



TECHNISCHE
UNIVERSITÄT
WIEN



Fire Safety Regulations

TU Wien Fire Safety Regulations

Decision of the Rectorate of 03/04/2018

Decision of the Senate of 07/05/2018

Published in the University Gazette No. 12/18 of 17th May 2018 (no. 142)

GZ: 30002.07/010/2017



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Note:

The German version is the only valid version. The English version provided is intended as a service for our international staff members and does not replace the German version.

Acronyms and definitions:

AMD (Arbeitsmedizinischer Dienst) – Occupational Health Service

ASchG (ArbeitnehmerInnenschutzgesetz) – Employee Protection Act

AStVO (Arbeitsstättenverordnung) – Workplace Regulation

BSB (Brandschutzbeauftragte_r) – Fire prevention officer, an appropriately trained and appointed person in charge of firefighting and the evacuation of employees (according to ASchG)

BSW (Brandschutzwart_in) – Fire warden, an appropriately trained and appointed person who assists the fire prevention officer and monitors fire safety within specific locations and functional areas (according to AStVO and TRVB).

Dean – Definition in accordance with the *Structure and Governance Organisational Handbook*

Exercise supervisor – The person conducting a lecture or a part of a lecture in laboratories and bearing responsibility for it. In the case of graduate and postgraduate students, the exercise supervisor is to be understood as the corresponding assistant.

External parties – Those persons or companies that are not members of TU Wien.

GO (Geschäftsordnung des Rektorats) – The Rules of Procedure of the Rectorate

Head of Institute – Definition in accordance with the *Structure and Governance Organisational Handbook*.

Head of Research Group – Definition in accordance with the *Structure and Governance Organisational Handbook*.

Head of Research Unit – Definition in accordance with the *Structure and Governance Organisational Handbook*.

Head of Service Department – Definition in accordance with the *Structure and Governance Organisational Handbook*.

Head of Service Group – Definition in accordance with the *Structure and Governance Organisational Handbook*.

Head of Service Unit – Definition in accordance with the *Structure and Governance Organisational Handbook*.

Immediate supervisor – Definition in accordance with the *Structure and Governance Organisational Handbook*.

Information – Information is meant to provide general knowledge about hazard prevention and relates to the entire workplace (e.g. location of the fire extinguishers). The employer is obligated to provide adequate information for employees about hazards for safety and health as well as about hazard prevention measures.

Instruction – Instruction (training), in contrast to information, targets the proper conduct at a specific workplace or during a certain task, and has to be geared to the experience and education of the person(s) being instructed. Instruction includes behavioural and action-related directions. The instruction must demonstrably be given by a qualified person either verbally or in writing, whereby verbal instruction combined with written material is recommended. Records about the persons instructed, the dates and the concrete instruction curricula are adequate.

ISO 7010 – Standard for graphic symbols, safety colours and safety signs.

Laboratories – Comprises all scientific and technical rooms at the TU Wien, in which experimental research and teaching takes place, all TU Wien workshops as well as the corresponding adjacent rooms together with their inventory and facilities.

Laboratory supervisor – An appropriately trained person designated by the Head of Institute for the corresponding laboratory room/s, to conduct instructions and ensure safe and hazard-free operations (e.g. availability of personal protective equipment (PSA)), the proper conduct in special incidents as well as the corresponding hazardous waste disposal. If a lecture takes place in the respective laboratory room, the particular exercise supervisors assume the responsibility of the laboratory supervisor in connection with the lecture and the room used.

Lecture supervisor – The person who conducts a lecture or part of a lecture on university premises and is therefore responsible for this. The exercise supervisor is to be understood as being the lecture supervisor for exercises in laboratories.

Members – University members as per UG, which includes, inter alia, employees and students.

OIB-Richtlinien (Richtlinien des Österreichischen Instituts für Bautechnik) – Guidelines of the Austrian Institute for Construction Engineering.

Operating hours – Those hours during which equipment may be operated and experiments conducted; this is unrelated to the opening hours of TU Wien.

PSA (Persönliche Schutzausrüstung) – Personal protective equipment (PPE) which must be provided by the TU Wien and must be worn.

Qualified person – A person with the necessary specialist knowledge and professional experience who can guarantee the conscientious performance of the work entrusted to him (according to ASchG).

TRVB (Technischen Richtlinien des vorbeugenden Brandschutzes) – Technical Guidelines of Preventive Fire Safety. These are available at the TU GUT.

TU GUT (TU Gebäude und Technik) – The Real Estate and Facility Management department at the TU Wien

TU GUT Security and Fire Protection (Objektschutz und Brandschutz) –, a service unit within the TU GUT.

UG (Universitätsgesetz) – University Act of 2002

University properties – All buildings, rooms including inventory and facilities as well as grounds of the TU Wien.

Users – (University) members, visitors, and entitled bodies and non-entitled bodies under the Event Regulations.

§ 1 PURPOSE AND COMPONENTS OF THE FIRE SAFETY REGULATIONS

Purpose and relationship to other legislation:

- a. The Fire Safety Regulations contain special fire safety provisions, which must be observed by users of university premises. More detailed regulations are contained, inter alia, in the House Regulations, the Parking Regulations, Central Laboratory and Workshop Regulation as well as in the Safety Directives which must also be complied with.

The objective of the Fire Safety Regulations on hand is the avoidance of jeopardy to health and property. It provides important information on conduct to ensure safe operations and determines policies for preventive fire safety at TU Wien. It serves to prevent the development or further spread of fires, instruction in regard to correct conduct in case of fire as well as ensuring effective firefighting. In addition, it regulates authority and responsibility for the specific task and fields of duty; if there are additional regulations to the Fire Safety Regulations, these will be announced on the TU Wien homepage under <https://www.tuwien.at/files> and must also be observed.

- b. Legal and substantive basics of these Fire Safety Regulations in the currently valid and applicable version are:
 - TRVB, AStVo, ASchG as well as the OIB guidelines,
 - ÖNORMEN as well as
 - Provincial and federal regulations in the field of preventive fire safety.

These Fire Safety Regulations do not affect the legal safety regulations about constructional and technical fire safety measures previously applicable to the university premises. The regulations existing on fire safety in the Building Rules, the Safety, Central Laboratory and Workshop Regulation and in the External Company Directives such as established conduct and work regulations as well as notes on the use of equipment and technical fixtures and those for labelling, handling, storage and disposal of hazardous materials must also be observed. The

special regulations on fire safety contained in these Fire Safety Regulations take precedence over those in other statutes.

§ 2 RESPONSIBILITY AND COMPETENCE

- (1) Planning, structure and implementation of fire safety at TU Wien are incumbent upon the Rectorate or the officer designated by the Rectorate. In this case, that is TU GUT and, in particular, TU GUT Security and Fire Protection.
- (2) The TU Wien deploys supervisors on two levels:
 - a. Fire prevention officers (BSB) for all university premises of TU Wien and
 - b. Fire wardens (BSW) at the level of institutes or departments, who oversee any research units and service units or research and service groups that are formed.
- (3) BSW support BSB.
- (4) Appointment
 - a. The appointment of the BSB is based upon proposal by TU GUT by the Rector or by the Vice-Rector with authority according to GO. The BSB must prove adequate previous training. At the initiative of TU GUT, the appointment of the BSB is announced in the newsletter and on the website of TU Wien under <https://www.tuwien.at/files>.
 - b. The appointment of the BSW takes place at the initiative of TU GUT. Upon proposal by the Head of Institute and after corresponding consent by the works councils and the Dean, the BSW is appointed by the Rectorate member with authority as per GO. Upon proposal by the Head of Service Department and after corresponding consent by the works councils and the Rectorate, the BSW is appointed by the Rectorate member with authority as per GO. The Head of Institute and Head of Service Department use the form provided by TU GUT for this purpose, collect the individual consents and inform TU GUT after the appointment has been made. According to the size or spatial arrangement of an institute or service department and any subordinate research units and groups or service units and groups, several BSW may also be appointed.

If no proposal is made, the Head of Institute or Head of Service Department is responsible for fire safety and assumes the tasks of the BSW.

The appointment is made for a term of four years. Re-appointment is allowed. The BSW must demonstrate corresponding training or complete this in the first six months of their term of appointment (fire warden course). TU GUT announces the name of the BSW appointed and their particular scope of duties. At the initiative of TU GUT, the appointment of the BSW is announced in the newsletter and on the homepage of TU Wien under <https://www.tuwien.at/files>.

- (5) BSW and BSB are entitled to issue instructions about fire safety to all users on the university premises, in particular in case of emergencies. They must be obeyed immediately.

§ 3 GENERAL COOPERATION DUTIES

- (1) General conduct:
- a. In situations where preventive and fire safety measures are required they must be carried out immediately and all other activities suspended.
 - b. The provisions of the Fire Safety Regulations must be complied with. Non-compliance with these obligations may entail civil and/or criminal law consequences.
- (2) Securing information: All users of the university premises are obligated to take note of and comply with the fire safety regulations. The provisions of this Fire Safety Regulations must be published on a bulletin board or by any other appropriate means. Responsibility is incumbent upon the Head of Institute or the Head of Service Department and on the laboratory supervisors for laboratories. The corresponding regulations in the External Company Directives are applicable for external companies.
- (3) Conduct of instruction: The immediate supervisor is responsible for conduct and proof of instruction of his/her employees on the present Fire Safety Regulations. The immediate supervisor may engage qualified persons for implementation.

All employees working in TU Wien laboratories must also be instructed in the fire safety aspects by the laboratory supervisors (cf. hereon the Central Laboratory and Workshop Regulation). Students are to be instructed by the exercise supervisors when working in

places with heightened danger potential (e.g. laboratories). The Head of Institute must ensure that a qualified person likewise instructs external parties in fire safety aspects. The corresponding regulations in the External Company Directives are applicable for external companies.

The users are obligated to comply with the Fire Safety Regulations.

- (4) All documentation about instruction of employees must be kept by the immediate supervisor, in the case of students, in accordance with § 3 (3) of this document, by the lecture supervisor, and signed by the persons instructed.
- (5) In the case of fire and danger, every person is obligated within reasonable bounds to provide First Aid and in the first place to cooperate in rescuing persons as well as property.
- (6) Any detection of flaws in the field of fire safety must be notified immediately to the BSB.
- (7) In case of emergency, all users of the university premises should be able to immediately
 - a. trigger fire and danger alarms and in doing so summon emergency crews,
 - b. to notify TU GUT Security and Fire Protection,
 - c. to indicate the location of the fire extinguisher closest to the work room (workplace),
 - d. to know and use the escape route closest by, and
 - e. to identify the nearest resources for providing First Aid.
- (8) Every person setting up or turning on equipment, fixtures and systems as well as handling materials and tools must ensure their safe use and application. In case of recognisable danger or in case of unattended permanent operation, they must call the BSB and consult with them on establishing the required safety measures.

§ 4 TRAINING AND INSTRUCTION OF TU WIEN MEMBERS

- (1) For the job of BSB or BSW, evidence of participation in the corresponding training courses is mandatory.
- (2) All users are obligated to participate in the fire safety drills, fire alarm and evacuation drills.

- (3) Employees are in addition obligated under ASchG to participate in training courses about possible hazards and conduct in case of fire unless other important work activities prevent this. In case of absence, the training courses must be made up immediately.

§ 5 OBLIGATIONS TO COOPERATE FOR PREVENTIVE FIRE SAFETY

- (1) Fire safety doors must always be kept closed except when they are furnished with a holding magnet and fire control. On fire safety doors that must be kept open for operational reasons, the automatic locking devices may not be blocked or turned off.
- (2) Signs, symbols (according to Attachment 1, in particular for escape routes, emergency stairs and emergency exits to the outside as well as to the assembly points) and notice boards (in particular in case of fire) must be complied with. They may neither be kept out of sight, damaged nor removed.
- (3) Firefighting and fire alarm devices may likewise neither be kept out of sight, damaged or removed, nor used for non-intended purposes.
- (4) Escape routes and other pathways must be kept free of storage of any kind in their full breadth. Exit doors must be kept unlocked during working hours.
- (5) Access routes must be kept free for any eventual deployment of emergency vehicles. The setup spaces of the emergency vehicles must likewise be kept free. Parking of vehicles may only occur on spaces provided for that purpose.
- (6) Any malicious or abusive triggering of the alarm will be prosecuted, and the damages caused thereby charged.
- (7) Flaws discovered on fire extinguishers, signboards in escape routes, etc. must be reported immediately to the TU GUT Security and Fire Protection.

§ 6 CONDUCT IN CASE OF FIRE

- (1) In case of fire, prior to any independent extinguishing action, the TU GUT Security and Fire Protection or the closest safety shelter must be notified by fire alarm. Emergency crews must be notified personally or by telephone as soon as possible. In doing so, the

address of the fire object as well as, where possible, the cause and extent of the fire must be reported.

- (2) Where required, the evacuation alarm must be triggered by the person discovering the fire.
- (3) As of reporting of a fire, apart from those required for fire-fighting, no other person may be left in the affected university premises.
- (4) Endangered or injured persons must be given assistance if possible.
- (5) The available extinguishing aids must be deployed immediately after the fire alarm. Until the fire service arrives, attempts to extinguish the fire should be carried out provided this is possible without endangering life or limb.
- (6) All persons located in endangered rooms or areas and not cooperating in firefighting must leave the affected university premises immediately and proceed to the nearest assembly point indicated in the floor plan of the relevant TU Wien campus.
- (7) Lifts (elevators) affected or endangered by the fire event may not be used during the event.
- (8) Securing or rescuing endangered objects, equipment and materials must be arranged for. In doing so, the principle is that one's own safety takes precedence over all other perspectives.
- (9) The instructions of the BSB and BSW, TU GUT Security and Fire Protection, fire service and the police must be obeyed.
- (10) Missing persons or those calling for help or persons otherwise endangered must be reported to the emergency crews.
- (11) Smoke-filled escape routes are impassable and may therefore not be used.
- (12) If all escape routes are cut off, then the room furthest from the source of the fire is to be headed for. Doors are to be closed, windows opened, and a call should be made for help or the TU GUT Security and Fire Protection, the nearest safety shelter or the fire service must be notified by telephone.
- (13) The order for evacuation or partial evacuation must be obeyed immediately but in an orderly manner.

§ 7 ASSEMBLY POINT

- (1) The assembly point may not be left without the permission of the emergency crew. This measure serves to determine that none of the users of the area affected are missing.
- (2) Missing persons must be reported as soon as possible to the emergency crew.
- (3) The emergency crew arriving must basically be awaited and shown in by the TU GUT Security and Fire Protection at the entrance to the building of the university premises affected. Particular hazards are to be pointed out. Space must be provided for the work of the emergency crew and its orders are to be obeyed.

§ 8 MEASURES AFTER A FIRE

- (1) The use of the affected university premises may only be resumed after all clear or release is given by the BSB.
- (2) Any use of a fire extinguisher (releasing the safety catch is considered to be use of the same) must be reported to the BSB in charge or to the TU GUT Security and Fire Protection. Used hand fire extinguishers and other extinguisher equipment may only be re-attached to their appointed places after being refilled or repaired.

Attachment 1: General fire safety signs



Figure 1: E003 First Aid according to ISO 7010:2012



Figure 2: E002 Emergency exit (right) as per ISO 7010:2012 and arrow type D according to ISO 3864-3:2012



Figure 3: F001 Fire extinguisher as per ISO 7010:2012



Figure 4: E007 Assembly point as per ISO 7010:2012