



Approved:
 Member of the Board -Vice-Rector
 on financial activities
 NJSC «Al-Farabi KazNU»
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actions of employees, faculty and students during the earthquake on the territory of NJSC «Al-Farabi KazNU»

Signal receiving source: In case of feeling the oscillation of the building, seeing the swinging of lamps and falling objects or hearing the growing hum of rattling and ringing of breaking glass, and hearing the signal of siren and speech installations, Do Not Panic.

I. Actions of workers, employees (teachers, students and technical staff)

If tremors catch you on the ground floor, it is best to quickly leave the building, exercising caution and watching out for falling objects, building debris, and downed wires. If possible, take an emergency kit with you (documents, money, essentials, flashlight, first aid kit, etc.). After leaving the building, immediately move away from the walls to an open area (open parking lots, clear spaces away from buildings). Stay calm and try to calm others. If possible, provide first aid to those in need.

If the tremors catch you on the upper floors of the building, stay indoors. Leave the entrance door open, as it might otherwise get jammed and hinder subsequent exit from the room. Quickly take the safest place in the room:

- 1) in load-bearing doorways of structural walls;
- 2) near the structural wall closest to the center of the building;
- 3) by a support column;
- 4) in the corner of the room.

Stay away from windows, heavy objects, and furniture. If possible, hide under a table, covering your head with your hands. When leaving the building, do not jump out of windows and do not use the elevator. When descending the stairs, go down backward, holding onto the railing. Be prepared for strong aftershocks.

If there is water, gas, or electricity in the room, they must be turned off. If you are trapped in debris, calmly assess the situation and, if possible, provide yourself with first aid. Try to establish contact with people; do not light a fire, but you can use pipes and radiators to signal by knocking on them. Conserve your strength. Wait for help.

Upon receiving the "ATTENTION EVERYONE!" alarm signal, heed the recommendations of emergency services: keep the radio on, and stay tuned to broadcasting sources.

II. Action of employees of the Centre Situational Management

1.	Contact Centre Specialist:	<ul style="list-style-type: none"> - Call 101, 102, 103, 104 and 112 and report the incident;
2.	Chief specialists Central CSM ICS	<ul style="list-style-type: none"> - Immediately activate the local notification system and provide information; - Immediately report to the Director of the Center Situational Management (hereinafter referred to as CSM), CSM deputies, the director of the student campus, and the deans of the faculties, then notify officials according to the notification scheme; - Collect, summarize, and process information about the emergency situation for decision-making by the management.
3.	CSM ICS Specialist:	<ul style="list-style-type: none"> - Immediately report to the shift supervisor and internal monitoring service specialists; - Immediately inform (notify) the staff (teachers, students, and workers) about the incident via loudspeaker; - Participate in the evacuation by opening emergency exits, main doors, and turnstiles; - Report the situation to the senior shift supervisor and the base; - Immediately leave the building for an open area.
4.	Shift supervisor CSM ICS:	<ul style="list-style-type: none"> - Immediately report to the base (Center Situational Management specialist) and the on-duty specialists of the Internal Control Service (hereinafter referred to as ICS); - Immediately report to the director of the CSM and their deputies; - Organize the evacuation by opening emergency exits, main doors, and turnstiles; - Guide and direct evacuees to designated assembly points or a safe distance (150-200 meters); - Provide first aid to the injured; - Report the situation to the head of ICS, ICS deputies, and the Ortalyk; - Organize the cordoning off of the area and the emergency site.

5.	Director CSM:	<ul style="list-style-type: none"> - Arrive at the scene of the incident; - Collect, summarize, and process information about the incident for decision-making by the management; - Report the situation to the rector and vice-rectors.
III. Action of officials and responsible persons of the structural unit		
1.	The power supply service (electrician on duty) is obliged to:	<ul style="list-style-type: none"> - turn off the electricity; - de-energise the building from electricity.
2.	The engineering support service (plumber on duty) is obliged:	<ul style="list-style-type: none"> - block the water supply to the building.
3.	The elevator operators on duty are obliged to:	<ul style="list-style-type: none"> - Lower the elevator cabins to the first floor before disconnecting the electricity, leaving the elevator doors open.
4.	Curator-adviser:	<ul style="list-style-type: none"> - Organize the evacuation of people from academic buildings, dormitories, etc., in collaboration with teachers; - Direct evacuees to designated assembly points or a safe distance (150-200 meters) for further transportation to a suburban area; - Organize the provision of first aid to the injured and transport them to medical facilities, keeping records of the injured; - Check the academic buildings and dormitories for remaining people; - Collect, summarize, and process information about the emergency situation for decision-making by the management; - Report the situation to the deputy dean.
5.	Deputy Dean:	<ul style="list-style-type: none"> - Inform and summon the advisor-curator; - Arrive at the scene of the incident; - Organize the evacuation of people from academic buildings, dormitories, etc., in collaboration with teachers; - Check the academic buildings and dormitories for remaining people; - Collect, summarize, and process information about the incident for decision-making by the management;

		- Report the situation to the dean of the faculty.
6.	Dean of the faculty:	<ul style="list-style-type: none"> - Inform and summon your deputies; - Report to the rector and vice-rectors; - Arrive at the scene of the incident; - Collect, summarize, and process information about the incident for decision-making by the management; - Report the situation to the rector and vice-rectors.
7.	Director of the campus:	<ul style="list-style-type: none"> - Inform and summon your deputies; - Arrive at the scene of the incident; - Report to the rector and vice-rectors; - Collect, summarize, and process information about the incident for decision-making by the management; - Report the situation to the rector and vice-rectors.

**Director of the
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