

Austrian Aviation Campus

House Rules for External Visitors and Course Participants



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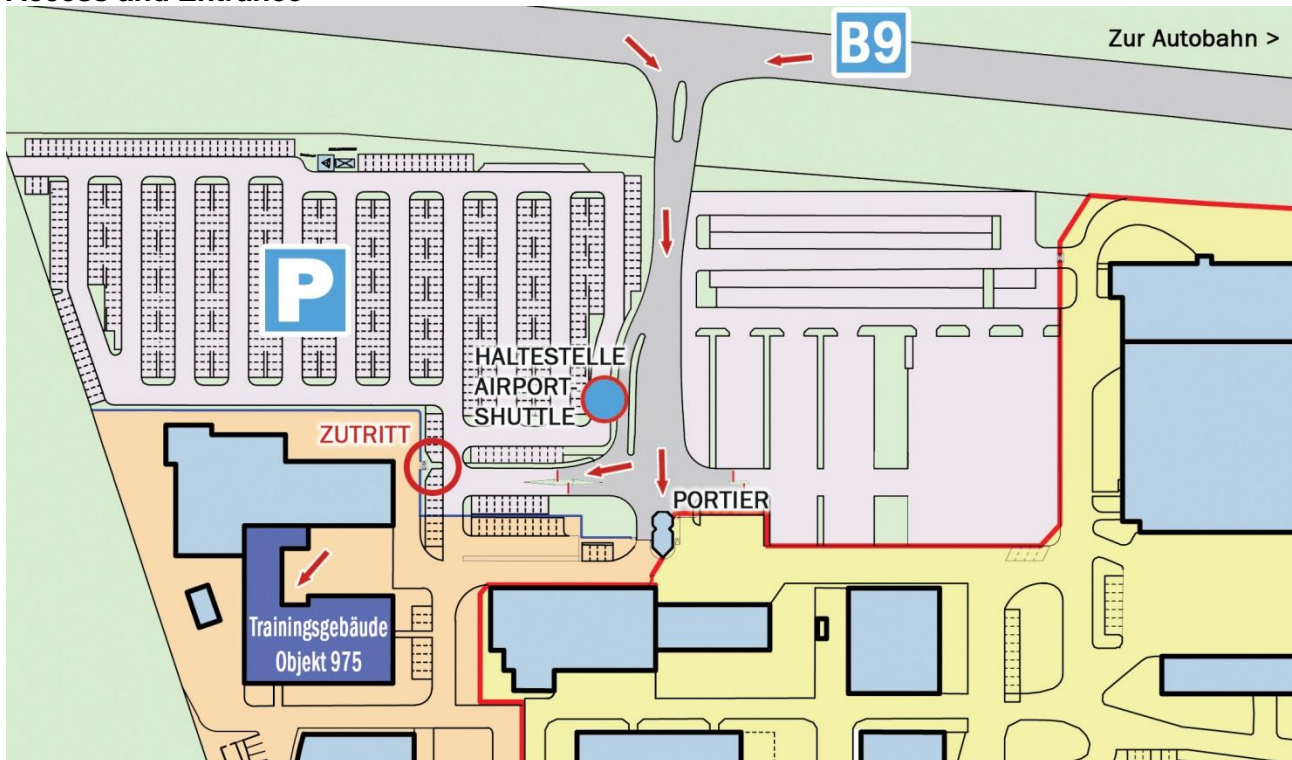
General

Training building and premises of the Austrian Aviation Campus ("AAC") – former known as Training Center - are situated within the Austrian base at the Vienna Airport, which is operated independently by Austrian Airlines AG.

For reasons of better readability, no gender-specific differentiation is made in the text design. The terms in question apply to all genders in the interests of equal treatment.

A

Access and Entrance



A visitor badge or an Austrian employee ID card, which must be worn visibly at all times, is required for access to the visitor parking lot or for access to the AAC. External visitors will be issued a visitor badge for the duration of their visit upon depositing an identification document at the porter's desk.

This ID card also provides access control by the turnstile and in the training building itself.

After the visit, the visitor badge will be exchanged back with the deposited identification document.

Any loss or theft of the visitor badge **MUST** be reported immediately to the porter.

The training building is basically designed as a "keyless" house. Key cards grant keyless access to the respective authorized areas in the building.

Teaching rooms can only be opened with the respective key card, the various training facilities either with card or key. Cards as well as keys are issued to the authorized persons (registration by e-mail to: trainingscenter@austrian.com) by the porter and must be returned to him after the end of the event.

See also **Austrian Security Area, Parking** and **Registration**.

Austrian Security Area / Landside & Airside

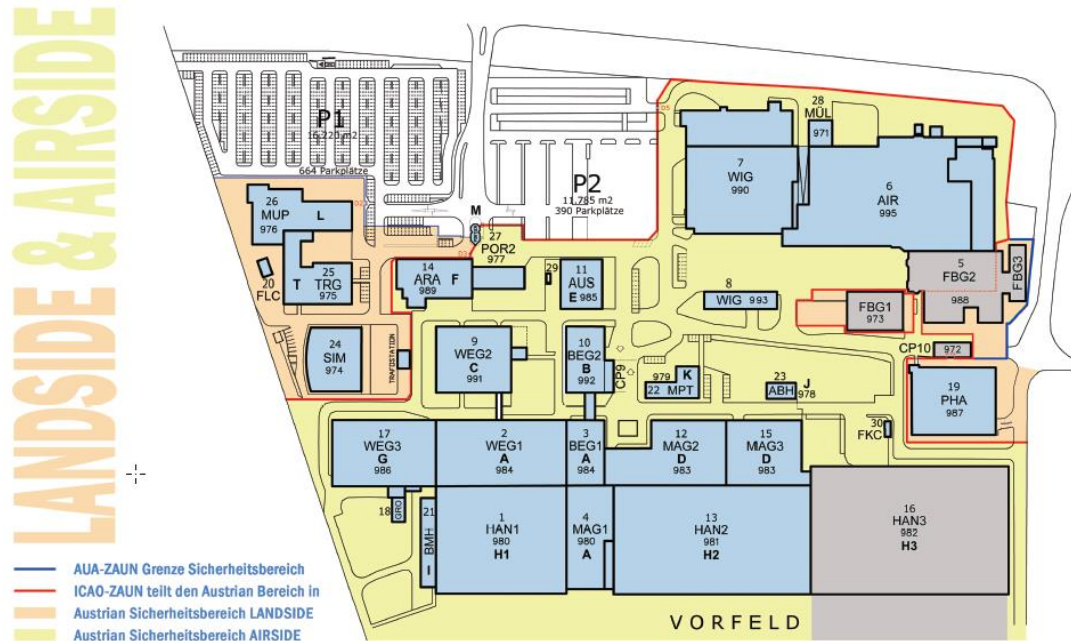
The AAC is on the Technical Base at the Vienna Airport within the “Austrian security area” on what is known as the “landside”.

A visitor badge or Austrian employee ID card is required for access to the “landside”.

Please note: visitor badges and Austrian employee ID cards only provide authorisation to visit the “landside” in the Austrian security area. The ID cards do not provide access to the “airside” which is divided off by the ICAO fence.

For an overview, please take note of the map with the two parts of the security area.

See also **ID card**.



B

Bicycle

See **Parking**.

Bistro / Cafeteria / Kitchen

The “bistro” on the AAC is operated by the company Eurest like an employee cafeteria. The bistro is also available for visitors and course participants during business hours.

Information on opening hours, offers, payment options, etc. can be found on the AAC website (<https://www.austriantraining.com/willkommen/bistro/>), which is always up to date.

The bistro and the table areas are designed in the form of self-service facilities. After a meal, every visitor must put the trays with used dishes on the clearing facilities in the return area of the cafeteria. Taking trays with hot food to the office floors and the training rooms is not allowed. Smoking is prohibited in the restaurant area.

We would also like to point out again that it is not allowed to consume hot food outside of the guest area in the cafeteria for sanitary reasons.

See **Catering at the Austrian Aviation Campus**.

Electronics / Electronic Devices

Due to fire protection regulations, the operation of electric and/or electronic devices that are not provided by the building operator (e. g. coffeemakers, electric kettles, chargers, household devices of any type etc.) is prohibited in all of Austrian's areas.

Exceptions to this prohibition are personal laptops, tablets, mobile phones as well as their associated chargers. This also includes presentation and training technology (e. g. video cameras, pointers etc.).

All types of devices must only be operated under supervision.

Events

In all areas of the AAC premises, events of any kind may only be held with the approval of the AAC team (e-mail to: trainingscenter@austrian.com).

Exit Routes

See ***Fire Alarm***.

F

Fire Alarm

If there is a fire, an acoustic alarm is triggered via the fire alarm system by means of the building alarm system.

There are additional pushbutton alarms in the stairwells that are to be used by all persons who would like to report a fire. Every time the pushbutton alarm is used, a notification is directly forwarded to the fire department. Action will be taken against all abuse.

Exit route plans are displayed on all storeys.

There are fire extinguishers everywhere in the building at all places marked on the exit route plans. It is strictly prohibited to remove the devices from their location unless they are being used to fight a fire at the location of the fire.

Lifts are not allowed to be used if there is a fire.

If there is a fire, stay calm, and immediately leave the building via the exit routes. The exit routes can be found on the displayed exit route plans.

Course leaders are encouraged to gather with all of their course participants in full number at one of the meeting places outside of the training building.

Other instructions will be given by emergency workers/executive authorities (possibly also by fire-protection officers and fire protection assistants) which must be complied with in any case.

See also ***Contact*** and ***Meeting Place if there is an Alarm***.

Fire Extinguishers

See ***Fire Alarm***.

First-Aid

First-aid boxes are at the reception, in the office islands on each storey, in the Mock-up hall as well as at the porter's desk.

Emergency calls in the AAC are to be exclusively made to the airport emergency numbers (mobile phone: +43 (0)1 7007-144 or landline: 0 7007-144).

Food and Drinks

See *Bistro / Cafeteria / Kitchen*.

I

ID Card

See *Access and Entrance* and *Registration*.

K

Keys and Key Cards (e.g. for Training Rooms)

See *Access and Entrance*.

M

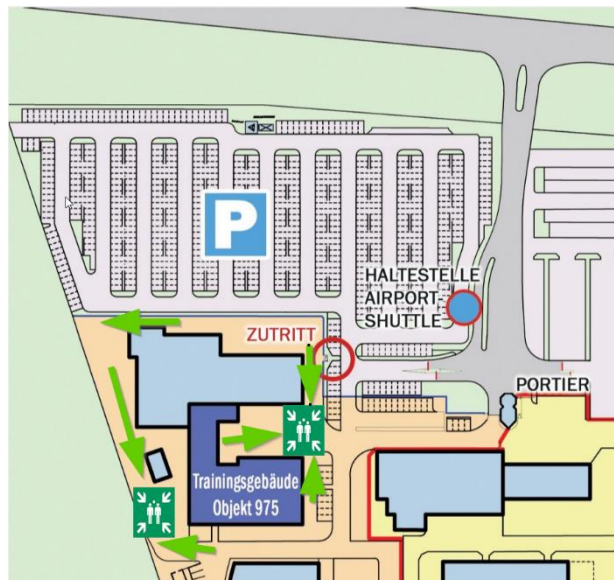
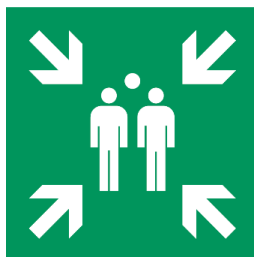
Malfunctions

In case of acute malfunctions, the Technical Emergency Support must be contacted immediately at +43 (0)5 1766-66666. In addition, the AAC team (e-mail to: trainingscenter@austrian.com) must be informed.

Other complaints can be addressed directly to the AAC team (e-mail to: trainingscenter@austrian.com).

Meeting Place if there is an Alarm

There are 2 meeting places outside of the training building where all persons in the building should immediately gather if there is an alarm.



One meeting place is at the main entry forecourt. The other meeting place is in the area of the receiving department behind the building. (See illustrations above.)

Other instructions will be given by emergency workers/executive authorities (possibly also by fire-protection officers and fire protection assistants) which must be complied with in any case.

See also *Fire alarm* and *Contact*.

Motorcycles / Mopeds

See **Parking**.

P

Parking

For all users of the training building - Austrian employees, training participants, visitors - a parking lot is available directly in front of the building. An Austrian employee ID card or visitor badge is required for access.

External visitors must pick up a visitor badge at the porter' desk before entering the visitor parking lot. The visitor badge will be issued for the duration of the visit upon deposit of an identification document. This visitor badge is used to access the parking lot: the card must be held in front of the scanner at the height of the gate, and the access gate will open.

Electric cars can be parked anywhere in the visitor parking lot. There are no charging stations on site.

Single-track vehicles can be parked anywhere in the visitor parking lot. The Austrian Road Traffic Act (StVO) applies.

Bicycle racks are located inside the AAC premises. Access is via the access gate directly by the porter. Bicycles must be secured with a bicycle lock that you bring yourself. Bicycles are parked at own risk.

No liability is assumed for parking cars. You park at your own risk. The FWAG Parking Terms and Conditions apply (seen Annex 1).

See **Access and Entrance** and **Registration**.

Pets

Bringing and keeping pets to the AAC is prohibited in all interior areas of the training building.

Placards and Posters

Distributing, disseminating and posting posters, announcements and notices of any kind, especially including sales, rental and other advertisements, in particular with tear-off vouchers, is strictly prohibited on the entire AAC. Action will be taken against every violation. This also applies to office partitions and other partitions of any kind as well as to doors and fire protection gates.

The prohibition also includes stands of any kind, poster stands, displaying advertising items and flyers as well as advertisements of any kind.

Exceptions to this rule must be specifically permitted by the AAC team in writing in exceptional cases (e-mail to: trainingscenter@austrian.com).

Promotional and advertising events of any kind are prohibited on the entire AAC to protect the Austrian Airlines brand. Any sort of political agitation, rallies in a politically motivated setting as well as distributing and disseminating political messages, texts, photos, folders, posters, advertising gifts etc. are likewise prohibited.

R

Registration

All external visitors and course participants must be registered with their first and last names with the AAC team (e-mail to: trainingscenter@austrian.com). The registration of the names (normally via the organizer) is done directly to the AAC team (e-mail to: trainingscenter@austrian.com). The porter will be informed shortly before the start of the event who will be allowed access to the AAC and during which period.

S

Security

A great importance was placed on security when the building was designed, e.g. all areas of higher security risk are monitored with video cameras.

The entry to and exit from the AAC premises by the turnstile as well as the main entry of the training building are monitored around the clock by video for security reasons. The image recordings of the video monitoring systems are deleted no later than after 72 hours unless there is an important reason to retain the image recordings for a longer time. Important reasons for example can be investigations of criminal offences or to otherwise support courts and government agencies. In any case, the applicable data protection provisions of the Austrian Data Protection Act (DSG) 2018 and the applicable data protection provisions of the GDPR are complied with. More information about the purposes of processing or to assert data subject rights as defined by the GDPR can be obtained from the Austrian Airlines data protection team (e-mail to: datenschutz@austrian.com).

In addition to technical security equipment, every individual is required to show responsibility: "Security can only be lived if everyone does their part!"

Security violations are to be immediately reported to the porter.

Smoking

The entire building is designed as a non-smoking building. Smoking is prohibited within the building. Smoking is only permitted in certain zones:

- A smoking zone with ashtrays can be found outside of the building, in front of the back entrance (across from Building 174, Lufthansa Aviation Training).
- In the forecourt area there are seats equipped with ashtrays. Smoking is permitted there until further notice.

The prohibition of smoking in the training building applies to all tobacco products including e-cigarettes.

T

Training Rooms and Training Facilities

The assigned room is published on the info screens (entrance hall, opposite the main entrance).

The doors are opened/locked with key cards. The key cards are issued to the authorized person (when collecting the visitor badge) at the porter's desk.

The rules of the training room (see notice on the trainer's desk) must be followed.

Furnishings may not be removed from the classroom. Unauthorized modifications, e.g. changes to the seating arrangement, are prohibited without exception. Desired changes to the standard seating arrangement must be ordered via the AAC team (e-mail to: trainingscenter@austrian.com).

Postings on the walls in the training rooms as well as the entire training building including Mock-up hall are expressly prohibited. There are magnetic strips and bulletin boards in many classrooms, and

there are black boards with flip chart clamps in the halls in front of the classrooms. Pin boards and flip charts are provided upon request.

The cabling of the PCs located in the training room and any cabling at the participant tables may not be changed under any circumstances. To connect a laptop with the ceiling projector (beamer) and sound system, the appropriately labeled cable harness with HDMI connection and standard adapters (Apple Lightning, USB-C) located at the table must be used by means of the buzzer (see also the instructions at the trainer's desk). The availability of other/additional adapters (for the connection between cable harness and laptop) as well as general technical requirements must be clarified in advance with the AAC team (e-mail to: trainingscenter@austrian.com).

Consuming hot food within the training rooms is prohibited for sanitary reasons.

Before leaving the room, close all windows, turn off ceiling projectors (beamers) and lights, and lock the classroom door.

See also ***Access and Entrance***, ***Bistro / Cafeteria*** and ***Electronic / Electrical Devices***.

Transportation in the Building

Bringing along objects of any kind with self-driving bases and/or bases that can be pushed or pulled out, e. g. transport trolleys, shopping carts, wire basket carts and plateau trolleys is prohibited for security reasons. Exceptions to this are suppliers and food deliveries by means of two or three level carts from the cafeteria.

V

Visitor Badge

See ***Access and Entrance*** and ***Registration***.

W

Waste Separation

The concept of waste separation is intended to minimise residual waste. Everyone's cooperation and commitment is necessary to do this.

There are containers for selectively separating waste in the access zones of the training rooms as well as in most of the training rooms.

Window Ventilation

The building envelope of the training building is designed as a climate-active, glass façade.

The rooms are to be only ventilated intermittently. When the outside temperature is higher than the room temperature, the increase in the room temperature puts reliable operation of the room ventilation and room cooling system at risk.

W

WLAN

Free WLAN (without access code) is provided throughout the training building.

To do this, log on to the **Austrian Guest** network.

ANNEX

Annex 1: Parking Terms and Conditions of Flughafen Wien AG

https://www.viennaairport.com/jart/prj3/va/uploads/data-uploads/Passagier/Parken/VIE_Einstellbedingungen_en.pdf

German Version:

https://www.viennaairport.com/jart/prj3/va/uploads/data-uploads/Passagier/Parken/VIE_Einstellbedingungen_de.pdf

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