

Bezeichn.	Fire Safety Plan	erstellt:	Dufka	freigeg.:	Gebäudemangement	ausgeschieden am:
Bezeichn.						
gültig ab:	02.09.2026	geprüft:	Dufka	am:	02.09.2026	



FIRE SAFETY PLAN

The University of Applied Sciences BFI Vienna

General information:

Any fire incident in our buildings would rarely, even in extreme circumstances be so explosive like generally portrayed in movies and would hardly be presented to the media that are naturally interested in spectacular events.

With adequate escape routes, fire resistant furnishing and operational fire safety systems, it has been ensured wthat in the case of a fire outbreak, the fire can only spread slowly, giving you enough time to evacuate the buildings.

To aid your escape route decision, important notices on how to behave in the case of fire, have been placed at strategic places. You will also be aided and supported by our fire safety staff. Please adhere to the advice of these personnel and that of the men of the fire service.

Worry about your own safety. Prepare yourself for a possible eventuality. The risk of fire may be small but a huge blaze could break out in the buildings.

And the stories of all the tragic or at least highly dramatic fire incidents always contain an essential component (albeit not always reported in the media) – wrong behaviour and reactions by people.

The basic model for the correct behaviour in all types of dangerous situations including fire outbreaks at home is in this order:

Alert
Rescue
Extinguish

Alert the services first because the telephone could soon be out of order and because it is essential the fire and rescue services can respond as soon as possible.

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What to do in the case of fire in our buildings:

At the discovery of a fire outbreak press the next available fire alarm button.

Should you be present in one of the buildings outside business hours, please call the fire service on the **emergency telephone number 122** and report the incident according to the following steps.

- Is anyone in immediate danger?
- Where is the fire?
- What is burning?
- How strong is the fire?

Rescue primarily means warning those in danger to ensure their escape routes and helping people with disability and those who are scared evacuate the buildings. Rescue means preventing the spread of the fire and smoke. Rescue means informing the fire service where in the buildings people could still be trapped and which part of the buildings is still burning.

With regards to the evacuation and the rescue of people in our buildings:

1. If you feel you are in danger, please press the next available fire alarm button.
2. Please warn people in direct danger first!
3. As a result of your message an evacuation alarm will be sounded if necessary. This **alarm is a continuously blaring siren**.
4. When the siren is blaring please leave the buildings immediately, using the designated escape routes to the assembly points.
This and other requirements are applicable even in the case that you reported the fire in the first place.
5. Help those people who cannot move as freely as you.
6. After evacuation close all the doors leading to the evacuated area, but do not lock them.
7. Do not use the elevators. It could be life threatening!
8. Apply first aid to the injured.
Follow the instructions of the employees of the University of Applied Sciences BFI Vienna, the fire fighters or the appointed fire safety staff.
9. The **assembly points** are:
 - For the main building in the second district (Wohlmutterstraße 22, 1020 Vienna), the assembly point is **the pavement directly opposite the main entrance (Wohlmutterstraße 25 – 29)**.
 - For the building in the third district (Maria Jacobi Gasse 1 (MQM 3.4), 1030 Vienna), the assembly point is **the main entrance of the MQM**, which is guarded by two giant bulls.

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- For the office building in the second district (Engerthstraße 191, 1020 Vienna), the assembly point is **the pavement directly opposite the entrance (Engerthstraße 202)**

10. Report the important facts you have noticed to the appointed fire safety staff.

11. Remain at the assembly point until you receive further information and instructions from us.

It is not authorised for anyone to leave the assembly point on his/her own volition!

12. Entering the fire site is possible only by prior permission by the appointed fire safety staff even after the blazes have been completely extinguished.

13. Should your escape from one of the buildings be rendered impossible by thick smoke or other hindrances, then make your way to safe areas following the instructions of security personnel and if possible to the street entrance of the building.

- Do not in any circumstance flee towards the roof.
 - Shut all the doors of the burning rooms.
 - Draw attention to yourself by turning on the lights.
 - If possible call the fire service on emergency telephone number 122.
 - Wait for the arrival of rescue staff and keep calm.
- You can try to put out the fire with the available fire extinguishing equipment, but also with boxes, tables or similar objects. But please ensure that you have a free escape route. You must not put yourself in danger.

Regarding the first firefighting aid in our buildings:

1. Portable fire extinguishers are clearly marked and visible on all the floors.
2. Used portable fire extinguishers are to be placed horizontally on the floor.
3. Inform the appointed fire safety staff about the used portable fire extinguishers.
4. Do not fight fire on electrical equipment with liquid extinguishers. There are appropriate carbon dioxide extinguishers available for that purpose.

Posted notices “what to do in case of fire”

In order to be able to provide assistance in case of emergency, leaflets on how to behave in case of a fire outbreak have been placed in the areas around the fire extinguishers and on the hallways.

The leaflets contain simplified forms of the directives on what to do in case of fire and danger in general.

Please endeavour to familiarise yourself with the systematic steps of behaviour.

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Additional ways to prepare yourself for dangerous situations

- Beware of mistakes and damages that could affect and therefore compromise security.
- Endeavour to recognise dangerous circumstances, analyse what consequences are entailed in the respective dangers and how to handle such dangers in an emergency.
- Memorize beforehand the course of your escape route before a possible fire or danger alarm and the location of the next available fire extinguisher.
- Take note of the emergency telephone numbers.
- Support the safety staff on duty.

Franz Dufka
Fire safety officer

Minh-Tam Giang
Stand-in for the fire staff officer