

**Abbreviated version for area evacuation officers and  
evacuation assistants Organisational concept for fire  
prevention and evacuations, University of Vienna,  
Rennweg 14, 1030 Vienna**

Concept version: 2, 16 March 2017

## 1 Evacuation personnel

### Porter's lodge:

The porter's lodge (fire alarm control centre) is manned by at least one person from 6:30 to 20:30, and from 8:00 to 16:00 in the summer. Outside these times, any alarms are automatically forwarded to the fire brigade. The porter's lodge is the central communication hub in case of an incident.

### Evacuation officers:

During the opening hours of the premises, at least one evacuation officer in charge is in the premises. Provided that the porter has undergone the appropriate training, s/he may perform this function as well. The evacuation officers are trained as fire protection officers and responsible for coordinating the entire evacuation.

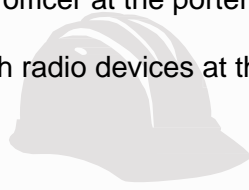
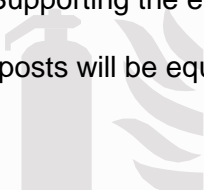
### Area evacuation officers:

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 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:

- Persons in charge of floors:
  - Coordinating 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
- Posts:
  - Preventing people from entering the premises or area concerned (in case of an incident, they are tasked with this by the evacuation officer in charge)
  - Helping with the evacuation of disabled persons
- Persons in charge of assembly points:
  - Guiding emergency services
  - Supporting the evacuation officer at the porter's lodge

The posts will be equipped with radio devices at the porter's lodge.



The persons in charge of floors can use the landline as a means of communication.

### 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 building occupants to leave the premises (in addition to the automatic alarm systems).

If necessary, one evacuation assistant 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 may 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.

## 2 Evacuation equipment

The following equipment is available for an evacuation:

- High-visibility vests for evacuation personnel (stored at the porter's lodge and on the building floors for persons in charge of floors)
- Hand lamps for every assembly point (2 piece, stored at the porter's lodge)
- Warning tape rolls (stored at the porter's lodge)
- Evacuation chair (1 piece, stored at the porter's lodge)
- 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)

## 3 Decision on the evacuation

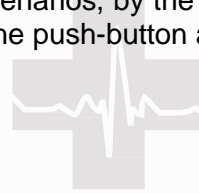
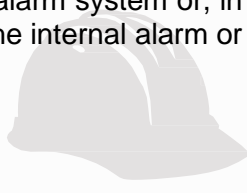
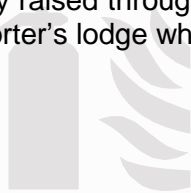
The following persons may decide on an evacuation:

- the official incident commander (fire brigade, police),
- the evacuation officer in charge,
- the safety manager of the University of Vienna,
- the Head of Facility and Resources Management (RRM) at the University of Vienna and
- the superior head of the University of Vienna's crisis unit.

In case of fire, the alarm is raised automatically by the fire alarm system.

## 4 Raising the alarm

In case of an incident, an acoustic alarm from the siren alerts the building occupants. The alarm is usually raised through the fire alarm system or, in certain scenarios, by the person on duty at the porter's lodge who raises the internal alarm or presses the push-button alarm.



## 5 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. Alarm is raised because the fire alarm system detected a fire or another hazard.
2. Decision on the evacuation depending on the scenario (see 6.5)
3. The evacuation officer alerts the area evacuation officers and posts via landline, or they are alerted automatically at the sound of the siren. Next, all people take up their posts (2 persons at assembly points, 2 persons at entries, 1 person acting as a guide for the fire brigade, 1 person acting as assistant to the evacuation officer in charge).
4. Together with the porter, the evacuation officer alerts all persons who have to be notified of the incident according to the internal alarm plan.
5. The siren alerts the building occupants and evacuation personnel.
6. Area evacuation officers and assistants in the area concerned instruct people to leave the building via the escape routes. The relevant room (lecture hall, seminar room, office, etc.) has to be evacuated. The area evacuation officers and evacuation assistants make sure that nobody is left behind.
7. 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.
8. If no more people are leaving the area, 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.
9. The evacuation officer prepares the necessary documents for the incident or for the external emergency services (fire prevention plans, escape route plans and additional plans for orientation).
10. The area evacuation officers notify the evacuation officer as soon as all assembly points are covered.
11. The evacuation officer in charge arrives at the porter's lodge, is briefed about the situation (reason for the alarm) and assumes internal leadership for the evacuation.
12. Evacuation officers and area evacuation officers assemble at the porter's lodge. The persons in charge of floors fulfil their tasks before leaving their area and reporting to the porter's lodge.
13. Next, the evacuation equipment as well as radio devices and check lists are handed out.
14. Area evacuation officers cordon off the main entrances to prevent other people from entering the premises.



15. The evacuation officer in charge appoints at least one person responsible for supporting him/her at the porter's lodge (radio communication, documentation, etc.) and at least one person as a guide for external emergency services (fire brigade, ambulance).
16. The persons in charge of floors check the floor or area they are responsible for and the corresponding staircases and report back to the porter's lodge.
17. The names of all persons in charge of floors who have reported back to the porter's lodge are ticked off the appropriate list.
18. Area evacuation officers give feedback to the evacuation officer in charge and each other via radio (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.).
19. The evacuation officer in charge maintains contact with the Rectorate and external emergency services and coordinates further measures.
20. After clearance by the fire brigade or the evacuation officer in charge, all forces are notified via radio or in person (end of alarm). All forces may leave their posts and the assembly points may be cleared.
21. All evacuation officers and area evacuation officers meet at the porter's lodge and give feedback about the evacuation. The evacuation officer in charge prepares a report on the evacuation (What worked well? What did not work well? Were all signals audible?, etc.) including suggestions for improvements. The Head of Facility and Resources Management submits this report 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 evacuation officer in charge 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 evacuate the injured or disabled person, depending on the situation on site and according to the instructions from the evacuation officer in charge.
- They have to use the available evacuation chairs or other rescue equipment.

To prevent smoke from spreading, all doors have to be closed immediately after going through. All hallway windows have to be opened to dilute the smoke.

The procedure described above applies to the core time between 9:00 and 14:00. Outside this core time, the evacuation officer in charge has to coordinate the evacuation, keeping in mind that personnel resources are limited.

