

Fire safety rule

Article 1. General Provisions

1. This rule has been developed on the basis of the Law of Georgia "On Civil Safety" and Resolution No. 370 of July 23, 2015, of the Government of Georgia "On Approving Technical Regulations on Fire Safety Rules and Conditions".
2. This rule establishes the mandatory rules of conduct at the "University of Georgia" LLC (hereinafter - the company), the observance and fulfillment of which is mandatory for the employees of the company and the employees of the organizations related to the company by contract, who perform official functions in the territory of the company.

Article 2. Provision of fire safety

1. The labor safety service of the company monitors compliance with fire safety rules and implements the measures established by this rule.
2. The evacuation plan, and evacuation procedures, according to which the building will be safely left if necessary, are posted in a visible place in the company.
3. To ensure the effective operation of the technical means of fire protection systems, the presidents of the company appoint a person responsible for the operation, maintenance, repair, protection, and readiness for the use of fire protection systems.
4. The presidents of the company determine the person responsible for the storage and readiness for action of the primary means of extinguishing fire.
5. The persons responsible for ensuring fire safety are obliged to timely and properly ensure the fulfillment of fire safety requirements.
6. The responsibility for compliance with the fire safety requirements established by this rule lies with the employees of the company directly at the workplace.
7. Employees who are responsible for conducting public events in the company are obliged to carefully inspect the premises before the events and make sure of their safety in terms of fire protection.
8. All employees of the company are obliged to:
 - a. comply with fire safety requirements;
 - b. after finishing the work, turn off the personal computer and/or other electrical appliances;
 - c. after finishing the work, before closing the room, conduct an inspection, turn off electrical appliances and lighting;
 - d. observe safety measures when performing work using easily flammable and combustible liquids and gases, other flammable substances, materials, and equipment;
 - e. know the fire evacuation plan and fire extinguisher locations;
 - f. know how to use fire extinguishers;
 - g. not to obstruct evacuation roads and exits;
9. Employees are prohibited from:

- a. storage of flammable, combustible, and explosive substances in storage rooms;
- b. smoking tobacco in the company territory;
- c. placing papers or other flammable substances in an open position in the company's building;
- d. use of open fire in the company;
- e. use of non-factory manufactured and faulty electrical appliances and electrical tools;
- f. Leaving electrical appliances connected to the network unattended.

Article 3. Obligation of security service employees

1. In the event of a fire, the actions of security service employees should be aimed at ensuring the safety of people and their timely evacuation.
2. To ensure fire safety, all employees of the security service are obliged to:
 - a. know the source of electricity supply, the location of its general switch, and in case of fire or the danger of such occurrence, immediately disconnect the source of electricity supply.
 - b. know the use of fire extinguishing systems, their expiration date, and filling time, and must periodically check the condition of fire extinguishers.
 - c. to participate in the process of fire prevention instruction.
 - d. Before leaving the building, the company should check the entire building, turn off the electricity, and leave the alarm system in good condition.
 - e. in case of fire, their action should be aimed at ensuring the safety of people and their timely evacuation; Point people to the evacuation exit(s) promptly.
 - f. using all available means to put out the fire and localize it if it does not exceed his/her capabilities; Call the fire rescue service if necessary.
 - g. report the situation of the case to the rescuers who came to the place and continued extinguishing the fire together with them. Provide information to the head of fire extinguishing about the structural features of the building, and the fire-hazardous properties of the substances and materials in the storage rooms.

Article 4. Rules of action of company employees in case of fire

1. In case of detection of fire or burning signs (smoke, burning smell, rising temperature, etc.) in the company, each employee of the company is obliged to:
 - a. stop the work, immediately notify the fire-rescue service by phone "112" and the team on duty (in addition, it is necessary to specify the address of the object, and the place where the fire started);

- b. participate as much as possible in the evacuation of people, rescue of material values, and fire extinguishing;
 - c. disconnect from the power source the electrical devices and tools in the storage room;
 - d. inform the company administration about the incident, as well as inform the employees around;
 - e. leave the company upon acceptance of the general decree of danger.
2. In case of fire in the company, evacuation is carried out according to the instructions provided in Appendix N1.

Article 5. Fire prevention instructions

1. Fire prevention instruction is given to the employees of the company in order to study the basic requirements of fire safety, fire protection means, as well as the manner of their activation in the event of a fire.
2. Fire prevention instruction is conducted by the person responsible for fire safety determined by the presidents of the company, taking into account the requirements established by the law, in accordance with this rule.
3. Conducting fire prevention instruction provides for familiarizing the company's employees with:
 - a. to the company with the established requirements for the territory, and building, including evacuation routes, internal and external water supply, fire alarm systems, and the management of the evacuation process of people;
 - b. with the rules of conducting fire-hazardous works;
 - c. with the obligations and actions of employees during a fire, the rules of calling the fire-rescue service, requirements for the use of fire extinguishing means, and automatic fire devices.
4. Depending on the nature and periodicity of conducting, the following types of fire prevention instruction are established: initial, repeated, and targeted.
5. The initial fire prevention instruction is conducted:
 - a. to all newly hired employees, regardless of education and professional (position) work experience;
 - b. Persons accepted for internship/practice in the company.
6. Initial fire prevention instruction includes the following issues:
 - a. data on the specifics and features of fire and explosive conditions of the facility (production);
 - b. duties and responsibilities of employees to comply with fire safety requirements;
 - c. familiarization with the object's fire protection regime;
 - d. getting to know the orders on the protection of the fire protection regime, fire safety instructions, and the main causes of fires that have occurred or are likely to occur at the workplace, in living quarters;
 - e. general fire prevention measures and basic fire extinguishing actions.
7. Repeated fire prevention instruction is given to the employees of the company at least once a year, according to the initial fire prevention instruction program.

8. During repeated fire prevention instruction, employees' knowledge of the requirements of the fire prevention regime established in the facility, the use of primary means of fire extinguishing, and evacuation routes are checked. Repeated fire prevention instruction is conducted:
 - a. in the case of making changes to the normative acts of fire safety and developing new documents;
 - b. in case of modernization of infrastructure, equipment, and systems in the company;
 - c. in violation of fire safety requirements by employees, who caused or may cause a fire;
 - d. receiving information about accidents and fires in other educational institutions;
 - e. In case of improper knowledge of fire safety requirements by employees.
9. Data on passing initial, repeated, and targeted instruction shall be entered in the "Fire Safety Instruction Logbook" (Appendix N2), with the signature of the persons who conducted and passed the instruction.
10. In the company, at least once every six months, the training of personnel's actions in case of fire is carried out in parallel with the inspection of the proper operation of all elements of the fire protection system of the building.

Article 6. Liability for violation of fire safety rules

1. The company's staff is obliged to strictly follow the established fire safety rules and obey the instructions of the company's safety officer;
2. Appropriate measures will be applied to the person who violates the fire safety rules.

Article 7. Final Provisions

1. This rule is approved by the presidents.
2. Amendments to this rule are made by the presidents.
3. This rule is communicated to all employees of the company.

Appendix N1

Instruction of personnel actions for ensuring evacuation in fire conditions

N	name of actions	Procedure and sequence of actions	performer
1	Notification of fire	Call the fire rescue service at the number - "112"	The person who discovered the fire
2	Broadcast about the fire	Providing information about the fire to people in the building	responsible person
3	Evacuation of people from the building	Organized evacuation of people according to the evacuation plan	responsible person

4	Registration of evacuees	Gathering of evacuees at a specially designated gathering place, recording them, fixing their identity and number	responsible person
5	Fire extinguishing and property evacuation	organization of fire extinguishing works from the moment of its discovery until the arrival of the fire-rescue unit; Evacuate material values as much as possible	responsible person Company administration
6	Reception of the fire-rescue unit	Reception of fire and rescue services, transfer of information about the situation to the head of fire extinguishing	responsible person

Appendix N2

Department, service						
Logbook of fire prevention instruction						
Started " -- " -- 2019						
Ended " -- " -- 2019						
date	Person who was instructed (name, surname, position)	date of birth	Type of instruction	Instructor surname, first name, position	signature	
					The person who was instructed	Instructor
	2	3	4	5	6	7