	<p style="text-align: center;">Fire Safety and Emergency Medical Assistance Mechanisms</p>	Date	February 2025
		Chapter	-
		Page	1/10
		Revision	0


„Approved”
Rector of Georgian Aviation University, Professor


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Georgian Aviation University
Fire Safety and Emergency Medical Assistance Mechanisms

Master Copy

	Fire Safety and Emergency Medical Assistance Mechanisms	Date	February 2025
		Chapter	2
	Table of Contents	Page	2/10
		Revision	0

1. Table of Contents

1.	Table of Contents.....	2
2.	Revision Highlights.....	3
2.1	Revision Records.....	3
3.	List of Active Pages.....	4
4.	Document Control.....	5
4.1	Document Distribution List.....	5
5.	The Main Part.....	6
Article 1.	General provisions.....	6
Article 2.	Objectives.....	6
Article 3.	Mechanisms.....	6
	Fire Safety Standards:.....	7
	Mechanisms for Providing Medical Assistance:.....	7
6.	Appendices:.....	8

	Fire Safety and Emergency Medical Assistance Mechanisms	Date	February 2025
	Revision Highlights	Chapter	2
		Page	3/10
		Revision	0

2. Revision Highlights


Changes are made with the involvement of the Quality Assurance Service and the Rector. The revision is submitted to the University Rector for approval. It is prohibited to implement changes in violation of the aforementioned procedure.

Created by:	Approved by:
Head of Quality Assurance Service	Rector
Date:	Date:

Deleted Pages				Added Pages			
Chapter	Page	Revision	Date	Chapter	Page	Revision	Date

2.1 Revision Records

Revision №	Reason for Revision	Page Numbers	Date	Entered by


	Fire Safety and Emergency Medical Assistance Mechanisms	Date	February 2025
		Chapter	4
	Document Control	Page	5/10
		Revision	0

4. Document Control

Control of documentation is provided by the rules and procedures written in the Quality Manual of Georgian Aviation University. The aim of rules and procedures is to create system to identify and use all documents easily by employees within the organization. All documentation must be created, and storage by the formats and terms indicated in Quality Manual. These procedures will establish effective system to create, renew and share documentations easily.

4.1 Document Distribution List

Organization	Format	Copy N:
Quality Assurance Service	Hard Copy	Master Copy
Quality Assurance Service	Electronic Version	E-version
University Web Page	Electronic Version	E-version

	Fire Safety and Emergency Medical Assistance Mechanisms	Date	February 2025
		Chapter	5
	The Main Part	Page	6/10
		Revision	0

5. The Main Part

Article 1. General provisions

The fire safety mechanisms of the Georgian Aviation University have been developed in accordance with the Resolution No. 370 of the Government of Georgia dated July 23, 2015, on the Approval of the "Technical Regulation on Fire Safety Rules and Conditions," and take into account other requirements established by Georgian legislation.

The individuals appointed by the rector of the university are responsible for the proper implementation of the mechanisms outlined in this rule. In carrying out their duties, they are guided by Georgian legislation, acts issued by the rector of the university, and this rule.

Based on paragraph 2 of this article, the individuals appointed by the rector are obligated to ensure the safety of students, staff, and other individuals present at the university, protect university property, enforce fire safety rules, and provide first aid to any person on the university premises.

The rules for evacuation and providing first aid are outlined in Appendix N1 and Appendix N2.

Article 2. Objectives

The purpose of the following rules, measures, and mechanisms is to ensure the maximum protection of the university's students, academic, administrative, and support staff, guests, any other individuals present on the university premises, and the safety of the university's material and technical resources

Article 3. Mechanisms


Measures for Ensuring Safety and Maintaining Order:

The rule establishes specific fire safety requirements and defines the behavior and maintenance procedures for the university's buildings and facilities. To ensure the effective operation of fire protection systems, the rector appoints a responsible person by order, who is responsible for controlling the functionality of fire safety equipment (e.g., the validity period of fire extinguishers).

The person(s) designated by the rector are responsible for monitoring the surveillance cameras and taking appropriate action in the event of a violation (e.g., fighting, damage to property, disruption of order, indecent behavior, or any other action that does not conform to established ethical standards and behavioral rules). Access to the territory is permitted either with a student identification card or with the authorization of the responsible security personnel, based on the registration of the admissible person's details.

Fire extinguishers are placed on every floor of the university's buildings (including the flight simulators), and evacuation plans are prominently displayed, outlining the corresponding procedures. In case of an emergency, the person responsible for safety must call the fire department and emergency services and ensure the safe evacuation of individuals from the building. It is prohibited to bring, use, or store any flammable, explosive, or other substances that pose a danger to others (except in sanctioned exceptional cases). Smoking of tobacco (of any kind) and the use of electronic cigarettes are prohibited on university premises.

All university staff and students are required to be familiar with this rule and act in accordance with it.

	Fire Safety and Emergency Medical Assistance Mechanisms	Date	February 2025
		Chapter	5
	The Main Part	Page	7/10
		Revision	0

Fire Safety Standards:

To ensure the unobstructed and peaceful evacuation of individuals in the event of a fire and the maximum preservation of material property, the following standards are established at the Georgian Aviation University:


- The university building is equipped with primary fire-fighting equipment, and their visibility and accessibility are ensured.
- The primary fire-fighting equipment in the university building must always be in operational condition.
- The storage and use of flammable liquids, gunpowder, explosive substances, pyrotechnic products, combustible gas cylinders, aerosol-packed goods, and other fire-hazardous or explosive materials are prohibited in the university building, except for sanctioned exceptional cases.
- It is prohibited to place furniture, equipment, or any items in evacuation exits, including room doors and stairwells, that would obstruct the unhindered execution of evacuation.
- Any type of architectural changes in the university buildings that could hinder the unhindered execution of evacuation are prohibited.
- Notification of individuals in the university about a fire alarm is carried out through the use of a fire siren.
- During the declaration of a fire alarm, the responsible personnel ensure the unobstructed access of fire truck to the buildings by clearing the university building entrances of vehicles.

The evacuation procedures are outlined in Annex N1.

Mechanisms for Providing Medical Assistance:

By the rector's order, a person with the appropriate status is appointed to ensure the provision of medical assistance. The university has a medical room equipped with the necessary medications and appropriate equipment for first aid.


The procedures for providing first aid are outlined in Annex N2.

	Fire Safety and Emergency Medical Assistance Mechanisms	Date	February 2025
		Chapter	6
	Appendices:	Page	8/10
		Revision	0

6. Appendices:

Annex 1. Evacuation Procedures

- In the event of a fire, immediately notify the security and safety staff.
- During the declaration of a fire alarm, the responsible personnel block the elevators.
- The security and safety staff are obligated to warn individuals in the building about the existing danger.
- In the event of a fire, it is mandatory for everyone to immediately evacuate the building without panic.
- Make sure to familiarize yourself with the evacuation route (plan).
- Evacuated individuals should gather at the stadium area on the campus grounds to determine who remained inside the building. The security and safety personnel responsible should be informed about those individuals.
- The evacuation process begins with individuals who do not require assistance to exit, ensuring that persons with disabilities are not harmed during the evacuation.
- A representative from the academic or administrative staff must remain with the person with a disability to assist them in exiting the building after others have evacuated. The others should inform the security and safety personnel about the location of those individuals.
- When leaving rooms and classrooms, if possible, close windows and doors to prevent the spread of fire.
- Only take personal belongings if time allows for it.
- During the evacuation, maintain calmness and silence so that everyone can hear the instructions from the person responsible for security and safety, who will be leading the evacuation process.
- If your exits are blocked, move to a relatively safe location, try to contact others and inform them of your whereabouts, and then wait for the rescuers.
- Do not return to the building until the person responsible for security and safety gives you the appropriate instructions.
- Once you are in a safe situation, call the Emergency Management Center at number 112.
- On every floor of the university, the evacuation plan and evacuation procedures are posted in a visible location.
- The university is equipped with fire-fighting equipment, which is located in the hallways.

	Fire Safety and Emergency Medical Assistance Mechanisms	Date	February 2025
		Chapter	6
	Appendices:	Page	9/10
		Revision	0

Annex 2. Methods of Providing First Aid

First Aid for Fainting:


- Lay the victim on their back and position the lower limbs vertically.
- Ensure the supply of fresh air.
- Once the victim regains consciousness, encourage them and assist them in sitting up slowly.
- Thoroughly conduct a follow-up examination, as the victim may have sustained an injury during the fall, and provide first aid according to the nature of the injury.
- If the victim does not regain consciousness quickly, open the airway, check for breathing and signs of circulation. Be prepared to perform resuscitation procedures if necessary.
- If the victim still feels unwell after regaining consciousness, advise them to lie on their back and raise their legs until their general condition improves.

The technique for performing artificial respiration is as follows:

- Blow air into the victim's mouth once every 5 seconds.
- After each breath, remove your lips from the victim's mouth and wait until the chest wall returns to its initial position before giving the next breath.
- After every 10 breaths, recheck the signs of breathing and circulation.
- If there are no signs of circulation, it means the heart has stopped, and you must quickly begin chest compressions (cardiopulmonary resuscitation - CPR).
- Place the victim on their back and elevate the lower limbs vertically, ensuring the supply of fresh air.

Technique for Performing Chest Compressions (CPR):

- Position yourself on your knees next to the victim's chest. Find the central point between the victim's nipples. Position one hand just below the midpoint, with only the back of your palm resting on the breastbone. This is the point where you should apply pressure.
- Place the second hand on top of the first: Place the palm of your second hand on top of the first hand, interlock your fingers, and lift your hands slightly so that only the back of your palm is in contact with the breastbone.
- Extend your arms at the elbows so that your hands and the chest wall form a right angle. Apply pressure on the breastbone, ensuring the depth of the compression does not exceed 4-5 cm. After each compression, lift your hands off slightly, allowing the chest to fully recoil. As you perform the compressions, count aloud: 'One, two, three, four...up to fifteen. Ensure that you maintain the recommended rate of approximately 100 chest compressions per minute.
- If you are alone, apply 15 pressures. After that you should start artificial respiration. To do this, open the airways and take 2 breaths. Continue CPR at a ratio of 15 chest compressions to 2 breaths until breathing and signs of circulation are restored, emergency medical help or an assistant skilled in CPR techniques arrives;
- After every 1 minute, which is after 4 cycles, you should stop performing CPR and recheck for signs of breathing and circulation.
- If you have an assistant, one person should perform chest compressions, while the other provides artificial respiration. In this case, CPR should be performed with a ratio of 15 chest compressions

	Fire Safety and Emergency Medical Assistance Mechanisms	Date	February 2025
		Chapter	6
		Page	10/10
		Revision	0

to 2 breaths. Even in this case, after 1 minute, stop CPR to check for signs of circulation and breathing.

Calling Emergency Medical Services:

When the Heart and Breathing Stop, Timely Calling for Emergency Medical Assistance is Crucial:

- If you have assistance send them immediately to call Emergency Medical service.
- If you are alone respiratory and cardiac arrest is due to trauma, perform CPR for 1 minute, then call 112, return to the victim and continue with first aid.