

Fire Safety Regulations

Sigmund Freud University, Vienna

The following Fire Safety Regulations provide important instructions for how to avoid endangering your health and property in the event of a fire, and how to prevent fire damage. The Fire Safety Regulations also provide instructions for what to do in case of fire, as well as describe the range of obligations and responsibilities of individuals with respect to fire safety.

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§1 Terminology

- 1.1 FSR Fire Safety Regulations
- 1.2 FST Fire Safety Technician
- 1.3 FW Fire Warden
- 1.4 VS Smoke and Heat Ventilation System

§2 General Information

- 2.1 Maintaining a state of order and cleanliness in the building is a fundamental fire safety requirement.
- 2.2 No-smoking restrictions must be adhered to. The use of open fire is not permitted under any conditions. The use of candles and similar can be permitted by the FST in exceptional cases only.
- 2.3 The use of heating and cooking devices, as well as of heat emitters of any kind, is strictly prohibited, except in specially designated kitchen areas. Exceptions may be granted only by the FST, under the condition of adherence to all necessary safety regulations (i.e. proper distance from flammable articles, documentation of non-combustibility material, unplugging of the power supply after operation, etc.).

- 2.4 Any work involving the use of flame or excessive dust (welding, soldering, etc.) may be conducted only with the prior permission (a signed release note) of the FST.
- 2.5 Electrical systems must be properly operated and maintained. Flammable materials, including decorative objects, may not be placed in direct contact with lighting fixtures. In as much as possible, all electrical appliances are to be switched off after working hours (with the exception of employees' PCs) .
- 2.6 It is prohibited to store items in areas where they might block escape routes, including hallways, doorways, and staircases.
- 2.7 Extinguishing devices may not be moved, removed, obscured from view, or in any way altered or tempered with even on a temporary basis. This includes hanging clothing or decorative materials on extinguishers.
- 2.8 Any notices, signs or diagrams providing fire safety instructions or indicating escape routes, may not be moved, removed, damaged, or obscured from view.
- 2.9 Fire doors must be kept closed at all times, and may not be tempered with under any circumstances.
- 2.10 Vehicles on the parking deck must not obstruct escape routes.
- 2.11 The FSR are based on the following legal and technical requirements:
- the Technical Guidelines for Fire Safety (TRVB)
 - the ÖNORMEN (Österreichisches Normungsinstitut / Austrian Standards Institute)
 - the district and federal Regulations for Fire Safety
- 2.12 The FSR are to be adhered to. Disregarding these obligations can result in civil and/or criminal charges.
- 2.13 Any deliberate and/or abusive activation of the fire alarm will be punished and the offending party will be held financially responsible for all resultant damages and costs.

§3 Obligation to Cooperate

- 3.1 All members of the University and all other persons active in the University, are obligated to familiarize themselves with, and to abide by the FSR. The chief/director/leader of each organizational unit (or meeting taking place on university premises) is responsible for making this information known to other members.
- 3.2 In the event of a fire, or fire-related danger, every individual is responsible to make a reasonable effort to render first aid, to participate in the rescue of persons, and to aid in efforts to extinguish the fire.

- 3.3 All persons are obligated to familiarize themselves with the FSR and should be able:
- to activate the fire alarm and alert the fire brigade
 - to locate the nearest portable fire extinguisher and use it
 - to locate the closest escape route
 - to know where the nearest First Aid resources are
- 3.4 Should there be a lack of proper Fire Safety equipment or resources (fire extinguishers, alarms, escape routes, etc), this must be made known to the FST immediately.
- 3.5 Any instructions given by persons responsible for fire safety (FST, FW) must be followed immediately, especially when delay may result in endangerment.

§4 Responsibility and Competence Requirements

- 4.1 The planning of the fire safety policy implementations at the SFU are the responsibility of the Rectorate and/or are assigned by the Rectorate.
- 4.2 All members of the University, the Outpatient Clinic, the EAP and the WCP, as well as all residents of the premises on Floors 8, 9 & 10, and all other persons active in the University, are responsible for adherence to the FSR.
- 4.3 The order of the responsibility is as follows:
- a) The FW, on the recommendation of the FST, must be able to prove appropriate training (Fire Safety course), which must be renewed at least every 5 years.
 - b) The FST agreement with the University Rectorate must take place in writing. The FST must prove appropriate training (including auxiliary modules for Universities), which must be renewed at least every 5 years.
- 4.3 Adherence to the FSR as well as control of fire safety mechanisms in the entire building of the SFU are the responsibility of the FST. Included in these responsibilities are:
- Revisions and implementations of the FSR, including alarm plan
 - Self-monitoring procedures
 - Providing information to the management of the building about any existing problems, and suggesting possibilities for resolving them
 - Training and regular fire safety instruction for employees and other persons who frequent the building.

- Maintenance of the fire protection book
- Receipt and forwarding of reports on all matters pertaining to fire safety
- Preparedness for the possibility of fire-brigade deployment
- Awareness of measures for deactivation of fire safety mechanisms
- Conducting of fire alarm and evacuation exercises (at least once annually)
- Providing written releases for potentially fire-hazardous activities

§5 Existing Fire Safety Resources

5.1 Fire Alarm (Push-button-activated)

Push-button-activated fire alarms (red small boxes, black button on white background with a very thin windowpane before it) are located throughout the building, on both sides of the staircase (emergency exits). These make possible to activate the fire alarm. Upon pressing the fire alarm, the siren and the smoke outlet system are activated in the entire building, and the fire brigade is notified. The fire alarm immediately commits everybody present in the building to behave as if there is a fire emergency.

5.2 Automatic Fire Alarm System

Automatic fire alarms are installed throughout the building. Smoke detectors are installed in all areas other than the kitchens. These units activate the fire alarm when there is an access of smoke or fumes in the area. To avoid false alarms, ensure that the FST is informed before any work involving flames or fumes (weld, cuts, a soldering etc.), as well as dust, which will require special measures (disconnection of the automatic fire reporting mechanisms). In the kitchen and smoking areas, heat detectors are installed. These activate fire alarm when the temperature exceeds a safe maximum.

§6 Behaviour in Case of Fire

6.1 Keep Calm

6.2 Activate the alarm

If you discover a fire, excessive smoke, or if you smell a fire, then immediately – regardless how big the fire is and without attempting to extinguish it on your own – activate the push-button fire alarm. If possible, also inform the fire-brigade about the emergency: Call 122 and be prepared to provide the following information:

- Where is the fire

- What is on fire
- Are there any injuries

6.3 **Rescue and Escape**

- After alerting the fire-brigade, determine whether any persons are in danger. Rescue of persons always takes precedence over fire fighting.
- Persons who are in danger must be warned. Persons whose clothing is on fire, must not to run, but should be wrapped in a coat or blanket and rolled on the ground until the flames are extinguished.
- Persons who find themselves trapped in a room, must open or break a window and make themselves noticeable to the rescue workers outside.
- Always leave areas through the designated emergency exits.
- Close all doors behind you.
- In the event of fire, do not use elevators.

6.4 **Fire Extinguishing Efforts**

- Begin fire fighting attempts with existing extinguishing mechanisms (portable fire extinguishers).
- If these attempts are unsuccessful, and if there is considerable accumulation of smoke, then fire extinguishing attempts must be stopped in the interest of your own safety. Abandon the premises, closing all doors and windows behind you if possible, and wait for the arrival of the fire-brigade.

§7 Measures Following a Fire

- 7.1 Do not enter areas affected by the fire
- 7.2 Access to the effected premises can be regained only after an “all-clear” signal and/or release by the fire-brigade.
- 7.3 Each use of a fire extinguisher (also just a release) must be announced to the fire safety personnel. Used fire extinguishers may be replaced only after appropriate refilling and/or repair procedures have been followed.

§8 Evacuation Alarm

- 8.1 If a fire breaks out in the building (or another danger exists, which makes it necessary), all persons in the building must evacuate as a precaution, following the instructions of the chief of the fire-brigade, FW, or FST, as well as in response to the release of the evacuation alarm itself.

The evacuation alarm is: a very loud, continuous siren

- 8.2 During an evacuation alarm, the following must be considered

- Absolutely keep calm. Avoid shouting “Fire” or other panic-causing behaviours.
- Students, instructors, secretarial staff, patients and other persons on the premises, must head straight for the emergency exits and leave the building via the staircases.
- Persons in wheelchairs should be pushed into the staircase area, and the FW, FST, or chief of the fire-brigade must be informed immediately.
- All employees must leave the building as fast as possible and gather at the designated meeting points outside the building.

The Meeting Point: opposite the building, at the lawn of Prater

- The Meeting Point may not be left without permission of the chief of the fire-brigade and/or the FST. This measure is necessary to determine whether any persons are missing.

§9 Outside Parties

- 9.1 If meetings of outside parties take place in the building, it is their responsibility to be aware of the FSR and to adhere to them. Third parties must receive a copy of the FSR upon demand.
- 9.2 During meetings of outside parties on the premises, all instructions of the FST must be carried out by the participants.

Resolution of the University Senate 9.1.2009

Appendix: Alarm Plan

In case of fire

Stay calm

1. Report the fire



Phone: 122

and: 06767887372

Give your name!

What happened?

How many are affected/injured?

Where did it happen?

Wait for further questions!



Sound the fire alarm!

2. Get to safety



Rescue endangered people!

Close doors!

Follow the exit signs!

Do not use the elevators!

Follow instructions!

3. Try to extinguish



Use the fire extinguisher!