

## **FIRE ACTION PLAN**

### **in the event of an alarm during working hours or during an event**

The central fire alarm system (CFAS) is located within the central control room (CCR).

#### **Alarms raised via the fire alarm system**

The property surveillance company staff member on duty in the CCR will immediately notify the on-duty firefighter (ODF) or response service (RS), reporting the fire alarm circuit/fire compartment/fire detector number that triggered the alarm. If the ODF is unavailable, he or she will immediately notify the deputy on-duty firefighter (deputy ODF). The ODF or deputy ODF will then make their way to the location of the suspected fire via the quickest route without delay, and remain in telephone contact with the on-duty surveillance staff member in the CCR while investigating.

#### **Alarms raised by persons discovering fire**

The person discovering the fire will immediately inform the on-duty surveillance staff member in the CCR by calling extension 391, and/or activate the nearest push button fire alarm. The caller will be asked to give their current safe location, which they are not to leave until the arrival of the ODF. The property surveillance company staff member on duty in the CCR shall immediately report the fire to the ODF. If the ODF is unavailable, the on-duty surveillance staff member will immediately notify the deputy on-duty firefighter (deputy ODF). The ODF or deputy ODF will then make his/her way to the location of the reported fire via the quickest route and remain in telephone contact with the on-duty surveillance staff member in the CCR while investigating. A false alarm shall be reported to the CCR.

#### **Action in the event of a fire**

- The ODF or deputy ODF will instruct the on-duty property surveillance company staff member to alert the Vienna fire brigade by telephone using the **122 emergency number**. If the emergency call is not made within the defined response time, the Vienna fire brigade will be alerted automatically via direct telemetric link.
- The ODF or deputy ODF will immediately contact the in-house fire service commander (IHFS Commander) or his/her deputy. The IHFS Commander and/or his/her deputy will make their way to the CFAS without delay, where they will be briefed on the current situation by the ODF or deputy ODF and the on-duty surveillance staff member.
- The on-duty surveillance staff member will notify all members of the IHFS, who will then proceed to the IHFS station in the building. The first three firefighters to arrive that are certified breathing apparatus wearers are to put on self-contained breathing apparatus. The other members of the IHFS will remain on stand-by and await further instruction from the IHFS Commander or highest ranking member of the IHFS in attendance (Officer in Charge).
- The ODF or deputy ODF will immediately contact the Fire Safety Officer (FSO) or his/her deputy. The FSO and/or his/her deputy are to make their way to the CFAS without delay, where they will be briefed on the current situation by the ODF or deputy ODF and the on-duty surveillance staff member.
- In consultation with the FSO/IHFS Commander, the ODF will direct initial or continued firefighting measures, and on-site evacuation, as required.
  - Injured or endangered persons must be rescued prior to this!
  - If evacuation is necessary, the FSO will initiate the local evacuation of the affected fire compartment.
- The FSO will also notify all project managers of events that are taking place on the premises.
  - The project manager for the event located nearest to the affected fire compartment will instruct the fire wardens (if present) to prevent further access to the fire compartment.
- It is the responsibility of the respective project manager to brief the event organiser (contractual partner) and other persons connected with the event, who are to proceed to the CCR/CFAS.
- The IHFS Commander or the highest ranking member of the IHFS in attendance (according to the Officer in Charge list) shall act as the Officer in Charge until the arrival of the Vienna fire brigade.

- Upon the fire brigade's arrival at the CFAS, the IHFS Commander will brief the fire brigade, informing them of the source of the fire and the details of the fire situation, and will hand over the fire safety floor plan. The firefighters will be briefed by the IHFS and directed to the affected fire compartment.
- From this point forward the instructions of the fire brigade's Officer in Charge must be followed.

The FSO shall also notify the following parties

- The CEO
- The Head of Event Management and the Head of Facility Management
- Directors of in-house partner enterprises (medium to long-term partners)  
If necessary, Vienna International Centre's security service, United Security Services (UNSS), on speed dial 88 3909

## Evacuation of the building in the event of a fire

The evacuation alarm shall be raised on the order of the in-house fire service, the FSO responsible for the affected area, his/her deputy or a senior member of staff, or on the instruction of the fire brigade's Officer in Charge.

If the alarm is raised it means there is a fire at a location within the building or another form of danger which necessitates precautionary evacuation of the building.

The FSO shall instruct the on-duty surveillance staff member to make the following announcement via the in-house system and turn on the signage system emergency switch.

**The evacuation alarm announcement will be made in German first and then in English.**

*Achtung eine dringende Durchsage an Besucher und Mitarbeiter!*

*Aufgrund eines Zwischenfalls müssen wir das Gebäude räumen. Bitte verlassen Sie das Gebäude rasch wie möglich über die gekennzeichneten Fluchtwege und folgen Sie den Anweisungen des Sicherheitspersonals und der Einsatzkräfte!*

*Your attention please.*

*This is an important message for all guests and staff members. Unfortunately we have to evacuate the building due to an incident. Please leave the building as quickly as possible via the signposted exit routes, and follow any instructions issued by safety personnel and the emergency services.*

Operations will be directed from the CCR.

The following persons must report to the CCR.

- The FSO
- The IHFS Commander
- The CEO
- The doctor and/or first aiders, if they are on the premises attending an event

The final room to be evacuated will be the CCR.

- The FSO or the IHFS Commander will monitor and coordinate the evacuation from the CCR.
- The fire marshals with evacuation responsibilities shall check (where possible) the area that has been assigned to them (including toilets) for any remaining persons, going from room to room and shutting doors behind them. The fire marshals (project managers) and/or the fire wardens in the event spaces will follow the same procedure.

All Austria Center Vienna staff must report to the IAKW-AG assembly area at level -3 HA/3.

Visitors will exit the event spaces via the indicated exit routes, which lead outside.

- A member of the support staff will go to the main entrance to prevent unauthorised persons from entering the building.

Persons with responsibilities for specific areas (fire marshals, project managers and fire wardens) will notify the FSO when evacuation has been completed.

Head of ACV FIRE SERVICE  
Michael Kamtner