


<p>СӘТБАЕВ УНИВЕРСИТЕТИ</p> 	<p>NON-PROFIT JOINT STOCK COMPANY “KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY NAMED AFTER K.I. SATBAYEV”</p>	
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**INSTRUCTIONS FOR ORGANIZING ANTI-TERRORIST PROTECTION
OF EMPLOYEES AND STUDENTS IN THE EVENT OF A MAN-MADE
EMERGENCY AT KAZNRTU NAMED AFTER K.I. SATPAYEVA**

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PREFACE

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1 GENERAL PROVISIONS

1 This instruction on the organization of anti-terrorist protection of facilities vulnerable to terrorism and the actions of personnel and students in the event of man-made emergencies (hereinafter referred to as the Instruction), K.I.Satpayev Kazakh National Research Technical University (hereinafter referred to as the Instruction - Executed by them. Satpayev or University), developed in accordance with paragraph 1 of Article 10-2 of the Law of the Republic of Kazakhstan "On Countering Terrorism", requirements for the organization of anti-terrorist protection facilities vulnerable to terrorism, approved by Resolution of the Government of the Republic of Kazakhstan dated May 6, 2021 No. 305, as well as by Order of the Ministry of Education and Science of the Republic Kazakhstan No. 117 dated March 30, 2022.

2 This Instruction applies to the facilities of KazNITU named after K.I.Satpayev, classified as objects vulnerable to terrorism, in accordance with the Rules and Criteria for classifying objects as vulnerable to terrorism, approved by the resolution By the Government of the Republic of Kazakhstan dated April 12, 2021 No. 234 (Further rule).

3 The following basic concepts are used in this Instruction:

1) video surveillance system - a set of functioning video channels, software and hardware for recording and storing video data, as well as software and (or) technical controls that carry out information exchange among themselves;

2) lighting system - a set of technical means to ensure the necessary level of illumination for a video surveillance system, visibility of people and vehicles at an object at night;

3) subjects of security activity are specialized security units of the internal affairs bodies of the Republic of Kazakhstan and private security organizations;

4) potentially hazardous areas of the facility - geographically designated zones (sites), structural and technological elements of the facility where explosive, hazardous chemicals, weapons and ammunition, toxic substances and preparations, elements of technological chains, systems, equipment or devices, critical areas of the facility, as well as places of possible mass production are used, stored or operated the presence of people at the facility, the commission of an act of terrorism on which may contribute to causing damage to life and health, the occurrence of an accident, the creation of a threat to an emergency situation with dangerous socio-economic consequences, the theft of dangerous substances and materials for the purpose of their further use to commit an act of terrorism;

5) the perimeter of the object is the boundary of the object according to the legal documents;

6) educational (preventive) measures - preventive methods of training personnel and security, implemented in the form of briefings and classes in order to instill primary response skills;

7) teaching staff (1111C) - persons who have pedagogical or other professional education in the relevant profile and carry out professional activities for

the training and education of students, methodological support or organization of educational activities (advisors);

8) access control - a set of rules governing the established procedure, excluding the possibility of unauthorized entry (exit) of persons, entry (exit) of vehicles, entry (removal), import (export) of property;

9) passport of anti-terrorist protection - an information and reference document containing general and engineering information about the object, reflecting the state of its anti-terrorist protection, and intended for planning measures to prevent, suppress, minimize and (or) eliminate the consequences of acts of terrorism at a facility vulnerable to terrorism;

10) objects vulnerable to terrorism - especially important state, strategic, dangerous production facilities, as well as objects of economic sectors of strategic importance, objects of mass gathering of people, protected objects requiring mandatory organization of anti-terrorist protection;

11) notification system - a set of technical means designed to promptly inform (light and (or) sound alerts) persons at an object vulnerable to terrorism about the alarm in case of emergency (accident, fire, natural disaster, attack, terrorist act) and actions in the current situation.

4 Measures to ensure the anti-terrorist protection of facilities The University aims to create conditions that prevent the commission of acts of terrorism (reducing the risk of their commission) on the territory of the facilities, minimizing and (or) eliminating the consequences of possible terrorist threats.

5 The organization of protection measures is based on the principles of timeliness, differentiated approach, adequacy and complexity.

6 Anti-terrorist protection of University facilities is ensured by the creation of conditions aimed at:

1) preventing illegal entry into facilities, which is achieved by taking measures to:

-establishment of access control at facilities and its strict observance;

-strengthening the facility in engineering and technical terms by means that allow to identify illegal entry into the facility;

2) detection of signs of preparation and (or) commission of acts of terrorism, which is achieved by taking measures to:

-monitor the situation at facilities and nearby territories in order to identify suspicious persons and objects;

-prevention of extremism (legal education, formation of a negative emotional attitude towards extremism) among students;

-improvement of the material and technical base in terms of engineering and technical equipment of facilities;

3) suppression of attempts to commit acts of terrorism at facilities, which is achieved by taking measures to:

-the implementation of the protection of objects by the forces of the relevant department of the University or the conclusion of an agreement with the subjects of security activities;

-the organization of constant monitoring of the established order of access to the facilities of visitors and vehicles;

- formation of a safety culture and anti-terrorist consciousness among the staff, including the pedagogical staff, and students;

-control of all measures that ensure the anti-terrorist security of facilities;

4) minimizing and eliminating the consequences of possible terrorist threats at facilities, which is achieved by taking measures to:

- development of algorithms for responding to possible threats of a terrorist nature, adequate to the characteristics of educational and scientific facilities; - appropriate training of employees studying in relation to their actions during and after the commission of an act of terrorism;

- organization of timely notification of authorized bodies, employees trained in their actions in the event of an act of terrorism at the facility;

- timely preparation and up-to-date maintenance of the passport of anti-terrorist protection of the facility, its proper storage.

7 Organizes the anti-terrorist protection of facilities The Chairman of the Management Board is the Rector or a person who replaces him.

8 By order of the Chairman of the Board-Rector , a responsible official with administrative powers is determined, ensuring the implementation of measures for the anti-terrorist protection of facilities.

9 The University Infrastructure Management Unit, when concluding a lease agreement for University premises, provides for the obligation of tenants to ensure the anti-terrorist security of the leased premises, its protection and equipping with modern engineering and technical means, compliance with the requirements of the access regime University.

REGULATORY REFERENCES

- Law of the Republic of Kazakhstan dated July 13, 1999 No. 416-1 "On countering terrorism".

- Decree of the President of the Republic of Kazakhstan dated 08/09/2013 No. 611 on approval of the "Rules for the organization and functioning of the state information monitoring system and public notification of the threat of an act of terrorism;

- Resolution of the Government of the Republic of Kazakhstan dated May 6, 2021 No. 305 "On approval of "Requirements for the organization of anti-terrorist protection of objects vulnerable to terrorism";

- Resolution of the Government of the Republic of Kazakhstan dated 12.11.2013 No. 1217 "On approval of the standard passport of anti-terrorist protection of objects vulnerable to terrorism";

- Resolution of the Government of the Republic of Kazakhstan dated April 12, 2021 No. 234 "On approval of the Rules for Classifying objects as vulnerable to terrorism ";

- Order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated October 27, 2020 No. 69-ke "On Approval of the Rules of Operation of the National Video Monitoring System";

- methodological recommendations of the Ministry of Internal Affairs of the Republic of Kazakhstan;

2 Requirements for the organization of access control

2.1 This chapter defines the requirements for the organization of access control at facilities that correspond to the objectives of ensuring anti-terrorist protection of facilities.

2.2 In order to ensure a higher level of anti -terrorist protection of facilities, the University may conclude a contract for the provision of security services, within the framework of current legislation, with a security company licensed to provide security services, including the protection of facilities vulnerable to terrorism.

2.3 When concluding a contract for the provision of security services with a security company, the University provides for the obligation of the service provider to ensure compliance with the requirements of anti -terrorist protection and an adequate level of security, which include:

1) organization of authorized access of employees, teaching staff and students, vehicles to the facility or its parts (zones);

2) identification of persons with illegal intentions on the territory of the facility , as well as objects and substances that can be used for their implementation;

3) protection of the facility, protection (control) of potentially dangerous sections of the facility and critical zones, including the exclusion of uncontrolled presence of unauthorized persons on them;

4) organization of training events with persons ensuring the safety of the facility., on the implementation of primary response measures, aimed at minimizing and eliminating man-made threats that have arisen as a result of a committed act of terrorism;

5) proper use of technical means of protection installed at the facility in accordance with the requirements for the organization of anti-terrorist protection of facilities vulnerable to terrorism , provided for in Chapter 6 of this Instruction.

2.4 Access control at the facility is carried out in accordance with the "Regulations on the organization of access and intra-facility modes" (hereinafter referred to as the Regulation), approved by the Order of the Rector-Chairman The Board.

2.5 The Chairman of the Management Board-the Rector determines the order of the access regime, the persons responsible for its organization and control. In the absence of a contract for the provision of security services with the subject of security activities, responsibility is assigned to the unit, whose responsibility is to directly monitor compliance with the security regime.

2.6 The "Regulations on the organization of access and intra -facility modes" provides for:

-the work schedule of employees of facilities and the procedure for their admission during working and non-working hours;

-the order of admission to the site of visitors;

-the procedure for the entry (removal), import (export) of material assets; the list of items and substances prohibited from being brought to the facilities University;

- a list of potentially dangerous sections of objects (entrance gates, entrance door, emergency exit, ground floor windows, basement).

-access area (at least two main sections are established: the first section - buildings, territories, premises to which employees and students are not limited; the second section - buildings and (or) premises to which access is allowed to a certain category of persons - switchboards, laboratories, rooms with complex technical equipment).

2.7 For University facilities, the procedure for organizing access control, in addition to the information listed in paragraph 14 of this chapter, may include: -the order of admission of students to educational classes, extracurricular activities, clubs and sections; -the order of admission of visitors to the University facilities; -places (main and spare) for mass admission students for classes and the order of their control;

2.8 List of items and substances prohibited for introduction, restricted for use in educational institutions and on their territories approved by the order of the Minister of Education and Science of the Republic Kazakhstan dated May 25, 2021 No. 235 "On approval of the list of items and substances prohibited for entry, restricted for use in educational institutions and on their territories" (registered in the Register of State Registration of Normative Legal Acts under No. 22857).

2.9 On the basis of the Regulations, the responsible person of the University, who are responsible for observing the admission and/or intra-object modes, develops a regulatory document that necessarily provides for:

1) verification of relevant identity documents at the entrance to the University facilities;

2) verification of the relevant documents and the nature of the imported goods when vehicles enter the territory of the facility;

3) checking documents and the purpose of arrival of persons from other organizations visiting the facility on official business, make appropriate entries in the visitors' book;

4) regular inspection of the territory of the facilities to check the interior, inspect the perimeter of the facility and inspect the fences for damage, identify outsiders, explosive and suspicious items;

5) an immediate report to the University management on all detected violations; 6) actions of persons ensuring the safety of the facility, when identifying persons trying to enter the territory of the facility in violation of the established rules and (or) commit illegal actions against employees, teaching staff, students, upon detection of unknown vehicles parked for a long time in close proximity to the perimeter of the University.

2.10 In addition to the measures provided for in paragraph 17 of this chapter, the Regulation provides:

1) keeping the entrance doors free to enter and exit during the mass (general) arrival of employees, teaching staff studying for work and classes, and their departure after the end of work and classes;

2) the passage of parents (legal representatives) and other visitors to the facility in accordance with the established procedure.

2.11 The internal regulatory document is impersonal in nature and is mandatory for execution at all University facilities.

2.12 In order to ensure the high-quality organization of the access control at each facility, it is necessary to provide a security guard post or an employee the structural unit of the University, which is responsible for ensuring security and monitoring access and on-site modes.

2.13 Notices on the procedure for organizing access control that restricts the rights of citizens, explaining the legality of the requirements of persons ensuring the safety of the facility, are placed in places accessible for viewing (at the entrance to the facility).

3 Requirements for the organization of preventive and educational activities

3.1 The Chairman of the Management Board -the Rector or the person replacing him (the Head of the Department) and the person responsible for carrying out anti -terrorist security measures of the facility are the organizers of measures to organize preventive and educational measures to ensure their anti-terrorist security.

3.2 The purpose of preventive measures is to create a The University of conditions conducive to minimizing the risk of committing an act of terrorism on it.

3.3 The purpose of the training activities is to familiarize employees University, teaching staff, students, with the basics of organizing anti-terrorist security, developing skills of competent and rational behavior in the face of the threat of committing an act of terrorism and after its commission.

3.4 Preventive and educational activities are carried out in the form of briefings, classes (practical and theoretical) with:

1) employees (administrative and technical staff of departments) of the University;

2) heads and teaching staff of institutes;

3) persons ensuring the safety of the facility.

3.5 Conducting preventive and training activities with employees of administrative and technical departments The University, the heads and teaching staff of institutes, persons ensuring the safety of facilities, are carried out by a responsible official approved by the order of the Chairman of the Board, the Director, to carry out measures for the anti -terrorist protection of the facility.

Preventive and educational activities with students are carried out by responsible representatives of the relevant institutions.

3.6 Representatives of state and local executive bodies may be involved in carrying out these events in coordination with the anti-terrorist commission of the Akimat of Almaty, as well as the most trained University staff.

3.7 When conducting preventive and educational activities with students, teaching staff, curators of groups of students participate.

3.8 Options for topics of preventive and educational activities on Anti-terrorist security issues are listed in Appendix 1 to this Instruction.

3.9 Preventive measures with students are carried out within the framework of the educational process and educational work. Preventive measures include the actions of teaching staff to prevent and identify violations of internal regulations by students. When conducting classes with students, the form of the lesson, the material is coordinated with the person responsible for organizing the anti-terrorist protection of the University.

3.10 Carrying out preventive and educational activities with employees who ensure the safety of the facility are responsible for its the head.

3.11 Additional classes are held with persons ensuring the safety of the facility to acquire and (or) improve the skills of using engineering and technical means of anti-terrorist protection, inspection techniques of premises, identification of possible places of laying explosive devices.

3.12 Classes (practical and theoretical) are conducted in accordance with the schedules approved by the University management. 3.13 The person responsible for carrying out anti-terrorist security measures shall draw up schedules of events for individual groups, taking into account their activities. 3.14 Theoretical classes are aimed at preventing the spread of the ideology of terrorism among employees, teaching staff, students, to ensure security, as well as to counter terrorism, the formation of rejection of the ideology of terrorism in its various forms manifestations aimed at the formation of a safety culture.

3.15 Practical exercises are aimed at ensuring maximum coherence and clarity of actions of employees, teaching staff, students, and persons ensuring the safety of the facility.

3.16 Practical exercises on actions in case of a threat of committing an act of terrorism in the premises and on the territory of the University , covering the entire staff, are held at least once a year at

3.17 Conducting practical exercises involving the entire team The University is preceded by theoretical and practical classes, scheduled briefings with individual groups of employees, teaching staff, students, persons ensuring the safety of the facility, aimed at forming their knowledge of behavior algorithms under possible scenarios the commission of acts of terrorism in accordance with Annex 2 to this Instructions.

3.18 The briefing is intended to familiarize employees and teaching staff with the basic rules of anti -terrorist security, develop skills of competent and rational behavior.

3.19 Scheduled instruction is conducted at least twice a year for each of the groups of the University staff (employees, teaching staff, persons ensuring the safety of the facility, students).

3.20 An unscheduled briefing is conducted at:

1) the introduction of one of the terrorist danger levels in the region where the facility is located in accordance with the Decree of the President of the Republic Kazakhstan dated August 9, 2013 No. 611 "On Approval of the Rules for the organization and Functioning of the State system for monitoring information and notifying the public about the threat of an act of terrorism": moderate ("yellow"), high ("orange"), critical ("red") with the coordination of the person ensuring the implementation of measures for the anti-terrorist protection of the facility;

2) the availability of information about the possible threat of committing an act of terrorism at the University with the coordination of the person who ensures the implementation of measures for the anti-terrorist protection of the facility;

3) preparing for classes, training events, evaluating the actions of departments and staff of the University in coordination Operational Headquarters for the Fight against Terrorism;

4) preparation for security measures under coordination The State Security Service of the Republic of Kazakhstan.

3.21 The content of an unscheduled briefing is determined on a case-by-case basis, depending on the reasons and circumstances that caused the need for it. 3.22 The briefing is conducted for a group of employees already working at the University, or individually (for people who have just joined the job, training). 3.23 For preventive and educational activities, a room accommodating all or a certain group of employees, pupils, and students is used, in which places are allocated for placing special visual information (stands, posters), installing a projector to demonstrate thematic slides, using audio or video equipment.

3.24 After the completion of the event, its results are recorded in the "Journal of Anti-terrorist protection training activities" (hereinafter referred to as the journal) in accordance with Annex 3 to this Instruction.

3.25 The magazine is numbered, laced and sealed. The log is filled in in strict sequence.

3.26 Logging is carried out by the person responsible for carrying out anti-terrorist security measures at the facility or by another person on his behalf.

3.27 If more than 20 people participate in the briefing or lesson The documentation of the specified event is carried out in the form of a protocol.

4 Requirements for the organization of interaction on the issues of responding to terrorist manifestations, as well as eliminating threats of a man-made nature that arose as a result of a committed act of terrorism

4.1 Interaction with the anti-terrorist commission is organized in order to prevent and prevent acts of terrorism, education and training of employees, students,

and security personnel University, determining the readiness of University facilities for action in in the event of a threat or an act of terrorism.

4.2 Interaction with the anti-terrorist commission is established at the planning stage of preventive and educational activities by clarifying the most likely threats of a terrorist nature for the University.

4.3 Based on the most likely threats of a terrorist nature at the University, its features (type of facility, its location, number of employees and students, security system) , algorithms for actions of various groups of people on possible threats of a terrorist nature are specified at the facility, given in Appendix 2 to this Instructions.

4.4 These algorithms are worked out during practical exercises conducted with the participation of authorized state bodies, as well as the preparation and conduct of multi-level anti-terrorist classes, training events, evaluation of the actions of the University staff conducted according to the plans of the Operational Headquarters of Almaty to combat terrorism.

4.5 In case the University is involved by the Operational Headquarters for Combating Terrorism in conducting multi-level anti -terrorist classes, training events, evaluating the actions of security units and University staff, the Chairman of the Board is the Rector, the head of the subject of security activities, who has concluded an agreement on the provision of security services, the unit providing security The University provides assistance, involvement and participation of the necessary groups of employees, students, persons ensuring the safety of facilities to carry out these activities.

4.6 Based on the results of multi-level anti -terrorist training, training events, evaluation of personnel actions , appropriate changes and additions are made to the relevant plans, schedules and algorithms, if necessary .

4.7 One of the tasks of interaction on the issues of responding to terrorist manifestations is to inform the territorial bodies of internal affairs and national security in a timely manner. Almaty on the facts and signs of the preparation of acts of terrorism and the implementation of measures aimed at preventing them. 4.8 The University management , the University's security department, within the framework of ensuring readiness to respond to threats of committing or committing an act (acts) of terrorism, develop algorithms for initial response:

1) to immediately inform the territorial bodies of internal affairs and national security of Almaty about the threat of committing or committing an act (acts) of terrorism;

2) upon receiving information from authorized state bodies about the threat of committing or committing an act (acts) of terrorism; 3) timely informing the territorial bodies of internal affairs about the facts of theft that have become known, illegal acquisition by employees, students, weapons, parts for the manufacture of improvised explosive devices, as well as about their storage locations.

5 Requirements for the development and circulation of a passport of anti-terrorist protection of an object vulnerable to terrorism

5.1 The passport of anti-terrorist protection of an object vulnerable to terrorism (hereinafter referred to as the Passport) is intended for use by interested bodies engaged in countering terrorism when planning measures to prevent, suppress, minimize and (or) eliminate the consequences of acts of terrorism at the facility. 5.2 Information about the evacuation site, collection points, and system notifications, the procedure for notifying the University management and students is entered in the Passport of anti-terrorist protection of the University.

5.3 A passport is a document containing information with limited access. The University management takes measures to restrict access to the passport to persons who do not ensure the anti-terrorist protection of facilities, control the state of anti-terrorist protection of facilities, in the activities of The Operational Headquarters for the Fight against Terrorism.

5.4 The University Management appoints the person (s) responsible for the development of the Passport, its storage and timely updating of passport data. 5.5 The passport is developed according to the Standard Passport anti-terrorist protection of facilities vulnerable to terrorism, approved by the resolution The Government of the Republic of Kazakhstan dated November 12, 2013 No. 1217 (hereinafter referred to as the standard passport) in two copies with the simultaneous development of an electronic version.

5.6 The draft Passport is drawn up within 45 (forty-five) working days from the date of receipt by the head of the facility of the relevant notification from the anti-terrorist Commission of Almaty on the inclusion The University is included in the list of objects vulnerable to terrorism.

5.7 The developed draft Passport is coordinated with the heads of the territorial body of internal affairs at the location of the facility within 10 (ten) calendar days after compilation.

5.8 The deadline for approving the draft Passport does not exceed 15 (fifteen) working days from the date of receipt of the Passport to the official specified in the standard passport.

5.9 If there are comments from the approving person to the draft Passport, the completion period does not exceed 15 (fifteen) working days from the date of return, and in case of repeated return does not exceed 7 (seven) working days. 5.10 Within 10 (ten) working days after approval, the Passport is approved (including when it is updated) by the Chairman of the Board, the Rector of the University.

5.11 After the development and approval of the first copy of the Passport (original) is subject to storage by the person responsible for its storage and timely updating of data.

5.12 In order to ensure the timely issuance of a Passport to the authorities involved in the elimination and minimization of the consequences of acts of terrorism, an act of temporary transfer of documents in two copies is drawn up for the passport.

5.13 One copy of the act of temporary transfer of documents together with The passport is transferred to the Operational Headquarters, which is in charge of the anti-terrorist operation. The second copy of the act remains with the person, responsible for the storage of the Passport.

5.14 The second copy and the electronic version of the passport (in the format PDF on electronic media) within no later than 10 (ten) calendar days from the date of its approval or correction are sent to the territorial division of the internal affairs bodies for storage.

5.15 The passport is subject to correction in case of a change in:

- a) ownership rights;
- b) the head of the University;
- c) the names of the University;
- d) the main purpose of the University;
- e) the total area and perimeter of the University, the development of the adjacent territory or after the completion of major repairs, reconstruction of buildings (structures and structures) and engineering systems, if changes have been made to the design;
- f) potentially dangerous areas of the University;
- g) technical means involved to ensure the anti-terrorist protection of the facility.

5.16 Changes are made within 20 (twenty) business days after the occurrence of grounds for correction. With an increase in the time frame for developing a passport and making adjustments to it, the University management applies to the anti-terrorist commission of Almaty with an appropriate appeal.

5.17 In the passport, the employee responsible for storage makes notes on the changes and additions made, indicating the reasons and dates of the changes, certified by the signature of the Chairman of the Board-the Rector or the responsible official authorized to sign the passport. Only those elements of the passport where changes have occurred are subject to replacement.

5.18 At the same time, information on the relevant changes , signed by the University management, is sent to the territorial police unit for attachment to the second copy of the passport with simultaneous replacement of the electronic version of the passport.

5.19 The passport must be completely replaced: a) at least once every five years; b) if adjustments are made to more than half of the paragraphs of the text Passports.

5.20 The passport is subject to destruction on a commission basis with the preparation of an appropriate act. The act remains at the University, a copy the certificate is sent to the place of storage of the second copy of the Passport.

6 Requirements for equipping University facilities vulnerable to terrorism with engineering and technical equipment

6.1. Taking into account the possible consequences of committing an act of terrorism, as well as in accordance with paragraph 77 of the Order of the Ministry of Education and Science No. 117 dated 30.03.22, K.I. Satpayev Kazakh National Research Technical University It belongs to the third group of educational facilities, UTO, with an actual occupancy of more than 10 thousand people and located (regardless of occupancy) in a city of republican significance.

6.2. The objects of the third group are necessarily equipped with an alert system, a video surveillance system, an alarm device (alarm button), with output to the duty stations of the territorial bodies of internal affairs or to the remote control of centralized surveillance of subjects of security activities, a video surveillance system with video transmission to the Centers of the operational management of the police or to the duty stations of the territorial bodies of internal affairs, and as well as access control and management systems (turnstiles). The turnstile provides a manual and an automatic and/or remote way to open and lock the device.

6.3. The video surveillance system is installed in order to monitor the situation at the University facilities, as well as visually confirm the fact of unauthorized entry, to assess the situation and record the actions of violators.

6.4. At an object occupying a separate building (complex of buildings), a video surveillance system is equipped:

- 1) the perimeter of the territory adjacent to the object;
- 2) checkpoints (if available);
- 3) the main entrances intended for the admission of students to classes and spare parts;
- 4) places of possible mass stay of people at the University, including corridors, sports and assembly halls, canteens, foyers, dressing rooms, as well as playgrounds, sports and recreation areas, equipped on the territory of the University;
- 5) territory and premises with potentially dangerous areas, premises (places), corridors leading to them;
- 6) inspection rooms (rooms), vehicle inspection areas (if available);
- 7) other premises and territories at the discretion of the management University;

6.5 At the facility occupying part of the building, the video surveillance system covers:

- 1) places of possible mass stay of people at the facility;
- 2) main and secondary entrances (if available).

6.6 The video surveillance system provides:

- 1) transmission of visual information from television cameras to technical equipment a means or a set of technical means for collecting, processing, displaying and registering received information installed at the post of a security officer;
- 2) work in automated mode;
- 3) the ability to assess the situation at the facility in real time;

4) the information storage period is at least 30 days.

6.6 At night, if the illumination of the premises and adjacent territories of objects is lower than the sensitivity of television cameras, the illumination of the visible or infrared range of light (if available) is turned on.

6.7 Technical requirements for video surveillance systems comply with the minimum technical conditions of video surveillance systems provided for by the Rules of Operation The National Video Monitoring System approved by the order Chairman of the National Security Committee of the Republic of Kazakhstan No. 69-ke dated October 27, 2020 (registered in the Register of the State

6.8 The University facilities are equipped with warning systems and means in order to promptly inform employees, students and visitors of the facility about the occurrence of an emergency situation (about the threat of committing or committing an act of terrorism and the consequences that have arisen) and coordinate their actions.

6.9 Notification of employees, students and visitors of the facility is carried out via internal communication lines, using other technical and mobile means of communication (signaling) in accordance with a pre -developed plan that ensures:

1) the supply of sound and light signals to buildings, premises, and areas of the facility with permanent or temporary residence of people;

2) broadcasting of speech information as in automatic mode (reading previously recorded text), and with the help of a microphone about the nature of the danger, the need and procedure for evacuating or blocking facilities in the premises, as well as actions aimed at ensuring the safety of personnel, students and visitors to the facility. Evacuation and lockdown warning systems differ in signals.

6.10 The number of alarms and their power ensure the necessary audibility in all places of permanent or temporary stay of people, in case of evacuation, they operate during the estimated time necessary for its implementation.

6.11 An alarm device (mobile or stationary) (alarm button) is installed for the purpose of timely notification of authorized bodies about the threat of committing an act of terrorism in University.

6.12 The alarm system must be equipped with a post of persons ensuring the safety of the University and entrances to the facility, designed for mass admission.

6.13 The alarm means provides the opportunity to covertly send a signal to the duty stations of the territorial bodies of internal affairs or to the central monitoring panel of the subject of security activity with whom the contract has been concluded.

6.14 Fencing of University facilities is established in order to prevent the free passage of persons and vehicles to and from the facility.

6.15 The perimeter of the relevant facilities with a territory is equipped with a fence. The fence has:

1) height and depth into the ground, excluding free passage and satisfying the operating conditions of the object;

2) Simplicity in construction, high strength and durability;

3) the absence of nodes and structures that facilitate its overcoming. The perimeter fence meets the following characteristics:

1) resistance to external climatic factors of all seasons and corresponding climatic zones;

2) protection from industrial interference and interference caused by vehicles, exposure to birds and animals.

6.16 The University facilities under protection are equipped with communication systems and facilities in order to exchange information for the management of forces and facilities. The communication system provides two-way radio communication between the senior shift supervisor and the security teams within the territory University.

6.17 University facilities are equipped with systems and facilities backup power supply to ensure the smooth operation of the security and alarm system, access control and management , lighting, video surveillance.

6.18 In the case of the location of the entrance groups of University facilities, as well as places of possible mass stay of students in close proximity to the paths of vehicles, the facilities are equipped with means of reducing the speed of vehicles in order to prevent the risk of collision.

6.19 According to the decision of the University management, individual facilities are equipped with security alarm systems and facilities.

6.20 According to the decision of the University management, additional engineering and technical equipment is being installed at the facilities, contributing to an increase in the level of anti-terrorist protection.

6.21 The engineering and technical equipment of the University facilities is always maintained in working condition.

6.22 If it is impossible to equip the University facilities with engineering and technical equipment within 6 months after switching on The University management is taking measures to plan funds for equipping the University from the republican and (or) local budgets, extra-budgetary sources, and a draft action plan for the engineering and technical equipment of the facility is submitted to the Anti-terrorist Commission of Almaty for approval.

Appendix 1

to the Instructions on the organization of anti-terrorist protection of objects vulnerable to terrorism and the actions of personnel and students in the event of man-made emergencies of the K.I.Satpayev Kazakh National Research Technical University

Options for the topics of classes

For the management and staff of the University:

1. Actions of the University management and staff when receiving reports of mining of the facility.

2. Actions of the University's management and staff in the event of a terrorist attack.

3. Organization and conduct of preventive, educational, training measures to counter terrorism,

4. Organization of anti-terrorist security of the University.

5. Security measures at the University. For those who ensure the safety of University facilities:

1. Recognition of explosives and rules of conduct in case of an explosion threat.

2. Ensuring security in the event of public unrest near University facilities and the threat of hostage-taking.

3. Organization and conduct of preventive, educational, and training activities at the University to counter terrorism.

4. Actions of heads of structural divisions in case of a committed act of terrorism As part of the briefings:

1. Evacuation of employees, students and visitors, safety measures during evacuation;

2. Detailed familiarization of each of the employees of the facility with the order of personal behavior and actions in the context of the commission an act of terrorism within the University grounds. As part of the practical training:

1. Working out practical actions with persons ensuring the safety of the facility to organize inspections of premises in order to detect unattended items and suspicious objects:

1) actions in case of detection of unattended items, suspicious objects and receiving reports of mining;

2) organization of interaction of the University with the territorial bodies of internal affairs, security when unattended items, suspicious objects are found and a message about the mining of an object is received;

3) organization of notification of staff and visitors of University facilities;

4) organization of evacuation of staff and visitors of facilities University.

In accordance with these activities, the following action training sessions are conducted:

- 1) personnel upon receipt of a message about the mining of an object;
- 2) when unattended items and suspicious objects are found;
- 3) during the evacuation of people.

Appendix 2

to the Instructions on the organization of anti-terrorist protection of objects vulnerable to terrorism and the actions of personnel and students in the event of man-made emergencies of the K.I.Satpayev Kazakh National Research Technical University

THE ALGORITHM**of actions of employees and students of the University in the event of man-made emergencies and the threat of an act of terrorism****Chapter 1 General provisions**

1 The present algorithm of actions of employees studying The Algorithm was developed in order to manage measures to increase the stability of the University's functioning in cases of man-made emergencies and the threat of committing an act of terrorism (hereinafter referred to as the Algorithm) and is aimed at preventing and eliminating them. The prevention of terrorist threats is a set of measures aimed at preserving human life and health, maximizing the risk of carrying out a terrorist threat and minimizing the consequences of committing an act of terrorism. The adoption of a set of measures to prepare for emergency rescue and emergency work in the zone of man-made emergencies is aimed at ensuring the sustainability of the University's functioning.

2 In case of an act of terrorism, managers and employees The University immediately informs law enforcement and special agencies about the committed act of terrorism and ensures the evacuation of staff and students of the University. When organizing work to prevent the threat of committing an act of terrorism, it is important to pay special attention to preventing unauthorized persons from freely entering facilities and vulnerable areas (sites, equipment), which will exclude the possibility of delivering terrorist funds, as well as disabling control equipment, automation, and communications.

The main signs of possible preparation and implementation of terrorist activities are: -the appearance of persons whose behavior is seen as studying the situation in the nearby environment of the object of a possible terrorist attack, increased or inadequately motivated interest in certain aspects of its activities;

-repeated appearance of suspicious persons at the selected objects and their photo and video shooting; -unjustified contact with the staff and with persons ensuring the safety of the facility, finding out from them the operating mode, access procedure, and security; -penetration into basements and attics of persons who are not related to their maintenance; -the presence of unauthorized visitors (persons who arouse suspicion) of documents, the verification of which by security at the entrance to the building of the facility does not provide information about the identity of the bearer;

Preliminary studies of various situations will allow us to form an algorithm for the actions of employees and students of the University in the event of a threat of an act of terrorism, including address instructions and memos regulating actions in typical extreme situations. The management of measures to ensure the anti -

terrorist protection of the University is carried out by the Chairman of the Board, the Rector, within the competence established by Law and other regulatory legal acts of the Republic of Kazakhstan.

3 Measures to prevent emergencies technogenic nature are carried out taking into account the probability of their occurrence and possible damage from them. The implementation of measures to prevent man-made emergencies is entrusted to the Chairman of the Board-Rector within his competence, established by the current legislation:

Chapter 2 Procedure for employees and students The University in the event of a threat of an act of terrorism in the building and on its territory

4 The procedure systematizes and synchronizes the actions of employees studying in the event of a threat of committing an act of terrorism in The University and its territory. This procedure is provided by the management The University is brought to every employee, PG1C, studying.

5 The grounds for taking immediate action in the event of a threat of an act of terrorism at the University are: - detection by any of the employees, teaching staff and students a suspicious object; - University admission threats by phone or in writing; - armed attack on employees, teaching staff and students; - hostage-taking by terrorists of employees, teaching staff or students in the University building or on its territory; - the attack of the University by a terrorist.

6 In the above cases, the University management immediately reports the incident:

- to the channel "102" of the internal affairs bodies, the unified duty control service "112"; - to the head of the Almaty education department and the leadership of the supervising Ministry of the Republic of Kazakhstan.

Paragraph 1 Detection of a suspicious object

7 A suspicious object means an unattended bag, a package, a box, a box, a toy with protruding wires that makes suspicious sounds (clicks, ticking) and unusual odors (almonds, chlorine, ammonia). This item may turn out to be an explosive device, or filled with toxic chemicals (OHEZ), biological agents (pathogens of dangerous infections, such as anthrax, smallpox, tularemia) package.

8 Persons who have discovered a dangerous or suspicious object immediately report this to the channel "102" of the internal affairs bodies or the unified duty dispatch service "112" (if it is a student, then to a teacher or curator) and before the arrival of emergency response forces are at a safe distance from the object and be ready to testify, concerning what happened.

9 Actions of the University management:

-to set up a cordon from among the permanent staff of the University;
-ensure unhindered access to the place of detection of a dangerous or suspicious object by emergency response services (divisions of internal affairs bodies, emergency medical services, fire brigades, operational rescue services);
-take measures to evacuate students and University staff.

10 Personnel actions (PPS, employees):

-inform the University administration (by phone) and do not allow anyone into the building (until their arrival);

-transfer students to a safe distance from a suspicious object (no closer than 100 meters), do not approach, do not touch, do not open or move the find; -persons who have discovered a suspicious object should stay at a safe distance until the arrival of the emergency response forces and be ready to give evidence regarding the incident;

-interview others in order to identify the possible owner of an unattended item;

-refrain from using radio communication equipment, including a cell phone, near the object; -record the time and place of detection;

- to assist in organizing the evacuation of students from the territory adjacent to the danger zone; -if necessary, take cover behind objects that provide protection (corner of the building, column, thick tree, car), conduct surveillance;

-to leave the facility, if it is impossible

- to hide behind a major structure and at the necessary distance.

11 Actions of students:

-do not panic, listen to the teaching staff and University staff in everything;

-do not touch, open or move a suspicious object;

-if necessary, take cover behind objects that provide protection (corner of the building, column, thick tree, car)',

- to leave the object, if it is impossible - to hide behind a capital structure and at the necessary distance.

12 Actions of persons ensuring the safety of educational organizations:

-do not touch, do not approach, do not move a suspicious object;

-interview others to identify the possible owner of the orphan property;

-refrain from using means of radio communication, including cell phone, near this item;

-if possible, record the time and place of detection;

- immediately report the discovery of a suspicious object to the channel "102" of the internal affairs bodies or the unified duty dispatch service "112";

-be prepared to describe the appearance of a suspicious object and the circumstances of its discovery;

-do not report the threat of an explosion to anyone except those who need to know about what happened so as not to create panic;

-to ensure that unauthorized persons have limited access to a suspicious object and a dangerous area;

-to ensure the organized evacuation of people from the territory adjacent to the danger zone;

-if necessary, take cover behind objects that provide protection (corner of the building, column, thick tree, car), conduct surveillance.

-Recommended evacuation zones and cordon upon detection an explosive device or an object similar to an explosive device:

- grenade - 50 meters;

- TNT block weighing 200 grams - 45 meters;
- explosive device - at least 200 meters;
- beer can 0.33 liters - 60 meters;
- briefcase (case) - 230 meters;
- travel suitcase - 350 meters; • passenger car - at least 600 meters;
- minibus - 920 meters; • truck (van) - 1240 meters.

Paragraph 2 Receiving a threat by phone

13 The phone is a channel for receiving messages containing information about planted explosive devices, taking people hostage, extortion and blackmail.

Do not ignore any such signal. Try to memorize the conversation verbatim and record it on paper. Do not spread the fact of the conversation and its content, limit the number of people who have information as much as possible.

14 Actions of the recipient of the threat by phone (head. employee. Teaching staff, student):

-During the conversation, mark the gender, age of the caller and his features
Speech: voice (loud or quiet, low or high), speech tempo (fast or slow), pronunciation (distinct, distorted, with stuttering, lisping, with an accent or dialect), manner of speech (cheeky, with mockery, with obscene expressions)', -It is important to pay attention to the sound background (the noise of cars or railway transport, the sound of television or radio equipment, voices), the nature of the call (urban, long-distance). -It is necessary to record the exact time of the start of the conversation and its duration. -In any case, try to get answers to the following questions during the conversation:

- a) where, to whom, and on what phone is this person calling?
- b) What specific requirements does he put forward?
- c) makes demands personally or acts as an intermediary and represents a group of people?
- d) on what terms does he or they agree to abandon the plan? how and when can I contact him?

e) who can or should you inform about this call? -Try to get the caller to take the maximum possible amount of time for the University management to make decisions or perform any actions. -If possible, during the conversation or immediately after the end of the conversation, inform the internal affairs bodies or the unified duty dispatch service 112 and the University management about the telephone threat on channel 102.

Paragraph 3 Receipt of a written threat

15 Actions of the recipient of the threat in writing (supervisor, employee, teaching staff, student):

-After receiving such a document, handle it as carefully as possible. If possible, put it in a clean, tightly sealed plastic bag and place it in a separate hard

folder. - Try not to leave your fingerprints on it. -If the document is received in an envelope, open it only on the left or right side, carefully cutting off the edges with scissors.

-At the same time, save everything: the document itself with the text, any attachments, envelope and packaging

- do not throw anything away. -Do not expand the circle of people familiar with the contents of the document.

- Immediately inform the channel "102" of the internal affairs bodies or the unified duty dispatch service "112".

Paragraph 4 Armed attack on employees, teaching staff, students of the University

16 In case of an armed attack on employees, teaching staff, students , it is necessary to take measures for self-isolation, immediately leave the danger zone, and also report to the channel "102" of the internal affairs bodies or the unified the duty dispatch service "112". Hiding, wait for the terrorists to leave, and throw down the building as soon as possible.

17 Actions of the University management:

- immediate informing of law enforcement and/or special state bodies about the fact and circumstances of an armed attack;

-organization of work to ensure the safety of people at the facility (evacuation, blocking of internal barriers, notification of an emergency situation at the facility)',

- interaction with the incoming forces of the Operational Headquarters for the Fight against Terrorism.

18 Actions of the staff (employees, teaching staff):

-assess the situation, think over a clear plan for how you will leave the building together with the students;

-if possible, evacuate safely with the students, leave the building;

- leave your things and bags;

- don't hide your hands, keep them in plain sight. If it is not possible to leave the building, you should:

-quickly look out of the office, group and direct all students, pupils or staff in the corridor to your office;

-do not allow a group of adults who are not familiar to you or who do not have a visit pass into the office;

-close the door tightly, preferably with a key; close the windows, lower or close all blinds;

-put the students against the wall so that the attacker could not see them looking through the door;

-find a "Safe corner" for students;

-turn off the lights and computer monitors, put cell phones on mute;

-to provide silence for students;

-fill out the attendance sheet (list the students who were taken from the corridors (as indicated above), and make a list of students who should be in this classroom, but are absent. Note: Before turning off the lights, employees find and hold their attendance log in their hands. This will help ensure evacuation all students, pupils.

-students in the gym must be transferred to the locker room, lock all doors, find a safe place and turn off the lights;

-students who are in the canteens must be relocated to the nearest premises and turn off the lights;

-employees and students who are outside the University building run to the nearest safe place, stop, take a lying position and do not move;

-employees and students who are in the toilets close the stall and turn off the lights;

- everyone in the hallway immediately goes to the nearest classroom turn off the light;

- Librarians close the doors, find a safe place for the children and themselves, and turn off the lights. Note: Stay in safe places until directed by the supervisor.

19 Actions of students:

-do not panic, listen to the staff and staff in everything;

- leave the facility unnoticed, if it is impossible, take refuge in a safe place; - lock the door, wait for the arrival of law enforcement officers;

- inform law enforcement and/or special government agencies, security, personnel, management in any way possible The Authority has information about the fact and circumstances of the armed attack. Note: Stay in safe places until directed by the supervisor or teachers.

20 Actions of persons ensuring the safety of the University

-identify an armed attacker;

-if possible, block its progress to the m:places of mass stay of people at the facility;

- inform the University administration, law enforcement and/or special state bodies in any way about the fact of an armed attack;

-take measures to ensure the safety of people at the facility (evacuation, blocking of internal barriers).

Paragraph 5 Hostage-taking

21 Management actions:

-to organize the maximum possible conditions for the safety of students, teaching staff and other employees;

- immediately inform law enforcement and/or special government agencies about the capture of employees, 111 1C and students as hostages;

-trying to figure out the demands of the invaders; - to ensure interaction with the incoming forces of the Operational Headquarters for Combating Terrorism.

22 Actions of the staff (employees, teaching staff):

- organize the protection of nearby students.
- if possible, to prevent them from being taken hostage, unnoticed get out of the building or take shelter indoors, block the door, hold out until law enforcement officers arrive or leave the building safely;
- to inform law enforcement and/or special state bodies about the circumstances of hostage-taking and intruders (number, weapons, equipment, age, nicknames, nationality) in any available way and subject to guaranteed provision of their own safety.

23 Actions of students:

- do not panic, keep your composure and self-control;
- try to find a safe place;
- remember that after receiving the message about your capture, the special services have already begun to act and will do everything necessary for your release;
- to prevent actions that may provoke attackers to use weapons and lead to human casualties;
- endure hardships, insults and humiliation, do not look into the eyes of criminals, do not behave defiantly;
- to perform any actions (sit down, get up, drink, go to the toilet) ask for permission;
- if you are injured, try not to move, this will reduce blood loss; -during the special services operation to free you, strictly observe the following requirements: - lie face down on the floor, cover your head with your hands and do not move; - do not run towards or away from intelligence officers, as they may mistake you for a criminal; -if possible, stay away from doorways and windows.

24 Actions of persons ensuring the safety of the University:

- not to enter into negotiations on your own initiative;
- be careful, try to remember the signs of criminals, the distinctive features of their faces, clothes, names, nicknames, possible scars and tattoos, features of speech and demeanor, the subject of conversations.

25 Procedure for taking hostages:

- to prevent actions that may provoke criminals to use physical force or weapons. - do not attract attention by your behavior.
- do not try to escape if you are not completely sure of the success of the escape. Remember as much information about the terrorists as possible (number, weapons, how they look, especially appearance, physique, accent, topic of conversation, temperament, demeanor).
- try to determine the location of your location (imprisonment).
- if possible, using any available means of communication, without risk to life, being careful, try to report the incident to law enforcement or special agencies, the security or security department of the University.
- do not neglect food, whatever it is. - in case of injury, try to provide yourself with first aid on your own.
- the main thing is not to panic, even if the opposing sides have stopped controlling themselves.

- stay away from windows and doors. When conducting a hostage rescue operation by special forces personnel, the following requirements must be observed:
- lie face down on the floor, if possible pressed against the wall, cover your head with your hands and do not move;
- do not run towards or away from special forces personnel, so How can they mistake a fugitive for a criminal;
- if possible, it is necessary to stay away from doorways and windows.

Paragraph 6 When shooting inside University facilities and on its territory

26 Management actions:

-to organize the maximum possible conditions for the safety of students, 111 1C and other employees; - immediately inform law enforcement and/or special government agencies about the shooting; -take measures to protect the life and health of students, employees, teaching staff.

27 Actions of staff (employees, teaching staff) and students:

- when shooting on the street, do not stand at the window, even if it is closed with curtains, do not rise above the level of the window sill;
- do not allow students to enter the classroom from which shots are heard.
- when shooting on the street, lie down on the ground and try to crawl behind cover (corner of the building, flower bed, stop), if there is no such thing nearby, cover your head with your hands and lie still.
- when everything calms down, you can climb up and change the route to get to your destination.

Paragraph 7 In the explosion of the University building

28 Management actions:

-to organize the maximum possible conditions for the safety of students, teaching staff and other employees;

- immediately inform law enforcement and/or special government agencies about the explosion of the building;
- organizing the actions of students, staff and teaching staff to protect their lives.

29 Actions of the staff (employees.) and students:

- lie down on the floor, trying not to be near glass cabinets, showcases and windows;
- take shelter under the main walls, because partitions, ceilings, chandeliers most often cause death;
- do not go out into the stairwells, touch the switched -on electrical appliances; once in the dark, do not strike matches - a gas leak may occur;

- it is necessary to leave the building with your back against the wall, especially if you have to go down the stairs. It is necessary to duck down, cover your head with your hands - debris and glass may fall from above.

-once outside, step away from the building, keep an eye on the cornices and walls that can collapse.

You need to navigate quickly and carefully, because when a house collapses, a thick cloud of dust rises, causing panic.

Paragraph 8 When the University is attacked by terrorists

30 Management actions:

-to organize the maximum possible conditions for the safety of students, pupils, teachers and other employees;

-immediate transfer of information to law enforcement and/or special state bodies about the identification of a suspicious person or group of persons at the facility;

-providing law enforcement officers with the most complete information about a suspicious person, which can reduce the time to identify and detain an attacker; -ensuring the organized evacuation of people and their own safety.

31 Actions of the staff (employees, teaching staff):

-organize the protection of nearby students: quietly take them out of the building or hide in the room, block the door, wait for the arrival of law enforcement officers;

-protect yourself: leave the building unnoticed or take shelter indoors, block the door, wait for the arrival of law enforcement officers;

- inform law enforcement and/or special government agencies, security, personnel, management in any way possible The University about the fact and circumstances of the armed attack.

32 Actions of students:

-protect yourself: leave the building unnoticed or take shelter indoors, block the door, wait for the arrival of law enforcement officers;

- inform law enforcement and/or special government agencies, security, personnel, management in any way possible The University about the fact and circumstances of the armed attack.

33 Actions of persons ensuring the safety of the University:

-to identify by external signs an adherent of non-traditional movements;

-if possible, block his/their progress to places of mass stay of people at the facility;

-inform the University administration, law enforcement and/or special government agencies in any way about the identification of a suspicious person or group of persons;

-take measures to ensure the safety of people at the facility (evacuation, blocking of internal barriers);

- if necessary, organize the monitoring of movements a suspicious person or group of persons at the facility (in person or through a video surveillance system);
- to ensure your own safety.

34 External signs of a terrorist:

- clothing that does not correspond to the weather, spacious, designed to hide the elements of an improvised explosive device (IED);
- IED elements sticking out from under clothes, wires, toggle switches, switches; -the presence in the hands of large bags or trunks in which you can hide a weapon or explosive device;
- careful handling of portable items, pressing them against the body and periodically touching them involuntarily;

Chapter 3 Practical measures to prevent acts of terrorism at the University and on its territory

35 Actions of the guidelines for the prevention of acts of terrorism:

- to know for themselves and bring to the attention of employees studying the requirements of the guiding documents in the field of counter-terrorism;
- to organize interaction with departments of the internal affairs bodies on issues of responding to possible terrorist threats;
- regularly conduct practical training on working out algorithms of actions with the participation of employees, teaching staff and students;
- to determine the responsible official for the implementation of anti-terrorist protection measures of the University.

36 Actions of the responsible official:

- plan and conduct classes on counter -terrorism with employees, teaching staff and students;
- plan and conduct trainings with employees, teaching staff and students at least 2 times a half-year on actions in case of a threat of committing an act of terrorism on the premises and on the territory of the institution;
- to submit proposals to the Chairman of the Board-Rector on improving counter-terrorism measures and ensuring the safety of employees, teaching staff and students; -daily monitor the condition of: facilities University;
- pay attention to outsiders with inappropriate behavior.

37 Actions of the Infrastructure Management Unit (administrative and economic division):

- monitor the lighting of the University grounds at night;
- to ensure the timely removal of garbage from the territory University;
- pay attention to outsiders with inappropriate behavior.

38 Actions of the Vice-Rector for Socio-Cultural Development:

- include in annual and monthly plans the holding of events with the participation of students, teaching staff and University staff with law enforcement officers on the following topics: "External signs of a terrorist", "What an improvised explosive device looks like", "What to do if there is a shooting at the university",

"First aid measures for various injuries", "Psychological portrait of a person carrying illegal intentions", "Danger of extremist organizations", "How terrorists and extremists can use teenagers and young people for their criminal purposes".

39 Actions of employees and staff:

-pay attention to outsiders with inappropriate behavior; to identify students who are prone to violent actions; to prevent and identify violations of internal regulations by individual students, their involvement in extremist organizations and reactionary religious sects;

- to take an active part in practical training on working out algorithms for responding to terrorist manifestations;

- to make suggestions on improving evacuation routes, increase personal stress tolerance and the ability to manage in a crisis situation.

40. Actions of persons ensuring the safety of the University -pay attention to strangers with inappropriate behavior;

-know emergency phone numbers;

-daily monitor the issuance of keys to educational premises Teaching staff and handing over the keys after the end of classes and putting things in order in the classrooms;

-to organize interaction with district inspectors and juvenile inspectors to work out suspicious visitors to the University.

-inform the University administration about the attempted entry of persons with suspicious hand luggage (heavy bags, crates, large parcels).

-when vehicles enter the University territory, check the relevant documents and the nature of the imported goods;

-pay special attention to the verification of documents and the purpose of arrival of persons from other organizations visiting the University on official business, do relevant entries in the visitors' book;

-restrict access to the University building by unauthorized persons (finding out the reasons);

-keep the entrance doors of the University building free to enter and exit during the mass (general) arrival of employees, teaching staff and students to work and classes, and their departure after the end of work and classes. During the rest of the day, the entrance doors are opened by a security guard at the call of the arrival;

-after the end of the working day, regularly check the internal premises of the University and walk around the territory every two hours, pay attention attention to foreign and suspicious objects;

-immediately report all violations to the University management and their immediate superiors.

Note: Each employee and student, upon detection of deficiencies and violations related to security in the institution, immediately informs the University management

Chapter 4 Procedure for employees, teaching staff and students University in case of man-made emergencies

Paragraph 1 The occurrence of a fire (explosion)

41. Management actions:

- immediately report this by phone to the State fire service (hereinafter referred to as GPS) at 101 or the unified dispatch service 112;
 - take all possible measures to rescue and evacuate people, extinguish a fire with primary fire extinguishing means and preserve material assets,
 - check the activation of automatic fire protection systems (notifying people in case of fire);
 - if necessary, turn off the electricity (except for fire protection systems), stop the operation of ventilation systems;
 - to carry out other measures to prevent the development of fire and smoke in the premises of the building;
 - provide general guidance on fire extinguishing (taking into account the specific features of the facility) before the arrival of the GPS unit;
 - ensure that the safety requirements are met by employees involved in extinguishing the fire;
 - organize a meeting of GPS units and provide assistance in choosing the shortest way to access the fire and fire -fighting water supply; Upon arrival of the fire department, a representative of the management The University informs the head of fire extinguishing about the design features of the facility, adjacent buildings and structures, the number and fire—hazardous properties of stored substances - and other information necessary for successful fire elimination and safety.
- 42 Actions of the staff (employees, PPS):
- immediately inform the management, as well as by phone to the state fire prevention service (hereinafter referred to as GPS) at 101 or unified 112 dispatch service, naming the address and number of the facility, the place of the fire, his last name and position;
 - stop the lesson, disconnect electrical appliances and equipment, turn off the lights and close the windows;
 - provide students with the available protective equipment in the classroom;
 - observing restraint and calmness, avoiding panic, take students to the first floor and further to the main or emergency exits according to the approved evacuation plan in case of fire;
 - provide first aid to the injured as far as possible;
 - organize a meeting of firefighters and rescuers, show them the entrance places to the University facility, the placement of fire hydrant hatches, an evacuation plan and the place of fire on the plan;
 - to carry out a roll call of students, to report on its results to the University management;
 - to dress the pupils and take them out of the groups, to hold a roll call.

43 Actions of students:

- students, having heard the alarm about the fire, on the instructions of the teacher, leave the office and the building, according to the evacuation plan;
- do not panic or push during the Evacuation;
- in case of heavy smoke, it is necessary to use respiratory protection equipment;
- without running away, gather at the same gathering place specified in the evacuation plan;
- if there is no employee sitting next to you at the meeting place, immediately inform any University employee.

44 Actions of persons ensuring the safety of educational organizations:

- immediately inform the management, as well as by phone to the state anti-fire service (hereinafter referred to as GPS) at 101 or the unified dispatch service 112, naming the address and number of the facility, the place of occurrence of the fire: ara, his last name and position;
- activate the facility's warning systems and inform about the occurrence of a fire;
- start the timely evacuation of people from the facility by checking the presence of persons in each part of the facility;
- take measures to localize and extinguish the fire with primary fire extinguishing means;
- provide first aid to the injured as far as possible;
- organize a meeting of firefighters and rescuers, show them the places of entrance to the facility, the placement of fire hydrant hatches, an evacuation plan and the place of fire on the plan;
- after the arrival of firefighters, it is necessary to cordon off the territory until the arrival of law enforcement officers and prohibit entry to persons not involved in extinguishing it.

Paragraph 2. Sudden collapse of buildings and structures

45 Management actions:

- immediately inform the unified duty and dispatch service at 112
- organize the immediate evacuation of students and staff from the facility, checking for the presence of persons in each part of the facility;
- during the evacuation, prevent panic and crowding in the aisles; to provide first aid to the victims as far as possible; to determine the gathering place at a safe distance from the building; to organize a roll call of employees, teaching staff and students.

46 Actions of staff (employees, teaching staff) and students:

- try to leave the building as soon as possible;
- students should act on the instructions of the teacher;
- when leaving the room, go down the stairs;
- do not create panic and crush during evacuation;

-provide first aid to the victims as far as possible; once on the street, do not stand near buildings, but go to an open space and to evacuation sites;

-if it is not possible to leave the building, take the safest place: openings and corners of the capital walls, under the beams of the frame;

-if possible, hide under the table

- it will protect you from falling objects and debris; -Stay away from windows and electrical appliances.

47 Actions of persons ensuring the safety of the University:

- immediately inform the unified dispatch service by number! 12, naming the address and number of the object, the place of collapse;

-activate the facility's warning systems and inform about the collapse and the procedure for action;

-start the timely evacuation of people from the facility by checking the presence of persons in each part of the facility;

-take measures to localize and extinguish the fire with primary by means of fire extinguishing caused by the collapse;

-provide first aid to the injured as far as possible;

-organize a meeting of firefighters and rescuers, show them the places of access to the facility, the placement of fire hydrant hatches, an evacuation plan and the place of collapse on the plan;

- after the arrival of firefighters, it is necessary to cordon off the territory until the arrival of law enforcement officers and prohibit entry to persons not involved in emergency rescue operations. If you find yourself in a blockage:

-breathe deeply, do not give in to panic and fear;

-turn over face down and try to move to a safer place (corners of the blockage);

-examine yourself and, if possible, give yourself first aid; carefully expand the space around as much as possible;

-give a signal by rhythmically tapping metal objects;

-when you find a narrow exit, squeeze through it, relaxing your muscles and pressing your elbows against your body;

- do not despair and wait for help.

Paragraph 3 Occurrence of accidents with emissions of highly toxic, radioactive and biologically dangerous substances into the atmosphere (VDS)

48 Management actions:

- immediately report this to the unified duty and dispatch service at 112;

- take all possible measures to rescue, evacuate and prevent infection among employees and students of the University;

- if necessary, take shelter in a buried basement;

- check the activation of automatic fire protection systems (warning people in case of fire);

-suspend the operation of ventilation systems to prevent the spread of the cloud of infection;

- take other measures to prevent the development of an infection cloud;
- provide first aid to the injured as far as possible; restrict the entrance to the building of the object; -determine the gathering place at a safe distance from the building; organize a roll call of employees, teaching staff and students;

49 Actions of the staff (employees.):

- stop classes, de-energize electrical appliances and equipment, turn off the lights and close the windows;

- provide students with protective equipment available in the classroom (cotton gauze bandages);

- observing restraint and calmness, avoiding panic, take students to the first floor and further to the main or emergency exits from the University facility according to the approved evacuation plan;

- provide first aid to the injured as far as possible. When evacuating from the building, follow the following rules: move quickly, but do not run and do not raise dust;

- do not lean against walls or touch surrounding objects;

- do not step on liquid droplets along the way or powdery placers of unknown substances;

- do not remove personal protective equipment;

- do not eat, do not drink water;

- proceed to the gathering place located at a safe distance from the building;

- conduct a roll call of students and report to the management University.

50 Actions of students:

- students, having heard the warning signal about the release of SDYAV, follow the instructions of the teaching staff;

- put on a cotton gauze bandage;

- do not panic and do not stampede during evacuation;

- provide first aid to the injured as far as possible. When evacuating from the building, follow the following rules: move quickly, but do not run and do not raise dust;

- do not lean against walls or touch surrounding objects;

- do not step on liquid droplets or powdery placers of unknown substances encountered on the way;

- do not remove personal protective equipment; do not eat, do not drink water;

- proceed to the gathering place located at a safe distance from the building;

- if there is no employee sitting next to you at the meeting place,

- immediately inform the teacher, employee or management University.

51 Actions of persons ensuring the safety of the University:

- immediately inform the management, as well as the unified duty control service at 112, naming the address and number of the facility, all information about what happened;

- activate the facility's warning systems and inform about the release of SDYAV;

- start the timely evacuation of people from the facility by checking the presence of persons in each part of the facility;
- provide first aid to the injured as far as possible;
- organize a meeting of rescuers, show them: the places of access to the facility, the placement of fire hydrant hatches, the evacuation plan and the place of discharge on the plan;
- after the arrival of rescuers, it is necessary to cordon off the territory until the arrival of employees of the internal affairs bodies and prohibit entry to persons not involved in decontamination activities.

5 Practical measures to train employees studying at the University in ways of protection and actions in cases of man-made emergencies

52 Training of employees studying at the University in ways of protection and actions in cases of man—made emergencies is a purposeful and specially organized process of forming students' knowledge, skills and abilities necessary for protection from hazards arising in cases of man-made emergencies or when exposed to secondary damaging factors of emergencies, as well as accidents, catastrophes and natural disasters.

53 The main tasks of training employees, teaching staff and students of the University in ways of protection and actions in cases of emergency situations of a man-made nature are:

- 1) training in rules of conduct, methods of protection and actions in emergency situations, first aid techniques for victims, rules for the use of personal and collective protective equipment;
- 2) improvement of practical skills in the organization and conduct of measures to prevent emergencies and eliminate their consequences;
- 3) practical assimilation during exercises and trainings, the procedure for dealing with man-made emergencies, as well as during emergency rescue and emergency operations.

54 Actions of the University management to prevent emergencies:

- to know for themselves and bring to the attention of employees, teaching staff and students the requirements of the governing documents in the field of civil protection;
- to organize interaction with departments of internal affairs bodies, civil protection on issues of responding to possible emergency threats;
- regularly conduct practical training on working out algorithms of actions with the participation of employees, teaching staff and students in accordance with the order of the Minister of Internal Affairs of the Republic of Kazakhstan: from July 2, 2020 No. 494 "On approval of the Rules for informing, promoting knowledge, training the population and specialists in the field of civil protection" (registered in the Register of State Registration of Normative Legal Acts No. 20990);
- to determine the responsible official for the implementation of civil protection measures.

55 Actions of the responsible official:

- plan and conduct classes on civil protection issues with employees, teaching staff and students;
- plan and conduct trainings with employees, teaching staff and students at least 2 times a half-year on actions in case of a threat of emergency situations;
- to submit proposals to the Chairman of the Board-Rector on improving civil protection measures and ensuring the safety of employees, teachers and students;
- daily monitoring of the condition of facilities At the University.

56 Actions of the heads of the infrastructure management unit (administrative and economic work):

- monitor the lighting of the University territory at night;
- to ensure the unhindered passage of special and emergency rescue equipment to the University territory;
- to ensure the timely removal of garbage from the University territory;
- ensure the proper condition of protective equipment (fire cranes, fire extinguishers and electrical panels).

57 Actions of the Vice-Rector for Social and Cultural Development:

- include in annual and monthly plans the holding of events with the participation of students, teaching staff and University staff, law enforcement agencies and civil protection agencies.

58 Actions of teachers:

- take an active part in practical training on working out algorithms for responding to emergency situations;
- to make suggestions on improving evacuation routes, to improve personal stress tolerance and the ability to manage in a crisis situation.

59 Actions of persons ensuring the safety of the University:

- know the phone numbers of emergency services;
- daily monitor the issuance of keys to educational premises to teachers and the handing over of keys after the end of classes and restoring order in educational premises.
- to monitor the organization of admission of students.

60 Actions of students:

- arrive at the University in advance in order to prepare for the start of classes in a timely manner.

Mandatory requirements for basic and auxiliary equipment:

- 1) the attics, basements, utility rooms and emergency exits from the University buildings are closed and sealed, and their paths are not cluttered for unhindered access to a particular room;
- 2) store duplicate keys to escape exits and other auxiliary premises in a certain place (guard post, inspector, watchman) ;
- 3) all fire taps, fire extinguishers and electrical panels must be sealed.

Phone numbers of the city's emergency services

Operational duty officer of the Akimat of Almaty	271-66-19
Operational duty officer of the Almaty Police Department	102, 254-40-92
Operational duty officer of the UDP of the Bostandyk district	254-47-02
Operational duty officer of the National Security Committee for Almaty	375-93-75
Operational duty officer of the Emergency Department in Almaty	101, 394-57-39
Operational duty officer of the State Emergency Service in the Bostandyk district	337-87-16
Emergency medical care in Almaty	103
Reception of the KBTU Department (SES) of Almaty city	382-33-78
Reception Office of KBTU (SES) in Bostandyk district	274-45-44

Appendix 3

to the Instructions on the organization of anti-terrorist protection of objects vulnerable to terrorism and the actions of personnel and students in the event of man-made emergencies of the K. I. Satpayev Kazakh National Research Technical University

Journal of registration of anti-terrorist training activities
(title page)

Journal No . of accounting for the conduct of training activities in anti - terrorist training

Start date of logging " " __ 20__ .

The end date of logging " _____ 20__ .

(inner side)

Section 1. Briefings

№	Date of the briefing	Full name and position of the person being instructed	Type of briefing	Full name and position of the person who conducted the briefing	Signature of the person being instructed	Signature of the person who conducted the briefing
1	2	3	4	5	6	7

Section 2.

Classes

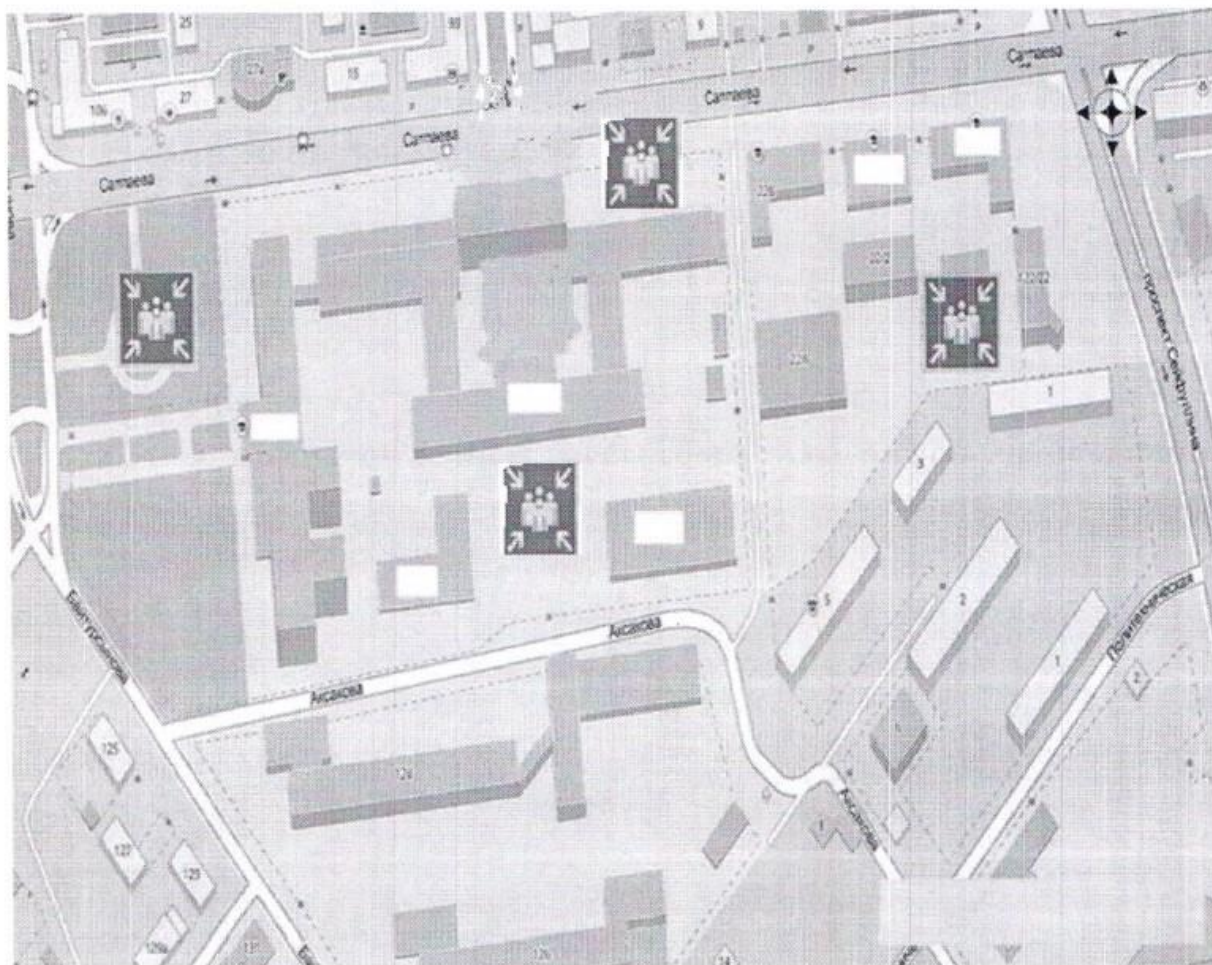
1 Date of the lesson.

2 The topic of the lesson.

3 Educational questions.

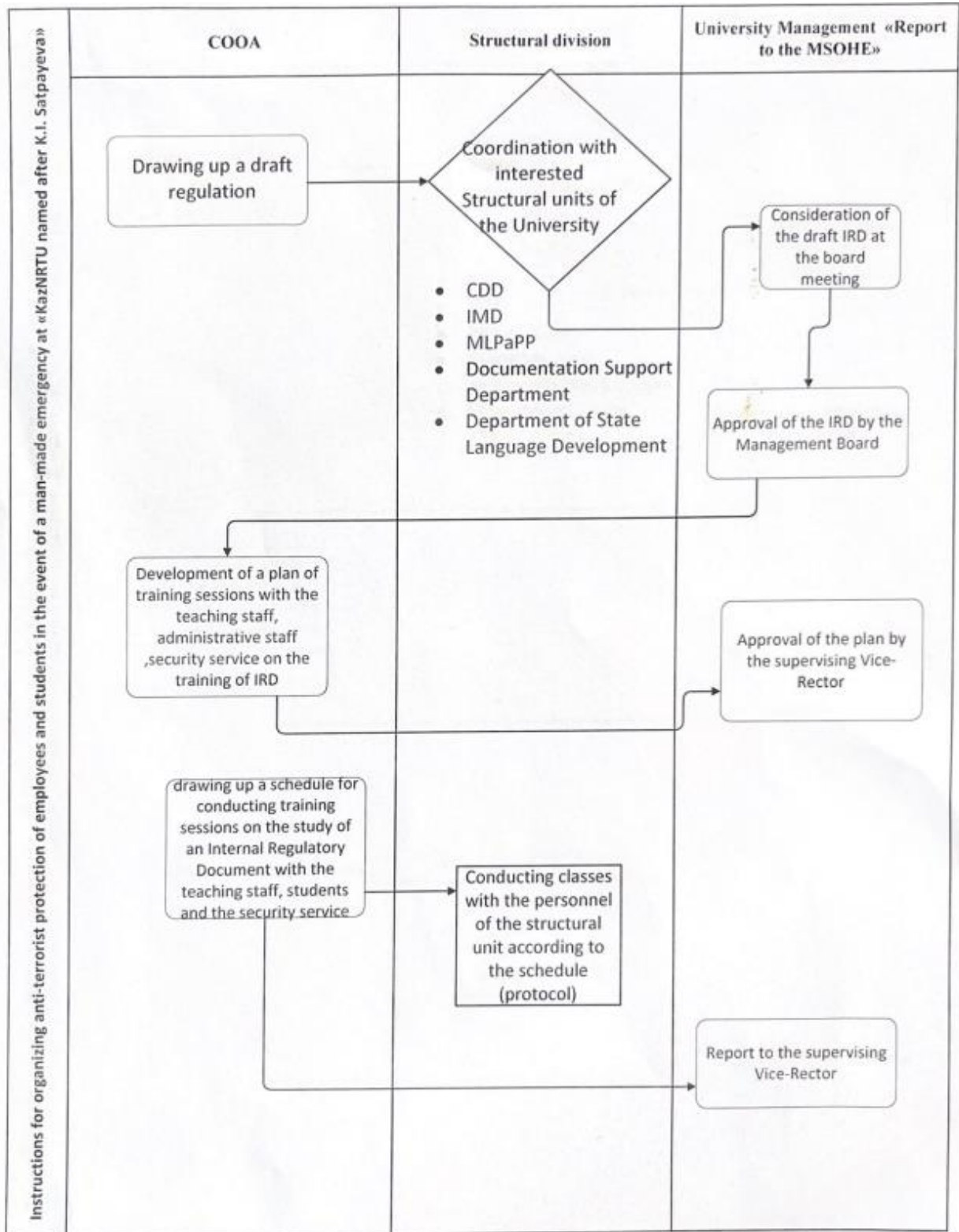
4 The number of employees present. The signature of the person who conducted the classes.

The scheme of the provided places of gathering of people in emergency situations



Gathering places for employees and students of Kazntu named after K.I.Satpayev:

- near the monument to K.I.Satpayev - MAB, Registrar's Office
- parking lot on the south side of Satpayev St. - OC, IME, MEB,
- football field behind - IA and C, KKC, FabLab, dormitories no. 1,2,3,4
- the square behind the M and MC , - M and MC, TPC
- IMA- parade ground
- courtyard of dormitory No. 6- dormitory No. 6
- courtyard of dormitory No. 5- dormitory No. 5



REGISTRATION SHEET ON CHANGES

Serial number of the change	Section, item of the document	Type of the change (to replace, cancel, add)	Notification number and date	The change was made	
				Date	Surname and initials, signature, position