
FIRE SAFETY REGULATIONS

for BASE 19

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APPENDICES:

Appendix 1:	Action in the event of a fire
Appendix 2:	Contact list
Appendix 3:	Hot work permit

1 PART 1

1.1 GENERAL INFORMATION

1.1.1 SCOPE OF APPLICATION

The fire safety regulations are legally stipulated by the competent authority. They provide guidelines for the protection of people as well as measures to prevent fires from starting and spreading. The fire safety regulations form part of the security regulations for all buildings. They must be followed by all persons present in the buildings, regardless of whether they are tenants, workpeople, owners or users. Non-compliance with the stipulated regulations may result in criminal or civil action.

1.1.2 INFORMING EMPLOYEES

All persons in a building must be informed of the fire safety regulations by notice. New tenants must be provided with the fire safety regulations immediately upon signing the contract.

1.1.3 ACCESS TO THE BUILDING/RENTAL AREAS

In case of an alarm, the fire brigade open the key safe. The fire brigade key stored within ensures access to all areas (including rental areas) and fire safety facilities of the buildings.

2 PART 2

2.1 FIRE SAFETY REGULATIONS

2.1.1 RESPONSIBILITY

The following persons are in charge of complying with the fire safety regulations:

Publicly accessible areas:	Fire Safety Responsible Person & deputy
Rental areas:	tenants in their own areas
Fire Safety Responsible Person:	Hel-Wacht Security Services, Roland Malek as head of department
Deputy Fire Safety Responsible Person:	Mladen Cancar

2.1.2 AUTHORITY

All persons in the building must comply with the instructions of the Fire Safety Responsible Person or his/her deputy as well as the Fire Marshals in all matters of fire safety.

2.1.3 DUTIES OF THE FIRE SAFETY RESPONSIBLE PERSON AND DEPUTY

2.1.3.1 Enforcement

The Fire Safety Responsible Person and his/her deputy are in charge of enforcing the provisions of the fire safety regulations and adopting the necessary fire safety measures on behalf of the operator/owner.

2.1.3.2 Keeping a fire safety log book

The fire safety log book must contain a complete copy of the fire safety regulations.

The following events/incidents must be recorded in the fire safety log book including dates and times:

- ⇒ results and deficits ascertained in the course of official inspections, fire safety checks indicating deficits as well as measures to fix them,
- ⇒ fire drills and list of participants in a practical exercise in fighting fires,
- ⇒ nuisance and spurious alarms indicating the concerned group of fire detectors and specific fire detector,
- ⇒ all fires and their causes,
- ⇒ checks of the fire alarm system, the fire extinguishing system (wet rising main) and checks of portable fire extinguishers properly carried out by the Fire Marshal.

2.1.4 DUTIES OF THE FIRE MARSHALS

2.1.4.1 Scope of duties

The Fire Marshal is an assistant to the Fire Safety Responsible Person and in charge of ensuring compliance with the stipulations of the fire safety regulations in his/her respective area. Deficits reported by the fire police that the Fire Marshal cannot remedy at once must be reported to the Fire Safety Responsible Person.

2.1.4.2 Action in the event of a fire

In the event of a fire, the Fire Marshal must take immediate action according to the fire alarm plan, in particular:

- ⇒ calm down affected persons,
- ⇒ assist persons in danger,
- ⇒ evacuate persons from the danger zone and make sure the building is vacated in a fast and

orderly manner.

2.1.5 GENERAL MEASURES TO PREVENT FIRE

2.1.5.1 *Keeping escape routes and fire protection appliances accessible*

Hallways and stairwells must be kept free from any objects that might obstruct the escape routes or constitute a fire hazard. Doors and emergency exits must be accessible at all times. Automatic self-closing mechanisms of fire protection doors and smoke control doors must not be blocked or put out of function. Fire extinguishing appliances of all kinds must neither be obstructed nor obscured from view nor improperly removed from their designated positions nor misused.

2.1.5.2 *No smoking or handling open fire and naked light*

Smoking is strictly prohibited in all rooms as well as rental and publicly accessible areas!

Handling open fire is also strictly prohibited!



Smoking is only allowed **outside** in the designated areas!

In case of a false alarm or malicious alarm call, the person responsible for the alarm will be charged with the costs incurred.

2.1.5.3 *Turning off electrical appliances*

Electrical appliances that are not used any more (desk lamps, electric typewriters and calculators, computers, printers, electric kettles,...) must be turned off upon leaving the building at the latest. Personal electrical appliances such as cookers, fans or coffee makers may only be used at the tenant's/user's own risk.

2.1.5.4 *Fire-hazardous activities*

Hot works such as welding, soldering, thawing, abrasive cutting, paint stripping using heat, etc. require a hot work permit issued by technical management (see appendix 3).

2.1.5.5 *Storing inflammable waste*

It is forbidden to store inflammable objects such as cardboard, paper, paper waste, etc. in stairwells, hallways, cellars and similar areas (except for archives). Storing tyres and other fire-hazardous objects or liquids in the garage is forbidden.

Storing compressed-gas tanks is forbidden. Combustible waste must be removed on a regular basis or stored in a fireproof place. Such waste may not be stored in combustible containers with self-closing lids.

2.1.5.6 *Keeping fire doors accessible*

The closing area of fire doors such as fire protection and smoke control doors must be kept free from any objects.

2.1.5.7 *Electrical installations*

Electrical installations must be maintained according to the regulations. Only authorised persons may perform changes or repairs.

Using makeshift installations, especially bypassing blown fuses, is forbidden.

2.1.6 STRUCTURAL AND OPERATIONAL FIRE SAFETY MEASURES

2.1.6.1 *Fire protection and smoke control doors*

Fire protection doors that need to stay open due to operational reasons are fitted with a locking device and automatic release mechanism. In case the fire detector sets off an alarm, the fire protection or

smoke control doors close automatically, preventing the spreading of flames or smoke in hallways, stairwells and the garage.

The closed fire protection and smoke control doors can of course be opened at any time, just like regular doors.

2.1.6.2 Emergency escape lighting

Emergency escape lighting is mounted at the exits of all hallways and stairwells, pointing the way to the outside.

In case of a power cut, the built-in, maintenance-free accumulators provide power for the emergency escape lighting for at least one hour.

2.1.6.3 Firefighting equipment



Fire extinguishing appliances and agents must neither be obstructed nor obscured from view nor improperly removed from their designated positions nor misused. The locations of the portable fire extinguishers are marked as depicted.

2.1.6.4 Evacuation alarm

A continuous siren sound marks the beginning of evacuation. The siren can only be heard in the respective fire cell.

2.1.6.5 Fire safety and evacuation plans

A fire safety and evacuation plan is deposited in the fire alarm system.

2.1.7 ACTION IN THE EVENT OF A FIRE

2.1.7.1 Fire alarm plan

The fire alarm plan (see appendix 1) regulating “Action in the event of a fire” and stating the names of the Fire Marshals must be affixed on every storey. In case a fire is detected, the fire alarm plan serves as guidance.

2.1.7.2 Immediate measures undertaken by the person who detects a fire

If a person detects a fire, they must take the following measures in the prescribed order:

1. Raise the alarm 2. Rescue, help 3. Fight the fire

The person who detects the fire must raise the fire alarm immediately.

“WHAT happened WHERE, WHO is reporting the fire. Report on the extent and type of fire, the affected storey, the immediate fire area and persons who might be locked in the burning area.”

2.1.7.3 Further notifications

The Fire Safety Responsible Person/deputy must be notified immediately.

Other staff members must assist the person who detected the fire in the immediate measures.

2.1.7.4 Rescue, help

Persons in danger must be assisted immediately: make people whose clothes are on fire lie on the floor and put out the flames with a fire blanket, coat or similar object or with a portable fire extinguisher. Immediately report missing persons or persons calling for help to the Fire Safety Responsible Person, the Fire Marshal or the fire brigade to prompt their rescue. When you leave the building, close the doors to the fire area to prevent smoke from exiting.

2.1.7.5 Self-protection

People whose escape route is closed off should enter the room that is farthest away from the fire area

and that, if possible, faces the street, shut the doors, go to the window and try to make themselves noticed by the fire brigade, i.e. by calling for help or turning the lights on and off repeatedly.

2.1.7.6 Fight the fire

All tenants, users or residents are obligated to keep themselves informed about the fire extinguishing devices provided and familiarise themselves with the use of these devices. You should always fight fire with due regard to your own safety and make sure to keep the escape routes open.

If possible, remove easily inflammable objects from the vicinity of the fire source.

Do **n o t** turn off any lights.

2.1.7.7 Use of the lifts

In the event of a fire, do not use the lifts.

2.1.8 EVACUATION ALARM

Evacuation is prompted immediately through the activation of the fire alarm control panel.

2.1.8.1 Person in charge of activating the evacuation alarm

In case of an alarm, the Fire Safety Responsible Person may also initiate evacuation.

If the incident commander of the fire brigade is on site, he or she will decide whether partial or full evacuation is in order.

2.1.8.2 Carrying out an evacuation

When the evacuation alarm sounds, all persons on site must keep calm and leave the building through the marked escape routes and go to the **meeting point**.



Sounding the alarm may be necessary in cases other than a fire, e.g. a bomb threat or natural disaster (e.g. earthquake).