



**On approval of the Rules for informing, propagating of knowledge, training of the population and specialists in the field of civil protection**

*Unofficial translation*

Order of the Minister of Internal Affairs of the Republic of Kazakhstan dated July 2, 2020 No . 494. Registered with the Ministry of Justice of the Republic of Kazakhstan on July 3, 2020 No. 20990

Unofficial translation

In accordance with subclause 70-13) of article 12 of the Law of the Republic of Kazakhstan dated April 11, 2014 "On Civil Protection" **I HEREBY ORDER:**

1. To approve the attached Rules for informing, propagating of knowledge, training of the population and specialists in the field of civil protection.
2. To recognize as invalid certain orders of the Minister of Internal Affairs of the Republic of Kazakhstan according to the application to this order.
3. The Committee for Emergency Situations of the Ministry of Internal Affairs of the Republic of Kazakhstan (Bekker V.R.), in accordance with the procedure, established by law, shall ensure:
  - 1) state registration of this order with the Ministry of Justice of the Republic of Kazakhstan;
  - 2) placement of this order on the Internet resource of the Ministry of Internal Affairs of the Republic of Kazakhstan after its official publication;
  - 3) within ten working days after the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan, submission to the Legal Department of the Ministry of Internal Affairs of the Republic of Kazakhstan of information about implementation of measures, stipulated by subclauses 1) and 2) of this clause.
4. Control over execution of this order shall be entrusted to the supervising Deputy Minister of Internal Affairs of the Republic of Kazakhstan.
5. This order shall come into force upon expiry of ten calendar days after the date of its first official publication.

*Minister of Internal Affairs  
of the Republic of Kazakhstan*

*Ye. Turgumbayev*

Minister of the Republic of Kazakhstan of Agriculture " A G R E E D "

Ministry of Information and " A G R E E D "

S o c i a l of the Republic of Kazakhstan		D e v e l o p m e n t
M i n i s t r y of the Republic of Kazakhstan	o f	" A G R E E D " J u s t i c e
M i n i s t r y of the Republic of Kazakhstan	o f	" A G R E E D " a n d S c i e n c e
M i n i s t r y of the Republic of Kazakhstan	o f	" A G R E E D " H e a l t h c a r e
M i n i s t r y Development of the Republic of Kazakhstan	o f	" A G R E E D " I n f r a s t r u c t u r a l
M i n i s t r y of the Republic of Kazakhstan	o f	" A G R E E D " I n n o v a t i o n s a n d I n d u s t r y
M i n i s t r y of the Republic of Kazakhstan	o f	" A G R E E D " E n e r g y
M i n i s t r y of the Republic of Kazakhstan	o f	" A G R E E D " G e o l o g y a n d R e s o u r c e s
M i n i s t r y of the Republic of Kazakhstan	o f	" A G R E E D " I n t e g r a t i o n

Approved  
by the order of the Minister  
of Internal Affairs  
of the Republic of Kazakhstan  
dated July 2, 2020 No. 494

**Rules for informing, propagating of knowledge,  
training of the population and specialists in the field of civil protection**

**Chapter 1. General Provisions**

1. These Rules for informing, propagating of knowledge, training of the population and specialists in the field of civil protection (hereinafter referred to as the Rules) have been

developed in accordance with subclause 70-13) of clause 1 of article 12 of the Law of the Republic of Kazakhstan dated April 11, 2014 "On Civil Protection" (hereinafter referred to as the Law) and shall determine the procedure for informing, propagating of knowledge, training of the population and specialists in the field of civil protection.

2. Informing, propagating of knowledge, training of the population and specialists in the field of civil protection shall be carried out for the purposes of acquisition of knowledge and skills on organizing and performing the civil protection activities, skills in emergency situations, conducting accident-rescue and emergency works, knowledge of main techniques and methods of self-rescue and mutual assistance, maximum reduction of possible losses among the population and material damage.

3. When teaching the population and specialists in the field of civil protection, theoretical and practical forms of education are comprehensively used, such as a lecture, a seminar, a class-group lesson, drill and interactive lessons.

## **Chapter 2. Procedure for informing the population and specialists in the field of civil protection**

4. The department of the authorized body in the field of civil protection (hereinafter referred to as the department of the authorized body) and its territorial subdivisions shall ensure that the population is informed in advance if there is a forecast about the threat of occurrence of an emergency situation, and organizes the propagation of knowledge in the field of civil protection in accordance with the powers, entrusted to them by the Law.

5. State bodies, organizations and public associations shall provide information in the field of civil protection in accordance with powers, entrusted to them by the Law.

6. Information on the emergency situations, endangering the safety and health of citizens, is public and open, and is communicated to the population via the civil protection warning system and mass media.

7. The services of surveillance, control and forecasting of natural and man-made emergency situations (seismological service, mudflow warning systems, radiation safety control and others) for the purpose of preventing, in case of a threat of an emergency on the territory of the Republic of Kazakhstan and (or) on the border territory of neighboring states, shall provide immediately the necessary information indicating its characteristics to the corresponding territorial subdivision of the department of the authorized body.

8. Information about the threat or occurrence of emergency situations shall be transmitted to the population through the civil protection warning system, through the networks of telecom operators and television and radio broadcasting, including through the networks of mobile operators by transmitting free text messages, as well as through warning means of legal entities that provide services to the population, at large gatherings of people and public transport.

9. Heads of hazardous production facilities shall notify the nearby population of the threat and occurrence of man-made emergency situations by activating local warning systems.

10. Central and local executive bodies shall inform the population about the measures they have taken in the field of civil protection in accordance with article 47 of the Law.

### **Chapter 3. Procedure for propagating of knowledge in the field of civil protection**

11. Propagating of knowledge in the field of civil protection shall be carried out by the department of the authorized body, its territorial subdivisions, as well as by state bodies, organizations and public associations.

12. Territorial subdivisions of the department of the authorized body jointly with local executive bodies shall carry out the propagation of knowledge in the field of civil protection in accordance with a propagating plan.

13. The plan for propagating of knowledge in the field of civil protection are developed by a territorial subdivision of the department of the authorized body and shall be approved by the local executive bodies.

14. Propagating of knowledge in the field of civil protection shall include:

organization of propaganda of the population through the mass media, including by creating special programs on republican and regional (city) TV channels, on the procedure for action in emergency situations;

organization of regular publications in the press, on Internet resources, in social networks, programs on television and radio broadcasting networks promoting knowledge in the field of civil protection, safety rules at home and at work.

15. In addition, propagating of knowledge in the field of civil protection shall be carried out at training of the population in the field of civil protection in accordance with these Rules.

### **Chapter 4. Training of the population and specialists in the field of civil protection**

#### **Paragraph 1. Procedure for training at organizations and training institutions of the authorized body**

16. Training of the officials of central and local executive bodies at the training institutions of the authorized body shall be carried out in accordance with the Plan for training in the field of civil protection for the officials of central and local executive bodies.

17. The Plan for training in the field of civil protection for the officials of central and local executive bodies are developed by the department of the authorized body based on the requests of central and local executive bodies and shall be approved by the authorized body in the field of civil protection.

18. The list of officials, who are subject to training at organizations and training institutions of the authorized body in the field of civil protection and periodicity of the training are determined in accordance with Appendix 1 to these Rules.

19. For persons, newly appointed to the position, who perform organizing and managing the civil defense activities, training in the field of civil protection shall be carried out within the first year of employment.

20. The training shall be performed in accordance with a curriculum for training of managers, specialists of control bodies and civil protection forces, training of the population in methods of protection and actions in the event of occurrence of emergency situations and military conflicts or as a result of these conflicts, approved by the order of the Minister of Emergency Situations of the Republic of Kazakhstan dated May 20, 2014 No. 235 "On approval of the curriculum for training of managers, specialists of control bodies and civil protection forces, training of the population in methods of protection and actions in the event of occurrence of emergency situations and military conflicts or as a result of these conflicts" (registered with the Register of State Registration of Regulatory Legal Acts as No. 9509), (hereinafter referred to as the Curriculum).

21. When performing training using the materials with secret information, it is necessary strictly comply with the requirements of the regulatory legal acts for protection of state secrets of the Republic of Kazakhstan.

22. At the end of the training, final testing is carried out. The content of the final testing shall be approved by the heads of organizations and educational institutions of the authorized body carrying out training.

23. Based on the results of the training, trainees who are not admitted or who have shown an unsatisfactory level of knowledge when passing the final test shall not be issued certificates of training or retraining in the field of civil protection.

24. The trainees, who missed 25% and more from the total amount of classes, shall not be allowed for passing the final testing.

25. The trainees, who have completed the training and passed the final test with satisfactory, good and excellent indicators shall be issued certificates of training or retraining in the field of civil protection, approved by the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated October 20, 2015 No. 857 " On establishment of a uniform sample of the certificate of training or retraining in the field of civil protection" (registered with the Register of State Registration of Regulatory Legal Acts as No. 12292), (hereinafter referred to as the certificate).

## **Paragraph 2. Procedure for organizing the training at the territorial subdivisions of the department of the authorized body**

26. Training at the territorial subdivisions of the department of the authorized body shall be carried out in accordance with a Plan for completion of categories of groups with trainees for the training in the field of civil protection in the form according to Appendix 2 to these Rules.

27. The Plan for completion of categories of groups with trainees for the training in the field of civil protection are developed by the territorial subdivision of the department of the authorized body and approved by the local executive body.

28. The list of trainees, who are subject to training at the territorial subdivisions of the department of the authorized body in the field of civil protection and periodicity of training are determined according to Appendix 3 to these Rules.

29. For persons, newly appointed to the position, who perform organizing and managing the civil defense activities, training in the field of civil protection shall be carried out within first year of employment.

30. Study groups for conducting training are composed mainly of persons of the same or similar functional duties in categories of trainees numbering up to 40 people.

31. The duration of training shall be determined in accordance with the Curriculum.

32. A week before the start of the training process, the head of the territorial subdivision of the department of the authorized body that carries out training approves the timetable of training in civil protection in the form according to Appendix 4 to these Rules.

33. When organizing training sessions, the Exercise commanders should provide for the maximum use of educational equipment and means of ensuring the educational process.

34. The Exercise commanders take measures to prevent traumatism of the trainees, establish necessary safety requirements when handling the machinery, equipment, individual protection and devices at classes, timely communicate these requirements to the trainees.

35. When performing training using the materials with secret information, it is necessary strictly comply with the requirements of the regulatory legal acts for protection of state secrets of the Republic of Kazakhstan.

36. The Exercise commanders keep record of performing classes and the attendance of students in the Registers for trainings of the trainees in the field of civil protection and the issuance of certificates in the form according to Appendix 5 to these Rules.

37. The Registers for trainings of the trainees in the field of civil protection and issuance of certificates shall be stored at the territorial subdivisions of the department of the authorized body in the field of civil protection.

38. In the process of training, the trainee shall study:

The requirements of the regulatory legal documents in the field of civil protection;

Algorithms of work of the Commission on prevention and liquidation of emergency situations in the event of a threat and occurrence of emergency situations;

structure of the Civil Defense Plan, as well as the Action Plan for liquidation of emergency situations;

tasks and possibilities of using forces and means of civil protection, as well as measures to ensure their permanent readiness;

requirements of the regulatory legal documents on organization and performance of evacuation of population, material and cultural values;

injurious effects of sources of emergency situations characteristic of the territory of the organization's location (residence), as well as modern means of destruction and other types of weapons;

methods and means of protecting the population, material and cultural valuables from the dangers arising from military conflicts and emergency situations;

actions of employees of organizations on the uniform warning signal "Attention all!" with the informational communications for performance of evacuation and the use of collective and personal protective equipment;

requirements of regulatory legal documents for creation and maintaining the preparedness of civil protection units;

health conditions for which first aid is provided and the procedure for its provision.

39. At the end of the training, final testing shall be carried out. The content of the final testing shall be approved by the head of the territorial subdivision of the department of the authorized body that carries out the training.

40. Based on the results of the training, trainees, who are not admitted or who have shown an unsatisfactory level of knowledge, shall not be issued certificates when passing the final test.

41. The trainees, who missed 25% and more of the total amount of classes, shall not be admitted to the final testing.

42. The trainees, who passed the training and the final examination with satisfactory, good and excellent marks shall be awarded the certificates.

**Paragraph 3. Procedure for passing the training of employees of organizations, designated as the categories of civil defense at the place of work**

43. Training of employees of categorized organizations, is planned and is performed annually in accordance with the Curriculum approved by the authorized body in the field of civil protection.

44. The employees of categorized organizations shall pass training at the place of employment within their working time.

45. By decision of the heads, employees of categorized organizations can be trained in organizations and educational institutions of the authorized body and other specialized training centers on a contractual basis.

46. To implement training for employees of categorized organizations, depending on the number of employees, organizations must have:

with the number of employees up to 100 people - a set of means for conducting civil protection classes, one civil protection point;

a set of means for conducting civil protection classes includes: posters, charts and slides by class topics;

a civil protection point is an information and reference stand with materials for propagating the knowledge and informing the employees on the issues of protection from hazards, occurring in the emergency situations and military conflicts;

with the number of employees exceeding 100 people – a multidisciplinary room, or one civil protection point in each administrative and production building.

47. The composition of a multidisciplinary training room shall include: teacher's working place, a blackboard, a projector, workplaces of trainees and educational facilities, including regulatory legal documents in the field of civil protection, educational literature, as well as educational equipment.

48. In categorized organizations with more than 1000 employees, it shall be allowed conducting the training for employees of the organization through online courses, followed by testing and issuance of certificates of training in the field of civil protection.

49. The head of the organization shall approve the lists of study groups, Exercise commanders and the timetable of classes.

50. Training of employees of categorized organizations shall be performed by the Exercise commanders of civil protection classes, who passed the training at the territorial subdivisions of the authorized body or at the organizations and training institutions of the department of the authorized body in accordance with the established dates and possessing the corresponding certificates.

51. The classes shall be performed at working time in the amount in accordance with the Curriculum.

52. Conducting classes in accordance with the timetable and the presence of trainees at them are carried out by the Exercise commander in the training logs, in the form according to Appendix 6 to these Rules, which shall be kept per each study group.

53. The training logs shall be kept at organizations within the period of one year after the completion of the training.

54. In the process of training, the trainees shall study:

injurious effects of sources of emergency situations characteristic of the territory of the organization's location (residence), as well as modern means of destruction and other types of weapons;

methods and means of protection against the dangers arising from military conflicts and emergency situations;

location of personal and collective protective equipment;

location of firefighting primary means, available in the organization;

algorithms of actions to obtain personal protective equipment,

as well as sheltering;

actions to ensure personal safety in crowded places, in case of fire, on water bodies and in nature;

actions of employees of organizations on the uniform warning signal "Attention all!" with the informational communications for performance of evacuation and the use of personal protective equipment;

measures to transfer civil protection from peaceful to martial law;



health conditions for which first aid is provided and the procedure for its provision.

55. At the end of the training, final testing shall be carried out. The head of the organization carrying out the training shall approve the content of the final testing. Conducting the training and testing of employees of the organization in an interactive form using appropriate computer programs shall be allowed.

56. Based on the results of the training, trainees, who are not admitted or who have shown an unsatisfactory level of knowledge shall not be issued certificates when passing the final testing.

57. The trainees, who missed 25% and more from the total number of classes, shall not be admitted to the final testing.

58. The trainees, who passed the training and the final examination with satisfactory, good and excellent marks, shall be issued a certificate of completion of the training in the field of civil protection in the form according to Appendix 7 to these Rules.

#### **Paragraph 4. Procedure for training of the personnel of civil protection formations at the place of employment**

59. Training of the personnel of civil protection formations of categorized organizations (non-categorized organizations) is planned and is carried annually at the place of employment, in accordance with the Curriculum.

60. By the decision of the head of the organization, the commanders and personnel of the civil protection formations pass the training in organizations and training institutions of the authorized body and other specialized training centers on a contractual basis.

61. Training of the personnel of civil protection formations shall be carried out by the Exercise commanders of the groups of civil protection classes and Commanders of civil protection formations, who passed training at the territorial subdivisions of the authorized body or in organizations and training institutions of the department of the authorized body in accordance with the established dates and possessing the corresponding certificates.

62. The theoretical material shall be studied in the minimum volume for the correct and accurate implementation of practical techniques and actions by the trainees. At the same time, modern training programs, videos, posters, and other visual aids shall be used.

63. The classes shall be performed during the working time, in the amount in accordance with Curriculum.

64. The individual knowledge of the personnel is checked during the testing, and the formation as a whole during the exercises and drills provided for in these Rules.

65. The knowledge test of the personnel of civil protection formations must be carried out by the Exercise commander or the Commanders of civil protection formations.

66. Practical exercises are organized and conducted by the Commanders of civil protection formations.

67. In the tactical and special exercises, the civil protection formations are involved in full force, with the necessary amount of special equipment, equipment, equipment, tools and materials.

68. The head of the organization creating civil protection formations shall be allowed, based on local conditions, subject to the purpose of the specific formation of civil protection and the degree of training of the personnel, clarifying the content of the topics of the Curriculum and the number of hours for their study, without reducing the total time for training, as well as additionally include topics for improving the skills of the trainees, for providing first aid and increasing the psychological stability of the personnel of civil protection formations when working in the zone of emergency situations.

69. Commanders of civil protection formations organize and conduct practical exercises, as well as assess the quality of the assimilation of educational material by personnel during special tactical exercises.

70. Commanders of civil protection formations conduct training sessions with personnel at training sites. During the classes, they control the degree of assimilation of the material and the readiness for action as part of the unit.

71. When organizing classes, the commanders of civil protection formations must provide for the maximum use of training equipment and means of ensuring the educational process.

72. In the course of conducting classes, it is necessary to pay constant attention to the moral and psychological training of personnel, developing confidence in the reliability and effectiveness of the use of special technology, equipment, outfit and tools, fostering resilience, readiness to perform official duties in a difficult environment, with high organization and discipline.

73. The head of organization shall approve the lists of training groups, Exercise commanders and the timetable of classes on civil protection.

74. Conducting classes in accordance with the timetable, and the presence of students at them shall be carried out by the head of the classes in the training log, in the form according to Appendix 6 to these Rules, which shall be kept per each training group.

75. Training logs shall be kept in the organizations within the period of one year after the completion of training.

76. In the process of training, the trainees shall study:

The purpose of a civil protection formation and their functional duties;  
methods of notification, gathering and recovery;  
production and technological features of functioning of organization, nature of possible accident rescue and urgent works;  
purpose, safe operation, maintenance, possibilities and use of equipment, mechanisms and devices, as well as special equipment and protective equipment, consisting of the equipment of the formation;

methods of sanitization, special processing of equipment, disinfection of buildings and territories;

methods and ways of provision of first aid.

77. To practice the skills of action and consolidate the knowledge gained, personnel as part of the formation of civil protection are involved in exercises and drills provided for in these Rules.

78. At the end of the training, final testing is carried out. The head of the organization providing the training approve the content of the final testing.

79. Based on the results of the training, trainees who are not admitted or who have shown an unsatisfactory level of knowledge are not issued certificates when passing the final testing.

80. The trainees, who missed 25% and more from the total number of classes, shall not be admitted to the final testing.

81. The trainees, who passed the training and the final examination with satisfactory, good and excellent marks, shall be issued a certificate of completion of the training in the field of civil protection in the form according to Appendix 7 to these Rules.

**Paragraph 5. Training of employees of organizations not designated as civil defense categories and nonworking population.**

82. Training of employees of organizations not designated as civil defense categories ( hereinafter referred to as the non-categorized organizations) and nonworking population shall be carried out through participation in exercises and drills provided for in these Rules.

83. Studying the issues of protection from emergency situations shall be carried out independently, by listening to radio broadcasts, viewing Internet resources, TV programs, studying memos, leaflets and booklets, attending events, performed on topics of prevention and liquidation of emergency situations.

84. At the request of the organization, the territorial divisions of the department of the authorized body can organize field classes with employees of organizations on certain topics.

85. Employees of non-categorized organizations can be trained in organizations and training institutions of the authorized body and other specialized training centers on a contractual basis.

**Paragraph 6. Procedure for organization of exercises and drills in the field of civil protection**

86. To practice the skills of action and consolidate the knowledge gained, the population and specialists in the field of civil protection are involved in exercises, drills, and classes in accordance with the types of exercises, drills, and classes in the field of civil protection according to Appendix 8 to these Rules.

87. The plan for execution of exercises and drills in the field of civil protection at the territorial level are developed by the territorial subdivision of the department of the authorized

body, and shall be approved by the local executive body in the form according to Appendix 9 to these Rules.

88. The performers responsible for the conduct of exercises and drills in the field of civil protection at the territorial level and in organizations must submit to the territorial divisions of the authorized body in the field of civil protection information about their conduct attached with the copies of organizational documents.

89. Organizational documents on exercises and drills are developed at:

the republican level – by the department of the authorized body in the field of civil protection and shall be approved by the authorized body in the field of civil protection;

the territorial level – by the territorial subdivision of the department of the authorized body in the field of civil protection and shall be approved by the head of civil defense or his deputy of the relevant administrative and territorial units;

the facility-based level – heads of organizations in coordination with the territorial subdivisions of the department of the authorized body in the field of civil protection and approved by the head of the civil defense organization.

90. All types of exercises and drills shall be performed for the purposes of:

achieving high coherence in the work of control bodies, leadership, formations, workers and employees of organizations to eliminate the consequences of natural and man-made emergency situations, restore their life and conduct of civil defense;

improving the techniques and methods of protecting people in natural and man-made emergency situations;

checking the feasibility of action plans for the prevention and elimination of the consequences of natural and man-made emergency situations and civil defense plans, readiness of forces and means to solve problems;

studying approaches and methods of conducting accident rescue and urgent works, increasing the effectiveness of the use of formations and equipment.

91. Comprehensive exercises are one of the forms of training management personnel, control bodies, civil protection units, workers and employees, the population living near organizations.

92. Comprehensive exercises make it possible to practically work out the whole range of activities related to the threat of the occurrence and elimination of natural and man-made emergency situations and their consequences, as well as civil defense activities, taking into account the specifics of production, features of territorial distribution, seasonality of work and other factors inherent in this territories (organizations).

93. Comprehensive exercises are performed once every 3 years:

in cities and districts of regions (in cities and districts of regions designated as civil defense groups once every 2 years);

in all organizations, designated as the civil defense categories;

at facilities that produce or use in production fire, explosive, potent toxic substances, radiation and biologically hazardous substances;

in medical, medical and recreational institutions with a capacity of 600 and more hospital beds.

94. All territorial control bodies, services and commanders of civil protection formations of territorial subsystems of the state civil protection system, facility-based civil protection formations fully completed with personnel, machinery, equipment and inventory, as well as workers and servants, not included to the composition of formations, shall be involved in the comprehensive exercises of the territorial level.

95. Facility-based services and civil protection formations completed with personnel, machinery, equipment and inventory as well as workers and servants not included to the composition of formations, shall be involved in the comprehensive exercises of the facility-based level.

96. Based on the decision of the head of the civil defense of the corresponding level, the population of the corresponding territory may be involved in comprehensive exercises.

97. To prepare and conduct a comprehensive exercise at the territorial level, the leader of the exercise, his deputies and assistants shall be appointed, as well as the exercise headquarters shall be created.

98. To prepare and conduct a comprehensive facility-based level exercise, an exercise leader, who is responsible for equipping civil protection units and safety precautions, shall be appointed.

99. To conduct comprehensive exercises of the territorial level, the following documents are developed:

an order of the akim of the region (city) – the head of civil defense;

a calendar plan for preparation of comprehensive exercises;

an plan for execution of comprehensive exercises.

100. To conduct comprehensive exercises of the facility-based level, the following documents are developed:

the order of the head of organization – the head of civil defense;

a calendar plan for preparation of the comprehensive exercise (facility-based drill) in the form according to Appendix 10 to these Rules;

an execution plan for comprehensive exercise in the form according to Appendix 11 to these Rules.

101. Upon completion of the comprehensive exercise, a report shall be drawn up with conclusions on the quality of the measures taken and the readiness of the subsystems of the state civil protection system (in any form).

102. Command and staff exercises of regions, cities and rural areas for the elimination of emergency situations and civil defense are one of the main forms of joint training of heads of civil defense, heads of civil protection services and commanders of civil protection

formations for the elimination of natural and man-made emergency situations and the implementation of civil defense activities.

103. Control bodies of the territorial subsystems of the state civil protection system are involved in the command and staff exercises.

104. The command and staff exercises are performed annually. It is allowed to perform the command and staff exercises within the framework of the republican command and staff exercises "Koktem", "Kys" and "Zher".

105. The command and staff exercises are performed on complex topics that ensure the development by the control bodies of territorial subsystems of the state civil protection system, services and civil protection units of all measures provided for by action plans for the elimination of natural and man-made emergency situations, civil defense plans.

106. To work out training issues at command and staff exercises, a complex situation is created, as close as possible to the conditions of emergency situations in peacetime and wartime, depending on the topic of the command and staff exercises. The complication of the situation during the command post exercises shall be carried out by announcing or delivering injections containing the date, time, place and possible events (incidents, accident situations).

107. At the same time, all work is based on the training of participants in the exercises to correctly draw up administrative and reporting documentation (orders for the implementation of tasks, reports).

108. To prepare and to perform the command and staff exercises, the leader of the exercise, his deputies shall be appointed, and a headquarters for the leadership of the exercise shall be created.

109. To perform the command and staff exercises, the following documents are developed :

an order of the akim of the region (city, district) – the head of civil defense;

a calendar plan for preparation of the command and staff exercise in the form according to Appendix 12 to these Rules;

a plan for execution of command and staff exercise in the form according to Appendix 13 to these Rules.

110. Upon completion of the command and staff exercise, a report shall be drawn up with conclusions on the quality of the measures taken and the readiness of the subsystems of the state civil protection system (in any form).

111. The special tactical training exercises are the main and most effective form of training civil protection units to perform tasks for their intended purpose in peace and wartime.

112. The special tactical training exercises are performed annually:

at the territorial level – with territorial civil protection formations, emergency response teams;

at the facility-based level – with facility-based civil protection formations.

113. At the special tactical training exercises, an environment is created that is characteristic of a given region (region, city, object), which requires the leadership to make timely and well-grounded decisions to conduct accident rescue and urgent works, skillful actions of formations in various conditions:

at the territorial level - typical for the region as a whole;

at the facility-based level - typical for the certain production facility, a territory, at which the facility is located.

114. The head of the special tactical training exercises with territorial and facility-based formations of civil protection is appointed by the corresponding head of civil defense or the commander of the formation of civil protection, and with the formations of civil protection services, the corresponding head of the civil protection service, to whom the formation of civil protection is directly subordinated, or the commander of this formation of civil protection.

115. To prepare and conduct the special tactical training exercise at the territorial level, a leader of the exercise and his deputies are appointed, as well as a headquarters for the leadership of the exercise.

116. To prepare and conduct the special tactical training exercise at the facility-based level, an exercise leader is appointed who is responsible for carrying out the activities planned during the exercise (for safety briefing, for equipping with the necessary inventory).

117. As the head of the special tactical training exercises of the civil protection formations at:

the territorial level, the deputy akim of the administrative and territorial unit shall be appointed;

the facility-based level, the corresponding chief of staff of civil defense shall be appointed

118. To conduct the special tactical training exercises at the territorial and facility levels, the following documents are developed:

order of the akim of the region (city, district) – head of civil defense (order of the head of organization) on preparing and conducting the special tactical training exercises;

a plan for preparation of the special tactical training exercises in the form according to Appendix 14 to these Rules;

a plan for execution of special tactical training exercises in the form according to Appendix 15 to these Rules.

119. Upon completion of the tactical and special exercises, a report is drawn up with conclusions on the measures taken (in any form).

120. Drills on accident situations and incidents are conducted with employees of organizations (organizations designated as civil defense categories), students, trainees, teachers of educational organizations, educators, children and service personnel in preschool education and training organizations.

121. Accident situations and incident drills are conducted quarterly.

122. To conduct accident situations and incident drills, the following documents are developed:

order of the head of organization - the head of civil defense on preparation and conducting the accident situations and incident drills;

plan for execution of the accident situations and incident drills in the form according to Appendix 16 to these Rules.

123. Upon completion of the accident situations and incident drills, a report is drawn up with conclusions on the activities carried out (in any form).

124. Facility-based drills for practicing the elements of the introductory possible situation in the event of emergencies (hereinafter referred to as the facility-based drills) is simplified in terms of organization, reduced in terms of the volume of activities performed and the time of conducting complex exercises.

125. Facility-based drills is carried out in uncategorized organizations with less than 300 employees, in higher and secondary specialized educational institutions, in medical treatment and recreation facilities with a capacity of less than 600 beds - once every three years.

126. To conduct the facility-based drills, the following documents are developed:

order of the head of organization - the head of civil defense on preparation and conducting the facility-based drills;

a calendar plan for preparation of the facility-based drills in the form according to Appendix 17 to these Rules;

a plan for execution of the facility-based drills in the form according to Appendix 18 to these Rules.

127. Upon completion of the facility-based drills, a report is drawn up with conclusions on the activities carried out (in free form).

128. Seismic drills are conducted with employees of organizations, students, students, teachers of educational organizations, educators, children and service personnel in preschool education and training organizations located in earthquake-prone regions.

129. Seismic drills are conducted quarterly. It is allowed to combine seismic drills with special tactical training exercises.

130. To prepare and conduct seismic drills, the training leader, his deputies are appointed, and the training management headquarters is also created.

131. To conduct seismic drills, the following documents are developed:

order of the head of organization – the head of civil defense on preparation and conducting the general seismic drills;

a plan for execution of general seismic drills in the form according to Appendix 19 to these Rules.



132. Mudflow drills is carried out with employees of organizations, students, students and teachers of educational organizations, educators, children and service personnel in preschool education and training organizations located in mudflow hazardous regions.

133. When conducting mudflow drills, it is also necessary to consider landslide protection measures in landslide-prone regions.

134. Mudflow drills are conducted once a year before the start of the mudflow period. It is allowed to combine mudflow drills with special tactical training exercises.

135. For the preparation and conduct of mudflow drills, a training leader, his deputies are appointed, and a training management headquarters is created.

136. To conduct mudflow drills, the following documents are developed:  
order of the akim of the city (district) - the head of civil defense;  
a calendar plan for preparation and execution of the mudflow drills in the form according to Appendix 20 to these Rules.

137. Evacuation drills in the event of a fire are conducted with employees of organizations, students, trainees and teachers of educational organizations, educators, children and service personnel in organizations of preschool education and training.

138. Evacuation drills in the event of a fire are conducted quarterly.

139. It is allowed to combine evacuation drills in case of fire with seismic drills in earthquake-prone regions and with mudflow drills in mudflow hazardous regions.

140. To prepare and conduct evacuation drills in the event of a fire, the head of the training and his deputies are appointed, and the headquarters of the leadership of the training is created.

141. To conduct the evacuation drills for in the event of a fire, the following documents are developed:

order of the head of organization of education - the head of civil defense;  
a plan for preparation and execution of the evacuation drills in the event of a fire in the form according to Appendix 21 to these Rules.

---

Appendix 1  
to the Rules for informing,  
propagating of knowledge, training  
of the population and specialists in  
the field of civil protection

## LIST

**of officials, who are subject to training at organizations and training institutions of the authorized body in the field of civil protection and periodicity of training**

No	Categories of the trainees	Periodicity of training
1	2	3

1.	Central executive bodies:	
	deputies of the first heads	once every 5 years
	chairpersons of commissions for the prevention and elimination of emergency situations and their deputies	once every 3 years
	chairpersons of evacuation commissions and their deputies	once every 3 years
	directors of departments and their deputies	once every 5 years
	heads of offices and their deputies	once every 5 years
	heads of divisions and their deputies	once every 5 years
	specialists of structural subdivisions (employees) specially authorized to solve problems of organizing and maintaining the civil defense	once every 3 years
2.	Local executive bodies:	
	akims of cities, districts, heads of the offices of akim	once every 3 years
	chairpersons of commissions for the prevention and elimination of emergency situations (regions, cities and districts) and their deputies	once every 3 years
	chairpersons of evacuation (evacuation receiving) commissions (regions, cities and districts) and their deputies	once every 3 years
	heads of offices and their deputies	once every 5 years
	heads of divisions and their deputies	once every 5 years
	specialists of structural subdivisions (employees), specially authorized to solve tasks on organization and management of civil defense	once every 3 years
	heads of civil protection services (regions, cities and districts) and their deputies	once every 3 years
	specialists of civil protection services (regions, cities and districts)	once every 3 years
	heads of subdivisions on mobilization training, their deputies and specialists	once every 3 years
3.	Heads of educational organizations and mass media	once every 5 years
4.	Structural subdivisions, territorial bodies and subordinate organizations of the authorized body in the field of civil protection:	
	heads of structural subdivisions, departments, territorial bodies, subordinate organizations of the authorized body in the field of civil protection and their deputies	once every 5 years
	heads of structural subdivisions, departments, territorial bodies, subordinate organizations of the authorized body for emergency situations and their deputies	once every 5 years
	heads (deputies) and specialists of offices (divisions) for emergency situations of cities and districts	once every 3 years
	employees of territorial bodies of the department of the authorized body in the field of civil protection, engaged in the issues of training the population	once every 3 years

Note:

1. For newly appointed persons, whose official duties include solving tasks in the field of civil defense, advanced training is carried out within the first year of employment.

2. Trainees, who passed the training (re-training), shall be issued uniform certificates.

Appendix 2  
to the Rules for informing,  
propagating of knowledge, training  
of the population and specialists in  
the field of civil protection  
"Approved"  
Akim \_\_\_\_\_ region (city) -  
chief of civil defense  
\_\_\_\_\_ Surname, name,  
patronymic (if any)  
\_\_\_\_\_  
(signature)  
" \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_.

**Plan**

**for deployment of categories of groups with trainees for the training in the field of civil protection at the Department of Emergency Situations \_\_\_\_\_ region (city) for 20\_\_.**

No	Name Categories of trainees	Scope of training	Dates of training		Number of trainees (by cities and districts of the region)													
			Stationary method	Onsite method	Total	city	city	district	district	district	district	district	district	district	district	district		
1.																		
2.																		

Head of the Department of Emergency Situations  
\_\_\_\_\_ region (city)

\_\_\_\_\_  
(rank)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Surname, name, patronymic (if any)

Appendix 3  
to the Rules for informing,  
propagating of knowledge, training  
of the population and specialists in  
the field of civil protection

**LIST**

**of trainees to be trained at the territorial subdivisions of the department of the authorized body in the field of civil protection and periodicity of training**

No	Categories of trainees	Periodicity of training
1	2	3
1.	Akims of districts in a city, cities of district significance, villages, settlements, rural districts	once every 5 years

2.	Members of the Commission for emergency situations of cities, districts (urban and rural)	once every 3 years
3.	Workers of evacuation authorities of regions, cities of republican significance and capital	once every 3 years
4.	Members of city, district evacuation, evacuation receiving commissions	once every 5 years
5.	officials of city and district akimats	once every 5 years
6.	The leaders of the organizations designated to civil defense categories	once every 3 years
7.	Heads of organizations, enterprises, educational organizations and their deputies	once every 5 years
8.	Specialists (employees) of organizations, enterprises and educational institutions engaged in the issues of civil defense	once every 3 years
9.	Specialists of civil defense services	once every 3 years
11.	Commanders of civil protection formations (detachments, teams, units and posts)	once every 3 years
12.	Teachers of educational institutions in the disciplines "Physical culture", "Initial military training" and "Fundamentals of life safety"	once every 2 years
13.	Heads of pre-school institutions	once every 3 years
14.	Primary school class teachers of all types of general education schools	once every 5 years
15.	Leaders of training groups with workers and employees who are not part of the civil protection formation	once every 3 years
16.	Workers of recreation camps for labor and rest	annually
17.	Leaders and coordinators of volunteer organizations (groups)	once every 2 years
18.	Managers of hazardous production facilities	once every 3 years
19.	Specialists of hazardous production facilities	once every 3 years

**Note:**

1. For newly appointed persons, whose official duties include solving tasks in the field of civil defense, advanced training is carried out within the first year of employment.

2. Trainees, who passed the training (re-training), shall be issued uniform certificates.

Appendix 4  
to the Rules for informing,  
propagating of knowledge, training  
of the population and specialists in  
the field of civil protection  
"Approved"  
Head of the Department of  
Emergency Situations  
\_\_\_\_\_ region (city)





surname, name, patronymic (if any) name of organization, position)  
 passed a training (retraining) course in the amount of \_\_\_\_\_ hours.

Head \_\_\_\_\_

Seal \_\_\_\_\_

Surname, name, patronymic (if any) name of organization) (signature, Date)

Appendix 8  
 to the Rules for informing,  
 propagating of knowledge, training  
 of the population and specialists in  
 the field of civil protection

### Types of exercises, drills and classes in the field of civil protection

Item No.	Activity, topic	Composition of the trainees	Time frame	Responsible officers	Remark
1. At the republican level					
1.	Republican staff drill "Korgau" on topic: "Transition of the civil protection system of the Republic of Kazakhstan from peaceful to martial law "	Central and local executive bodies, their subordinate organizations; republican civil protection services; organizations	Annually	Committee for Emergency Situation of the Ministry of Internal Affairs of the Republic of Kazakhstan ( hereinafter referred to as the CES MIA)	
2.	Republican command and staff exercises "Koktem" on topic: "Preparation and conduct of rescue and other urgent work in the elimination of emergencies in the event of an unfavorable development of the flood situation in the spring period"	Central and local executive bodies, their subordinate organizations; republican civil protection services; organizations	Annually	CES MIA	
3.	Republican command and staff exercises "Kys" on topic: "Preparation and conduct of rescue and other urgent work in the elimination of emergency situations of the winter period"	Central and local executive bodies, their subordinate organizations; republican civil protection services; organizations	Annually	CES MIA	
	Republican command and staff exercises "Zher" on actions in	Central and local executive bodies, their subordinate			

4.	eliminating the consequences of a possible destructive earthquake in Kazakhstan	organizations; republican civil protection services; organizations	once every 3 years	CES MIA	
2. At the territorial level					
5.	Comprehensive exercises (in regions, cities and rural districts) on topics, determined by the head of civil defense of a particular territory	Head of civil defense, members of commission for prevention and liquidation of emergency situations, civil protection services, civil protection formations, organizations, evacuation bodies, population	once every 3 years (once every 2 years in the categorized cities and districts)	Local executive bodies of regions, cities Of the republican significance and the capital	
6.	The command and staff exercises of regions, cities and rural districts for liquidation of emergency situations and civil defense	Control bodies of territorial subsystems of the state civil protection system	Annually	Local executive bodies of regions, cities Of the republican significance and the capital	It is allowed to conduct within the framework of the republican command and staff exercises "Koktem", "Kys" and "Zher"
7.	The command and staff (staff) drills on the actions of the population, government bodies, civil protection units in the event of an earthquake	Control bodies of territorial subsystems of the state civil protection system, evacuation bodies, formation of civil protection	Annually	Local executive bodies of earthquake-prone regions	It is allowed to conduct within the framework of the republican command and staff exercise "Zher"
8.	The special tactical training exercises	Territorial civil protection formations, emergency response teams	Annually	Local executive bodies of regions, cities Of the republican significance and the capital	
3. In organizations					
	Comprehensive exercises for the				



9.	development of activities related to the threat and elimination of natural and man-made emergency situations, activities of the civil defense (the topic is determined by the head of the civil defense organization)	Employees of organizations	once every 3 years	Organizations, designated as civil defense categories	
10.	Facility-based drills	Employees of organizations, Students, learners and teachers of educational organizations, Medical staff	once every 3 years	Organizations, not designated as civil defense categories, Educational organizations, medical treatment-and-prophylactic institutions	
11.	Staff drills on transition of civil protection from peaceful to martial law	Employees of organizations	once every 2 years	Organizations, designated as civil defense categories	
12.	The special tactical training exercises for the preparation of civil protection units to perform tasks for the elimination of natural and man-made emergency situations and civil defense	Employees of organizations	once every a year	Organizations in which the facility-based civil protection formations have been created	It is allowed to conduct within the framework of the republican command and staff exercises "Koktem", "Kys" and "Zher"
13.	Drills: 1) on accident situations and incidents at hazardous production facilities; 2) seismic drills (for seismically hazardous regions); 3) mudflow drills (for mudflow hazardous regions); 4) in areas of possible flooding, floods, floods; 5) evacuation drills in the event of fires	Employees of organizations, Students, learners and teachers of educational organizations, educators and children in preschool education and training organizations	for items 1, 2 and 5 - quarterly for items 3, 4 - once a year before the beginning of the mudflow-hazardous, flood-hazardous periods	Organizations designated as civil defense categories, educational organizations and organizations of preschool education and training located in the calculated zone of the spread of an emergency situation	It is allowed to combine with the special tactical training exercises

14.	Training sessions	Leadership staff of organizations, personnel of civil protection units	Annually	Organizations designated as civil defense categories, as well as where there are territorial and facility-based civil defense formations	
4. Self-employed and unemployed population					
15.	Through involvement in exercises and drills. Independent study of manuals, memos, periodicals materials, viewing (listening) TV and radio broadcasts and official sources of Internet resources	Self-employed and unemployed population	Continuously	CES MIA	

**Appendix 9**  
 to the Rules for informing,  
 propagating of knowledge, training  
 of the population and specialists in  
 the field of civil protection  
 "Approved"  
 Akim \_\_\_\_\_ region (city) -  
 Head of civil defense  
 \_\_\_\_\_ Surname,  
 name, patronymic.  
 (if any)  
 \_\_\_\_\_  
 (signature)  
 " \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_ .

**PLAN**  
**for exercises and trainings in the field of civil protection**  
**in the territory of \_\_\_\_\_ region in 20\_\_\_\_.**

**1. Comprehensive exercises**

Name of a														
	January	February	March	April	May	June	July	August	September	October	November	December	Total	

Item No.	city, district													
1.	city													
2.	district													
3.	district													

**2. Command and staff exercises**

Item No.	Name of a city, district	January	February	March	April	May	June	July	August	September	October	November	December	Total
1.	city													
2.	district													
3.	district													

**3. Command and staff drills**

Item No.	Name of a city, district	January	February	March	April	May	June	July	August	September	October	November	December	Total
1.	city													
2.	district													
3.	district													

Note: for earthquake-prone regions

**4. Special tactical training exercises**

Item No.	Name of a city, district	January	February	March	April	May	June	July	August	September	October	November	December	Total
1.	city													
2.	district													
3.	district													

**5. Comprehensive exercises in organizations**

Item No.	Name of a city, district	January	February	March	April	May	June	July	August	September	October	November	December	Total
1.	city													
2.	district													
3.	district													

**6. Facility-based drills**

Item No.	Name of a city, district	January	February	March	April	May	June	July	August	September	October	November	December	Total
1.	city													
2.	district													
3.	district													

### 7. Training on accident situations and incidents

Item No.	Name of a city, district	January	February	March	April	May	June	July	August	September	October	November	December	Total
1.	city													
2.	district													
3.	district													

### 8. Seismic drills

Item No.	Name of a city, district	January	February	March	April	May	June	July	August	September	October	November	December	Total
1.	city													
2.	district													
3.	district													

Note: for earthquake-prone regions

### 9. Mudflow drills

Item No.	Name of a city, district	January	February	March	April	May	June	July	August	September	October	November	December	Total
1.	city													
2.	district													
3.	district													

Note: for mudflow hazardous regions

Head of the Department of Emergency Situations  
 \_\_\_\_\_ region (city)

\_\_\_\_\_  
 (rank)

\_\_\_\_\_  
 (signature)

\_\_\_\_\_  
 Surname, name, patronymic (if any)

of the population and specialists in  
the field of civil protection

"Approved"

Exercise commander

\_\_\_\_ Surname,  
name, patronymic.  
(if any)

\_\_\_\_\_  
(signature)

"\_\_" \_\_\_\_ 20\_\_.

## CALENDAR PLAN for preparation of comprehensive exercise

\_\_\_\_\_  
(name of organization)

Item No.	Name of activities	Deadline	Responsible officers	Completion mark
----------	--------------------	----------	----------------------	-----------------

1. Preparation for the exercise by commandment and control bodies:
  - 1) the study of guidelines and educational literature;
  - 2) conducting an integrated exercise;
  - 3) conducting reconnaissance of the district;
  - 4) development of documents on training.
2. Preparation of formations:
  - 1) the study of issues to be worked out in the course of the exercises, drills:  
with the commanders of the formations;  
with personnel.
  - 2) studying safety instructions, etc.
3. Preparation of workers and employees who are not part of the formation:
  - 1) the study of issues to be worked out in the course of the exercises, drills;
  - 2) passing standards;
  - 3) study of instructions for safety measures, etc.
4. Preparation of the population living near a potentially hazardous facility:
  - 1) working out the issues of notification;
  - 2) theoretical study of skills and abilities to be developed in the course of training;
  - 3) study of instructions for safety measures, etc.
5. Activities on (comprehensive support of civil protection formations) material and technical and medical support and means of first aid provision:
  - 1) providing the participants in the training with food, water, emergency supplies;
  - 2) provision of fuels and lubricants;
  - 3) provision of material and technical property and organization of technical maintenance of equipment;

4) ensuring the equipment of the personnel of civil protection formations according to the standard equipment of the participants in the training with first aid and medicines, etc.

Head of the exercise commandment staff \_\_\_\_\_  
(name of organization)

\_\_\_\_\_  
Surname, name, patronymic.(if any) (signature)

Appendix 11  
to the Rules for informing,  
propagating of knowledge, training  
of the population and specialists in  
the field of civil protection

"Approved"

Exercise commander

\_\_\_\_\_  
Surname,  
name, patronymic.  
(if any)

\_\_\_\_\_  
(signature)

"\_\_" \_\_\_\_\_ 20\_\_.

## PLAN

### for execution of the comprehensive exercise

\_\_\_\_\_  
(name of organization)

Topic: \_\_\_\_\_

Training targets:

for the management team:

for control bodies:

for commanders and personnel of formations:

for workers and employees who are not part of the formation:

for the population living near a potentially hazardous facility:

Date: time and total duration

List of participants \_\_\_\_\_

Conception of the exercise \_\_\_\_\_

\_\_\_\_\_  
Stages of the exercise, educational questions and time for practicing each of them:

The course of the exercise

Time:

Training questions:

The situation with a possible complication of the situation in the exercise for additional induction.

Action of the exercise commander.

Actions of deputies and assistants.

Expected actions from trainees.

First stage: (rank of the stage, its content, educational goal, time)

Second and subsequent stages:

Analysis of the exercise.

Head of the exercise commandment staff \_\_\_\_\_  
(name of organization)

\_\_\_\_\_  
Surname, name, patronymic.(if any) (signature)

Appendix 12  
to the Rules for informing,  
propagating of knowledge,  
training of the population and  
specialists in the field of civil  
protection  
"Approved"  
Exercise commander  
\_\_\_\_\_  
Surname,  
name, patronymic.  
(if any)  
\_\_\_\_\_  
(signature)  
" \_\_\_ " \_\_\_ 20\_\_.

## CALENDAR PLAN

### for preparation of the command and staff exercise

\_\_\_\_\_  
(name of organization)

Item No	Content of activities	Dates and time	Responsible officers
1. Conducting organization activities			
1.	Preparation of source data for the exercise planning		
2.	Reconnaissance of the exercise site and others		
2. Development of documents			
1.	Development of the execution plan		
2.	Development of organizational guidelines and other		
3. Preparation of the exercise commandment and controllers			
1.	Studying the regulatory documents		
2.	Methodological classes and other		
4. Preparation of the participants of exercises			
1.	execution of exercises		
2.	Studying the safety standards and regulations and other		

5. Preparation of training locations and training aids supply

1.	Checking the readiness of the control point, communications, notification and other		
----	---	--	--

Chief of Staff of the Exercise Commandment \_\_\_\_\_  
 (name of organization)

\_\_\_\_\_  
 Surname, name, patronymic (if any) (signature)  
 \_\_\_\_\_

Appendix 13  
 to the Rules for informing,  
 propagating of knowledge, training  
 of the population and specialists in  
 the field of civil protection  
 "Approved"  
 Exercise commander  
 \_\_\_\_\_ Surname,  
 name, patronymic.  
 (if any)  
 \_\_\_\_\_  
 (signature)  
 " \_\_\_ " \_\_\_\_\_ 20\_\_.

**PLAN**  
**for execution of the command and staff exercises**

- 1. Topic:  
\_\_\_\_\_
- 2. Training targets:  
\_\_\_\_\_
- 3. Time:  
\_\_\_\_\_
- 4. List of participants:  
\_\_\_\_\_
- 5. Opening situation:  
\_\_\_\_\_

**Procedure for execution of the exercise**

Time		Training issues	Situation (input content)	Work of the head, deputies, controllers	Expected actions of the trainees
Operational	Astronomic				
1	2	3	4	5	6
First stage (name of stage, goal, time)					
Second stage (name of stage, goal, time)					

Analysis (place and time)



Chief of Staff of the Exercise Commandment \_\_\_\_\_  
 (name of organization)

\_\_\_\_\_  
 Surname, name, patronymic (if any) (signature)

Appendix 14  
 to the Rules for informing,  
 propagating of knowledge, training  
 of the population and specialists in  
 the field of civil protection

"Approved"  
 Head of civil defense

\_\_\_\_\_  
 (name of organization)

\_\_\_\_\_  
 Surname,  
 name, patronymic.  
 (if any)

\_\_\_\_\_  
 (signature)

" " 20 .

**CALENDAR PLAN**  
**for preparation for special tactical training exercises**  
**with \_\_\_\_\_**  
**(name of formations)**

Activities	Completion period	Executives
1. Studying the area of the exercise. 2. Development of documents for execution of the exercise: - exercise plan; - private work plans; - simulation plan. 3. Conducting an instructor-methodical lesson with the leadership of the exercise. 4. Preparing trainees for learning. 5. Preparation of work and simulation sites at the facility. 6. Carrying out measures for the material and technical support of the exercise. 7. Review of the readiness of formations, areas of work and imitation for the exercise.		

Chief of Staff of the Exercise Commandment \_\_\_\_\_  
 (name of organization)

\_\_\_\_\_  
 Surname, name, patronymic (if any) (signature)

Appendix 15  
 to the Rules for informing,

propagating of knowledge, training  
of the population and specialists in  
the field of civil protection

"Approved"  
Chief of civil defense

\_\_\_\_\_  
(name of organization)

\_\_\_\_\_  
Surname,  
name, patronymic.  
(if any)

\_\_\_\_\_  
(signature)

"\_\_" \_\_\_\_ 20\_\_.

## PLAN

for execution of special tactical training exercises

with \_\_\_\_\_

(name of formations)

Topic:

\_\_\_\_\_  
Training targets:

\_\_\_\_\_  
Time (indicate the calendar period):

Composition of the trainees (indicate the list of engaged formations):

\_\_\_\_\_  
Material and technical supply:

\_\_\_\_\_  
Tactical situation: (to be provided textually and, if necessary, supplemented by a diagram)

:

### Course of the exercise

Time	Training issues	Situation (entry nature)	Actions of the head	Actions of the trainees

First stage: Getting the formations fully operational.

Second stage: Movement to the area of accident rescue and urgent works.

Third stage: Conducting accident rescue and urgent works.

Fourth stage: Completion accident rescue and urgent works  
and withdrawal from the lesion focus (infection zone).

Analysis of the exercise.

Chief of Staff of the Exercise Commandment \_\_\_\_\_

(name of organization)

\_\_\_\_\_

Surname, name, patronymic (if any)

(signature)

\_\_\_\_\_

Appendix 16  
to the Rules for informing,  
propagating of knowledge, training  
of the population and specialists in  
the field of civil protection

"Approved"

Training leader

\_\_\_\_\_ Surname,  
name, patronymic.  
(if any)

\_\_\_\_\_ (signature)

"\_\_" "\_\_\_\_\_" 20\_\_.

**PLAN**

**for execution of the accident situations and incident drills**

1. Topic:

\_\_\_\_\_

2. Training targets:

\_\_\_\_\_

- for the management team:

\_\_\_\_\_

- for the personnel of the formations:

\_\_\_\_\_

- for workers, employees, students and students not included  
in the formation: \_\_\_\_\_

- for the population not employed in production and services:

\_\_\_\_\_

3. Time:

\_\_\_\_\_

4. List of participants:

\_\_\_\_\_

5. Opening situation:

\_\_\_\_\_

**Course of the training**

Time	Training issues	Situation (entry nature)	Actions of the head	Actions of the trainees

Analysis of the training.

Appendix:

1. The list and content of introductory notes, methods and time of their delivery.

2. Scheme of places of practical actions with the plotted situation.

Chief of Staff of the Training Leadership \_\_\_\_\_  
 (name of organization)

\_\_\_\_\_  
 Surname, name, patronymic (if any) (signature)

Appendix 17  
 to the Rules for informing,  
 propagating of knowledge, training  
 of the population and specialists in  
 the field of civil protection  
 "Approved"  
 Training leader  
 \_\_\_\_\_ Surname,  
 name, patronymic.  
 (if any)  
 \_\_\_\_\_  
 (signature)  
 " \_\_ " \_\_\_\_\_ 20 \_\_.

**CALENDAR PLAN  
 for preparation of the facility-based drills**

\_\_\_\_\_  
 (name of organization)

Item No.	Name of activities	Period for performance	Responsible officers	Completion mark
1	Preparation of the training leadership and the control bodies 1. Studying guidelines and educational literature 2. Carrying out facility-based drills. 3. Carrying out reconnaissance of the area. 4. Development of documents on facility-based drills.			
2	Preparation of formations 1. Studying the issues to be worked out in the course of the training : - with the commanders of the formations; - with personnel. 2. Studying safety instructions, etc.			
3	Preparation of workers and employees not included to the formations 1. Studying the issues to be worked out in the course of the training . 2. Delivery of standards. 3. Studying safety instructions, etc..			
4	Preparation of the population living near a potentially hazardous facility 1. Working out the issues of notification. 2. Studying the questions to be worked out during the training . 3. Studying safety instructions.			

5	Activities on material and technical and medical support activities 1. Providing training participants with food, water, basic necessities. 2. Provision of fuels and lubricants. 3. Provision of spare parts and organization of technical maintenance of equipment. 4. Providing training participants with first aid equipment and medicines, etc.			
---	--	--	--	--

Chief of Staff of the Training Leadership \_\_\_\_\_  
 (name of organization)

\_\_\_\_\_  
 Surname, name, patronymic (if any) (signature)

Appendix 18  
 to the Rules for informing,  
 propagating of knowledge, training  
 of the population and specialists in  
 the field of civil protection  
 "Approved"  
 Training leader  
 \_\_\_\_\_ Surname,  
 name, patronymic.  
 (if any)  
 \_\_\_\_\_  
 (signature)  
 " " \_\_\_\_\_ 20\_\_.

**PLAN**  
**for execution of facility-based drills**

\_\_\_\_\_  
 (name of organization)

- Topic:  
 \_\_\_\_\_
- Training targets:  
 For management team:  
 \_\_\_\_\_
- For control bodies:  
 \_\_\_\_\_
- For commanders and personnel of the formations:  
 \_\_\_\_\_
- For workers and employees not included to the formations:  
 \_\_\_\_\_
- for the population living near a potentially hazardous facility:  
 \_\_\_\_\_

Time: calendar time limits and total duration

List of participants:

\_\_\_\_\_

Training concept

\_\_\_\_\_

Training stages, training issues and time to practice each of them: \_\_\_\_\_

**Course of the Training**

Time	Training issues	Situation (entry nature)	Actions of the head	Actions of the trainees

First stage: (name of the stage, its content, training target, time)

Second and subsequent stages.

Analysis of the training.

Chief of Staff of the Training Leadership \_\_\_\_\_  
(name of organization)

\_\_\_\_\_  
Surname, name, patronymic (if any)

\_\_\_\_\_  
(signature)

Appendix 19  
to the Rules for informing,  
propagating of knowledge, training  
of the population and specialists in  
the field of civil protection

"Approved"

Training leader

\_\_\_\_\_  
Surname,  
name, patronymic.  
(if any)

\_\_\_\_\_  
(signature)

" \_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_.

**PLAN**

**for execution of general seismic drills**

\_\_\_\_\_  
**(name of organization)**

Topic: "Actions of the management team, workers and employees of (name of organization) in an earthquake".

Training targets:

General – to check the readiness of (name of organization) for protection measures in an earthquake.

For the management team – to obtain practical skills in organization and execution of protection measures in an earthquake.

For personnel of formations - to improve practical skills in communication, equipment and readiness for execution of rescue works.

For workers and employees - to work out the skills of practical actions and correct behavior in an earthquake.

Time: by decision of the head of the organization.

Venue: production and administrative buildings, structures, territory of organization.

Participants of seismic drills: the entire collective of the organization.

Training issue: practical actions of the management team, workers and employees of (name of organization) in an earthquake during stay at the working places.

Material support and literature:

1. Plan for protection from emergency situations of (name of organization) in an earthquake.

2. Action plans of officials after an earthquake.

3. Table of the possible condition of buildings, possible losses and expected damage after an earthquake.

4. Block plans of emergency evacuation of the working personnel.

5. Block plans of relatively safe territory of the organization.

Chief of Staff of the Training Leadership \_\_\_\_\_  
(name of organization)

\_\_\_\_\_  
Surname, name, patronymic (if any)

\_\_\_\_\_  
(signature)

### Procedure for execution of general seismic drill in organization

Actions of the head	Actions of the heads of structural subdivisions, controllers	Actions of workers and employees
1	2	3
Practical activities of the managerial staff, workers and employees.		
On the day of the drills, the head of the organization, at a meeting of the management team, hears the heads of structural subdivisions about the readiness to conduct seismic drills, determines the	The heads of structural subdivisions, having arrived at their workplaces, through the foremen and other leaders of the lower levels, reminds the established signal of the beginning of an earthquake, the order of actions of workers and employees, the need to comply with safety measures. Deputy heads of the organization, controllers, a few	Having received a reminder from the foreman or another head of the lower level about the readiness for seismic drill, each worker and employee determines a relatively safe place - a shelter for the period of tremors, outlines for himself the shortest path to the main (emergency) exit, prepares for the possible use of personal protective equipment (a gauze and cotton dressing or dust-proof cloth mask puts it in a pocket.

<p>time, the procedure for communicating the signal established in the organization about the beginning of an earthquake, specifies the places for his deputies and controllers.</p> <p>At the set time, a signal is given about the beginning of an earthquake, deputy heads and controllers observe the actions of the heads of structural subdivisions, workers and employees.</p>	<p>minutes before the submission of the signal established in the organization, arrive at structural subdivisions. Sounds (or other preset signals) turn on. Heads of structural subdivisions announce: "Earthquake! Leave the building immediately!" (for floors 1-2), "Earthquake! Take safe places!" (for the rest), after the end of the aftershocks, they announce: "Everyone needs to leave the building immediately!", the heads of structural subdivisions organize the withdrawal of people from the building, check the presence of people at the gathering site and report the results to the leadership of the organization (chief of staff of the civil defense).</p>	<p>Workers and employees: - of 1-2 floors - run out of the building through the main (emergency) exits and follow to the gathering site (place) of people. If (taking into account the small margin of time - 15-20 sec.) They do not have time to run out of the building during the period of shocks, then they occupy relatively safe places, and then quickly leave the building - on the upper floors - at the beginning of the first shock, they occupy relatively safe places, and at the end of the shocks, they quickly leave the building and follow to the gathering place of people, where the injured, if necessary, receive first aid.</p>
<p>The chief of staff of the civil defense gives the command to alert the formations.</p>	<p>The commanders of the formations announce the gathering of personnel, check their presence, (if necessary) equip the personnel and report to the chief of staff of the civil defense about their readiness to rescue the people remaining in the building, extinguishing fires, providing first aid to victims, and enforcing the public order.</p>	<p>the personnel of formations arrives to previously established places, receive equipment (if necessary) and gets ready to conduct search and rescue and other emergency operations.</p>
<p>Summarizing the results of seismic drills</p>		
<p>The head at the meeting hears his deputies, controllers, heads of structural subdivisions, sums up the results of the general seismic drills, analyzes the actions of the management team, workers and employees, gives instructions on how to eliminate identified deficiencies, determines the time for managers to conduct private analysis, additional classes, private seismic drills.</p>	<p>The heads of structural subdivisions determinate the assessment of their actions and the actions of their subordinates, identified shortcomings, outline ways to eliminate them, prepare materials for private analysis in their workshops. At the time specified by the head of the organization, the results of seismic drills with workers and employees are summed up. If necessary, additional classes, private seismic drills are held. At the summing up, the deputy heads of the organization, controllers are present and speak</p>	<p>The workers and employees determinate the mistakes made, clarify their actions, exchange experiences.</p>
<p>The head of organization issues an order by results of the seismic drills, provide to the district department (office) of emergency situations and the superior control body a report (information) about the performed seismic drills.</p>		

Chief of Staff of the Training Leadership \_\_\_\_\_  
(name of organization)

\_\_\_\_\_  
Surname, name, patronymic (if any) (signature)



propagating of knowledge, training  
of the population and specialists in  
the field of civil protection

"Approved"

Training leader

\_\_\_\_\_  
Surname,  
name, patronymic.  
(if any)

\_\_\_\_\_  
(signature)

" \_\_\_\_ " \_\_\_\_ 20 \_\_\_\_ .

## CALENDAR PLAN

### for preparation and execution of mudflow drills

No	Activities	Period for performance	Control of execution	Responsible officers
1.	Site reconnaissance, approach routes, work site.			
2.	Development of documents for carrying out the drills.			
3.	Delivery of the order to conduct the exercise to the commanders of the formations involved in the drill.			
4.	Conducting an instructor-methodical lesson with commanders of accident rescue services and formations involved in the drill.			
5.	equipment and property to ready for use condition; bringing the population gathering points to ready for use condition; installation of a street map stand at a visible place, indicating the population gathering point; hanging out signs in the direction of the population gathering point			
6.	Organizing the communication and maintaining public order during the period of the drill.			
7.	Check the state of readiness of warning equipment, outdoor loudspeakers, mobile warning devices.			
8.	Implement the plan for execution of the drill.			
9.	General formation of the drill participants, analysis of the drill, summing up.			

Chief of the staff of the drill –

Head of the Department (Office) of emergency situations of a city(district)

\_\_\_\_\_  
Surname, name, patronymic.(if any)

\_\_\_\_\_  
(signature)

Appendix 21  
to the Rules for informing,  
propagating of knowledge, training  
of the population and specialists in  
the field of civil protection

"Approved"

Training leader

\_\_\_\_\_  
Surname,  
name, patronymic.

(if any)

(signature)

"\_\_" \_\_\_\_\_ 20\_\_.

## PLAN

### for preparation and execution of an evacuation drill in the event of a fire

Topic: "Actions of the teaching staff and students in the event of a fire in \_\_\_\_\_".

Training targets:

General – check the readiness of the educational institution to carry out civil protection measures in the event of a fire in \_\_\_\_\_.

For the management, teaching staff (educators) - to acquire practical skills in organizing and conducting civil protection measures in the event of a fire in \_\_\_\_\_.

For students (children) - to develop the skills of competent actions and correct behavior in the event of a fire in the school.

Time of performance – \_\_\_\_\_.

Venue – the building and the territory of the school.

Participants of evacuation drill in case of fire: management, teaching staff, students (educators, children).

Training issue: practical activities of the teachers and students in occurrence of a fire in \_\_\_\_\_.

Material support and literature:

Memo, booklets on the actions of the population in the event of a fire.

Plan-diagram of emergency evacuation of students (children) from the building.

Plan-diagram of a safe area near the building.

Technical means of notification.

Means of equipping civil protection units.

## PROCEDURE FOR CONDUCTING THE EVACUATION DRILL IN THE EVENT OF A FIRE

Actions of the head	Actions of teachers (class teachers , educators)	Actions of the students ( Children)
1	2	3
Preparation period		
	Class teachers (educators) specify the plan for evacuating students ( children) from the building, the location of classes (groups) in the adjacent safe area. The class teacher (Educator) _____	They study memos, brochures about the actions of the population in the event of a fire in the school. Clarify the route of movement from the school building, the location of the

At the meeting, the order on the preparation and conduct of the drill is brought to the management and teaching staff (educators).	prepares his class (group) and shows the actions of students (children) during the drill to all the staff of teachers involved.	class on the school grounds. Learn to provide mutual assistance. Prepare (make) gauze and cotton dressings for possible use.
Management, controllers control the conduct of the drills with students, provide practical assistance in conducting them	Class teachers (educators) conduct practical drills at non-regular time (break), introducing the spirit of competition and game elements into each drill, ensure that the actions of students are deliberate, competent.	Participate in practicing actions in the event of a fire (as part of a class, group).
The chief of staff clarifies with the commanders of the civil protection formations the state of readiness of the formations to work to eliminate the consequences of a fire.	The commanders of the rescue group, a sanitary post, a firefighting unit, and a public order protection group clarify the personnel, functional duties, the procedure for equipping, conduct practical exercises on rescuing people, extinguishing a fire, providing first aid to the injured.	
Practical actions of the teaching staff and students during the evacuation drill in the event of a fire		
Before the start of classes, the head of the educational organization at a meeting of the management and teaching staff hears the responsible persons (briefly) about the readiness to conduct an evacuation training in the event of a fire, specifies the time, the procedure for bringing the set signal to work out the practical part of the evacuation drill in the event of a fire, determines the places for the controllers and the management staff.	All teachers (educators) conducting the first lesson briefly remind students of the set signal about a fire, about the actions of students on this signal, the meeting place after leaving the building. Pay attention to compliance with safety measures during evacuation drill in the event of a fire.	Each student (child) prepares a gauze and cotton dressing for possible use and puts it in his pocket.
2-3 minutes before the end of the lesson before the big break, a set fire signal is given.	Teachers (educators) conducting classes declare "Fire".	Students (children) put on gauze and cotton dressings, ready to leave the classroom on command.
The management team monitors the actions of teachers and students (educators and children).	Teachers (educators) give the command "Evacuation". After the students of the class (children of the group) occupy the established safe place, the teacher checks the presence of students according to the class journal, and reports the result to the director. Commanders of civil protection formations, after people leave the building, announce the gathering of the personnel of the formations, through the chief of staff equip	Students (children) in an organized manner, without creating panic, under the command of the teacher (educator), quickly leave the building and take the place set for the class in the adjacent safe territory. If necessary, provide assistance to the injured. The personnel of the civil protection units participate in the rescue of people remaining in the building, the localization of the fire,

	them and organize the rescue of people remaining in the building, extinguishing the fire, providing first aid to victims, maintaining public order.	the provision of first aid to the injured, and the protection of public order. One of the firefighters on the fire extinguishing unit turns off the general electrical switch.
Summing up the results of the evacuation drill in the event of a fire		
At a meeting of the permanent staff, the director of the school hears (briefly) deputies, controllers, sums up the results of the evacuation drill in the event of a fire, analyzes the actions of teachers and students (educators and children), gives recommendations for eliminating identified deficiencies, determines the time of the instructors for conducting a private analysis.	Teachers (educators) at a meeting to summarize the results of evacuation drill in the event of a fire understand the assessment of their actions, identified shortcomings, determine ways to eliminate them, prepare material for private analysis in classes (groups).	
The head of civil defense - the head of the educational organization submits to the district (city) department for emergency situations a report (report) on the conducted evacuation drills in the event of a fire.	Teachers (educators) conducting evacuation drills in the event of a fire, at the time set by the director, conduct a private analysis with students (children).	Students (children) understand the mistakes they made during the evacuation drill in the event of a fire and eliminate them during the next drill.

Chief of Staff of the Training Leadership \_\_\_\_\_  
(name of organization)

\_\_\_\_\_  
Surname, name, patronymic (if any)

\_\_\_\_\_  
(signature)

Appendix  
to the order of the Minister of  
Internal Affairs  
of the Republic of Kazakhstan  
dated July 2, 2020  
No. 494

**List of certain invalidated orders  
of the Minister of Internal Affairs of the Republic of Kazakhstan**

1. Order of the Minister of Internal Affairs of the Republic of Kazakhstan dated April 20, 2015 No. 381 "On approval of the Rules for informing, propagating of knowledge, training of the population and specialists in the field of civil protection" (registered with the Ministry of Justice of the Republic of Kazakhstan dated May 22, 2015 No. 11134).

2. Order of the Minister of Internal Affairs of the Republic of Kazakhstan dated November 14, 2016 No. 1057 "On amendments and additions to the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated April 20, 2015 No. 381 "On approval of the Rules for informing, propagating of knowledge, training of the population and specialists in the field of civil protection" (registered with the Ministry of Justice of the Republic of Kazakhstan dated December 23, 2016 No. 14562).

3. Clause 10 of the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated December 13, 2019 No. 1064 " On amendments and additions to certain orders of the Minister of Internal Affairs of the Republic of Kazakhstan and the Minister of Emergency Situations of the Republic of Kazakhstan" (registered with the Ministry of Justice of the Republic of Kazakhstan dated December 18, 2019 No. 19738).

© 2012. «Institute of legislation and legal information of the Republic of Kazakhstan» of the Ministry of Justice of the Republic of Kazakhstan