



# WU Vienna University of Economics and Business Fire Safety Regulations



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Pursuant to § 22 (1) of the Universities Act 2002, the Rector's Council of the Vienna University of Economics and Business (WU) has passed the following Fire Safety Regulations:

### **§ 1. Scope and Purpose**

- (1) These Fire Safety Regulations serve to ensure the protection of the health and lives of all persons authorized to use WU property, buildings, and premises, the protection of buildings and their inventory, to fulfill the function of preventative fire safety, to regulate the fighting of fires, and to regulate behavior in the event of fire or other dangerous situations.
- (2) The scope and contents of these Regulations apply analogously and without restriction to operators and commercial tenants and their premises on the WU campus.
- (3) The Fire Safety Regulations apply to all properties, buildings, and premises, including rented areas and premises, in use by WU.
- (4) In the event of any remodeling, renovations, or adaptations, as well as when acquiring and/or repairing machines, equipment, and facilities, it must be ensured that the application of the Fire Safety Regulations is not hindered in any way by the changes and the new conditions created thereby.
- (5) Facilities that serve to protect health and lives must be constructed, operated, and maintained according to all applicable laws and standards.

### **§ 2. Areas of Responsibility**

- (1) The following persons are responsible for directing and implementing measures under the terms of these Regulations and enforcing these Regulations for the areas given below:
  - a) The Vice-Rector responsible for infrastructure: the entire WU area (Campus WU)
  - b) Department Chairs: their respective department; Heads of other units: their respective unit
  - c) The Head of the ÖH Austrian Students' Union: ÖH premises
  - d) The Head of the Campus Management Office and the Head of Security and Event Management: areas not specifically allocated to any other unit
  - e) Responsible persons (commercial managers) assigned by vendors and/or commercial tenants
- (2) The Fire Safety Officer and his/her deputy are responsible for monitoring compliance with these Regulations in their respective areas, and the WU Security team is responsible for the rest of the campus.
- (3) The Fire Safety Officer and his/her deputy:
  - a) Are subject to instruction in their professional activities and decisions
  - b) Are authorized to issue orders and implement measures in and for all areas of Campus WU in the event of danger, especially imminent danger, in order to avert said danger
  - c) Must not be hindered in carrying out their duties

### § 3. General Fire Prevention Provisions

- (1) Tidiness and cleanliness should be maintained, as these are basic requirements for fire prevention.
- (2) Open fire, devices for heating, cooking, and warming may only be installed and operated with a permit issued by the Security and Event Management Office and after instruction by the Fire Safety Officer. They must be maintained and operated according to instructions. Electric heating and cooking appliances with open heating coils are prohibited.
- (3) Hot work (welding, soldering, brazing, etc.) or dust-producing work require a permit (hot work permit, permit for work with an increased fire hazard) issued by the Security and Event Management Office or by the Fire Safety Officer or his/her trained representatives (security services).
- (4) Provisions stipulated in all relevant laws, ordinances, and guidelines (e.g. ÖNORM, TRVB, OIB, legal notices) apply. Relevant provisions are available for reference from the Fire Safety Officer upon request.
- (5) Escape routes and other passages must be kept free of stored items and may not be obstructed in their clear width.
- (6) The clear opening width of fire doors must be kept free of items at all times. Self-closing installations (fire doors, etc.) may not be blocked or deactivated.
- (7) Fire extinguishers, extinguishing equipment, and warning signs may not be blocked, hidden from sight (e.g. by hanging items of clothing over them), improperly removed from their prescribed location, or used inappropriately.
- (8) The use of open fire or flame, fog machines, and other event equipment (gas-filled balloons, drones, etc.) inside buildings is generally prohibited. Exceptions can be made by the Fire Safety Officer; special requirements and compensation measures may apply. Exceptions are valid only in writing and may only be undertaken by the applicant after prior approval has been granted.
- (9) The Regulation on the Use of Electrical Appliances at WU applies to the use of all electrical devices at WU.
- (10) It is not permitted to take bicycles or any vehicles equivalent to bicycles under the Austrian traffic regulations (*Straßenverkehrsordnung, StVO*) or any type of motor vehicle into buildings.

### § 4. In Case of Fire / Outbreak of Fire

- (1) Remain calm.
- (2) The following steps are to be taken in the order given:  
ALARM the fire department, the Security Center (ext. 4000), and call an ambulance if injuries are suspected.  
RESCUE: Injured or disabled persons should be evacuated from the danger zone if possible without risking one's own life.  
EXTINGUISH the fire if possible without endangering one's own safety and only after reporting the fire and alarming emergency services.
- (3) At the sound of an evacuation alarm (siren or PA announcement), occupants shall leave the building – or part of the building if thus specified – in an orderly manner using indicated escape routes. If not involved in extinguishing the fire, all persons in rooms or areas at risk are to leave the building immediately and gather at the designated emergency meeting points.
- (4) Warn anyone you encounter on your way out of the building.
- (5) Immediately turn off any devices with an open flame or the like.
- (6) Close all doors and windows of the room where the fire is located.
- (7) Do not use elevators in the event of fire.

- (8) All access routes and fire lanes (main campus boulevard) must be opened for firefighters and kept clear. Firefighters are to be informed of the location of the fire and of any missing persons.
- (9) As soon as firefighters arrive on the scene, all responsibility for extinguishing the fire and for the rescue of any injured or trapped persons is transferred to the officer-in-charge.
- (10) Follow all instructions given by emergency personnel.
- (11) If it is not possible to leave the building for any reason (e.g. escape routes are blocked): Remain in a safe room, close all doors, seal the crack under the door if possible, open windows, alert emergency personnel (by voice and/or by telephone). If the fire is located on a lower floor, windows must remain closed and occupants should stay in the middle of the room.  
Never attempt to jump out of windows.

### **§ 5. After the Fire Has Been Extinguished**

- (1) Do not enter rooms that have been affected by the fire.
- (2) Anything you may have noticed that could help determine the cause of the fire must be reported to the firefighters' officer-in-charge, your supervisor, or the WU Fire Safety Officer.
- (3) Used fire extinguishers should be laid down and only returned to their appropriate location after refilling and maintenance.

### **§ 6. Third Party Events**

- (1) For events organized by third parties, the person in charge of the event is responsible for ensuring compliance with Fire Safety Regulations. A copy of the Fire Safety Regulations is to be provided upon request.
- (2) Fire safety instructions given by the Fire Safety Officer must be followed during third-party events.
- (3) WU reserves the right to have its Security and Event Management Office demand additional safety requirements. Once an event has been approved, relevant information about the event (type of event, no. of attendees, required equipment, and schedule) must be approved in advance and in writing by the Security and Event Management Office.
- (4) Compliance with all additional applicable laws (Vienna Event Act [*Wiener Veranstaltungsgesetz*], etc.), regulations, and official ordinances must also be ensured for all events of a non-academic nature.

### **§ 7. Obligation to Cooperate**

- (1) Every individual on Campus WU grounds is obligated to comply with the Fire Safety Regulations.
- (2) Every person pursuant to (1) is obligated to behave safely as defined by the Fire Safety Regulations. Any deficiencies or shortcomings, sources of risk, and/or other circumstances detected that could pose a safety risk must be reported immediately to the appropriate Fire Warden, the Fire Safety Officer, or the person responsible for the area. The respective person in charge must then make or request an entry in the fire safety log.
- (3) In the event of fire or emergency, every person pursuant to (1) is obligated to provide first aid and assist in rescue activities of persons and valuables to a

reasonable extent.

- (4) All persons authorized to use campus facilities are required to familiarize themselves with the Fire Safety Regulations. In particular, they must be able to:
  - a) Sound fire alarms, thus notifying the fire department
  - b) Notify campus security (ext. 4000)
  - c) Identify the location of the closest fire extinguisher (in their workplace) and operate it
  - d) Identify the closest escape route
  - e) Know where the closest first-aid kit is locatedThe Fire Safety Officer is responsible for organizing and holding first-aid training sessions.
- (5) The safe installation and operation of devices, equipment, and systems, and the safe handling of materials, tools, etc. are for the most part the responsibility of the individual user. However, as soon as users identify a source of risk and if machines are intended to run continuously without supervision, users are to consult the Fire Safety Officer to agree upon the necessary safety procedures.

## **§ 8. Fire Wardens**

- (1) The head of each organizational unit must appoint suitably qualified employees as Fire Warden and deputy Fire Warden for a period of two years. This activity is included in the employee's duties, and must be taken into consideration when assigning shifts and other duties.
- (2) The Fire Safety Officer must be informed of the names of the Fire Wardens and their deputies.
- (3) Fire Wardens are responsible for inspection and consulting in all matters regulated by the Fire Safety Regulations. Any deficiencies or shortcomings are to be recorded by the Fire Warden in the fire safety log. Any necessary measures must be submitted in writing by the Fire Warden. Fire Wardens are to inspect their entire assigned area at least once a year. They are required to act immediately if problems come to their attention or are reported. They are entitled to demand reports in writing and are required to confirm receipt of any written report.
- (4) The Fire Warden reports to the head of the unit to which he/she is assigned upon demand.
- (5) All WU faculty, staff, and students are required to support Fire Wardens in their activities as needed.

## **§ 9. WU Fire Safety Officer**

- (1) The Vice-Rector responsible for infrastructure shall appoint a Fire Safety Officer and a deputy after consulting with the Head of the Campus Management Office. The Fire Safety Officer is responsible for handling the matters contained in these Fire Safety Regulations, coordinating, consulting, and inspecting as needed. His or her responsibilities are specified in detail in the relevant provisions.
- (2) The Fire Safety Officer also acts as the Fire Warden for any WU buildings, rooms, and properties (or parts thereof) not assigned to any other unit.
- (3) After presenting his/her authorization (e.g. a WU staff ID), the Fire Safety Officer must be allowed access to all WU buildings, rooms, and facilities to conduct safety inspections. His or her activities are to be supported as necessary. If the Fire Safety Officer is working in a unit assigned to a Fire Warden, he or she should be consulted if possible; activities are to be recorded in the fire safety log in any case.
- (4) The Fire Safety Officer is also responsible for coordinating all measures for the

correction of any deficiencies or shortcomings within the scope of these Fire Safety Regulations.

- (5) The Fire Safety Officer shall submit an annual report on his/her work to the Rector's Council, including any deficiencies or shortcomings determined and presenting and suggestions for improvement he/she may have.

#### **§ 10. Final Provisions**

- (1) These Fire Safety Regulations are to be kept updated and amended as necessary in the event of changes in risk situations, new findings, confirmed inaccuracies, or after emergencies.
- (2) Any applicable regulations based on legal statutes, ordinances, or official notifications intended for the protection of persons, especially employees, to which WU is subject, remain unaffected by these Regulations.

#### **§ 11. Effective Date**

- (1) These Fire Safety Regulations enter into force the day after their publication in the WU Bulletin (*Mitteilungsblatt*) and replace the Fire Safety Regulations valid on that date.

The Security and Event Management Office is responsible for the contents of these Fire Safety Regulations.