

**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*

"AGREED"

Minister of Agriculture  
of the Republic of Kazakhstan

"AGREED"

Ministry of Information and

Social Development  
of the Republic of Kazakhstan

"AGREED"

Ministry of Justice  
of the Republic of Kazakhstan

"AGREED"

Ministry of Education and Science  
of the Republic of Kazakhstan

"AGREED"

Ministry of Healthcare  
of the Republic of Kazakhstan

"AGREED"

Ministry of Industry and Infrastructural  
Development of the Republic of Kazakhstan

"AGREED"

Ministry of Digital Development, Innovations and  
Aerospace Industry

of the Republic of Kazakhstan

"AGREED"

Ministry of Energy  
of the Republic of Kazakhstan

"AGREED"

Ministry of Ecology, Geology and  
Natural Resources

of the Republic of Kazakhstan

"AGREED"

Ministry of Trade and Integration  
of the Republic of Kazakhstan

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

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

Footnote. The Rules as amended by the order of the Acting Minister of Emergency Situations of the Republic of Kazakhstan dated September 5, 2024, № 348 (shall enter into force ten calendar days after the date of its first official publication).

## **Chapter 1. General Provisions**

1. These Rules for informing, propaganda 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 subparagraph 70-13) of paragraph 1 of Article 12 of the Law of the Republic of Kazakhstan "On Civil protection" (hereinafter referred to as the Law) and shall determine the procedure for informing, propaganda of knowledge, training of the population and specialists in the field of civil protection.

2. Information, propaganda of knowledge, and training of the population and specialists in the field of civil protection shall be carried out to acquire knowledge and skills in organizing and implementing civil protection measures, skills in actions in emergencies, conducting emergency rescue and urgent work, knowledge of the basic techniques and methods of self-rescue and mutual assistance, and the maximum reduction of possible losses among the population and material damage.

3. When training the population and specialists in the field of civil protection, theoretical and practical forms of training shall be comprehensively used, such as lectures, seminars, class-group classes, training and interactive classes.

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

4. The authorized body in the field of civil protection (hereinafter referred to as the Authorized body) and its territorial divisions shall ensure that the population is informed in advance if there is a forecast of the threat of an emergency, and shall organize the propaganda of knowledge in the field of civil protection in accordance with the powers vested in them by the Law.

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

6. Information about emergencies that threaten the safety and health of citizens shall be public and open and shall be transmitted to the population through the civil protection warning system and the media.

7. Monitoring services, controlling the situation and forecasting emergencies of natural and man-made origin (seismological service, mudflow warning systems, radiation safety control and others) for warning, in the event of a threat of an emergency on the territory of the Republic of Kazakhstan and (or) on the border territory of neighboring states, shall immediately provide the necessary information indicating its characteristics to the relevant territorial division of the authorized body.

8. Information about the threat or occurrence of emergencies shall be transmitted to the population through the civil protection warning system, through the networks of communication operators and television and radio broadcasting, including through the networks of cellular operators by transmitting free text messages, as well as through the

means of warning legal entities providing services to the population in places of mass gathering and public transport.

9. Instructors of hazardous industrial facilities shall immediately notify the population within the estimated emergency zone in the event of a threat or occurrence of a man-made emergency 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 knowledge in the field of civil protection**

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

12. Territorial divisions of the authorized body, together with local executive bodies, shall carry out the propaganda of knowledge in the field of civil protection in accordance with the propaganda plan.

13. The plan for propaganda of knowledge in the field of civil protection shall be developed by the territorial division of the authorized body by December 25 annually and approved by local executive bodies, in the form according to Appendix 1 to these Rules.

14. Propagating knowledge in the field of civil protection shall include the following:  
organizing public propaganda through the media, including by creating special programs on republican and regional (city) television channels on the procedure for action in emergencies;

organizing regular publications in print, on internet resources, in social networks, and broadcasts on television and radio networks, promoting knowledge in the field of civil protection, safety rules at home and at work.

15. The propaganda of knowledge in the field of civil protection shall also be carried out during the 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 Section 1. Procedure for training in organizations and educational institutions of the authorized body**

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

17. The plan for training and retraining of the management staff and specialists of central and local executive bodies in the field of civil protection shall be developed by the authorized

body based on applications from central and local executive bodies and approved by the authorized body in the field of civil protection.

18. The list of officials subject to training in organizations and educational institutions of the authorized body in the field of civil protection and the frequency of training shall be determined in accordance with Appendix 2 to these Rules.

19. For persons newly appointed to positions that organize and conduct civil protection activities, training in the field of civil protection shall be carried out within the first six months from the date of appointment.

20. The training shall be conducted in accordance with the curriculum for the training of instructors, specialists of governing bodies and civil protection forces, training the population in methods of protection and actions in the event of emergencies and military conflicts or as a result of these conflicts, approved by the order of the Minister of Emergencies of the Republic of Kazakhstan dated May 20, 2014 № 235 "On approval of the curriculum for the training of instructors, specialists of governing bodies and civil protection forces, training the population in methods of protection and actions in the event of emergencies and military conflicts or as a result of these conflicts" (registered in the State Register of Normative Legal Acts under № 9509), (hereinafter referred to as the Curriculum).

21. When conducting training using materials containing classified information, it shall be necessary to strictly comply with the requirements of regulatory legal acts on the protection of state secrets of the Republic of Kazakhstan.

22. Upon completion of the training, final testing shall be conducted. The content of the final tests shall be approved by the heads of the organizations and educational institutions of the authorized body implementing the training.

23. Upon completion of the training, students who are not admitted or who demonstrate an unsatisfactory level of knowledge upon passing the final test shall not be issued certificates of completion of training or retraining in the field of civil protection.

24. Students who have completed the training and passed the final testing shall be issued certificates of completion 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 № 857 "On the establishment of a unified certificate of completion of training or retraining in the field of civil protection" (registered in the State Register of Normative Legal Acts under № 12292), (hereinafter referred to as the Certificate).

## **Section 2. Procedure for organizing training in territorial divisions of the authorized body**

25. Training in the territorial divisions of the authorized body shall be carried out in accordance with the Plan for staffing categories of groups with students for training in the field of civil protection in the form according to Appendix 3 to these Rules.

26. The plan for staffing categories of groups with students for training in the field of civil protection shall be developed by the territorial division of the authorized body and approved by the local executive body.

27. The list of students subject to training in the territorial divisions of the authorized body in the field of civil protection and the frequency of training shall be determined in accordance with Appendix 4 to these Rules.

28. For persons newly appointed to positions that organize and conduct civil protection activities, training in the field of civil protection shall be carried out within the first six months from the date of appointment.

29. Study groups for conducting training shall be formed primarily from individuals of the same or similar categories of trainees in terms of their functional responsibilities.

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

31. One week before the start of the training process, the head of the territorial division of the authorized body conducting the training shall approve a schedule for conducting classes on civil protection in the form in accordance with Appendix 5 to these Rules.

32. When organizing training sessions, class instructors shall ensure maximum use of educational equipment and means of supporting the educational process.

33. Instructors shall take measures to prevent injuries to students, establish the necessary safety requirements for handling technology, equipment, personal protective equipment and devices during classes, and promptly communicate these requirements to students.

34. When conducting training using materials containing classified information, it shall be necessary to strictly comply with the requirements of regulatory legal acts on the protection of state secrets of the Republic of Kazakhstan.

35. The training supervisors shall keep records of the training sessions and the attendance of the trainees in the training logs for trainees in the field of civil protection and the issuance of certificates in the form in accordance with Appendix 6 to these Rules.

36. The registration logs of students' training in the field of civil protection and the issuance of certificates shall be kept in the territorial divisions of the authorized body in the field of civil protection.

37. At the end of the training, a final test shall be conducted.

38. Upon completion of the training, certificates shall not be issued to students who are not admitted or who demonstrate an unsatisfactory level of knowledge upon passing the final test.

39. Students who complete the training and pass the final testing shall be issued certificates of completion.

### **Section 3. Procedure for training employees of organizations classified as civil protection at their place of work**

40. Training of employees of organizations classified as civil protection shall be planned and conducted annually in accordance with the Training Program approved by the authorized body in the field of civil protection.

41. Employees of organizations classified as civil protection shall undergo training at their place of work within working hours.

42. By decision of the management, employees of organizations classified as civil protection may undergo training in organizations and educational institutions of the authorized body and other specialized training centers on a contractual basis.

43. To implement training for employees of organizations classified as civil protection, depending on the number of employees, organizations shall have the following:

with a workforce of up to 100 people – a set of equipment for conducting civil protection training, one civil protection corner;

The set of resources for conducting classes on civil protection shall include: posters, diagrams and slides on the topics of the classes the following;

Civil protection corner – an information and reference stand with materials for promoting knowledge and informing employees of organizations on issues of protection from dangers arising in emergencies and military conflicts;

with a workforce of over 100 people – a multi-disciplinary office or a civil protection corner in each administrative and industrial building.

44. The multidisciplinary classroom shall include the following:

a teacher's workstation, a board, a projector, student workstations and educational process support equipment, including regulatory legal documents in the field of civil protection and educational literature.

45. In organizations classified as civil protection, with a workforce of over 1,000 people, it shall be permitted to conduct training for the organization's employees through online courses, followed by testing and the issuance of certificates of completion of training in the field of civil protection.

46. Lists of study groups, instructors and class schedules shall be approved by the head of the organization.

47. Training of employees of organizations classified as civil protection shall be conducted by instructors of civil protection training groups who have completed training in the territorial divisions of the authorized body or in organizations and educational institutions of the authorized body in accordance with the established deadlines and who have the appropriate certificates.

48. Classes shall be held during working hours in accordance with the curriculum.

49. Conducting classes in accordance with the schedule and the presence of students at them shall be carried out by the head of classes in the journal of classes conducted, in the form according to Appendix 7 to these Rules, which shall be maintained for each study group.

50. The journals of completed classes shall be kept in organizations for one year after completion of training.

51. Upon completion of training, final testing shall be conducted. The content of the final tests shall be approved by the head of the organization conducting the training. Training and testing of the organization's employees may be conducted interactively using appropriate computer programs.

52. Upon completion of the training, certificates shall not be issued to students who are not admitted or who demonstrate an unsatisfactory level of knowledge upon passing the final test.

53. Students who have completed the training and passed the final test shall be issued a certificate of completion of training in the field of civil protection in the form according to Appendix 8 to these Rules.

#### **Section 4. Procedure for training personnel of civil protection units at the place of work**

54. Training of personnel of civil protection units of organizations classified and not classified as civil protection shall be planned and conducted annually at the place of work, in accordance with the Training Program.

55. By decision of the head of the organization, commanders and personnel of civil protection facility formations shall undergo training in organizations and educational institutions of the authorized body and other specialized training centers on a contractual basis

56. Training of personnel of civil protection units shall be carried out by the instructors of civil protection training groups and commanders of civil protection units who have completed training in the territorial divisions of the authorized body or in organizations and educational institutions of the authorized body in accordance with the established deadlines and who have the appropriate certificates.

57. Theoretical material shall be studied to a minimum extent, ensuring the correct and precise execution of practical techniques and actions by the trainee. Modern training programs, videos, posters, and other visual aids shall be used.

58. Classes shall be held during working hours, in accordance with the Curriculum.

59. Testing of individual knowledge of personnel shall be carried out during testing, and of the formation as a whole during the exercises and training sessions provided for in these Rules.

60. The knowledge test of the personnel of civil protection units shall be mandatory carried out by the head of the training session or the commanders of the civil protection units.

61. Practical training shall be organized and conducted by commanders of civil protection formations.

62. Civil protection units shall be involved in training and drills in full force, with the necessary amount of special equipment, gear, tools, and materials.



63. The head of the organization creating civil protection units shall be permitted, based on local conditions, taking into account the purpose of a specific civil protection unit and the level of training of personnel, to clarify the content of the topics in the Curriculum and the number of hours for their study, without reducing the overall training time, and shall also to additionally include topics for improving the skills of trainees in providing first aid and increasing the psychological stability of the personnel of civil protection units when working in emergency zones.

64. Civil protection unit commanders shall organize and conduct practical training and also evaluate the quality of assimilation of educational material by personnel during exercises and training.

65. Civil protection unit commanders shall conduct training sessions with personnel at training sites. During the sessions, they shall monitor the level of material assimilation and readiness to operate within the unit.

66. When organizing training, commanders of civil protection units shall ensure maximum use of training equipment and means of supporting the training process.

67. During training, it shall be necessary to pay constant attention to the moral and psychological preparation of personnel, developing confidence in the reliability and effectiveness of the use of special equipment, gear and tools, cultivating resilience, and readiness to perform official duties in a difficult situation, with high levels of organization and discipline.

68. Lists of study groups, class instructors and the schedule of classes on civil protection shall be approved by the head of the organization.

69. Conducting classes in accordance with the schedule, and the presence of students at them shall be carried out by the head of classes in the journal of classes conducted, in the form according to Appendix 6 to these Rules, which is maintained for each study group.

70. The journals of completed classes shall be kept in organizations for one year after completion of training.

71. To practice their skills and consolidate the acquired knowledge, personnel within the civil protection formation shall be involved in the exercises and training sessions provided for in these Rules.

72. At the end of the training, a final test shall be administered. The content of the final tests shall be approved by the head of the organization conducting the training.

73. Upon completion of the training, certificates shall not be issued to students who are not admitted or who demonstrate an unsatisfactory level of knowledge upon passing the final test.

74. Students who have completed the training and passed the final test shall be issued a certificate of completion of training in the field of civil protection in the form according to Appendix 8 to these Rules.

## **Section 5. Training of employees of organizations not classified as civil protection, the self-employed and the non-working population**

75. Training of employees of organizations not classified as civil protection categories of the self-employed and non-working population shall be carried out by participating in exercises and training sessions provided for in these Rules.

76. The study of emergency protection issues shall be carried out independently, by listening to radio broadcasts, viewing Internet resources, television programs, studying memos, leaflets and booklets, attending events held on the topic of preventing and eliminating emergencies.

77. At the request of an organization, territorial divisions of the authorized body may organize on-site training sessions with employees of organizations on specific topics.

78. Employees of organizations not classified as civil protection may undergo training in organizations and educational institutions of the authorized body and other specialized training centers on a contractual basis.

## **Chapter 5. Procedure for organizing exercises and training in the field of civil protection**

79. To practice skills and consolidate acquired knowledge, the population and specialists in the field of civil protection shall be involved in exercises, training sessions and classes in accordance with the types of exercises, training sessions and classes in the field of civil protection according to Appendix 9 to these Rules.

80. The plan for conducting exercises and training in the field of civil protection at the territorial level shall be developed by the territorial division of the authorized body and approved by the local executive body in the form in accordance with Appendix 10 to these Rules.

81. Those responsible for conducting civil protection drills and training exercises at the territorial level and in organizations shall submit information on their implementation to the territorial divisions of the authorized body in the field of civil protection, with copies of organizational documents attached, within five days after completion.

82. Organizational documents for exercises and training shall be developed for:

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

at the territorial level - by the territorial division of the authorized body in the field of civil protection and shall be approved by the head of civil protection or his/her deputy of the relevant administrative-territorial units;

at the facility level – by the heads of organizations in agreement with the territorial divisions of the authorized body in the field of civil protection and approved by the head of civil protection of the organization.

83. All types of exercises and training shall be conducted for the purposes of:

achieving high levels of coherence in the work of governing bodies, management personnel, formations, workers and employees of organizations to eliminate the consequences of natural and man-made emergencies, restore their vital functions and conduct civil protection;

improving techniques and methods for protecting people in emergencies of natural and man-made origin;

verification of the reality of action plans for the prevention and elimination of the consequences of natural and man-made emergencies and civil protection plans, the readiness of forces and resources to solve problems;

study of techniques and methods for conducting emergency rescue and urgent work, increasing the efficiency of using formations and equipment.

### **Section 1. Comprehensive training**

84. Comprehensive training is one of the forms of training for management personnel, management bodies, civil protection units, workers and employees, and the population living near organizations.

85. Comprehensive training shall provide the opportunity to practically practice the entire range of measures related to the threat of occurrence and elimination of emergencies of natural and man-made origin and their consequences, as well as civil protection measures, taking into account the specifics of production, the characteristics of territorial distribution, the seasonality of work and other factors inherent in a given territory (organization).

86. Comprehensive training shall be conducted once every 3 years:

in cities and districts of regions (in cities and districts of regions assigned to civil protection groups once every 2 years);

in all organizations classified as civil protection;

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

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

87. All territorial command bodies, services and commanders of civil protection formations of territorial subsystems of the state civil protection system, facility-based civil protection formations fully staffed with personnel, equipment, devices and property, as well as workers and employees who are not part of the formations, shall be involved in comprehensive training at the territorial level.

88. Facility-level complex training involve civil protection facility services and formations, equipped with personnel, equipment, resources and property, as well as workers and employees who are not part of the formations.

89. Based on the decision of the head of civil protection at the appropriate level, the population of the relevant territory may be involved in complex training.

90. To prepare and conduct a comprehensive training at the territorial level, the following shall be appointed: a head of training, his/her deputies and assistants, and a training headquarters shall be created.

91. To prepare and conduct a comprehensive facility-level training, a head of training and persons responsible for equipping civil protection units and safety precautions shall be appointed.

92. To conduct comprehensive training at the territorial level, the following organizational documents shall be developed:

- order of the akim of the region (city) – head of civil protection;
- calendar plan for preparing a comprehensive training;
- plan for conducting a comprehensive training;
- the purpose of the teaching;
- plan by types of support.

93. To conduct a comprehensive facility-level training, the following organizational documents shall be developed:

- order of the head of the organization - the head of civil protection;
- a calendar plan for preparing a comprehensive training (facility training) in the form in accordance with Appendix 11 to these Rules;
- a plan for conducting a comprehensive training in accordance with Appendix 12 to these Rules;
- the plan to conduct a comprehensive training in the form set out in Appendix 13 to these Rules;
- plan by types of support in the form in accordance with Appendix 14 to these Rules.

94. Upon completion of the comprehensive training, a report shall be drawn up with conclusions on the quality of the activities carried out and the readiness of the subsystems of the state civil protection system (in any form).

## **Section 2. Command and staff training**

95. Command and staff training of regions, cities and rural areas on the elimination of emergencies and civil protection shall be one of the main forms of joint training of civil protection chiefs, chiefs of civil protection services and commanders of civil protection formations to eliminate emergencies of natural and man-made nature and to carry out civil protection measures.

96. The command and staff training shall involve the control bodies of the territorial subsystems of the state civil protection system.

97. Command and staff training shall be conducted annually. Command and staff training may be conducted within the framework of the republican command and staff training "Koktem", "Kys", "Zher", and "Ort".

98. Command and staff training shall be conducted on complex topics that ensure that the governing bodies of the territorial subsystems of the state civil protection system, civil protection services and formations practice all the measures provided for in the action plans for the elimination of natural and man-made emergencies, and civil protection plans.

99. To practice training issues during command and staff training, a complex environment shall be created that closely approximates the conditions of peacetime and wartime emergencies, depending on the topic of the command and staff training. The situation shall be made more complex during command and staff training by announcing or handing out introductory information, including the date, time, location, and possible events (incidents, emergencies).

100. Moreover, all work shall be based on training exercise participants to correctly prepare administrative and reporting documentation (orders for the execution of tasks, reports ).

101. To prepare and conduct command and staff training, a head of training and his/her deputies shall be appointed, and a training headquarters shall be created.

102. The following organizational documents shall be developed for conducting command and staff training:

- order of the akim of the region (city, district) – head of civil protection;

- a calendar plan for preparing a command and staff training in the form set out in Appendix 15 to these Rules;

- a plan for conducting a command and staff training in accordance with the form in Appendix 16 to these Rules;

- the plan for conducting a command and staff training in accordance with the form set out in Appendix 17 to these Rules;

- plan by types of support in the form in accordance with Appendix 18 to these Rules.

103. Upon completion of the command and staff training, a report shall be drawn up with conclusions on the quality of the activities carried out and the readiness of the subsystems of the state civil protection system (in any form).

### **Section 3. Tactical and special training**

104. Tactical and special training shall be the main and most effective form of training civil protection units to perform their assigned tasks in peacetime and wartime.

105. Tactical and special training shall be conducted annually:

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

- of facility level – with facility-based civil protection formations.

106. During tactical and special training, a situation shall be created that is characteristic of a given region (area, city, facility), requiring the leadership to make timely and

well-founded decisions on the conduct of emergency rescue and urgent operations, and the skillful actions of formations in various conditions:

- at the territorial level – characteristic for the region as a whole;

- at the facility level – characteristic of a specific facility, production facility, or territory where the facility is located.

107. The head of tactical and special training with territorial and facility civil protection formations shall be the corresponding head of civil protection or the commander of the civil protection formation, and with formations of civil protection services, the corresponding head of the civil protection service to whom the civil protection formation is directly subordinate, or the commander of this civil protection formation.

108. To prepare and conduct a tactical-special training at the territorial level, a head of training and his/her deputies shall be appointed, and a training headquarters shall be created.

109. To prepare and conduct a tactical-special training at the facility level, a head of training shall be appointed, who is responsible for carrying out the activities planned during the training (for safety instructions, for equipping with the necessary equipment).

110. The head of tactical and special training with civil protection formations shall be appointed to:

- at the territorial level, deputy akim of the administrative-territorial unit;

- At the facility level, the corresponding head of the operational headquarters shall be appointed.

111. To conduct tactical and special training at the territorial and facility levels, the following organizational documents shall be developed:

- order of the akim of the region (city, district) - head of civil protection (order of the head of the organization) on the preparation and conduct of tactical and special training;

- a calendar plan for preparing a tactical and special training in the form in accordance with Appendix 19 to these Rules;

- a plan for conducting a tactical and special training in accordance with the form set out in Appendix 20 to these Rules;

- the plan for conducting a tactical and special training in accordance with the form set out in Appendix 21 to these Rules;

- plan by types of support in the form in accordance with Appendix 22 to these Rules.

112. Upon completion of the tactical-special training, a report shall be drawn up with conclusions on the activities carried out (in any form).

#### **Section 4. Training on emergencies and incidents**

113. Training on emergencies and incidents shall be conducted with employees of organizations, students, learners, teachers of educational organizations, educators, children

and service personnel in preschool education and training organizations located within the boundaries of zones of possible radiation, chemical, bacteriological (biological) contamination (infestation).

114. Training on emergencies and incidents shall be conducted quarterly.

115. To conduct training on emergencies and incidents, the following organizational documents shall be developed:

an order from the head of the organization – the head of civil protection on the preparation and conduct of training on emergencies and incidents;

a plan for preparing and conducting training for emergencies and incidents in the form in accordance with Appendix 23 to these Rules;

116. Upon completion of the training on emergencies and incidents, a report shall be prepared with conclusions on the activities carried out (in any form).

## **Section 5. Facility training**

117. Facility training to practice elements of input of a possible situation in the event of an emergency (hereinafter referred to as Facility training) - a simplified, shortened in terms of organization, volume of completed activities and time of conducting complex training.

118. Facility training shall be conducted in organizations not classified as civil protection with a workforce of less than 300 people, in higher and secondary specialized educational institutions, in medical treatment and health facilities with a capacity of less than 600 beds - once every three years.

119. To conduct facility training, the following organizational documents shall be developed:

order of the head of the organization - the head of civil protection on the preparation and conduct of a facility training;

a calendar plan for preparing a facility training session in the form in accordance with Appendix 24 to these Rules;

a plan for conducting a facility training session in the form in accordance with Appendix 25 to these Rules.

120. Upon completion of the facility training, a report shall be prepared with conclusions on the activities carried out (in any form).

## **Section 6. Seismic training**

121. Seismic training shall be conducted with employees of organizations, students, learners, teachers of educational organizations, educators, children and service personnel in preschool education and training organizations located in seismically hazardous regions.

122. Seismic training shall be conducted quarterly. Combining seismic training with special tactical training shall be permitted.

123. To prepare and conduct seismic training, a training instructor and his/her deputies shall be appointed, and a training leadership headquarters shall be created.

The following organizational documents shall be developed to conduct seismic training:  
order of the head of the organization - the head of civil protection on the preparation and conduct of general seismic training;

a plan for the preparation and implementation of general seismic training in the form in accordance with Appendix 26 to these Rules.

## **Section 7. Mudflow training**

125. Mudflow training shall be conducted with employees of organizations, students, learners and teachers of educational organizations, educators, children and service personnel in preschool education and training organizations located in mudflow-prone regions.

126. When conducting mudflow training, it shall also be necessary to consider measures to protect against landslides in landslide-prone regions.

127. Mudflow training shall be conducted once a year before the onset of the mudflow-prone period. Mudflow training may be combined with special tactical training.

128. To prepare and conduct the mudflow training, a training instructor and his/her deputies shall be appointed, and a training leadership headquarters shall be created.

129. The following organizational documents shall be developed to conduct the mudslide training:

order of the akim of the city (district) – head of civil protection;

a calendar plan for the preparation and conduct of the mudflow training in the form in accordance with Appendix 27 to these Rules.

## **Section 8. Fire evacuation training**

130. Evacuation training in case of fire shall be conducted with employees of organizations, students, learners and teachers of educational organizations, educators, children and service personnel in preschool education and training organizations.

131. Fire evacuation training shall be conducted quarterly.

132. It shall be permitted to combine evacuation training in case of fire with seismic training in seismically hazardous regions and with mudflow training in mudflow-hazardous regions.

133. To prepare and conduct evacuation training in the event of a fire, a training leader and his/her deputies shall be appointed, and a training leadership headquarters shall be created

134. To conduct evacuation training in case of fire, the following organizational documents shall be developed:

order of the head of the educational organization - head of civil protection;



a plan for preparing and conducting an evacuation training in the event of a fire in the form in accordance with Appendix 28 to these Rules.

### **Section 9. Staff training for transferring civil protection from a peacetime to a wartime situation**

135. Staff training on transferring civil protection from a peacetime to a wartime situation shall be conducted with organizations classified as civil protection.

136. Staff training on the transition of civil protection from a peacetime to a wartime situation shall be conducted once every two years. Staff training conducted by organizations may be combined with the national staff training "Korgau."

137. To conduct a staff training to transfer civil protection from a peacetime to a wartime situation, the following organizational documents shall be developed:

order of the head of the organization - the head of civil protection on the preparation and conduct of training;

a calendar plan for preparing a staff training exercise in accordance with the form in Appendix 29 to these Rules;

a plan for conducting a staff training exercise in accordance with the form in Appendix 30 to these Rules;

plan by types of support in the form in accordance with Appendix 31 to these Rules.

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

"Approved"  
Akim of \_\_\_\_\_  
region (city)  
- head of Civil protection

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

\_\_\_\_\_  
(signature)  
" \_\_\_\_ " \_\_\_\_ 20\_\_

### **Plan for propaganda in the field of civil protection of the Department of Emergencies of the \_\_\_\_\_ region (city) for 20\_\_.**

Item №	Event	Responsible executor	Dates of the event	Completion form
1. Oral propaganda				
2. Printed propaganda				
3. Visual propaganda				
4. Propaganda in the media				

Appendix 2  
to the Rules for informing,  
propaganda of knowledge, training  
of the population and specialists  
in the field of civil protection

**The LIST of officials subject to training in organizations and educational institutions of the authorized body in the field of civil protection and the frequency of training**

№	Categories of trainees	Frequency of training
1	2	3
1.	Central executive bodies:	
	deputy first instructors	Once every 5 years
	chairmen of commissions for the prevention and elimination of emergencies and their deputies	Once every 3 years
	chairmen of evacuation commissions and their deputies	Once every 3 years
	department directors and their deputies	Once every 5 years
	heads of departments and their deputies	Once every 5 years
	heads of departments and their deputies	Once every 5 years
	specialists of structural divisions (employees)	Once every 3 years
2.	Local executive and representative bodies:	
	akims of cities, districts, heads of akim offices	Once every 3 years
	chairmen of commissions for the prevention and elimination of emergencies (regions, cities and districts) and their deputies	Once every 3 years
	chairmen of evacuation (evacuation reception) commissions (regions, cities and districts) and their deputies	Once every 3 years
	heads of departments and their deputies	Once every 5 years
	heads of departments and their deputies	Once every 5 years
	specialists of structural divisions (employees)	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



№	Name of categories of trainees	Volume of preparation	Date of classes		Total	city	city	district	district	district	district	district	district	district	district
			Stationary method	On-site method											
1.															
2.															

Head of the Department of Emergencies of the \_\_\_\_\_ region

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

(signature)

Surname, first name and patronymic (if any)

Appendix 4  
to the Rules for informing,  
propaganda of knowledge, and training  
the population and specialists  
in the field of civil protection

### **The List of students subject to training in territorial divisions of the authorized body in the field of civil protection and the frequency of training**

№	Categories of trainees	Frequency of training
1	2	3
1.	Akims of city districts, cities of regional significance, villages, settlements, rural districts	Once every 5 years
2.	Members of the emergency commission of cities, districts (urban and rural)	Once every 3 years
3.	Employees of evacuation agencies of regions, cities of republican significance and the capital	Once every 3 years
4.	Members of city, district evacuation and evacuation reception commissions	Once every 5 years
5.	Officials of city, district and rural akimats	Once every 5 years
6.	Instructors and employees of organizations classified as civil protection	Once every 3 years
7.	Heads of organizations, enterprises, educational institutions and their deputies	Once every 5 years
8.	Specialists (employees) of organizations, enterprises and	Once every 3 years

	educational institutions dealing with civil protection issues	
9.	Civil protection specialists	Once every 3 years
11.	Commanders of civil protection units (squads, teams, links and posts)	Once every 3 years
12.	Teachers of educational institutions in the disciplines "Physical Education", "Basic Military Training" and "Basics of Life Safety"	Once every 2 years
13.	Heads and teachers of preschool institutions	Once every 3 years
14.	Class teachers of primary classes of comprehensive schools of all types	Once every 5 years
15.	Instructors of training groups for workers and employees who are not part of civil protection formations	Once every 3 years
16.	Workers of health camps for labor and recreation	annually
17.	Instructors and coordinators of volunteer organizations (groups)	Once every 2 years
18.	Instructors of hazardous industrial facilities	Once every 3 years
19.	Specialists of hazardous industrial facilities	Once every 3 years
20.	An employee of medical and social institutions providing services to persons with disabilities	Once every 3 years

Note:

1. For individuals newly appointed to a position whose job description includes solving problems in the field of civil protection, advanced training shall be carried out during the first year of work.

2. Students who have completed training (retraining) shall be issued certificates of a uniform format.

Appendix 5  
to the Rules for informing,  
propaganda of knowledge, and training  
the population and specialists  
in the field of civil protection

“Approved”  
Head of the Department of Emergencies  
of the \_\_\_\_\_  
region (city) \_\_\_\_\_

—  
Surname, first name and patronymic (if  
any)  
(signature)

“ ” 20

Form

**Schedule of civil protection classes from \_\_\_\_\_  
(category of students)**

Date	Time	Topic Titles	Type of activity	Venue	Surname, first name and patronymic (if any) of the teacher	Class completion mark
1	2	3	4	5	6	7

Appendix 6  
to the Rules for informing,  
propaganda of knowledge, and training  
the population and specialists  
in the field of civil protection

Form

**Department of Emergencies \_\_\_\_\_  
of the Ministry of Emergencies of the Republic of Kazakhstan Journal of registration of training of  
students in the field of civil protection and issuance of certificates № \_\_\_\_\_**

Start:

" " 20

End:

" " 20

Number of sheets: \_\_\_\_\_

Shelf life: \_\_\_\_\_

Item №	Surname, first name and patronymic	City, district	Place of work	Job title	Period of study					Certificate number	date of issue	Signature upon receipt of the certificate	Note
					Mon	Tue	Wed	Thu	Fri				

Appendix 7  
to the Rules for informing,  
propaganda of knowledge, and training  
the population and specialists  
in the field of civil protection

Form

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

“Approved”

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

(if any)

“ ” 20

Item №	Event, topic	Composition of trainees	Period of implementation	Responsible persons	Note
1. At the republican level					
1.	Republican staff training "Korgau" on the topic: "Transition of the civil protection system of the Republic of Kazakhstan from a peaceful to a martial law"	Central and local executive bodies, their subordinate organizations; republican civil protection services; organizations	Annually	Ministry of Emergencies of the Republic of Kazakhstan (hereinafter referred to as the Ministry of Emergencies)	
2.	Republican command and staff training "Koktem" on the topic: "Preparation and conduct of rescue and other urgent operations in the liquidation of emergencies during unfavorable development of the flood situation in the spring period"	Central and local executive bodies, their subordinate organizations; republican civil protection services; organizations	Annually	Ministry of Emergencies	
3.	Republican command and staff training "Kys" on the topic: "Preparation and conduct of rescue and other emergency operations in the liquidation of winter emergencies"	Central and local executive bodies, their subordinate organizations; republican civil protection services; organizations	Annually	Ministry of Emergencies	
4.	Republican command and staff training "Zher" on actions to eliminate the consequences of a possible devastating earthquake in Kazakhstan	Central and local executive bodies, their subordinate organizations; republican civil protection services; organizations	Once every 3 years	Ministry of Emergencies	



5.	Republican command and staff training "Zymran"	Central and local executive bodies, their subordinate organizations; republican civil protection services; organizations	Once every 2 years	Ministry of Emergencies	
6.	Republican command and staff training "Teniz"	Central and local executive bodies, their subordinate organizations; republican civil protection services; organizations	Once every 3 years	Ministry of Emergencies	
7	Republican command and staff training "Ort"	Central and local executive bodies, their subordinate organizations; republican civil protection services; organizations	Once every 3 years	Ministry of Emergencies	
2. At the territorial level					
8.	Comprehensive training (in regions, cities and rural areas) on topics determined by the head of civil protection of a given territory	The head of civil protection, members of the commission for the prevention and elimination of emergencies, civil protection services, civil protection formations, organizations, evacuation authorities, the population	Once every 3 years (once every 2 years in cities classified as civil protection groups )	Local executive bodies of regions, cities of republican significance and the capital	
9.	Command and staff training for regions, cities and rural areas on emergency response and civil protection	Governing bodies of territorial subsystems of the state civil protection system	Annually	Local executive bodies of regions, cities of republican significance and the capital	It shall be permitted to conduct them within the framework of the republican command and staff training "Koktem", "Kys", "Zher", and "Ort"
	Command and staff (staff)	Governing bodies of territorial			

10.	training on the actions of the population, government agencies, and civil protection units in the event of an earthquake	subsystems of the state civil protection system, evacuation bodies, civil protection formations	Annually	Local executive bodies of seismically hazardous regions	It is permitted to conduct it within the framework of the republican command and staff training "Zher"
11.	Tactical and special training	Territorial civil protection units, emergency response teams	Annually	Local executive bodies of regions, cities of republican significance and the capital	
3. In organizations					
12.	Comprehensive training to practice measures related to the threat of occurrence and elimination of emergencies of natural and man-made origin, as well as civil protection measures (the topic shall be determined by the head of civil protection of the organization)	Employees of organizations	Once every 3 years	Organizations classified as civil protection	
13.	Facility training	Employees of organizations, students, learners and teachers of educational organizations, medical personnel	Once every 3 years	Organizations not classified as civil protection organizations, educational organizations, medical treatment and preventive institutions	
14.	Staff training exercises to transition civil protection from a peacetime to a wartime situation	Employees of organizations	Once every 2 years	Organizations classified as civil protection	
	Tactical and special training to prepare civil protection units to			Organizations in which civil protection facility	It is permitted to conduct them within the framework of the

15.	perform tasks in eliminating natural and man-made emergencies and civil protection	Employees of organizations	Once a year	formations have been created	republican command and staff training "Koktem", "Kys", "Zher", and "Ort"
16.	Training: 1) for emergencies and incidents at hazardous industrial facilities; 2) seismic training (for seismically hazardous regions); 3) mudflow training (for mudflow-prone regions); 4) in areas of possible flooding, inundation, and freshet; 5) evacuation training in case of fires	Employees of organizations, students, learners and teachers of educational organizations, educators and children in preschool education and training organizations	for points 1, 2 and 5 - quarterly; for points 3, 4 - once a year before the start of mudflow- and flood-prone periods	Organizations classified as civil protection organizations, educational organizations, and preschool education and training organizations located in the estimated emergency zone	May be combined with tactical and special training
17.	Classes	Management of organizations, personnel of civil protection units	Annually	Organizations classified as civil protection organizations, as well as those where there are territorial and facility-based civil protection formations	
4. Self-employed and unemployed population					
18.	Through participation in training and drills, independent study of manuals, memos, periodicals, watching (listening) to television, radio	Self-employed and unemployed population	Constantly		





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

## 8. Seismic training

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

Note: for seismically active regions

## 9. Mudflow training

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

Note: for mudflow-prone regions

Head of the Department  
of Emergencies of the region (city)

---

(rank) (signature)

Surname, first name and patronymic (if any)

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

“Approved”  
Head of training

\_\_\_\_\_  
Surname, first name and patronymic

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

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

Form

## **SCHEDULE**

### **for the preparation of a comprehensive training**

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

Item №	Name of events	Completion date	Responsible persons	Completed mark
--------	----------------	-----------------	---------------------	----------------

1. Preparation of the training leadership and control bodies:

- 1) study of governing documents and educational and methodological literature;
- 2) conducting a comprehensive training;
- 3) conducting reconnaissance of the area;
- 4) development of teaching documents.

2. Preparation of formations:

- 1) study of issues to be worked on during training and drills:  
with formation commanders;  
with personnel.

2) studying the safety instructions, etc.

3. Training of workers and employees not included in formations:

- 1) study of issues to be worked on during training;
- 2) passing standards;
- 3) studying the safety instructions, etc.

4. Preparation of the population living near a potentially dangerous object:

- 1) working out notification issues;
- 2) theoretical study of skills and abilities to be practiced during the training;
- 3) studying the safety instructions, etc.

5. Measures for (comprehensive support of civil protection units) with logistical and medical support and first aid equipment:

- 1) providing training participants with food, water, and basic necessities;
- 2) provision of fuel and lubricants;

3) provision of material and technical equipment and organization of technical maintenance of equipment;

4) ensuring that the personnel of civil protection units are equipped with first aid equipment and medications in accordance with the standard equipment of the training participants, etc.

Head of the headquarters of the training leadership

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

Surname, first name and patronymic (if any)

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

Appendix 12  
to the Rules for informing,  
propaganda of knowledge, and training  
the population and specialists  
in the field of civil protection

"Approved"

Head of training

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

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

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

Form

## PLAN

### for conducting a comprehensive training

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

Subject: \_\_\_\_\_

Training objectives: for management personnel: for command bodies: for commanders and personnel of formations: for workers and employees who are not part of formations: for the population living near a potentially dangerous object:

Date: time and total duration

Participants \_\_\_\_\_

Training concept \_\_\_\_\_

Training stages, training questions and time for practicing each of them:

Training progress time:

Training questions:

A situation with a possible complication of the situation during the training based on additional input.

Actions of the head of training.

Actions of deputies and assistants.

Expected actions from trainees.

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

Second and subsequent stages:



Analysis of the training.

Head of headquarters of the training leadership \_\_\_\_\_

(Name of the organization) \_\_\_\_\_

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

(signature)

\_\_\_\_\_

Appendix 13  
to the Rules for informing,  
propaganda of knowledge, and training  
the population and specialists  
in the field of civil protection

“Approved”

Head of training

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

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

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

Form

### **The concept of conducting a comprehensive training**

1. The purpose of the training:

\_\_\_\_\_  
1) concentrating the main efforts on the areas of emergency rescue and urgent work;

\_\_\_\_\_  
2) the sequence and methods of performing emergency rescue and urgent work;

\_\_\_\_\_  
3) distribution of the grouping of forces and resources among the areas of emergency  
rescue  
and urgent work;

\_\_\_\_\_  
2. defining tasks for all units involved in the training and deadlines for completion;

\_\_\_\_\_  
3. Key issues of interaction with civil protection services and rescue teams during the  
training;

\_\_\_\_\_  
4. Comprehensive support in the elimination of emergencies;

\_\_\_\_\_  
5. Issues of management of forces and resources during emergency response.

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

“Approved”  
Head of training \_\_\_\_\_

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

\_\_\_\_\_  
(signature) “ \_\_\_\_ ” \_\_\_\_\_ 20 \_\_\_\_

Form

**PLAN by types of support**

Item №	Events	Executors	Completion date	Note
Logistics and technical support				
1				
2				
Medical care				
1				
2				
Engineering and technical support				
1				
2				
Transport support				
1				
2				
Organization of communications				
1				
2				

Appendix 15  
to the Rules for informing,  
propaganda of knowledge, and training  
the population and specialists  
in the field of civil protection

“Approved”  
Head of training \_\_\_\_\_

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

\_\_\_\_\_

(signature)  
“ ” 20  
Form

## SCHEDULE

for preparation of the command and staff training

(name of organization)

Item №	Contents of events	Dates and time of the event	Executors
1. Conducting organizational activities			
1.	Preparing initial data for training planning		
2.	Reconnaissance of the training area and others		
2. Development of documents			
1.	Development of an implementation plan		
2.	Development of organizational guidelines and others		
3. Preparation of teaching leadership and facilitators			
1.	Study of regulatory documents		
2.	Methodological classes and others		
4. Preparation of training participants			
1.	Conducting classes		
2.	Study of safety regulations and rules and others		
5. Preparation of training places and educational material base			
1.	Checking the readiness of the control center, communication equipment, warning systems, etc.		

Head of headquarters of the training leadership

(Name of organization)

Surname, first name and patronymic (if any)

(signature)

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

“Approved”  
Head of training

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

\_\_\_\_\_  
(signature) “ ” 20\_\_

Form

## PLAN for conducting a command and staff training

1. Subject:

2. Learning objectives:

3. Time of the event:

4. Participants:

5. Initial situation:

### Procedure for conducting the training

Time		Academic questions	Setting (content of introductory information)	Work of the instructor, deputies, intermediaries	Expected actions of trainees
Operational	Astronomical				
1	2	3	4	5	6
First stage (stage name, goal, time)					
Second stage (stage name, goal, time)					

Analysis (place and time)

Head of the headquarters of the training leadership

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

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

Appendix 17  
to the Rules for informing,  
propaganda of knowledge, and training  
the population and specialists  
in the field of civil protection

“Approved”  
Head of training

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

\_\_\_\_\_  
(signature)  
“ ” 20 \_\_\_\_  
Form

### The concept of conducting a command and staff training

1. The purpose of the training;

\_\_\_\_\_  
1) concentration of main efforts on areas of emergency rescue and urgent work;

\_\_\_\_\_  
2) the sequence and methods of performing emergency rescue and urgent work;

\_\_\_\_\_  
3) distribution of the grouping of forces and resources among the areas of emergency  
rescue

and urgent work; \_\_\_\_\_

2. Definition of tasks for all units involved in the training  
and deadlines for completion; \_\_\_\_\_

3. Key issues of interaction with civil protection services  
and rescue teams during the training; \_\_\_\_\_

4. Comprehensive support in the elimination of emergencies;

\_\_\_\_\_  
5. Issues of management of forces and resources during emergency response.

Appendix 18  
to the Rules for informing,  
propaganda of knowledge, and training  
the population and specialists  
in the field of civil protection

“Approved”  
Head of training

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

\_\_\_\_\_  
(signature)  
“ ” 20 \_\_\_\_  
Form

### PLAN by types of support

Item №	Events	Executors	Completion date	Note

Logistics and technical support				
1				
2				
Medical care				
1				
2				
Engineering and technical support				
1				
2				
Transport support				
1				
2				
Organization of communications				
1				
2				

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

“Approved”  
Head of training

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

\_\_\_\_\_  
(signature)  
“    ”    20     
Form

**SCHEDULE**  
**for preparation for the tactical-special training with \_\_\_\_\_**  
**\_\_\_\_\_ (name of formations)**

Events	Completion date	Executors
1. Study of the training area. 2. Development of documents for the training: - training plan; - specific work plans; - simulation plan. 3. Conducting an instructor-methodological class with training leadership. 4. Preparing trainees for the training. 5. Preparing work areas and simulation at the facility.		

6. Conducting activities for the logistical support of the training.		
7. Inspection of the readiness of formations, work areas and simulation training.		

Head of the headquarters of the training leadership

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

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

Appendix 20  
to the Rules for informing,  
propaganda of knowledge, and training  
the population and specialists  
in the field of civil protection

“Approved”  
Head of Civil protection

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

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

\_\_\_\_\_  
(signature)  
“ ” 20\_\_\_\_  
Form

## PLAN

for conducting tactical and special training with \_\_\_\_\_  
\_\_\_\_\_  
(name of formations)

Subject: \_\_\_\_\_

Learning objectives: \_\_\_\_\_

Time (indicate the calendar period):

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

\_\_\_\_\_  
Logistics: \_\_\_\_\_

Tactical situation: (given textually and, if necessary, supplemented with a diagram):

\_\_\_\_\_  
Progress of the training

Time	Academic questions	Setting (nature of introductory information)	Actions of the instructor	Actions of trainees

Stage One: Bringing formations to readiness.

Stage Two: Deployment to the area of emergency rescue and urgent operations.

Stage Three: Conducting emergency rescue and urgent operations.

Stage Four: Completion of emergency rescue and urgent operations and withdrawal from the

affected area (contamination zone). Debriefing. Chief of the headquarters of the training leadership

Staff \_\_\_\_\_

(Name of the organization)

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

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

“Approved”  
Head of training

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

\_\_\_\_\_  
(signature)  
“ ” \_\_\_\_\_ 20\_\_\_\_  
Form

### **The concept of conducting tactical and special training**

1. The purpose of the training;

\_\_\_\_\_  
1) concentration of main efforts on areas of emergency rescue and urgent work;

\_\_\_\_\_  
2) the sequence and methods of performing emergency rescue and urgent work;

\_\_\_\_\_  
3) distribution of the grouping of forces and resources among the areas of emergency rescue  
and urgent work;

\_\_\_\_\_  
2. Definition of tasks for all units involved in the training and deadlines for completion;

\_\_\_\_\_  
3. Key issues of interaction with civil protection services and rescue teams during the training;



4. Comprehensive support in the elimination of emergencies;

5. Issues of management of forces and resources during emergency response.

Appendix 22  
to the Rules for informing,  
propaganda of knowledge, and training  
the population and specialists  
in the field of civil protection

“Approved”  
Head of training

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

\_\_\_\_\_  
(signature)  
“ \_\_\_\_ ” \_\_\_\_ 20 \_\_\_\_  
Form

**PLAN by types of support**

Item №	Events	Executors	Completion date	Note
Logistics and technical support				
1				
2				
Medical care				
1				
2				
Engineering and technical support				
1				
2				
Transport support				
1				
2				
Organization of communications				
1				
2				

Appendix 23  
to the Rules for informing,  
propaganda of knowledge, and training  
the population and specialists  
in the field of civil protection

“Approved”  
Head of training

Surname, first name and patronymic (if any)

(signature)

“ ” 20

Form

## PLAN for conducting training on emergencies and incidents

1. Subject: \_\_\_\_\_

2. Educational objectives: \_\_\_\_\_

- for management personnel: \_\_\_\_\_

- for personnel of formations: \_\_\_\_\_

- for workers, employees, students and pupils not included

in formations: \_\_\_\_\_

- for the population not employed in production and the service

sector: \_\_\_\_\_

3. Time of the event: \_\_\_\_\_

4. Participants: \_\_\_\_\_

5. Initial situation: \_\_\_\_\_

### Progress of training

Time	Academic questions	Setting (nature of introductory information)	Actions of the instructor	Actions of trainees

Analysis of the training.

Application:

1. List and content of introductory information, methods and time of their delivery.

2. Diagram of practical action locations with indicated environment.

Head of the headquarters of the training leadership

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

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

Appendix 24  
to the Rules for informing,  
propaganda of knowledge, and training  
the population and specialists  
in the field of civil protection

“Approved”  
Head of training

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

\_\_\_\_\_  
(signature)  
“    ”    20\_\_\_\_\_  
Form

## SCHEDULE

for preparation of the facility training \_\_\_\_\_ (name of organization)

Item №		Completion date	Responsible persons	Completed mark
1	Preparation of the training manual and management bodies 1. Study of guidance documents and educational and methodological literature. 2. Conducting facility training. 3. Conducting reconnaissance of the area. 4. Development of documents for facility training.			
2	Training of formations 1. Study of issues to be worked on during training: - with formation commanders; - with personnel. 2. Study of instructions on safety measures, etc.			
3	Training of workers and employees not included in the formations 1. Study of issues to be worked on during training. 2. Passing standards. 3. Study of instructions on safety measures, etc.			
	Preparation of the population living			

4	<p>near a potentially dangerous object.</p> <ol style="list-style-type: none"> <li>1. Practicing warning issues.</li> <li>2. Studying issues to be practiced during the training.</li> <li>3. Studying safety instructions.</li> </ol>			
5	<p>Logistics and medical support activities</p> <ol style="list-style-type: none"> <li>1. Providing training participants with food , water, and essential items.</li> <li>2. Providing fuel and lubricants.</li> <li>3. Providing spare parts and organizing technical maintenance of equipment.</li> <li>4. Providing training participants with first aid equipment and medications, etc.</li> </ol>			

Head of the headquarters of the training leadership

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

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

Appendix 25  
to the Rules for informing,  
propaganda of knowledge, and training  
the population and specialists  
in the field of civil protection

“Approved”  
Head of training

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

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

“ ” \_\_\_\_\_ 20\_\_

Form

## PLAN

for conducting a facility training session \_\_\_\_\_  
\_ (name of organization)

Subject: \_\_\_\_\_

Training objectives: for management personnel: \_\_\_\_\_

for command-and-control bodies: \_\_\_\_\_

for commanders and personnel of formations: \_\_\_\_\_

for workers and employees not included in formations: \_\_\_\_\_

for the population living near a potentially dangerous

object: \_\_\_\_\_

Time: calendar dates and total duration

Participants: \_\_\_\_\_

Training plan \_\_\_\_\_

Training stages, training questions and time to practice each of them:

### Progress of training

Time	Academic questions	Setting (nature of introductory information)	Actions of the instructor	Actions of trainees

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

Second and subsequent stages.

Analysis of the training.

Head of the headquarters of the training leadership

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

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

Appendix 26  
to the Rules for informing,  
propaganda of knowledge, and training  
the population and specialists  
in the field of civil protection

“Approved”  
Head of training

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

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

“ ” \_\_\_\_\_ 20\_\_\_\_

## PLAN

### for conducting general seismic training

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(name of organization)

Topic: “Actions of management, workers and employees of (name of organization) during an earthquake.”

Learning objectives:

General – check the readiness of (name of organization) to implement earthquake protection measures.

For management staff – to acquire practical skills in organizing and implementing earthquake protection measures.

For the personnel of the formations – to improve practical skills in notification, assembly, equipment and readiness for rescue operations.

For workers and employees – to develop skills for practical actions and correct behavior during an earthquake.

Time: by decision of the head of the organization.

Location: production and administrative buildings, structures, organization’s territory.

Participants of the seismic training: the entire staff of the organization.

Study question: practical actions of management, workers and employees of (name of organization) during an earthquake while at work.

Material support and literature:

1. Emergency response plan (name of organization) for earthquakes.
2. Action plans of officials after an earthquake.
3. Table of possible conditions of buildings, possible losses and expected damage after an earthquake.

4. Emergency evacuation plan for working personnel.

5. Layouts of the organization's safe area.

Head of headquarters of the training leadership

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(name of the organization)

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Surname, first name and patronymic (if any) (signature)

The procedure for conducting general seismic training in an organization

Actions of the instructor	Actions of heads of structural divisions, intermediaries	Actions of workers and employees
1	2	3
Practical actions of management, workers and employees.		

<p>On the day of the training, the head of the organization, shall at a meeting of the management team, listen to the heads of the structural divisions about their readiness to conduct the seismic training, determine the time and procedure for communicating the signal established in the organization about the beginning of an earthquake, and clarify the locations for his/her deputies and intermediaries.</p> <p>At the appointed time, a signal shall be given about the beginning of an earthquake, and deputy heads and intermediaries monitor the actions of the heads of structural divisions, workers and employees.</p>	<p>Upon arriving at their workstations, department heads, through foremen and other lower-level instructors, communicate the established earthquake alarm, the procedures for workers and employees, and the need to observe safety measures. Deputy heads of the organization and intermediaries shall arrive at departments a few minutes before the established alarm is given.</p> <p>Sounders (or other established signals) shall be activated. Heads of structural units announce: "Earthquake! Evacuate the building immediately!" (for the 1st and 2nd floors), "Earthquake! Take safe places!" (for everyone else). After the shaking subsides, they shall announce: "Everyone, evacuate the building immediately!" Heads of structural units shall organize the evacuation of people from the building, check for occupants at the assembly point, and report the results to the organization's management (the chief of the civil protection staff) .</p>	<p>Having received a reminder from the foreman or other low-level instructor about readiness for seismic training, each worker and employee shall determine a relatively safe place - shelter for the period of tremors, outlines for him/herself the shortest route to the main (emergency) exit, prepare for the possible use of personal protective equipment (a cotton-gauze bandage or dust-proof fabric mask, put it in his/her pocket.</p> <p>Workers and employees:</p> <ul style="list-style-type: none"> <li>- 1st and 2nd floors – run out of the building through the main (backup) exits and proceed to the gathering area. If (given the short time limit of 15-20 seconds) they don't have time to escape the building during the shaking, they shall take relatively safe places and then quickly leave the building.</li> <li>- upper floors - at the beginning of the first tremor, they shall occupy relatively safe places, and after the tremors end, they shall quickly leave the building and go to the gathering place, where the victims, if necessary, receive first aid.</li> </ul>
<p>The chief of the civil protection staff shall give the command to bring the formations to readiness.</p>	<p>The commanders of the formations shall announce the assembly of personnel, check their availability, (if necessary) equip the personnel and report to the chief of the civil protection headquarters about their readiness to rescue people remaining in the building, extinguish fires, provide first aid to victims, and maintain public order.</p>	<p>The personnel of the formations shall arrive at pre-determined locations, receive equipment (if necessary) and be ready to carry out rescue and other emergency operations.</p>
Summing up the results of seismic training		

<p>At the meeting, the instructor shall listen to his/her deputies, intermediaries, heads of structural divisions, summarize the results of the general seismic training, analyze the actions of the management staff, workers and employees, give instructions on eliminating the identified deficiencies, determine the time for instructors to conduct private analysis, additional classes, private seismic training.</p>	<p>Heads of structural divisions clarify the assessment of their actions and the actions of their subordinates, the identified deficiencies, outline ways to eliminate them, and prepare materials for conducting a private analysis in their workshops.</p> <p>At a time designated by the organization's instructor, the results of the seismic training session shall be summarized with workers and employees. If necessary, additional training sessions and private seismic training sessions shall be held. The organization's deputy instructors and intermediaries shall be present and speak at the summing-up.</p>	<p>Workers and employees shall clarify</p>
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the mistakes made, clarify their actions, and exchange experiences.

The head of the organization shall issue an order based on the results of the seismic training and submit a report (disclosure) on the conducted seismic training to the district department (management) for emergencies and the higher management body.

Head of headquarters of the training leadership

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

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

Appendix 27  
to the Rules for informing,  
propaganda of knowledge, and training  
the population and specialists  
in the field of civil protection

“Approved”  
Head of training

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

\_\_\_\_\_  
(signature)  
“ ” \_\_\_\_\_ 20\_\_\_\_  
Form

## SCHEDULE

### for preparation and implementation of selec-training

№	Events	Completion date	Control of execution	Responsible persons
1.	Reconnaissance of the site, routes of advancement, and work area.			
2.	Development of documents for conducting training.			
3.	Presentation of the order to conduct the training to the commanders of the formations involved in the training.			
4.	Conducting an instructor-methodological class with commanders of emergency rescue			

	services and formations involved in the training.			
5.	Preparing trainees for training; bringing equipment and property into readiness; bringing population collection points into readiness; installation of a street map stand in a prominent place, indicating the population assembly point; hanging signs indicating the direction of the population gathering place.			
6.	Organization of communications and maintenance of public order during the training period.			
7.	Check the state of readiness of warning equipment, outdoor loudspeakers, and mobile warning equipment.			
8.	Put the training plan into action.			
9.	General formation of training participants, analysis of the training, summing up .			

Head of the training headquarters – Head of the Department (Department) for Emergencies of the city (district) \_\_\_\_\_

Surname, first name and patronymic (if any) (signature)

\_\_\_\_\_

Appendix 28  
to the Rules for informing,  
propaganda of knowledge, and training  
the population and specialists  
in the field of civil protection

“Approved”  
Head of training

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

\_\_\_\_\_  
(signature)  
“ ” 20\_\_\_\_  
Form

## PLAN

### for preparing and conducting an evacuation training in case of fire

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

Learning objectives:

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

For management and 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 skills for competent actions and correct behavior in the  
event of a fire at school.

Time of the event – \_\_\_\_\_.

The venue is the school building and grounds.

Participants in the fire evacuation training: management, teaching staff, students (teachers, children).

Educational question: practical actions of teachers and students in the event of a fire in  
\_\_\_\_\_.

Material support and literature:

Memos and booklets on actions to be taken by the population in the event of a fire.

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

Layout plan of the safe area near the building.

Technical means of warning.

Equipment for civil protection units.

## PROCEDURE FOR CONDUCTING AN EVACUATION TRAINING IN CASE OF A FIRE

Actions of the instructor	Actions of teachers (class teachers, educators)	Actions of students (children)

1	2	3
Preparatory period		
At the meeting, the order on the preparation and conduct of the training is communicated to the management and teaching staff (educators).	Class teachers (educators) clarify the plan for evacuating students (children) from the building, the location of classes (groups) in the adjacent safe area. The class teacher (educator) ____ shall prepare his/her class (group) and demonstrate the actions of the students (children) during the training to all the involved teaching staff.	They shall study leaflets and brochures about the actions of the population in the event of a fire at school. They shall specify the route from the school building and the location of the class on the school grounds. They shall learn to provide mutual assistance. Cotton-gauze bandages are prepared (manufactured) for possible use.
Management and intermediaries supervise the training sessions with students and provide practical assistance in their implementation.	Class teachers (educators) shall conduct practical training outside of class time (recess), introducing a competitive spirit and game elements into each training session, ensuring that students' actions are conscious and competent.	Participate in practicing actions in case of fire (as part of a class or group).
The Head of headquarters shall clarify with the commanders of civil protection units the state of readiness of the units to work on eliminating the consequences of the fire.	The commanders of the rescue team, medical post, firefighting unit, and public order protection team shall clarify personnel composition, functional responsibilities, equipment procedures, and conduct practical training on rescuing people, extinguishing fires, and providing first aid to victims.	
Practical actions of teaching staff and students during evacuation training in case of fire		
Before the start of classes, the head of the educational organization, at a meeting of the management and teaching staff, shall listen to from responsible persons (briefly) about the readiness to conduct an evacuation training in case of fire, clarify the time, the procedure for communicating the established signal for practicing the practical part of the evacuation training in case of fire, determine the places for intermediaries and management staff.	All teachers (educators) conducting the first class briefly remind students of the established fire alarm, the actions students should take upon hearing this alarm, and the assembly point after exiting the building. They shall emphasize safety precautions during the fire evacuation training.	Each student (child) shall prepare a cotton-gauze bandage in advance for possible use and put it in his/her pocket.
2-3 minutes before the end of the class, before the long break, a pre-set signal shall be given about the outbreak of a fire.	The teachers (educators) conducting the classes announce "Fire".	Students (children) put on a cotton-gauze bandage, ready to leave the classroom on command.
	Teachers (educators) give the command "Evacuation".	Students (children) shall quickly exit the building in an orderly manner,

The management team shall monitor the actions of teachers and students (educators and children).	<p>After the students of the class (children of the group) occupy the designated safe place, the teacher checks the class register for the presence of students and reports the result to the principal.</p> <p>After people leave the building, civil protection unit commanders announce the assembly of their personnel, equip them through the head of headquarters, and organize the rescue of those remaining in the building, extinguishing the fire, providing first aid to the injured, and maintaining public order.</p>	<p>without causing panic, under the command of the teacher (educator), and take their assigned class space in the adjacent safe area. If necessary, they shall assist injured persons.</p> <p>Civil protection personnel are involved in rescuing people remaining in the building, containing the fire, providing first aid to victims , and maintaining public order.</p> <p>One of the firefighters in the fire extinguishing unit shall turn off the general electrical switch.</p>
Summing up the results of the evacuation training in case of fire		
At a meeting of the permanent staff, the school principal shall briefly listen to the deputies and mediators, summarize the results of the evacuation training in case of fire, analyze the actions of teachers and students (educators and children), make recommendations for eliminating the identified deficiencies, and set a time for teachers to conduct a private analysis .	At a meeting to summarize the results of the evacuation training in case of a fire, teachers (educators) clarify the assessment of their actions, the identified shortcomings, determine ways to eliminate them, and prepare material for private analysis in classes (groups).	
The head of civil protection – the head of the educational organization submits a report (disclosure) on the conducted evacuation training in case of fire to the district (city) emergency department.	Teachers (educators) conducting evacuation training in case of fire, conduct private discussions with students (children) at the time set by the director.	Students (children) shall understand the mistakes they made during the fire evacuation training and correct them during the next training.

Head of the headquarters of the training leadership

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

Surname, first name and patronymic (if any) (signature)

Appendix 29  
to the Rules for informing,  
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the population and specialists  
in the field of civil protection

“Approved”  
Head of training

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

**Schedule for the preparation of the staff training (name of the organization)**

Item №	Contents of events	Dates of the event	Executors	Note
1	Preparation of the training leadership and control bodies: 1) study of regulatory legal acts in the field of civil protection, planning documents on civil protection; 2) development of organizational documents for the training (plans for implementation, design, comprehensive support)			
2	Preparation of forces and resources: 1) bringing organizational documents and civil protection measures in accordance with the levels of readiness of the Civil Protection Plan of the facility; 2) practical classes (with on-site training if necessary)			
3	Preparation of training participants: 1) conducting instructor training; 2) study of safety regulations and rules.			
4	Checking the readiness of the control center, equipment, communications, notification, etc.			

Head of headquarters of the training leadership

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Name of the organization  
Surname, first name and patronymic  
Signature

Appendix 30  
to the Rules for informing,  
propaganda of knowledge, and training  
the population and specialists  
in the field of civil protection

“Approved”  
Head of training

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

\_\_\_\_\_  
(signature)  
“ ” \_\_\_\_\_ 20 \_\_\_\_  
Form

**Plan for conducting staff training (name of organization)**

Item №	Contents of events	Completion deadlines	Note
Civil protection Readiness Level Activities "Priority Activities of the First Group"			
1			
2			
Civil protection Preparedness Measures "Priority Measures of the Second Group"			
1			
2			
Civil protection Readiness Level Activities "General Readiness"			
1			
2			

Head of the headquarters of the training leadership

\_\_\_\_\_  
Name of the organization  
Surname, first name and patronymic  
Signature

Appendix 31  
to the Rules for informing,  
propaganda of knowledge, and training  
the population and specialists  
in the field of civil protection

“Approved”  
Head of training

\_\_\_\_\_

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

(signature)

“ ” \_\_\_\_\_ 20 \_\_\_\_

Form

## PLAN by types of support

Item №	Events	Executors	Completion date	Note
Logistics and technical support				
1				
2				
Medical care				
1				
2				
Engineering and technical support				
1				
2				
Transport support				
1				
2				
Organization of communications				
1				
2				

Appendix  
to the order of the Minister of  
Internal Affairs  
of the Republic of Kazakhstan  
dated July 2, 2020  
№ 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 № 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 № 11134).

2. Order of the Minister of Internal Affairs of the Republic of Kazakhstan dated November 14, 2016 № 1057 "On amendments and additions to the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated April 20, 2015 № 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 № 14562).

3. Clause 10 of the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated December 13, 2019 № 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 № 19738).