

**Fire Safety Regulations**  
**University of Arts Linz**

Hauptplatz 6

Hauptplatz. 8

Domgasse 1

4020 Linz

## General Remarks

The safety regulations for the premises of the University of Art and Design Linz ensure, in all probability, not only your personal protection, but they also protect our standards of workplace safety and availability of installed equipment and appliances.

Ultimately, wrong human behaviour – due to unawareness or negligence – poses a source of risk which cannot be avoided by technical measures. Hence, the following fire safety regulations provide you with important conduct recommendations concerning

- guarantee of safe operations
- prevention of hazards to health and property
- potential mitigation of severe damage by fire
- and correct behaviour in case of fire

We request you to strictly comply with the following regulations. We would like to point out that non-compliance with these regulations may not only involve damage but also liability.

**SMOKING IS PROHIBITED IN ALL BUILDINGS** of the University of Art and Design Linz.

## RESPONSIBILITY / REFERENCE

Concerning organisational and technical aspects, the following persons are responsible for all issues of fire safety and technical safety:

### HAUPTPLATZ 6 + 8

**Fire prevention officers:** IMS-Brandrat GmbH, Am Thalbach 10, A-4600, Talheim bei Wels Tel.: 0732/653992/ BSB, Markus LEHNER  
Tel.: 0664/8470039  
Brandschutzwart Kunstuniversität: Ronald NÖSTERER  
Tel.:0676/847898-232

### DOMGASSE 1

**Fire prevention officers:** MS-Brandrat GmbH, Am Thalbach 10, A-4600, Talheim bei Wels Tel.: 0732 653992/BSB, Sascha Rauch, Tel.: 066488414717

Fire prevention officers are responsible for monitoring compliance with legally and officially required fire safety measures and the provisions of the fire safety regulations. Their instructions concerning fire safety must be followed immediately. If you notice deficiencies

concerning fire safety, you are required to report them to the fire prevention officers immediately.

Fire prevention officers' chief responsibilities:

- Organisation of fire safety measures
- Monitoring of compliance with these measures
- Conduct of fire safety inspections
- Coordination of internal measures and the cooperation with emergency services concerning fire hazards and technical hazards.

Regular inspection rounds take place in all buildings of the University of Art and Design Linz – at least once per month. Please ensure security personnel's access to all premises.

Security personnel will provide you with information on hazards and safety measures upon request. If you report potential deficiencies, they will investigate and arrange fault correction.

If you invite visitors to the building, it is your responsibility to ensure that they comply with fire safety regulations and follow fire prevention officers' instructions.

## Fire Prevention – General Conduct

1. Keep all areas clean and in order. Thoroughfares (including designated pedestrian areas and access roads and space for emergency vehicles) must not be used for parking or storage.
2. Motor vehicles may only be parked in designated areas. Thoroughfares, gates, driveways, entrance doors, fire rescue paths, hydrants or riser entry points must not be blocked by parking vehicles under any circumstances.
3. Electrical appliances may only be operated according to their specified purpose and in compliance with safety regulations. Arbitrary modifications are strictly prohibited.
4. Storage of objects in the university's buildings or outdoor spaces is permitted only in designated areas. Flammable liquids, pressurised gas, explosives, toxic, corrosive or radioactive substances must not be stored in public/common areas (including outdoor spaces, garages, corridors and staircases). Sprays, adhesives and certain solvents and detergents used as office equipment may contain flammable liquids and become a hazard when heated. If you need larger amounts of such substances for work/operational reasons, you are required to consult the fire prevention officers regarding storage.

**Storage is prohibited in all escape and access routes and basement corridors. Staircases, corridors and the like must be kept clear in their full width.**

5. Storage of objects (which are not intended for this purpose) on radiators and other technical or mechanical equipment is prohibited.

6. There is a general smoking ban at the University of Art and Design Linz. Activities involving fire hazards (e.g., assembling activities involving cutting, welding, soldering, grinding, or other hot work) require advance permission by the fire prevention officer. For such work, suitable fire extinguishers must be provided in sufficient quantity. Extensive or hazardous work may require supervision by a person with fire prevention expertise. Completion of work must be reported to the fire prevention officer or responsible supervisor, respectively. After working in a fire-hazardous environment, you are required to conduct a follow-up inspection of the workplace according to the fire prevention officer's instructions.
7. Installation and connection of larger electrical appliances (from about 100 W) and electrical heating and cooking appliances require approval of the fire prevention officer. Exception: smaller office appliances such as office computers.
8. Use of liquid gas appliances and storage of liquid gas is prohibited in the entire premises.
9. The use of tea lights, candles or other naked lights in the building is not permitted.
10. Electrical installations must be operated and maintained carefully and according to regulations. Changes and repairs may only be made by authorised persons. Production or use of makeshift installations (with extension cords and multiple socket strips) is prohibited. Exception: devices for small electrical loads, e.g., office appliances.
11. You are required to arrange repair of any damage to electrical installations and devices immediately. This includes, e.g., immediate repair of defective fluorescent tubes.
12. Self-closing mechanisms of doors and gates must not be blocked or disabled. The closing range of gates and doors must be kept clear at all times. Using wedges, cords or other devices to keep fire doors open is prohibited.
13. Portable fire extinguishers, other devices and installations concerning fire safety (risers, hydrants) and technical shut-off/defeat devices (main gas valve, electrical distributors, heat/water cut-off) must not be blocked, hidden from view (e.g., by other appliances or pieces of clothing), misused or removed from designated areas.
14. Pay attention to hazard signs, escape route signs and information signs installed in the building. They must not be hidden from view, removed or altered.
15. All buildings of the University of Art and Design have automatic fire alarm systems. Automatic smoke and heat detectors are installed in all rooms. Push-button alarm systems (for manual alerting of the fire brigade) are installed at all exits and escape routes. In order to prevent false alarms, please avoid formation of dust or steam in areas with smoke detectors. Work in such areas involving heat or dust is permissible only after consulting the fire prevention officer.
16. In case of fire, follow the fire alarm instructions below.

**Please consult your fire prevention officer if you have any questions.**

## CONDUCT IN THE EVENT OF FIRE

### General

Even under adverse conditions, a fire at the University of Art and Design would hardly involve explosions. Even motor vehicles do not explode – at least not because of the fuel they carry.

Sufficient escape routes, fire-resistant buildings and professional fire prevention measures ensure that a fire could only spread very slowly. In any case, there should be enough time to clear the building.

In case of emergency, you can find instruction sheets next to all fire extinguishers and lifts, providing information on conduct in the event of fire. Additionally, our fire prevention officers are ready to assist you. Please follow the instructions of fire prevention officers and fire fighters precisely.

Ensure your own safety! Prepare for a possible case of emergency. Although there is only a low risk, a fire can still occur. Too often, individual misconduct has led to serious events of fire. In the event of fire, which poses a hazardous situation, proceed in the following order. (This order applies to private environments as well.)

↪ **ALERT**

↪ **RESCUE**

↪ **EXTINGUISH**

### 1. ALERT - 122

The fire emergency number is 122. If you use a mobile phone to alert the fire brigade, use the local code 0732 before dialling the emergency number (0732 122).

Alerting of emergency forces is number one on the list in order to ensure that the fire brigade and rescue forces can arrive at the fire scene as quickly as possible. Also, as a fire spreads, there is an additional risk that telephone lines will fail.

#### How do I trigger the alarm?

1. If you notice a fire, use the closest push-button alarm system.
2. Call the fire emergency number 122.

#### What information do I need to give the fire department?

1. Where is the fire? → Hauptplatz 6 or 8, Domgasse 1
2. Who is reporting the fire? → your own name
3. - What is burning? → e.g., which office room, which floor
4. Are any people in danger?

## 2. RESCUE

First and foremost, rescue means:

- Alert people in danger.
- Ensure your own escape route.
- Help disabled or frightened persons leave the building.
- Obstruct the spread of smoke and fire.
- Inform the fire brigade of the location of the fire and whether there might still be people in the building.

Concerning evacuation and rescue of people in university buildings, the following applies:

1. If you notice danger, use the push-button alarm system and call 122 to inform the fire brigade. Close the door to the room in which the fire has occurred.
2. Before that, alert all colleagues and customers in immediate danger!
3. Using the push-button alarm system will trigger the evacuation alarm. The evacuation alarm is a clearly audible siren sound.
4. If you hear this siren sound – even if you do not perceive any hazard yourself – please vacate the area as quickly as possible and follow the marked escape routes to the assembly point.
5. Assist persons with limited mobility.
6. After vacating a room/an area, close the door but do not lock it.
7. Do not use the lifts! Danger to life!
8. Give first aid to injured persons!
9. Go to the assembly point in front of the university (see map).
10. Give all relevant information to the fire brigade officer in charge.
11. Stay at the assembly point until the fire prevention officers or the fire brigade give you further information and instructions. Do not leave the assembly point without permission.
12. If you cannot leave the building due to smoke in the escape routes or other obstructions, please move to a safe area – to the street front of the building, if possible.
  - Do not try to escape towards the roof under any circumstances.
  - Close all doors leading to the areas where the fire occurs.
  - Try to seal the door gaps with wet towels.
  - Move to a window (facing the street, if possible).
  - Draw attention to yourself by using the light switches, waving and calling for help.
  - If possible, alert the fire brigade by calling 122.
  - Wait for rescue forces to arrive and calm your colleagues.
  - Keep calm and wait for rescue. The order of rescue depends on the level of danger.
  - Alert rescue forces regarding persons who are still in the building or even trapped.

### 3. EXTINGUISH

With fire extinguishers at the ready – and with some practice – many fires can be extinguished (e.g., cupboards, desks). In any case, you need a clear escape route and there should be no danger to yourself.

Fire extinguishers and wall hydrants are installed on every floor of the building.

- Take fire extinguisher from the holder; put it on the floor; take the spray pistol in your hand; depending on the model, turn the hand valve or pull the safety pin and actuate the striking pin.
- For proper use of the fire extinguisher, see (ill. 1):



- Place used portable extinguishers horizontally on the floor.
- Inform your fire prevention officer of used fire extinguishers.
- Generally, the same instructions for use apply to wall hydrants. Additional advantages are an inexhaustible extinguishing agent supply, increased throw distance, and the possibility of escaping by crawling along the hose through suddenly smoke-filled areas.

## Notice 'Conduct in the Event of Fire'

In case of fire, you can find simple instruction sheets close to the fire extinguishers (cf. ill. 2).  
Please try to memorise these instructions.

### Verhalten im Brandfall

#### Ruhe bewahren!

#### 1. Brand melden



Automatische **Brandmelder**  
(Druckknopfmelder)  
betätigen und



**WER** meldet  
**WO** brennt es  
**WAS** brennt  
**Verletzte, Gefährdete?**  
(gegebenenfalls Amtsleitung holen)

#### 2. In Sicherheit bringen



**Gefährdete Personen und Mitarbeiter warnen**  
Hilflose mitnehmen   
Türen schließen  
Gekennzeichneten Fluchtwegen folgen  
**Keine Aufzüge benutzen!**  
Sammelplatz aufsuchen, auf Anweisungen  
Achten und Vollzähligkeit melden.



**Sammelplatz:**  
Fläche vor dem Gebäude  
**Räumungsalarm:** Sirenenton

#### 3. Löschversuch unternehmen

Feuerlöscher und Wandhydrant benutzen







## Notice 'Assembly points Hauptplatz 6 and 8



## Notice 'Assembly point Domgasse 1



## What else can you do to prepare for hazardous situations?

- Watch out for deficiencies or damages potentially affecting safety and arrange repair.
- Try to recognise and analyse dangerous situations and to assess which consequences they might have. Think about how to proceed in case of emergency.
- Prepare for emergencies by memorising escape routes and locations of the closest fire extinguishers.
- Memorise the emergency number 122.
- If you have any questions, consult the fire prevention officers.
- Support the fire prevention officers.

### University of Art and Design Linz - Building



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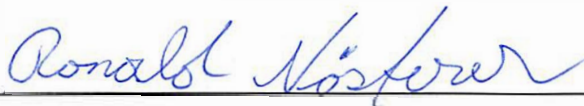
Erik Aigner, VR Finanzen und Ressourcen

### Hauptplatz 6 und 8



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fire prevention officer IMS Lehner Markus



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Fire prevention officer Nösterer Ronald

### Domgasse 1



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Fire prevention officer IMS Sascha Rauch



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Fire prevention officer Peter Aistleitner