

Abbreviated version for area evacuation officers and evacuation assistants

Organisational concept for fire prevention and evacuations

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Version 3 / 21 March 2017 based on concept version: 1.4 / 20 December 2016

1 Evacuation personnel

Control centre:

The control centre serves as the operational centre in case of an incident. The evacuation officer in charge will be present in the control centre area in case of an incident.

Evacuation officers:

It should be organisationally assured that at least two evacuation officers are present in the University at any time during the University's opening hours. In case of an incident, they take control of the evacuation procedure and exploration of the premises. They are trained as fire protection officers and responsible for coordinating the entire evacuation.

Area evacuation officers:

Area evacuation officers are persons who ensure that the evacuation takes place in a rapid and orderly manner in their area of responsibility, and who are responsible for coordinating the evacuation assistants in case of an incident. Area evacuation officers are trained as assistant fire protection officers and undergo an internal training for evacuation personnel.

Area evacuation officers have the following responsibilities:

- Taking up the posts that were assigned to them in advance
- Coordinating the evacuation assistants in their area of responsibility
- Directing evacuees to the appropriate evacuation routes (pointing to escape routes, emergency exit signs and assembly point signs)
- Helping with the evacuation of disabled persons
- Preventing people from entering the premises or area concerned

Evacuation assistants:

To enable a rapid and safe evacuation, all staff members (academic and general staff) act as evacuation assistants who support the area evacuation officers. Evacuation assistants have at least been instructed about the necessary measures in case of a fire or evacuation.

In case of an evacuation, it is the evacuation assistants' responsibility to instruct the occupants of the Main Building to leave the building (in addition to the automatic alarm systems).

If necessary, evacuation assistants may have to cover certain critical points (staircases, bottlenecks, etc.) to help with the rapid evacuation by giving instructions and directing evacuees. As soon as all people have left the premises or area, the evacuation assistants can leave the premises as well and head to the appropriate assembly point. They have to help injured or disabled people in case of an evacuation, provided that this is possible without putting themselves in danger. They have to notify the evacuation personnel (evacuation officers, area evacuation officers) or external emergency services of potential hazards, missing persons or other relevant observations.

Security personnel:

Security personnel usually travel between several university locations all over Vienna. They receive an SMS that is sent out automatically by the fire alarm system. The evacuation officer in charge has to check with the security personnel via radio whether the SMS alarm worked. Security personnel have to report to the control centre and will be given tasks as needed.

Possible tasks of security personnel:

- Helping with the evacuation of disabled persons
- Preventing people from entering the premises or area concerned
- Covering critical points
- Inspecting the building

In addition, the security personnel is available 24 hours a day and, if necessary, helps emergency services outside of the University's opening hours.

2 Evacuation equipment

The following equipment is available for an evacuation:

- High-visibility vests for evacuation personnel (handed out personally in advance)
- Radio devices (in sufficient numbers for every building deposit)
- Mobile assembly point signs (two for building deposit 1, one for every other deposit)
- Megaphones (one for every building deposit)
- Hand lamps (handed out personally in advance)
- Warning tape rolls (stored at the main control centre)
- Evacuation chairs (2 in building 1: 1st floor and 2nd floor, 2 in building 2: 1st floor and 3rd floor, 3 in building 3: 1st floor, 3rd floor, 5th floor; always in the main staircase area)
- Emergency manual (check lists, models, plans)
- Post plan (general plan with numbered points that have to be cordoned off and control points to coordinate the evacuation)

An appropriate communication medium (hand-held radio devices or a similar communication medium) is necessary for the communication between the evacuation officer in charge, evacuation officers and area evacuation officers.



3 Raising the evacuation alarm

How the evacuation alarm is raised depends on the cause of the evacuation. In any case, it has to be raised intentionally by a person or by the fire alarm system.

In case of fire alarm, the fire alarm system automatically alerts the fire brigade. In addition to this automatic alarm, employees are instructed to confirm the alarm by phone and, if necessary, provide further details about the situation.

For now, the fire brigade has to be notified of every alarm (except for alarms in the book storage), as the TUS system has not been installed yet.

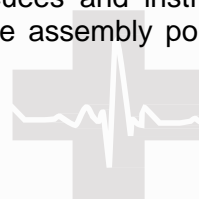
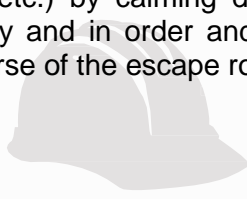
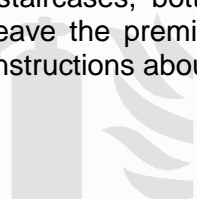
To alert all building occupants, the fire alarm system sets off an acoustic signal which can also be activated manually. Voice announcements are not possible. If the incident is not a fire, the official incident commander and the evacuation officer of the Faculties of Chemistry and Physics decide whether a full or partial evacuation of the premises is required.

The alarm can take the form of a “silent alarm” or an acoustic emergency signal sent out by the fire alarm system. The decision has to be made by the people eligible to decide on an evacuation.

4 Evacuation procedure

The following procedure applies after an evacuation alarm has been raised. Certain measures will run simultaneously or have to be implemented simultaneously. Therefore, the order of the list can be regarded as a systematic course of action:

1. An alarm is raised because the fire alarm system detected a fire or because of another reason.
2. Evacuation officer in charge as well as three further evacuation officers arrive at the control centre.
3. Decision on the evacuation depending on the scenario.
4. Evacuation officers and area evacuation officers independently fetch the evacuation equipment from the relevant building deposits.
5. Evacuation officers and area evacuation officers head to their pre-assigned posts (assembly points, exits, etc.).
6. If a post is double staffed, evacuation officers/area evacuation officers report back to the control centre.
7. Evacuation assistants in the area concerned instruct the building occupants to leave the premises via the escape routes. The relevant room (lecture hall, seminar room, office, etc.) is evacuated. The evacuation assistant makes sure that nobody is left behind.
8. Evacuation assistants help with the orderly evacuation at certain critical points (staircases, bottlenecks, etc.) by calming down evacuees and instructing them to leave the premises calmly and in order and go to the assembly points. They give instructions about the course of the escape routes.



9. If no more people are coming, if there is no danger from smoke or other hazards, or if the evacuation officers or area evacuation officers arrive to relieve the evacuation assistants, they leave the premises as well via the marked escape routes.
10. An evacuation officer is responsible for exploring the area concerned.
11. Depending on the scenario, the second evacuation officer heads to the fire brigade's arrival point, meets further emergency services and directs them to the control centre.
12. The evacuation officer in charge alerts everybody of the scenario who has to be alerted according to the internal alarm plan (Dean's Office, main control centre at the Main University, etc.). S/he may also delegate this task to the third evacuation officer.
13. The evacuation officer in charge checks via radio if all critical points are covered.
14. Security personnel and personnel returning from posts that were double staffed arrive at the control centre.
15. The evacuation officer in charge assigns them to other tasks, such as checking the premises, helping disabled persons, cordoning off certain areas, covering unstaffed posts, etc.
16. Evacuation officers and area evacuation officers give feedback to the main control centre and each other via radio or phone (about a change of situation, missing or injured persons, trapped persons or persons who have to be rescued, further hazards, end of the evacuation, etc.).
17. If instructed by the evacuation officer in charge or by the fire brigade, or if an area becomes too dangerous because of smoke or other hazards, the cordoned-off area has to be evacuated and the person covering the post heads back to the main control centre.
18. The evacuation officer in charge maintains contact with the Dean's Office and external emergency services and coordinates further measures.
19. After clearance by the fire brigade or the evacuation officer in charge, all forces are notified via radio or mobile phone (end of alarm). All forces may leave their posts and the assembly points may be cleared.
20. All evacuation officers and area evacuation officers meet at the main control centre and give feedback on the evacuation procedure. The evacuation officer in charge prepares a report about the evacuation (What worked well? What did not work well? Were all signals audible?, etc.) including suggestions for improvements. This report will be submitted to the Rectorate.

The following procedure applies to the evacuation of disabled or injured persons:

- An evacuation assistant or an area evacuation officer assigned to the relevant fire compartment notices that a disabled or injured person requires assistance.
- S/he notifies the control centre via radio, telephone or in person and requests help from rescue workers.



- If the person concerned is in immediate danger, the evacuation assistant or area evacuation officer has to help this person move to the next fire compartment or secure escape route as quickly as possible.
- The area evacuation officers sent out by the control centre evacuate the injured or disabled person, depending on the situation on site and according to the instructions of the evacuation officer in charge.
- They have to use the available evacuation chairs or other rescue equipment.

The following procedure applies to activities that cannot be interrupted because it would lead to a potential financial loss or hazard (e.g. at the Department of Food Chemistry and Toxicology):

- The Dean's Office has to categorise the activity, exercise or test as 'not interruptible' in advance. The responsible fire protection officer and fire protection coordinator at Facility and Resources Management have to be notified in advance of the planned activity, stating the date, room and time.
- The head of the laboratory has to document in writing who is present at the laboratory area concerned.
- It has to be clarified who may stay in the lab area in case of a fire alarm. The number of people eligible to stay behind must be kept as low as possible.
- In case of an alarm, the head of the laboratory immediately notifies the evacuation officer who will give feedback whether it is a false alarm or an actual fire alarm. In case of an actual fire alarm, the laboratory has to be evacuated without any exceptions.
- If the head of the laboratory is unable to reach the evacuation officer, the laboratory has to be evacuated as well.

