

Annex 4
Approved by
the order #01/07 (17.07.2018) of
the director of Avicenna International
Community College



Avicenna International Community College Ltd

**Mechanisms for Order Protection and Fire
Protection (Rule)**

**Tbilisi
2018**

Article 1.

1. This rule determines the mechanisms for order protection of fire protection of Avicenna International Community College Ltd (hereinafter the institution).
2. The Safety and cleaning Service (hereinafter the Service) is responsible for the implementation of mechanisms under this Rule..

Article 2.

1. The main objective of the service is to provide maintenance facilities, fire extinguishing facilities for buildings, buildings, separate rooms, rooms, corridors, bathrooms, also provision of sanitary-hygienic norms, power supplies, proper operation of electricity and lighting, water supply, water and sewage pipes and heating system.
2. The Service shall include the security staff / workers who are / are obliged to:
 - a) Coordinate and properly manage the service activities;
 - b) Appear at work in due time before the end of working hours;
 - c) Inspect the building, locks, lighting, telephone connection, and control of the external office of the building immediately upon arrival at the office and promptly notify the director if any violation is detected;
 - d) Get familiar with the layout and features of the cabinets and auditors in the building. Protect the property in the building from damage, looting and fire;
 - e) To prevent such violations of the labor internal regulation of the institution, such as importing alcoholic beverages in the premises, tobacco smoke, gambling games, to prevent bringing or withdrawing any inventory or item from building without the permission of the director;
 - f) Prevent the main and spare exits of the building with various kinds of inventory;
 - g) To ensure continuity of electric wiring; If necessary, activate the continuous supply of electricity.
 - h) Ensure the constant working of the fire extinguishing system;
 - i) In case of fires or other natural disasters on the territory of the establishment, immediately inform the institution's management, fire department or the police station;

j) Within the limits of his / her competence, he/she implements other obligations of the Director's other assignments and other obligations prescribed by the internal legal regulations of the institution.

Article 3.

3.1. Leave the building immediately after you see the fire, or try to put the fire out. If necessary, use the evacuation exit.

3.2. If you decide not to leave the building and fight with the fire itself, then you must follow the following requirements:

3.2.1. If you think it will be hard to deal with fire, call the Fire Briage before starting fighting with it;

3.2.2. You should know the rules of fire extinguisher. If you do not know the rules, leave the building immediately.

3.2.3. You have to check whether the fire extinguisher is full or not.

3.4. In case of demand of protection-security worker / workers, the staff and professional students of the institution are obliged to leave the building immediately.

3.5. If you cannot leave the building during the fire:

3.5.1. Go to the most safe room, close the door and put the wet cloth on the door so as to limit the smoke in the room as much as possible;

3.5.2. If there is one or more doors are between you and the fire, close the doors.

3.5.3. Be ready to get the help and wait for the appropriate signal.

3.6. If the smoke entered the room, lie down on the floor, breathe only through the nose; breath through the handkerchief or the other cloth;

3.7. If you decide to go through the fireplace, you must cover your head and hair in advance, restrain your breath and move as fast as you can. Try to close your eyes as fast as possible.

3.8. Staff and vocational students with disabilities and special needs must enter the most safe room and wait for help.

3.9. If necessary, use the evacuation exit. The Evacuation Plan is publicly located at 7 (seven) points of the institution building with firearms and their use instructions.

Instructions for use of fire extinguishers



3.10. The emergency telephone call number for urgent and emergency situations is 112, which is a 24-hour Emergency Management Center.

3.11. 112 can be dialed from any phone and the call is free.

3.12. When calling 112, speak clearly and quietly tell the operator your name and location. Do not hang up first.

Article 4.

4.1. The present Rule shall be approved by the Director of the Institution.

4.2. The abolition, changes and / or amendments of the present Rule is implemented by the Director's Order.

4.3. This rule shall be placed on the website of the institution and publicly visible place of the institution's premises.

