

# FIRE SAFETY REGULATIONS KH WIEN-MEIDLING

Location

**Kolpinghaus Wien-Meidling  
Bendlgasse 10-12  
A - 1120 Wien / Vienna**

The following fire safety regulations provide important information on how to avoid risks to health and property as well as damage caused by fire. It also informs about the correct behaviour in case of a fire.

The regulations listed in the appendix must be strictly observed.

Responsible for fire safety is the fire safety officer and, where appropriate, his deputy.

**Fire safety officer:**

Markus Schweiger ([schweiger.meidling@kolping.at](mailto:schweiger.meidling@kolping.at), +43 664 621 70 66)

**Deputy:**

Martin Popper ([m.popper@kolping.at](mailto:m.popper@kolping.at), +43 664 960 17 51)

**Members of the fire protection organisation:**

None

Employees and residents are obliged to immediately follow these persons' instructions regarding fire protection and inform them about any defects they may observe in this field.

Every employee and every resident must take note of and follow these fire safety regulations and confirm them by signature (supplement sheet). The regulations cited below must be strictly abided. A failure to comply may result in severe civil and/or criminal consequences.

With my signature, I confirm that I have read and understood the guidelines of the fire safety regulations

.....  
Last Name

.....  
Name

.....  
Date

.....  
Signature

# FIRE SAFETY REGULATIONS

## KH WIEN-MEIDLING

### I. General measures for fire prevention

1. For fire safety reasons it is important to maintain the premises clean and orderly.
2. The closing area of fire doors, escape routes and other generally accessible staircases and corridors must be kept clear at all times (e.g. drying racks, etc.).
3. Combustible waste must be immediately removed from the living and common areas.
4. It is prohibited to leave any combustible material (e.g. laundry, etc.) in inadmissible places (staircases, corridors, common rooms, underground car park, washrooms and others).
5. Smoking and the use of open light and fire are prohibited throughout the whole house. Smoking is merely permitted in the following areas: in the courtyard on the ground floor and on the communal terraces on the 4<sup>th</sup> floor. Ashtrays are located in designated smoking areas.
6. The use of electric, cooking and heating devices with open heating wire is prohibited. Fire places, air conditioning as well as cooking and heating devices may only be set up and used with the permission of the house administration and according to the fire safety officer's instructions. Furthermore, these items are to be properly maintained and operated. When leaving the room, make sure that they are deactivated.
7. Electrical systems must be maintained in accordance with the regulations. They may only be altered and repaired by authorized persons.
8. Fire and smoke protection doors must be kept closed at all times. The fire doors' automatic-closing devices may not be unhooked, blocked or disabled, since in case of fire this could cause careless spreading to further parts of the building.
9. Manipulating fire doors endangers the residents' safety and may result in severe civil and/or criminal consequences.
10. Any malicious or improper alarm activation will be punished. Perpetrators responsible will be charged for the resulting damage caused (e.g. fire brigade, etc.)
11. Fire-fighting equipment (portable fire extinguishers or fire blankets in all community kitchens) is provided throughout the whole house.
12. Standardised hand-held fire extinguishers for first fire aid are installed in built-in hydrant cabinets, labelled "Schlauchanschluss" (=hose connection) on the corridors of every floor. Operating instructions are printed on every extinguisher. Any identified defects on fire extinguishers must be immediately reported to the fire safety officer.
13. Hand-held fire extinguishers, signs (indicating escape routes, emergency exits, etc.), above mentioned hydrant cabinets or fire detection equipment must not be damaged, obstructed, blocked from view (e.g. by clothes hung onto them), maliciously removed from their designated positions or inappropriately used. It is mandatory to take note of the safety signs put up in the house.
14. "Escape and rescue plans" ("Flucht- und Rettungsplan") are displayed in community kitchens on each floor, as well as on the inside of the door in rooms.
15. No vehicles may be parked in the entrance area.

# **FIRE SAFETY REGULATIONS KH WIEN-MEIDLING**

## **II. Available fire protection equipment**

### **II.1 Alarm push button**

Throughout the entire premises alarm push buttons are installed next to the exits, emergency exits and stairs (red boxes with black buttons on white background). With the help of these detectors a fire alarm can be triggered. Pushing such a button does not only trigger alarm in the house (sirens and parallel display panels), but also directly and immediately alerts the fire department. Each employee is required to memorize the location of the nearest push button and to make use of it when detecting a fire.

### **II.2 Automatic fire alarm system**

Automatic smoke alarms are installed throughout the building – usually on the ceiling. If a certain smoke concentration or a certain temperature has been exceeded a fire alarm will be triggered by these detectors.

To avoid false alarms the fire safety officer has to be informed about any work with dust and smoke development (e.g. welding, cutting, soldering). He then takes the necessary measures (e.g. switching off the respective operating group, organizational measures, etc.). A free radius of at least 50 cm must be guaranteed to the fire detectors at all times.

# FIRE SAFETY REGULATIONS

## KH WIEN-MEIDLING

### III. Evacuation alarm

#### III.1 General information

Should an alarm be sounded, an evacuation alarm must be activated, following the order of the fire safety officer or of an executive employee, however especially by order of the fire brigade's officer-in-charge.

This means that a fire has broken out on the premises or another hazardous situation has occurred that requires a precautionary clearing of the building.

#### III.2 For evacuation alarms the following has to be considered:

- Remain calm!  
Panic-inducing announcements, outcries and actions must be avoided.
- Customers, visitors and external parties must be informed where staircases, exits and emergency exits are and must be requested to leave the building.
- All employees must leave their work immediately; all residents must leave their rooms immediately and find their way to the designated assembly point.

#### III.3 The assembly point is in front of the house, in the driveway area

The assembly point must not be left without the head of the fire brigade's agreement. This measure serves to determine the complete presence of all employees and residents.

Missing persons must be reported to the head of the fire department immediately.

#### III.4. Instructions for people with special tasks (porter and reception)

- Task forces should be expected at the main access and be briefed about the actual situation
- Gateways and entrances must be opened
- On their arrival task forces must be informed about
  - Location of source of fire
  - Possibly missing persons
  - Special dangers (e.g. compressed gas cylinders, chemicals, etc.)

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### IV. If you discover a fire

# Fire Action

#### If you discover a fire:



112



- 1) **Stay calm**
- 2) Contain the fire (**close the door**)
- 3) **Report the fire**
  - a. Press the nearest **manual call point**, or
  - b. Phone **112** by internal call, or 089-289112 by external/mobile call and answer:
    - o Who is calling
    - o What happened (fire / explosion)
    - o Where (ESO, IPP-I1, IPP-L7A (west or south), IPP-ITER-A, IPP-ITER-B)
    - o How many injured
    - o Which injuries
    - o Further information
- 4) Attempt to **extinguish** small fires
  - Use hose reels and extinguishers if you are trained and confident to do so
  - Do not act alone
  - Do not take risks
  - Never enter or open areas covered by automatic fire-fighting equipment
  - Watch your way out
  - Never re-enter the building

#### If you hear the evacuation alarm:



- 1) **Leave** the room and close the door
- 2) **Assist** visitors and physically impaired
- 3) Leave the building via the marked **escape** routes
  - Do not use the elevator
  - In smoke crawl, don't run
- 4) **Assemble** at the meeting point
  - Follow the instructions from fire brigade or floor marshals
  - Do not re-enter the building until instructed to do so

#### Fire Prevention:

- 1) Follow safety instructions
- 2) Only use safe equipment



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KH WIEN-MEIDLING**

**V. Operating your fire extinguisher**

**OPERATING YOUR  
FIRE EXTINGUISHER**



**P**ULL THE PIN



**A**IM AT THE BASE



**S**QUEEZE TRIGGER



**S**WEEP

**Remember:**

- Test extinguisher before approaching the fire
- Keep low & approach with the wind at your back
- Back away, watching for rekindle