

Fire Safety Regulations

Last updated: 14.10.2026

0 Preface

These fire safety regulations contain rules for fire prevention, instructions regarding correct behaviour, and measures to be taken in case a fire breaks out. The following regulations serve the purpose of preventive fire protection in the building. The fire safety regulations do not release the user from the obligation to observe and comply with other occupational safety and accident prevention regulations.

The fire safety regulations provide important information on how persons should behave in university operations or at the workplace to avoid endangering property and health and to prevent serious damage caused by fires.

1 Responsibility

The persons listed in the posted notice “What to Do in Case of Fire” are responsible for fire safety in the university building.

1.1 Responsibility in Case of Fire

All decisions in case of fire are taken in the operations centre (fire safety officer / emergency forces). Upon arrival of the responsible fire brigade, the latter takes charge.

Fire safety officer: **Mag. Dipl.-Ing. Dr.techn. Erwin Klaus Hoffelner**

Tel.: 0660 / 826 29 01

Deputy fire safety officer: **Alexander Bierbaumer**

Tel.: 0660 / 72 411 72

Fire wardens of Apleona Facility Management (for building A)

Name	Telephone
Ronald Rohrer	0664 / 26 969 26
Manfred Lechner	0664 / 885 55 228
Ulrich Pilgram	0676 / 47 89 886

The office of Apleona is located in the basement of building A (floor -1 next to the double lifts).

Fire wardens of Caverion Facility Management (for building B)

Name	Telephone
Mario Schubert	0676 / 514 41 85
Roland Wimmer	0676 / 514 41 88
Saba Chukhrukidze	0676 / 514 41 84
Mario Jarc	0676 / 514 41 89

The office of Caverion is located on the 2nd floor of building B (office B.2.01, entrance to the right of the lift).

Fire warden of Sodexo (canteen)

Name	Telephone
Claudia Gruber	0664 / 521 56 04

2 Rules of Conduct

Everyone is obliged to notify the persons in charge in the company (fire safety officers, fire wardens) of any fire safety-relevant deficiencies that come to their attention.

When it comes to matters of fire safety, instructions from the persons in charge are to be complied with immediately. Further rules of conduct are:

- Keep the location clean and tidy.
- Escape and transport routes are to be kept free from all types of storage over their entire width.
- It is forbidden to store inflammable objects (e.g., empty boxes) and liquids in the staircases and corridors.
- All kinds of storage in the stairwells are strictly forbidden by law.
- Fire doors are to be kept closed at all times, except for fire doors with self-closing mechanisms. These must not be blocked or put out of operation.
- The building's fire safety regulations in general are to be complied with.
- In case an exception is necessary, contact the fire safety officer to identify an alternative measure. This applies to everyone in the building.
- The smoking ban is to be strictly observed, except for the clearly marked smoking areas.
- Ashtrays are to be emptied into the designated, fire-resistant containers only.
- Fire extinguishers must not be moved or used in any way incompatible with their purpose.
- Information signs and symbols are to be observed and must not be hidden from view, damaged, or removed.
- It is forbidden to set up and operate private electrical appliances such as heater-cooler units, refrigerators, etc. in the working areas (except with the approval of Apleona or Caverion Facility Management).
- The parking and charging of e-scooters or e-bikes is prohibited throughout the building due to the increased risk of fire.
- Any combustible waste from teaching, office, and storage rooms is to be emptied daily into the designated containers within the framework of maintenance cleaning.
- Electrical systems are to be maintained according to regulations. Any changes and repairs are to be carried out by authorised personnel only, and the Facility Management is to be notified of the works immediately.
- When parking on the premises of the Campus St. Pölten, drivers are to make sure that they do not block transport and escape routes or access roads for emergency vehicles. The provisions of the parking lot rules are to be treated as an integral component of these fire safety regulations.

- **Electrically powered vehicles of all kinds** (e.g. e-scooters, pedelecs, etc.) must not be taken into the building under any circumstances (risk of overheating and thus fire).

  By no means is that **Charging of any electrically powered vehicle** (e-scooters, e-bikes, e-wheelchairs, etc.) in the building.
  An electric wheelchair may be used in the house,
  the **However, CHARGING of e-wheelchairs is not permitted!**

  Electric bicycles and e-scooters parked in the stairwell or in corridors are also a nuisance for many people because they stand in the way. In any case, these block the escape route or are at least a tripping hazard for fleeing people and firefighters.

  The **Parking along the building fronts** (glass walls) is also prohibited.
  Parking is only permitted in the following areas:

  - Students park the e-scooters and e-bikes outdoors at the bicycle racks in the north (shady side).
  - Employees can only park e-scooters and e-bikes in the locked bicycle garage.
- Fire work such as welding, cutting, soldering, etc. may only be carried out with the prior approval of the fire protection officer and in accordance with his instructions. **For this purpose, a "release certificate" must be issued.**
- There is a ban on barbecues on the entire campus grounds (open fires prohibited).

2.1 Behaviour while Leaving the Building

- Keep calm!
- If possible, accompany persons with disabilities and/or restricted mobility, e.g., (temporary) wheelchair use, or move them to a safe waiting area and arrange for rescue or report to the appropriate persons at the assembly point. In the event of a fire, alert the fire brigade to any persons located in a waiting area.
  For further important information, see item 9 “Barrier-Free Fire Protection”.
- Should the smoke penetrate as far as the place of retreat, seek a safe (smoke-free) fire compartment, call the fire brigade yourself under the number 122, and give them your location.
  Example: Campus St. Pölten, building B, 3rd floor, room B.3.05
- Refrain from contacting the building management with questions.
- Unless ordered otherwise, comply with the escape plan when leaving the building.
- Do not use the lifts.
  They are switched off in emergencies and remain on the escape floor.
- Do not enter the changing rooms under any circumstances.
- Never go back to save personal belongings (e.g., phone, handbag).

- Follow the instructions of the responsible persons (fire safety officers, fire wardens, persons responsible for the building floors, or lecturers).
- Leave the assembly points only at the explicit instruction of the fire safety officers / emergency forces.
- It is up to the operations management of the fire brigade to give the green light for returning to the building. This “all-clear” is given via megaphone.

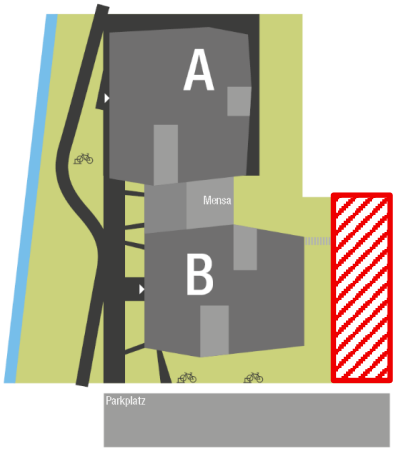
Table 1: Keyword: K-A-R-L

Behaviour in case of fire	What to do?
Keep calm (don’t panic)	Keep calm
Alarm 	Activate fire alarm or call 122 Who is reporting? What has happened? How many are affected or injured? Where has it happened?
Rescue  	Get yourself to safety and help others to leave the danger zone. Follow marked escape routes. Don’t use the lifts. Follow instructions. Go to the assembly point.
(L) Extinguish 	If appropriate, use tools to extinguish fire (fire extinguisher, wall hydrant), make sure not to endanger yourself or others, follow instructions.

3 Assembly Point

Grass strip to the east of the lamp posts in the area of the outdoor classroom east of building B





3.1 Organisation at the Assembly Point

Organisation at the assembly point during office hours:

- A member of the library has the function of “assembly point official” and can be recognised by their orange safety vest. This person is positioned next to the outdoor teaching area.
  The persons responsible for the building floors wear yellow safety vests that say “Evakuierungshelfer” (evacuation assistant). The fire safety officers and fire wardens also wear yellow safety vests.
- After controlling their respective areas, the persons responsible for the building floors report to the assembly point official (who is positioned at the assembly point near the outdoor classroom) that there are “no persons left in the rooms”.
- During working hours, a staff member of the library brings a first aid kit / rescue bag and a megaphone along.
- Leave the assembly points only upon the explicit instruction of the operations management (fire safety officers, emergency forces).
- The permission to re-enter the building after an emergency is given by the operations management. This “all-clear” is issued via megaphone.
- Please refrain from taking any photos, videos, etc. and posting them on social media or elsewhere.
- If you know the whereabouts of a person with reduced mobility, report their position to the emergency forces or the assembly point official.

4 Fire Brigade Access Points

There are 3 access routes for the fire brigade on campus:

- Matthias Corvinus-Straße (access building A)
- Matthias Corvinus-Straße (access canteen)
- Heinrich Schneidmadl-Straße (access building B)

Please note the areas marked in red in figure 1, as these must be kept free at all times.

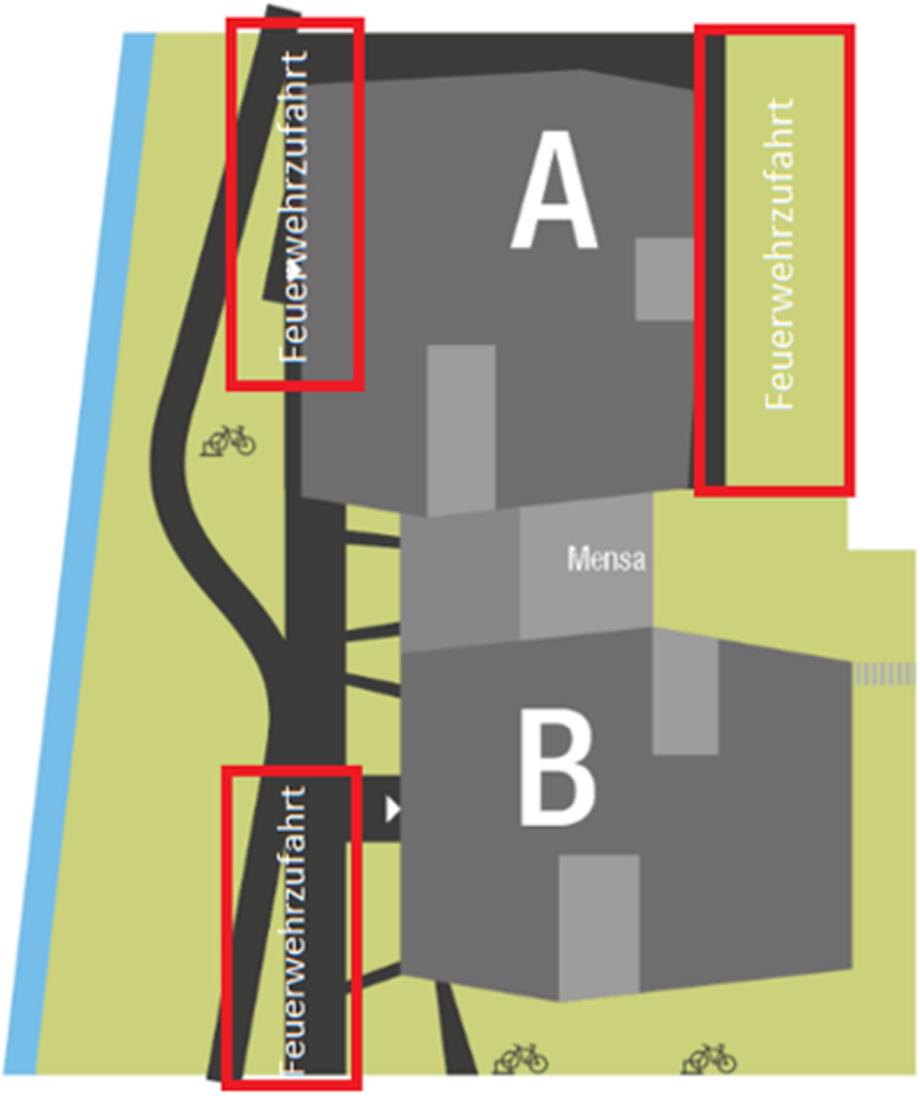


Figure 1: Fire brigade access points at the Campus St. Pölten

5 The Most Important Signs



No open flame; No fire, open ignition source, or smoking



Do not use lift in case of fire



No smoking



Fire extinguisher



Fire detector



Wall hydrant (fire hose)



First aid kit



Emergency safety shower



Eye wash unit



Emergency exit left



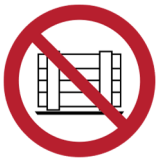
Emergency exit right



Assembly point



Warning of electrical voltage



No storage



Disinfect hands

6 How to Use Fire Extinguishers Correctly

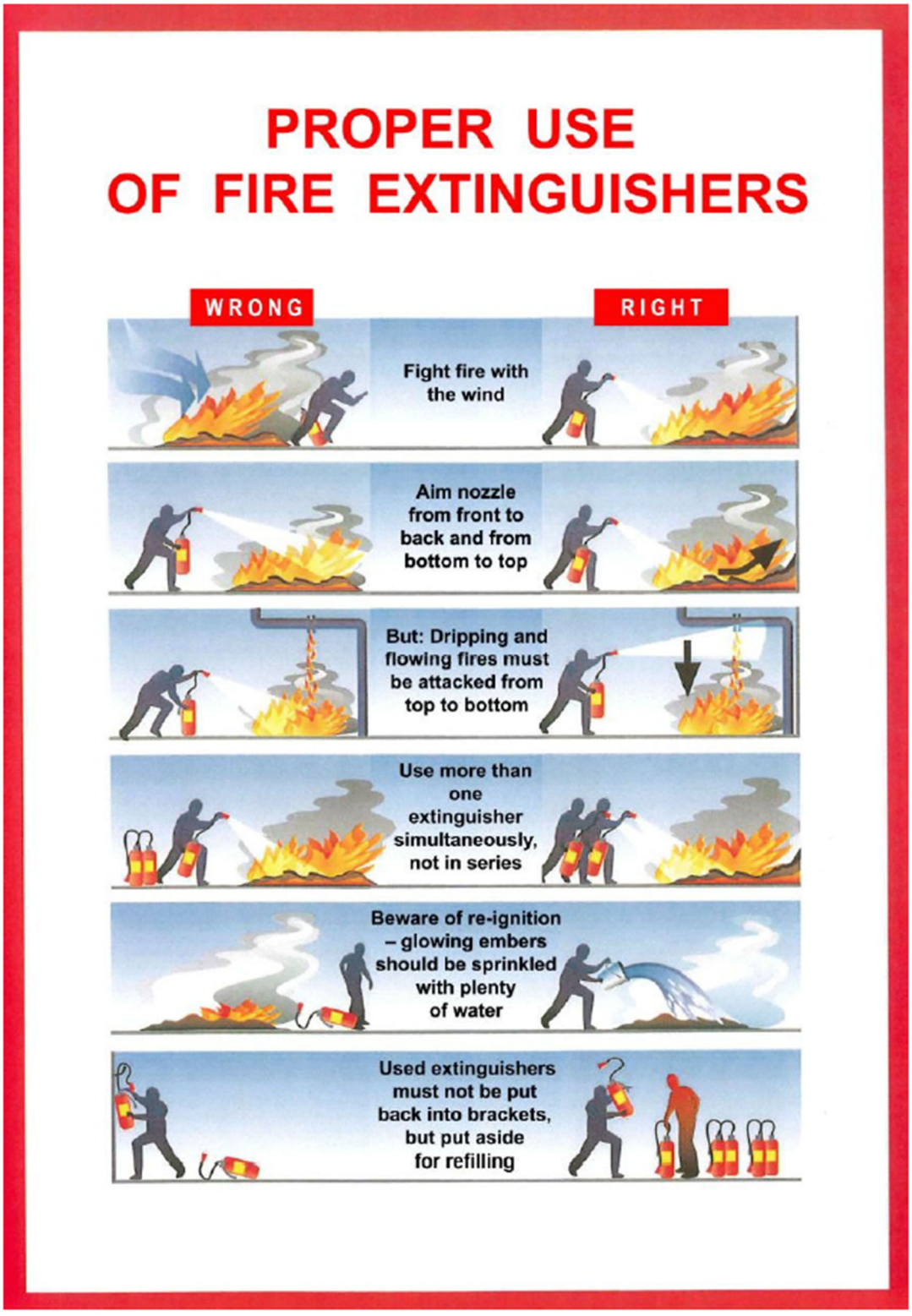


Figure 2: How to use fire extinguishers correctly

7 Fire Alarm Plan

The building is monitored using an automatic fire alarm system with direct connection to the fire brigade. In case of a fire, an alarm is sent to the fire brigade automatically.

It is up to the person discovering the fire to issue the alarm.

- Pushbutton alarm (manual alarm)
- Alternative: emergency call (fire brigade): 122

Give precise information:

- **Where** is the fire?
- **What** is burning?
- Are any **persons** in danger?

The fire brigade access is via Matthias Corvinus-Straße for building A and via Heinrich Schneidmadl-Straße for building B (see item 4). When the fire brigade is notified using the pushbutton alarm, they will know the location of the fire and which access route to the Campus St. Pölten they need to take.

8 In Case of Fire

8.1 Fire Reporting Office

- The fire reporting office is notified automatically via the fire alarm system or pushbutton alarm.
- The evacuation of all persons not immediately involved in fire fighting is initiated automatically upon activation of the fire alarm system.
  The fire safety officers and persons responsible for the building floors make sure that the evacuation is completed.
- Until the arrival of the St. Pölten fire brigade, the instructions of the fire safety officers are to be complied with.
- Once the fire brigade arrives at the scene, all instructions of the latter are to be followed without exception.

8.2 Evacuation Signal / Operating Alarm

- The evacuation signal is issued as a siren sound throughout the building (siren tone decreasing / see/hear the sound in the video fire safety instruction). When the evacuation signal sounds, leave the room (e.g., workplace / teaching room) without delay and go to the designated assembly point near the outdoor class.
- Instructions are given by the persons responsible for the building floor or, alternatively, through the loudspeaker system.
- In addition to acoustic signals, flashing lights on the ceilings (only in building B) indicate the presence of a fire and thus also inform people with hearing disabilities.

9 Barrier-Free Fire Protection

The safety and well-being of all individuals in our buildings are our top priority.

We are aware that special measures are required in case of an emergency to ensure the evacuation of individuals with disabilities and/or mobility impairments, e.g., (temporary) wheelchair use. These fire safety regulations lay down the necessary steps to be taken to ensure the effective evacuation of this group of persons.

Preventive measures:

In the event of a fire, alarm activation follows a multi-sensory approach. In addition to acoustic signals, ceiling-mounted flashing lights (only in building B) indicate a fire, thus providing information to individuals with hearing impairments. To aid individuals with visual impairments during a fire emergency, tactile labels on the handrails in the staircases point out emergency exits.

Identification of persons with disabilities and/or mobility impairments, e.g., (temporary) wheelchair use: All members of the Campus St. Pölten with (temporary) mobility impairments are encouraged to contact the fire safety officers or fire wardens to ensure that their needs are appropriately considered in the planning and implementation of evacuation measures.



This information is treated confidentially and used solely for safety-related purposes. Individuals who are unfamiliar with the location and/or who have (temporary) mobility restrictions must be assisted by the responsible persons and safely guided to the assembly point.

Information for a barrier-free alternative: The access to the assembly point is not barrier-free. Instead, persons with restricted mobility assemble on the sidewalk in Heinrich Schneidmadl-Straße on the level of assembly point F after notifying the fire safety officer.

9.1 Evacuation of Persons with Reduced Mobility (Building B)



Depending on the situation, there are several possibilities for the evacuation of persons with reduced mobility in building B:

- In the event of a fire (when the sirens go off), ask the nearest person responsible for the building floor for assistance (they are recognisable by their yellow safety vest).
- Generally, persons with reduced mobility are to make their way to the other building, respectively, where they take the lift to the ground floor and continue on to the assembly point. Please note: The doors between the buildings will not be open and will not open automatically, either. If necessary, get help!



- Should it be impossible to reach building A via the passageway, please go to the clearly defined waiting area in the staircases 2, 2b, or 3 in building B (see overview on the posted escape route maps) and press the emergency call button there.
    - The fire-protected waiting areas (staircase platforms) are equipped with emergency power-supplied emergency call buttons that trigger an optical and acoustic alarm in the area of the main entrance for the fire brigade (location: fire brigade control panel in building B, ground floor, staircase 2). Likewise, an emergency power-supplied intercom connection is provided from this location to the fire-protected waiting areas.
    - The waiting area is activated only in case of a fire (that is, when the fire alarm system in building B is triggered).
    - Please keep calm. The fire brigade and fire safety officers will contact you via the emergency intercom and arrange for your rescue as fast as possible.
- Should smoke penetrate as far as to the place of retreat (e.g., staircase), go to a safe (smoke-free) fire compartment, call the fire brigade yourself under the number 122, and report your exact location.
  Example: Campus St. Pölten, building B, 3rd floor, room B.3.05

It is assumed that there are no persons with restricted mobility present in the basement of building B due to the use of this location (utility and storage rooms only).

9.2 Evacuation of Persons with Reduced Mobility (Building A)



Depending on the situation, there are several possibilities for the evacuation of persons with reduced mobility in building A (there is, however, no clearly defined waiting area in building A):

- In the event of a fire (when the sirens go off), ask the nearest person responsible for the building floor for assistance (they are recognisable by their yellow safety vest).
- Generally, persons with reduced mobility are to make their way to the other building, respectively, where they take the lift to the ground floor and continue on to the assembly point. Please note: The doors between the buildings are not open and do not open automatically, either. If necessary, get help!
- Should the lift in building B be out of order, please go to the clearly defined waiting area in the staircases 2, 2b, or 3 in building B (see overview on the posted escape route maps) and call the fire brigade via the emergency number 122 (the emergency call button is active only if the alarm goes off in building B) (see further information under item 9.1).
- Should smoke penetrate as far as to the place of retreat, go to a safe (smoke-free) fire compartment, call the fire brigade yourself under the number 122, and report your exact location. Example: Campus St. Pölten, building A, 3rd floor, room A.3.10

Attention: The other building cannot be accessed from the basement of building A. If you are in the basement, use the same escape route as the persons escaping via staircase 3. You will need assistance to make it over the stairs outside.

10 Fire Alarm Proceedings

