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INSTRUCTIONS

on fire safety measures in NPJSC "KazRNTU"

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PREFACE

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1 General requirements

1.1 At the polling station, no later than 10 days before the start of its work, by order of the head of the facility (building, premises) where the polling station is located, a person responsible for ensuring fire safety is appointed and an appropriate fire safety regime is established, including:

1) check the serviceability of external and internal fire-fighting water supply systems (with mandatory water supply), lighting and power networks, start-up of smoke ventilation and automatic fire alarm and fire extinguishing systems, and also carry out the necessary checks with drawing up a report. All deficiencies are eliminated before the start of the polling station.

Based on the results of eliminating the identified deficiencies or their absence, a report is drawn up on the readiness of the polling station for work (the reports are kept by the person responsible for ensuring fire safety of the facility until the end of the polling station operation);

2) ensure the availability, serviceability and constant readiness for use of primary fire extinguishing equipment, fire automatics, communication and warning equipment;

3) Establish places for cooking and determine the procedure for using electric heating devices;

4) Identify and equip smoking areas;

5) Establish a procedure for inspecting and closing premises.

2 Fire prevention measures

2.1 The placement of tables, booths, ballot boxes and equipment intended for voting should be carried out around the perimeter of the room, taking into account the safe evacuation of people and material assets.

2.2 Places for registration of voters, issuance of ballots, voting booths, temporary retail outlets (buffets, trays and other similar premises) should be located in premises with at least two dispersed evacuation exits. It is allowed to install open wardrobes in the building's lobbies and organize temporary trade, provided that the placed equipment does not reduce the width of escape routes and does not interfere with the evacuation of people in case of fire.

2.3 Organize the movement of voters in such a way that intersecting and counter flows are excluded. The directions of movement of human flows are indicated with signs.

2.4 Signs for evacuation exits from voter registration, issuance of ballots, and voting premises must be kept in good condition and turned on during the

operation of the polling station. If the installation of illuminated "exit" signs is not provided for by the project, the indicated premises are provided with evacuation direction signs.

2.5 In case of a power outage, polling station buildings are equipped with emergency lighting.

2.6 The premises of polling stations must be provided with at least two serviceable primary fire extinguishing equipment (fire extinguishers) that have been recharged in a timely manner.

2.7 Polling stations must be provided with telephone communications.

2.8 The windows of polling station premises should not have solid metal bars.

2.9 Polling stations must be provided with at least two evacuation exits, which must be open during the elections.

2.10 The premises of polling stations must be provided with fire safety signs and plans and diagrams of evacuation routes from the premises.

2.11 Signs indicating the fire service call numbers "101" and the unified emergency telephone number "112" must be placed in prominent places in the premises of polling stations.

2.12 Instructions on compliance with fire safety measures must be posted at the polling station.

2.13 Members of election commissions must undergo training on compliance with fire safety measures.

2.14 When operating a polling station it is not permitted:

1) install voting booths, ballot boxes and tables, arrange temporary retail outlets (trays, buffets), hold events (demonstration of films and videos, etc.) along the evacuation routes from the premises and building of the polling station;

2) obstruct evacuation routes, approaches to fire extinguishing and communications equipment, power cutoff devices, as well as close the doors of emergency exits during voting-related events;

3) carrying out construction, repair and other work related to the use of open fire (making fires, burning garbage, waste, containers and carrying out electric and gas welding work), with the exception of emergency restoration work. These works are carried out under the constant supervision of maintenance personnel.

3 Actions of personnel in case of fire

3.1 In the event of a fire, you must:

1) notify everyone in the room, inform the security service, manager or other officials;

2) immediately report this by calling 101 to the fire department (you must provide the address of the facility, the location of the fire, and also provide your last name);

3) stop activities, disconnect electrical equipment;

4) organize the evacuation of people and ballot boxes.

5) if it is not life-threatening, take measures to extinguish the fire using available fire extinguishing means;

6) If it is impossible to organize fire extinguishing, immediately leave the premises.

3.1 Use of primary fire extinguishing agents in case of fire

3.2.1 A powder fire extinguisher is used to extinguish fires (combustion of flammable liquids, flammable gases, electrical installations under voltage up to 1000 volts, as well as alkali metals and vehicles).

3.2.2 To use a fire extinguisher, you need to remove the seal, pull out the pin, point the nozzle at the source of the fire at a distance of at least 1-2 meters from the leeward side and press the lever.

Change registration sheet

Serial number	Section, subparagraph of the document	Type of change (change, cancel, add)	Number and date of notification	Changes made	
				date	Signature