Campus Rules

Last updated: 22/05/2025

Facility Management Responsibilities

- Building A Facility Management Apleona
- Building B Facility Management Caverion

1. Scope of Application and Regulation

(1) The campus rules cover regulations and responsibilities

1. for the use of immovable properties, buildings, and rooms (in particular, building A and building B at Campus-Platz 1, 3100 St. Pölten and building D [BIZ Business- & Innovationszentrum St. Pölten, Heinrich-Schneidmadl-Straße 15, 3100 St. Pölten] if these clauses are not included in the BIZ Campus Rules already, hereinafter referred to as "**Campus**") either rented by Hochschule für Angewandte Wissenschaften St. Pölten GmbH (hereinafter referred to as "**USTP**") and sublet to third parties, e.g., to the Bertha von Suttner Private University (hereinafter referred to as "**BSU**" in short), or owned by the USTP and

2. for the use and operation of the devices and materials owned by the USTP or provided for use by institutions, employees, and students of the USTP as well as by external persons. With regard to employees of the USTP, the works agreement concluded between the St. Pölten and the works council (e.g., Staff Regulations of the USTP) as amended is to be observed as well.

(2) All employees, students, and external persons using these immovable properties, buildings, rooms, devices, and materials are to comply with the provisions laid down in these campus rules. The purpose of the campus rules is to offer all employees, students, and external persons on location assistance in using the rooms and facilities, and to ensure the order and thus the safety required for working together in large buildings.

(3) All buildings, rooms, devices, and materials are to be used with maximum consideration for the structure and the most economic use of energy.

(4) These Campus Rules are based on the Austrian General Civil Code (ABGB), Austrian Collection of Judicial Acts (JGS) no. 946/1811, as amended.

2. Opening Hours; Entering and Leaving the Campus

(1) Unless no other provisions have been agreed upon, especially for lecture-free periods, the USTP building at Campus-Platz 1, 3100 St. Pölten is subject to the following opening hours:

Monday to Friday	**07:00 to 19:00**
Saturday	**07:00 to 14:00**

The USTP rooms at the Business- und Innovationszentrum (BIZ, location D) are open at the following times:

Monday to Friday	**05:00 to 17:00**

(2) Deviating regulations concerning opening hours, especially during lecture-free periods, are announced by the Campus and Study Center (CSC) via Teamwork (for full-time staff members), the CIS, and the eCampus.

(3) During opening hours, access to the USTP building as well as the location D (BIZ) is possible via the respective main entrance. Outside these hours, access to the buildings via the same entrance requires a Campus Card and the relevant access authorisation as the USTP main building is locked using an automated locking and access control system.

3. Keys and Campus Card

(1) Access authorisation cards (campus cards) or special keys are issued in the Campus and Study Center (CSC). Campus cards or keys that have been handed out must be used in compliance with the usage guidelines that must be noted when issuing them. The receipt of the campus card or key must be confirmed by the employee or student. With the confirmation, they also take note of the regulations of the house rules and fire protection regulations.

(2) The Campus Card serves as proof of USTP authorisation. All staff members and students are to carry their Campus Card with them at all times and to produce it upon request by a security guard.

4. Safety and Order

(1) SMOKING is prohibited in all USTP buildings.

(2) Excessive consumption of ALCOHOL as well as any kind of DRUG ABUSE are not allowed in USTP buildings. In case persons endanger themselves or others while intoxicated, it is up to the members of the crisis management team (cmt@ustp.at) in particular – and outside regular opening hours, to the security service – to assess the situation and to alarm emergency personnel such as police, ambulance or fire brigade, if necessary.

(3) LOST and FOUND property is to be reported to the Campus and Study Center (CSC) immediately. Valuable and portable devices and prepaid items (e.g., stamps, vouchers, etc.) are to be stored safely in cabinets or desks, if possible locked or otherwise secured against theft by appropriate means.

(4) BEGGING in an intrusive, aggressive, and/or professional manner and/or as a member of an organised group within the meaning of the Lower Austrian Polizeistrafgesetz (Police Criminal Act), Provincial Law Gazette no. 4000, as amended, is prohibited. The PRIVATE TRADE with goods of all kinds as well as COLLECTIONS within the meaning of the Lower Austrian Sammlungsgesetz (Collection Act), Provincial Law Gazette no. 4650, as amended, are not allowed unless expressly authorised by the USTP Executive Board.
Advertising for churches or religious communities (especially recognised religious organisations, religious communities) is not allowed except with the authorisation of the USTP Executive Board.

(5) FIRE PROTECTION: In case of fire, everyone is to proceed in accordance with the provisions of the fire safety regulations and/or to contact the fire brigade (emergency number 122). When the alarm sounds, the USTP premises are to be vacated using the prescribed escape routes. For further instructions, please refer to the fire safety regulations and the emergency/crisis plan (see annexes 1 and 3).

(6) The EMERGENCY EXITS are equipped with a parking lock and, in case of the main building, secured with a centralised control system.

(7) During office hours, all MALFUNCTIONS of technical facilities and office equipment are to be reported to the service unit IT & Infrastructure (IT&I) via e-mail at facility@ustp.at immediately.

Outside office hours, for Building A Apleona on-call service under +43 5 / 179 99 2007 is to be called.

In case of urgency or imminent danger, the Apleona FM building management under the following numbers is to be called:
+43 676 / 875 111 011
+43 664 / 885 55 228
+43 5 / 179 99 2007 (Hotline Apleona FM)

For Building B: The Caverion service under +43 1 / 211 66 10611 must be called

In case of urgency or imminent danger, the Caverion FM building management under the following numbers must be called:
+43 676 / 514 41 88
+43 676 / 514 41 85
+43 1 / 211 66 10611 (Hotline Caverion FM)

For location D (BIZ):

In case of urgency or imminent danger, Mr Pfeiffer is to be notified by phone call to:
+43 664 / 846 2800.

(8) CHILDREN under the age of 14 are prohibited from staying on the USTP premises unattended.

(9) It is not allowed to use BICYCLES, INLINE SKATES, SKATEBOARDS, SCOOTERS, etc. in the USTP buildings.

(10) It is not allowed to bring ANIMALS into the USTP buildings, with the exception of guide and assistance dogs.

(11) DISTURBANCE: Every noise pollution exceeding the scope of the regular course of study is to be avoided. The respective building management (building A, building B, or BIZ) is to be informed in case of any expected above-average noise generation – even if it is just temporary.

(12) It is not permitted to bring DANGEROUS ITEMS into the USTP buildings. This refers to weapons, knives, etc. in particular.

(13) INFO: The current list of safety officers and first responders is posted on the walls of the tea kitchens.

5. Hygiene, Waste Disposal, Cleaning, and Energy Saving

(1) Every staff member and student shares in the responsibility of keeping the offices, work spaces, and lecture halls CLEAN and ORDERLY.

(2) FOOD: it is not allowed to bring any kinds of food to the lecture halls, training rooms, seminar rooms, and labs.

(3) WASTE DISPOSAL: The grey bins are for waste paper only, while the black ones are for residual waste. Glass, plastics, polystyrene, and metal waste are to be disposed of using the bins in the halls only. Electronic scrap (e.g., computer parts, etc.), batteries (no car batteries!), and other hazardous or bulky waste have to be disposed of separately in consultation with the building management companies.

- For building A: Apleona FM
- For building B: Caverion FM

(4) The CLEANING of the offices and other rooms takes place daily between 6:00 and 9:00. To facilitate the cleaning work, all staff members are requested to clear the desks and side furniture as well as tables and other surfaces in the lecture halls, computer rooms, seminar rooms, labs, etc., and leave them in a tidy condition.

(5) All staff members and students are requested to take every possible measure to HELP THE USTP SAVE ENERGY. Especially when LEAVING A ROOM, please make sure that

the WINDOWS are CLOSED and
all electrical DEVICES and LIGHTS are SWITCHED OFF.

(6) In addition, we kindly ask you to observe the ENERGY-SAVING TIPS attached to these Campus Rules.

6. Regulations for the Use of Premises; Events

(1) Properties, buildings, and rooms are to be used primarily for the teaching, research, and administrative purposes of the USTP. Their use is to be in line with the legal regulations (employee protection regulations, building regulations, official requirements, fire protection regulations, etc.). The number of persons inside a room must not exceed the maximum prescribed by the authorities or the USTP itself.

(2) Any PHOTO, VIDEO, and AUDIO RECORDINGS are allowed only with the permission of the USTP Executive Board. Please apply for permission with the USTP service unit Marketing and Communications.

(3) When it comes to GUIDED TOURS, the person responsible is to make sure that only those facilities are photographed for which a photo permission has been granted.

(4) EVENTS

1. Academic Ceremonies
    a) Academic ceremonies may be held only by order or with the approval of the USTP Executive Board. Applications for approval are to be filed with the USTP service unit Marketing and Communications in a timely manner.

    b) Academic ceremonies are generally open to the public. If necessary, however, the USTP Executive Board has the right to restrict access to invited guests and/or staff members and/or students of the USTP. If the room designated for the academic ceremony is in danger of being overcrowded, a limitation of participants is to be ordered for each individual case.

    c) Photographing and filming are generally permitted during celebrations. In case this disturbs the smooth process of the event, however, the Executive Board has the right to prohibit the taking of photos and videos. Filming and photographing for commercial purposes are permitted only if the Executive Board has issued a corresponding order or authorisation.

    d) The participants of the ceremony are to comply with the instructions of the USTP staff or the security personnel employed for this purpose by the Executive Board. In case of persistent and/or gross violation of the instructions of the USTP staff or the ushers/security personnel employed by the Executive Board, the participant in question may be asked to leave the room/building by said personnel. If the person refuses to comply or the situation seems dangerous, it is possible to call the police and

ask them to expel said person (breach of house rules, intrusion).

e) These provisions apply mutatis mutandis to academic ceremonies of the continuing education programmes as well.

2. Renting of USTP Rooms for Events by External Parties
   Applications for events are to be filed with the USTP service unit Marketing and Communications in a timely manner. For more detailed provisions concerning events held with external parties, please refer to the event conditions of the USTP which are available in the USTP Event Management.

3. External Parties' Compliance with Legal Provisions

   The organiser of the event is responsible for

   a) compliance with all relevant legal provisions, especially the Trade Regulation Act, the Lower Austrian Event Act, the Lower Austrian Fire Protection Act, etc. (as amended) as well as the Fire Protection Regulations of the USTP, and for

   b) obtaining any necessary official permits.

   Public (i.e., generally accessible) events that fall within the scope of the Lower Austrian Event Act, Provincial Law Gazette no. 7070 (as amended), are to be generally registered with the responsible authority in writing by the organiser no later than four or, respectively, eight weeks before the beginning of the event. The organiser is to attach all necessary certifications, proofs, explanations, and concepts (particularly the safety, fire protection, and emergency-related concepts). The organiser is responsible for the operational safety and safety of use of the event site as well as the proper and orderly implementation of the event.

4. Provision of Food and Drinks at Events

   In case the organiser intends to offer food and drinks at an event, they are to consult the Event Management unit (under Marketing and Communications) beforehand.

(5) ANNOUNCEMENTS, PUBLICATIONS, and POSTERS at the USTP are subject to approval by the Executive Board. They have to contain a legal notice and may be attached only to notice boards specifically installed in the hall area of each floor. The content of these documents must not incite forbidden or illegal behaviour or violate the principles of morality. Announcements, publications, and posters that have not been approved by the Executive Board or that are displayed in places other than the prescribed notice boards will be removed at the owner's expense. Liability for any damages is governed by the provisions of the Austrian Civil Code (ABGB), Austrian Collection of Judicial Acts (JGS) no. 949/1811, as amended.

(6) Upon request, every staff member is granted their own LOCKER for personal belongings. Lockable desks and mobile pedestals are also available for this purpose. For coats etc., there are open WARDROBES in cloakrooms as well as clothes stands in the office rooms.

(7) PARENT-CHILD ROOM (in building A): The room is locked. The key card can be borrowed from the CSC during opening hours.

(8) A bottle/food warmer can be borrowed at the library and the canteen. Of course, the parent-child room can also be used by fathers, other relatives, and all persons taking care of children.

(9) The toilet facilities on the ground floor of building B contain diaper-changing tables.

(10) For reasons of safety, it is strictly forbidden to place any objects on the railings in the hall area on floors 1 to 3 (risk of injury caused by falling objects).

(11) Open fire is forbidden on the entire campus grounds (and so are BBQs).

(12) The reading booths on the terrace in the library's outdoor area may be used only during the opening hours of the campus buildings.

(13) There are special rooms on campus where binding rules of conduct must be strictly adhered to. This information is posted in the entrance area.

7. Regulations for the Use of Technical Equipment and Items

(1) All materials and devices for academic teaching, research, and administration allocated to a unit are meant to be used and borrowed primarily by the staff members of the respective unit. Upon request by the head of the relevant USTP unit, the use and borrowing of these materials and devices may be granted to external parties as well – possibly against payment and/or a deposit – as long as the proper fulfilment of the teaching, research, and administrative tasks is not affected. The use/borrowing by parties from outside the USTP is to be documented. Any conditions and guidelines of individual USTP units regarding the borrowing of materials and the renting of rooms shall remain unaffected.

(2) The installation and operation of PRIVATE ELECTRICAL DEVICES such as heaters/coolers, refrigerators, etc. in workspaces is not permitted (unless authorised by the Apleona Austria or Caverion building management).

(3) FURNISHINGS and EQUIPMENT which are no longer needed (furniture, IT equipment, etc.) are to be eliminated from the USTP inventory by the respective unit in consultation with the USTP service unit IT & Infrastructure (IT&I) – provided that these items are registered inventory.

(4) LIFTS: It is not permitted to block the lifts by pressing the stop button or by communicating between lift doors as this disturbs the overall operation. In case the lift stands still due to a power failure or disruption, lift users are requested to press the alarm button and stay calm. The alarm activates a direct emergency call to the permanently staffed office, the technical service unit, and the lift company, which means that persons in the lift will be rescued quickly and safely.

(5) The offices, lecture halls, and some of the labs (with the exception of seminar rooms in building A) are equipped with AIR CONDITIONING. In order to ensure the proper functioning of the systems, windows in air-conditioned rooms and staircase doors may not be opened.
PLEASE NOTE: If you open a window in a lecture hall, the ventilation is automatically switched off!

(6) The EXTERNAL BLINDS of the Campus buildings A and B are part of an energy-saving concept. During the summer months, the external blinds are centrally controlled. The interior blinds, on the other hand, are to be lowered in time by the staff members themselves on sunny days.

(7) LIGHTING DEFAULT SETTING:

1. Lighting inside: *The lights in the corridors and lounge areas are controlled via motion and presence detectors. If activated, the lights stay on for approx. 10 minutes.*

2. Lighting outside: *Controlled primarily through a twilight switch, secondarily through a timer for the atrium (lecture halls 2 and 3, Main Auditorium):*
   Mon–Fri: 06:30–08:00 and 16:30–21:30 (outside spotlights)

3. Emergency and escape route lighting: stand-by circuit activated in case of power failure

(8) MICROWAVE: A microwave is made available by the Austrian Students' Union (ÖH) free of charge in the lounge for students of the Campus St. Pölten to use at their own risk. The USTP does not assume any liability for negative health-related consequences or any other damages caused by use of the microwave. The operating instructions and the included safety information of the producer are to be observed with every use. The liability of the manufacturer or importer of the microwave (for example based on the provisions of the Product Liability Act of 1988) shall remain unaffected by this regulation.

(9) CHANGES to TECHNICAL EQUIPMENT: All intended changes to technical equipment and office furnishings require the prior agreement of the USTP service unit IT & Infrastructure (IT&I).

8. Awarding of Construction, Supply, and Service Contracts to External Companies

(1) The Executive Board of the USTP has the exclusive right to award construction, supply, and service contracts concerning the building, equipment, and materials to external companies.

(2) Staff members of external companies working in USTP buildings A and B are to be informed of the currently applicable safety measures regarding the Campus buildings A and B (especially the fire protection regulations and the emergency plan) and to be supervised. Persons employed at external companies are not allowed to stay in the Campus buildings unattended.

9. Car Park Rules and Usage

(1) The provisions of the Road Traffic Act (StVO), Federal Law Gazette no. 159/1960, and the Motor Vehicles Act (KFG), Federal Law Gazette no. 267/1967 (both as amended) apply mutatis mutandis to the entire Campus St. Pölten premises. The displayed speed limits are to be observed. Cars are to be parked on the designated spaces only. Certain parking spots are reserved for persons with limited mobility. Parking spaces for persons with disabilities may only be used by holders of disability cards. This rule still applies if the car park is full due to an event.

The Campus and Study Center (CSC) issues special permits for persons who have, e.g., a broken leg or a similar temporary impairment.

(2) On the entire Campus premises, especially the car park, it is not allowed to park vehicles that are not safe to drive or operate, or to wash/clean/repair vehicles.

(3) The barrier system of the USTP car park can be operated only with an access card. Visitors can contact the Campus and Study Center (CSC) for access using the intercom system.

(4) Use of the Campus parking space takes place at the user's own risk. The USTP does not assume any liability for damages caused by other vehicles or by force majeure.

(5) Vehicles parked in violation of the provisions specified above or the legal provisions laid down particularly in the Road Traffic Act (StVO), Federal Law Gazette no. 159/1960, and the Motor Vehicle Act (KFG), Federal Law Gazette no. 267/1967 (both as amended) will be towed at the owner's expense.

10. Measures Taken in Case of Breaches of the Campus Rules

(1) In case of violations against the Campus Rules, measures are to be taken based on the principle of proportionality:

1. **Minor infringements of the Campus Rules on the part of**

   a) Staff members / students of the USTP: USTP staff members or students who breach certain provisions of these Campus Rules to a minor degree are to be reported to the Apleona / Caverion building management which issues a warning, if applicable.

   b) External persons: Minor infringements of the Campus Rules by external persons are to be reported to the Apleona / Caverion building management which issues a warning, if applicable.

2. **Repeated and serious breach of the Campus Rules by**

   c) Staff members / students on Campus: staff members or students on Campus who repeatedly and/or seriously violate the provisions of these Campus Rules are to be reported to their direct superiors and the USTP Executive Board immediately. “Serious violation” refers to unlawful conduct in particular. Repeated and/or serious violations of the Campus Rules may result in consequences under employment law, or in exclusion from the study programme.

   d) External persons: If external persons commit repeated and/or serious breaches of the Campus Rules, they may be temporarily or permanently excluded from further use of the Campus St. Pölten facilities by the USTP Executive Board (see Section 3).

(2) Damages caused by violations of the Campus Rules may entail the liability to pay compensation, especially according to the provisions of the Austrian General Civil Code (ABGB), Austrian Collection of Judicial Acts (JGS) no. 946/1811, as amended.

(3) House ban: In order to prevent (further) disruptions caused by external persons, the USTP Executive Board may bar the affected persons from entering the entire Campus premises including the rented external buildings in future (house ban). This provision applies particularly to former staff members and students whose employment contract or study contract has been terminated, in case there are concerns that the presence of these persons may put staff members and/or students and/or external persons in danger or result in irreversible damage to the environment and/or the reputation of the Campus St. Pölten.

(4) Imminent danger: In case of imminent danger (especially if there is concern that an offence could be committed, or if the behaviour of a person endangers safety and order) which requires immediate danger prevention measures, the police is to be informed and asked to take appropriate measures. The USTP Executive Board and the crisis management team (cmt@ustp.at, Mr Hochreiter: +43 676 847 228 215, Ms Dirlinger: +43 676 847 228 208, Mr Haag: +43 676 847 228 202) are to be informed of this step immediately. In case it seems reasonable in terms of time, a request for police protection is to be made to the Executive Board who will establish contact with the police after examining the situation.

(5) All presumably illegal and culpable acts in the environment of the Campus which give rise to the suspicion that they fulfil an offence punishable by court within the meaning of the Austrian Criminal Code (StGB), Federal Law Gazette no. 60/1874, or ancillary criminal laws (as amended) are to be reported to the USTP Executive Board which is responsible for examining the situation and filing a charge with the public prosecutor if applicable.

11. Non-Smoker Protection

We would like to point out that smoking is only permitted in specially designated areas on these premises.

12. Energy Saving Tips

Saving energy can be easy.

1. **Lights out?**
   It's all a matter of habit: The last person to leave the room turns off the light.

2. **Artificial light or daylight?**
   When it's light outside and thus in the rooms as well: Use daylight! It's free and saves energy.

3. **Electrical devices?**
   Devices in standby mode can use a lot over energy over time. We can save this energy by switching them off completely during the nights and on weekends.

4. **The tap is running?**
   Help save energy by turning it off if someone else forgot.

5. **Windows closed?**
   Just as with the lights: The last person to leave closes the window.

6. **Too hot?**
   Permanently open or tilted windows are not very energy-friendly. If rooms are too hot, contact the facility management unit!

7. **There is a draught?**
   Just as in tip 6: The facility manager can help!

8. **Doors open?**
   Doors that are unnecessarily open all the time are a waste of energy. Global warming is happening – we don't have to help it along.

9. **Need fresh air?**
   Instead of keeping the windows permanently tilted, open all of them wide – but remember to close them again after a couple of minutes.

10. **New ideas**
    Let's save energy and protect the environment together! The Executive Board and the facility management are open for your suggestions.

13. Final Provisions; Applicability of the Campus Rules

(1) Any changes to the Campus Rules must be in writing and are subject to approval by the USTP Executive Board.

(2) These Campus Rules come into force on 08/09/2023.

Annex 1

First Aid Regulations

1. In-House Medical Service

A doctor is in attendance in the medical care room (in the basement of building A) at irregular intervals. The dates are announced via Teamwork. Alternatively, please contact Manuela Kendler (extension 562).

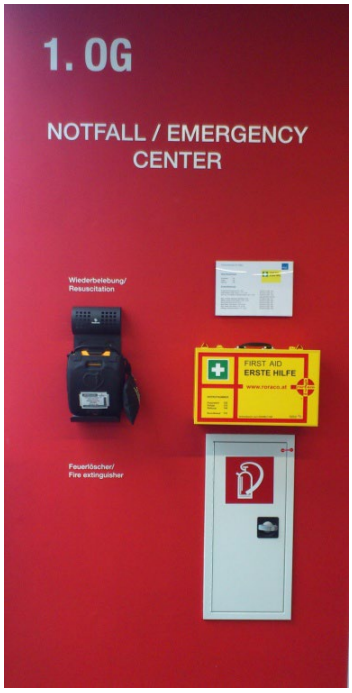
2. First Aid Kits

In building A, first aid kits are available in the emergency centres in the main hall and on the first to third floors, in the tea kitchens on all three upper floors, in the copy area on the ground floor, and in rooms with increased risk of accidents.

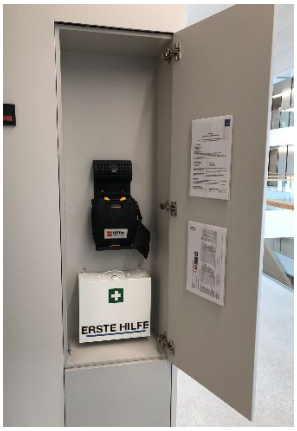
In building B, the first aid kits are located on floors one to three in the corridors leading to the connecting passage (to building A) opposite the lifts, in the tea kitchens on floors two and three, at the CSC, in the library on the ground floor, and in rooms with increased risk of accidents.

Directories of the first aiders are attached to the walls next to the first aid kits.

Examples of emergency centres:


1. OG
NOTFALL / EMERGENCY CENTER
Wiederbelebung/ Resuscitation
FIRST AID
ERSTE HILFE
Feuerlöscher/ Fire extinguisher

Seminarräume
Seminar Rooms B.1.09 – 1.10
Gebäude A · Building A


ERSTE HILFE

3. Defibrillator

For building A: Defibrillators are available in the emergency centres in the MAIN HALL and on the first to third floors for providing first aid to patients with cardiac arrest.

For building B: Defibrillators are available in the emergency centres in the corridors leading to the connecting passage (to building A) on the first to third floors for providing first aid to patients with cardiac arrest

The DEFIs (defibrillators) feature a self-explanatory voice operating programme explaining the procedure step by step. This allows laypersons to use the device without endangering the patient or themselves, even without prior instruction.

Until the DEFI arrives, it is important to **administer first aid according to the first aid rules!**

4. Reporting of Accidents at Work and on the Way to Work

Accidents at the workplace (or occupational accidents), near accidents, or accidents occurring on the way to or from work have to be reported to the employer immediately.

Annex 2

Emergency/Crisis Plan

Our great responsibility for everyone on campus as well as the increasing risks in our environment have induced us to draw up this Emergency/Crisis Plan for cases of emergency.

"Disasters" shall refer to all damaging events that have a major effect on

- the life and physical integrity of the affected persons
- the environment, and
- on facilities and installations

and which have a permanent negative impact on the business operations of the affected business units.

Definitions:

Emergency (ISO S_2412:2017)
A sudden and generally unforeseen event with potentially grave consequences that is usually limited to one organisational unit and requires extraordinary measures and rapid intervention.

Crisis Management (ISO S_2412:2017)
Coordinated activities carried out by an organisation in order to manage an imminent or already existing crisis.
Note 1 on the definition: Crisis management goes beyond the scope of emergency management and is usually executed by a crisis unit. The objective is to overcome a crisis in order to return the organisation to adapted regular operation.

Examples include: fire, contamination with hazardous substances, natural disaster (earthquake, flood), bomb threat, etc.

A central control unit is required to overcome a disaster.

This emergency plan includes:

- Preventive measures
- Alarm processes, if applicable

1. Preventive Measures

A plan can only be a good one if everyone abides by it. For this reason, it is important that every staff member

- observes the "Fire Protection Regulations" and the notice "Behaviour in Case of Fire", memorises their respective escape route according to the escape route plans put up in the buildings by repeatedly walking it, and
- immediately informs the responsible representatives (fire safety officer, person responsible for the building floor, safety expert, etc.) in case a potential danger is detected.

2. Detection of an Emergency/Crisis Situation

The person who has detected an emergency/crisis situation (fire, threat to life and limb) is to call the corresponding emergency number immediately:

Fire brigade: 0 / 122, Ambulance: 0 / 144, Police: 0 / 133,

They are to indicate the type of emergency and the exact location.

Only after that, the building management company Apleona (for building A) is to be informed:
+43 676 / 875 111 011 or +43 664 / 885 55 228,
or +43 5 / 179 99 2007 (on-call service Apleona)

OR

For building B, contact the building management company Caverion FM:
+43 676 / 514 41 88 or +43 676 / 514 41 85,
or +43 1 / 211 66 10611 (on-call service Caverion)

In case of fire, the fire brigade is to be alarmed immediately!

If you discover a hazardous situation, please act according to the following order:

1. **ALARM**
2. **AID**
3. **EXTINGUISH / RESCUE**

Don’t play the hero and enter a danger zone in order to help! If you are in a danger zone, make sure to let somebody know where you are.

3. Behaviour in Case of Emergency

Unless the responsible authorities (usually the fire brigade) have already arrived on site and have taken charge of the operations, it is up to the operations centre to decide whether the entire building or parts of it are to be evacuated.

3.1 Evacuation Signal / Operating Alarm

The evacuation signal is issued in the form of a siren sound.
Further instructions are given over the alarm announcement system or by the fire protection assistant.

When the evacuation signal sounds, leave your workplace without delay and go to your designated meeting point.

3.2 Behaviour while Leaving the Building

- Stay calm and level-headed.
- Take care of persons with special needs (e.g., wheelchair users) and assist them (arrange rescue).
- Refrain from raising queries with the building management.
- Unless ordered otherwise, comply with the escape plan when leaving the building.
- Do not use the lifts as they are switched off in emergencies.
- Do not enter the changing rooms under any circumstances.
- Never go back in order to salvage personal belongings.
- Follow the instructions of the persons responsible for the respective building floor (during office hours) and the emergency forces.

3.3 Meeting Points

Meeting points are usually marked with the following pictogram:

The meeting point for the Campus St. Pölten is located in the

Outdoor Teaching Area (on the east side of building B)

Organisation at the meeting point during office hours:

- There is no supervision service for the meeting point.
- During working hours, a staff member brings a rescue bag and a megaphone along.

At the meeting point, the persons responsible for the building floors report to the coordinator (who is recognisable by their megaphone or warning vest) in order to tell whether the areas they are responsible for are either cleared or not controlled yet.

Leave the meeting points only at the express instruction of the operations management (fire safety officers, emergency forces) during office hours, or of the emergency forces outside office hours.

According to the contractual provisions, the permission to re-enter the building after an emergency is to be given by Apleona or Caverion FM building management & services in coordination with the emergency forces.

3.4 Responsibilities in Emergency Cases

According to the contractual provisions, all decisions in case of emergency are taken in the operations centre (fire safety officers / fire warden, emergency forces / Apleona FM and Caverion FM building management & services).

Upon arrival of the head of operations from an administrative authority, this person takes charge. Heads of operations from emergency forces have powers delegated by the aforementioned person.

4. What to Do in Case of Emergency

4.1 Measures in Case of Fire

4.1.1 Fire Prevention

Comply with the Fire Safety Regulations.

Check fire extinguishers in the immediate proximity. Control suitability of extinguishers for this type of fire.

Inform staff members on escape routes and exits.

Motivate staff members to participate in preventive fire protection measures.

4.1.2 In Case of Fire

ALARM according to fire emergency plan!

AID: Remove endangered persons from the fire site immediately. Close the fire doors and the windows.

EXTINGUISH the incipient fire using the available hand-held fire extinguisher.

IMPORTANT: Use several extinguishers simultaneously to fight fire effectively!

If you cannot put the fire out, close the doors and windows.

4.1.3 In Emergencies

After the operating alarm sounds (evacuation signal) and/or an evacuation announcement has been issued, everyone is to be made to leave the building immediately. Use the escape staircases and stay away from the lifts.

The persons responsible for the building floors or sections are to check whether everyone has been evacuated from their respective areas of responsibility.
!!! Make sure to check ancillary and utility rooms as well as toilets and washrooms!!!

The evacuated state is to be reported to the fire safety officers / emergency forces.

4.1.4 After the Fire

Stand ready for rescue and clean-up work.

Inform the fire safety officer about which fire extinguishers were used. Fire extinguishers must never be returned to their position on the wall after use!

Inform the fire safety officer about anything you noticed that might help identify the cause of the fire.

4.2 Measures in Case of Bomb Threat / Threat Call

To assess a bomb threat in a differentiated manner, it is very important to obtain details as comprehensive and exact as possible about this particular threat.

Primary action:
Evacuate the building by sounding the fire alarm
(push-button alarm)

After that, immediately notify

Emergency forces (133, 144, 122)
USTP Crisis Management Team (cmt@ustp.at)
Mr Hochreiter: +43 676 847 228 215, Ms Dirlinger: +43 676 847 228 208,
Mr Haag: +43 676 847 228 202

Alarm and evacuate according to the emergency plan

4.2.1 Measures in Case of Acuate Danger

Immediate measures in case potentially explosive objects or detonators (bombs) are found:

Primary action:
Evacuate the building by sounding the fire alarm
(push-button alarm)

After that, immediately notify

Emergency forces (133, 144, 122)
USTP Crisis Management Team (cmt@ustp.at)
Mr Hochreiter: +43 676 847 228 215, Ms Dirlinger: +43 676 847 228 208,
Mr Haag: +43 676 847 228 202

- Alarm and evacuate according to emergency plan
- Block and secure danger site by a wide margin
- Upon arrival of the police: Keep staff with knowledge of the site ready

4.3 Measures after Bomb Detonation

- Trigger alarm immediately.
- Arrange rescue and first aid of injured persons immediately.
- Secure explosion site with sufficient distance. Exercise caution as further explosives might detonate in close proximity.
- Block supply lines to the affected building component / object immediately.
- Prevent inflow of curious onlookers, if necessary by force.
- Question witnesses and obtain their names if possible.
- Initiate damage analysis, document personal injury and material damage. If applicable, notify the fire brigade, building authority, Technical Inspection Association (TÜV), or the labour inspectorate.

4.4 Behaviour in Case of Bomb Threats / Threat Calls

- Listen.
- Don’t interrupt.

- Take notes immediately.
- Gather as much information as possible.
- Get the caller to continue talking.
- If possible, alarm the emergency forces at the same time.
- Evacuate the building.