

Fire Safety Regulations

GF-R07-E

Carinthia University of Applied Sciences



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1	-	New creation	01.Sep.2013	GF
2	5	Revision of the appendix	10.Sep.2014	GF
3	4	Expansion of the collection points on the campuses	20.Aug.2018	GF
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I Purpose and scope of application

The following fire safety regulations provide important information on the appropriate conduct to ensure safe day-to-day operations to avoid endangering health and property, but also to reduce serious damage caused by fires as well as the appropriated conduct in the event of a fire and apply in all buildings of the Carinthia University of Applied Sciences.

The provisions set out below must be strictly complied with; failure to do so may also result in civil and/or criminal proceedings.

The important rules of conduct for employees, lecturers and students are set out in the following fire safety regulations. These fire protection regulations are therefore demonstrably brought to the attention of all employees, lecturers and students.

II Applicable documents and framework conditions

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III Responsible body / function

Management and building services

IV Terms and abbreviations

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V Publication

Intranet: QM-Library

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1 General conduct

- Maintaining order and cleanliness in the building is a fundamental requirement for fire and accident prevention. The house and laboratory rules must be observed at all times.
- Objects located in the building and vehicles on the Carinthia University of Applied Sciences premises may only be placed or parked in such a way that traffic, evacuation and rescue routes, and the access and areas for emergency vehicles are not obstructed.
- Evacuation stairs, corridors and other traffic routes must be kept clear across their full width. Doors and emergency exits leading to the outside must be unobstructed.
- Fire doors must be kept closed at all times, with the exception of those with automatic release. The closing area radius of fire protection closures (fire doors and gates) must be kept free of objects of any kind (e.g., wedges, chairs). The closing devices must not be blocked or disabled.
- Fire alarm and fire-fighting equipment as well as signs and notice boards must not be obstructed, removed, damaged or used for any other purpose. Facilities for smoke/exhaust gas ventilation must be permanently accessible.
- Signs for fire protection and evacuation routes as well as safety lights must not be obscured from view, damaged or removed.



Fire extinguisher



Wall hydrant

- As much as possible, electrical equipment must be switched off at the end of the working day.

2 Fire alarm systems

The buildings of the Carinthia University of Applied Sciences are equipped with automatic fire alarm systems. There must be at least 50 cm of free space on all sides around visible fire detectors at all times. Smoke and/or heat detectors will trigger a fire alarm once a certain smoke concentration is exceeded or at certain temperatures.

To avoid false alarms from the fire alarm system, the fire safety officer must therefore be informed before any work is carried out (e.g., welding, cutting, soldering, work with dust or smoke development); they will then take the necessary measures (e.g., switching off the respective fire detection devices group so that false alarms do not occur, organisational measures).

2.1 Fire alarm panel/key safe

In the event of an alarm, the fire brigade orientates itself on the fire alarm panel in order to identify which area and on which floor the alarm has been triggered.

The key safe is doubly secured. In the event of an alarm, it is unlocked by the fire alarm system and only then can the fire brigade open the key safe with their key. The key safe contains all the keys for all rooms on the respective campus.



Fire alarm panel

2.2 Fire brigade control panel/fire brigade plans

The fire brigade control panel shows the alarms with the respective triggered fire detector or detector groups. The fire brigade plans are stored in the plan cabinet. According to these plans, the fire brigade orientates itself in the buildings.



Fire brigade control panel/fire brigade plans

3 Existing fire protection equipment

3.1 Fire extinguisher

According to the fire protection concept, portable fire extinguishers are installed and labelled at strategic points. The building services department must be informed separately after each use, as the fire extinguishers must be refilled and checked by a specialist company.

3.2 Manual call point (push-button detector)

Push-button alarms - red boxes with a white background and a black button - are installed at the emergency exits and entrances to the stairwells in all buildings.



Manual call points

When a manual call point alarm is pressed, a fire alarm is triggered, and the local fire brigade is alerted directly. The alarm is triggered by breaking a very thin glass pane with minimal force. If a problem arises during the evacuation (e.g., injured person during an evacuation), the call point can be pressed, and the emergency services will then also search for this detector.

3.3 Automatic fire smoke detectors

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



Fire smoke detectors

- These detectors are triggered when a certain smoke concentration is exceeded or when a certain temperature is reached that triggers a fire alarm.
- A siren signals that the alarm has been triggered. An evacuation must be initiated immediately.
- The local fire brigade is automatically alerted and first checks the fire alarm panel, the fire brigade control panel and orients itself according to the plans in the plan cabinet.
- Incidents and situations must always be reported on to the incident commander, e.g., disabled persons in the building, injured persons, location of activation.

3.4 Smoke extraction systems

Smoke extraction systems are located in stairwells and corridors and are motorised window openings or hatches at the highest point of a building. In the event of a fire, they are automatically opened by the fire alarm system (fire control system). In addition, the systems can be activated by utilizing separate manual call points (push-button detectors) at the respective exits of the affected area.



Smoke outlet

4 Conduct in case of fire

4.1 Keep calm - initiate evacuation

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

There will be no loudspeaker announcement. All persons present in the building must go to the assembly points immediately. Always follow the evacuation route markings in the direction of the assembly point. Wait at the assembly point for further instructions from the emergency services.



Evacuation routes

Assembly points are located on all campuses:

Campus Feldkirchen:	At the city main square
Campus Klagenfurt:	
<ul style="list-style-type: none"> ➤ Primoschgasse 	Corner of Primoschgasse - Schaußstraße (CUAS pylons/ flagpoles) Car park next to the waste collection point
<ul style="list-style-type: none"> ➤ St. Veiter Straße 	South side of the building next to the smoking area North side of the building in the meadow (CUAS pylons/flagpoles)
Campus Spittal:	On the east side of the building at the Mexikan Cantina car park. On the north side of the building after the barrier
Campus Villach:	
<ul style="list-style-type: none"> ➤ (Main) building To1 	Main entrance next to the green area in the front
<ul style="list-style-type: none"> ➤ (Laboratory) building T10 	Main entrance at the car park

- All persons in the building must go immediately to the nearest assembly point; they may not leave this point as an accurate head count needs to be taken and until the evacuation management personnel has cancelled the evacuation of the building.

- If possible, lock the computers (press the Windows key and L), take keys and, if necessary, a jacket/coat.
- Keep calm at all costs! Shouting out "Fire", "There's a fire" or other panic-inducing announcements should be avoided at all costs.
- If necessary, staff, students, lecturers and guests must be made aware of the stairwells and emergency exits and asked to leave the building.
- Missing persons must be reported to the emergency services immediately! Wait at the assembly point for further instructions.

4.2 Alert

In the event of a fire, the fire brigade must be notified by dialing 122 or the fire safety officer, if present. If possible, press the push-button fire alarm.

When calling the emergency number 122, answer the following questions posed by the regional alarm and warning centre (LAWZ) personnel and only hang up when the LAWZ employee ends the call:

- Who is calling?
- Where is the fire? (address/part of the building/floor/room)
- What is burning?
- Are people at risk or injured?

4.3 Rescue and evacuation

After an alarm has been raised (fire alarm, siren), check whether people are in danger. Rescuing people always takes precedence over attempting to fight a fire. **Rescuing people comes before firefighting.** Lecturers should appoint a student to help supervise (students count out loud to ensure an accurate head count; no students leave the room until instructed). Observe evacuation instructions/signposting. Persons at risk must be warned. Do not allow people with burning clothes to run as the flames should be smothered by wrapping people in blankets, coats or cloths and placing them on the floor.

Rooms must be left via the labelled emergency exits - all doors must be closed upon exited the rooms.

The lifts/elevators will automatically go to the programmed floor and stop there. Lifts/elevators must not be used in the event of a fire – this can lead to life-threatening situations! Fire doors close automatically in the event of a fire to prevent the fire from spreading.



If people are trapped in a room, the windows must be opened or, if necessary, broken so that the people trapped can make themselves known to the emergency services by shouting.

Take helpless persons (e.g., injured, unconscious, disabled) with you. Take people who are unable to leave the building safely by themselves (people with restricted mobility, injured people) to a safe area (fire compartment) or to the open area. A safe area is, for example, the evacuation stairwell. Additionally, press the push-button alarm to inform the emergency services.



Lecturers should leave the building with the entire group and arrive at the relevant assembly point in accordance with the evacuation route plan. A head count of each group is conducted again at the assembly point and reported to the responsible person (fire safety officer/emergency services). If any students/persons are missing, inform the emergency services immediately. Fire lane access and work of the fire brigade and other emergency services must not be obstructed.



4.4 Extinguishing Fires

Firefighting methods should be initiated using the available firefighting equipment (wall hydrants or portable fire extinguishers) as soon as possible. However, if it is not possible to extinguish the fire with the available equipment due to the heavy smoke development or the extent of the fire, firefighting attempts must be discontinued in the interests of one's own safety.

Self-protection comes before extinguishing!

5 Instruction and rules of conduct

5.1 Responsibility and competence

The persons named in the appendix are responsible for the fire safety of the entire institution. The instructions of these designated persons relating to fire safety must be followed immediately and they must be notified immediately of any deficiencies in the area of fire safety. The persons named are responsible for monitoring and complying with the fire protection measures prescribed by the authorities and the provisions of the fire protection regulations.

5.2 Courses/Lectures

In the event of a fire alarm (siren), it is the task of the respective lecturers in the lecture rooms/halls to instruct those present to leave the building. Lecturers must ensure that everyone present remains together as a group and leaves the building calmly. At the assembly point, lecturers have the task of conducting an accurate head count to ensure that all students are present and, if necessary, to obtain information about the whereabouts of students who are not present. This also applies during an examination!

5.3 Events

There is a general smoking ban in all rooms of the Carinthia University of Applied Sciences! During events, the organising employee is responsible for ensuring that fire evacuation routes are kept clear. When setting up rows of chairs, evacuation routes must be kept clear and must not be obstructed. At events where tables are set up, a distance of 70 cm measured from the edge of the table to the back of the chair must be maintained. Each table must be directly accessible from an unobstructed aisle at least 80 cm wide. Aisles leading to the exit doors must have an unobstructed passage width of at least 120 cm. (TRVB N 13) Evacuation and rescue routes.

5.4 Evacuation and rescue routes

Evacuation and rescue routes, stairwells, emergency exits and doors must be kept clear at all times. Storing and/or placing objects, materials etc. in evacuation and rescue routes, stairwells, in front of emergency exits and doors is strictly prohibited. Safety lighting and safety signs must not be covered or obscured. Access routes and parking areas for fire and rescue vehicles must be kept clear at all times. Obstructions of any kind, e.g. by parked vehicles or other obstructing objects, are prohibited in these areas; constricting vehicles or other obstructing objects will be removed for a fee. The posted signs and markings must be observed. Access to the building must be ensured at all times.

5.5 Smoke and fire doors

The purpose of smoke and fire doors is to prevent the spread of smoke and fire in the event of a fire. They are closed automatically by a closing device in the event of a fire. These automatic closing devices must not be blocked or rendered inoperable under any circumstances. The function of these doors must not be damaged (e.g., the doors are mechanically damaged by "wedging") or negligently kept open. Non-functioning smoke and fire doors must be reported immediately to the fire safety officers.

6 General fire protection organization

6.1 FSO self-monitoring

The fire safety officer (FSO) carries out monthly checks of the following:

- Evacuation routes, emergency exits, evacuation route labelling
- Manual fire extinguisher (check the seal)
- Wall hydrants
- Automatic smoke extraction
- Compliance with fire safety regulations
- Entry of all incidents in the fire safety log.

6.2 First extinguishing aid

If the fire alarm and/or the extinguishing systems installed in the company are triggered, "initial and extended extinguishing measures" should be taken using internal firefighting equipment before the fire brigade arrives (initiation of firefighting) and the existing evacuation concept should be initiated. To this end, training drills on how to use extinguishing equipment are carried out every 2 years. Each employee is shown how to use fire extinguishers and initial extinguishing measures as part of their training in accordance with the Employee Protection Act. **ATTENTION: Self-rescue and protection of oneself comes first!**

7 Organizational fire protection for people with disabilities

People with walking¹- or sensory impairments² require special assistance when leaving buildings and evacuation assistants are provided for them during a fire emergency.

Evacuation assistants are people who look after people with disabilities in an emergency situation. Two evacuation assistants are nominated for each person with an impairment - they are given instructions by the fire safety officer.

In consultation with the fire brigade, zones are defined that are considered safe areas. These areas are marked on the fire protection plan.

7.1 Measures for employees

Employees with walking disabilities or sensory impairments have been made known to the Carinthia University of Applied Sciences.

When they start their employment at CUAS, these employees are given special instructions, and two evacuation assistants are nominated from their immediate working environment.

Where possible, employees with walking disabilities are given a workplace that allows them to leave the building without barriers.

On floors that can only be exited via a staircase, employees and their evacuation assistants go to the secured evacuation stairwell, where there are fire brigade push-button alarms. From there, they will be brought to safety by the fire brigade.

Optical or vibration fire alarms are retrofitted for employees with hearing impairments.

A tactile guidance system will be retrofitted for employees with visual impairments. The evacuation route must be regularly practiced independently. The evacuation assistants must be particularly involved here.

¹ People with a walking impairment are people who walk very slowly or who require a walking aid, such as a for example, a wheelchair or a rollator.

² People with a sensory impairment are people who have limited or no sight or hearing.

7.2 Measures for disabled students

Students with walking disabilities or sensory impairments have also been made known to the Carinthia University of Applied Sciences.

The respective lecturer or laboratory supervisor is responsible for the evacuation of students with walking disabilities or sensory impairments and must be informed in advance by the administration that there are impaired persons in their course. Before the start of the course, they must nominate two evacuation assistants who will help the impaired person to evacuate the building.

Where possible, courses for disabled students are held at ground level.

On floors that can only be exited via a staircase, students and their evacuation assistants go to the secured evacuation stairwell, where there are fire brigade push-button alarms. From there they are brought to safety by the fire brigade.

Students with disabilities should not be left alone in lecture halls, seminar rooms, laboratories or the library.

7.3 Measures for guests at events and meetings

In the run-up to events, it is determined whether there are any disabled people among the guests.

The person responsible for the event must consult with the fire safety officer and coordinate any necessary measures.

8 Appendix

8.1 Conduct in case of fire

Verhalten im Brandfall

Ruhe bewahren

Verhalten Sie sich diszipliniert und verlassen Sie sofort das Gebäude!

1. Brand melden 122



WER meldet?
WO brennt es?
WAS brennt?

 **Feuermelder betätigen!**

Warnen der Kollegen im Umkreis!

2. In Sicherheit bringen



Sammelstelle Hauptplatz




Beeinträchtigte evakuieren!
 Gefährdete oder Verletzte bergen,
 Türen schließen,
 Rauchklappen öffnen,
 Fluchtwegen folgen,
Keinen Aufzug benutzen!
 Sammelplätze aufsuchen,
 Vollzähligkeitskontrolle,
 Anweisungen der Feuerwehr und
 des Brandschutzbeauftragten
 beachten.

Ohne Erlaubnis *nicht* ins Gebäude zurückkehren!

3. Löschversuch Unternehmen



Feuerlöscher benutzen
 Entstehungsbrand löschen
 Vermeiden Sie jedes Risiko
Selbstschutz geht vor!

Räumungsalarm: 3 Minuten Dauerton der Haussirenen

8.2 Emergency contacts

Euronotruf:	112
Fire brigade:	122
Police:	133
Rescue:	144

8.3 Fire safety officers

Marco Bazzara	Campus Spittal	0676/890 15 9915
Johannes Gamnig	Health campus	0664/88 79 0719
Karl-Heinz Huber	Campus Feldkirchen	0676/890 15 4242
Walter Nagele	Campus Primoschgasse	0676/890 15 3149
Lisa Unterluggauer	Campus Villach	0676/93 39 464

8.4 Fire wardens

Karl Kowatsch	Campus Spittal	0676/890 15 9911
Jörg Obertaxer	Campus Spittal	05/ 90 500 7800
Rudolf Janz	Health campus	05/ 90 500 3411
Daniela Lindner	Health campus	05/ 90 500 3504
Michael Wadl	Campus Feldkirchen	05/ 90 500 7506
Peter Grabner	Campus Primoschgasse	05/ 90 500 3115
Johannes Loretz	Campus Primoschgasse	05/ 90 500 3232
Ewald Harder	Campus Villach	05/ 90 500 7902
Barbara Taferner	Campus Villach	05/ 90 500 2005

8.5 Safety specialist

Christian Maier-Rassl	all campuses	0664/88 432 686
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8.6 Occupational physician

Dr Arnold Korenjak	all campuses	0676/82 277 810
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