FHV
Vorarlberg University
of Applied Sciences

Fire Safety Regulations V 1.4

for sites Hochschulstraße 1 and Achstraße 1

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FH VORARLBERG
Hochschulstraße 1
6850 Dornbirn, Austria
Phone: +43 (0) 5572 792
Fax: +43 (0) 5572 792 9500
info@fhv.at, www.fhv.at

Andreas Naujokat (andreas.naujokat@fhv.at, ext. 2148)

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1. General Introduction

The following fire protection regulations provide important information:

- Behaviour to ensure safety throughout the campus
- Behaviour to prevent danger to health and damage to property
- Fire damage reduction
- Behaviour in the event of a fire

The provisions listed below must be strictly observed and non-compliance may result in civil and/or criminal prosecution.

The significant fire safety regulations for employees and students are listed below.

Every employee is required to read and acknowledge the Fire Safety Regulations. In accordance with the Company Fire Safety Regulations, all employees and students are instructed in how to act in case of a fire at least once a year (safety concept FHV).

2. Responsibilities and persons in charge

The following persons are responsible for fire safety at the University:

Head Fire Safety Officers	
Christian Bilgeri	ext. 2147
Johannes Mathis (representative)	ext. 2146
Deputy Fire Safety Officers	
Ehrenreich Altenberger	ext. 2140
Peter Köck	ext. 2145
Andreas Naujokat	ext. 2148
Dirk Rautenberg	ext. 2143
Dieter Schöch	ext. 2183
Konrad Weissenegger	ext. 2142

All persons are required to immediately follow instructions issued by the Fire Safety Officers and to promptly inform them of anything that violates or impinges upon fire safety regulations.

The Fire Safety Officers are responsible for the observance of fire safety regulations as prescribed by law. The Fire Safety Officers are also responsible for the enforcement of fire safety regulations within the confines of the campus as prescribed by trade law and building regulations.

The willful misuse or displacement of fire safety equipment or structural changes to stationary fire fighting equipment is strictly forbidden. All changes require the prior authorization of the Fire Safety Officers.

Changes to or the deactivation of the fire alarm system and fire alarms/detectors as well as changes to fire doors are only to be carried out by the Fire Safety Officers or by persons commissioned by the Fire Safety Officers. The Fire Safety Officers are responsible for locating the source of any fire alarm during their working hours.

The landlord is responsible for fire safety in Saegerstrasse 4.

3. General Behaviour

1. The strict observance of order and cleanliness is a prerequisite for fire safety.

2. All inflammable waste, such as, for example, cleaning rags soaked in oil or varnish, light-metal shavings etc., are to be removed from workrooms at the end of work at the latest and stored in fireproof containers in accordance with the regulations on the storage of compatible and non-compatible materials. Such waste is to be stored in non-combustible containers with self-locking lids.

3. The authorized stock levels for each storage room may not be exceeded, particularly in the case of toxic and highly inflammable materials. Use the designated and appropriate furniture for storage.

4. Changes in use of the storage rooms mentioned in Point 3 are to be immediately reported to the Head Fire Safety Officer.

5. Combustible, highly inflammable, caustic and toxic chemicals may only be stored and kept ready for use in appropriately marked containers. Only amounts required for daily work are to be kept at workplaces.

6. Portable pressure gas cylinders are to be kept away from heat sources and safely stored. Chains should be used to secure cylinders stored in an upright position. If oxy-fuel welding equipment is left in the equipment area after work hours, its exact location must be reported to the Head Fire Safety Officer.

7. Work in containers, boilers, pits, shafts and other underground areas may only be performed by persons in possession of the appropriate permit (Befahrererlaubnis) and in accordance with the respective workplace regulations.

8. Open flame work and hot work, in particular welding, cutting, soldering, heating, scarfing and splitting etc., as well as the operation of heating equipment (e.g. heat cannons) requires the prior written authorization of a Fire Safety Officer (Freigabeschein für Heißarbeiten).

9. Waste from hot work has to be stored in the appropriate non-combustible containers with the proper lids.

10. The storage and drying of inflammable materials (e.g. wood, packaging materials, work clothes etc.) is prohibited in the vicinity of open flame and hot work areas.

11. It is forbidden to block or impede passageways and escape routes or fire brigade access roads.

12. Fire safety doors and fire dampers must be kept free of objects of any kind. Door-closing devices must not be blocked or put out of operation (e.g. through door stoppers, newspaper racks, plants etc.).

13. Smoking, naked flame and fire are permitted in the designated outdoor areas only (smoking areas).

14. Signboards, installed as part of fire safety regulations, must not be hidden from sight, damaged or removed.

15. Any installation, modification and repairs of any kind (e.g. to fire safety systems and equipment) may only be conducted by authorized personnel.

16. Fire extinguishers and fire-extinguishing agents must not be hidden (e.g. through clothing), inappropriately removed or otherwise misused.

17. All vehicles entering the campus may only be parked in designated areas. At no time may they block or impede roadways, escape routes and fire brigade access roads.

18. All electrical equipment has to be maintained in full compliance with regulations. Changes and repairs may only be carried out by authorized personnel. Makeshift installations are strictly prohibited, in particular the bypassing of blown safety fuses. Any defects must be immediately reported to Facility Management (gebaeudemanagement@fhv.at, ext. 2144).

19. Machines and machine drives are only to be used in strict compliance with manufacturers' instructions. All workspaces are to be kept free of waste.

20. After work all equipment must be switched off and/or disconnected from the mains according to instructions. All gas taps and valves must be turned off and doors and windows must be closed.

21. External events are organized by the event management team of the FHV, as their knowledge about fire risk management is applied from the beginning of the planning process. All extra-curricular events that do not take place in designated areas (e.g. a buffet in corridors or hallways) require the prior written consent of the Head Fire Safety Officer.

4. General Behaviour in the Event of a Fire

1. Keep calm and level-handed.
2. Alert the fire brigade / (or trigger the alarm) resp. internal alarm.
3. The following information should be given in telephone calls: WHO is calling? WHERE is the fire? WHAT is burning? HOW MANY people are injured?

   TEL: (0) 122

4. ASSIST vulnerable and disabled people to safety.
5. Close door/s to the room/s at the source of the fire.
6. Use the available facilities to FIGHT THE FIRE.
7. SIGNAL: Pre-alarm: 10-second rising and subsiding tone
8. BEHAVIOUR: Alarm to evacuate the building: longer than 10 seconds. Immediately leave the building and go to the assigned assembly point (Oelz parking lot).
9. Fire brigade access roads should be opened, on-site emergency service informed and their instructions followed.
10. Rescue attempts should only be carried out under the explicit guidance of on-site emergency services.
11. The following should be observed when fighting a fire:
    - Do not direct the extinguishing jet at the smoke and flames, but directly onto the burning objects. Remove highly inflammable objects from the vicinity of the fire or cool them with water to prevent inflammation. In the case of flying sparks or embers, close all openings, especially the doors and windows of the endangered objects.
    - Leave the room before using a CO_2 fire extinguisher. Extinction has to be carried out from the door (outside the room). **Caution: Deoxygenation of the ambient air – danger of death!**
12. In the case of an evacuation of the building, instructors will immediately cease instruction and examinations and inform students that the building has to be evacuated without delay by moving calmly to the assembly area at Oelz parking lot (safety presentation).
13. For visitors the inviting person is responsible that these persons follow the instructions of the Fire Safety Officers and the Fire Safety Regulations.
14. Hurt and vulnerable persons must be assisted to safety, considering the own safety. All elevators automatically return to the ground floor and cannot be used. So people with disabilities and in wheelchairs cannot move to safe places on their own. If those people cannot be brought outdoors or if there are more people in the building the floor delegates or the person standing at the main entrance (or the relief units) must be informed immediately!
15. If it is not possible to leaving the building: keep in secure rooms, close doors, if possible, seal hermetically the door crack, open the windows. Make yourself felt to the action force.

Behaviour after the Fire

1. Do not enter the areas affected by the fire.
2. Report any perceptions which could serve to identify the cause of the fire to the fire brigade officer in charge of fighting the fire, your direct superior or to one of the Fire Safety Officers.
3. Used handheld fire extinguishers must be reported to the Fire Safety Officers so that they can be serviced and refilled.