door locks are prohibited!
- 3.21 After the end of work and teaching, the workplaces must not be left untidy. All necessary precautions to ensure fire safety must be taken before leaving the workplace (for example, switching off electrical appliances, like PC, Beamer, Sound System, etc.)
- 3.22 Electrical systems must be kept properly in order. Changes and repairs must only be carried out by authorized persons. The creation of temporary installations is prohibited especially bridging blown fuses.
- 3.23 Heat producing installations in and around MODUL University Vienna are banned!
- 3.24 In front of the Server room (3.16), there is CO2 extinguisher installed, which should be only specially be used for the Server room. Please note, that a special care and distancing while extinguishing is necessary to avoid any health consequences.

4 General behaviour in the event of fire

4.1 Keep calm and level-headed!

4.2 Generally speaking, the following sequence of actions should be respected:
Alarm → Rescue → Extinguish

Alarm

- 1) If there is a fire alarm, immediately contact the fire department and one of the fire safety officers, the reception or the SSCC.
 - a. Michael Straube +43 664 846 39 21 Head of fire safety
 - b. Jürgen Friedelt +43 664 846 39 22 Deputy
 - c. Christian Weismayer: +43 664 846 39 41 Fire warden

- 2) Only call the fire department when you are certain that there is a fire, which needs immediate action. Otherwise always inform the internal safety fire crew or the university management contacts first.

Rescue

Hearing the fire alarm, the building must be immediately evacuated following the escape route arrows calmly and orderly. You may use the emergency exits! Take vulnerable and disabled people with you and assist them (in wheelchairs, handicapped, injured).



The fire alarm is a very loud two-tone signal, which continues for several minutes in every single area of the building. There may also be an announcement over the Tannoy system.

Extinguish

Use the available facilities to fight the fire. There are wall hydrants and fire extinguisher on all floors! Close windows and doors if the attempt to extinguish the fire is unsuccessful!



5 General behaviour

- 5.1 The discovery of fire should be immediately reported to present university management staff, as well as the fire safety crew - *Michael Straube (+43 664 846 39 41 or direct dial 110) or Jürgen Friedelt (+43 664 846 39 22 or direct dial 111)*

The fire alarm may also be triggered using the push-button alarm.



- 5.2 People who can no longer get into the outdoor area, should go into conveniently situated, well-ventilated and possibly fireproofed rooms, with the doors closed behind them, the windows opened if possible and the attention of the fire-fighting teams attracted by shouting.

5.3 **General activities:**

- Personal property may only be taken if it is in the same room and only if there is no time loss for the evacuation!
- The doors should be closed after leaving but not locked!
- In the event of a fire alarm during a break, leave the building immediately without returning to the rooms!
- Do not use the elevators!
- Do not use vehicles!
- Switch off ventilation and air conditioning systems!

- 5.4 After leaving the building, gather all the students together in the assembly area which was indicated at the beginning of the course (see 5.5). The evacuation regulations are also displayed in each seminar and lecture room. The lecturers or their representatives should check the presence of all the students using the list of participants of the lecture and inform the fire safety officer present of the results.

5.5 Assigned assembly points:

- Space in front of the church
- Parking space near the rubbish room

- 5.6 The instructions of the police and fire brigade must be followed at all times!

- 5.7 All students must remain at the agreed assembly point until they are given further instructions by the forces deployed of the fire safety officer.

- 5.8 The access roads should be opened, and the forces deployed informed!

- 5.9 No imprudent rescue attempts! In particular, refrain from jumping from the windows of the upper floors in a panic!
- 5.10 The following should be observed when firefighting:
- Do not direct the extinguishing jet at the smoke and flames, but directly onto the burning objects.
 - Remove easily inflammable objects from the vicinity of the fire or cool them with water to prevent inflammation.
 - In the case of flying sparks or embers, close all openings, especially the doors and windows of the endangered objects especially of the higher-lying areas.
 - Make space for the activities of the forces deployed and follow their instructions.
- 5.11 Fire drills will be applied by the fire safety crew with and without notice except for the University Board.

6 Behaviour after the fire

- 6.1 Do not enter the areas affected by the fire and only tidy up on the instructions of the head of the firefighting team or the fire safety officer.
- 6.2 Report any perceptions which could serve to identify the cause of the fire to a fire safety officer.
- 6.3 Any hand-operated fire extinguishers used must be reported to one of the fire officers.

7 Fire safety plans

7.1 The fire safety plans have to be kept at the reception on the ground floor at all times and are maintained by the fire safety crew of the MODUL University Vienna.

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- Michael Straube +43 664 846 39 21 Head of fire safety
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Fire warden:

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Managing Director

Suresh Sivagnanam

Head of Event & Facility Management

Michael Straube

President

Karl Wöber