

# FIRE PROTECTION RULES - Version 2.2



**Building CZ – Campus Zusertal, Körblergasse 126, 8010 Graz**

**Building CR – Campus Rosenhof, Körblergasse 106, 8010 Graz**

The fire protection regulations serve as a tool for the prevention of escalation of fire, the briefing regarding the proper behavior in case of fire as well as the securing of effective firefighting measures and thereby prevent or limit the threatening of people and material assets.

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Please note that the present document is a translation from the original German text and has been provided for comprehension purposes only. The original German-language version will prevail in all instances.

## EMERGENCY CONTACTS:

<b>European emergency:</b>	<b>112</b>
<b>Fire brigade:</b>	<b>122</b>
<b>Police:</b>	<b>133</b>
<b>Emergency service:</b>	<b>144</b>

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## 1 GENERAL FIRE PREVENTION MEASURES

- ❖ A basic requirement for the fire and accident protection is the compliance with order and cleanliness.
- ❖ Smoking is strictly prohibited in the buildings of FH Campus O2.
- ❖ The usage of open fire and fire is generally prohibited. The usage of candles etc. can be permitted by the fire prevention officer (FPO). Thereby, noncombustible underlayment must be used and a proper distance between the light and combustible materials must be kept. Each kind of candles or open fire must be watched continuously and must be put out when leaving the room.
- ❖ The usage of kitchen equipment and radiant heaters is prohibited. An exception may be granted by the FPO when the safety regulations (e.g. distance to combustible objects or materials, noncombustible underlayment, unplugging after use) are complied with.
- ❖ Work involving an increased risk of fire (welding, thermal cutting, soldering, etc.) is not to be conducted unless the approval by the FPO has been obtained.
- ❖ Electric systems have to be used and kept as instructed. Combustible materials and decorative items must not get in contact with luminaire.
- ❖ All sorts of storage – combustible and non-combustible – are prohibited in improper locations (doorways, emergency exits or other transportation routes, etc.).
- ❖ Fire equipment (wall hydrants and portable fire extinguishers) and their markings must be visible at all times. They must not be hidden from view (by placing objects in front of the fire equipment or their markings – not even temporary), removed from their prescribed positions nor used in an inappropriate way or damaged.

Icon fire extinguisher



Icon wall hydrant



- ❖ Emergency exit signs and signs regarding the fire protection as well as emergency luminaires must not be hidden from view, damaged or removed.
- ❖ Emergency routes and areas reserved for the fire brigade on the company grounds must not be blocked by parking vehicles.
- ❖ The electric systems have to be turned off at the end of the working day, if possible.

## 2 EXISTING FIRE-PROTECTION SYSTEMS

### 2.1 Manual call point

Manual call points are installed within the premises at emergency exits and access points to stairways (red boxes with white backgrounds and a black button).



- ❖ **By pressing the button a fire alarm (siren) is triggered and the fire brigade is informed directly and immediately.**

Each employee and each member of the teaching staff is obliged to memorize the location of his/her nearest manual call point and to use it in case of the detection of a fire.

The triggering is initiated by the breaking of a very thin glass pane and can be managed with little physical effort.

## 2.2 Automatic fire detection system

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Both buildings are equipped with an automatic fire detection system. Fire and smoke detector systems are installed in every room of the buildings.

- ❖ **These detectors trigger a fire alarm when a certain smoke concentration or temperature limit is exceeded.**
- ❖ **A siren signalizes the alarm.**
- ❖ **The evacuation has to be initialized immediately.**
- ❖ **The professional fire brigade of the city of Graz comes automatically and checks the fire alarm system control unit at the Infopoint in the hall of CZ or in the ground floor in CR. The person in charge, who should be provided with information concerning e.g. handicapped or injured people, the state of the evacuation, etc., is the captain (orange helmet).**

In order to avoid a spurious alarm (false alarm) of the fire detection system, the fire protection officer has to be informed before any kind of work (e.g. welding, cutting, brazing or soldering, work including dust or smoke emission) has been carried out, so that he/she can take such measures as to switch off the specific service group or take charge of other organizational arrangements. In the area around the fire detectors an all-side clearance of (at least) 50cm must be ensured.

## 2.3 Smoke extraction systems

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Smoke extraction systems are located in the hall of CZ and the stairway of Villa Ferry (motorized window aperture at the highest point). In case of fire an automatic triggering occurs via the fire detection system (fire control). Additionally, the system can be triggered by means of the manual call points (push-button alarm) at the particular exits of the affected area.

# 3 BEHAVIOUR IN CASE OF FIRE

## 3.1 Remain calm – Initiate the evacuation

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When a fire alarm is triggered, the triggering is signalized by the alarm sound (siren). The evacuation is to be initiated immediately by the fire protection officer, the office and the teaching staff.

In the building CZ and CR, the sound of the siren signalizes the prompt evacuation!. There is no public announcement following the alarm.

All people inside the building have to resort to the assembly points at once.

Always follow the emergency exit signs towards the assembly point!



Wait at the assembly point for further instructions of the operational units!



**Assembly point CZ: Eastern parking area and the area behind Villa Ferry**



Assembly Point at the eastern parking area



Assembly Point behind Villa Ferry

**Assembly Point CR: Behind the building, at the exit on the 2<sup>nd</sup> floor, and in front of the building towards TAC**



Assembly point behind the building



Assembly point in front of the building

- ❖ Remain calm! Exclamations such as „Fire!“ or other panic-triggering exclamations have to be avoided.
- ❖ The places of work must be left immediately. If possible, lock the computers (press windows-button and L), take the key and jacket.
- ❖ Members of the staff, students, members of the teaching staff and visitors are requested to leave the building and show the stairways and emergency exits.
- ❖ Missing people must be reported to the operational units.

- ❖ All people within the building have to leave their places of work at once and resort to the assembly points. Due to the attendance check, these places must not be left until the recall takes place (which is performed by the evacuation representatives).
- ❖ Wait at the assembly point for further instructions.

### 3.2 Reporting a fire

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When a fire is detected, already in case of a smell of burning or smoke development, the nearest manual call point (push-button alarm) has to be activated at once and thereby reported to the fire brigade. This applies to all situations

- ❖ regardless of the dimension of the fire.
- ❖ without waiting for the own success in extinguishing the fire.
- ❖ Additionally, the fire brigade is to be called on the emergency number 0122 (mobile phone 122) and the internal fire protection organization must be informed about the type and dimension of the fire on the internal emergency number 200.

### 3.3 Escape and rescue

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After the alert (siren) it must be investigated if there are people in danger.

- ❖ **The rescue of people is always more important than the firefighting.**

People in danger must be warned. People with burning clothes must be stopped from running away. The flames can be extinguished when this person is wrapped into blankets, coats or cloths and laid on the floor.

The rooms must be left by those exits, which are labelled as emergency exits – all doors must thereby be closed behind oneself.

- ❖ **The elevator must not be used in case of fire – danger to life!**



**The elevator automatically moves to the ground floor and remains there.**

If people are locked-in, the windows must be opened or – if necessary – broken in order to attract the attention of the operational units by shouting.

Fire doors close in case of fire automatically in order to prevent the fire spread.



Take helpless people with you. Take people, who cannot leave the building on their own (people with reduced mobility, injured people) to a safe place (fire compartment) or outside. A safe place is exemplified by the staircase in CR. Additionally, activate the call point in order to inform the operational units.



After leaving the building, all people immediately resort to the determined assembly point, where they are safe and cannot hinder the approach or the work of the fire brigade or other operational units. At the assembly point(s) (they are marked on the escape and rescue plan) will be ascertained (via the mutual attendance check), if all people, who used to be inside the building before, got into safety.

### 3.4 Extinguishing

The firefighting is to be initiated by using the existing firefighting tools (e.g. wall hydrants and portable fire extinguishers). The operating instructions of the wall hydrants can be read on the hydrant doors.

If a fire cannot be extinguished with these tools due to the massive smoke development or the dimension of the fire, the firefighting must be stopped for the benefit of self-protection.

#### **Self-protection before fire fighting!**

The own safety must be ensured (cf. 3.3 “Escape and rescue”; escape or attract the attention of the fire brigade).

## 4 INFORMATION AND CODE OF CONDUCT

### 4.1 Courses

The students and the teaching staff cannot be informed about the details of the fire protection organisation of the building.

However, the following measures are taken:

- ◆ Annual evacuation exercise during classes.
- ◆ Bulletin „Evacuation in case of fire“ at central places (cf. Appendix 1).
- ◆ Bulletin „What to do in case of fire“ in every lecture hall and at central places.



- ◆ Instructions for the teaching staff are included in the manuals.



In case of fire (siren) the teaching staff in each particular lecture hall is responsible for requesting students to leave the building. The teaching staff has to check that all students stay and calmly leave the building together. At the assembly points, teachers have to check the completeness of the group; in case of missing people, information regarding their whereabouts must be gathered.

## 4.2 Events

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- ❖ Smoking is generally prohibited in the buildings of FH Campus 02!
- ❖ The staff members of the Infopoint are in charge of checking that the escape ways are kept free during events in the main hall.
- ❖ When rows of seats are provided, the seats must be tied to each other (within each row).
- ❖ When tables are set up for events, the distance of 60cm (from the edge of a table to the chair-back) must be kept.
- ❖ Each table must be directly accessible via a free path of at least 60 cm width.
- ❖ Ways going to exit doors must show a passage width of at least 120cm. (cf. TRVB N 136)
- ❖ Decorative items must be B1 (flame retardant), Q1 (slightly smoking) and Tr1 (non-drip) according to ÖNORM B3800 and B3820.
- ❖ Additional luminaires must be installed in such a way that they cannot cause the outbreak of a fire.

## 4.3 Escape ways

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Escape ways, stairways, emergency exits and doors must always be kept free (not blocked).

The placing or storage of objects, materials, etc. is prohibited in escape ways, stairways, in front of emergency exits and doors.

The escape lighting and safety markings must not be covered or hidden from view.

The access routes and set-up areas for the firefighting vehicles or other rescue vehicles must always be kept free.

Constrictions of all kinds (e.g. caused by parking vehicles) are prohibited in these areas (vehicles or other objects placed in these areas will be removed with costs). Mind the information signs and markings. The accessibility of the building must be ensured at all times.

## 4.4 Fire doors

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Fire doors prevent fire and smoke from spreading. In case of fire they are closed by an automatic closing device.

These closing devices must not – by no means – be blocked or impaired in their functional efficiency. The doors must not be impaired in their function as well (fastening by wedges damages the doors mechanically) or negligently kept open.

Inoperative fire doors must immediately be reported to the fire protection organization. These doors are located in the stairway of CR.

## 5 BEHAVIOR IN CASE OF BOMB THREATS (BY PHONE)

In case of bomb threats by phone it is necessary to remain calm and listen closely to the caller. The caller must not be interrupted. However, the phone call must be kept up (e.g. by queries) in order to get as much information as possible.

- ◆ Listen closely
- ◆ Do not interrupt
- ◆ Take notes
- ◆ Keep up a conversation (gain time for a backtracking)
- ◆ Collect information

Information regarding the following points should be gained by queries:

- ◆ **When** will the bomb explode?
- ◆ **Where** is the bomb (located)?
- ◆ **How** does the bomb look like?
- ◆ **What** kind of bomb is it?
- ◆ **How** will the bomb be ignited?
- ◆ **Why** has the bomb been planted?
- ◆ **Where** do you call from?
- ◆ **What** is your name?

Immediately after the call

- ◆ the police must be informed (**Emergency number 0133; mobile phone 133**).
- ◆ the evacuation is to be initiated. By pushing the call point the siren is activated, the evacuation starts and the fire brigade will arrive at once. If possible, inform the staff members of the Infopoint about the call.



Arrangement-sheet cf. Appendix 2

## 6 GENERAL FIRE PROTECTION ORGANISATION

### 6.1 FPO Self-monitoring

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The fire protection officer monthly checks:

- ◆ Escape ways, emergency exits, safety markings
- ◆ Portable fire extinguishers (control of the seal)
- ◆ Wall hydrants
- ◆ Automatic smoke outlet Villa Ferry
- ◆ Compliance with the fire protection rules
- ◆ Recording of all incidents in the fire protection book in the fire alarm system control unit in the hall

### 6.2 Early fire-extinguishing aid

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When an alarm of the installed fire detecting or fire extinguishing systems is triggered, early fire-extinguishing measurements are to be taken by means of internal fire fighting equipment (initiation of the fire fighting) and the evacuation concept is to be initiated before the arrival of the fire brigade.

For this purpose exercises practicing the handling or use of fire fighting equipment are held every two years. According to the Austrian Employee Protection Law every staff member learns how to use a fire extinguisher during this briefing, where also a short introduction in the early fire-extinguishing aid takes place.

**Attention: Self-rescue first!**

### 6.3 Evacuation agents

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There are evacuation agents in every floor, where offices are located, in order to grant a quick and effective evacuation.

<b>Building Zusertal CZ</b>	<b>Evacuation agent</b>	<b>Evacuation sub-agent</b>
Villa 1 <sup>st</sup> Floor	Wilfried Wolf	Lisa Gödl/Nicole Kapellari
Villa 2 <sup>nd</sup> Floor	Annette Zimmer	Bettina Gleichweit
Villa 3 <sup>rd</sup> Floor	Rudolf Grünbichler	Peter Meiregger
Neubau 3 <sup>rd</sup> Floor	Marianne Werber	Eva-Maria Moitzi

<b>Building Rosenhof CR</b>	<b>Evacuation agent</b>	<b>Evacuation sub-agent</b>
1 <sup>st</sup> Floor	Silvia Poschauko	Stefan Grünwald
2 <sup>nd</sup> Floor	Udo Traussnigg	Ioan Turcin
3 <sup>rd</sup> Floor	Sandra Pilch	Sandra Pucher

## 6.4 Infopoint in the hall – Building CZ

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The staff members of the Infopoint are regularly trained in the field of evacuation and are present at the annual evacuation exercise.

When an alarm is triggered, which means that the siren goes off, an instruction sheet can be found inside the fire alarm system control unit, which shows the course of action.

In case of a fire alarm the staff members of the Infopoint have to put on a high-visibility jacket in order to be clearly identifiable for the operational units.

They can inform the fire brigade about the current situation regarding the incident (stat of evacuation, disabled people in the building, injured people). Important: the commander can be identified by wearing an orange helmet!

## 6.5 Building CR

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There are not any announcements in the building CR. As soon as a siren starts, an evacuation must be initiated. Further instructions will be given at the assembly points.

The fire alarm system control unit is located on the ground floor in front of the stairway.

## 7 ORGANISATIONAL FIRE PROTECTION FOR DISABLED PEOPLE

### 7.1 General

#### **People with reduced mobility:**

Members of this group are people with walking disabilities – people who go very slowly or need a walking frame. People having problems with grabbing or people who need to use a mechanical or electric wheel chair.

#### **People with disabilities concerning the senses:**

Members of this group are people with any kind of strong visual impairment (reduced visual field, reduced visual acuity). Blind people and people with hearing impairments.

Students and members of the teaching and office staff are – in such cases – separately trained by the head of the Facility Management, Ms. Sabina Rosenberg, regarding the fire protection.

Since part of the FH CAMPUS 02 is a class-listed monument, the assignment of classrooms depends on the participation of people with disabilities.

The fire alarm system control unit is located in the Infopoint, which is therefore the first path of the operational units. Consequently, the staff members of the Infopoint can inform the officer in charge about disabled people in the building and their current whereabouts.

### 7.2 Staff of FH CAMPUS 02

#### **Disabled staff members of the FH CAMPUS 02:**

Currently there are not any people with reduced mobility or any kind of impairment of the senses employed at the FH CAMPUS 02.

#### **Staff members with reduced mobility:**

People with reduced mobility can only use office premises in the building CR, Körblergasse 106, since the only escape staircase is located here.

In case of fire, the staff members resort to the escape staircase and push the fire alarm, from where they will be brought to safety by the fire brigade.

Preference is given to the 2<sup>nd</sup> floor. The steps at the exit which lead to the assembly point can be overcome with the help of a staff member.

#### **Staff members with hearing impairments:**

In these offices a visual or vibrating fire detector must be installed.

#### **Staff members with visual impairments:**

The way to the assembly points must be practiced and regularly trained. A tactile guidance system must be reconditioned – depending on the location – either on the floor or with an appropriate handrail. The evacuation officers and colleagues are to be included in the learning process.

### 7.3 Students

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#### **Students with reduced mobility:**

For disabled students the lecture halls in the new building at Campus Zusertal, Körblergasse 126, will be provided. These are the rooms on the ground floor, CZ001-004, providing exits in the outdoor area as well as in direction to the hall and the forecourt at ground level. The lecture halls on the 1<sup>st</sup> floor in the new building, CZ102-110, can be reached by elevator. On the 1<sup>st</sup> floor an exit can be found between CZ106 and CZ107 going to the outdoor area. The ÖH office is located in this barrier-free story as well. The booking of these rooms is conducted in consultation with the particular office responsible for the certain field of study and the Infopoint.

#### **Students with hearing or visual impairments:**

Organizational measures are taken by the teaching staff and the Infopoint. For safety reasons the usage of rooms (for studying) is not possible without another person being in the room as well. Alternatively, the computer workstations in the hall and the library can be used. During the opening hours there is always a staff member present in the library.

### 7.4 Guests at events

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#### **Disabled guests:**

At the meeting before the event, information about the guests (and possible disabilities or impairments) is gathered. A staff member of the Infopoint is responsible for the support of the guest(s) during the event. Major events take place in the main hall. In case of an evacuation, a barrier-free exit is possible there.

Organizational, detailed measures and arrangements must be coordinated with the fire protection officer of the FH CAMPUS 02, Ms. Sabina Rosenberg.

#### **Individual (Meeting-)Guests**

For safety reasons, the department, which expects guests with disabilities, must inform the Infopoint about the whereabouts of these guests. In case of fire, the fire brigade can then take specific rescue measures.

## BEHAVIOUR IN THE EVENT OF FIRE

**REMAIN CALM!**

**1. Report the fire**



Activate manual call point  
Emergency numbers:

Landline: 0122

Mobile phone: 122

Internal: 200



Report: Where is the fire! (unit, room)  
What is on fire!  
Endangered persons?

**2. Proceed to safety**



- Take persons in need of help with you!
- Close doors and windows!
- Follow marked escape routes!
- Do not use elevators!
- Go to assembly point!
- Pay attention to instructions!



**3. Attempt to put out the fire**



Use fire extinguishers



Use fire hose  
Do not endanger yourself!

Evacuation alarm:

Siren

### IN THE EVENT OF FIRE

**Keep calm!**

**1. Sound the alarm (report the fire)**

by operating the nearest **Fire Alarm Call Point** and by **calling the Fire Brigade:**

Land line: 0122

Mobile: 122

Internal: 200

Where is the fire? (building, room)

What is burning?

Are there people injured or at risk?

**2. Rescue (get to safety)**

- Get people at risk to safety!
- Close all windows and doors!
- Evacuate the premises or draw attention to yourself!
- Do not use lifts!
- Proceed to the Assembly Point!
- Await instructions!

**3. Extinguish**

using fire extinguishers

and fire hose reels

Safety comes first!

**Evacuation alarm:**

**1 min siren followed by an announcement**



## 8.2 Appendix 2

Date:		Time:		
Called phone number:		ISDN phone display:		
Type of call:		internal:	external:	
<b>Requesting a certain person</b>				
<b>Background noises</b> e.g.. music, voices, traffic noise				
<b>Likely place, from which the phone call was made</b>				
Apartment:	Restaurant:	Phone booth:	Mobile phone:	Other:
<b>Text of the threat</b>				
<b>Date of the caller</b>				
Sex:	female		male	
Approximate age:	years			
Voice:	known		Not known	
Mode of speaking:	fast	slow		normal
	disguised	broken		firm
	excited	loud		quiet
	nasal	lispig		clear
Pitch:	high	middle		deep
Language:	Influence of alcohol	Speech defect		Technical terms
Foreign words:	Idioms	Aialect		Accent
Foreign language:				
<b>Date of the receiver of the call</b>				
Name:		Phone:		
Department:				

## 8 CHRONOLOGY

Version Nr.	Changes in comparison to the last version	Date
1.0	First version	01.04.2016
2.1	Change safety expert Mr. Träger from SIS  Bomb threat:  No evacuation is taking place! The police has to be informend and it has to be waited for further instructions.	21.04.2017
2.2	When the siren goes off, there is no announcement in the building CZ anymore.  Change safety expert Ing. Bernhard Lueger SVP new  New: leaflet threatening phone call	03.05.2019