

On approval of the fire prevention and other safety mechanisms at
Tbilisi Humanitarian University

Article 1. General provisions

1. This mechanism has been developed on the basis of the Law of Georgia “On Fire Safety”, “On Approval of the National Response Plan for Natural and Technogenic Emergencies” N415 of August 26, 2008 of the President of Georgia, “Instructions on Measures to be Carried Out for the Purpose of Safety in Educational Institutions” approved by the Order of the Minister of Education and Science of Georgia N28/n of April 20, 2010, “On Approval of Fire Safety Rules in Georgia” N499 of March 27, 2007 of the Ministry of Internal Affairs of Georgia, and the Regulations of Tbilisi Humanitarian University;
2. This mechanism aims to ensure timely and effective response to emergencies at Tbilisi Humanitarian University, mitigation and elimination of consequences, and coordinated actions of relevant persons.

Article 2. Emergency Headquarters

1. In order to implement a timely and effective response to emergency situations, an emergency headquarters shall be established within the administrative service of Tbilisi Humanitarian University by order of the THU Rector;
2. The emergency headquarters shall be headed by the head of the THU administrative service or, upon his/her nomination, another employee of the administrative service;
3. The composition of the emergency headquarters shall be determined upon the nomination of the head of the emergency headquarters, by order of the THU Rector;
4. The emergency headquarters shall include:
 - a) the person/persons responsible for fire-fighting response;
 - b) the person responsible for radiation response;

c) Person responsible for material and technical support;

The person responsible for medical response in an emergency is a doctor.

Article 3. Head of the Emergency Staff

1. The Head of the Emergency Staff is responsible to the Rector of the University;

2. The function of the head of the emergency headquarters is to organize a security group operating in emergency situations, which will provide notification, coordinate evacuation activities, develop an action plan to protect personnel working at the facility and prevent material damage, take fire safety measures and ensure maximum mobilization in the event of a fire.

3. The head of the emergency headquarters is directly responsible for evacuation and notification;

4. The head of the emergency headquarters is obliged to:

a) draw up an emergency response plan and activate it when a relevant situation arises;

b) in the event of an emergency, promptly assemble the emergency headquarters, distribute functions, form a group of volunteers, equip them with appropriate inventory and prepare them to carry out actions;

c) organize and conduct the evacuation process, determine the evacuation route;

d) plan material and technical support measures.

Article 4. Notification and notification scheme

a) The head of the emergency headquarters is obliged to quickly gather the headquarters, briefly explain the situation, and assign tasks to each;

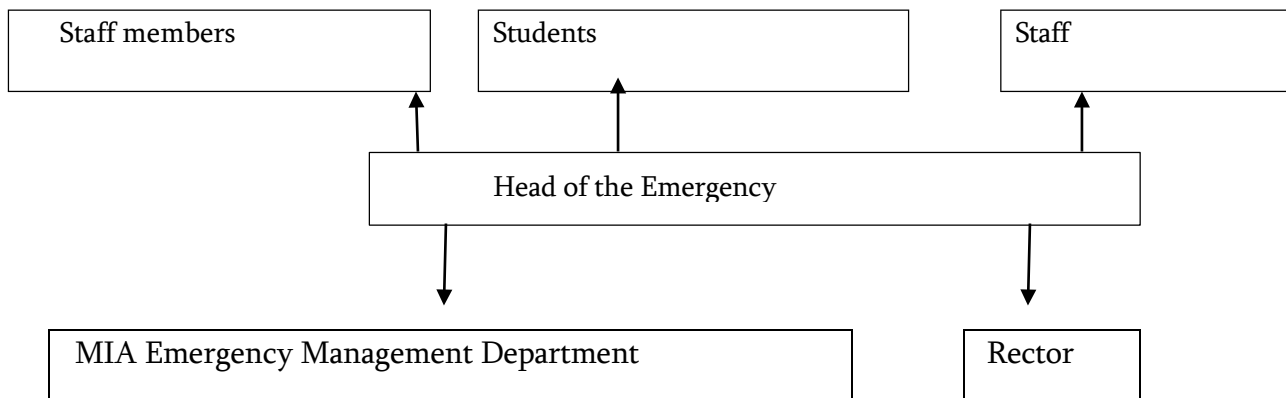
b) Immediately notify the Emergency Management Department of the Ministry of Internal Affairs of Georgia and the rector of the emergency situation;

c) Immediately notify the administrative, academic and support staff of the THU, students and professional students, as well as other persons in the THU building about the creation of an emergency situation; Notification of the THU staff and students is carried out according to the notification scheme;

d) Communication is carried out by telephone. In case of failure of the landline telephone connection,

communication is carried out by mobile telephone connection.

e) Notification scheme:



Article 5. Material and technical support

The person responsible for material and technical support is obliged to:

- a) take an active part in drawing up a response plan, taking into account material and technical supply issues;
- b) prepare a report on the purchase and renewal of equipment necessary for equipping a group of volunteers to perform civil defense and emergency response tasks;
- c) know the amount of special equipment, the conditions for its purchase and storage;
- d) have fire prevention measures under constant supervision;
- e) know the correct maintenance and operation of the shelter in peacetime, and have it in constant readiness for sheltering employees;
- f) if necessary, quickly bring the shelter into a state of readiness for sheltering staff and students.

Article 6. Alarm bell

In the event of an emergency, an alarm bell (imitation of a previously agreed sound signal or voice message) shall be activated and the following main measures shall be organized as a priority:

- a) ensuring constant readiness of notification systems;

- b) evacuating THU personnel and students from the fire or other emergency zone;
- c) providing personnel and students with individual protective equipment, if available and necessary;
- d) conducting medical measures;
- e) evacuating material values to a safe zone;
- f) conducting rescue and fire-fighting measures.

Article 7. Fire-fighting response

1. The person responsible for fire-fighting response:

- a) The person responsible for fire-fighting response shall determine in advance the composition of the volunteer support group, take care of their level of training, and ensure their rapid assembly in case of need;
- b) shall examine the building and electrical wiring of the THU from the point of view of fire protection;
- c) shall know the source of electricity supply, the location of its common switch, the suitability of the electrical wiring, and weak points;
- d) shall always have a fire water reservoir and/or other source of water ready; shall determine the means and quantity of water supply;
- e) shall systematically check the staffing of fire-fighting boards with the necessary inventory and fire extinguishers; shall know the suitability of fire extinguishers and the time of their filling;
- f) Systematically implements fire prevention measures, checks the condition of power lines, cleaning of the territory, availability of fire extinguishing agents, etc.; g) Systematically conducts theoretical and practical training for volunteers; h) Knows the number of THU personnel.

2. In the event of a fire, the person responsible for fire response:

- a) immediately notifies the head of the emergency headquarters about the emergency situation;
- b) immediately notifies the Emergency Situations Management Department of the Ministry of Internal Affairs of Georgia about the emergency situation; before the arrival of the Emergency Situations Management Department of the Ministry of Internal Affairs of Georgia, take measures to the extent possible to save people's lives, health, property, and extinguish the fire;
- c) determines the place of origin and spread of the fire;

- d) allocates the necessary forces and means when extinguishing the fire; gathers a group of volunteers and instructs them;
- e) uses all means to extinguish the fire and localize it;
- f) reports to the rescuers who arrived on the scene on the situation and continues to extinguish the fire together with them; Assists the Emergency Management Department of the Ministry of Internal Affairs of Georgia in extinguishing the fire, determining the causes and conditions of its occurrence and spread, as well as identifying persons violating fire safety requirements and those guilty of causing the fire;
- g) ensures the evacuation of students, professors, teachers, and other persons in the THU building and their placement in a safe place;
- h) ensures, to the extent possible, the placement of documentation, computer equipment, laboratory equipment, items, and inventory in a safe place.

Article 8. Radiation Response

- a) The person responsible for radiation response must be aware of the tasks facing him; continuously improve his personal training;
- b) systematically monitor the condition of the equipment located at the Faculty of Health Sciences of the University of Tbilisi;
- c) systematically conduct theoretical and practical training on radiation safety topics;
- d) ensure the organization of radiation response, including notification and evacuation.

Article 9. Doctor in Emergency Situations

In the event of an emergency, the doctor of Tbilisi Humanitarian University:

- a) provides first aid to injured people;
- b) if necessary, transports victims to medical institutions for treatment;
- c) informs the head of the city medical service about the emergency situation at the university;
- d) ensures that the family members of the victims are informed; e) controls the evacuation process of TSU students.

Article 10. Final Provisions

Amendments and additions to this mechanism are made by order of the Rector of the University of Tbilisi.

Appendix:

Appendix N1 - Composition of the Emergency Headquarters

Appendix N2 - List of fire-fighting equipment Appendix N3 - General plan of the University of Tbilisi

Appendix N4 - Floor plans with evacuation schemes.