

„ Approved by: “

“Davit Tvildiani Medical University Public Nursing College” LLC

Director M.Tvildiani

Order № 07 as of 16.09.2017

Amendments:

Order N09 as of June 07,2018 of the Director - updated edition;

Regulation for Security Office

Article 1. About Security Office

The Security Office is designed to ensure the safety of students and employees at “Davit Tvildiani Medical University Public Nursing College” LLC as well as to secure the material and intangible assets of the institution.

Article 2. Specialists

1. Security Specialist(s) is (are) responsible for the efficient functioning of the Office, appointed and dismissed by the Director.
2. Security Specialist(s), within the scope of his/her competence, shall be accountable to the Director of the College.

Article 3. Duties of the Security Specialist

1. To secure the building, Cabinet -Labs, Library, Computer Center, Simulation Room;
2. To manage construction-repair and maintenance works in an organized manner;
3. To coordinate the operation of power supply, plumbing, communications, protection, safety and other systems;
4. To take care of study rooms, material assets of the college;
5. To take fire safety measures and, if necessary, to contact the appropriate authorities (emergency, fire service, patrol police, etc.);
6. To ensure proper functioning of the security cameras installed on campus for safety reasons, and if unusual activity is identified, to notify the administration and relevant agencies;

7. To ensure smooth and safe movement for vocational Students with Special Educational Needs on campus.
8. To maintain order in the institution, and in case of disobedience, to notify the administration for further response.

Article 4. Fire Safety:

1. An evacuation must be carried out in accordance with an evacuation plan. Evacuation signs/diagrams are displayed in a conspicuous position.
2. The facility is equipped with fire-fighting equipment. Fire extinguishers are placed in a conspicuous position. The authorized employee (specialist) is responsible for the actions required for their proper functioning, shelf life and other activities specified in the instructions.
3. It is strictly forbidden to bring flammable/ explosive materials to the college campus (yard, Laboratory, Training-Administrative Building) controlled by an authorized representative (Specialist).

Article 5. Final Provisions

1. This Regulation is approved by College Director.
2. This Regulation may also be amended by Order of the Director.
3. The Regulation shall enter into force upon its promulgation and shall be monitored by the administration of the institution.