

**EMPLOYEE
BROCHURE**

**GASTHOF POST
LECH**

Welcome!

We are very happy that you are joining our team at the Hotel Post.

In this Employee Manual, we have compiled the most important information for you to enable you to settle in quickly. As everywhere in a community, certain rules and guidelines must be observed. Appropriate respect and consideration for third parties promote successful cooperation just as much as a well-structured organisation with a clear strategy and defined goals.

We can expect a lot of work and personal commitment, but also beautiful and eventful moments with guests and colleagues. We are looking forward to a successful and long cooperation and a collaborative atmosphere and wish you a lot of joy and success with us.

The Moosbrugger Family



THE HISTORY OF THE HOTEL

The first building stood on the site of today's Gasthof Post around 1650. Originally settled by Walsers, Lech received a connection to the Klostertal valley and thus an economic upswing through the construction of the Arlberg road in 1825 and above all through the construction of the Flexen road to Lech (1895-1900). On 31 May 1871, the first imperial-royal postal expedition was established in the house.

On 24 April 1937 Erich and Maria Moosbrugger bought the "Gasthof Post" together with its farm and general store. The Gasthof had 20 guest beds with running water, an almost 300-year-old old Bauernstube (farmhouse parlour), two other, small Stüberl (parlours), a stable for eight cows and two horses, pigs, sheep and chicken. The horses were necessary for transport in winter, which could only be maintained with sledges from the Langen railway station to Lech.

The Moosbrugger Family has shown a flair for what is essential and trendsetting in numerous conversions: 1948 construction of the first rooms with bathroom and WC; 1950 construction of an own garage; 1956 purchase of the Postkutsche house; 1958 purchase of the Säge; 1965 construction of the first indoor swimming pool in Lech.

In 1964, the general management passed to the second generation. Franz and Kristl Moosbrugger ran the hotel in the style of the parents. In 1972, a large part of the building was restored to combine tradition with modern technology. Numerous renovations followed over the years, all of which were aimed at the well-being of the guests: the creation of the Ebra Park, the restoration of the "Säge" chalet, the Fürstensuiten, the Hubertushalle and the Florianizimmer for conferences, as well as a Heurigenkeller (wine cellar). After the tragic death of Franz Moosbrugger in 1988, Kristl continued to run the property alone for several years.

Florian and Sandra Moosbrugger have been running the "Gasthof Post" since 1999 and attach great importance to cordiality and personal care for their guests. Today, as in the past, the "Post" is considered a jewel box, which, however, has been able to attain this incomparable ambience mainly due to its guests from all over the world.

In the night from 22 to 23 August 2005, a large part of the municipality of Lech sank into the river Lech and the Zürsbach. We in the Post were not spared from this flood of the century either. Because of the flood damage, the entire terrace and the adjacent garden were redesigned in spring 2006. This area was built with a cellar and, as a positive side effect, 16 garage parking spaces were created for our house guests.

In 2007 there was reason to celebrate:

Because 70 years before, on 24 April 1937, the "Gasthof Post" came into the possession of our family. There was an exhibition to mark the occasion - some exhibits are now on display in the Postkutsche corridor.

From April to December 2010, a major renovation was realised. Eleven additional suites, a new swimming pool with outdoor pool and a spacious spa and wellness area were built. Sustainability, environmental compatibility and protection of the environment were top priorities. The materials were selected according to ecological criteria. Due to the connection to the geothermal power plant, no fossil fuels were to be used.

In summer 2017, the next major renovation was implemented. The kitchen and restaurant area was completely redesigned. The entire outdoor area of the restaurant was covered with a generous panorama window, so that guests can enjoy a fantastic view of Lech and the surrounding landscape. An innovative lighting concept and further improvements in acoustics and comfort complete the new concept.

In addition to the new aesthetics, improvements have also been made in terms of workflow. The remodelling of the kitchen created a larger anteroom, which is now accessible from all three restaurant areas. This is where the buffet is located.

PERSONS YOU SHOULD DEFINITELY KNOW

MR FLORIAN AND MRS SANDRA MOOSBRUGGER

have been running the "Post" together since May 1999, already in the 3rd generation.

MRS KRISTL MOOSBRUGGER

has been enjoying her retirement since the handover of the business.

MR FELIX ROESGER

is the assistant to the general management and responsible for the administration and the concerns of our employees.

MRS CHUTIKAN TUNTHONG

is the assistant to the general management and responsible for marketing & sales.

MRS KATRIN REICH

is in charge of reservations and the reception and is responsible for repairs/maintenance as well as event arrangements.

MRS VALERIE NOVOTNA

is the deputy restaurant manager for the smooth running of the restaurant and ensures that our guests' every wish is catered for.

MR SVEN TALABUDZINOW

is our bar manager and pampers house guests and non-residents at the Bemelmansbar with classic drinks and wonderful cocktail creations.

MR MICHAEL RIESER

is executive chef and, together with his team, responsible for the physical well-being of our guests and staff.

MRS HANKA BERNATEKOVA

is the executive housekeeper and assistant to Mrs Sandra Moosbrugger and is responsible for the housekeeping, the laundry and the cleanliness of the house.

MR MIROSLAV KALINIC

is our sommelier and supports the F&B assistant with purchasing and stock control.

MRS SOPHIE DEKKERS

is our F&B Manager and responsible for purchasing and stock control.

MRS ILDIKO GAL

is our SPA Manager and responsible for our own Parfumerie.

EMPLOYEE BENEFITS AT THE POST

WORK CLOTHES

Depending on the department, our employees are partly provided with work clothes by the hotel. These work clothes provided are cleaned in our in-house laundry.

FAMILY & FRIENDS RATE

Family members and close friends of our employees also receive the Relais & Châteaux rate at the Post. For each additional night, there is a 50% discount on the current daily rate.

LECH CARD

All employees can buy the LECH Card at the Gemeindeamt (municipal office). The card includes numerous discounts and free services. A more detailed and updated overview of what is included in the LECH CARD can be found at www.lechzuers.com. To buy the card, you need your social security registration. You can get this from the HR office.

LIFE COACH

Several times a season, you have the opportunity to talk to our life coach Karin Thannhäuser about any topics that are on your mind. Confidentially, of course!

PRICE REDUCTION

Our employees receive a special discount (20%) on all products and treatments in our SPA department and on all products in our Fein Post shop. In addition, there is a 20% discount on all meals and beverages at the Hotel Post.

RELAIS & CHATEAUX RATE

Our employees may stay in any hotel of "Relais & Châteaux" at special conditions (2 nights incl. breakfast at 100.00 EUR per room/per night). Subject to availability and once per year per hotel.

SKI PASS

Our employees receive a 50% discount on the purchase of the season ski pass. You need your social security registration to buy it. You can get this from the HR office.

TIME TRACKING

The working hours of our employees are recorded digitally and exactly using a time clock. The possible overtime is compensated in free time.

SPORT PARK LECH

Our employees receive discounts for the fitness room at sport.park.lech. Just ask at the HR office.

ACCOMMODATION & MEALS

Our employees receive free accommodation including bath/shower, WC, TV, WLAN in one of our staff houses as well as free meals 7 days a week.

APPRECIATION

Each of our employees is appreciated. The team leaders, the HR department and the general management always have an open ear and take time for you. Appreciation and the opportunity to contribute your own ideas are important to us.

E-CAR SHARING

At the Raiffeisenbank in Lech (opposite the church) there is the possibility to rent an e-car for day trips, shopping etc..

The costs for the rental are then conveniently kept from the next salary.

Car: Renault ZOE (no all-wheel drive; range approx. 200km)

Rate 1 EUR 25,00:

up to 6 hours

free kilometers

free charge

comprehensive insurance with 600 EUR self-retention

Rate 2 EUR 40,00:

up to 12 hours

free kilometer

free load

Comprehensive insurance with 600 EUR self-retention

Rate 3 EUR 70,00:

up to 24 hours

free kilometer

free load

Comprehensive insurance with 600 EUR self-retention

INFORMATION FROM A TO Z

ADDRESS OF THE HOTEL

Gasthof Post GmbH & Co. KG
Dorf 11
6764 Lech am Arlberg
Tel: +43 (0) 5583 22060

ADVANCES

Must be agreed with Mr Florian Moosbrugger.

APPEARANCE

Well-groomed hair, clean fingernails (no artificial nails, no coloured nail polish), daily personal hygiene and neat clothing (blouses, shirts as well as dirndls with aprons must always be ironed!) as well as clean work shoes (no trainers with white soles) are prerequisites for an impeccable appearance.

APPRENTICES & TRAINEES

Interest and commitment are prerequisites for a successful apprenticeship. Apprentices are not allowed to go out after midnight, special permission is only possible by contacting Mr Florian or Mrs Sandra Moosbrugger. The Austrian Youth Protection Act applies to minors.

ARRIVAL

Lech is easily accessible by public transport (train to Langen am Arlberg and then bus or taxi).

During the day there is a hiking or ski bus in the village, which operates at night as a low-cost taxi (James) between Zürs, Lech and Oberlech.

BED LINEN AND TOWELS

Are provided by the hotel and can be changed in the laundry (not on weekends!). Fresh bed linen and towels are only exchanged for used ones.

BEVERAGES

Coffee, tea and juices are available free of charge in the staff room near the buffet. No eating is allowed in any department during working hours and **alcohol is strictly prohibited!**

BUS AND TRAIN

Blue hiking and ski buses run regularly during the day in the LechZürs area. Use is free of charge with the Lech Card. At night, a night bus runs between the districts (JAMES), tickets must be purchased separately.

Here you can find the current departure times for the connections to St. Anton and Langen am Arlberg: www.lechzuers.com/de/ortsbus

Here you can find the current departure times for the onward journey to Innsbruck or Bregenz: www.oebb.at

CARS

There is only a small number of parking spaces at the respective staff houses. We therefore recommend that you do not arrive by car. In winter the parking places are **not free of charge**. The parking place must be reserved before your arrival. Please do not use cars for your way to work. The parking spaces at the Zürs-Bach stream are reserved for our guests.

CELEBRATIONS

For birthday parties etc. in accommodations, please ask Mr Florian or Mrs Sandra Moosbrugger for permission. Any requests, such as the use of the staff dining room and the common room, can be discussed.

CRIMINAL ACTS

In the event of justified suspicion of a **violation of the Narcotic Substances Act** (acquiring, possessing, producing, importing, exporting, transferring to another person or procuring narcotic substances according to § 27 Austrian Narcotic Substances Act), **theft** and the like, the employer is obliged to take appropriate steps under labour law.

The **abuse of alcohol** (alcoholic beverages) at the workplace or in the entire hotel premises will not be tolerated.

DECLARATION OF COMMITMENT

Due to the General Data Protection Regulation (GDPR) (May 2018), we are obliged to ask you for a "declaration of commitment to data secrecy and the protection of business and trade secrets". You will receive this form upon arrival. We ask for urgent compliance - a violation is punishable by law.

DECORATION (HOTEL)

Memorise and observe antiques, trophies and ornamental objects in the hotel, report possible missing items immediately!

DOCTOR & PHARMACY

Dr. Reinhard Muxel, Anger 137, 6764 Lech
Tel: +43 (0) 5583 33000
<https://www.lechdokter.at/>

Dentist

Dr. Sebastian Scherfler, Im Gries 22, 6580 St. Anton
Tel: +43 (0) 5446 2070
<https://www.zahnarzt-scherfler.at/stanton/>

E-CARD

Employees who do not yet have an eCard must apply for one in person (see Obligation to register).

ELECTRICAL APPLIANCES

Cooking is not permitted in the rooms of the hotel, the Flühen house and the Postkutsche. In the other staff houses only in the kitchens or with the hotplates provided. Ironing only on the ironing board (not on the floor or in bed).

EMPLOYEE FILE

We ask you to inform the HR office immediately of the following changes:

- o Change of address
- o Change of name or marital status
- o Change of bank account details
- o Change of address / telephone number
- o Change of vehicle or licence plate number
- o Call-up to military or civilian service
- o Pregnancy
- o Expiry of visa, work permit
- o Change in the number of persons subject to compulsory insurance (e.g. birth of a child)

EMPLOYEE MEALS

We completely renovated our kitchen area in 2017, including the buffet and staff area/room. You will receive the mealtimes from your team leader.

EMPLOYEE ROOM

The staff room is available from from 6 a.m. to midnight. Smoking is strictly prohibited there!

EMPTIES

Must be disposed of immediately in the designated places, also of your accommodation. For further information see "Waste separation".

FURNITURE EMPLOYEE ROOM

The staff rooms have the following basic equipment: 1 bed (90x200 cm), 1 bedside cabinet, 1 bedside lamp, 1 desk, 1 armchair, 1 wardrobe and 1 TV.

GENERAL DATA PROTECTION REGULATION (GDPR)

Since 25 May 2018, the new General Data Protection Regulation has been in force, which obliges us, among other things, to disclose which of your data we store and what we use it for. When you arrive, you will be given a form for this purpose. This form is also available for inspection in the HR office at any time.

GROUNDINGS FOR DISMISSAL UNDER LABOUR LAW

- Presentation of false certificates at the conclusion of the employment relationship
- Inability to perform the agreed work
- Disclosure of business and trade secrets
- Conducting a detrimental side business
- Theft, embezzlement or other criminal acts
- Substantial defamation, assault such as bodily injury and dangerous threats against the employer, his relatives or company employees
- Unauthorised leaving of the workplace and persistent neglect of duty
- Inciting other employees to disobedience towards the employer, disorderly conduct or immoral or unlawful acts
- Serving a prison sentence of more than 14 days.
- After a single warning, a further breach of the house rules is also considered grounds for dismissal.

HOTEL PROPERTY

Bringing the hotel's own crockery, glasses and cutlery into staff accommodation is only permitted in cases of illness. The items are to be returned cleaned.

The hotel's own bed linen and towels, bathrobes, slippers etc. are exclusively for our guests.

INCAPACITY TO WORK – SICKNESS

If you are prevented from starting your work in time due to illness or other events, please inform your team leader immediately. A medical certificate is required from the first day of illness.

IMPORTANT: The provisional end date of the illness must be included in the notification of sickness!

INFORMATION BOARD

Up-to-date information is posted on the pinboard near the staff entrance.

JEWELLERY

- Jewellery

Watches Service and reception staff are not allowed to wear watches

Rings 1 discreet ring per hand is permitted

Earrings 1 discreet ring/plug per ear is permitted

Piercing The visible wearing of piercings is prohibited.

- Make-up

Hands only the application of colourless nail varnish is permitted

Face discreet colour composition

KEY/KEY CARD

Will be handed over on arrival and € 100 will be deducted from the 1st wage. The deposit will only be refunded at the end of the season if the room is handed over **immaculate** (see Staff accommodation).

LAUNDRY CLEANING

Dryers and washing machines are available in the staff houses. Please do not leave the laundry in the washing machine for too long after finishing the washing/drying programme - other staff members want to wash too! Please clean the washing machine and dryer after use.

For the use of the washing machine and dryer, EUR 5.00 is automatically deducted from the salary each month.

LECH CARD - SEASON

Employees of the properties in Lech/Zürs can buy the Lech Card for the whole season to use the mountain cable cars as well as the local bus at a special price. This requires registration with the regional health insurance fund (ÖGK) and the municipality. All employees can obtain this from Mr Felix Roesger in the office.

LETTERS AND EMAILS

At the entrance to the staff room there are alphabetical boxes for your personal mail (stamps can be bought at reception); emails may be sent in your spare time.

LIABILITY

The hotel accepts no liability whatsoever for money or valuables (including pieces of laundry) belonging to employees.

LOCKER

Lockable lockers are available for staff members who do not live in the building. Keys are issued by Mr Felix Roesger.

LOST & FOUND

The following regulations apply to ensure a uniform procedure in the event of lost / found items:

- **When guests find / have lost something:**
The handling of reports of loss of valuables as well as the finding of items by guests will in principle take place at the hotel reception.
- **When employees lose something:**
The report of loss of valuables must in principle be made to the HR office.
- **When employees find something:**
Findings by staff members are to be handed in at the reception desk without delay.
- **Special rules for chambermaids:**
Items left lying around (including valuables and money) must be handed in by the chambermaids to the head of housekeeping.

MAIN RESIDENCE

If you register the staff house address as your main residence with the municipality, it is urgently necessary to inform the HR office. In this case, a benefit in kind must be included in the salary. We reserve the right to charge the wage slips subsequently in case of non-notification.

MOBILE PHONES

Private mobile phones are not allowed at the workplace during working hours. This applies to heads of department as well as to all other staff in the hotel. We kindly ask that phone calls be made during spare or mealtime.

OBLIGATION TO REGISTER

I. District Commissioner's Office

If you are working in Austria for the first time and will be staying in Austria for longer than 3 months, you also have to register with the district authority (Bezirkshauptmannschaft).

For this purpose you need the following documents:

- o Passport/ID card
- o Confirmation of registration from the municipal office
- o A signed employment contract
- o Proof of health insurance (E-card)

If you do not comply with the obligation to register with the Bezirkshauptmannschaft (district authority), this will result in a fine.

2. ÖGK Bludenz (e-Card)

If you are working in Austria for the first time or do not yet have an e-Card, you must apply for an e-Card.

Registration and appointments can only be made at the responsible ÖGK office in Bludenz.

The following documents must be brought to the appointment:

- o Passport photo (not older than 6 months)
- o Confirmation of registration from the municipal office
- o Copy of identity card/passport
- o Social security number

OFFSETTING OF THE SERVICES CONSUMED

Please pay all personal additional expenses of employee benefits (e.g. spa treatments, hotel vouchers, various products, etc.) directly at the time of purchase.

ORDER

We expect this in the workplace as well as in your private life. Checks will be carried out at any time with prior notice.

PICTURES AND DECORATION

The housing was built for you, but also for your successors. Therefore, no nails, Tixo adhesive type, Uhu glue or other materials that leave marks may be used. Furthermore, no changes may be made to the room furnishings.

POLITENESS

We expect you to show courtesy not only to our guests, but also to your colleagues. In no time, this will reflect on you ("please" and "thank you" can often work miracles!). Every single employee is responsible for a good working atmosphere.

REPAIRS

Report any necessary repairs in the hotel area and staff accommodation to Mr Felix Roesger.

RESCUE OPERATION

If an employee is injured or has a serious medical condition, a first-aider must be notified immediately. In addition, the general management and the personnel department are informed.

If necessary, the first aider notifies the rescue service. In urgent cases, the person concerned or the person who is present must notify the rescue service.



ROOM CHECKS

We would like to point out that the general management will occasionally carry out room checks. By using the accommodation provided, the employee expressly agrees that such checks may be carried out.

SMOKING

Smoking is strictly prohibited throughout the building. A smoking bench is available for smokers in front of the staff entrance. We ask that cigarette butts be thrown into the receptacle provided.

Smoking breaks are not permitted during working hours!

We always strive to give our guests a pleasurable time with all their senses. For this reason, we ask you to wash your hands with soap every time after smoking and to avoid any bad breath.

SPA TREATMENTS

You are welcome to book treatments by the staff in our spa area. You receive a 20% discount on treatments and products in the SPA. Appointments for treatments by appointment only.

SPARE TIME

We have put together a few options and tips for your spare time in and around Lech. You can find a detailed list at www.lechzuers.com.

- Hikes from/to Lech (use mountain cableways and hiking buses free of charge with the Lech Card)
 - o The Lech Trail
 - o The Green Ring
 - o The Tannberg
 - o Arlberg Trail
- Zug Golf Course (offers with the Lech Card)
- Waldschwimmbad (forest swimming pool) Lech (free admission with the Lech Card)
- E-bikes and mountain bike tours (bikes can be rented at Intersport or at the Sportalpe)
- Fishing on the (day tickets available from LechZürs Tourismus)
 - o Lechbach stream
 - o Zug fish pond
 - o Spullersee
 - o Formarinsee
 - o Zürsersee
- Skiing
 - o More than 300 kilometres of slopes
 - o Equipment can be rented in the sports shops in Lech
 - o Discount for employees on the ski pass
 - o Heli Skiing
 - o Free Ride
- Winter Hiking
- Ice skating
- Sledding
- Tandem flights

You can also visit the following **towns**:

- Bludenz approx. 40 minutes away by car
- Bregenz & Lake Constance approx. 1h 10min away by car
- Feldkirch approx. 50 minutes away by car
- Innsbruck approx. 1h 30min away by car

STAFF ACCOMMODATION

We ask for your utmost care with the furnishings as well as considerate behaviour towards the other residents. There is **night-time peace from 10.00 p.m. in all houses** (silence is especially important for the early service!).

Cleaning schedules are posted in the accommodation and must be adhered to. Announced checks may be carried out at any time.

As a guarantee for the proper return of the staff accommodation, the property will charge a **deposit of EUR 100.00**. This amount will be deducted from your first wage/salary. The amount will be deducted from your first wage/salary. This deposit will of course be refunded to you when you return the accommodation in good order (with your last payroll).

You are responsible for the cleanliness of your room. The general management will repeatedly carry out announced checks.

Smoking is absolutely prohibited in the staff rooms! If it is found during checks that smoking has taken place in the room, **EUR 200.00** will be deducted from the next payroll.

STAFF ENTRANCE

Please use only the supplier entrance to get to your workplace or to go home.

SUGGESTIONS FOR IMPROVEMENT

A pleasant cooperation is very important to us, so please don't hesitate if you have a suggestion for improvement or a new idea.

We'll be happy to listen to you!

THEFT

In case of theft, please inform Mr Florian or Mrs Sandra Moosbrugger immediately. Valuables must be locked in the lockers or deposited in the safe.

TRADE SECRET

Information related to daily business operations is subject to trade secrecy. As a secondary obligation under the employment contract, you are obliged to maintain confidentiality of trade secrets. The duty of confidentiality begins with the conclusion of the employment contract and continues beyond the end of the employment relationship.

UNIFORM

Our employees are partially provided with work clothes. These work clothes remain the property of the employer and must be returned in full at the end of the season. The work clothes provided are washed and ironed free of charge in the laundry. Please treat the service clothing provided by the house with the greatest possible care.

You have to bring along the following items of clothing for the respective department (the rest will be provided):

Kitchen:

Please bring your own cooking clothes (black or white only). One set of cooking clothes per day will be cleaned in our in-house laundry.

Service:

All: black cloth trousers (no jeans, no hipsters, no tight-fitting trousers) and white shirt/blouse (long-sleeved).

Ladies: Petticoats, fully closed black shoes (flat), white dirndl blouses and opaque tights.

Gentlemen: closed black shoes and black socks

Housekeeping:

White dirndl blouses and closed black shoes (flat).

Reception/Reservation:

White dirndl blouses and closed black shoes (flats)

SPA:

White, beige or chocolate brown closed shoes (flat)

F&B Management & Sommelier:

Ladies: Traditional dresses or skirt/pants and blouses

Gentlemen: suits (if possible, in Austrian design)

Caretakers:

Black cloth trousers (no jeans, no tight-fitting trousers), white shirt (long-sleeved) as well as closed black shoes (tight).

UPDATED INFORMATION

Important and up-to-date information can be found on the green board opposite the staff room.

VIDEO SURVEILLANCE

We would like to point out that surveillance cameras are installed at the following locations in the house to protect the property: Reception, kitchen, office, entrance to the ski cellar, suppliers' entrance, stairway to the staff wing, underground car park, FeinPostLaden shop, pool.

VISIT TO THE DOCTOR

The e-card must be brought along and shown at every visit to the doctor.

VISITS

For visits in the rooms, permission must be obtained from Mrs Sandra or Mr Florian Moosbrugger.

WAGE

Transferred between the 3rd and 6th of the following month.

All employees receive their pay slips via e-mail from the payroll office. You sign your time sheet every month. If you have any questions about this, please contact the HR office only.

WASTE SEPARATION

There are boxes for waste separation in all staff houses, which are emptied by the caretaker once a week. We separate metal, glass, paper, plastic, residual waste, coloured and white glass.

WORKING HOURS

The duty roster is laid down in writing by the individual team leaders and posted in the designated place.

All appointments and holidays must always be agreed with the team leader. Any overtime will be compensated by time off.

The break time is not included in your working time. The time sheet must be signed every month.

WORKPLACE

Keep your workplace clean and tidy at all times. Please treat the equipment provided with the greatest possible care. This applies especially to the handling of crockery, cutlery, glasses and other objects or furnishings of the house.

WORKING MATERIALS

You must bring the following material with you:

Service: waiter's knife (corkscrew)

Kitchen: knives/knife sharpener/tweezers/etc.

LAST BUT NOT LEAST

Now, that we have given you a good overview of the house and the surroundings on the previous pages, we wish you all the best in our team.





As already mentioned, we always have an open ear for you and are happy to help with any questions.

**Once again, a warm welcome
to the Gasthof Post
*Our Legacy is your success!***

SECURITY

SIREN SIGNALS

In Austria, the population is warned of possible dangers by sirens. Therefore, it is absolutely important to know and distinguish between the following signals:

Siren test	 15 sec.
WARNING	 3 min. constant continuous tone Danger approaching! Switch on radio or television (ORF) or Internet (orf.at), observe behavioural measures.
ALARM	 1 min. rising and falling wailing tone Danger! Go to protected areas or premises, follow the behavioural measures announced on the radio or television (ORF) or on the Internet (orf.at).
ALL-CLEAR	 1 min. constant continuous tone End of danger Observe further information on radio or television (ORF) or Internet (orf.at).

BEHAVIOUR IN CASE OF FIRE



- Keep calm!
- Do not use lifts
- If you are not on duty, leave the building by the quickest route (do not use lifts!) and meet at the assembly point. The assembly point is at the fountain on the hotel terrace. Report to your team leader there.
- If you are on duty, wait for instructions from your team leader and then leave the building as quickly as possible. The assembly point is at the fountain on the hotel terrace.
- Remain at the assembly point and wait until the team leader has given further information.
- Always ensure your own safety
- Do not run back into (burning) buildings until the all-clear has been given.

BEHAVIOUR IN THE EVENT OF A POWER FAILURE

- Keep calm!
- If you are not on duty, come immediately to the assembly point. The assembly point is in the Hubertushalle. Wait there for further information.
- If you are on duty, wait for instructions from your team leader. If the power failure lasts longer, come immediately to the assembly point in the Hubertushalle.
- Stay at the assembly point and wait until the team leader has given further information.

BEHAVIOUR DURING STORMS



Fire brigade

Police

Rescue

EU Emergency call

- before the storm:
 - Close doors, windows and other openings
 - Avoid underground garages, lifts and cellars.
 - Wait for information from the team leader
 - Bring outdoor objects indoors or secure them.
- during the storm:
 - Stay indoors
 - Wait for further information from the team leader
- after the storm:
 - Keep away from torrents, watercourses and flooded areas.
 - Keep a distance (at least 10 metres) from power lines that are lying on the ground or have been torn down.