

This is a translation of the official German document

Brandschutzordnung der Universität Klagenfurt

(Appendix 1 to the University Bulletin, Special Issue 5, No. 34.2 - 2024/2025, dated 29 November 2024)

This document is provided for informational purposes only and is not legally binding!

Fire Safety Regulations of the University of Klagenfurt



2024-08-26	Revised version 2024, replaces the version dated 2 November 2016
2024-08-26	Prepared by Walter Engl-Zöchling, Fire Safety Officer, in collaboration with Waltraud Sawczak, Head of Health Management, Occupational Health and Safety & Accessibility
2024-10-31	Resolution of the Rectorate
2024-11-29	Published in the University Bulletin, Special Issue 5

CONTENTS

1 INTRODUCTION.....	2
1.1 General provisions	2
1.2 Responsibility	2
1.3 Applicability	2
1.4 Entry into force	2
2 FIRE SAFETY REGULATIONS PART A	3
3 FIRE SAFETY REGULATIONS PART B	5
3.1 General behaviour	5
3.2 General fire prevention measures (prohibitions)	5
3.3 Fire safety equipment.....	7
3.3.1 Manual call point (fire alarm system).....	7
3.3.2 Automatic fire alarm system	7
3.3.3 Extinguishing system with special extinguishing agent	8
3.4 General behaviour in the event of a fire.....	8
3.4.1 Sounding the alarm	8
3.4.2 Rescue and escape	9
3.4.3 Extinguishing fires	9
3.4.4 Clearance / evacuation	10
4 FIRE SAFETY REGULATIONS PART C	11
4.1 The Rectorate.....	11
4.2 Health Management, Occupational Health and Safety & Accessibility Unit	11
4.3 Fire Safety Organisation.....	11
4.3.1 Fire Safety Officer (Deputy).....	11
4.3.2 Fire Safety Officers with special responsibilities.....	12
4.3.3 Fire Safety Wardens (FSW)	12
4.3.4 Porter/ Security Service.....	13
4.3.5 Evacuation Wardens.....	13
4.4 Measures after a fire	14
4.5 Fire Safety Plan	14
4.6 Special regulations for branch offices.....	14
5 APPENDIX.....	15
6 GLOSSARY.....	16

Fire Safety Regulations

1 INTRODUCTION

These fire safety regulations, hereafter also referred to as FSR, are set out in accordance with TRVB 119 O, issue 08/2021¹, as well as standard DIN 14096:2014-5², and are comprised of three parts (A-C). As regulations issued by the Rectorate, these FSR follow the gender-specific terminology of the Universities Act 2002.

1.1 General provisions

The fire safety regulations provide important guidance on how to ensure operational safety, avoid risks to health and property, minimise the damaging consequences of fires and how to act in the event of a fire.

Necessary fire safety measures have priority over all other work activities. The FSR do not exempt any party from the obligation to observe and comply with other occupational safety and health regulations and the general codes of practice.

The following provisions must be observed as described. Failure to comply with these provisions may result in civil and/or criminal proceedings.

1.2 Responsibility

The Rectorate is responsible for organising and monitoring fire safety measures in accordance with the provisions of these FSR.

Responsibility for implementing and monitoring the measures prescribed by the FSR is assigned to the Fire Safety Officer (FSO) appointed by the University of Klagenfurt.

1.3 Applicability

These FSR apply in full to the following buildings used by the University of Klagenfurt and the associated open spaces:

- Main Building (Central Wing, North Wing, South Wing), Vorstufe Building, USI, USI Container: all Universitätsstraße 65-67
- USI North
- Mensa Building
- Sterneckstraße

In the following buildings, where the University of Klagenfurt uses some of the space, these FSR serve as a **supplement** to the respective building's own fire safety policies:

- Kempfstraße
- Lakeside Park
- East Wing (Endowed Building)
- Student Village
- Robert Musil Institute

1.4 Entry into force

These fire safety regulations enter into force as regulations issued by the Rectorate on the day following publication in the University Bulletin of the University of Klagenfurt.

¹ Austrian Federal Fire Brigade Association & Austrian Fire Prevention Centres (eds.): TRVB 119 O, Technical Guidelines for Preventive Fire Protection of the Austrian Federal Fire Brigade Association and the Austrian Fire Prevention Centres. Vienna

² German Institute for Standardisation (2014): Fire Safety Regulations – Instructions for Creating and Displaying. Beuth Verlag GmbH. Berlin

2 FIRE SAFETY REGULATIONS PART A

Part A of the FSR is aimed at any person present in the buildings and open spaces of the University of Klagenfurt. This includes, for example, visitors, customers, contractors, suppliers, but also employees, students and people who may only be in the building temporarily. These individuals/groups are strongly advised to familiarise themselves with the essential rules of conduct in the event of an emergency. Part **A** of the FSR is displayed near each initial extinguishing aid (fire extinguisher).

Below is the wording of Part A of the FSR, the notice displayed for the purposes of accessibility, which is indicated in Fig. 1 of the FSR. This notice displays and describes what to do in the event of a fire, in both German and English. It is presented in chronological order and includes simple instructions.

The following English text appears in the displayed notice, as shown in Fig. 1:

Main heading: **Behaviour in the event of a fire**

Keep calm! (prompt)
Emergency number: 122

Heading: **Report the fire**

What follows is a list of the most important steps to take when reporting a fire:

What is the exact location?
What are the details?
Who is reporting?
Wait for further questions

Heading: **Get to safety**

What follows is a list of the most important steps for your own safety and the safety of people at risk in the event of a fire, as well as further instructions and information:

Warn endangered persons
Assist vulnerable people (handicapped persons, wheelchair users, etc.)
Close windows and doors
Follow signposted escape routes
Do not use the elevator
Go to the assembly point

Heading: **Extinguish fire**

What follows is a list of the most important steps to take when attempting to extinguish a fire:

Do not endanger yourself! (prompt)
Use fire extinguishers

The German description and content of Part A of the FSR, the published notice, are provided in the German version of the FSR.

Verhalten im Brandfall Behaviour in the event of a fire



Ruhe bewahren! | Keep calm!

Notruf | Emergency number: 122

Brand melden

- Wo ist etwas passiert?
- Was ist passiert?
- Wer meldet?
- Warten auf Rückfragen



Report the fire

- What is the exact location?
- What are the details?
- Who is reporting?
- Wait for further questions

In Sicherheit bringen

- Warne gefährdete Personen
- Gefährdete Personen mitnehmen (Menschen mit Behinderung, Rollstuhlfahrende etc.)
- Fenster und Türen schließen
- Gekennzeichneten Rettungswegen folgen
- Aufzug nicht benutzen
- Sammelplatz aufsuchen



Get to safety

- Warn endangered persons
- Assist vulnerable people (handicapped persons, wheelchair users etc.)
- Close windows and doors
- Follow signposted escape routes
- Do not use elevator
- Go to the assembly point

Löschversuch unternehmen

- Gefährden Sie sich nicht selbst
- Feuerlöscher zur Brandbekämpfung benutzen



Extinguish fire

- Do not endanger yourself
- Use portable fire extinguishers

Fig. 1: Fire Safety Regulations, Part A (published notice)

3 FIRE SAFETY REGULATIONS PART B

Part B of the BSO is aimed at those employees and students at the University of Klagenfurt who do not have any specific fire safety duties and whose presence at the university is not of a temporary nature.

3.1 General behaviour

All members of the university community are obliged to take note of and comply with the FSR. In the event of fire or other hazards, it is the duty of every person, within reasonable limits, to provide first aid and to assist in the rescue of persons and property. All members of the university community are also obliged to follow the instructions of the Fire Safety Officer without delay and to report any problems in the area of fire safety to him or her, to the Fire Safety Wardens (FSW) or to the porter on duty.

Maintaining cleanliness and order is a fundamental requirement for fire safety. Responsibility for maintaining the proper state of the rooms and for complying with the FSR lies with the respective university community members using the rooms in question or who are the last to leave them.

3.2 General fire prevention measures (prohibitions)

- There is a strict no-smoking policy in all university buildings and outdoor areas. The smoking ban applies to all types of smoking (i.e. use of nicotine cigarettes/cigars, pipes, e-cigarettes, tobacco heaters, etc.). Smoking is permitted in outdoor areas marked as such (designated smoking areas). Notably, the smoking ban in all entrance areas of the university must be observed.
- Remnants of any kind of smoking materials and ashes must be disposed of in the designated ashtrays. Disposing of them in wastebaskets, rubbish containers or on the floor is prohibited.
- The use of naked flames and fire is prohibited on the premises of the University of Klagenfurt. Exceptions to this rule require the approval of the Fire Safety Officer and appropriate accompanying measures.
- Work involving fire or high temperatures (such as welding, grinding, scarfing) may only be carried out with the written prior approval of the FSO or an authorised person. This does not apply to designated and appropriately equipped workplaces (such as metalworking shops).
- Flammable liquids may only be stored in specially designated rooms or safety cabinets and may not be stored – in particular – in attics, corridors or stairwells.
- Flammable objects must not be stored near heating or warming devices.
- Electrical equipment and appliances must be used in accordance with the manufacturer's instructions and must be kept safe and in good working order. Damage to and faults in electrical systems must be reported to the Fire Safety Officer and the Facilities Management unit; repairs may only be carried out by qualified professionals.
- Any privately owned electrical appliances or electrical/electronic equipment brought to the university must be operated by the owner in accordance with the manufacturer's instructions and properly maintained. Cooking and heating appliances may only be used if supervised.
- Electrical heaters may only be installed by the Facilities Management unit.
- The FSO reserves the right to register all electronic devices and to monitor the owners' and users' **personal responsibility** in accordance with employee protection regulations. Failure to comply with these regulations may result in the ban on the use of electrical appliances and their removal.

- After use, all electrical devices (e.g. heaters) and electronic equipment (e.g. computers, desk lamps, etc.) that are not needed for operational purposes must be switched off. If such devices are only used occasionally, they should also be unplugged.
- At the end of each course or after finishing work, all employees and university community members (including students) must ensure that all necessary safety precautions (e.g. closing windows, switching off equipment) have been taken. In the case of devices that are operated continuously, the operating and monitoring instructions must be followed.
- Batteries for electric vehicles (e.g. scooters, e-bikes, pedelecs, etc.) may not be stored and/or charged anywhere inside the University of Klagenfurt. Exceptions to this rule require the approval of the FSO and appropriate accompanying measures. Generally, electric wheelchairs, suppliers' stair-climbers and electric machines for maintenance purposes are excluded from these regulations. General reference is made to the University of Klagenfurt's House Rules and Use Policy and its car park regulations when using electric vehicles.
- Escape routes and other access routes must be kept clear across their entire width at all times. Exit doors and emergency exits must be kept unlocked during opening hours.
- The closing zone of fire safety barriers (such as fire doors, smoke protection curtains) must be kept clear and the process of closing must not be obstructed.
- Stairwells, in their capacity as safe escape routes, must be kept free of any fire hazard. Escape route plans must be observed.
- Safety signs and emergency lighting along escape and access routes must be observed and must not be hidden from view, damaged, covered with stickers or removed.
- Fire alarm and fire-fighting equipment (portable fire extinguishers, wall hydrants) must not be moved, hidden, removed from their designated locations or used improperly.
- All employees must take part in fire safety training at regular intervals (3-5 years).
- When parking vehicles and other means of transport on the university campus, escape and emergency routes as well as areas for the fire and rescue services (access, deployment and manoeuvring areas) must not be obstructed (see the House Rules and Use Policy and the parking regulations of the University of Klagenfurt).
- Any perceived fire hazards or other problems that could affect fire safety must be reported to the FSO, porter or security guard without delay.

3.3 Fire safety equipment

3.3.1 Manual call point (fire alarm system)



Fig. 2: Manual call point (red) – fire alarm system

Manual call points (red) are installed at the exits and emergency exits and stairwell access points of all university buildings and building sections located at Universitätsstrasse 65-67 and in the Mensa building. **These call points can be used to trigger a fire alarm.** When one of these devices is activated, the alarm is not only triggered, it also directly and immediately alerts the fire brigade. Every employee is obliged to memorise the location of the nearest call point and to operate it if a fire is detected.



Fig. 3: Manual call point (blue) for building alarm

Manual call points (blue) are installed in all university buildings and building sections located at Universitätsstrasse 65-67, in the Mensa building and at Sterneckstrasse 15 as **building alarms** (evacuation alarm – 3-minute siren alarm). They can be used to alert people in the building in the event of non-fire-related incidents (such as natural hazards, technical defects, other threats). This type of device does not automatically notify the fire brigade.



Fig. 4: Manual call points (orange and blue) for smoke extraction and manual control

The call points (orange or blue) for smoke extraction in stairwells allow the fire brigade or the fire protection organisation (FSO, Fire Safety Wardens, Evacuation Wardens) to manually activate the system if it is not triggered via the fire alarm system.



Fig. 5: Manual call point (green) for control by the fire brigade

In the buildings at Universitätsstrasse 65-67 and in the Mensa building, the manual call points 'All fire controls on' (green) allow the fire brigade to trigger all fire controls in the affected area quickly and easily.

3.3.2 Automatic fire alarm system

Automatic fire alarms are installed in nearly all lecture halls, classrooms, seminar rooms, offices, workshops and corridors. These detectors trigger a fire alarm when a specific level of smoke concentration is exceeded or a certain change in temperature is detected. To avoid false alarms, the Fire Safety Officer must be informed prior to any work that may produce smoke or dust, so that the necessary measures (temporary shutdown of detectors, alternative measures) can be taken. There must be a clearance of at least 50 cm around the fire detectors at all times. Anyone who wilfully or improperly sets off the alarm will be prosecuted and charged for any resulting damage.

3.3.3 Extinguishing system with special extinguishing agent

An extinguishing system using aerosol as an extinguishing agent is installed in Server Room Z.o.20d. This extinguishing system is activated via the installed fire alarm system and automatically extinguishes a fire in the server room.

The extinguishing system is equipped with visual and audible warning devices. The following must be observed:

- When this device is triggered, the protected area (Server Room) must be vacated immediately.
- The warning signs by the entrance and in the protected area itself must be observed.
- The area protected by this extinguishing system may only be entered following instruction by trained personnel.
- Once the extinguishing system has been triggered, the protected area may only be re-entered after clearance by the fire brigade or an authorised person.

Before any work is carried out in the protected area (Server Room), the FSO or the designated person from the Central Computing Services (ZID) must be consulted. This person can deactivate the extinguishing system to prevent any risk to persons due to unintentional activation.

3.4 General behaviour in the event of a fire

3.4.1 Sounding the alarm

Alarm via the fire alarm system

If the fire is detected automatically by the fire alarm system (so-called '10-second response alarm'), the fire brigade, the porter/security service and the Fire Safety Officer are alerted directly.

When the fire alarm system is triggered or when it is triggered automatically, a

10-second siren sounds.

Alerting the fire brigade

If a fire is detected or smoke or the smell of burning is noticed, the fire brigade must be notified immediately, provided that the fire alarm system has not already triggered an automatic alarm.

When contacting the fire brigade directly, the following information must be provided:

- Where is the burning object (address)?
- What happened (extent of the fire, injuries)?
- Who is calling?
- Wait for further questions

After notifying the fire brigade by telephone, the porter or security service must be notified immediately.

Every person present in the affected area must check their surroundings (e.g. corridor, kitchen, neighbouring offices) and, if necessary, warn people and take initial fire-fighting measures.

If there is no recognisable danger, work may continue (fake or false alarm).

3.4.2 Rescue and escape

Life-saving measures take precedence over firefighting efforts in all cases. Persons at risk must be warned and injured persons must receive assistance if possible. If necessary, the emergency services must be alerted via the emergency number 144.

Hazardous areas must be evacuated using the signposted escape routes and emergency exits, and all doors must be closed when leaving the area.

Elevators must not be used in case of fire.
Smoke-filled escape routes should not be used.

If all escape routes are cut off, proceed to the room furthest away from the source of the fire. Close the doors, open a window and alert the emergency services.

Missing persons or persons calling for help or otherwise endangered persons must be reported to the emergency services.

In principle, you should always escape in a downward direction. However, if a staircase is impassable in the downward direction, you should use another staircase if possible.

3.4.3 Extinguishing fires

The available means of initial fire extinguishing (fire blankets, fire extinguishers, wall hydrants) must be used immediately. Until the fire brigade arrives, extinguishing attempts should be made if possible and reasonable, provided that this is possible without risk to one's own health and life.

The spread of fire and smoke must be prevented by quickly closing the doors and windows of the rooms affected by the fire. Stairwell windows and any smoke ventilation systems must be kept open.

Anyone located in a room or area at risk who is not involved in fighting the fire must leave the room or building immediately and proceed to the assembly point marked on the university campus map (Appendix).

The instructions of the Fire Safety Officer must be followed. When the fire brigade arrives, it assumes operational control. The instructions of the fire brigade must be followed unconditionally.

After the fire, all observations that may help to determine the cause of the fire must be reported to the FSO or the investigating authority.

Any kind of fire, including incipient fires that have not been detected by the fire alarm system, must be reported to the FSO.

3.4.4 Clearance / evacuation

An evacuation or partial evacuation can be ordered and initiated by either the Rector, the Fire Safety Officer, the porter/security service or the fire brigade or police. These instructions must be followed immediately, in a calm and orderly manner.

The alarm signal for an evacuation is a

3-minute continuous sounding of the sirens.

When leaving the room, windows and doors must be closed, but doors must not be locked. This is to allow the emergency services to carry out a follow-up inspection.

Proceed immediately to the nearest assembly point (see Appendix) and do not leave it until instructed to do so by the authorised persons (fire brigade, FSO, FSW).

If alternative rooms are provided in the event of an evacuation, these must be entered immediately and may only be left after clearance by the authorised persons.

The unrestricted use of the university building can only resume after the all-clear has been given.

4 FIRE SAFETY REGULATIONS PART C

Part C of the fire safety regulations is aimed at people who, in addition to their general duties, have special responsibilities in the area of fire safety.

4.1 The Rectorate

The Rectorate is responsible for fire safety at the University of Klagenfurt. The Rectorate is officially obliged to appoint a qualified Fire Safety Officer (FSO) to carry out the fire safety duties of the university and must publish the appointment in the University Bulletin of the University of Klagenfurt. The Rectorate is responsible for monitoring the activities of the Fire Safety Officer, in particular the approval of fire safety regulations, the fire safety organisation and fire safety records.

4.2 Health Management, Occupational Health and Safety & Accessibility Unit

In organisational and technical terms, fire safety is the responsibility of the Health Management, Occupational Health and Safety & Accessibility unit (German abbreviation: GMSB). The head of the GMSB unit is the organisational link to the Rectorate.

4.3 Fire Safety Organisation

The University of Klagenfurt's fire safety organisation is set out in detail in the 'Fire Safety Organisation of the University of Klagenfurt' manual and consists of the following functions and, as of October 2024, the following employees:

Function(s)	Name(s)	Organisational Unit
Fire Safety Officer (FSO)	Walter Engl-Zöchling	GMSB
Deputy Fire Safety Officer	Marlene Starc	GMSB
Fire Safety Officer with special responsibilities	Andreas Metschina	Facilities Management
Fire Safety Wardens with special responsibilities	Bernd Rainer Security Service	Porter – Facilities Management external company G4S Security Services AG
Fire Safety Wardens (FSW)	acc. to the current list provided on the staff portal	acc. to the current list provided on the staff portal
Evacuation Wardens	acc. to the current list provided on the staff portal	acc. to the current list provided on the staff portal

4.3.1 Fire Safety Officer (Deputy)

The Fire Safety Officer has the following general responsibilities:

- ◆ Development and implementation of the fire safety organisation in consultation with the Rectorate.
- ◆ Participation in any changes to the fire safety regulations, fire safety plans and emergency alarm regulations.
- ◆ Annual publication of the fire safety regulations for the attention of all university employees by means of a corporate memo or electronically.
- ◆ Providing regular instruction to university staff on how to use the initial and advanced fire extinguishing equipment, with the involvement of the fire brigade if necessary.
- ◆ Preparation for a potential fire brigade deployment.
- ◆ Maintenance of the fire safety logbook, which must include the following details:

- > Violations of the applicable fire safety regulations
- > Modifications that have increased the risk of fire
- > Internal audits carried out, with any faults found
- > Inspections ordered by the authorities or required by law with regard to fire safety (such as electrical installations, lightning protection, etc. – and any faults detected during these inspections)
- > Inspection and overhaul of fire safety equipment
- > All fires, even if they were extinguished immediately, and the cause of the fire
- > Measures taken to prevent a recurrence of hazardous situations and fires
- > Corrective action in relation to faults
- > Training and drills carried out
- ◆ Carrying out fire alarm and evacuation drills
- ◆ Checking the following labelling for completeness:
 - > No entry bans
 - > Smoking bans
 - > Behaviour in the event of a fire
 - > Operating instructions for the control panel of the fire alarm system
 - > Escape routes and emergency exits
 - > Ban on using the elevators in the event of a fire alarm
 - > Hand-held fire extinguishers, storage locations for first-aid equipment
- ◆ Arranging for the periodic inspection and testing of all fire safety equipment, and any resulting repairs
- ◆ Conducting and arranging for internal inspections and, if necessary, arranging for the rectification of any faults identified
- ◆ Inspection of the attics
- ◆ Arrangements for alternative measures when fire alarm systems are deactivated
- ◆ Authorisation of work involving heat and fire
- ◆ In the event of a crisis or disaster, the designated person performs the specified function as part of the crisis management team.

In addition, the FSO advises the Rectorate on fire safety in the case of construction and conversion work, and on insurance conditions.

The FSO is responsible for monitoring compliance with the general fire protection safety regulations (insurance conditions for fire insurance).

4.3.2 Fire Safety Officers with special responsibilities

Fire Safety Officers with special responsibilities support the Fire Safety Officer in the duties assigned to them in terms of function or location.

These may include, in particular:

- Monitoring the fire alarm system
- Periodic inspection and testing of all fire safety equipment and any resulting repairs.

4.3.3 Fire Safety Wardens (FSW)

The Fire Safety Wardens are responsible for supporting the FSO in his/her duties. Specifically, they carry out fire safety checks and tests on the fire protection equipment in the assigned areas at the assigned intervals (in-house checks).

They are responsible for ensuring that members of the university community comply with the fire safety regulations. Any violations of the fire safety regulations must be reported to the FSO.

When the evacuation order is issued, the Fire Safety Wardens responsible for their assigned areas must ensure that

- members of the university community leave the buildings in an orderly fashion, using the nearest emergency exits and escape doors
- the doors of the rooms and windows are closed
- nobody remains in the rooms
- people with limited mobility receive assistance
- the elevators are empty and smoke and fire safety doors are closed

Fire Safety Wardens must be the last to leave the areas assigned to them and must accompany the persons to the assembly points.

In the event of an emergency or disaster, the FSW can be called upon by the crisis management team to perform specific duties.

4.3.4 Porter/ Security Service

The porter/security service has the following duties:

- Maintenance of the fire alarm system and fire safety plans
- Documentation of all alerts and incidents in the logbook of the fire alarm system
- Immediate notification of the FSO regarding the shutdown of detectors or detector groups
- If a fire is reported using the in-house telephone, the professional fire brigade is notified immediately
- Keeping the master keys and the fire safety plan ready for the fire brigade in the event of any fire alarm
- Wait for the fire brigade to arrive at the entrance and provide the necessary instruction.

If the fire brigade is not alerted via the fire alarm system, the porter/security service must notify the following key staff:

- the Fire Safety Officer (or one of their deputies),
- the Fire Safety Officer with special responsibilities within the Facilities Management unit (Note: these persons are automatically notified in the event of an alarm via the fire alarm system).

Under no circumstances may an alarm that has been forwarded to the fire brigade be reset at the fire alarm system!

4.3.5 Evacuation Wardens

When the evacuation order is issued, the Evacuation Wardens, in collaboration with the Fire Safety Wardens in their assigned areas, must ensure that

- the doors of the rooms and windows are closed
- nobody remains in the rooms
- people with limited mobility receive assistance
- the elevators are empty
- smoke and fire safety doors are closed.

Evacuation Wardens must be the last to leave the areas assigned to them and must accompany the persons to the assembly points.

In the event of an emergency or disaster, the Evacuation Wardens can be called upon by the crisis management team to perform specific duties.

4.4 Measures after a fire

The fire safety organisation must assist the authorities in determining the cause of the fire. The Fire Safety Officer must submit a report to the Rectorate and the Facilities Management unit, stating the probable cause of the fire, the amount of damage likely and the estimated duration of the suspension of teaching and work.

Any hand-held extinguishers and other extinguishing equipment that have been used may only be returned to their designated locations after they have been refilled or serviced.

4.5 Fire Safety Plan

The fire safety plan serves to facilitate rapid orientation at the scene of the fire for the fire brigade. It must be drawn up in accordance with the technical guidelines for preventive fire safety.

The fire safety plan must be kept with the porter and must include the following information:

- Access routes to the building
- The storage of flammable and hard-to-extinguish materials of any kind, stating the type and quantity of material
- High-voltage and other power supply installations and their switching stations
- Fire hydrants
- Location of the hand-held fire extinguishers
- Escape routes and emergency exits.

4.6 Special regulations for branch offices

In those university buildings that are not located at Universitätsstrasse 65-67 and do not have a porter/security service, the Fire Safety Wardens responsible for these buildings or a suitably trained person (e.g. site assistant) will carry out the porter/security service duties specified in these fire safety regulations. Any deviations from the procedures described in the fire safety regulations will be communicated in the branch office by the responsible Fire Safety Officer or a suitably trained person.

Any further deviations from the fire protection equipment described (e.g. functioning of the fire alarms, labelling of the extinguishing devices) will be communicated to the branch office by the responsible Fire Safety Officer or a suitably trained person.

5 APPENDIX

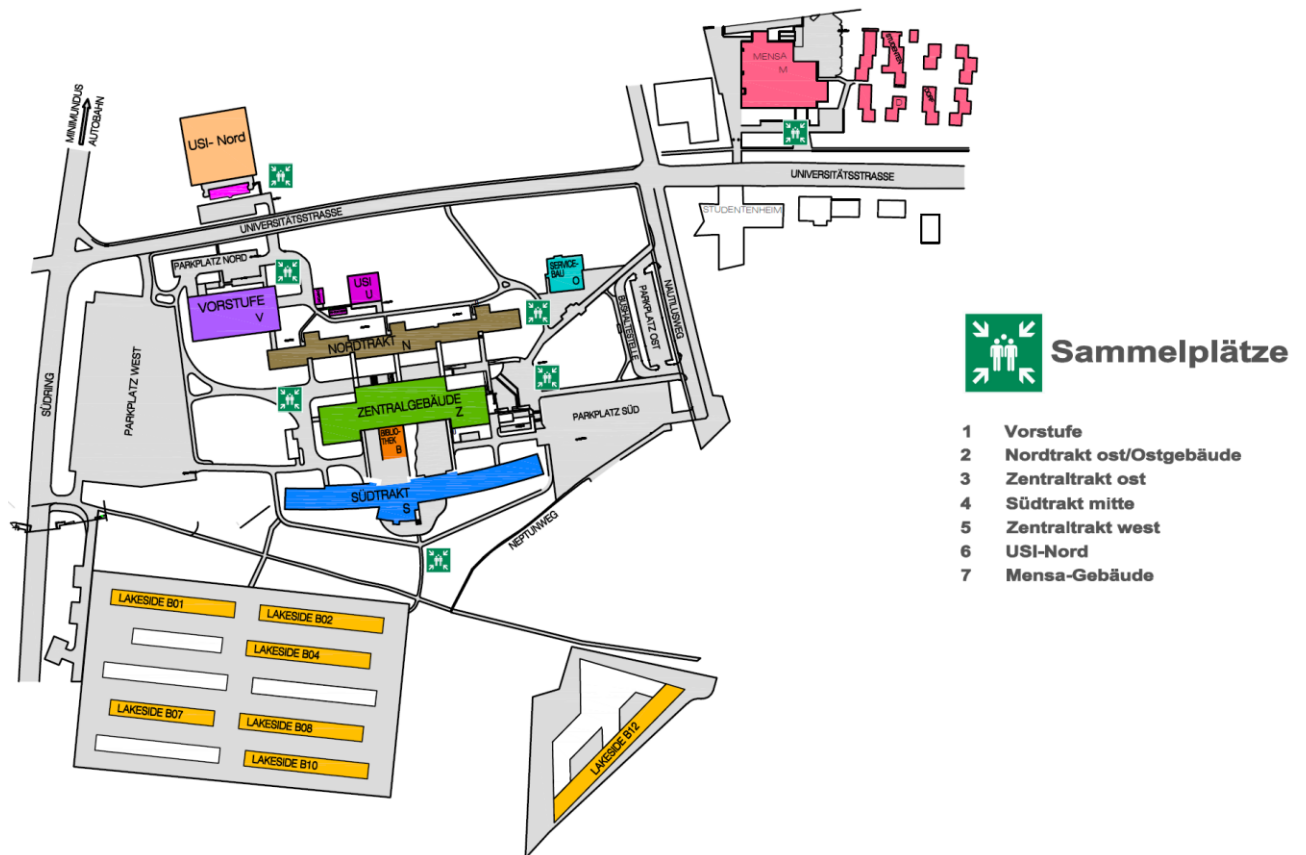


Fig. 6: Assembly points at the University of Klagenfurt

The assembly points at the University of Klagenfurt are located at the following numbered points:

- 1 Vorstufe Building – north-eastern area
- 2 North Wing (East) / East Wing (Endowed Building) – between the buildings
- 3 Central Wing (East) – in front of the main entrance
- 4 South Wing (Centre) – southern area Lecture Hall A
- 5 Central Wing (West) – connection to the western car park
- 6 USI North – eastern sector
- 7 Mensa building – in front of the main entrance

6 GLOSSARY

- Fire Safety Organisation: this includes all persons actively tasked with fire safety within an organisation.
- FAS: Fire Alarm System
- FSR: Fire Safety Regulations
- FSO: Fire Safety Officer
- FSW: Fire Safety Wardens
- Initial fire-fighting measures: This is the collective term for all extinguishing measures that can be carried out by anyone with small extinguishing appliances, such as portable fire extinguishers, fire blankets, etc., in the immediate danger area before the fire brigade arrives.
- Advanced fire extinguishing assistance: This includes all extinguishing measures that can be carried out by trained and designated persons with extinguishing equipment (e.g. mobile fire extinguishers) before the fire brigade arrives.
- Branch offices: includes the buildings/parts of buildings used by the University of Klagenfurt at Sterneckstraße 15, Kempfstraße 2-4 and Bahnhofstraße 50 (Robert Musil Institute) and at Lakeside Science and Technology Park (as at October 2024).
- Members of the university community: Staff and students