
REGULATIONS

**Rectorate
of the
Johannes Kepler University Linz**

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Fire Safety Regulations

General Fire Safety Regulations

§ 1 Scope of Application

The following fire safety regulations apply to all buildings located at the Johannes Kepler University Linz. They also apply to leased premises, provided these facilities have no separate fire safety regulations.

§ 2 Prohibited

The following is prohibited:

1. Cooking is permitted in designated areas only. The use of heat-producing electrical appliances and heaters is not permitted.
2. Smoking in Buildings (Smoke-Free Areas)
Do not dispose of cigarettes, cigars (or their remains), pipe tobacco, used matches, and ashes in any trash receptacles, bins, shafts or sinks.
3. Fire regulations do not permit any type of open flames at the archives, libraries, workshops, warehouses, laboratories, lecture halls, classrooms or any room displaying a sign banning open flames. Bunsen burners, gas, welding torches, photo lamps, heating mantles and hot air blowers may only be used in designated areas (laboratories and workshops).
4. Do not attempt to temporarily repair damaged or defective fuses or undertake the unauthorized repair of installed electrical lines, equipment, or outlet power strips.
5. Do not disregard official fire safety regulations when implementing preventative fire protections measures.
6. Do not block stairs, stairwells, corridors, and escape routes with any object(s), particularly vehicles and bicycles.
7. Do not lock doors located close to escape routes, especially when people are present in the vicinity. The only exceptions are doors that require emergency keys.
8. Do not tamper with doors, escape exits, smoke alarms or fire-fighting equipment (alarm buttons, portable fire extinguishers). Do not remove or damage safety notification signs and information.

§ 3 Precautions

1. A professional company must conduct inspections of all portable fire extinguishers every two years. The fire safety officer is required to ensure inspection. Please notify the fire safety officer immediately if a fire extinguisher has been used.

2. All fire exits must be regularly inspected (generally once a month) to ensure they are fully accessible and not blocked in any way.
3. Department managers and/or official fire safety officers are required to show employees where the nearest fire alarm is located in relation to his/her work area as well as where the closest fire extinguisher is located.
4. Fire drills must be conducted regularly (generally once a year). Fire drills must take different risks and dangerous situations into account (evacuation procedures, how to use a portable fire extinguisher, etc.). The fire safety officer must initiate the fire drills. After every fire drill, the fire safety officer must enter a report in the fire safety record book.
5. Fire protection doors (aside from automatic doors) must remain closed at all times. Automatic doors must not be blocked or disabled.
6. Fire alarm systems and fire-fighting equipment may not be removed, misused, or used in an inappropriate manner.
7. All main power supply switches and main stop valves for gas, water and heating must always remain accessible.
8. Adhere to all regulations pertaining to flammable liquids and gasses that have been approved for storage at individual storage rooms and laboratories (especially those that are stored separately).
9. Chemicals may only be transported after taking all required, appropriate safety precautions. Compressed gas cylinders may only be transported in appropriate and properly secured cylinders.
10. All gas cylinders (aside from anticipated laboratory equipment such as autoclaves) must not be exposed to heat and must be secured to ensure they do not fall over. These cylinders may not be placed in corridors or other publicly accessible areas.
11. The fire safety coordinator is required to organize regular inspections of all fire detection and alarm systems as well as emergency safety showers. Test results must be recorded in the fire safety book (see § 5).
12. "In Case of Fire" information notices must be clearly visible in all lecture halls, classrooms, corridors and rooms as well as next to fire extinguishers and wall hydrants. The fire safety coordinator must ensure that these notices are inspected every six months for completeness and correctness.
13. Securely close all fireproof and fire retardant safes and cabinets when there are no students or employees in the room.
14. Electrical equipment, such as typewriters and calculators, computer equipment, desktop lamps, heaters, etc. must be turned off if they are not needed. If these devices are only used occasionally, please pull the plug out.

15. Please observe all signs and symbols. They may not be placed out of sight, damaged or removed.
16. Anyone who first notices any fire outbreak must immediately notify in-house services by calling the **in-house emergency extension (Ext. 8122)**. In addition, any outbreak of fire on campus must be reported immediately to the head of Central Services and the fire safety officer.
17. Work involving fire, flames, high temperatures and anything that causes sparking (abrasive cutting) may not be conducted without prior written consent (release certification) by the fire safety coordinator. Exceptions include work in accordance to § 2 Sec. 3 (last sentence).
18. Combustible waste may only be store or disposed of in specially designated rooms and containers.
19. Do not intentionally activate any fire alarm under false pretenses by triggering the flue gas detector (thus automatically alerting the fire department) and/or intentionally activating the alarm under false pretenses by intentionally holding smoke, dust or gas-producing media beneath the smoke detector.
20. Shutting down the entire fire alarm system and/or individual substations located inside of buildings without a compelling reason constitutes a safety threat and is prohibited. Violators will be prosecuted. Shutting down individual fire detectors is permitted only for good reason and only by written consent of the fire safety officer. The applicant must sign the fire safety record book.

§ 4 Responsibility

1. Department chairs and designated employees are required to monitor and implement the institute's fire safety regulations in all rooms assigned to the institute and/or facility. The JKU fire safety officer will inspect rooms not assigned to an institute or a facility for fire safety.
2. Together with the fire safety officer, the responsible department chair and/or designated employees must conduct regular fire safety inspections of the institute's assigned rooms. These inspections are to be arranged by the fire safety officer and conducted in the context of a self-monitoring process.
3. Everyone using a room and/or space on campus is required to maintain the room's proper condition and comply with all regulations.
4. If necessary, some institutes may be subject to additional, special fire safety regulations.
5. In support of fire safety, please follow orders and mandates issued by immediate supervisors (department chairs) and/or the JKU's fire safety officer. Immediately report any unsafe conditions that could affect or hinder fire safety. These are to be recorded in the fire safety book and corrective action will follow immediately.

§ 5 Fire Safety Book

The fire safety officer must keep a central fire safety record book at the main in-house services office. Additional fire safety books must be kept at individual institutes provided they have special fire safety regulations. The fire safety book can consist of a folder with an ongoing table of contents in which all entries regarding fire safety are to be filed.

§ 6 Fire Safety Instructions

1. Everyone on the university campus must make note of and comply with the university's fire safety regulations.
2. All university employees must review safety regulations annually and are to be reminded via a circular or by an announcement in the bulletin "Mitteilungsblatt". Newly hired employees will receive a copy of the fire safety regulations by personnel management and must confirm having received a copy of the regulations by signature (see § 19 Sec. 2 House Rules). Fire safety regulations must also be made available on the university's homepage.
3. With the assistance of the Dept. of Facilities Management and, if required, with the support of the fire department, the fire safety officer will provide instructions on fire safety and prevention. If necessary, classes on fire safety, prevention and how to safely operate fire extinguishers will be organized for employees by fire safety officers. These classes will also reiterate how important it is to stay calm during an emergency situation. Immediate supervisors (department chairs) are required to ensure that department employees and staff participate in these classes.

§ 7 First Aid

1. Important Phone Numbers:

IN-HOUSE SERVICES	Dial 8231
AMBULANCE	Dial 8144
Poison Control Center Vienna	Dial 01/406 43 43
Red Cross Station MC Building	Dial 9100

2. The on-campus physician's office is located in the Kepler Building, ground floor, Room 034; the key is at the in-house services office.
3. The key to the First Aid room located in the library building is available at the Information Desk from 8:30 AM to 4:30 PM.
4. First Aid kits are located in areas marked with a green sign and white cross.

5. Red Cross Station:
The nearest Red Cross station is located in the Management Center basement and is open Monday to Friday, from 7:30 AM to 6:30 PM.

§ 8 General Information in Case of Fire

1. In the event of a fire, remain calm and implement emergency procedures; when notifying the fire department and in-house services, provide the following information:

WHO IS CALLING?

WHERE IS THE FIRE?

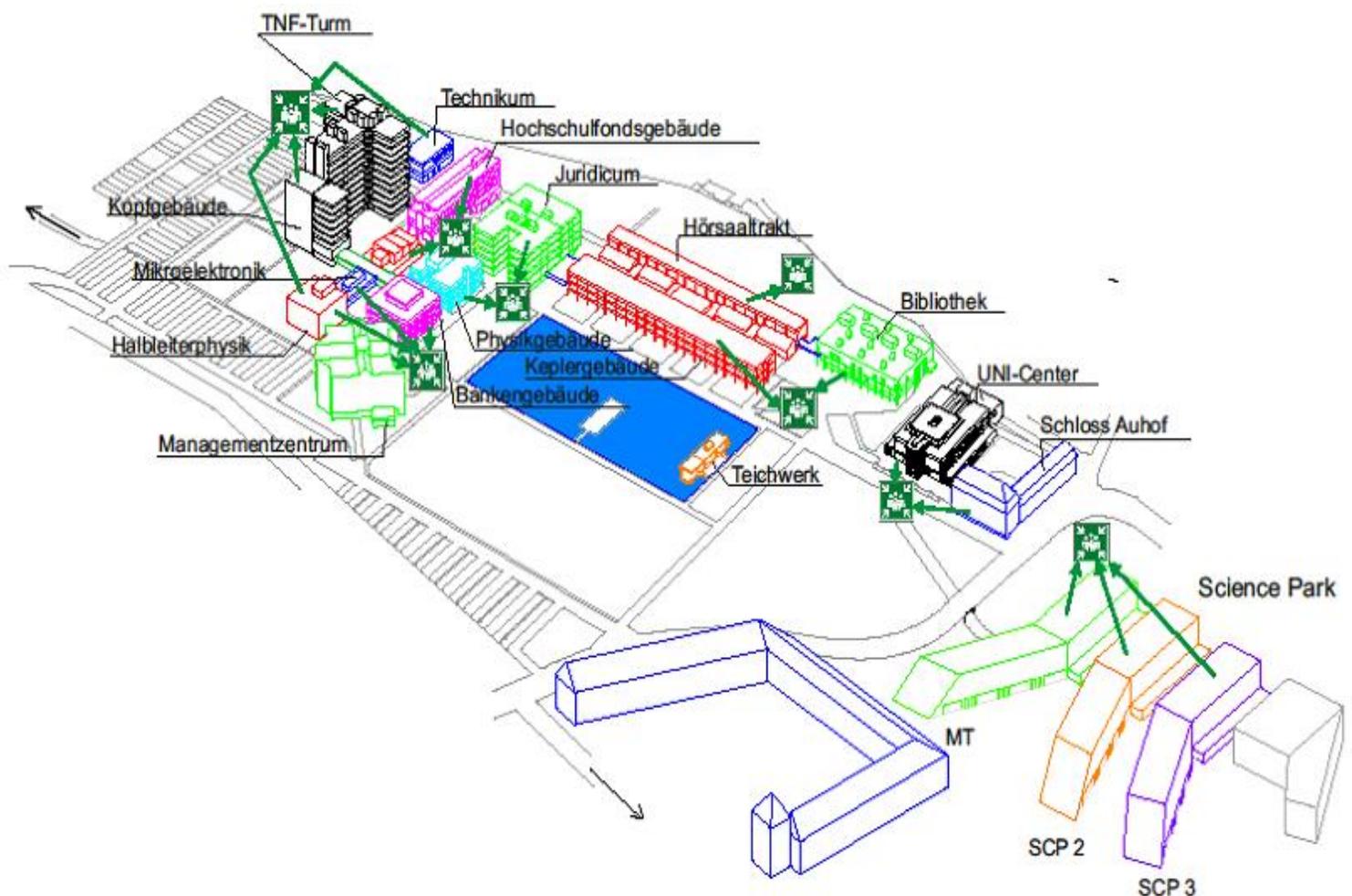
WHAT IS BURNING?

IS ANYONE INJURED?

2. Saving lives takes precedence. In the event of injury, call emergency services immediately.
3. In the event of smoke or fire, activate the fire alarm nearest you and contact in-house services.
4. Never fight a fire unless you have had proper training or the fire is very small and can be contained. Use available firefighting equipment only if you can do so without endangering yourself or others.
5. If available, activate the "NOT – AUS" emergency button that can be found in some rooms.
6. Flammable objects must be kept as far away from a fire or open flame as possible.
7. In the event of a fire, keep telephone and communication lines open for emergency calls.
8. If possible, close all doors and windows in an attempt to localize the fire for as long as possible.
9. In the event of fire do not use the elevator.
10. In the event of a building evacuation, use stairwells (follow exit signs) and open stairwell doors to ventilate smoke.
11. In the event that other people cannot evacuate the building due to thick smoke in the stairwells, exit to the nearest room, close the door, open the window, and call out to firefighters for assistance. If the room has an escape balcony, try to exit the building by climbing through a window or using an exterior door to get on to the escape balcony.
12. In the event of a fire during a time when the university is in session and a large number of people are on campus, immediately notify responsible persons (such as a department chair or a course instructor). In the event of personal danger, promptly proceed to evacuate the building. Remain calm and do not panic.

13. Assist persons, save objects in danger of burning, or attempt to fight the fire ONLY if there is no personal risk to your life. Individuals attempting to use small extinguishers in the fire zone should only use them in the immediate danger zone.
14. If a person's clothing catches on fire, attempt to smother the flames by using a blanket, coat or by rolling on the ground.
15. Do NOT use water to extinguish an oil, gas, benzene, ether, petroleum, etc. fire. Use an inert extinguisher (such as CO₂) or powder extinguisher.
16. Following a fire, secure the affected area and take precautions to prevent theft.

Assembly point in the event of evacuation



§ 9 Fire Alarm Activation – By Building

1. Schloss Building

Report a fire by calling in-house services (Call extensions 8122 or 8231).

2. **Uni Center (Mensa)**

The fire alarm will activate automatically in the event of a gas leak and the fire department will be notified. The fire department will also be notified once the manual fire alarm is activated. The evacuation siren will be triggered by the fire department at the central sub-station.

3. **Library**

The fire alarm will activate automatically in the event of a gas leak and the fire department will be notified. The local automatic alarm is a continual “gong” sound and information will be provided through the building’s intercom system.

The evacuation siren will be triggered by the fire department at the central sub-station.

4. **Kepler Building**

The fire alarm will activate automatically in the event of a gas leak and the fire department will be notified.

The evacuation siren will be triggered by the fire department at the central sub-station.

5. **Juridicum Building**

The fire alarm will activate automatically in the event of a gas leak and the fire department will be notified.

The evacuation siren will be triggered by the fire department at the central sub-station.

The server rooms at Information Management (IM) contain a smoke extraction system and argon extinguishing system coupled with a fire alarm system.

6. **Physics Building, Connecting Corridor**

The fire alarm will activate automatically in the event of a gas leak and the fire department will be notified.

There is no other alarm!

7. **Lecture Hall Building**

The fire alarm will activate automatically in the event of a gas leak and the fire department will be notified.

The evacuation siren will be triggered by the fire department at the central sub-station.

8. **Microelectronics**

The fire alarm will activate automatically in the event of a gas leak and the fire department will be notified.

There is no other alarm!

9. **TNF Tower and Special Technical Rooms**

The fire alarm will activate automatically in the event of a gas leak and the fire department will be notified.

The evacuation siren will be triggered by the fire department at the central sub-station.

Gas extinguishing systems are located on the ground floor of the TN Tower as well as in special technical rooms. The fire department will be automatically notified upon system activation.

10. **Management Center**

The fire alarm will activate automatically in the event of a gas leak and the fire department will be notified.

The evacuation siren will be triggered by the fire department at the central sub-station.

11. **Semiconductor Physics Building**

The fire department will be automatically notified upon manual activation of the fire alarm. Smoke and gas alarms are only inside of the clean rooms.

The evacuation siren will be triggered by the fire department at the central sub-station.

12. **Kopfgebäude Building**

The fire alarm will activate automatically in the event of a gas leak and the fire department will be notified.

The evacuation siren will be triggered by the fire department at the central sub-station.

13. **Bank Building**

The fire alarm will activate automatically in the event of a gas leak and the fire department will be notified.

The evacuation siren will be triggered by the fire department at the central sub-station.

There is a smoke extraction system in the basement floor monitoring the server room.

14. **Hochschulfond Building**

The fire alarm will activate automatically in the event of a gas leak and the fire department will be notified.

The evacuation siren will be triggered by the fire department at the central sub-station.

15. **Science Park Buildings**

The fire alarm will activate automatically in the event of a gas leak and the fire department will be notified.

The evacuation siren will be triggered by the fire department at the central sub-station.

16. **Technikum Building**

The fire alarm will activate automatically in the event of a gas leak and the fire department will be notified.

The evacuation siren will be triggered by the fire department at the central sub-station.

§ 10 Fire Alarm Plan

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| 1. <u>Immediately notify:</u> | In-House Emergency
or Hausdienst | Dial 8122
Dial 8231 |
|-------------------------------|---|--------------------------------|

If you cannot reach emergency in-house services or in-house service personnel, you are required to call the fire department (in-house phone dial: 0 122).

2. Alert the Fire Department:
- **Alarm via automatic fire alarm system**
 - **Activate the Fire Alarm Manually**
 - **Call Fire Emergency Dial 0 122**

and provide the following information:

WHO IS CALLING?

WHERE IS THE FIRE?

WHAT IS BURNING?

IS ANYONE INJURED?

Do not hang up; wait until the emergency services operator ends the conversation!!

§ 11 Code of Conduct for In-House Services

1. The person(s) on duty at the JKU in-house services office must immediately proceed to the area where the fire is and wait for emergency services to arrive!

An additional person on duty at the JKU in-house services office must do the following:

- Open access roads (barriers) and wait for the fire department to arrive.
- Get the fire control plans and master key ready.
- Inform the fire department on how to get to the fire's location!
- Tell the fire department which buildings contain gas containers, etc. (TN Tower, Physics building, Microelectronics, lecture halls). The main valves are located in the Kopfgebäude building on the first and second basement floors.
- Tell the fire department about the gas extinguishing systems:

CO2 Extinguishers	Technical – Special Rooms TN Tower
Trigon Extinguishers	TN Tower Ground Floor Chemical Storage Room
Argon Extinguishers	Juridicum Bldg. Ground Floor, IM Server Room New
- If necessary, notify utility companies:
**HELP DESK for POWER, HEATING, GAS, WATER –
Linz AG: Dial: 0 – 3400**

2. In-House Services must notify:

- a) JKU Fire Safety Officer, Ext. 8624, home number or mobile phone
- b) Head of the Department of Facilities Management – Central Services
Ext. 8631, home number or mobile phone
- c) Operation Manager Ext. 3316, mobile phone
- d) Rector, Ext. 3360, mobile phone
- e) In-House On Call Services Ext. 8231
- f) Head of the department and/or institute employees

§ 12 Legal Validity

These fire safety regulations were approved by the University Senate during its 27th meeting on March 26, 1998, TOP 15. The regulations were announced in the Johannes Kepler University Linz bulletin "Mitteilungsblatt" according to § 9 Sec. 7 Universities Act on March 26, 1998 and went into effect on the following day.

Changes/current version of the fire safety regulations in the present version were adopted and approved by the Rectorate during its 65th meeting on September 6, 2012. The regulations were officially published in the Johannes Kepler University Linz bulletin "Mitteilungsblatt" and went into effect on the following day.

J.K. University of Linz Fire Safety Regulations

These regulations were drafted by the City of Linz Fire Department.

Impressum:

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