

## **Fire Safety Guidelines**

**for the residents of the Akademikerhilfe student residence  
Michaelerstrasse 8, 1180 Wien**

The following fire safety guidelines provide important information on the proper behaviour to ensure safe operation, to avoid risks to health and property, to prevent damages caused by fire, and on the proper conduct in the event of fire itself. The following rules and regulations must be observed by all means.

Responsible for fire safety is the fire protection officer and possibly his deputy.

Fire protection officer (fire safety responsible person):

**Herr Zarko Akrap (school caretaker): 0664 – 853 14 92**

Deputy fire safety responsible person:

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It is the responsibility of the above-mentioned person(s) to monitor compliance with officially prescribed fire protection measures and fire protection regulations. The instructions of the fire protection officer must be complied with. All observations of defects concerning fire safety must be reported immediately.

Every resident has to acknowledge and to follow these fire safety guidelines.

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

Date:        January

**Zarko Akrap  
Schulwart und Brandschutzbeauftragter**

## 1. General measures to prevent fire

- 1.1. Maintaining order and cleanliness in the building is a basic requirement for the prevention of fire and accidents.
- 1.2. Existing smoking bans are to be observed.
- 1.3. If there is a fire detector (or smoke alarm device) in the room, the following is prohibited, since it can directly trigger an alarm:
  - All types of cigarettes, whether conventional or e-cigarette or shisha
  - Incense sticks, candle smoke, or something like that
  - To spray insect spray or something like that in the immediate vicinity of the fire detector
  - To spray deodorant, hair spray, or something like that in the immediate vicinity of the fire detector
  - Hair dryer, hair straightener or something like that in the immediate vicinity of the fire detector
- 1.4. The use of open light and fire is strictly forbidden. The use of candles, etc. can be permitted by the fire responsible person. Candles must be put on a non-flammable base and kept at a safe distance from flammable materials. Also, a time limit may be provided, e.g. any kind of candles or open light must be observed constantly by people and extinguished when leaving the room. Warning: By extinguishing the candle there can be smoke. This can trigger an existing smoke detector.
- 1.5. E-scooters or other battery-powered vehicles, or their batteries, must not be taken into the home, explicitly not in the room and charged there (risk of overheating and thus fire). Approval can be granted by the fire protection officer in individual cases if special rooms are available.
- 1.6. The use of private cookers as well as radiant heaters is forbidden – unless provided in the kitchens. Exceptions may be granted by the fire responsible person as long as the respective safety rules are observed, such as keeping a distance to flammable objects, use of a non-flammable base, pulling the plug after use etc.
- 1.7. Defects / faults in electrical and gas systems must be reported to the fire responsible person immediately. Flammable objects must not be kept near heating appliances.
- 1.8. Electrical systems must be operated and maintained in accordance with the regulations. Flammable materials and decorative materials must not be in direct contact with lighting fixtures.
- 1.9. The storing of objects of all kinds, whether flammable or incombustible, in unsuitable locations (corridors, escape routes and other traffic routes, etc.) is prohibited. Escape routes and traffic routes must always be kept free in their full width and must not be restricted by fixtures, pieces of furniture or other objects.
- 1.10. Fire extinguishers (wall hydrants or portable fire extinguishers) may not even temporarily be obstructed from view (e.g. by covering them with clothing or decorative material). They must not be removed from their designated positions nor used improperly.

- 1.11. Signs concerning fire protection and escape routes and emergency lights must not be obstructed from view, damaged or removed.
- 1.12. Escape routes and access roads for emergency vehicles must not be obstructed by vehicles parked on the premises. Vehicles may only be parked in the marked parking spaces.
- 1.13. Exit and emergency exit doors must not be blocked, or else they must be fitted with a lock that can always be opened from inside. Automatic self-closing devices must not be blocked or disabled. Door wedges / stops are not permitted. Non-automatic fire doors are to be kept closed at all times.
- 1.14. All residents are encouraged to memorize the location of the nearest fire extinguisher, wall hydrants and push button detectors from their room for alerting.
- 1.15. All residents must make themselves familiar with the escape routes.
- 1.16. Persons with physical disabilities - obligation to inform:**

In the Akademikerhilfe student residences the fire protection requirements have been implemented according to the latest standard. To enable preventive fire protection residents with physical disabilities must inform the resident management accordingly before signing the contract. Depending on the degree of impairment, an attempt will be made to find the best possible housing solution.

## 2. General behaviour in the event of fire

general rule: **KEEP CALM**

### ALARM RESCUE EXTINGUISH

#### 2.1. Alarm

If a fire is discovered, the fire brigade must immediately be alerted by pushing the nearest fire alarm button – regardless of the extent of the fire and without waiting for the success of one's own fighting attempts. The alarm should already be raised in the case of smoke or smell of burning.

In addition, the fire brigade should be informed via **emergency call 122**.

**Be prepared to communicate the following details:**

- **Who** is speaking?
- **What** has happened?
- **How many** people are involved / injured?
- **Where** is the location of the fire (residence name and address).
- Hold on for eventual questions of the fire brigade.
- Quote your phone number.
- The call will be finished by the fire brigade.



#### 2.2. Rescue and flee

After alarming find out if there are people in immediate danger who must be rescued. Rescuing people has absolute priority over fighting the fire. Persons in danger are to be warned. Do not let people with burning clothes run away, wrap them in blankets, coats or cloths, lay them on the floor and put out the flames.

People locked in a room should open the window (break, if necessary) and attract the attention of the rescue team by shouting, phoning, turning on the light etc.

- Leave the building via the designated emergency exits.
- Close all doors behind you, but do not lock them.
- Ventilate escape routes.
- Do not use the elevators in case of fire.
- Go to the assembly point.



#### 2.3. Extinguish

Start fighting the fire with the available fire fighting equipment (fire extinguisher, wall hydrant, fire blanket).

If the dense smoke or the size of the fire does not allow a successful extinction of the fire by means of the available appliances, the fire fighting must be stopped in the interest of your own safety. Leave the room, close the doors and windows behind you and wait for the arrival of the fire brigade.



### 3. Evacuation alarm

#### 3.1. General remarks

An evacuation alarm is to be raised on instructions of the fire protection officer, his deputies or a senior employee, but in particular on the instructions of the fire brigade's officer in charge.

This alarm means that a fire has broken out or there is some other danger in any part of the building that requires a precautionary clearing of the building.

The alarm signal is a

**Siren**

#### 3.2. In the event of an evacuating alarm, the following should be observed

- Keep calm! By all means avoid announcements, shouts and actions that may cause panic.
- Any non-resident persons should be shown the staircases, exits and emergency exits and urged to leave the building.
- Make sure that the next-door neighbours leave the building as well.
- All residents must leave the building immediately and go to the assembly point.



The assembly point is

**Park at the entrance Michaelerstraße 11**

The assembly point may not be left without the approval of the fire officer in charge. This measure is meant to make sure that the building has been evacuated completely.

Missing persons are to be reported immediately to the fire officer in charge.

#### 3.3. If it is not possible to leave the building in case of fire

- Stay in the room.
- Close the doors, open the windows.
- Make yourself be seen and/or heard by the fire fighters and the rescue team.

## 4. Fire protection devices

### 4.1. Fire alarm button



Throughout the house, fire alarm buttons (red box with white background and black button) are installed at the exits, emergency exits and the access to the stairs.

These buttons trigger the fire alarm. Pushing the button only raises an alarm (siren) in the house, but does not alert the fire brigade directly and immediately. Every resident is required to memorize the location of the nearest fire alarm button and to activate it when a fire is detected.



Pic. 4.1: fire alarm button

In addition, always call the emergency phone number 122.

See also chapter "2.1 Alarm".

⇒ A false alarm must be paid for to Akademikerhilfe by the perpetrator; the amount to be paid will be decided by the fire brigade.

### 4.2. Automatic fire alarm system

Automatic smoke detectors are installed in the corridors, usually on the ceiling. These detectors trigger a fire alarm at a certain concentration of smoke, vapour or temperature.

To avoid false alarms of the fire alarm system, the general fire prevention measures must be observed. A radius of at least 50 cm around the smoke detectors must always be kept free from any objects.



pic. 4.2: smoke detector

⇒ A false alarm must be paid for to Akademikerhilfe by the perpetrator; the amount to be paid will be decided by the fire brigade.

### 4.3. Extinguisher



Portable fire extinguishers are provided throughout the building. Familiarize yourself with their proper handling and location. On each fire extinguisher there is a short user guide and the fire class for which this can be used. Experts believe that 90% of all fires can be combated with fire extinguishers if discovered in time.

Notes on the correct use of fire extinguishers:

⇒ See chapter 5.1.



pic. 4.3: fire extinguisher

## 4.4. Smoke vent button

They are located in the area of the stairs (mostly on the ground floor and on the penultimate or top floor). Familiarize yourself with their location.

They are protected by a glass pane, which must be broken in case of emergency. Pushing the button activates the smoke exhaustion by opening the smoke vents (these may be roof windows, skylights or normal windows).

### ATTENTION:

Pushing the smoke vent button does not cause an automatic alarm message to the fire brigade like the fire alarm button. Therefore, in case of emergency, additionally push the fire alarm button and alert the fire brigade via telephone.



pic. 4.4: smoke vent button

## 4.5. Fire blanket



With the help of the fire blanket incipient fires can be stifled. Please note the following order of use:



- Pull the tabs to remove the blanket from the bag.
- Hold the blanket by the tabs and cover the burning material completely with the blanket.
- Switch off heat supply.
- Keep the burning material covered until cool.
- After use inform the fire safety officer to receive a new fire blanket.



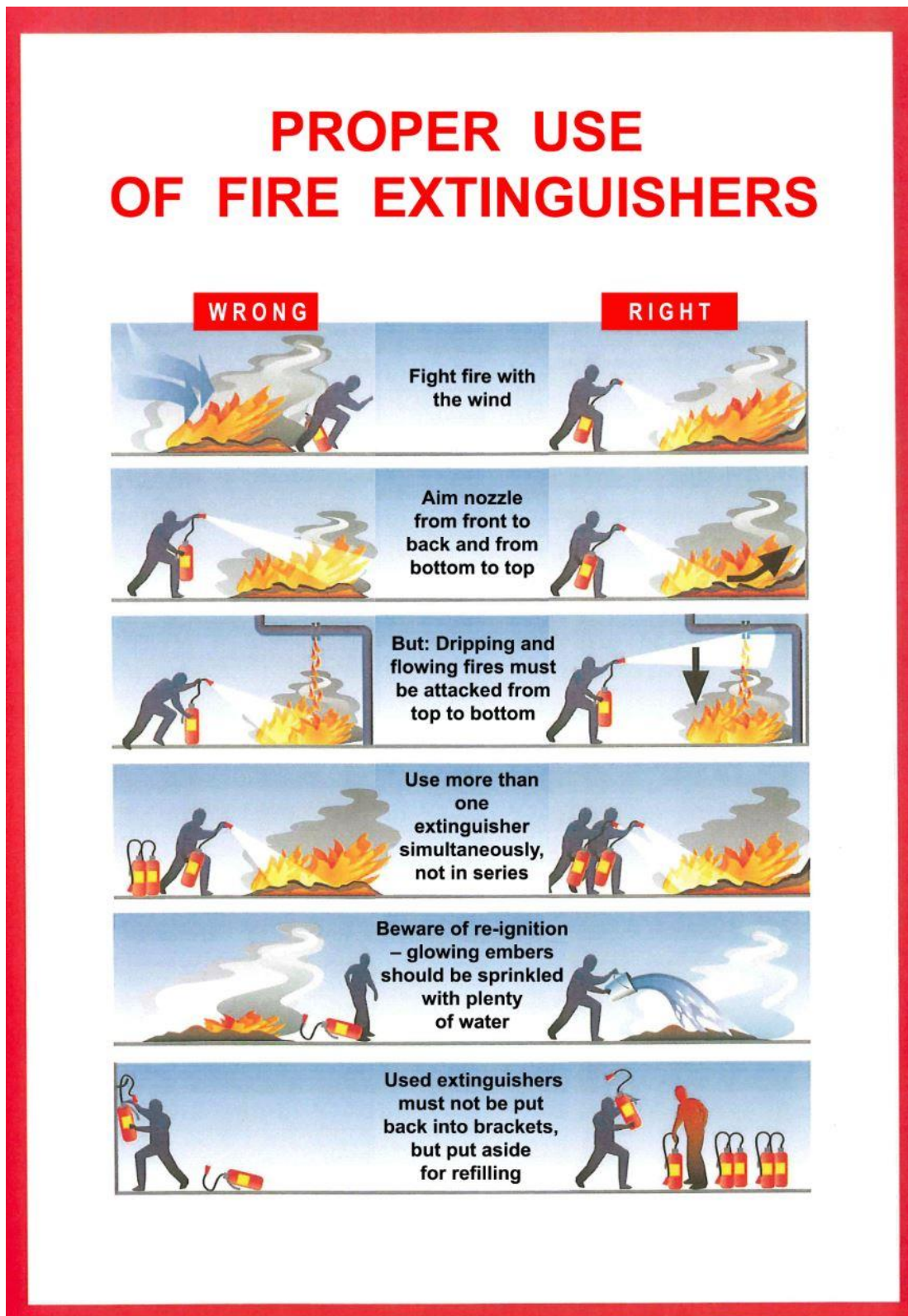
pic. 4.5: fire blanket



## 5. Appendix

### 5.1. Proper use of fire extinguisher

- After use fire extinguishers must be put on the floor horizontally.
- Inform the fire safety officer about the used extinguisher.



pic. 5.1: proper use of fire extinguisher (source: TRVB O 119 06, S. 15)