

# FIRE PROTECTION- RULE

Version 2.4



## **Building CZ**

**Campus Zusertal, Körblergasse 126, 8010 Graz**

## **Building CR House A and House B**

**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.

## **WE ARE FORMING TOMORROW'S BUSINESS WORLD.**

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 CAMPUS 02, University of Applied Sciences.
- ❖ 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 written approval (release note) 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 FIRE ALARM CONTROL PANEL (FACP)

### 2.1 General Informationen

The fire alarm control panel of building CZ is located at the Info point in the assembly hall.

The fire alarm control panel of the building CR (house A and house B) is located in the staircase at level 0.

They are directly connected to the fire brigade. This means that as soon as a fire alarm goes off, an emergency call is sent to the fire brigade. A siren alarm sounds in the respective building.

In the event of an alarm, a message is also automatically sent to the central control department of the Styria Chamber of Commerce. The colleagues in the central control system can also switch off individual fire detectors. This might become necessary, for example, during renovation work.

All information concerning the individual fire detectors can be seen on the display of the respective FACP. Even in the event of an alarm (if there is no fire/smoke on site), the fire brigade has to check the FACP first to see which fire detectors are active.

Room/building/access plans are available in every FACP. Also individual detector numbers can be found there. An alarm can only be deactivated at the FACP by the fire brigade.

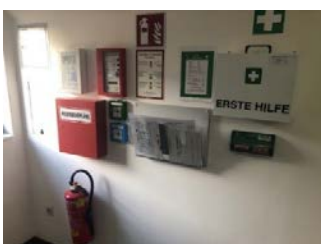
The legal revision of the FACP must be carried out every 2 years according to the current legal requirements.

Outside the opening hours, the fire brigade can access the building at any time. However, only in case of alarm the safe of the fire brigade (outside the buildings) can be opened. All keys (chips) of CAMPUS 02 must be located there.

### 2.2 FACP Building CZ



### 2.3 FACP Building CR



## 3 EXISTING FIRE-PROTECTION SYSTEMS

### 3.1 Fire extinguisher



According to the fire protection concept, hand-held fire extinguishers are installed and marked at strategic points. Handling is trained during the initial briefing of new employees, fire drills are held every 2 years.

After use, please inform the FM department. Fire extinguisher must be refilled by a professional company.

### 3.2 Manual call point (push-button alarm)

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 of push-button alarm, a fire alarm (siren) is triggered and the fire brigade is called directly and immediately.

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

Should a problem occur during an evacuation (e.g. injured person during an evacuation), the detector can be pressed and the emergency services will then also search for this detector.

### 3.3 Fire blanket



According to the fire protection concept, only available in building CR, house B.

To open, pull the straps and place them on the fire.

### 3.4 Automatic fire detection system

Depending on the regulatory requirements, one or more automatic fire and smoke detectors are installed in all areas of the building.

- 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 initialised immediately.
- Evacuation officers/deputies are nominated on each floor to ensure that an evacuation is initiated quickly and to check that all rooms are empty.

- ❖ **The professional fire brigade of the city of Graz is called automatically and firstly checks the fire alarm system control unit at the Info Point in the assembly hall of building CZ, or on the ground floor in building 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).**

**See chapter 2**

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 affected operating controls. In the area around the fire detectors an all-side clearance of at least 50cm must be ensured.

### 3.5 Smoke extraction systems

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Smoke extraction systems are located in the assembly 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.

## 4 BEHAVIOUR IN CASE OF FIRE

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### 4.1 Keep calm – initiate the evacuation

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If a fire alarm is triggered, this is signaled by a continuous siren. An evacuation must be initiated immediately by the evacuation officers, the staff and the lecturers.

**In the CZ and CR building the sound of the siren signals 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!**



**At the assembly point wait 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: Main entrance House B and main entrance House A



Assembly Point Entrance House B



Assembly Point Entrance House B

- ❖ 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).
- ❖ If possible, the computers are to be locked (press window key and I), take keys and jacket with you if necessary.
- ❖ Keep calm! Exclamations such as „Fire!“ or other panic-triggering exclamations have to be avoided.
- ❖ Members of the staff, students, members of the teaching staff and visitors are to be requested to leave the building and showed the stairways and emergency exits.
- ❖ Missing people must be reported to the operational units.
- ❖ Wait at the assembly point for further instructions.

## 4.2 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 must be informed about the type and dimension of the fire.

## 4.3 Escape and rescue

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After the alerting (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 there-by be closed behind oneself.

**Elevators must not be used in case of fire – danger to life!**



**Elevators automatically move to the ground floor and remain 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.

In case of fire, fire doors close automatically in order to prevent 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 mutual attendance check), if all people, who used to be inside the building before, got into safety.

#### 4.4 Extinguishing

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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 firefighting!**

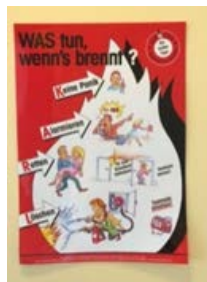
## 5 INFORMATION AND CODE OF CONDUCT

### 5.1 Classes

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 „Verhalten im Brandfall“ ("What to do in the case of a fire") at central places (cf. Appendix 1).
- Bulletin „Was tun, wenn's brennt“ (What to do, when there's fire) in every lecture hall and at central places.



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

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

### 5.2 Events

- Smoking is generally prohibited in the buildings of CAMPUS 02, University of Applied Sciences!
- The staff members of the Info Point 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). Escape ways must not be obstructed.
- 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.

### 5.3 Escape ways



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.

### 5.4 Fire doors



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 staircases and corridors of the buildings CR House A and B.

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

In case of bomb threats by phone it is necessary to stay 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
- ▣ Inform the police (**Emergency number 0133; mobile phone 133**).
- ▣ Check with the police whether and how the building has to be evacuated.
- ▣ Any further action must be initiated only in agreement with the instructions of the police
- ▣ Contact Management Team/Rectorate
- ▣ If possible, inform the staff members of the Info Point under extension 177

**See also Leaflet Threatening Calls, Appendix 2; see also CAMPUS 02 emergency manual.**

## 7 GENERAL FIRE PROTECTION ORGANISATION

### 7.1 FPO Self-monitoring

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 assembly hall

### 7.2 Early fire-extinguishing aid

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!**

### 7.3 Evacuation agents

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

Building Zusertal CZ	Evacuation agent	Deputy Evacuation Agent
Villa 1. OG	Wilfried Wolf	Lisa Gödl/Nicole Kapellari
Villa 2. OG	Annette Zimmer	Bettina Pertl
Villa 3. OG	Tanja Mikschofsky	Peter Meiregger
Neubau 2. OG	Marianne Werber	Eva-Maria Moitzi

Building Rosenhof CR House A	Evacuation agent	Deputy Evacuation Agent
Ebene 0	Michael Grasser	Wolfgang Rauchenschwandtner
Ebene 1	Daniel Resanovic	Berndt Jesenko
Ebene 2	Silvia Poschauko	Stefan Grünwald
Ebene 3	Sandra Pilch	Sandra Zettel

Buidling Rosenhof CR House B	Evacuation agent	Deputy Evacuation Agent
Ebene 2	Udo Traussnigg	Ioan Turcin
Ebene 3	Manfred Pauritsch	Christian Gasser
Ebene 4	Christian Gasser	Manfred Pauritsch

#### 7.4 Info point in the hall - Info point - Building CZ - Fire alarm control panel (FACP)

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Employees of the Info point are regularly trained on the subject of evacuation and are also present at the annual evacuation exercise.

Employees of the Info point are obliged to put on a high-visibility vest as soon as the fire alarm siren sounds, so that they can be immediately identified by the emergency services.

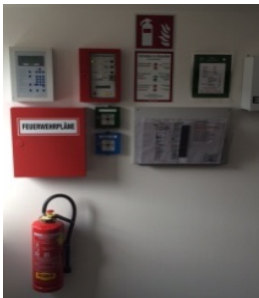
They can inform the fire brigade about the current status of the incident (status of evacuation, disabled persons in the building, possibly injured persons). Important: the commander can always be identified by wearing an orange helmet!



The fire brigade commander first checks the Fire alarm control panel (FACP).

#### 7.5 Building CR

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No announcements are made in the CR building. As soon as the siren sounds, an evacuation must be initiated immediately. Further instructions at the assembly points must be awaited.

The FACP is located on the first floor in front of the staircase.

The fire brigade commander first checks the Fire alarm control panel (FACP).

## 8 ORGANISATIONAL FIRE PROTECTION FOR DISABLED PEOPLE

### 8.1 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 administration staff are – in such cases – separately trained by the head of the Facility Management, Ms. Sabina Rosenberg, regarding the fire protection.

Since part of CAMPUS 02, University of Applied Sciences is under monument protection, the lecture hall allocation takes this into consideration when people with disabilities participate in an event.

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

### 8.2 Staff of CAMPUS 02

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

Currently there are not any people with reduced mobility or any kind of impairment of the senses employed at CAMPUS 02, University of Applied Sciences. In the case of new hires, a separate instruction will be carried out and routes will be marked separately, if necessary.

#### **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, as the exit is barrier-free..

#### **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.

## 8.3 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 storey as well. The booking of these rooms is conducted in consultation with the particular office responsible for the certain field of study and the Info Point.

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

Organizational measures are taken by the teaching staff and the Info Point. 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.

## 8.4 Guests at events

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### **Disabled guests:**

At the pre-meeting before the event, information about the guests (and possible disabilities or impairments) is gathered. A staff member of the Info Point 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 CAMPUS 02 University of Applied Sciences, Ms. Sabina Rosenberg.

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

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



# 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:**

Siren

## 9.2 Appendix 2

### Leaflet Threatening Calls

Date:		Time:		
Called phone number:		ISDN telephone display:		
Kind of telephone call:		internal:	external:	
<b>Request for a particular person</b>				
<b>Background noise</b> e.g. music, voices, traffic noise				
<b>Presumed location where the call came from</b>				
Flat:	Restaurant:	Telephone box:	Mobil phone:	Others:
<b>Text of the threat</b>				
<b>Details of the caller</b>				
Sex:				
Estimated Age:	Years			
Voice:	known		unknown	
Speaking style:	fast	slow	normal	
	disguised	broken	determined	
	excited	loud	quiet	
	nasal	lisp	clear	
Voice pitch:	high	medium	low	
Language:	Alcohol influence	Speech errors	Technical terms	
Foreign words:	Idiom	Dialect	cczent	
Foreign language:				
<b>Details of the person called</b>				
Name:		Telephone:		
Department:				

## 8 CHRONOLOGY

<b>Versions Nr.</b>	<b>Changes in comparison to the last version</b>	<b>Date</b>
1.0	First version	01.04.2016
2.1	Personnel change of safety expert: Mr. Träger Firma SIS  Bomb threats:  Evacuation no longer mandatory! Instead inform police and wait for further instructions.	21.04.2017
2.2	In the event of a siren alarm, no more announcements are made in the CZ building - immediate evacuation must be initiated.  Change SFK Mr. Bernhard Lueger  New safety representatives  New: Leaflet on threatening calls	03.05.2019
2.3	Conversion of gender-equitable spelling to include the third gender	02.04.2020
2.4	Extension Building CR House B	04.02.2021