

Appendix to the order

Minister of Science and Higher
Education of the Republic of
Kazakhstan
from October 4, 2024
No. 476

Instructions
on the organization of anti-terrorist protection of facilities vulnerable to
terrorism, operating in the field of science and higher education

Chapter 1. General Provisions

1. This Instruction on the organization of anti-terrorist protection of facilities vulnerable to terrorism, operating in the field of science and higher education (hereinafter referred to as the Instruction) has been developed in accordance with paragraph 1 of Article 10-2 of the Law of the Republic of Kazakhstan "On Counteracting Terrorism" and the requirements for the organization of anti-terrorist protection of facilities vulnerable to terrorism, approved by Resolution of the Government of the Republic of Kazakhstan dated May 6, 2021 No. 305.

2. This Instruction applies to facilities operating in the field of science and higher education, classified as facilities vulnerable to terrorism in accordance with the Rules and criteria for classifying facilities as vulnerable to terrorism, approved by Resolution of the Government of the Republic of Kazakhstan dated April 12, 2021 No. 234 (hereinafter referred to as the Rules).

3. The following basic concepts are used in this Instruction:

1) video surveillance system – a set of video surveillance cameras, data transmission lines, software and hardware for storing video recordings, as well as software and (or) hardware control tools that carry out information exchange between themselves;

2) lighting system – a set of technical means that ensure the required level of illumination for the video surveillance system, visibility of people and vehicles at the facility during the dark hours;

3) hostage – an individual captured and/or detained for the purpose of compelling a state body, local government body or international organization to

perform any action or refrain from performing any action as a condition for the release of the person captured and/or detained;

4) subjects of security activities are specialized security units of the internal affairs agencies of the Republic of Kazakhstan and private security organizations;

5) perimeter of the object – the boundary of the object according to the title documents;

6) potentially hazardous areas of a facility – territorially designated zones (areas), structural and technological elements of a facility where explosive and fire hazardous, hazardous chemical substances, weapons and ammunition, toxic substances and preparations, elements of technological chains, systems, equipment or devices, critical areas of a facility, as well as places of mass presence of people at a facility are used, stored or operated, the commission of an act of terrorism in which may contribute to causing harm to life and health, the occurrence of an accident, the creation of a threat of an emergency with dangerous socio-economic consequences, the theft of hazardous substances and materials for the purpose of their subsequent use to commit an act of terrorism;

7) training (preventive) measures – preventive methods of training personnel and security, implemented in the form of briefings and classes for the purpose of instilling first response skills;

8) teacher - a person who has a pedagogical or other professional education in the relevant field and carries out professional activities as a teacher in the training and education of students and (or) pupils, methodological support or organization of educational activities;

9) access control – a set of rules regulating the established procedure, excluding unauthorized entry (exit) of persons, entry (exit) of vehicles, entry (removal), import (export) of property;

10) terrorism – the ideology of violence and the practice of influencing decision-making by state bodies, local government bodies or international organizations through the commission or threat of commission of violent and (or) other criminal acts associated with intimidation of the population and aimed at causing harm to the individual, society and the state;

11) an act of terrorism - the commission or threat of an explosion, arson or other actions that create a danger of loss of life, significant property damage or the occurrence of other socially dangerous consequences, if these actions are committed for the purpose of violating public safety, intimidating the population or influencing decision-making by state bodies of the Republic of Kazakhstan, foreign states or international organizations, as well as an attempt on a person's life committed for the same purposes, as well as an attempt on the life of a statesman or public figure committed for the purpose of terminating his state or other political activity or out of revenge for such activity;

12) anti-terrorist security passport – an information and reference document containing general and engineering-technical information about a facility, reflecting the state of its anti-terrorist security, and intended for planning measures to prevent,

suppress, minimize and (or) eliminate the consequences of acts of terrorism at a facility vulnerable to terrorism;

13) warning system – a set of technical means intended for promptly informing (light and/or sound warning) persons located at a facility vulnerable to terrorism about an alarm in the event of an emergency (accident, fire, natural disaster, attack, terrorist act) and actions in the current situation.

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

5. The organization of protective measures is based on the principles of advance notice, differentiated approach, adequacy and comprehensiveness.

6. Anti-terrorist protection of facilities is ensured by creating conditions aimed at:

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

establishing a pass system at facilities and its strict observance;

strengthening the facility in engineering and technical terms with means that make it possible to detect unauthorized entry into the facility;

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

monitoring the situation at the facilities and nearby areas 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) preventing attempts to commit acts of terrorism at facilities, which is achieved by taking measures to:

implementation of security of facilities by trained employees of the facility or by concluding an agreement with security activity entities;

organizing continuous monitoring of the established procedure for access to facilities by visitors and vehicles;

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

control over all activities that ensure anti-terrorist security of facilities;

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

development of response algorithms to possible terrorist threats that are adequate to the specific features of scientific and higher education facilities;

appropriate training of employees or workers of security entities who are studying during and after an act of terrorism;

organizing timely notification of authorized bodies, employees, and students

regarding their actions in the event of an act of terrorism being committed at the facility;

timely preparation and maintenance of an up-to-date anti-terrorist security passport for a facility, and its proper storage.

7. Anti-terrorist protection of facilities of higher and/or postgraduate education organizations (hereinafter referred to as OHPE) is organized by the first director of the facility.

8. The order of the manager determines the person who will ensure the implementation of measures to ensure the anti-terrorist protection of the facility.

The selection and appointment of the employee responsible for ensuring the implementation of measures to ensure the anti-terrorist protection of the facility is carried out taking into account the competence and job responsibilities of the latter, which are most appropriate to the specifics of anti-terrorist activities.

The following criteria must be met:

- 1) no criminal record;
- 2) absence of administrative offenses related to violation of public order and safety;
- 3) at least 3 years of experience in the field of security, including law enforcement and special agencies, military structures or enterprises related to security and safety.

The head of the facility issues a corresponding order, and the employee's function is included in his job responsibilities.

9. The heads or other officials of the OVPO, when placing third-party organizations in the rented building (premises), ensure that the lease agreement specifies the parties that develop the anti-terrorist protection passport for the rented premises, that provide security for the facility, equip the facility with modern engineering and technical means, monitor their uninterrupted operation, organize the access control system, and finance these activities.

Chapter 2. Requirements for the organization of access control

10. This chapter defines the requirements for organizing access control at facilities that correspond to the goals of ensuring the anti-terrorist protection of facilities.

11. Owners, holders, and managers of facilities, in accordance with paragraph 76 of Chapter 6, classified in all groups, in order to ensure a higher level of anti-terrorist protection of facilities, conclude an agreement on the provision of security services with private security organizations, in accordance with the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated December 30, 2014 No. 959 "On approval of qualification requirements and a list of documents confirming compliance with them for the implementation of security activities"

(registered in the Register of state registration of regulatory legal acts under No. 10371).

12. When concluding a contract for the provision of security services with a security entity, the head of the OVPO facility shall indicate in the security services contract the measures implemented by the security entity to ensure anti-terrorist protection and the proper level of security, which include:

- 1) organization of authorized access of employees, faculty, students, and vehicles to the facility or its parts (zones);
- 2) identification on the territory of the facility of persons with illegal intentions, as well as objects and substances that can be used to implement them;
- 3) security of the facility, protection (control) of potentially dangerous areas of the facility and critical zones, including the exclusion of uncontrolled presence of unauthorized persons in them;
- 4) organization of training events with persons ensuring the security of the facility, as well as with administrative personnel and the PPS, on the implementation of primary response measures aimed at minimizing and eliminating man-made threats that have arisen as a result of an act of terrorism;
- 5) proper use of technical means of protection installed at the facility in accordance with the requirements for organizing anti-terrorist protection of facilities vulnerable to terrorism, as provided for in Chapter 6 of this Instruction.

13. The access control regime at the facility is carried out in accordance with the procedure for organizing the access control and internal facility regime, which is developed by the facility administration and approved by an order of the manager or a regulatory act of the governing body.

14. The head of the OVPO determines the procedure for the access control system, 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, the appointment of persons responsible for the direct implementation of the access control system is envisaged.

15. The procedure for organizing access control for facilities provides for:

- 1) work schedule of employees of the facilities and the procedure for their admission during working and non-working hours;
- 2) the procedure for admitting visitors to the facility;
- 3) the procedure for bringing in (taking out), importing (exporting) material assets;
- 4) a list of items prohibited from being brought into the facilities, unless otherwise provided for by other legal acts;
- 5) list of potentially dangerous areas of the facility (entrance gates, entrance door, emergency exit, first floor windows, basement).

Access area (at least two main areas are established:

the first section - buildings, territories, premises to which access for employees, students and visitors is not restricted;

the second section - buildings and (or) premises to which access is permitted

to a certain category of persons - electrical panels, boiler rooms, laboratories of physics and chemistry classrooms, in the OVPO - premises with complex technical equipment.

16. For higher education institutions, the procedure for organizing the access control system, in addition to the information listed in paragraph 15 of this chapter, provides for places (main and reserve) for the mass admission of students to classes and the procedure for monitoring them;

17. Based on the procedure for organizing access and internal facility regimes at each facility, taking into account its inherent features, the head of the facility or the head of a private security organization (in agreement with the head of the facility) develops a job description for ensuring security, which provides for:

- 1) checking the relevant identity documents upon entering the organization;
- 2) checking the relevant documents and the nature of imported goods when allowing motor vehicles to enter the facility;
- 3) checking documents and the purpose of arrival of persons from other organizations visiting the facility on official business, making appropriate entries in the visitors' book;
- 4) regular inspection of the territory of the facilities to check the internal premises, inspect the perimeter of the facility and examine the fences for damage, identify foreign, explosive and suspicious objects;
- 5) immediate reporting to the facility manager and/or your immediate superiors in the security organization about all detected violations;
- 6) actions of persons ensuring the security of the facility, based on the equipment of a specific facility, when identifying persons attempting to enter the territory of the facility in violation of established rules and (or) commit illegal actions against employees, administrative personnel, PPS and students, when discovering an unknown vehicle parked for a long time in the immediate vicinity of the perimeter of the facility.

18. At scientific and higher education facilities, in addition to the measures provided for in paragraph 18 of this chapter, the job description of persons ensuring the security of the facility provides for keeping the entrance doors free for entry 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.

19. The job description is impersonal in nature and is developed for each facility, taking into account its specific features.

20. In order to ensure high-quality organization of the access control system at the facility, it is necessary to provide for a post of an employee (employees) of the contracting security organization.

21. Notifications on the procedure for organizing access control for citizens, explaining the legitimacy of the demands of persons ensuring the security of the facility, are posted by the facility administration in places accessible for viewing (at the entrance to the facility).

Chapter 3. Requirements for the organization of preventive and educational activities

22. Owners, proprietors, and managers are the organizers of events to organize preventive and educational activities to ensure their anti-terrorist protection.

23. In order to ensure high quality of the organization of preventive and educational measures by the head of the facility, their coordination, as well as the implementation of these measures with administrative personnel, teaching staff and students of the scientific and higher education facility, is assigned to the person responsible for implementing measures for the anti-terrorist protection of the facility.

24. The purpose of preventive measures is to create conditions in the OVPO that will help minimize the possibility of committing an act of terrorism there.

25. The purpose of the training events is to familiarize the employees of the OVPO with the basics of organizing anti-terrorist security, and to develop skills for competent and rational behavior in the event of a threat of an act of terrorism and after it has been committed.

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

- 1) employees of the facility;
- 2) PPS;
- 3) students;
- 4) persons ensuring the security of the facility.

27. Conducting preventive and educational activities with employees, PPS, and students is carried out by an employee approved by the order of the facility manager to conduct activities for the anti-terrorist protection of the facility.

28. Representatives of state and local executive bodies are involved in carrying out these activities in agreement with the anti-terrorism commission of the administrative-territorial unit at the location of the facility, as well as the most trained employees of the facility.

29. Options for topics for classes on anti-terrorist security issues are provided in Appendix 1 to this Instruction.

30. Preventive measures with students are carried out within the framework of both the educational process and educational work.

Preventive measures include actions by administrative staff and teaching staff to prevent and identify violations of internal regulations by students.

31. Conducting preventive and training activities with employees of the contracting security organization is assigned to its manager.

32. Additional training is conducted with persons ensuring the security of the facility to acquire and/or improve skills in the use of engineering and technical means of anti-terrorist protection, techniques for inspecting premises, and identifying possible locations for planting explosive devices.

33. Classes (practical and theoretical) are conducted in accordance with the schedules approved by the head of the facility or the head of the security entity.

34. The person responsible for carrying out anti-terrorist security measures shall draw up schedules of measures for individual groups of employees, taking into account their activities, and for students, taking into account the language of instruction.

35. Theoretical classes are aimed at preventing the spread of terrorist ideology among employees, PPS, and students, ensuring security, as well as at countering terrorism, developing rejection of the ideology of terrorism in its various manifestations, and developing a culture of security.

36. Practical training is aimed at ensuring maximum coherence and clarity of actions of employees, PPS, students and persons ensuring the safety of the facility.

37. Practical training on actions to take in the event of a threat of an act of terrorism being committed on the premises and on the territory of a facility, involving the entire staff of the facility, shall be conducted at least once a year under the coordination of the anti-terrorism commission.

38. Practical classes involving the entire staff of the facility are conducted in accordance with the algorithm of actions of employees, faculty, and students of higher and/or postgraduate education institutions in the event of man-made emergencies and the threat of an act of terrorism, in accordance with Appendix 2 to this Instruction.

39. The purpose of the briefing is to familiarize employees and PPS with the basic rules of anti-terrorist security and to develop skills for competent and rational behavior.

40. Scheduled briefings are conducted at least twice a year for each group of the facility's staff (administrative personnel, teaching staff, persons ensuring the facility's security, and students).

41. Unscheduled briefing is carried out in the event of:

1) introduction in the region where the facility is located of one of the levels of terrorist threat in accordance with the Decree of the President of the Republic of 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 warning the population about the emergence of a 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 presence of information about the threat of an act of terrorism being committed at a facility under the coordination of a person ensuring the implementation of measures to ensure the anti-terrorist protection of the facility;

3) preparation for classes, training events, assessment of the actions of units, security and personnel of the facility while coordinating the operational headquarters for combating terrorism;

4) preparation for the implementation of security measures under the

coordination of the State Security Service of the Republic of Kazakhstan.

42. The content of unscheduled instruction is determined in each specific case depending on the reasons and circumstances that necessitated its implementation.

43. Briefing is conducted for a group of employees already working at the facility, or individually (for individuals who have just started work, training).

44. To carry out preventive and educational activities, a room is used that can accommodate all or a specific group of employees or trainees, in which space is allocated for placing special visual information (stands, posters), installing a projector for demonstrating thematic slides, and using audio or video equipment.

45. After the completion of the event, its results are entered into the register of training events on anti-terrorist training (hereinafter referred to as the register) in the form according to Appendix 4 to this Instruction.

46. The journal is numbered, laced and sealed. The journal is filled in strict sequence.

47. The log is maintained by the person responsible for carrying out measures to ensure the anti-terrorist protection of the facility.

48. If more than 20 people participate in a briefing or lesson, the documentation of the said event is carried out in the form of a protocol.

Chapter 4. Requirements for the organization of interaction on issues of response to terrorist manifestations, as well as the elimination of man-made threats that arose as a result of a committed act of terrorism

49. Interaction with the anti-terrorism commission is organized for the purposes of preventing and alerting to acts of terrorism, training and preparing employees, students, persons ensuring the security of the facility, determining the facility's readiness to act in the event of a threat or commission of an act of terrorism at the facility.

50. Interaction with the anti-terrorism commission is established at the planning stage of preventive and training measures by clarifying the most likely terrorist threats to the target.

51. Based on the most probable terrorist threats at the facility, the characteristics of the facility (type of facility, training programs being implemented, number of employees and employees of security entities, location of the facility), the algorithm of actions of employees, faculty, students of higher and (or) postgraduate education institutions in the event of man-made emergencies and the threat of an act of terrorism is specified at the facility in accordance with Appendix 2 to this Instruction.

52. These algorithms are worked out during practical training sessions conducted with the participation of authorized state bodies, as well as the preparation and conduct of multi-level anti-terrorist training sessions, training events, and

assessment of the actions of security units and facility personnel, conducted in accordance with the plans of operational headquarters for combating terrorism.

53. In the event that the facility is involved by the counter-terrorism operational headquarters in conducting multi-level anti-terrorist exercises, training events, assessing the actions of the security units and personnel of the facility, the head of the facility, as well as the head of the security activity entity that has concluded an agreement on the provision of security services to the facility, provide assistance, ensure the involvement and participation of the necessary groups of employees, students, and security personnel in conducting the said events.

54. Based on the results of conducting multi-level anti-terrorist exercises, training events, and assessing the actions of security units and facility personnel, appropriate changes and additions are made to the relevant plans, schedules, and algorithms.

55. One of the tasks of interaction on issues of responding to terrorist manifestations is the timely informing of territorial bodies of internal affairs and national security of the Republic of Kazakhstan about the facts and signs of preparation of acts of terrorism and the implementation of measures aimed at preventing them.

56. Heads of facilities, heads of security entities that have entered into an agreement to provide security services to a facility, as part of ensuring readiness to respond to threats of committing or committing an act (acts) of terrorism, develop initial response algorithms:

- 1) to immediately inform the territorial bodies of internal affairs and national security of the Republic of Kazakhstan about the threat of committing or committing an act (acts) of terrorism;
- 2) upon receipt of information from authorized government agencies about the threat of committing or committing an act(s) of terrorism;
- 3) timely informing of territorial internal affairs bodies about known facts of theft, illegal acquisition by employees, students, security personnel of weapons, highly toxic and explosive substances, parts for the manufacture of improvised explosive devices, as well as about their storage locations.

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

57. The anti-terrorist protection passport for a facility 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.

58. Information about the evacuation location, assembly points, and warning system is entered into the passport after agreement with the territorial divisions of the internal affairs agencies.

59. The information in the passport is of a limited nature, the procedure for working with which is determined by the requirements of the legislation applicable to information with limited access.

The heads of the facilities take measures to restrict access to the passport for persons not involved in its development, ensuring the anti-terrorist protection of the facility, monitoring the state of anti-terrorist protection of the facilities, and in the activities of the operational headquarters for combating terrorism.

60. The head of the facility shall appoint a person(s) responsible for developing the passport, storing it, and timely updating of the passport data.

61. The passport is being developed in accordance with the Model passport of anti-terrorist protection of objects vulnerable to terrorism, approved by the joint order of the Minister of Internal Affairs of the Republic of Kazakhstan dated June 14, 2023 No. 481 and the Chairman of the National Security Committee of the Republic of Kazakhstan dated June 26, 2023

No. 51/ке “On approval of a standard passport of anti-terrorist protection of objects vulnerable to terrorism” (registered in the Register of regulatory legal acts under No. 32950) in two copies with the simultaneous development of an electronic version.

62. In cases where an object is located in a building, structure (complex of buildings and structures) that has several copyright holders, the preparation of the passport is carried out by written agreement between the copyright holders, jointly by all copyright holders of the objects, or by one of them.

63. The draft passport is drawn up within 45 (forty-five) working days from the moment the head of the facility receives the relevant notification of the facility’s inclusion in the list of facilities vulnerable to terrorism, the region, city of republican significance, or the capital.

64. The developed draft passport is agreed upon with the heads of the territorial internal affairs agency at the location of the facility within 10 (ten) calendar days after its preparation.

The period for approval of the draft Passport shall not exceed 15 (fifteen) working days from the date of receipt of the Passport by the official specified in the standard passport.

If there are any comments from the approving person regarding the draft passport, the revision period does not exceed 15 (fifteen) working days from the date of return, and in the case of a repeated return, does not exceed 7 (seven) working days.

65. Within 10 (ten) working days after approval, the Passport is approved (including when updating it) by the head of the facility.

When compiled jointly, the passport is subject to approval by all copyright holders of the objects.

When compiled by one copyright holder, the passport is approved by him in agreement with other copyright holders of the object.

66. Accounting of object passports is carried out in the format of nomenclature files.

67. After development and approval, the first copy of the passport (original) must be kept by the person responsible for its storage and timely updating of the passport data.

68. In order to ensure the timely issuance of a passport to the bodies involved in the elimination and minimization of the consequences of acts of terrorism, a temporary document transfer act is drawn up for the passport in two copies.

69. One copy of the act of temporary transfer of documents together with the passport is transferred to the operational headquarters that is in charge of the anti-terrorist operation. The second copy of the inventory remains with the person responsible for storing the passport.

70. The second copy and electronic version of the passport (in PDF format on an electronic storage medium) shall be sent to the territorial divisions of the internal affairs bodies of the Republic of Kazakhstan for storage no later than 10 (ten) calendar days from the date of its approval or correction.

71. The passport is subject to correction in the event of a change:

- 1) property rights;
- 2) head of the facility;
- 3) name of the object;
- 4) the main purpose of the object;
- 5) the total area and perimeter of the facility, development of the adjacent territory or after completion of major repairs, reconstruction of buildings (structures and facilities) and engineering systems, if changes were made to the design;
- 6) potentially dangerous areas of the facility;
- 7) technical means used to ensure the anti-terrorist protection of the facility.

72. Changes are made within 20 (twenty) working days after the grounds for adjustment arise.

If the timeframe for developing a passport increases or adjustments are made to it, the head of the facility contacts the anti-terrorism commission with a corresponding request.

The employee responsible for storage makes notes in the passport about the changes and additions made, indicating the reasons and dates of the change, certified by the signature of the head of the facility or the person authorized to sign the passport. Only those elements of the passport where changes have occurred are subject to replacement.

At the same time, information about the relevant changes, signed by the head of the facility, is sent to the internal affairs bodies of the Republic of Kazakhstan for attachment to the second copy of the passport with the simultaneous replacement of the electronic version of the passport.

73. The passport is subject to complete replacement:

- 1) at least once every five years;
- 2) in case of making corrections to more than half of the points of the passport text.

74. The passport is subject to destruction by a commission with the preparation of a corresponding report.

The act remains in the organization that is the owner of the property. A copy of the act is sent to the place where the second copy of the passport is stored.

Chapter 6. Requirements for equipping facilities operating in the field of science and higher education, vulnerable to terrorism, with engineering and technical equipment

75. Taking into account the possible consequences of committing an act of terrorism, territorial objects of science and higher education are divided into the following groups:

- 1) The first group includes scientific and higher education facilities with an actual number of staff and students from 100 to 2000 people;
- 2) the second group includes scientific and higher education facilities with an actual number of staff and students exceeding 2,000 people;

3) The third group includes:
administrative buildings of the Ministry of Science and Higher Education of the Republic of Kazakhstan and organizations directly subordinate to it, regardless of the number of employees, including scientific and higher education facilities, regardless of the number of personnel and employees, involved in the development, production, testing, research and storage of potentially hazardous chemical and biological (bacteriological, toxic) substances, as well as those using explosive and fire hazardous substances, precursors, weapons and ammunition, toxic substances and preparations that, in the event of loss of control over them, are capable of causing harm to life and health, causing an accident, the threat of an emergency and the commission of an act of terrorism;

76. Objects of the first group are equipped with:

- 1) warning system;
- 2) a video surveillance system with image transmission to the central control centers (duty units) of territorial internal affairs bodies;
- 3) a means of raising an alarm (panic button) with output to the control panel of security entities and duty units of internal affairs agencies;
- 4) stationary (frame) and portable (hand-held) metal detectors;
- 5) horn loudspeakers.

77. In addition to the technical equipment provided for in paragraph 77 of this chapter, objects of the second group are equipped with access control and management systems (turnstiles). The turnstile provides manual and automatic opening and blocking of the device.

78. In addition to the technical equipment provided for in paragraphs 77 and 78 of this chapter, objects of the third group are equipped with:

- 1) fencing around the perimeter of the facility;
- 2) security and alarm systems and means;
- 3) security lighting systems and means;
- 4) communication systems and means;
- 5) backup power supply systems and means.

79. In the event that objects are classified as objects subject to state protection, they, regardless of their distribution into groups specified in paragraph 76 of this chapter, shall be equipped in accordance with the requirements for the engineering and technical fortification of objects subject to state protection, approved by Resolution of the Government of the Republic of Kazakhstan dated October 7, 2011 No. 1151 "Some issues of objects subject to state protection".

80. Based on the decision of the manager, additional engineering and technical equipment is installed at the facility to help increase the level of anti-terrorist protection of the facility.

81. The facility's engineering and technical equipment is always maintained in working order.

82. The video surveillance system is installed for the purpose of monitoring the situation at the facility, as well as visual confirmation of the fact of unauthorized entry, to assess the situation and record the actions of the intruders.

83. At a facility occupying a separate building (complex of buildings), the following shall be equipped with a video surveillance system:

- 1) the perimeter of the territory adjacent to the object;
- 2) checkpoints (if any);
- 3) main and backup entrances. All entrances intended for students to enter classes are equipped at higher education facilities;
- 4) places of mass presence of people at the facility. At educational facilities, such places are corridors, sports and assembly halls, canteens, foyers, cloakrooms, as well as playgrounds, sports and recreation areas, equipped on the sites of educational facilities;
- 5) territory and premises with potentially dangerous areas, premises (places), corridors leading to them;
- 6) inspection rooms (rooms), vehicle inspection areas (if any);
- 7) other premises and territories at the discretion of the manager (owner) of the facility.

84. At a facility occupying part of a building, the following are covered by the video surveillance system:

- 1) places of mass gathering of people at the facility;
- 2) main and spare entrances (if any).

85. The video surveillance system ensures:

- 1) transmission of visual information from television cameras to a technical means or set of technical means for collecting, processing, displaying and recording the received information, installed at the post of the security officer;
- 2) work in automated mode;

- 3) assessment of the situation at the facility in real time;
- 4) connection to the National Video Monitoring System;
- 5) the information storage period is not less than 30 days.

86. During the dark hours of the day, if the illumination of the premises and adjacent areas of the facilities is below the sensitivity of the television cameras, the visible or infrared range of light (if available) is switched on.

87. Technical requirements for video surveillance systems comply with the minimum technical conditions for video surveillance systems stipulated by the Rules for the Operation of the National Video Monitoring System, approved by order of the Chairman of the National Security Committee of the Republic of Kazakhstan dated October 27, 2020 No. 69-ке (registered in the Register of State Registration of Regulatory Legal Acts under No. 21693).

88. Facilities are equipped with warning systems and means for the purpose of promptly informing employees, PPS, students and visitors of the facility about the occurrence of an emergency situation (the threat of committing or committing an act of terrorism and the resulting consequences) and coordinating their actions.

89. Notification of employees, teaching staff, students and visitors to 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, which ensures:

- 1) transmission of sound and light signals to buildings, premises, and areas of the facility's territory with permanent or temporary presence of people;

- 2) broadcasting of speech information both automatically (reading previously recorded text) and using a microphone, about the nature of the danger, the need for and procedure for evacuation or blocking of premises, as well as actions aimed at ensuring the safety of personnel, students and visitors to the facility. Evacuation and blocking warning systems differ in signals.

90. The number of alarms and their power ensure the necessary audibility in all places of permanent or temporary presence of people; in the event of an evacuation, they operate for the estimated time required to carry it out.

91. An alarm system (mobile or stationary) (panic button) is installed for the purpose of timely notification of authorized bodies about the threat of an act of terrorism at the facility.

92. The post of persons ensuring the security of the facility and the entrances to the facility intended for mass passage are equipped with an alarm system.

93. The alarm system ensures that a signal is sent to the duty stations of territorial internal affairs bodies or to the centralized monitoring station of security entities.

94. Fencing of objects is installed in order to prevent the free passage of persons and the passage of vehicles to and from the object.

The perimeter of the corresponding objects that have a territory is equipped with a fence.

The fence has:

1) height and depth into the ground that exclude free passage and satisfy the operational conditions of the facility;

2) simplicity of design, high strength and durability;

3) 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, the impact of birds and animals.

95. Facilities under guard are equipped with communication systems and means to ensure two-way radio communication between security teams within the service area.

96. Facilities are equipped with backup power supply systems and means to ensure uninterrupted operation of security and alarm systems, access control and management, lighting, and video surveillance.

97. Regardless of the classification of objects into a group, if their entrance groups, as well as open places of mass gathering of people, are located in close proximity to the routes of movement of vehicles, the objects are equipped with means of reducing the speed of vehicles.

98. Scientific and higher education facilities are equipped with means of reducing the speed of vehicles in order to prevent the risk of collisions.

99. The speed of vehicles is reduced by using flowerpots, architectural and landscape elements, bollards and other means.

100. The deadline for completing the activities to equip the facility with engineering and technical equipment shall not exceed 6 months from the date of receipt of notification of the facility being given the status of being vulnerable to terrorism.

Appendix 1
to the Instructions for organizing
anti-terrorist protection of facilities
vulnerable to terrorism, operating in the
field of science and higher education

Options for lesson topics

For managers and staff of higher and/or postgraduate education organizations (hereinafter referred to as OHPE):

1. Actions of the heads and personnel of the OVPO upon receiving reports of a facility being mined.
2. Actions of the leaders and personnel of the OVPO during a terrorist attack.
3. Organization and implementation of preventive, educational, and training activities to counter terrorism.
4. Anti-terrorist security organization OVPO.
5. Safety measures in OVPO.

For organizations subordinate to the Ministry of Science and Higher Education of the Republic of Kazakhstan:

1. Recognition of explosives and rules of conduct in the event of an explosion threat.
2. Ensuring security in the event of public disorder near the OVPO and the threat of hostage-taking.
3. Organization and implementation of preventive, educational, and training activities to combat terrorism in the OVPO.
4. Ensuring security in the event of a threat of a terrorist act.
5. Actions of the heads of the OVPO during a terrorist attack.

As part of the briefings:

1. Evacuation of employees, PPS, students and visitors of the facility and safety measures during evacuation;
2. Detailed familiarization of each of the facility's employees with the procedure for personal behavior and actions in the event of an act of terrorism being committed within the facility's territory.

As part of the practical classes:

1. Practice of practical actions with persons ensuring the security of the facility, to organize inspections of premises in order to detect unattended items and suspicious objects:

- 1) actions upon discovery of unattended items, suspicious objects and receipt of bomb threats;

2) organizing the interaction of the organization with territorial bodies of internal affairs, security upon discovery of unattended items, suspicious objects and receiving a message about a facility being mined;

3) organizing notification of personnel, teaching staff, students and visitors to the facility;

4) organizing the evacuation of personnel, teaching staff, students and visitors to the facility.

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

- 1) personnel upon receiving a message about a bomb threat to the facility;
- 2) when unattended things and suspicious objects are discovered;
- 3) during the evacuation of people.

Appendix 2
to the Instructions for organizing
anti-terrorist protection of facilities
vulnerable to terrorism, operating in the
field of science and higher education

Algorithm
actions of employees, faculty, students of higher and/or postgraduate education
institutions in the event of man-made emergencies and the threat of committing
an act of terrorism

Chapter 1. General Provisions

1. This is the current algorithm of actions for employees, the teaching staff and students of higher and/or postgraduate education organizations (hereinafter referred to as OHPE) in the event of man-made emergencies and the threat of committing an act of terrorism (hereinafter referred to as the Algorithm), developed for the purpose of managing measures to increase the sustainability of the functioning of OHPE in cases of man-made emergencies and the threat of committing an act of terrorism and is aimed at preventing and eliminating them.

Prevention of terrorist threats is a set of measures aimed at preserving the life and health of people, minimizing the risk of a terrorist threat being carried out, and minimizing the commission of an act of terrorism.

The adoption of a set of measures to prepare for emergency rescue and urgent work in the area of man-made emergencies is aimed at ensuring the sustainability of the functioning of the emergency response system.

2. In the event of an act of terrorism, the heads and employees of the OVPO immediately inform law enforcement and special agencies about the act of terrorism committed and ensure the evacuation of personnel, teaching staff, students and visitors.

When organizing work to prevent the emergence of a threat of committing an act of terrorism, it is important to pay special attention to preventing unauthorized persons from freely entering facilities and vulnerable facilities (areas, equipment), which will eliminate the delivery of terrorist weapons, as well as the disabling of control equipment, automation, and communications equipment.

The main signs of preparation and implementation of terrorist activities are:

- 1) the appearance of individuals whose behavior suggests a study of the situation in the immediate vicinity of the target of a terrorist attack, an increased or inadequately motivated interest in certain aspects of its activities;
- 2) repeated appearance of suspicious persons at selected objects and their taking photos and videos;
- 3) unjustified contact with personnel and persons ensuring the security of

the facility, asking them about the operating mode, access procedures, and ensuring security;

4) penetration into basements and attics by persons who are not involved in their technical maintenance;

5) the presence of documents in the possession of outside visitors (persons who arouse suspicion), the checking of which by security at the entrance to the building does not provide information about the identity of the bearer;

6) providing false information to the administration and staff of the facility;

7) study of vulnerable areas and the procedure for access to them, the procedure for the access control system and security of the facility.

Based on a preliminary analysis of typical terrorist attack scenarios, it is important, in order to change them in a favorable, positive direction, to develop and implement in real time a set of measures in each phase of emergency development that will allow for effective influence on specific initial, intermediate and final situations.

Preliminary studies of various situations will allow us to formulate an algorithm of actions for employees, PPS and students in the event of a threat of an act of terrorism, including targeted instructions and memos regulating actions in typical extreme situations.

Management of measures to ensure anti-terrorist protection of military and civilian organizations is carried out by their heads within the limits of competence established by law and other regulatory legal acts of the Republic of Kazakhstan.

3. Measures to prevent man-made emergencies are carried out taking into account the likelihood of their occurrence and the damage from them.

The implementation of measures to prevent man-made emergencies is assigned to the heads of the emergency response organizations within the limits of their competence established by current legislation.

Chapter 2. Procedure for actions of employees, faculty and students of higher and/or postgraduate education institutions 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, teaching staff and students in the event of a threat of an act of terrorism in the OVPO and on their territories.

The head of the OVPO communicates this procedure to each employee, teacher and student.

5. The basis for taking immediate action when there is a threat of an act of terrorism in the OVPO are:

discovery by any of the staff, teaching staff, or students of a suspicious object;

receipt of a threat by telephone or in writing;

armed attack on staff, PPS and students;

the taking of hostage by terrorists of employees, PPS or students in a building and/or on its territory;

attack on scientific and higher education facilities by a terrorist.

6. In the above cases, the OVPO management immediately reports the incident:

to the channel "102" of the internal affairs agencies, the unified duty dispatch service "112";

to the leadership of the Ministry of Science and Higher Education of the Republic of Kazakhstan.

Section 1. Detection of a suspicious object

7. A suspicious object is understood to be an unattended bag, package, box, crate, toy with protruding wires, emitting suspicious sounds (clicking, ticking) and unusual odors (almonds, chlorine, ammonia).

This item may be an explosive device or a package filled with toxic chemical substances (TCS), biological agents (pathogens of dangerous infections such as anthrax, smallpox, tularemia).

8. Persons who discover a dangerous or suspicious object immediately report it to the "102" channel of the internal affairs agencies or the "112" unified duty and dispatch service and, until the arrival of emergency response forces, remain at a safe distance from the object and prepare to give testimony regarding the incident.

9. Actions of the manager:

- 1) set up a cordon of permanent OVPO employees;
- 2) ensure unimpeded access to the place where a dangerous or suspicious object is discovered for emergency response services (departments of internal affairs agencies, emergency medical services, fire brigades, emergency rescue services);
- 3) take measures to evacuate students and staff of the OVPO;

10. Actions of personnel (employees, PPS):

- 1) inform the management of the OVPO (by telephone) and do not allow anyone into the building (until they arrive);
- 2) move students to a safe distance from the suspicious object (no closer than 100 meters), do not approach, do not touch, do not open or move the find;
- 3) Persons who discover a suspicious object must remain at a safe distance until emergency response forces arrive and be prepared to give evidence regarding the incident;
- 4) question people around to determine the owner of the abandoned item;
- 5) refrain from using radio communications equipment, including a cell phone, near the object;
- 6) record the time and place of discovery;
- 7) provide assistance in organizing the evacuation of students from the territory adjacent to the danger zone;

8) if necessary, take cover behind objects that provide protection (corner of a building, column, thick tree, car), conduct surveillance;

9) leave the facility if it is impossible to take cover behind a capital structure and at the required distance.

11. Actions of students:

1) do not panic, follow the instructions of administrative staff and PPS representatives;

2) do not touch, open or move the suspicious object;

3) if necessary, take cover behind objects that provide protection (corner of a building, column, thick tree, car);

4) leave the facility, if this is not possible, take cover behind a capital structure and at the required distance.

12. Actions of persons ensuring the safety of hazardous waste:

1) do not touch, do not approach, do not move a suspicious object;

2) question people around to determine the owner of the abandoned item;

3) refrain from using radio communications equipment, including a cell phone, near this object;

4) record the time and place of discovery;

5) immediately report the discovery of a suspicious object to the “102” channel of the internal affairs agencies or the “112” single duty dispatch service;

6) be prepared to describe the appearance of the suspicious object and the circumstances of its discovery;

7) Do not report a bomb threat to anyone other than those who need to know about it, so as not to create panic;

8) ensure that unauthorized persons have limited access to the suspicious object and the dangerous area;

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

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

Recommended evacuation and cordon zones when an explosive device or an object resembling an explosive device is detected:

1) grenade - 50 meters;

2) a 200 gram TNT block – 45 meters;

3) explosive device – not less than 200 meters, 0.33 liter beer can – 60 meters;

4) diplomat (case) – 230 meters, travel suitcase – 350 meters;

5) passenger car – not less than 600 meters; minibus – 920 meters;

6) truck (van) – 1240 meters.

Section 2. Receipt of a threat by telephone

13. Do not ignore any such signal. Try to remember the conversation word for word and record it on paper. Do not disseminate the fact of the conversation and its content, limit the number of people who have the information as much as possible.

14. Actions of the recipient of a telephone threat (manager, employee, teacher, student):

As the conversation progresses, note the gender, age of the caller and the characteristics of his speech:

- 1) voice (loud or quiet, low or high), speech rate (fast or slow);
- 2) pronunciation (clear, distorted, stuttering, lisping, with an accent or dialect);
- 3) manner of speech (discreet, mocking, with obscene expressions).

15. It is important to pay attention to the background sound (noise from cars or trains, sound from television or radio equipment, voices), the nature of the call (local, long-distance).

16. It is necessary to record the exact time the conversation began and its duration.

17. In any case, try to get answers to the following questions during the conversation:

- 1) where, to whom, on what phone number is this person calling, what specific demands does he put forward;
- 2) makes demands personally or acts as an intermediary and represents some group of people;
- 3) under what conditions he or they agree to give up the plan, how and when they can be contacted;
- 4) Who can you report this call to?

18. Try to get the maximum possible amount of time from the caller for you and the facility's management to make decisions or take any actions.

19. During the conversation or immediately after the end of the conversation, report the telephone threat to the internal affairs agency channel "102" or the unified duty dispatch service "112" and to management.

Section 3. Receipt of a threat in written form

20. Actions of the recipient of a written threat (manager, employee, teaching staff, student):

- 1) After receiving the document, handle it with extreme care, put it in a clean, tightly sealed plastic bag and place it in a separate hard folder;
- 2) try not to leave your fingerprints on it;
- 3) If the document was received in an envelope, it should be opened only from the left or right side, carefully cutting off the edges with scissors;
- 4) while keeping everything: the document itself with the text, any attachments, the envelope and packaging, do not throw anything away;

- 5) do not expand the circle of people familiar with the contents of the document;
- 6) immediately call the internal affairs agency's 102 channel or the unified duty dispatch service 112.

Section 4. Armed attack on employees, faculty, students of higher and/or postgraduate education institutions

21. In the event of an armed attack on employees, teachers, students and pupils, 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 agencies or the unified duty and dispatch service "112".

Hiding, wait for the terrorists to leave, and leave the building at the first opportunity.

22. Actions of the manager:

- 1) immediately inform law enforcement and/or special government agencies about the fact and circumstances of an armed attack;
- 2) organize work to ensure the safety of people at the facility (evacuation, blocking internal barriers, notification of an emergency situation at the facility);
- 3) ensure interaction with the arriving forces of the counter-terrorism operational headquarters.

23. Actions of personnel (employees, PPS):

- 1) assess the situation, think through a clear plan for how you and the students will leave the building;
- 2) -evacuate safely with the students;
- 3) leave things and bags;
- 4) Don't hide your hands, keep them in sight.

24. If it is not possible to leave the building, you should:

- 1) quickly look out of the office and direct all students or employees in the corridor to your office;
- 2) Do not allow adults into the office who are not known to you or who do not have a visitor pass;
- 3) close the door tightly, preferably with a key, close the windows, lower or close all the blinds;
- 4) place staff and students against the wall so that an intruder cannot see them when looking through the door;
- 5) find a "Safe Corner" for students;
- 6) turn off lights and computer monitors, put cell phones on silent;
- 7) ensure silence for students;
- 8) fill out the attendance sheet and make a list of students who should be at the facility but are absent;

9) students in the gym should be moved to the locker room, all doors should be locked, a safe place should be found and the lights should be turned off;

10) students in the canteens should be relocated to the nearest classrooms and the lights should be turned off;

11) employees and students who are in the toilets should be locked in a stall and the lights should be turned off;

12) everyone in the corridor should be immediately transferred to the nearest classroom and the lights should be turned off;

13) medical workers, canteen workers, and auxiliary personnel should remain in the room in which they are located, close the doors, and turn off the lights;

14) students and library staff should remain in the library, close the doors, move to a safe place and turn off the lights;

25. Employees and students outside the building must run to the nearest safe place, stop, take a lying position and not move;

26. Actions of students:

1) do not panic, follow the instructions of the staff and the PPS;

2) if possible, leave the facility unnoticed; if not, take refuge in a safe place;

3) lock the door, wait for law enforcement officers to arrive, inform law enforcement and/or special government agencies, security, personnel, and facility management in any way about the fact and circumstances of the armed attack.

27. Actions of persons ensuring the safety of hazardous waste:

1) identify an armed intruder;

2) block its progress towards places where people gather in large numbers at the facility;

3) inform the facility management, law enforcement and/or special government agencies in any way about the fact of an armed attack;

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

Section 5. Taking of hostages in scientific and higher education organizations

28. Actions of the manager:

1) organize the best possible conditions for the safety of students, staff, teaching staff and other employees;

2) immediately inform law enforcement and/or special government agencies about the taking of employees, teaching staff and students hostage;

3) try to find out the demands of the invaders;

4) ensure interaction with the arriving forces of the counter-terrorism operational headquarters.

29. Actions of personnel (employees, PPS):

- 1) organize the protection of nearby students;
- 2) prevent them from being taken hostage, quietly remove them from the building or take refuge indoors;
- 3) block the door and hold out until law enforcement arrives;
- 4) inform, by any available means and subject to guaranteed provision of one's own safety, law enforcement and/or special government agencies about the circumstances of the hostage-taking and the perpetrators (number, weapons, equipment, age, nicknames, nationality).

30. Actions of students:

- 1) do not panic, maintain composure and self-control;
- 2) try to find a safe place;
- 3) remember that upon receiving a message about your capture, the special services have already begun to act and will take the necessary measures for your release;
- 4) avoid actions that could provoke attackers to use weapons and lead to human casualties;
- 5) endure hardships, insults and humiliation, do not look criminals in the eye, do not behave defiantly;
- 6) ask permission to perform any actions (sit down, stand up, drink, go to the toilet);
- 7) if you are injured, try not to move, this will reduce blood loss;
- 8) During the operation to free you by special services, strictly adhere to the following requirements:
- 9) lie on the floor face down, cover your head with your hands and do not move;
- 10) do not run towards or away from security service officers, as they may mistake you for a criminal;
- 11) keep away from doorways and windows.

31. Actions of persons ensuring security:

- 1) be attentive, try to remember the signs of the criminals, the distinctive features of their faces, clothes, names, nicknames, possible scars and tattoos, speech patterns and behavior, topics of conversation;
- 2) avoid actions that may provoke criminals to use physical force or weapons;
- 3) do not attract attention with your behavior;
- 4) do not try to escape unless you are completely confident that you will succeed;
- 5) remember as much information about the terrorists as possible (number, weapons, appearance, physical features, build, accent, topic of conversation, temperament, behavior);
- 6) try to determine the location of your location (imprisonment);

7) using any available means of communication, try to report the incident to law enforcement or special agencies, the security department or the facility's security service;

8) do not neglect food, whatever it may be;

9) if injured, try to provide yourself with first aid;

10) do not panic, even if the criminals have lost control of themselves;

11) position yourself away from windows and doors;

12) When special forces personnel conduct hostage rescue operations, the following requirements must be observed:

lie on the floor face down, pressed against the wall, cover your head with your hands and do not move;

Do not run towards or away from special forces officers, as they may mistake you for a fleeing criminal.

Section 6. When shooting inside an institution of higher and/or postgraduate education and on its territory

32. Actions of the manager:

1) organize the best possible conditions for the safety of students, pupils, teachers and other employees;

2) immediately inform law enforcement and/or special government agencies about the shootout;

3) take measures to protect the life and health of students, staff, and teachers.

33. Actions of personnel (employees, teaching staff) and students:

1) when shooting on the street, do not stand near the window, even if it is covered with a curtain;

2) do not rise above the window sill level;

3) do not allow students to enter a room from which shots can be heard;

4) when shooting on the street, lie down on the ground and try to crawl behind cover (the corner of a building, a flower bed, a bus stop), if there is none nearby, cover your head with your hands and lie still;

5) when everything calms down, get up and, changing the route, get to your destination.

Section 7. In case of explosion of the building of an institution of higher and (or) postgraduate education

34. Actions of the manager:

1) organize the best possible conditions for the safety of students, staff, teaching staff and other employees;

2) immediately inform law enforcement and/or special government agencies about the explosion of the building;

3) organize the actions of students, staff and teaching staff to protect their lives.

35. Actions of personnel (employees, teaching staff) and students:

1) lie down on the floor, trying not to be near glass cabinets, display cases and windows;

2) take shelter under the main walls, because destruction is most often caused by partitions, ceilings, and chandeliers;

3) do not go out into stairwells, do not touch electrical appliances that are switched on;

4) If you find yourself in the dark, do not try to light matches due to the risk of a gas leak;

5) leave the building with your back against the wall, especially if you have to go down the stairs;

6) bend down and cover your head with your hands due to the threat of falling debris and fragments from above;

7) once outside, move away from the building and watch for cornices and walls that could collapse;

8) navigate quickly and carefully, as when a house collapses, a thick cloud of dust rises, causing panic.

Section 8. In the event of an attack on an institution of higher and/or postgraduate education by terrorists

36. Actions of the manager:

1) organize the best possible conditions for the safety of students, teaching staff and other employees;

2) immediately and quickly transmit information to law enforcement and/or special government agencies about the identification of a suspicious person or group of persons at the facility;

3) provide law enforcement officers with the most complete information about a suspicious person, which can reduce the time it takes to identify and detain the offender;

4) ensure the organized evacuation of people and their own safety.

37. Actions of personnel (employees, PPS):

1) organize the protection of nearby students;

2) protect yourself: leave the building unnoticed or take shelter indoors, lock the door, wait for law enforcement officers to arrive;

3) inform in any way law enforcement and/or special government agencies, security, personnel, and management of the facility about the fact and circumstances

of an armed attack.

38. Actions of students:

- 1) leave the building unnoticed or take shelter indoors, lock the door, and wait for law enforcement officers to arrive;
- 2) inform in any way law enforcement and/or special government agencies, security, personnel, and management of the facility about the fact and circumstances of an armed attack.

39. Actions of persons ensuring the safety of hazardous waste:

- 1) identify adherents of non-traditional movements by external signs;
- 2) block his/their progress towards places where people gather in large numbers at the facility;
- 3) inform the facility management, law enforcement and/or special government agencies in any way about the identification of a suspicious person or group of persons;
- 4) take measures to ensure the safety of people at the facility (evacuation, blocking internal barriers);
- 5) if necessary, organize surveillance of the movements of a suspicious person or group of persons around the facility (in person or through a video surveillance system);
- 6) ensure your own safety.

40. External signs of a terrorist:

- 1) clothing that is not appropriate for the weather, loose clothing designed to conceal elements of an improvised explosive device (IED);
- 2) elements of the IED, wires, toggle switches, and switches sticking out from under clothing;
- 3) carrying large bags or trunks in which a weapon or explosive device could be hidden;
- 4) careful handling of carried items, pressing them to the body and periodically involuntarily feeling them;
- 5) the use of camouflage uniforms, which may contain various violations (lack of chevrons, mismatch of the colors of the lower and upper parts of the uniform, headgear).

Chapter 3. Practical measures to prevent acts of terrorism in higher and (or) postgraduate education institutions and on the territory

41. Actions of the manager to prevent acts of terrorism:

- 1) know for themselves and communicate to employees and students the requirements of the governing documents in the field of countering terrorism;
- 2) organize interaction with departments of internal affairs agencies on issues of responding to possible terrorist threats;
- 3) regularly conduct practical training sessions to practice action algorithms

with the participation of employees, teachers, and students;

4) determine the official responsible for the implementation of anti-terrorist protection measures for the OVPO.

42. Actions of the responsible official:

1) plan and conduct classes on counter-terrorism issues with staff, teaching staff and students;

2) at least twice per six months, plan and conduct training with employees, PPS and students on actions to take in the event of a threat of an act of terrorism on the premises and on the territory of the institution;

3) submit proposals to the manager on issues of improving measures to combat terrorism and ensuring the safety of employees, teaching staff and students;

4) carry out daily monitoring of the facility's security status;

5) pay attention to strangers with inappropriate behavior.

43. Actions of the deputy head for administrative and economic affairs:

1) monitor the lighting of the area during dark hours;

2) ensure timely removal of waste from the territory;

3) pay attention to strangers with inappropriate behavior.

44. Actions of the deputy head for educational work:

1) include in annual and monthly plans for educational work the holding of events with the participation of students, teaching staff and employees with the involvement of law enforcement officers on the topics: "External signs of a terrorist", "What does a homemade explosive device look like", "What to do if someone shoots", "First aid measures for various injuries", "Psychological portrait of a person harboring illegal intentions", "The danger of extremist organizations", "How terrorists and extremists can use teenagers and young people for their criminal purposes".

45. Actions of the PPS:

1) pay attention to strangers with inappropriate behavior; identify students prone to violent actions;

2) to prevent and identify violations of internal regulations by individual students, their involvement in extremist organizations and reactionary religious sects;

3) take an active part in practical training to develop algorithms for responding to terrorist incidents;

4) make suggestions for improving evacuation routes, increase personal stress resistance and the ability to manage in a crisis situation.

46. Actions of watchmen:

1) pay attention to strangers with inappropriate behavior;

2) know emergency phone numbers;

3) organize interaction with local police officers to deal with suspicious visitors.

47. Actions of the duty administrator:

1) pay attention to strangers with inappropriate behavior;

2) exercise control over the work of the teaching staff and the organization

of student admission;

3) inform the facility manager and security about any attempted entry by persons with suspicious hand luggage (heavy bags, boxes, large packages).

48. Actions of the OVPO personnel:

1) pay attention to strangers with inappropriate behavior;
2) arrive at your work places 15 minutes before the start of classes in order to check their condition for the absence of foreign and suspicious objects and to prepare them for classes (work);

3) teachers conducting classes in classrooms not assigned to them must receive and return keys to the security guard;

4) The duty officer is responsible for monitoring the cleaning of the classrooms after the end of classes.

49. Actions of students:

arrive for school early in order to be prepared for the start of classes in a timely manner;

50. Actions of persons ensuring the security of higher and (or) postgraduate education:

1) when allowing vehicles into the institution's territory, check the relevant documents and the nature of the imported goods;

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

3) restrict access of unauthorized persons to the building (clarification of reasons);

4) keep the entrance doors of the building free for entry 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. Keep the entrance doors closed during the rest of the day;

5) after the end of the working day, regularly check the interior of the facility and walk around the territory of the institution every two hours, paying attention to foreign and suspicious objects;

6) All detected violations must be immediately reported to the manager and your immediate superiors at the security company.

Note: Each employee and student, upon discovering any shortcomings or violations related to ensuring safety in the institution, must immediately report this to the manager.

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

Section 1. Fire (explosion)

51. Actions of the manager:

- 1) immediately report this by telephone to the State Fire Service (hereinafter referred to as the GPS) at 101 or the unified duty dispatch service at 112;
- 2) take feasible measures to rescue and evacuate people, extinguish the fire using primary fire extinguishing means and preserve material assets;
- 3) check the activation of automatic fire protection systems (notifying people in case of fire);
- 4) if necessary, turn off the electricity (except for fire protection systems), stop the operation of ventilation systems;
- 5) carry out other measures to help prevent the development of a fire and smoke in the building;
- 6) provide general guidance on extinguishing a fire (taking into account the specific features of the facility) until the arrival of the State Fire Service unit;
- 7) ensure that employees involved in extinguishing the fire comply with safety requirements;
- 8) organize a meeting of the State Fire Service units and provide assistance in choosing the shortest route to the fire site and fire-fighting water supply;
- 9) Upon arrival of the fire brigade, inform the fire extinguishing manager about the design features of the facility, adjacent buildings and structures, the quantity and fire hazardous properties of the stored substances and other information necessary for the successful extinguishing of the fire.

52. Actions of personnel (employees, PPS):

- 1) immediately notify the management, as well as by telephone the State Fire Service (hereinafter referred to as the GPS) at 101 or the unified duty dispatch service at 112, stating the address and number of the facility, the location of the fire, your last name and position;
- 2) stop classes, turn off electrical appliances and equipment, turn off the lights and close the windows;
- 3) provide students with the protective equipment available in the classroom;
- 4) maintaining composure and calm, without allowing panic, take the students to the first floor and then to the main or emergency exits from the building in accordance with the approved fire evacuation plan;
- 5) provide first aid to victims as far as possible;
- 6) organize a meeting of firefighters and rescuers, show them the access points, the location of fire hydrant hatches, the evacuation plan and the location of the fire on the plan;
- 7) conduct a roll call of students and report the results to the supervisor.

53. Actions of students:

- 1) upon hearing a fire alarm, as instructed by the teacher, leave the room and the building in accordance with the evacuation plan;
- 2) During the evacuation, do not panic or push;
- 3) In case of heavy smoke, it is essential to use respiratory protection;

4) without running away, gather at the assembly point indicated in the evacuation plan;

5) If there is no groupmate sitting next to you at the meeting place, immediately inform the teacher or administrative staff.

54. Actions of persons ensuring security:

1) call the fire department, provide the address of the facility, access roads, the scale of the fire, and your details;

2) activate the facility's warning systems and inform about the occurrence of a fire;

3) begin the timely evacuation of people from the facility, checking the presence of people in each part of the facility;

4) take measures to localize and extinguish the fire using primary fire extinguishing means;

5) provide first aid to victims;

6) organize a meeting of firefighters and rescuers, show them the access points to the facility, the location of fire hydrant hatches, the evacuation plan and the location of the fire on the plan;

7) After the firefighters arrive, cordon off the area until the arrival of the internal affairs officers and prohibit entry to persons not involved in extinguishing the fire.

Section 2. Sudden collapse of buildings and structures

55. Actions of the manager:

1) immediately call the unified duty dispatch service 112;

2) organize the immediate evacuation of students and staff from the facility, checking the presence of persons in each part of the facility;

3) during the evacuation, prevent panic and crush in the passages;

4) provide first aid to victims;

5) determine a meeting place at a safe distance from the building;

6) organize a roll call of employees, teaching staff and students.

56. Actions of personnel (employees, teaching staff) and students:

1) try to leave the building as quickly as possible;

2) act on the instructions of the administration;

3) when leaving the premises, go down the stairs;

4) do not create panic or crush during evacuation;

5) provide first aid to victims;

6) once outside, do not stand near buildings, but move to open spaces and evacuation areas;

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

- 8) hide under the table - it will protect you from falling objects and debris;
- 9) Keep away from windows and electrical appliances.

57. Actions of persons ensuring security:

- 1) immediately notify the unified duty dispatch service at 112, stating the address and number of the facility, and the location of the collapse;
- 2) activate the facility's warning systems and inform about the collapse and the procedure to follow;
- 3) begin the timely evacuation of people from the facility, checking the presence of people in each part of the facility;
- 4) take measures to localize and extinguish the fire using primary fire extinguishing means;
- 5) provide first aid to victims as far as possible;
- 6) organize a meeting between firefighters and rescuers, show them the access points to the facility, the location of fire hydrant hatches, the evacuation plan and the location of the collapse on the plan;
- 7) After the firefighters arrive, it is necessary to cordon off the area until the arrival of the internal affairs officers and prohibit entry to persons not involved in emergency rescue operations.

58. Actions of persons in case of being in rubble:

- 1) breathe deeply, do not give in to panic and fear;
- 2) turn face down and try to move to a safer place (corners of the rubble);
- 3) examine yourself and, if possible, provide first aid;
- 4) carefully expand the space around as much as possible;
- 5) to give a signal by rhythmically knocking with metal objects;
- 6) Having found a narrow exit, squeeze through it, relaxing your muscles and pressing your elbows to your body;
- 7) don't give in to despair and wait for help.

Section 3. Occurrence of accidents with emissions into the atmosphere of highly toxic, radioactive and biologically hazardous substances (HTS)

59. Actions of the manager:

- 1) immediately report this to the unified duty dispatch service by calling 112;
- 2) take feasible measures to rescue, evacuate and prevent infection among the employees and students of the facility;
- 3) if necessary, take shelter in a recessed basement room;
- 4) check the activation of automatic fire protection systems (notifying people in case of fire);
- 5) suspend the operation of ventilation systems to prevent the spread of the infection cloud;
- 6) carry out other measures to help prevent the development of a cloud of

infection;

- 7) provide first aid to victims as far as possible;
- 8) restrict entry into the building;
- 9) determine a meeting place at a safe distance from the building;
- 10) organize a roll call of staff, teachers and students;

60. Actions of personnel (employees, PPS):

- 1) stop classes, turn off electrical appliances and equipment, turn off the lights and close the windows;
- 2) provide students with the protective equipment available in the classroom (cotton-gauze bandages);
- 3) maintaining composure and calm, without allowing panic, take the students to the first floor and then to the main or emergency exit from the building in accordance with the approved evacuation plan;
- 4) provide first aid to victims as far as possible;
- 5) when evacuating from a building, move quickly, but do not run or raise dust;
- 6) do not lean against the walls or touch surrounding objects;
- 7) do not step on drops of liquid or powdery scatterings of unknown substances that you encounter along the way;
- 8) do not remove personal protective equipment;
- 9) do not eat or drink water;
- 10) proceed to the assembly point located at a safe distance from the building;
- 11) conduct a roll call of students and report to the supervisor.

61. Actions of students:

- 1) upon hearing the warning signal about the release of nuclear explosive, follow the instructions of the teacher;
- 2) put on a cotton-gauze bandage;
- 3) do not panic or create a stampede during the evacuation;
- 4) provide first aid to victims as far as possible;
- 5) when evacuating from a building, move quickly, but do not run or raise dust;
- 6) do not lean against the walls or touch surrounding objects;
- 7) do not step on drops of liquid or powdery scatterings of unknown substances that you encounter along the way;
- 8) do not remove personal protective equipment;
- 9) do not eat or drink water;
- 10) proceed to the assembly point located at a safe distance from the building;
- 11) If there is no groupmate sitting nearby at the meeting place, immediately inform the teacher, staff member or manager.

62. Actions of persons ensuring security:

- 1) immediately notify the management, as well as the unified dispatch

service at 112, stating the address and number of the facility and information about the incident;

- 2) activate the facility's warning systems and inform about the release of hazardous nuclear substances;
- 3) begin the timely evacuation of people from the facility, checking the presence of people in each part of the facility;
- 4) provide first aid to victims as far as possible;
- 5) organize a meeting for rescuers, show them the access points to the facility, the location of fire hydrant hatches, the evacuation plan and the release site on the plan;
- 6) After the rescuers arrive, cordon off the area until the arrival of the internal affairs officers and prohibit entry to persons not involved in the decontamination activities.

Chapter 5. Practical measures for training employees studying methods of protection and actions in cases of man-made emergencies

63. Training of employees, teaching staff and students of the OVP in methods of protection and actions in cases of man-made emergencies is a targeted and specially organized process of developing in personnel and students the knowledge, skills and abilities necessary for protection against dangers arising in cases of man-made emergencies or under the influence of secondary damaging factors of emergencies, as well as accidents, catastrophes and natural disasters.

64. The main tasks for training employees studying emergency medical services in methods of protection and actions in cases of man-made emergencies are:

- 1) training in rules of conduct, methods of protection and actions in emergency situations, methods of providing first aid to victims, rules for using personal and collective protective equipment;
- 2) improving practical skills in organizing and conducting events to prevent emergency situations and eliminate their consequences;
- 3) practical acquisition during training and drills of the procedure for action in man-made emergencies, as well as during emergency rescue and urgent work.

65. Actions of the manager to prevent emergency situations:

- 1) know for themselves and communicate to employees and students the requirements of governing documents in the field of civil defense;
- 2) organize interaction with departments of internal affairs agencies and civil defense on issues of responding to possible emergency threats;
- 3) regularly conduct practical training to practice action algorithms with the participation of employees, teachers, and students in accordance with the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated July 2, 2020 No. 494 "On approval of the Rules for informing, promoting knowledge, training the population and specialists in the field of civil defense" (registered in the Register of

state registration of regulatory legal acts under No. 20990);

4) determine the official responsible for the implementation of civil protection measures;

66. Actions of the responsible official:

1) plan and conduct classes on civil defense issues with employees, PPS and students;

2) at least twice per six months, plan and conduct training with employees, teaching staff and students on actions to take in the event of an emergency threat;

3) submit proposals to the manager on issues of improving civil protection measures and ensuring the safety of employees, teachers and students;

4) carry out daily monitoring of the state of the organization's facility;

5) monitor the lighting of the OVPO area during dark hours;

6) ensure unimpeded passage of special and emergency rescue equipment onto the territory of the organization;

7) ensure timely removal of waste from the organization's territory;

8) ensure that protective equipment (fire hydrants, fire extinguishers and electrical panels) is in proper condition.

67. Actions of the deputy head for educational work:

1) include in annual and monthly plans for educational work the holding of events with the participation of students, teaching staff and employees of the organization, with the involvement of law enforcement agencies and civil defense agencies.

68. Actions of teachers:

1) take an active part in practical training to develop emergency response algorithms;

2) make suggestions for improving evacuation routes, increase personal stress resistance and the ability to manage in a crisis situation.

69. Actions of watchmen:

1) know emergency phone numbers;

2) daily control over the issuance of keys to teachers' classrooms and the return of keys after the end of classes and the cleaning of classrooms.

70. Actions of the duty administrator:

1) arrive 30 minutes before the start of classes;

2) exercise control over the organization of student admission.

71. Actions of the OVPO personnel:

1) arrive at your workplace 15 minutes before the start of classes in order to prepare for classes (work);

2) teachers conducting classes in classrooms (offices, offices) not assigned to them must receive and return keys to the security guard;

3) The person on duty is responsible for supervising the cleaning of classrooms after the end of classes.

72. Actions of students:

arrive for classes early in order to be prepared for the start of classes in a timely

manner.

73. Requirements for auxiliary premises:

- 1) attics, basements, utility rooms and emergency exits from buildings are closed and sealed, and their paths are not cluttered to ensure unimpeded access to a particular room;
- 2) duplicate keys to emergency exits and other auxiliary rooms must be kept in a designated place (security post, guard);
- 3) All fire hydrants, fire extinguishers and electrical panels are sealed.

Chapter 6. Emergency response phone numbers

74. In the event of a crime being prepared or committed, immediately report to the territorial bodies of the National Security Committee of the Republic of Kazakhstan or the Ministry of Internal Affairs of the Republic of Kazakhstan at the place of residence, or by telephone or email:

National Security Committee duty service phone number: 110

Single duty dispatch service telephone number: 112

Fire service phone number: 101

Internal Affairs Duty Service Phone: 102

emergency medical helpline: 103

Appendix 3 to the Instructions for organizing anti-terrorist protection of facilities vulnerable to terrorism, operating in the field of science and higher education

List of items prohibited from being brought (transported) into the territory and facilities, vulnerable to terrorism, operating in the field of science and higher education

1. Weapons:
 - 1) firearms;
 - 2) barrelless with a cartridge of traumatic, gas and light-and-sound action;
 - 3) cold weapons, as well as knives of various types that are not classified as cold weapons;
 - 4) throwing;
 - 5) pneumatic;
 - 6) gas;
 - 7) electrical;
 - 8) signal;
 - 9) weapons and objects whose destructive effect is based on the use of radioactive radiation and biological effects;
 - 10) weapons and objects whose destructive effect is based on the use of electromagnetic, light, thermal, infrasound or ultrasonic radiation;
 - 11) items imitating the above-mentioned types of weapons;
 - 12) objects that are used as weapons (objects with impact-crushing, throwing and piercing-cutting action);
 - 13) ammunition for weapons and their components.
2. Mechanical and aerosol sprayers and devices equipped with tear gas, irritants and negative effects on the human body.

Appendix 4 to the Instructions for organizing anti-terrorist protection of facilities vulnerable to terrorism, operating in the field of science and

higher education

Magazine
accounting of training activities on anti-terrorist training (title page)
 (name of organization)

Magazine No. ____

accounting for the implementation of training activities on anti-terrorist
 training

Logging start date « _____ » ____ 20__ G.

Logging End Date « _____ » ____ 20__ g. (inner
 side)

Section 1. Briefings

No. p /p	Date of the briefing	Full name (patronymic, if any) and position of the person being instructed	View instructions	Full name (patronymic, if any) and position of the person who conducted the briefing	Signature of the person being instructed	Signature person who conducted the briefing
1	2	3		5	6	7

Section 2. Classes

1. Date of the lesson.
2. Topic of the lesson.
3. Study questions.
4. Number of employees present.

Signature of the person who conducted the classes.

Kazakhstan Republic Syn Adilet Minister of League
_____ bald/kalasyryn Adilet department
Normative act 07.10.2024
Normativtik kukukykytk actilerdi memlekettik
terkeudin tisilimine No. 35218 more engizildi

Нормативтік құқықтық актілерді мемлекеттік тіркеудің тізіліміне № 35218 болып енгізілді
 ИС «ИПГО». Копия электронного документа. Дата 08.10.2024.

Results of the agreement

Ministry of Science and Higher Education of the Republic of Kazakhstan - Director Beket Kabidenovich Aligozhin, 09/25/2024 04:51:40 PM, positive result of the digital signature verification

Ministry of Justice of the Republic of Kazakhstan - Vice Minister of Justice of the Republic of Kazakhstan Botagoz Shaimardanovna Zhakselekova, 10/02/2024 15:44:53, positive result of the digital signature verification

Signing results

Ministry of Science and Higher Education of the Republic of Kazakhstan - Minister of Science and Higher Education of the Republic of Kazakhstan S. Nurbek, 10/03/2024 12:56:21, positive result of the digital signature verification

АБА 682745734