

# **FIRE SAFETY REGULATIONS** **of the Medical University** **of Vienna**

## **I. General provisions**

### **1. Scope**

- 1.1 These fire protection regulations (FPR) apply to all buildings, premises and open spaces in the area of the pre-clinic (in the following called "university facilities") listed in Annex A and used by the Medical University of Vienna (MedUni Vienna) and sets out measures for fire prevention and guidelines for the behaviour in the event of a fire.
- 1.2 These Fire Safety Regulations must be verifiably communicated to all employees.

### **2. Responsibility**

- 2.1 Every employee is responsible for compliance with cleanliness and safety (as a basic precondition for fire and accident prevention) in his/her sphere of action. Analogously to the organisation plan of the Medical University of Vienna, the respective responsibility lies with the respective managers.
  - 2.1.1 For the organisational units housed in the university facilities, which - according to the organisation plan of the Medical University of Vienna - are not broken down into sub-units, competence lies with their managers.
  - 2.1.2 Wherever - according to the organisation plan of the Medical University of Vienna - the above-mentioned organisational units are organised in sub-units, the respective managers of the sub-units (regardless of the overall responsibility of the managers of the organisational units) are also responsible.
  - 2.1.3 In addition, the managers of the organisational units are also responsible for the fulfilment of the tasks of the University Directorate.
  - 2.1.4 For all areas that are not assigned to an organisational unit, the Facility Management is responsible.
- 2.2 In all university facilities, the required number (as defined by government regulations) of fire prevention officers must be nominated and trained. These as well as the Facility Management and the fire safety supervisor assume the tasks of preventive fire protection for the allocated areas as defined by the Technical Guidelines Preventive Fire Protection O117.
- 2.3 The fire prevention officers will be coordinated by the fire safety supervisors.
- 2.4 The statutory inspections of the fire detection systems, installations activated in the event of a fire and devices of the first fire-extinguishing aid will be initiated by the Facility Management/property managers.
- 2.5 The fire safety supervisor must be granted access to all premises in the context of corporate self-control according to the Technical Guidelines Preventive Fire Protection 120.

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- 2.6 The names of the fire safety supervisors and fire prevention officers are published on the intranet of the Medical University of Vienna and in addition by notice on the notice board of the Rectorate.

## **II. Fire prevention**

### **3. General safety precautions**

- 3.1 All university members are obliged to actively participate in the fire prevention in particular in the compliance with the order and safety on the university campus.
- 3.2 Each university member is obliged to refrain from activities which present a special advantage for the emergence or spread of fire or which can render fire fighting substantially more difficult, taking into account the existing local circumstances.
- 3.3 The instructions of the fire safety supervisors and fire prevention officers in matters of fire safety (in particular in case of imminent danger) must be followed. In relation to their respective jobs, all university members must:
- 3.3.1 know the location of the next push-button alarm (if any) and the next extinguishing agent and
- 3.3.2 be informed about escape routes and assembly points (notice in the building).
- 3.4 Fire extinguishers and extinguishing agents may neither be cluttered up nor withdrawn from sight (e.g. covered from sight by clothes hanging over them) nor be removed from the mandatory installation sites without the approval of the Facility Management or used inappropriately.
- 3.5 After office hours, the used premises must be tidied and electrical equipment must be switched off with the exception of those that are required for corporate reasons or for the operation and maintenance of the building during the off-duty time. Gas taps and valves as well as windows must be closed.
- 3.6 Machines and electrical devices must be operated according to the instructions of the manufacturer. In the event of recognizable danger or unattended continuous operation, the users of these machines/devices must use the organ responsible for fire protection in case of doubt and should determine the necessary safety procedures with this by mutual agreement.
- 3.7 Easily inflammable waste must be removed from work areas daily.
- 3.8 Emergency routes and exits must not be blocked or obstructed.
- 3.9 Door closers should not be removed or disabled.

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3.10 All perceptions of shortcomings in the field of fire safety are to be reported to the competent property caretaker. All employees of the Medical University of Vienna are obliged to participate in the drills and trainings about possible hazards and the behaviour in the event of a fire offered by the employer.

## **4. Transport and storage of flammable liquids and gas cylinders**

- 4.1 Inflammable liquids shall only be stored in rooms specifically marked as such and is inadmissible without obtaining approval.
- 4.2 Gas cylinders and compressed air tanks etc. must be protected against heat, secured against tipping over and stored in a way so that they do not obstruct escape routes.
- 4.3 The storage of liquefied gas tanks contrary to the requirements of § 18 Liquid Gas Regulations 2002, Federal Law Gazette II No. 446/2002, in its current version, is prohibited.
- 4.4 The transport of full and empty liquefied gas tanks has to be performed in a way so that these are only transported in closed condition with a tightly closed valve nut and valve protection cap and are both secured against tipping over and protected against direct sunlight and heat development during transport.
- 4.5 The windows of basement compartments where inflammable and ignition-risky materials are stored, must be kept closed.
- 4.6 The general storage prohibitions in accordance with § 10 Workplaces Regulation, (WPR), Federal Law Gazette II No. 368/1998 in its current version in connection with §§ 64, 65 General Occupational Health and Safety Provisions, Federal Law Gazette. No. 218/1983 in its current version and §§ 2, 8 Regulation on Inflammable Liquids, Federal Law Gazette No. 240/1991 in its given version, must be observed (e.g. in staircases and under stairs, in hallways and in particular on escape routes, in attics, in the basement, in the vicinity of open flames, in garages etc.).

## **5. Special provisions for smoking and use of open light**

- 5.1 The general prohibition of smoking applies to all university facilities according to 1.1 (buildings, premises and open spaces) in the area of the pre-clinic.
- 5.2 In particular in fire-prone work areas and workshops as well as in archives, libraries, laboratories, seminar rooms, garages and attics no open fire and light must be used. The same applies to rooms in which easily inflammable materials, in particular inflammable liquids, are used or stored. Exempted from this prohibition is working with bunsen and gas burners in rooms provided for that purpose (laboratories).

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## **Escape routes and exits**

- 6.1 Major traffic and escape routes must be kept free from all kinds of deposits. In particular, the statutory width of escape routes must not be missed.
- 6.2 Fire doors must always be kept closed wherever they are not controlled via a fire detection system in the event of fires. The self-closing mechanism existing for fire doors that need to be kept open for operational reasons must not be blocked or deactivated.
- 6.3 Behind, in and in front of exits and emergency exits, no objects, wall tables, cabinets and other similar items that affect the free passage width must be set up or stored.
- 6.4 The access roads to the buildings must be kept clear for any missions of ambulance, fire brigade and police vehicles. Motor vehicles must be parked in accordance with the parking regulations solely in the designated areas.
- 6.5 Bicycles must be parked on the designated areas. They must not be taken inside the buildings and must not block exits, passageways or outside staircases. In the event of evacuation, they must be left behind.

## **6. Hot works**

- 7.1 Welding, soldering, cutting and grinding or other works where high heat, smoke or dust development is to be expected, must only be carried out after prior approval and/or release, using the completed release note by the Facility Management.
- 7.2 The property caretakers, their deputies or the fire safety supervisors are responsible for shutting down the fire alarm centre or individual detectors.
- 7.3 After completion of the works, a follow-up inspection of the respective area must be carried out by the fire safety officer.

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## III. GENERAL BEHAVIOUR IN THE EVENT OF A FIRE:

### 1. Alert:

When a fire is detected, the fire department must be alerted immediately on **emergency call 122** or by pressing a fire detector - without regard to the extent of the fire (i.e. even in case of smoke development or a burning smell) and without waiting for the success of own fire fighting actions.

The following information must be provided:

- Where it is burning (exact address)
- What is burning
- Are any persons injured
- Name of caller



**Emergency call 122**

### 2. Rescue and escape:

**In any case, rescuing people comes before fighting the fire:**

Warn people at risk.

Any persons who are not involved in the fire fighting measures, must leave the rooms or the building via the marked emergency exits and go to the assembly point. The use of the lifts in the event of fire is life-threatening and is therefore prohibited.

The doors must be closed after the evacuation of the danger area to prevent the spreading of smoke.

Do not let persons with burning clothes run away, cover them in blankets, coats or cloths, lie them down on the ground and smother the flames.

Persons who are trapped in a room should attract the fire fighters' attention by shouting, phone calls, turning on the lights etc.



### 3. Extinguishing:

Start fighting the fire with the existing fire-fighting equipment (portable fire extinguishers or wall-mounted fire hose reels). If the fire cannot be successfully extinguished with the existing equipment due to the strong smoke development or the extent of the fire, it is in the interest of your own security to stop the fire fighting activities and proceed in accordance with point 2.



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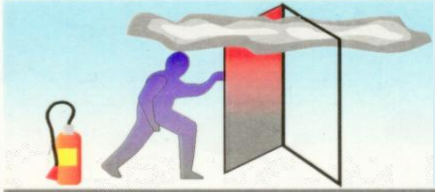

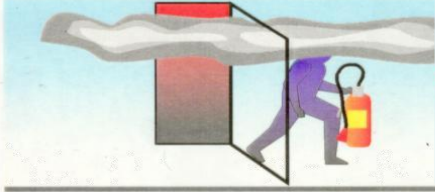
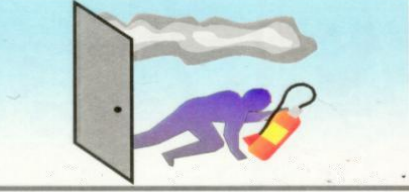










## **Measures after a fire:**

- All persons have to remain at the assembly point, until the persons responsible for fire protection provide further information and/or instructions.
- Admission to buildings affected by fires shall be banned until appropriate approval has been given by the fire department.
- Used fire extinguishers must be notified to the Facility Management/property caretaker for refilling.
- All perceptions that can help with determining the cause of a fire must be communicated to the fire chief of the fire brigade or the fire safety supervisor.
- No comments or assumptions as to the cause of a fire and damages must be given to third parties about fires and their causes and effects - with the exception of the fire chiefs of the fire brigade and the police. Exclusive competence for doing so lies with the persons or university facilities appointed by the rector for matters of public relations.



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## IV. Correct use of portable fire extinguishers:

INCORRECT		CORRECT
	<p>Door of the room, where the fire is, is hot. Smoke leakage under pressure: <b>Danger of explosive flames.</b> Keep door closed.</p>	
	<p>Prepare fire extinguisher <b>No self-endangerment!</b> Proceed bent over. Memorize route of withdrawal.</p>	
	<p>Fight fire in wind direction.</p>	
	<p>Extinguish from front to back and from top to bottom.</p>	
	<p>Use several fire extinguishers simultaneously, not one after the other.</p>	
	<p>Take care of re-ignition. Supervise scene of fire.</p>	
	<p>Do not hang up used fire extinguisher again but let them be refilled.</p>	

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## **ANNEX A**

These fire protection regulations apply to the buildings listed below including the adjacent or enclosed areas. The validity of these fire protection regulations ends at the borders to the public or private areas and properties.

- Borschkegasse 8
- Brauhausgasse 34 (Himberg)
- Kinderspitalgasse 15
- Lazarettgasse 19
- Schwarzspanierstrasse 17 Outer block
- Schwarzspanierstrasse 17 Inner block
- Sensengasse 2
- Spitalgasse 4
- Währingerstrasse 10
- Währingerstrasse 13
- Währingerstrasse 13 a
- Währingerstrasse 25
- Währingerstrasse 25a BT1
- Zimmermannplatz 1

In case of any changes to this list, appropriate information will be published on the intranet of the Medical University of Vienna without any additional instructions required.