
**FIRE SAFETY REGULATIONS
for BASE 11**

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SCHEDULES:

Schedule 1:	"What to do in case of fire"
Schedule 2:	List of persons to be informed
Schedule 3:	Permit-to-work form for hazardous operations

1 PART 1

1.1 GENERAL

1.1.1 SCOPE

The Fire Safety Regulations (FSR) are a legal requirement imposed by the competent public authority that governs matters relating to the protection of persons and measures preventing a fire from occurring and spreading. The FSR are part of the safety regulations applicable to all buildings. They are binding on all occupants, whether tenants, trade members, owners or users. Non-compliance with the imposed measures can have consequences under criminal and civil law.

1.1.2 INSTRUCTION OF EMPLOYEES

All occupants must be informed about the Fire Safety Regulations by a notice displayed in a prominent position within the premises. New residents must be informed about the FSR at the time they are signing their respective contracts.

1.1.3 ACCESS TO THE BUILDING/RENTAL AREAS

In the event of a fire alarm, the fire brigade – once they have arrived at the premises – will open the key safe and take the fire brigade key to access all areas (incl. rental areas) and the fire protection systems of the buildings.

2 PART 2

2.1 FIRE SAFETY REGULATIONS

2.1.1 RESPONSIBILITY

The following persons are responsible for complying with the provisions of the Fire Safety Regulations:

Generally accessible areas:	Fire-fighting officer (FFO) & deputy
Rental areas:	Tenants for the areas rented by them
Fire-fighting officer:	Hel-Wacht Security Services – with Mr. Malek Roland as head of the department
Deputy fire-fighting officer:	Mr. Johann Holek

2.1.2 RIGHT TO ISSUE INSTRUCTIONS

All occupants are obliged to comply with the instructions of the FFO and his or her deputy as well as with the instructions of fire wardens in fire safety matters.

2.1.3 DUTIES OF THE FIRE-FIGHTING OFFICER (FFO) AND HIS OR HER DEPUTY

2.1.3.1 *Implementation*

The FFO and his or her deputy are responsible for implementing the provisions of the FSR and for taking the required fire safety measures on behalf of the operators / owners.

2.1.3.2 *Maintenance of the fire safety record book (control book)*

The fire safety record book shall include a full version of the Fire Safety Regulations. The following matters, including the relevant times, must be recorded in the fire record safety book:

- ⇒ Outcome of official inspections and/or defects identified during official inspections, implementation of own fire safety inspections indicating any defects identified and the measures taken to eliminate them,
- ⇒ Implementation of fire alarm drills and listing of participants in practical hands-on exercises in first fire extinguishing assistance,
- ⇒ False and deceptive alarms indicating the respective lines of communication with the related fire detection device,
- ⇒ All incidents of fire and their cause,
- ⇒ Checks performed by the fire warden with regard to the fire alarm system, fire extinguishing systems (wet rising mains) and properly performed checks of hand-operated fire extinguishers.

2.1.4 DUTIES OF FIRE WARDENS (FW)

2.1.4.1 *Scope of duties*

The fire warden (FW) is an assistant to the FFO and responsible for complying with the provisions of the Fire Safety Regulations (FSR) in the area assigned to him or her. Fire safety deficits that cannot be immediately remedied by the FW must be reported to the FFO.

2.1.4.2 *Action in case of fire*

In case of fire, the FW shall take immediate action in accordance with the fire alarm plan. He shall, in particular,

- ⇒ calm down persons concerned,
- ⇒ provide assistance to persons exposed to the fire,
- ⇒ evacuate persons from the hazard area and provide for the quick and orderly leaving of the building.

2.1.5 GENERAL FIRE SAFETY MEASURES

2.1.5.1 *Keeping escape routes and fire protection systems clear*

No objects obstructing escape routes or presenting a fire hazard (fire load) must be placed in the corridors and staircases. **Exit doors** and **emergency exits** must be accessible at any time. The **self-closing devices** of fire and smoke control doors must not be blocked or out of order. **Devices** of first and extended fire extinguishing assistance must not be obstructed, removed from sight, unlawfully removed or used for another than the intended purpose.

2.1.5.2 *Ban on smoking and using open flame and light*

Smoking is strictly prohibited in all rooms, rental and public areas! Likewise, the use

of open flame is prohibited!



Smoking is permitted in designated areas outside the premises only!
In the event of erroneous or deliberate activation of fire alarms, any costs arising in this connection will be charged to the person activating it.

2.1.5.3 Turning off electrical equipment

Electrical equipment no longer needed (desk lights, electric typewriters and calculating machines, computers, printers, water kettles,...) must be turned off before leaving the premises. Private electrical equipment, such as cookers, ventilators, coffee machines etc., can be used at the tenant's/occupant's own risk.

2.1.5.4 Hazardous operations

Without the prior written approval by means of a "permit-to-work form for hazardous operations", see Annex 3, given by the technical management, no open flame and hot operations, such as welding, soldering, defrosting, abrasive cutting, burning off colours etc., must be performed.

2.1.5.5 Storage of combustible waste

The storage of combustible items, such as cartons, paper, waste paper in staircases, corridors, cellars etc., is prohibited (except in archives). The storage of tyres and other items vulnerable to fire hazards as well as fluids in the garage is prohibited.

The storage of compressed gas containers is prohibited. Combustible waste must be removed regularly or stored in fire-proof containers equipped with self-closing lids.

2.1.5.6 Keeping clear of fire doors

The closing area of fire and smoke control doors must be kept clear of items of any kind.

2.1.5.7 Electrical installations

Electrical installations must be duly maintained. Modifications or repairs may only be performed by authorised persons.

Provisional installations, in particular the bridging of burnt fuses, is prohibited.

2.1.6 STRUCTURAL AND OPERATIONAL FIRE SAFETY MEASURES

2.1.6.1 Fire and smoke control doors

The fire doors, which always remain open for operational reasons, are equipped with a hold-back facility and an automatic release mechanism, which means that in case a fire detection device is activated, the fire or smoke control doors automatically close thereby preventing the spread of fire or smoke in corridors, staircases and garages. Of course, the closed fire and smoke control doors can be opened like a normal door at any time.

2.1.6.2 Safety lighting

Escape route orientation lighting leading the way to the open air can be found at the exits of corridors and staircases.

In the case of a breakdown of the mains supply, the built-in zero-maintenance accumulator batteries will supply the escape route orientation lighting with electricity for at least one hour.

2.1.6.3 *First and extended fire extinguishing assistance equipment*



Fire extinguishing equipment and fire-extinguishing agents must not be obstructed, removed from sight, illegally removed from the prescribed installation locations or used for other than the intended purpose. The locations of the hand-operated fire extinguishers are indicated with the sign shown on the left side.

2.1.6.4 *Evacuation alarms*

The evacuation of the garage starts with a constant siren. The siren is only heard in the respective fire section.

2.1.6.5 *Fire control plans*

The fire alarm system is equipped with a fire control plan.

2.1.7 WHAT TO DO IN CASE OF FIRE

2.1.7.1 *Fire alarm plan*

The fire alarm plan (see Annex 1) on "What to do in case of fire" and the names of the fire wardens must be displayed on each floor. Upon discovery of a fire, the instructions set out in this fire alarm plan must be observed.

2.1.7.2 *Emergency measures to be taken by the person discovering the fire*

The person discovering a fire must take the following measures in the order set out below:

1. Alarm 2. Rescue, Help 3. Extinguish

The person discovering the fire must immediately activate the fire alarm.

"WHAT happened WHERE, WHO reports, informs about the extent and type of the fire, the floor concerned, the area directly exposed to the fire and whether persons are trapped in the room where the fire broke out."

2.1.7.3 *Further persons to be informed*

The FFO / his or her deputy and the porter must be immediately informed of the fire. Other employees must support the person discovering the fire in taking the emergency actions required.

2.1.7.4 *Rescuing, helping*

Immediately helping persons exposed to the fire: Laying persons whose clothes caught fire on the floor and extinguishing the flames with a fire blanket, coat or similar items and/or extinguishing burning clothes with a hand-operated fire extinguisher. Reporting missed persons or persons calling for help immediately to the FFO, the FW or the fire brigade to enable their rescuing. When escaping areas exposed to the fire, closing doors to these areas to prevent smoke from escaping.

2.1.7.5 *Self-protection*

Persons cut off from the escape route must go to the room most far away from the area exposed to the fire, if possible to a room facing the street, close the doors and make themselves noticed by the fire brigade from the window, e.g. by calling for help or switching the light on and off several times.

2.1.7.6 Fire-fighting

Each tenant or occupant is obliged to familiarise himself or herself with the use of the provided fire extinguishers. Fire-fighting must be undertaken with due regard to one's own safety. Escape routes must be kept clear.

Readily combustible items must be removed from the source of the fire. Please do **not** switch off lights already switched on.

2.1.7.7 Use of lifts

Do not use lifts in case of fire.

2.1.8 EVACUATION ALARM

The garage is evacuated automatically if the fire alarm control panel is triggered.

2.1.8.1 Persons responsible for triggering the fire alarm

If a fire alarm is sounded, also the fire-fighting officer can call for an evacuation of the premises. If present, the fire brigade operations commander will decide on a partial or full evacuation.

2.1.8.2 Evacuation

When the evacuation alarm is sounded, all persons must leave the building by the designated escape routes quickly but carefully and gather at the assembly point.



It may be necessary to trigger the evacuation alarm also in other cases than fire, e.g. in the event of a bomb threat or natural disasters (e.g. earthquakes).