

FIRE SAFETY REGULATIONS

for

<p>The University of Applied Sciences BFI Vienna Wohlmutterstrasse 22, 1020 Vienna Maria Jacobi Gasse 1 (MQM 3.4), 1030 Vienna</p>

General information

The safety measures in our establishment guarantee at people's discretion, not only their personal protection but the measures also protect our special demands of reliability and availability of the systems and devices installed here.

In the end there remains a source of risk by way of the wrong behaviour and reactions by people (out of ignorance and negligence), which cannot be rectified by technical measures. As a result, we are providing the following instructions on the correct behaviour and reactions in emergencies to ensure a safe running of the establishment, to prevent the danger to health and property and to prevent any possible serious damages through fires as well as provide you with information on what to do in particular situations and fire outbreaks.

The directives mentioned below are to be strictly and precisely adhered to, and we may remind you that not precisely following the directives may result not only in damages, but could also lead to you being held liable for the damages.

Officers in charge

The following employees are responsible for and in charge of all organizational and technical matters regarding fire safety and technical safety.

Appointed fire safety officer:	Michael Schebesta	Tel extension: 17
Stand-ins:	Andreas Dvorak	Tel extension: 49
	Franz Dufka	Tel extension: 45

It is incumbent upon the above mentioned officers to monitor and enforce the adherence to the fire safety measures required by law and the directives of the fire safety regulations. Their

instructions concerning fire safety are to be directly followed and any perceived deficiencies relating to fire safety are to be immediately reported to them.

The following are incumbent upon the appointed fire safety officers:

- Organizing fire protection and safety measures
- Monitoring the adherence to these measures
- Implementing the checks on in-house fire safety
- The coordination of the measures in our establishment and cooperating with fire and rescue organizations in cases of fire and technical dangers

These safety officers stand available to answer your enquiries regarding dangers and safety measures and will follow up on your tips on safety deficiencies as well as initiate a rectification of the problem.

Anyone receiving guests in our facilities is automatically responsible for ensuring that their visitors follow the instructions of the fire staff.

Fire protection – General procedures

1. Order and cleanliness must be maintained. Attention must be given in particular to driveways and other drive areas, appropriately marked areas for pedestrian traffic, entrances as well as parking spaces for emergency vehicles, which must all be free of empty boxes and any other form of storage.

2. Parking of vehicles is allowed only in the designated areas. Under no circumstances is the blockage by way of parked vehicles on driveways, at gates, entrances, hydrants or water wells authorised.

It is forbidden to drive fuel cell engine vehicles into the car park facilities. The premises and its car park facilities are also out of bounds for vehicles filled with hazardous materials, nauseous and infectious wastes.

It is not authorized to carry out repairs on privately owned vehicles in the car park facilities.

3. Operation of machines can only be carried out strictly according to the prescribed operational and safety steps and for the purpose intended and must not under any circumstances be independently altered.

4. Items can only be stored in the designated and authorized areas.

It is generally forbidden for any flammable liquids or pressure gasses, explosives, poisonous stuff and medical or radioactive materials to be deposited in any part of the premises.

Flammable liquids and gasses can only be stored in the designated storage rooms and must never exceed the authorized quantity.

Please pay attention to the fact that common office use items such as sprays, adhesives, special solutions and cleaning detergents also contain flammable liquids and when heated could potentially be very dangerous. Should there be, out of operational reasons a need for large quantities of these stuff and materials to be kept, it must be cleared with the appointed fire safety staff to find a safe storage for them.

5. Refuse and litters are to be continuously collected when running operations and must be deposited in the designated refuse bins.

Points to be considered here are not only the duty to separate and dispose of rubbish, but also to be considered is fire safety consciousness. Under no circumstances must depleted batteries be deposited in rubbish bins even if the labelling on the batteries says otherwise.

6. Items must not be placed on heating radiators and other technical or machine equipment, as long as these pieces of technical equipment are not designed for those purposes.
7. There is a general ban on smoking in place in the two buildings as well as a ban on naked fire and light. Smoking is only allowed as an exception in the clearly marked smoking zones.

Ashtrays must on no grounds be emptied into waste paper bins.

For dangerous jobs involving the risk of fire (such as mounting of objects involving cutting, welding, soldering, filing or other fire related actions), a clearance from the appointed fire safety staff is to be obtained. For such jobs, an adequate amount of fire extinguishers must be placed on standby in the vicinity. In the case of a substantial or dangerous job, a fire safety expert must be engaged on-site to carry out checks as a precautionary measure.

At the completion of the job, it has to be once again reported to the appointed fire safety staff or to the fire safety expert on standby. After the completion of a job in a fire risky environment it is required for a check-over of the work site to be carried out following the regulations laid down by the appointed fire safety staff.

8. Electrical appliances may only be installed and connected if they have CE certification.
9. Electric installations are to be operated step by step and cautiously, while always keeping the maintenance up to date. Alterations and repairs on the equipment can only be carried out by authorized persons. With the exception once again of the simplest devices like office machines, it is forbidden to carry out provisional or temporary installations with extension cables or multiple socket connections.
10. Damages to electrical installations and appliances are to be immediately reported for rectification. Also included are, for example, instant repairs or replacement of fluorescent lamps.
11. The smooth functioning of automated doors and gates must not be tampered with or put out of order.
12. Portable fire extinguishers, drivable fire extinguishers, hydrants, water wells and wall hydrants must neither be moved, blocked from view (e.g. by placing objects in front of them or hanging pieces of clothing on them) nor misuse them by either removing them from their fixed positions or using them for un-authorized purposes.
13. Attention must be paid to functioning emergency, escape routes and fire signs. The signs must not be blocked from view nor redesigned.

14. At the end of classes or work the rooms must be tidied up by whoever was using the room. Refuse or litters must be disposed of in the designated rubbish bins.

At the end of a working day the occupants of a room are responsible for making sure that all electrical devices installed in the room directly affecting the occupants are turned off. Exempted from this requirement are those devices designed to continuously be in operation (e.g. data processing machines, fax machines, refrigerators etc).

15. In the case of anyone's stay in the buildings transcending the end of classes or work, the appropriate permission thereof can only be granted by the chief executive officer, which must be entered in the register titled "Present Outside of Regular Business Hours". The book is found in the secretariat of the study department.
16. In the case of a fire outbreak, please refer to the enclosed Fire Safety Plan for the

Bezeichn.	Fire Safety Regulations	erstellt:	Gröblinger	freigeg.:	Schießl	ausgeschieden am:
gültig ab/seit:	01.06.2019	geprüft:	Schebesta	(zuletzt) am:	07.05.2019	

instructions on the correct steps to take during and after a fire incident.

For more information or response to any questions you might have, please consult the appointed fire safety staff.

Michael Schebesta eh.
Fire safety officer

Andreas Dvorak
Stand-in

Franz Dufka eh.
Stand-in