



# AKADEMIKERHILFE

STUDENTENUNTERSTÜTZUNGSVEREIN

## **Fire Safety Guidelines**

### **for the residents of the Akademikerhilfe Student Residence in Michaelerstrasse 8, 1180 Wien**

The following fire safety guidelines contain important instructions concerning the proper conduct to guarantee safety, to avoid health hazards and risks to property, to prevent damages caused by fire as well as the proper conduct in the event of a fire. The rules and regulations listed below must be observed by all means.

Person in charge of fire safety ("Fire Safety Responsible Person"):

⇒ **Herr Zarko Akrap: 0699 – 853 14 92**

The responsible persons for this Akademikerhilfe Student Residence are in charge of the observation of fire safety measures laid down by the authorities and the details of the fire safety guidelines. The demands of these responsible persons must be complied with. Any observations of deficiencies or risks concerning the fire safety must be reported in writing.

Every resident has to acknowledge these fire safety guidelines by signing them prior to their check-in. Every resident is expressly responsible for instructing visitors with the fire protection regulations, in particular the escape routes.

Any non-compliance with the guidelines may entail legal consequences under civil and/or criminal law.

Date: 05.12.2017

**Zarko Akrap**  
**Fire Safety Responsible Person**

## 1. General measures to prevent fire

**1.1.** Keeping the property tidy and clean is a basic requirement to prevent fire and accidents.

**1.2.** No-smoking signs must be observed.

The use of naked light and open fire is forbidden. The use of candles etc. may be permitted by the Responsible Person. Candles must be put on a non-flammable base and kept at a safe distance from flammable materials.

Furthermore a time limit may be provided, e.g. any kind of candles and naked light must be attended at all times and must be extinguished when the room is vacated.

**1.3.** The use of private cookers as well as radiant heaters is not allowed – unless provided in the kitchens. Exceptions may be granted by the Responsible Person as long as the respective safety rules are observed, such as keeping a sound distance to flammable objects, use of a non-flammable base, pulling the plug after use etc.

**1.4.** Electrical appliances must be used and maintained in compliance with the respective regulations. Flammable materials and decoration materials must not have any direct contact with light sources.

**1.5.** The storing of objects of any kind, regardless whether they are flammable or non-flammable, in places such as corridors, emergency exits or other public passages is forbidden.

In particular emergency exits and traffic ways must be kept free from obstacles in their full width and must not be narrowed through pieces of furniture or other objects.

**1.6.** Fire extinguishers must neither be obstructed nor obscured from view – not even temporarily – (e.g. behind pieces of furniture, clothes or decoration material), nor must they be removed maliciously from their designated positions or misused.

**1.7.** Signs concerning fire safety and emergency exits as well as emergency lights must not be obscured from view, damaged or removed.

**1.8.** Emergency exits as well as access routes and handling areas designated for the fire brigade must not be obstructed though vehicles parked on the premises.

The parking of vehicles is allowed in the designated parking areas only.

**1.9.** Damages and faults of electrical and gas appliances must be reported to the Responsible Person at once. Combustible objects must not be kept near fireplaces or heaters.

**1.10.** Exit doors and emergency exits must not be locked – or else they must be fitted with a lock that can be opened from inside at all times.

**1.11.** Automatic self-closing mechanisms must not be blocked or put out of function. Door proppers are not allowed.

Non-automatic fire doors must be kept closed at all times.

## 2. Fire protection devices

### 2.1. Fire Alarm Button

In the entire building fire alarm buttons are fixed close to the exit and the access to the stairs (red boxes – see Pict.1). The alarm-button is protected by a glass pane, which must be turned away in case of fire. Pressing the button both releases the alarm of a siren in the building and sends a direct signal to the fire brigade at once. Every resident is obliged to remember the location of the nearest Fire Alarm Button and to activate it at once in the event of fire.



**Pict. 1: fire alarm button**

In addition an emergency call should be placed with the fire brigade (phone no. **122**), which ought to contain the following details:

- Name of caller
  - What has happened? What is on fire?
  - Where is the location of the fire/accident?
  - How many people are injured or jeopardized?
  - Hold on for eventual questions of fire brigade
  - Quote your phone number
  - The call will be finished by the fire brigade
- ⇒ Any false alarm triggered off maliciously or through Negligence must be paid for by the perpetrator.

### 2.2. Automatic Smoke Detector

The entire building, part of the building or fire compartment is fitted with Automatic Smoke Detectors on the ceilings (see Pict.2). These detectors trigger off an alarm if a certain concentration of smoke or vapour/steam or a certain temperature is exceeded. In order to avoid false alarms please observe the general measures to prevent fire. A radius of at least 50 centimetres must be kept free from objects around the detector at all times.



**Pict. 2: Automatic Smoke Detector**

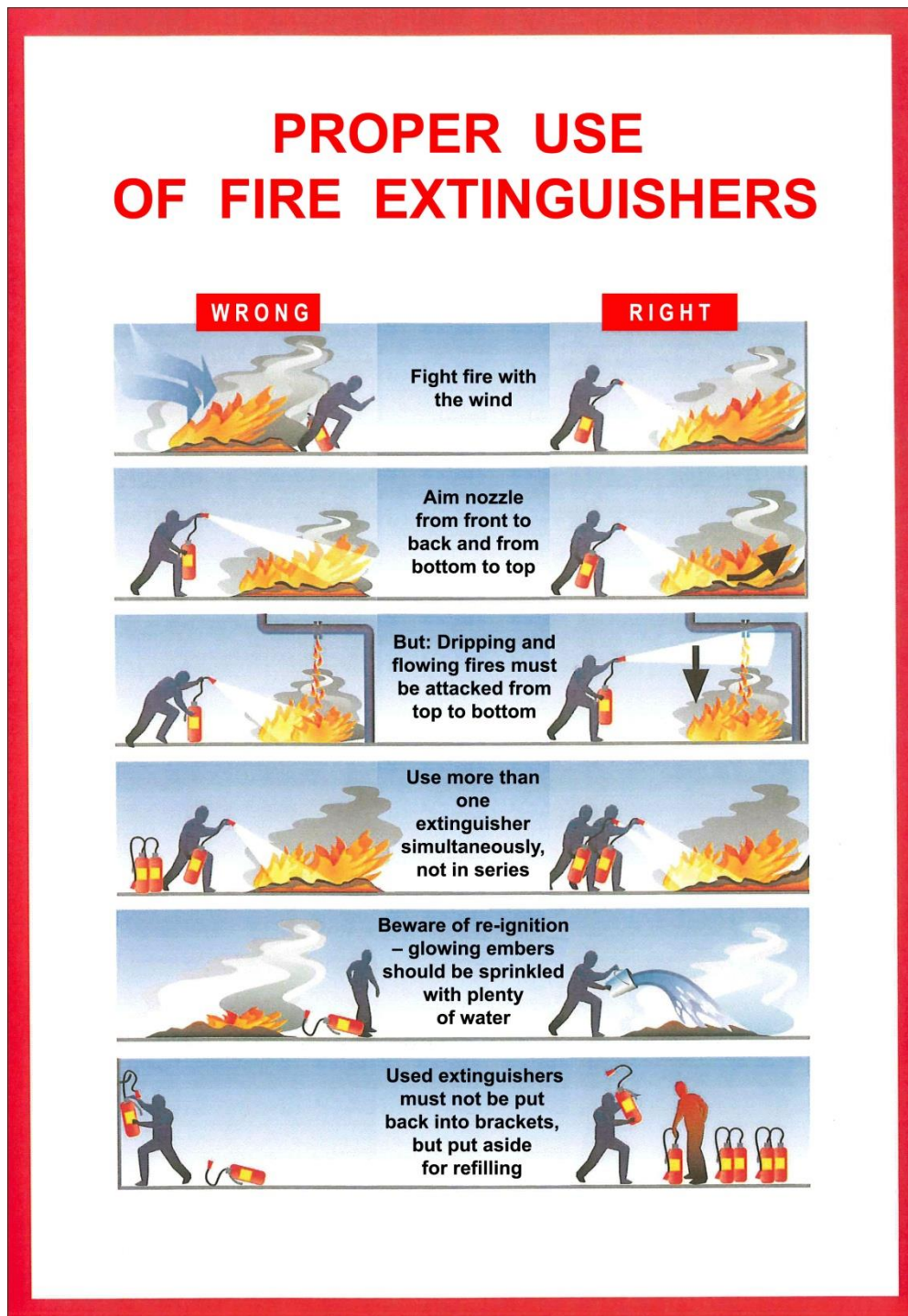
- ⇒ Any false alarm triggered off maliciously or through negligence must be paid for by the perpetrator.

### 2.3. Fire protection devices fire extinguisher

Portable fire extinguishers are distributed in the entire building. Inform yourself about their locations and how to operate them. Every extinguisher is marked with a short instruction of use and with the respective class of fire for which it can be used.

Experts believe that 90 per cent of all fires can be put out with fire extinguishers if they are detected in time

Important information for the use of fire extinguishers (Pict.3)



Pict. 3: Proper use of fire extinguisher

## 2.4. Fire blanket

With the help of a fire blanket flames and starting fires can be put out. The following order must be observed:

- Pull the blanket out of the bag by the attached bands.
- Hold the blanket by the bands and spread it directly on the flames. Cover the entire burning material with the blanket.
- Turn off the source of heat.
- Leave the fire blanket on the object until it is completely cooled off again.
- After use please report the incident to the Responsible Person to receive a new fire blanket.



Pict. 4: fire blanket

## 3. Appropriate Response to Fire

- **KEEP CALM**
- **ALARM**
- **RESCUE**
- **EXTINGUISH**

### 3.1. Alarm

Should you discover a fire or recognize the smell of smoke or fire you must at once alarm the fire brigade by calling the emergency phone no 122 – regardless of the size of the fire and without waiting for an eventual success of your own attempts to put out the flames.

Be prepared to communicate the following details:

- Name of caller
- What has happened? What is on fire?
- Where is the location of the fire/accident?
- How many people are injured or jeopardized?
- Hold on for eventual questions of fire brigade
- Quote your phone number
- The call will be finished by the fire brigade

### 3.2. Rescue

After activating the alarm you ought to find out whether any people are in danger. Rescuing people has absolute priority over attempting to fight the fire.

Warn jeopardized people. Do not let people run away whose clothes are on fire – cover them with blankets, coats or towels, make them lie on the floor and put out the flames.

If you are caught in a room open the window and make the rescue team aware of you by shouting, telephoning, switching on the light etc.

- Leave the building along the marked emergency exits.
- Shut all doors behind you. Air the exit areas.
- Do not use the elevator in the event of a fire.
- Go to the agreed meeting place.

### 3.3. Extinguish

Start fighting the fire with the means provided.

If your attempt to put out the fire with the means available does not seem successful any longer because of the dense smoke or the size of the fire you must stop fighting the fire to save yourself. Leave the room, close the doors and windows behind you and wait for the fire brigade at the main access.

## 4. Evacuation Alarm

### 4.1. Preliminary remark

An evacuation alarm must be set off on instructions of the Responsible Person or his/her Deputy or of a manager or – and especially – when demanded by the Fire Officer-in-charge.

An evacuation alarm signifies that either a fire has broken out on the premises or that there is some kind of danger that demands a precautionary evacuation of the building.

The alarm is a ...

**... SHOUT “ALARM! BUILDING ON FIRE!”**

### 4.2. In case of an evacuation alarm the following points must be considered

- Keep calm by all means. Avoid any announcements, shouts or actions that may cause panic.
- Visitors should be instructed how to reach staircases, exits and emergency exits and they should be told to leave the building.
- All residents must vacate the building immediately and get to the meeting point

The meeting point is

**on the pavement Michaelerstrasse 8, main entrance**

The meeting point must not be left without the consent of the Fire Officer-in-charge. The measure is meant to make sure that the building has been evacuated completely.

Missing persons must be reported at once to the Fire Officer-in-charge.