

General Fire Safety Regulations of the University of Vienna

All function descriptions are to be understood as gender-neutral

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1 General (purpose)

- 1.1 In conjunction with fire safety regulations required for specific facilities, if necessary, these General Fire Safety Regulations provide important conduct instructions to ensure a safe operation, to avoid danger to persons and property and to avoid damage from fire and regarding conduct in case of fire.
- 1.2 The specific fire safety regulations include those provisions, which are required in addition to the provisions of the General Fire Safety Regulations, on the basis of specific properties, equipment or facilities.

2 Scope

- 2.1 The General Fire Safety Regulations are applicable to all properties, buildings and rooms used by the University of Vienna, regardless of the legal grounds for use.

3 Terms and definitions

- 3.1 FSR General Fire Safety Regulations
- 3.2 Specific FSR Specific Fire Safety Regulations
- 3.3 FSO Fire Safety Officer
- 3.4 FSC Fire Safety Coordinator
- 3.5 FSG Fire Safety Guard

4 Responsibilities and competences

- 4.1 The regulation and implementation of measures within the context of these FSR, which affect the entire university, is the responsibility of the responsible Vice Rector, on behalf of the Rector. For the respective spatial areas of the facilities, this shall be the responsibility of the heads of the respective organisational units and the chairperson of the student union at the University of Vienna.
- 4.2 The monitoring of adherence to the FSR and monitoring the fire safety facilities in the respective sphere of responsibility is the duty of the responsible Fire Safety Officer (FSO)/Fire Safety Guard (FSG). These responsibilities of these persons furthermore include informing the Fire Safety Coordinator and the persons responsible for the respective area pursuant to 4.1 regarding deficiencies and possibilities for eliminating these deficiencies.

5 Structure of the fire safety organisation 5.1 The regulations on the topic of fire safety are comprised of the following parts:

- General Fire Safety Regulations
- Specific Fire Safety Regulations

5.2 Specific Fire Safety Regulations (Specific FSR)

5.2.1 For each facility showing increased fire hazards, for which the measures defined in the General Fire Safety Regulations are not sufficient, the local Fire Safety Officers and the Fire Safety Coordinator must initiate the enacting of a Specific Fire Safety Regulation. In case of doubt, the responsible Vice Rector shall make a decision on the necessity of a Specific Fire Protection Regulation, on behalf of the Rector.

5.2.2 The Specific FSR must include at least the following parts (specifically for the facility):

- Responsibilities and competences

- General conduct of the employees (preventative measures for preventing fires from occurring)
- Conduct in case of fire
- Measures following a fire
- Fire safety plan

5.3 Organisational structure of fire safety

5.3.1 For the entire University of Vienna, a Fire Safety Coordinator (FSC) will be appointed with a deputy.

5.3.2 The University management is to be informed about fire safety issues in the form of a yearly report. The Fire Safety Coordinator shall be responsible for this, together with the FSO.

5.4 Fire Safety Coordinator

5.4.1 The Fire Safety Coordinator shall be responsible for the coordination of the agendas for fire safety at the University of Vienna and shall report directly to the responsible Vice Rector. He/she will have the authorisation to issue instructions to the Fire Safety Officers and Fire Safety Guards in all fire safety matters.

5.4.2 The FSC and his/her deputy shall be appointed by the responsible Vice Rector.

5.4.3 The FSC and his/her deputy must consent to the appointment in writing. The activity of the FSC shall end with the written withdrawal of the appointment by the responsible Vice Rector. In this case, the deputy shall take over the function of the FSC, until the appointment of a successor.

The activity of the FSC deputy shall end with the written withdrawal of the appointment by the responsible Vice Rector. In this case, a new deputy shall be immediately appointed.

5.4.4 The FSC and his/her deputy shall be granted access to all facilities and premises of the university, after providing identification, and their activity is to be supported.

5.5 Fire Safety Officer

5.5.1 The FSOs are appointed by the responsible Vice Rector. A deputy should be provided for each FSO. If university employees are appointed as Fire Safety Officers, they shall carry out this activity within the scope of their official duties.

5.5.2 The FSO must consent to the appointment in writing. The activity shall end with the written withdrawal of the appointment by the responsible Vice Rector. In this case, the deputy shall take over the function of the FSO, until the appointment of a successor.

5.5.3 After providing identification, the FSO shall be granted access to all facilities and premises of the university in their operational scope and their activity is to be supported.

5.6 Duties of the Fire Safety Officers

5.6.1 The tasks and duties of the BSBs arise from the relevant, applicable laws, official conditions, standards, bodies of rules and regulations and directives. These specifically include:

- Suggestions for revision and updating of the Fire Safety Regulations
- Preparation of a control plan and implementation of self-controls
- Preparation for a fire service run
- Keeping the fire safety book
- Evidence of the names of the FSGs assigned to him/her
- Receipt and forwarding of notices about all matters regarding fire safety
- Checking the implementation or arrangement, if necessary, of period inspections of the fire safety facilities, if this is not carried out by others. In this case, a corresponding entry only needs to be made in the fire safety book.
- Organisation/coordination of alarm and evacuation exercises
- Issuing release certificates for activities that can cause a fire hazard
- Implementation/arrangement of briefings

5.7 Fire Safety Guards

5.7.1 At every facility, the responsible Vice Rector shall appoint an employee as a FSG for the respective scope of responsibility.

5.5.2 The FSG must consent to the appointment in writing. The activity shall end with the written withdrawal of the appointment by the responsible Vice Rector. In this case, the responsible FSO shall take over the function of the FSG, until the appointment of a successor.

5.5.3 After providing identification, the FSG shall be granted access to all facilities and premises of the university in their operational scope and their activity is to be supported.

5.8 Duties of the Fire Safety Guard

5.8.1 The responsibilities and duties of the FSGs in their operational scope arise from the relevant, applicable laws, official conditions, standards, bodies of rules and regulations and directives. These specifically include:

- Suggestions for revision and updating of the Fire Safety Regulations in consultation with the FSO
- Informing the BSB regarding the localisation of hazards
- Involvement in the preparation of an evacuation plan
- Preparation of a control plan and implementation of self-controls within the operational scope of the FSG
- Involvement in/preparation of documents for preparing a fire service run, in consultation of the FSO
- Keeping a fire safety book for the scope of operation. Entries are to be immediately sent to the FSO at regular intervals (but at least monthly), as well as in urgent cases.

- Involvement in alarm and evacuation exercises and involvement in emergency cases
- Advising and informing all employees in the facilities regarding fire safety matters
- Consulting the FSO on technical issues, communicating suggestions to the FSO

6 Duty of cooperation 6.1 All persons who spend time on properties, buildings and premises used by the University of Vienna are obligated to observe the FSR.

6.2 Defects endangering safety and other sources of hazards and deficiencies are to be immediately notified to the responsible FSO or FSG.

6.3 In case of fire or danger, each person shall be obligated to cooperate to a reasonable extent regarding the provision of first aid, rescuing persons and property and fighting the origin of the fire.

6.4 All persons are obligated to familiarise themselves with the fire safety regulations that apply to them; they should particularly be in a position of:

- Activating a fire alarm and calling the fire service
- (where available) notifying the porter
- specifying the location of the extinguishing device that is nearest to the work room (workplace) and to operate this
- specify the nearest emergency exit
- being aware of the nearest resources for initial and expanded extinguishing assistance and first aid

7 General fire safety regulations

7.1 The regulations in the relevant laws, ordinances and directives are to be observed.

7.2 Order and cleanliness are to be maintained, as these are a fundamental requirement for fire safety.

7.3 The storage of highly combustible items, liquid, gases and other materials must take place exclusively in designated containers and rooms (observe maximum admissible storage quantity!).

7.4 Waste (e.g. oil and paint-soaked rags) that is flammable or tends to self-ignite must be kept in non-flammable containers with self-closing lids.

7.5 All types of storage, whether flammable or non-flammable, at unsuitable locations (these include escape routes, stairwells, exits, emergency exits, in a radius of 5 m around exits from stairwells and emergency exits, in thoroughfares, in corridors and other traffic routes, attics, near fireplaces, in garages, and similar) are prohibited.

7.6 Pressurised gas containers of all types (these also include pressurised gas packaging, e.g. spray cans) are to be stored in a cool place, in a stable position and so that they can be easily recovered in case of an emergency. The legally permitted maximum quantities must be absolutely complied with.

7.7 Traffic and escape routes and entryways for service vehicles must not be obstructed by parking cars on the premises.

7.8 Smoking is prohibited in all public spaces of the University of Vienna, as well as all university event venues.

- 7.9 In the entire university area, handling of open fire and light is forbidden. Exceptions apply in areas with a specific FSR, as per the provisions contained therein and with a special approval with conditions imposed by the responsible Vice Rector.
- 7.10 Fireplaces may only be set up and operated after consent is provided by the premises and resource management department of the service facility. They are to be maintained and operated according to regulations.
- 7.11 Transportable heating, cooking and warming devices (particularly for cooking and warming food and drinks) are not to be set up on flammable bases. In particular, distances to flammable items must be observed.
- 7.12 The setting up or storage of items on hotplates is prohibited.
- 7.13 Setting up private electrical devices (e.g. heating, cooking and warming devices) is prohibited.
- 7.14 Storage and drying of flammable items (e.g. wood, packaging material, work clothing) near fireplaces or steam and flue gas lines (e.g. exhaust pipes) is prohibited.
- 7.15 Firing residues may only be kept in non-flammable containers with non-flammable lids.
- 7.16 Content of ashtrays may only be emptied into safety waste containers or fire-retardant waste containers. Emptying into normal waste containers is prohibited.
- 7.17 Electrical systems must be operated according to regulations and maintained. Changes and repairs may only be carried out by authorised persons. The production of temporary installations by persons who are not authorised to do so is prohibited.
- 7.18 Machines and machinery drives shall be operated and maintained according to the instructions of the manufacturer.
- 7.19 Fire work may only be carried out after prior written consent (hot work certificate) from the responsible FSO. Exceptions from this are the designated and correspondingly fitted work rooms and workplaces.
- 7.20 The closing area of fire safety compartments (e.g. fire safety doors) is to be kept free from items of all types. The self-locking equipment must not be blocked or deactivated.
- 7.21 Manual fire extinguishers, extinguishing devices, extinguishing agents and extinguishing facilities of primary and extended extinguishing aids must not be – even temporarily – moved, removed from view (e.g. by having clothing or decorating material hung over them), nor improperly removed from the prescribed installation locations or used improperly.
- 7.22 Valves of gas systems that do not remain in operation must be closed. Valves of gas systems are to be closed in the event of gas leaks and in case of hazards or fire.
- 7.23 Fire safety labelling and signs, as well as safety lighting must not be removed from view, damaged or removed.
- 7.24 Main switches and stopcocks (electricity, water, gas) must constantly be accessible to authorised persons.

8 Operation of facilities and equipment, etc.

- 8.1 The safe set-up and safe operation of devices, facilities/systems and safe handling of materials, tools and similar is the responsibility of the operators/users (user principle).
- 8.2 With identifiable hazardousness, with unsupervised permanent operation, or in case of doubt, they shall consult the responsible FSO/FSG and mutually agree upon the necessary safety measures.

9 Existing fire safety facilities

- 9.1 Fire safety facilities (e.g. fire alarm systems or stationary extinguishing systems) may only be deactivated if other, suitable fire safety measures (equivalent measures) have been taken. Fire safety facilities that have been deactivated must immediately be reactivated after work is completed.

9.2 Fire alarm systems

This section applies to properties that have been equipped with a fire alarm system.

9.2.1 Manual fire alarms (push-button alarm):

In the entire property, so-called push-button alarms have been installed at the exits and emergency exits, as well as entrances to the stairwells (red boxes with a white base and black button). These alarms enable a fire alarm to be triggered. When using such an alarm, an alarm is activated in the property (sirens and parallel display panel), in any case. With individual properties, a direct alarm is also activated with the fire service. Each user is obligated to remember the location of the fire alarm – these are usually next to the exits/emergency exits – and activate the fire alarm with these when a fire is discovered.

9.2.2 Automatic fire alarm system:

In the buildings, so-called automatic fire detectors are installed on the ceilings. When a certain concentration of smoke gas is detected, these activate a fire alarm.

Therefore, in order to avoid false alarms with the fire alarm system, prior to carrying out work, e.g. welding, cutting, soldering, or with increased dust or smoke development, the Fire Safety Officer should be informed, who will then take the necessary measures (e.g. switching off the respective alarm group).

9.2.3 Fire alarm systems with intervention switches:

This point applies to properties that have been equipped with a fire alarm system.

As the automatic fire alarm cannot distinguish between a real alarm and a false alarm, in order to avoid the fire service unnecessary answering an alarm, they are not linked directly to the fire service.

When responding to a fire detector, a fire alarm is first activated in the building.

Now, the internal fire protection organisation has a predefined time span (intervention period) available, in order to find out the cause for activating the fire alarm.

If it is determined that the automatic fire detector has responded to a real fire, the fire service must immediately be alerted by activating a manual fire alarm.

If it is determined that the automatic fire alarm has been triggered by the occurrence of a false parameter, the possibility exists of cancelling (resetting) the fire alarm system within a predefined time span (intervention period), without the alarm being forwarded to the fire service. Through this measure, an unnecessary and unjustified response by the fire service is avoided.

9.3 Sprinkler systems:

This section applies to properties that have been equipped with a sprinkler system.

An automatic extinguishing system, a so-called sprinkler system, is installed in the building. When reaching a specific temperature, this sprinkler system extinguishes a fire automatically using water. A water pipeline network is installed in the ceiling of the property, with sprinkler jets screwed into it at regular intervals, which are closed with a glass vial or solder seal. When reaching a specific temperature, this glass vial or solder seal springs open and releases the path for the extinguishing water.

Damage to the extinguishing system must be avoided, as major water damage can occur from the escaping water.

If the sprinkler system is activated, the alarm is automatically triggered and the fire service is also directly notified.

9.4 Extinguishing system with gas extinguishing agents:

This section applies to areas in which an extinguishing system is installed with gas extinguishing agents.

This extinguishing system extinguishes a fire automatically, controlled by the installed fire alarm system, by displacing atmospheric oxygen or through a chemical reaction.

This extinguishing system is equipped with visual and acoustic warning equipment.

When these systems respond, the room/area must immediately be vacated. Doors must be closed.

The warning information in front of the entrance doors and in the protected area itself must be observed.

After the extinguishing system is activated, the protected room/area may only be re-entered after release by the fire service.

Prior to work being carried out in the protected areas, mutual agreement must be reached with the Fire Safety Officers, who must deactivate the extinguishing system to avoid hazards to persons due to unintentional activation of the extinguishing system.

10 Conduct in case of fire/conduct in case of fire outbreak

10.1 Remain calm

10.2 Alert

10.2.1 If a fire is discovered, immediately – without regard to the extent of a fire and without awaiting the success of your own extinguishing attempts – alert the fire service using the emergency number 122 with the details:

- Where the fire is
- What is burning
- How many persons are injured

10.2.2 With available push-button alarms, these must additionally be activated (assuring internal alert).

10.3 Rescuing and escaping

10.3.1 After issuing the alarm, it must be determined whether people are in danger.
In any case, rescuing persons takes priority over fighting the fire.

- 10.3.2 Endangered persons are to be warned. Do not allow persons with burning clothing to run away, cover them in blankets, coats or sheets (no synthetic fibres), lay them on the floor and smother the flames.
- 10.3.3 If persons are locked into a room, open or break windows and attract attention by calling the emergency services.
- 10.3.4 Leave rooms through the signposted emergency exits.
- 10.3.5 Switch off ventilation and air conditioning systems.
- 10.3.6 All doors are to be closed behind you.
- 10.3.7 Close stairwell and emergency exit doors, open stairwell windows.
- 10.3.8 If available, activate the smoke ventilation system (the switches are located on the ground floor and on the top floor).
- 10.3.9 Do not use lifts in case of fire.

10.4 Extinguishing

- 10.4.1 Begin to fight the fire with the available fire fighting facilities (e.g. wall-mounted hydrants or portable fire extinguishers).
- 10.4.2 If no success can be achieved with the available equipment due to strong smoke development or the extent of the fire, in the interest of own safety, fire fighting should be discontinued. The fire area must be vacated, the room doors and windows closed, if possible, arrival of the fire service must be awaited.

11 Conduct during the fire 11.1 The entrances must be opened for the fire service, the fire fighters informed and their instructions observed.

11.2 Rescue attempts are only to be carried out at the instruction of fire service personnel.

11.3 The following must be observed when fighting a fire:

- 11.3.1 Do not enter smoke-filled rooms (heavy-duty breathing protection from the fire service required!).
- 11.3.2 Do not direct the extinguishing stream into smoke and flames, but rather, directly onto the burning items.
- 11.3.3 Remove highly combustible items from the vicinity of the fire or protect them from igniting by cooling with water.
- 11.3.4 In case of airborne fire and flying sparks, close all openings, particularly doors and windows of endangered properties, particularly on the attic.
- 11.3.5 Make space for the activity of the emergency services and follow their instructions.

12 Measures after the fire

- 12.1 Do not enter rooms affected by the fire.
- 12.2 All perceptions that can serve to determine the cause of the fire must be notified to the head of the fire services, the supervisor or the Fire Safety Officer.
- 12.3 The use of extinguishing facilities (manual fire extinguishers, wall-mounted hydrants, etc.) is to be notified to the responsible Fire Safety Officer or Fire Safety Guard.
- 12.4 Only place used manual fire extinguishers at their locations after refilling and maintenance.
- 12.5 All fires are to be notified to the responsible Fire Safety Officer and the responsible Fire Safety Guard.

13 Evacuation alarm

13.1 General

- 13.1.1 If a fire has broken out in a building, or another hazard exists, which makes it necessary to evacuate the building, at the instruction of the head of the fire service/the responsible Fire Safety Officer or the Fire Safety Guard, an evacuation alarm should be activated.

13.2 With an evacuation alarm, the following should be noted

- 13.3 Keep calm! Strictly avoid calling out “fire”, “it’s burning” or other panic-causing calls.
- 13.4 All employees of the University of Vienna must leave the building in the quickest possible way and must go to the assembly point. The assembly point must not be left without the approval of the head of the emergency services. This measure is for the purpose of determining whether employees are missing.
- 13.5 All other present persons must be instructed to leave the building as quickly as possible.
- 13.6 Missing persons must immediately be reported to the head of the fire services.

14 Third party events

- 14.1 With third party events, the responsibility for observing the Fire Safety Regulations is transferred to the respective organiser. This circumstance must be pointed out when approving an event. An example of the FSR must be provided upon request.
- 14.2 With third party events, the instructions of the responsible Fire Safety Officer or the Fire Safety Guard must be observed with regard to fire safety.

15 Effective date

- 15.1 The FSR is a guideline of the Rectorate.
- 15.2 The FSR shall enter into force at the end of the day of its publication in the Gazette of the University of Vienna and is accessible on the University of Vienna’s website.

The Vice Rector:
J u r e n i t s c h