

ÖSFS Fire Safety Regulations

These fire safety regulations apply to all properties, buildings and facilities in the Region West that are managed by Österreichische Studentenförderungsstiftung (ÖSFS).

These regulations provide important information about the conduct to ensure safe operation, to avoid endangering health and property and serious damages caused by fire and the conduct in the event of a fire. The fire safety officer, his delegate and the in-house technician are responsible for fire safety.

Fire safety officer

Mr. Herbert Krismer

Phone: +43 676 898 448 549

Deputy fire safety officer

Mr. Gerhard Auer

Phone: +43 676 898 448 538

The employees and tenants / residents are required to follow all of the fire safety instructions given by these individuals immediately and to advise them of any deficiencies noticed in the area of fire safety.

These fire safety regulations are brought to the attention of every employee, tenant and resident, and proof, that the regulations have been read and understood, is obtained.

The following terms have to be adhered to exactly. Ignoring these requirements can potentially lead to civil and / or criminal consequences.

1) General Fire Prevention Measures

- 1.1) Keeping the building clean and tidy is a basic requirement for fire and accident prevention.
- 1.2) Smoking, vaping and water pipes (shishas) or the like are prohibited everywhere except in designated areas.
The use of open flames and fire (candles, fragrance lamps, etc.) is prohibited.
- 1.3) The use of individual space heaters and cooking devices as well as heat radiators is prohibited. Coffee machines, electric kettles, microwaves, ovens, fridges, etc. not provided by ÖSFS must not be used in the rooms but they may be used in the kitchenettes and kitchens. Exceptions are permitted only with the approval of the fire safety officer and provided there is compliance with the required safety regulations (e.g., distance from flammable objects, non-flammable underlays, unplugging upon leaving the room / at the end of the day).
- 1.4) Work involving flames (welding, cutting, soldering and where dust and smoke is produced) must only be carried out with prior approval (approval certificate) from management or the fire safety officer. Exceptions to this are the designated workshops that have been set up for this purpose.
- 1.5) Electrical equipment has to be operated and maintained according to regulations. Flammable materials and decorative materials must not get into direct contact with lighting fixtures.
- 1.6) Storing anything, whether flammable or non-flammable, in hallways, escape routes, paths of travel, etc. is prohibited. The daily flammable garbage that accumulates must be disposed of regularly in the designated garbage areas or containers.
- 1.7) Extinguishers (wall hydrants and portable fire extinguishers) must not, even temporarily, be blocked, hidden (e.g. by clothing draped over them or decorative material), improperly removed from the designated positions or used inappropriately.

- 1.8) Fire doors must not be rendered inoperative such as by wedging them open. Signs and emergency lights pertaining to fire protection and escape routes must not be hidden, damaged or removed.
- 1.9) Information signs and emergency lights that relate to fire protection and escape routes must not be removed from view, damaged or removed.
- 1.10) Parking vehicles on the company premises is only permitted with approval from the fire safety officer. Parked vehicles must not block escape and emergency routes or the areas for emergency vehicles (access roads, positioning and operating spaces).
- 1.11) Wherever possible, electrical devices and equipment are to be turned off at the end of the work day and / or upon leaving the room.
- 1.12) Escape routes and emergency exits must not be blocked if people are present. The exceptions to this are only those that are equipped with standard or officially accepted emergency escape protection systems.
- 1.13) Emergency ladders or stairs may only be used as an alternate emergency escape route if the alarm is going off. Using them in any way outside of an emergency situation is strictly prohibited.

1.14) **Push-button smoke and fire detectors**

In the entire company / residence there are push-button detectors installed at the exits, entrances and emergency exits to the stairs. They are red boxes with a white background and a black button. These detectors make it possible to initiate the fire alarm. By pushing the button, an alarm is triggered not only in the company / residence, but the fire brigade is also notified directly and immediately. Every employee / resident is obliged to know the location of the next push-button detector and to push it in case of fire.

1.15) **Automatic fire alarm system**

Depending on the area to be covered, automatic fire detectors are installed in parts of the building or in the entire building, mostly on the ceiling. Once a certain smoke concentration or temperature has been exceeded, these detectors trigger the fire alarm which is automatically sent via a TUS line (telemetry and safety line) directly to the fire brigade in Innsbruck.

To avoid false alarms before performing any type of work such as welding, cutting, soldering and work where dust and smoke are produced, etc., the fire safety officer must be informed who then takes the necessary actions (e.g. by switching off the circuit in question, arranging organisational measures, etc.). There must always be a clearance of at least 50 cm on all sides of the smoke detectors.

2) **Conduct in Case of Fire**

2.1) **Initiate the alarm & alerting the authorities**

If you spot a fire, **the closest pushbutton alarm must be pressed** at once regardless of the size of the fire and how successful attempts are to put it out. If you see smoke developing or notice a burnt smell, the closest pushbutton alarm must also be pressed.

In addition, call the fire brigade using the emergency number 122.

Information to provide:

- Location of the fire (company name or residence name and exact address)
- What is burning (room, garage, etc.)
- If people are injured or trapped
- Name of the caller

In the event of a fire also inform the **Emergency Technical Service at the ÖSFS** at **+43 676 898 448 562**.

Verhalten im Brandfall

How to act in case of fire

Ruhe bewahren **Stay calm**

Verhalten Sie sich diszipliniert und verlassen Sie sofort den Raum!
 Behave disciplined and leave the building immediately!

- 1. Brand melden** **122 (aus dem Zimmer 0-122)**
Alert the fire **122 (using room phone 0-122)**



Feuermelder betätigen
 Push the button at fire
 detector box



WER meldet? **WHO** is calling?
WO brennt es? **WHERE** is the fire?
WAS brennt? **WHAT** is burning?

- 2. In Sicherheit bringen** **Secure and evacuate**

Fluchtwegen folgen



follow the exit signs

Hilfsbedürftige evakuieren
 Gefährdete oder Verletzte
 bergen



help to evacuate disabled persons
 help to rescue injured persons or
 persons at risk

Türen schließen
 Aufzüge **NICHT** benutzen

close the doors
DO NOT use elevators

Sammelplätze aufsuchen



go to collecting points

Anweisungen der Feuerwehr und des Hotelpersonals beachten.
 Pay attention to orders of fire brigade and hotel staff.

Ohne Erlaubnis NICHT ins Gebäude zurückkehren!
DO NOT go back into the building without permission!

- 3. Löschversuch unternehmen**
Attempt to extinguish a fire

Feuerlöscher benutzen
 Entstehungsbrand löschen



use fire extinguisher
 try to eliminate initial fire

Vermeiden Sie jedes Risiko - Selbstschutz geht vor!
Avoid any risk - self protection is priority!

2.2) Rescuing people and escaping the fire

When the fire alarm goes off, find out if people are in danger. Rescuing people takes priority over fighting the fire. Vulnerable people have to be warned. Don't let people with burning clothing run off. Instead, smother them in blankets, coats, towels or scarves and lie them on the floor to put out the flames.

If people are caught in a room, they should make themselves known and heard to the emergency crews by shouting, making phone calls, turning on the light, etc.

Leave rooms using the marked emergency exits. All the doors have to be closed. Ventilate the escape routes.

Do not use elevators in the event of fire!

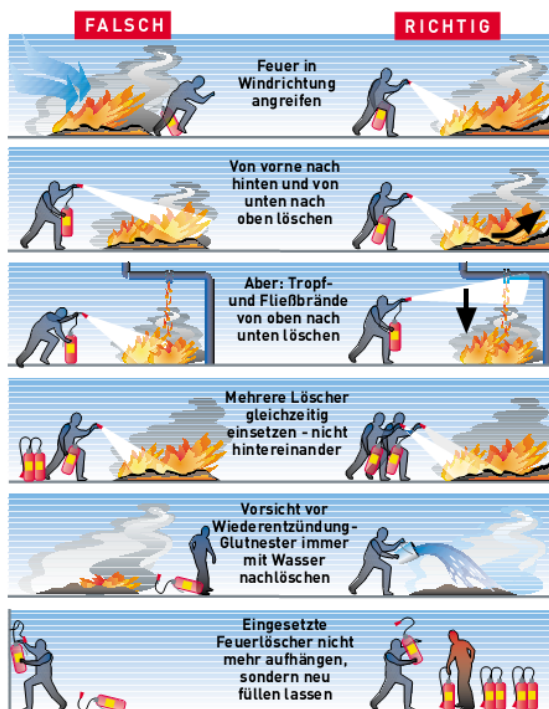
2.3) Extinguishing the fire

Only attempt to extinguish the fire to save people. Use the available firefighting equipment like wall hydrants, fire extinguishers or extinguishing blankets.

If the fire can no longer be successfully extinguished with the equipment at hand because thick smoke develops or due to the size of the fire, stop fighting the fire in the interest of personal safety. Leave the room, close the doors after you and wait until the fire brigade arrives.

Do not use water to extinguish grease fires. Only use appropriate extinguishing agents like the lid of the pot, a fire blanket or powder extinguisher.

.RICHTIGE ANWENDUNG VON FEUERLÖSCHERN



Fight the fire in the direction the wind is blowing.

Extinguish the fire from the front to back and from the bottom up.

But extinguish fires caused by liquid substances and by dripping substances from the top down.

Use several extinguishers at once, not one after another.

Make sure the flames don't reignite. Extinguish hot spots.

Refill used fire extinguishers before putting them back in their designated spot

3) Evacuation Alarm

3.1) General information

An evacuation alarm has to be sounded on the instruction of the fire safety officer, his deputy or a manager / director of the residence and especially on the instruction of the fire fighter in charge of the emergency response.

This means that somewhere in the building a fire has broken out or that there is another danger which requires the building to be evacuated as a precautionary measure.

The alarm starts off as a siren signal that gradually gets louder and then becomes a constant, shrill tone.

3.2) When the evacuation alarm sounds:

- Stay calm! Avoid any announcements, cries or actions that could cause panic.
- Tell any clients / visitors (people who don't work at the company or live at the residence) where the staircases, exits and emergency exits are located and also to leave the building.
- All employees and tenants / residents of the residence must leave their workstations / rooms at once and proceed to the meeting point.
- Shut off all machines and electrical equipment (stove, hair dryer, electric kettle, etc.).

3.3) Meeting point

The meeting point is in the garden (next to the barbecue area).

The meeting point must not be left without the permission of the manager, fire safety officer or firefighter in charge of the emergency response. This is to make sure that all of the employees and tenants / residents have been accounted for.

Missing people have to be reported immediately to the firefighter in charge.

3.4) Instructions for those people with special tasks

- Wait for the emergency forces at the main entrance and direct them in the right direction
- Open the driveway and entrances
- Inform the emergency forces upon arrival about:
 - the location of the fire
 - any possible missing people
 - special dangers

4) Measures taken after the fire

- Do not enter rooms that have been affected by the fire.
- Anything noticed that could help determine the cause of the fire has to be reported immediately to the firefighter in charge of the emergency force, the supervisor or the fire safety officer.
- Smoke and fire detectors, fire extinguishers and other equipment have to be made ready for use again immediately after a fire.
- Electrical equipment and other installations and operating equipment that might have been disabled for safety reasons have to be checked by a qualified electrician.

5) Coming into effect

These fire safety regulations come into effect immediately.

Innsbruck

Signature Fire safety officer:

Signature Deputy fire safety officer:

Signature General Manager: