

## **Fire Safety Guidelines**

**for the residents of the Akademikerhilfe student residence  
Universitätsstraße 68, 9020 Klagenfurt**

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):

**Robert Kollmann: 0699 – 140 176 29**

Deputy fire safety responsible person:

**Ostoja Mitrovic: 0664 – 883 941 49**

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 2020

  
**MMag. Bernhard Tschrepitsch**  
**Secretary General**

## 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

**Shout: "Building on fire!"**

### 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

**Home parking**  
**North-east corner in front of the roof of the common room**

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. 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. 4.1: fire extinguisher

## 4.2. 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. 4.2: smoke vent button

## 4.3. Warning Smoke Alarm

The residence rooms are partially equipped with warning smoke alarms (a.k.a. domestic smoke alarms) fitted on the ceilings. Whereas Smoke Detectors integrated in a Fire Alarm System alert the fire brigade directly in the event of fire, the domestic smoke alarms only warn the people staying in the respective room locally by giving off a loud signal. The fire brigade will not be alerted automatically!

Domestic smoke alarms give off a signal as soon as a certain concentration of smoke or vapour or a certain temperature are exceeded (e.g. cigarette smoke, water vapour etc.). A false alarm can be stopped by removing the source of the alarm and by airing the room. Complying with the general fire protection measures and regulations will help to avoid false alarms. No objects must be placed within a distance of at least 50 cm around the warning device.

⇒ Domestic smoke alarms must not be tampered with. Any damage done to the device by defying this order will be repaired at the expense of the person responsible for the damage.



pic. 4.3: Domestic smoke alarm  
Source: rauchmeldershop.at

### ATTENTION:

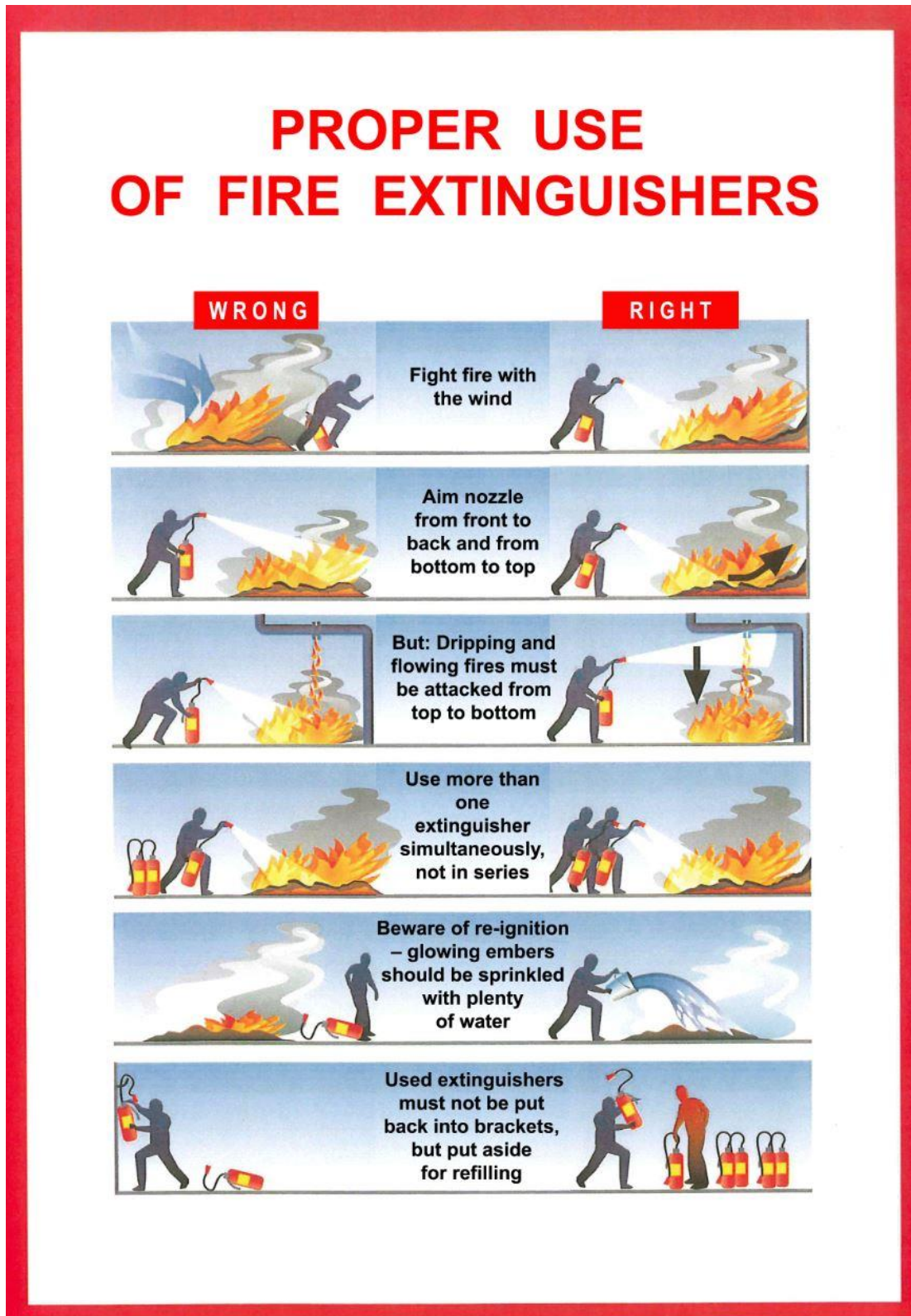
Domestic smoke alarms do not alert the fire brigade. In the event of fire the fire brigade must be alerted by telephone or fire alarm button.

The domestic smoke alarms are battery-operated and fitted with a blinking light. If the battery runs low the device will give off a signal. In that case please inform the residence manager to replace the battery.

## 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)

**Appendix**  
**for all residences equipped with a Fire Alarm System and/or Smoke Detectors**  
(to avoid false alarms)

The following information is an appendix to the current Fire Protection Regulations. It is meant to explain how fire alarms and smoke detectors work, and how to avoid false alarms.

Fire alarms and smoke detectors are highly sensitive devices (usually fitted to the ceiling), which trigger an alarm as soon as a certain concentration of smoke or vapour is reached or a certain temperature is exceeded (e.g. cigarette fume, steam etc.). Their exact functions are explained in detail in the Fire Protection Regulations. These devices cannot be made “less sensitive” due to legal standards and rules. Basically, this topic concerns all actions and activities which produce or cause smoke, heat or vapour.

All fire protection measures reduce the danger of fire and smoke spreading. These devices have been fitted for the residents’ protection, i.e. for YOU!

To guarantee this protection the devices must be adjusted at such a sensitive level that allows both the fastest possible evacuation and an immediate alert of the fire brigade.

A false alarm, i.e. an alarm that is triggered by YOU due to negligence or an improper action, can be very expensive. Each alarm will be registered as genuine and inevitably alert the fire brigade and possibly the security to arrive at the location. In case of a false alarm the expenses of their operation will be passed on to the person who caused the false alarm, i.e. YOU. If the perpetrator cannot be identified, the expenses must be paid for by the residence representation, for which you contribute your share as well.

To avoid any unintentional fire alarm please study the following regulations carefully, remember and observe them at all times. Every resident’s common sense and the proper handling of kitchen utensils and the shower are expected as a matter of course by Akademikerhilfe. In case of doubt please contact the residence manager.

**SMOKING:**

All Akademikerhilfe residences are No Smoking buildings. Fire alarms and smoke detectors do not distinguish between cigarette fume, incense sticks, candles etc. and real fire smoke.

Any violation will trigger an alarm immediately.



## SHOWER:

If there is a fire alarm or smoke detector fitted to the ceiling next to the bathroom door, please mind the following:

- Always switch on the ventilation system of the bathroom. (Usually it is switched on automatically with the light. The ventilation system works for some time after the light has been switched off.)
- Keep the bathroom door closed while taking a shower; vapour might get out and trigger an alarm. For the same reason do not open the bathroom door wide immediately after taking a shower.
- Do not take a shower longer than necessary. If the bathroom is full of water vapour and steam forms on the mirror, for example, an alarm is highly likely to be triggered.

### ⇒ Two examples of a false alarm:

- A resident takes a long, hot shower with the bathroom door open. The water vapour gets into the hall and triggers an alarm.
- A resident turns on the hot shower and falls asleep or goes back to work on the computer, etc.

## COOKING:

Burning food is the most frequent cause of a false alarm. The rising fumes will trigger an alarm inevitably, as soon they have reached a certain density.

### ⇒ Two examples of a false alarm:

- A resident puts a pot on the hotplate and falls asleep or forgets to turn off the hotplate, or goes back to work on the computer without thinking of the pot on the hotplate, etc.
  - A resident puts some breadrolls (perhaps on an aluminium tray, to make things worse) in the microwave of the common kitchen and leaves the room. After some time the breadrolls start turning into coal – the dense fumes will trigger an alarm immediately.
- When cooking always switch on the ventilation system.
  - Most living units are equipped with a temperature sensor on the ceiling above the kitchen / cooking facility, which triggers an alarm as soon as the temperature exceeds a certain level. The rooms and corridors are fitted with smoke detectors, which trigger an alarm if the concentration of vapour exceeds the tolerated level. That is why all adjoining rooms must be closed and the ventilation must be switched on – which at the same time keeps kitchen smells out of the rooms. Airing the room by opening the window may be an alternative, of course.
  - During and after the cooking the doors must be kept closed and the ventilation switched on, until there is no danger of an alarm any longer.

## PLEASE MIND:

The fire- and smoke detectors must by no means be tampered with (e.g. by sealing or removing the devices, etc.); such an action would interrupt the alerting process. Non-compliance with these instructions may entail legal consequences in accordance with civil and/or criminal law.

**Residents are explicitly reminded again that the expenses of a false alarm caused by negligence or an improper action will be passed on to the perpetrator directly or to the residence representation, if the perpetrator cannot be identified.**