

## Sulkhan-Saba Orbeliani Teaching University LLC

### The rule of ensuring safety and first aid

*Approved by the decree #78-14 by the University Principal  
Dated October 8, 2014*

#### Article 1. General provisions

1. The present rule defines the mechanisms and procedures for ensuring safety, maintaining order and first aid at Sulkhan-Saba Orbeliani Teaching University (hereinafter mentioned as – Teaching University).
2. The University Security and Safety Department is responsible for it together with the University doctor. They follow the legislation of Georgia, University acts and present rule.
3. The University Security and Safety Department ensures safety of the University students, personnel and visitors, protection of the University property, fire security and assistance of disabled students when moving inside the University.
4. The University doctor (hereinafter – doctor) ensures first aid at the University territory.

#### Article 2. Mechanisms for protection of safety and order

1. The employees of the Security and Safety Department are obliged to permanently control the installed surveillance cameras in the University and immediately eradicate any violation. In case of need they are entitled to watch the surveillance camera recordings.
2. Entry in the University building is allowed when permitted by the employees of Security and Safety Department.
3. The ID card remains at the Security and Safety Department until the person leaves the University building.
4. All students are entitled to have the student/ID card and introduce it to the Protection Department employees when requested while entering the University or moving at the University territory. If the card is not presented the student is identified via respective database.
5. The evacuation plan and respective procedures are exhibited on each floor of the University (annex #1.1.). The University is equipped with anti-fire equipment (fire extinguishers, fire hydrants) that are placed in the halls and library. During emergency the Protection and Security Department is obliged to call for firemen, emergency service, etc. and ensure those being in the building to leave it safely.
6. If students violate the student conduct code (that implies quarrel, damaging the University items, violation of order, impolite behavior, dirty talk, etc.), an employee of the Security and Safety Service having observed the violation draws up a document which describes the violation essence, violator's data (name, surname, faculty, course) and explanation by the

violator. The document will be handed over to the disciplinary commission that follows the Student Conduct Code.

7. The actions prohibited at the University building are:
  - a) Smoking;
  - b) Letting the external persons at the University territory without following the established procedures;
  - c) Bringing, using and keeping explosives and flammable substances;
  - d) Turning on/off heating/conditioning system in an arbitrary manner, its regulation with the temperature adjustment purposes.

#### Article 3. Mechanisms of providing medical assistance

1. Medications for first aid together with thermometer and blood pressure gauge are placed in the medical room (first floor of the University).
2. A person with medical education is employed in the University and ensures medical aid.
3. In case of an incident, any person should do as follows:
  - Call for a doctor in time – telephone number : +995 77 347708
  - Notify the Security and Safety Department – telephone number: +995 77 347708/ +995 593 104409.
  - Not to move the affected person until the doctor arrives, except the cases when it is dangerous to be in the area.
  - In case of necessity, provide assistance in accordance with the annex #1.2.
  - In case of necessity, call for the fire brigade, emergency service, etc.

#### Article 4. The rule of providing students with special educational needs with service

1. The University ensures creation of respective adapted environment for the students with special educational needs to enable them get complete education in equal conditions with the other students.
2. Aimed at all this the University ensures existence of the following infrastructure:
  - a. The special ramp for those with disabilities;
  - b. The rooms of the University rooms and toilets enable the disabled students to move independently by chair;
  - c. Special adapted toilets are available at the 1-3 floors of the University buildings;
  - d. The University has an elevator enabling those with disabilities move from one floor to another.
3. The Security and Safety Department is obliged to provide the students with disabilities with all assistance that ensure their free and comfortable movement in the University building.
4. The aforementioned rule acts at the entire University territory and those violating it are held responsible in accordance with the University regulation.

The rule of providing security and first aid  
Annex # 1.1.

### Evacuation Procedures

- In case of detecting the fire, immediately press the button and put the fire alarm system into motion or/and inform the security and safety employees. The buttons are shown on the evacuation plan.
- The Security and Safety employee is obliged to open the evacuation exit door and warn those being in the building with a fire alarming signal regarding the possible threat;
- In case of hearing the fire alarm everybody must leave the building without panic, immediately;
- See the evacuation route (evacuation plan);
- Those having left the building should inevitably gather in the yard adjacent to the building to find out if anybody is left in the building. Notify the Security Department or Center for Management of Emergency Situations.
- The evacuation process is launched with the people who do not require assistance of others to go out; it excludes injuring those with disabilities during evacuation;
- One person (administrative employee, lecturer) should stay with the disabled person and help him/her leave the building once the others leave it and they should notify the Security Department Employee and Center for Emergency Situations Management on their whereabouts.
- When leaving the rooms, close the doors and windows if possible. It will prevent fire from spreading.
- Take personal items away if you have enough time for it.
- Be quiet and maintain inner peace while evacuation to ensure all people hear the instructions made by the Security Department employee heading the evacuation process;
- If exits are blocked, wait at the safer place, try to phone others and notify them on where you are. Afterwards, wait for the rescuers;
- Do not return to the building until the Security Department employee indicates you to do so;
- Once you find yourself safe, call 112.

## First Aid Methods

### 1. First aid when fainting:



- Let the affected lay on his/her back and put his/her limbs in a vertical position.
- Ensure provision of fresh air.
- Once he/she gets conscious, encourage and help him/her sit up;
- Observe his/her body thoroughly to see whether he/she got traumas when falling down, provide him/her with first aid based on the injury he/she has. If the affected does not get conscious shortly, open the respiratory ways, check breath and blood circulation signs. In case of need be ready to conduct intensive care measures;
- If the affected still feels bad after he is conscious, advise him/her to lay on his/her back and raise his/her legs up until general condition finally improves.

### 2. The technique of artificial respiration



- Inbreath the affected in his/her mouth in every 5 seconds. After each inbreath, wait for the breast to return in the initial condition;

- Check his/her breath and circulation signs after each inbreath;
- If there are no circulation signs it means the heart has stopped and you should immediately start indirect heart massage:

### 3. The indirect heart massage technique



- Kneel down along the breast of the affected person. Find the central point of the line connecting the affected person's nipples. Put one hand under the point so that the rear part of the hand to be on the breast bone only; this is the place you should press on;
- Put the other hand from above, grab the fingers and put up so that the rear part of the hand to be on the breast bone;
- Open the hands in the elbow joints in a manner that creates a right angle between your hands and front part of the breast bone. Press on the breast bone for no more than 4-5 cm. Let the breast bone return in the initial condition without lifting your hands up. Count from one to fifteen when pressing and make 100 presses in a minute on the breast bone.
- If you are alone:



Make 15 presses. Afterwards you should start artificial respiration. Open the respiratory ways and inbreath twice. Continue intensive care of the heart and lungs with 15 presses on the breast bone and inbreath twice in proportion until the breath and circulation signs restore, emergency aid brigade or person with specific knowledge comes; until you are physically able to do it.

You should stop the intensive care in every minute or after conducting 4 cycles and check the breath and circulation signs;

- If you are not alone, one person should make the indirect heart massage, another one should make artificial respiration. In this case intensive care of the heart and lungs is conducted in proportion: 15 presses on the breast bone / inbreathing twice. Stop the intensive care in a minute and check the circulation signs and breathing.

#### 4. Calling for emergency medical aid

- When heart does not function and the affected person does not breath, it is important to call for the emergency medical aid in a timely manner;
- If you have a person assisting you – send him/her to call for the medical aid in time;
- If you are alone and trauma is the reason for the heart and breath stop, carry out the intensive care for 1 minute. Afterwards, you should call for emergency medical aid, return to the affected and continue helping him/her.