

APPROVED

By the Decision of the Pedagogical Council
of the State Institution "Astana
'Bilim-Innovation' lyceum for gifted boys
dated August 28, 2024 (Minutes No. 1)

SAFETY RULES

Astana Bilim-Innovation lyceum for gifted boys

We are pleased to inform you that the application for candidacy for the MYP at Astana Bilim-Innovation Lyceum for gifted boys has been approved as of 24 June 2024. The candidacy period will formally begin as of this date.

* Only schools authorized by the IB Organization can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP), or the Career-related Programme (CP). Candidate status gives no guarantee that authorization will be granted.

1. General Provisions

1. These Safety Rules (hereinafter referred to -Safety Rules) establish the requirements for ensuring safety in the primary activities of the State Institution Astana Bilim-Innovation lyceum for gifted boys (hereinafter referred to as the Lyceum), which is educational in nature. These rules apply to:

1. in case of fire;
2. in case of an earthquake;
3. during flood situations and waterlogging;
4. when working in chemistry, biology, physics, and informatics classrooms;
5. during trips to elective courses, competitions, camps, and other extracurricular activities within the Republic of Kazakhstan and beyond;
6. in case of a threat of or the occurrence of a terrorist act (hereinafter referred to as emergencies);
7. in case of non-compliance with sanitary-epidemiological norms or the emergence of mass infection outbreaks.

2. The Director, pedagogical staff and equivalent personnel, administrative-management, educational support, medical, service, and auxiliary staff of the Lyceum, including dormitory staff (hereinafter referred to as employees), are required to know and strictly adhere to these Safety Rules. The administration of the Lyceum is obligated to communicate these Safety Rules to students and their parents or legal representatives.

3. The dissemination of false or deliberately false information by students or Lyceum employees entails disciplinary action and may result in reporting to law enforcement agencies for attempts to spread unreliable information, including threats of terrorism, in accordance with the legislation of the Republic of Kazakhstan.

4. The Director must ensure the organization of training for Lyceum employees on providing first aid to victims during emergencies.

5. Based on these Safety Rules, the Lyceum administration establishes Committees for Health Protection and Occupational Safety of the Lyceum (hereinafter referred to as the Committee).

5-1. The Director of the Lyceum and their deputies, in the event of an incident posing a threat to the life and health of students, as well as in all emergency situations outlined in the Safety Rules, are required to immediately report the situation to the higher authorized body, represented by the Department of Education, within three hours of identifying the situation.

2. Committee for Health Protection and Occupational Safety

2.1. Procedure for Formation, Dissolution, and Organization of the Committee's Work

6. The Chairperson of the Committee is the Director of the Lyceum or the person acting in their stead. Members of the Committee include: the Deputy Director for Academic Affairs, the Deputy Director for Administrative Affairs, a plumber, carpenters, a teacher-psychologist, a pediatrician, a nurse, a dietitian, the head of the Lyceum dormitory, dormitory educators, and security staff.

7. The composition of the Committee is approved by an order of the Lyceum Director for each academic year. Members of the Committee perform their duties on a voluntary basis.

8. The activities of the Committee are conducted exclusively during emergencies or practice drills specified in these Safety Rules. The Committee is led by the Chairperson.

9. In emergency situations, the Chairperson of the Committee is required to notify law enforcement and civil protection authorities.

2.2. Main Tasks and Functions of the Chairperson and the Committee

10. The main task of the Committee is to ensure the evacuation of students and staff of the Lyceum in the event of an emergency.

11. The Chairperson is guided by these Safety Rules and performs the following functions:

1. Coordinates and organizes the Committee's activities during emergencies;
2. Monitors the evacuation of students and staff of the Lyceum.

12. The Committee is guided by these Safety Rules and performs the following functions:

1. Provides first aid to students and staff of the Lyceum who are injured during an emergency;
2. Provides thermal blankets to all students of the Lyceum during or after evacuation;
3. Ensures the shutdown of electrical and gas supply networks, stops ventilation and air conditioning systems, and takes other necessary actions;
4. Ensures the safety of individuals involved in evacuation and firefighting efforts from potential risks such as structural collapses, exposure to toxic combustion products, high temperatures, electric shocks, etc.;
5. Organizes the evacuation of material assets from hazardous zones, determines storage locations, and ensures, if necessary, their protection;
6. Operates in accordance with the Action Plan and the functional responsibilities of Committee members as per the Director's order.

2.3. Rights, Duties, and Responsibility of the Committee

13. Committee members have the right to unrestricted access to the premises of the Lyceum building during an emergency situation.

14. Committee members are obligated to:

1. Notify students and staff of the Lyceum about the emergency evacuation;
2. Take measures to evacuate students and staff during emergencies;
3. Ensure the safe presence of students and staff after their evacuation.

15. The Committee is responsible for properly performing the tasks and functions assigned to it, implementing the action plan, fulfilling functional duties, and adhering to the safety rules. It is also responsible for any failure to act during emergencies.

16. The Committee is responsible for ensuring that decisions made comply with the laws of the Republic of Kazakhstan and regulatory acts (hereinafter referred to as Regulations).

3. Fire Safety Rules

17. In the event of a fire, Lyceum staff are required to take all necessary measures to extinguish the fire and evacuate students.

18. The Director of the Lyceum is responsible for ensuring fire safety at the Lyceum.

19. The Director of the Lyceum must:

1. Ensure compliance with these Safety Rules and monitor the implementation of the established fire safety regime by all employees and students;
2. Organize the study of these Safety Rules and provide fire safety training for Lyceum staff. The Director will set the timing, location, and procedures for fire safety training, as well as identify the responsible individuals for conducting it. Employees who have not undergone fire safety training or have demonstrated unsatisfactory knowledge should not be allowed to work;
3. Develop and approve an evacuation plan and a notification procedure that define the duties and actions of Lyceum staff in the event of a fire;

4. Regularly review the evacuation plan and procedures, considering changing conditions;
 5. Ensure the annual delivery of fire safety training sessions for students during extracurricular hours;
 6. Ensure at least one practical evacuation drill per semester with staff and students;
 7. Establish procedures for inspecting and securing premises and buildings after lessons and the institution's work hours;
 8. Ensure the timely implementation of fire safety measures recommended by civil protection authorities;
20. The security service at the Lyceum is required to work on weekends and holidays, as well as during evening and night hours:
1. Upon starting their shift, check the availability and condition of fire extinguishing equipment, the functionality of telephone communication, emergency lighting, and fire alarm systems;
 2. If obstructions are found in evacuation routes, malfunctioning electrical networks, or other hazards that could potentially cause a fire, take measures to eliminate them, and if necessary, report to the Director of the Lyceum or their substitute.

3.1. General Fire Safety Requirements

21. The territory of the Lyceum must be kept clean. Combustible waste materials, fallen leaves, and dry grass should be regularly removed and disposed of from the premises.
22. The area surrounding the Lyceum, including roads, driveways, access to buildings and fire water sources, as well as access to firefighting equipment and inventory, must be kept open and accessible.
23. The fire department should be immediately notified of any road or access closures due to repairs or other reasons that hinder the movement of fire trucks.
24. It is prohibited to use firebreaks between buildings for storing materials and equipment or for parking vehicles.
25. Open fires, burning of trash, and the creation of open kitchen fires on the Lyceum premises are prohibited.
26. The arrangement of furniture and equipment in classrooms, offices, workshops, dormitories, dining rooms, and other rooms that obstruct the evacuation of students, staff, and access to firefighting equipment is not allowed.
27. Safety signs should be displayed in corridors, vestibules, halls, stairwells, and on evacuation doors.
28. Evacuation passages, exits, corridors, vestibules, and staircases must not be obstructed by any items or equipment.
29. The Lyceum building must be equipped with fire alarm systems (internal telephone and radio broadcasting networks, specially installed broadcasting systems, bells, and other sound signals).

30. Attic and technical room doors (such as pump rooms, ventilation chambers, boiler rooms, storage rooms, closets, electrical panels, etc.) must be locked. Keys to these locks should be kept in a designated location accessible at any time.
31. Fire and welding work is allowed only with written permission from the Lyceum's management in accordance with the fire safety regulations approved by the Minister for Emergency Situations of the Republic of Kazakhstan on February 21, 2022, Order No. 55 "On the approval of Fire Safety Rules."
32. Irons may only be used in designated rooms under the supervision of Lyceum staff. Rooms cannot be used for other purposes, including for storing laundry. Irons are allowed only if they have functional thermostats and light indicators. Irons must be placed on stands made of fire-resistant materials.
33. Rooms must be thoroughly inspected, any identified deficiencies must be addressed, and the rooms should be closed with the power supply disconnected after lessons in classrooms, workshops, offices, and laboratories by branch employees.
34. The Lyceum administration must ensure the servicing and technical operation of electrical equipment and electrical networks, carry out regular preventive inspections, scheduled repairs, and the operation of electrical equipment, appliances, and networks, addressing any identified deficiencies promptly.
35. Any malfunctions in electrical networks and equipment that could cause sparking, short circuits, or excessive heating of cable and wire insulation must be immediately addressed. Faulty electrical networks and equipment should be disconnected until they are restored to a safe condition.
36. All electrical installations (except refrigerators) in rooms (regardless of their intended use) must be turned off when the rooms are closed and not monitored.

3.2. Primary Firefighting Equipment

37. The Lyceum building must be equipped with primary firefighting equipment according to the standards set by the authorized bodies.
38. The locations of the primary firefighting equipment must be indicated on the evacuation plans.
39. Manual fire extinguishers must be placed in accordance with the Technical Regulation "General Fire Safety Requirements," approved by the Order of the Minister for Emergency Situations of the Republic of Kazakhstan No. 405, dated August 17, 2021;
 1. by mounting them on vertical structures at a height of no more than 1.5 meters from the floor level to the bottom edge of the extinguisher;
 2. by installing them in fire cabinets together with fire hoses, in special stands, or on fire racks.
40. Fire extinguishers must be installed in such a way that the instructions for use, printed on their bodies, are visible. The design and external layout of the cabinets and stands used to place the extinguishers must indicate the type of extinguisher installed.
41. Fire extinguishers must be placed in easily accessible locations, where they will not be damaged, exposed to direct sunlight or precipitation, or subjected to the influence

of heating and warming devices. The placement of extinguishers that hinder evacuation conditions for students and staff is not allowed.

42. When operating and servicing fire extinguishers, the requirements specified in the manufacturer's manuals and the approved regulations for the maintenance of each type of extinguisher must be followed.
43. The use of primary firefighting equipment for household and other purposes not related to firefighting is prohibited.

3.3. Fire Safety Requirements for Classrooms and Offices

44. Only the necessary furniture, equipment, models, supplies, posters, and so on should be placed in classrooms and offices to ensure the educational process.
45. Instruments, furniture, supplies, posters, and other items placed in classrooms, offices, laboratories, or specially designated areas for these purposes should be stored in cabinets, on shelves, or on stationary stands.
46. The storage of educational materials, equipment, and supplies, as well as conducting experiments or other activities not included in the approved lists and programs, is not allowed in classrooms, offices, laboratories, or other learning spaces.

3.4. Fire Safety Requirements for Cultural and Mass Events

47. The deputy director for educational work, authorized by the order of the Lyceum director, is responsible for ensuring fire safety during cultural and mass events (evenings, performances, concerts, movie screenings, New Year's parties, etc.).
48. Before starting a cultural or mass event, the responsible person for labor protection and fire safety at the Lyceum must inspect all rooms, evacuation routes, and exits to ensure they meet fire safety requirements, and verify that fire extinguishing equipment, communication systems, and fire alarms are in proper working order. Any identified deficiencies must be corrected before the event starts.
49. The teaching staff accompanying students during cultural or mass events must remain with the students throughout the event. Teachers should be instructed on fire safety measures and evacuation procedures in the event of a fire. Teachers are required to strictly adhere to fire safety regulations during the event.
50. At least two dispersed evacuation exits must be provided in the rooms where cultural and mass events are held, in accordance with the Technical Regulation "General Fire Safety Requirements," approved by the Order of the Minister for Emergency Situations of the Republic of Kazakhstan No. 405, dated August 17, 2021.
51. In the assembly hall, all seats and chairs in rows must be connected and firmly secured to the floor.
52. In rooms used for dances and games with a seating capacity of no more than 200, securing chairs to the floor is not allowed.
53. When organizing the New Year's event, the Christmas tree must be placed on a stable base (stand, barrel of water), ensuring that the exit from the room is not obstructed. The branches of the tree should not be closer than one meter to walls and ceilings.

54. If the Lyceum does not have electric lighting, New Year's celebrations and other cultural events must be held during daylight hours.
55. The tree lighting decoration must be installed exclusively by an electrician. The tree should be mounted securely in accordance with the Order of the Minister of Energy of the Republic of Kazakhstan No. 230, dated March 20, 2015, "On Approval of Electrical Installation Rules" (as amended by the Order of the Minister of Energy of the Republic of Kazakhstan No. 340, dated October 31, 2022). If the lighting fails (overheating wires, flickering lights, sparks, etc.), the decorations should be immediately turned off and not turned on until the malfunction is identified and corrected.
56. The following are prohibited when decorating the Christmas tree:
 1. using celluloid or other highly flammable toys and decorations;
 2. using candles, sparklers, fireworks, etc., for tree illumination;
 3. decorating the tree with cotton and non-fireproofed decorations.

3.5. Actions in Case of a Fire

57. In the event of a fire, the Committee and individuals involved in firefighting should take measures to ensure the safety of students, their evacuation, and rescue. The evacuation of students is the responsibility of the teaching staff who were conducting lessons or other school activities at the time the fire started.
58. Any employee of the Lyceum who discovers a fire or signs of a fire (smoke, the smell of burning or smoldering materials, a rise in temperature, etc.) must:
 1. take measures to extinguish the fire using available resources in the Lyceum, and if the fire spreads, immediately report it by phone to the fire department at 101 or 112 (clearly stating the Lyceum's address, the fire's location, as well as their position and name);
 2. activate the fire alarm system, begin evacuation, and involve others in evacuating students to a safe location (soccer field) according to the evacuation plan;
 3. inform the Lyceum's director or their deputy about the fire;
 4. organize the meeting of firefighting units.
59. The Lyceum director or their deputy, upon arrival at the fire site, must:
 1. confirm that the fire department has been called;
 2. manage the evacuation and firefighting efforts until the fire department arrives. If there is a threat to people's lives, organize their rescue using all available resources;
 3. check the lists of students and staff who have been evacuated from the Lyceum building, using the available class registers and electronic records;
 4. designate a person familiar with the access routes and water sources to meet the fire department;
 5. remove all workers and others who are not involved in evacuation or firefighting efforts from the danger zone;
 6. if necessary, call medical and other emergency services to the fire site;
 7. inform Lyceum staff to stop all activities unrelated to evacuation and firefighting;
 8. inform the fire department of the presence of people in the building.

60. During the evacuation, it is necessary to:
1. determine the safest evacuation routes and exits, ensuring that people can be evacuated to a safe zone as quickly as possible;
 2. prevent conditions that may cause panic. Lyceum staff should not leave students unsupervised from the moment the fire is discovered until it is extinguished;
 3. prioritize evacuating students from the room where the fire started and adjoining rooms at risk of fire spread and smoke. Younger (7th) grade students and those who are ill should be evacuated first;
 4. in winter, evacuation leaders may allow older students to put on warm clothing or take it with them, while younger children should be wrapped in thermal blankets or other warm clothing;
 5. thoroughly check all rooms to ensure that no children are hiding in dangerous areas such as under beds, desks, in closets, or other places;
 6. station security personnel at the exits to prevent students and staff from re-entering until law enforcement and civil defense teams arrive;
 7. avoid opening windows and doors or breaking windows to prevent the spread of fire and smoke to adjacent rooms. When leaving rooms or buildings, ensure all doors and windows are closed behind you.

4. Earthquake Safety Rules

61. The Lyceum director is recommended to take the following actions even before earthquake occurs:

1. develop rules and an evacuation plan for students and staff from the Lyceum building;
 2. designate open spaces (soccer field) for the evacuation of students and staff;
 3. periodically conduct drills to assess the effectiveness of the earthquake response plan;
 4. cooperate with local rescue and similar agencies for preventive measures;
 5. monitor all warnings and recommendations issued by civil defense authorities regarding emergency situations.
62. When signs of an impending earthquake are detected (building shaking, swinging lights, the sound of glass and dishes breaking, increasing rumble), it is necessary to leave the Lyceum building and/or take shelter in a safe place within the room. In real emergency situations, staff and students have no more than 15-20 seconds to take action.
63. The Committee is obligated to take measures to evacuate everyone from the Lyceum building.
64. Given the sudden nature of a natural disaster, stay calm, composed, and act immediately, confidently, and safely. Efforts should focus on saving one's own life and assisting the injured.
65. Inside the Lyceum building, it is necessary to know:
1. Safe places:
 - near interior walls;
 - under a sturdy kitchen or writing desk;

- under a sturdy door frame.
2. Dangerous places:
 - windows;
 - mirrors;
 - hanging objects;
 - stoves in dining areas;
 - high, unsecured objects, and furniture.
66. The safest place during an earthquake is outside, away from buildings.
 67. After the first tremor, evacuate the building using the shortest route. If visibility is limited, know the evacuation paths as per the plan, assist, and evacuate students and staff with mobility issues.
 68. Do not waste time gathering belongings. Only take essential items (thermal blanket, first aid kit), documents, and money.
 69. In the event of building structure collapse, evacuation from a damaged building will be carried out by the appropriate rescue units. It is prohibited to attempt to evacuate students on partially collapsed or sagging structures.
 70. Jumping from upper floors of the building should only be done if special inflatable cushions or catch nets have been set up by rescuers.
 71. It is prohibited to go up to the roof, gather in stairwells, or on stairs during an earthquake.
 72. It is permissible to exit through a window in a single-story building or on the ground floor, avoiding injury from glass.
 73. If students and staff are outdoors during the tremors, move immediately to a safe distance from buildings, fences, and poles. During an earthquake, collapsing buildings and structures pose real threats, including falling walls, ceilings, debris, flying bricks, glass, falling balconies, cornices, roofs, and advertising billboards.

5. Flooding and Waterlogging Safety Rules

74. The necessary actions for the Committee during flooding or inundation are:
 1. announce the evacuation of students and staff from the Lyceum;
 2. disconnect water, gas, and electricity;
 3. if possible, move valuable items and property to upper floors (attics) of the building;
 4. close windows and doors, and if necessary, board up windows and doors on the first floors with planks or plywood.

75. After evacuation, ensure that students and staff stay in a safe elevated location until rescue teams arrive.

6. Safety Rules During Trips to Competitions, Camps, and Other Extracurricular Activities in Kazakhstan and Abroad

6.1. General Recommendations for Students, Their Legal Representatives, and Accompanying Staff

76. Students traveling with Lyceum staff for participation in competitions, camps, and other extracurricular activities within Kazakhstan and abroad should travel according to the approved list of students and accompanying staff, as per the Order of the authorized body and/or Director or their deputy.
77. Before traveling, the Lyceum administration should verify the validity of travel documents, ensure the correctness of personal details (name, surname, patronymic, birth date, passport number, visa), and check that the passport is valid for at least six months after entry to the country.
78. Before traveling abroad, the Lyceum administration recommends that students familiarize themselves with information about the traditions, culture, climate, and peculiarities of the country they will be visiting.
79. Students and accompanying staff should record contact details of the embassies and/or consulates of Kazakhstan in the host country (addresses and phone numbers).
80. Students and accompanying staff should inquire about the availability of necessary medications in foreign countries.
81. The recommended amount of cash to be taken abroad should not exceed the legal limit set by the Republic of Kazakhstan.
82. Baggage weight must not exceed the permissible free baggage allowance according to the carrier's requirements.
83. When traveling to hot climate countries, it is recommended to get vaccinations according to the List of Diseases for Which Preventive Vaccinations Are Conducted, approved by the Government of Kazakhstan Resolution No. 612, dated September 24, 2020.

6.2. Responsibilities of Accompanying Staff

84. During the trip and while staying at the event location (Olympiad, competitions, courses, camp, etc.), accompanying staff are fully responsible for the safety and health of the students in their care.
85. The accompanying persons must find out in advance if any of the students have allergies or other medical conditions. They must ensure that such students have the necessary medications with them.
86. The accompanying persons must prepare business cards for the students' legal representatives, indicating full names, positions, email addresses, and other messenger contacts (Skype, ICQ, mail.ru, etc.), as well as the name of the organization and the address in the host country. Additionally, contact details (full name, email, phone numbers) of the responsible person in the host country must be provided.

87. The accompanying persons must collect contact information for the students' legal representatives (full name, home, work, and mobile phone numbers, email addresses).
88. Upon arrival at the hotel, the accompanying persons must ensure that all students are settled into their rooms.
89. If possible, the accommodation should be arranged in such a way that all students stay on the same floor, building/block (if it does not contradict the rules or principles of the hotel/campus/camp).
90. When moving on the streets, it is essential to be vigilant and ensure that no student falls behind. Special attention should be paid when students are boarding or disembarking from public transport (buses, trains, trams, etc.).
91. Any attempts at philosophical, religious, or political agitation with the students must be stopped immediately.
92. If a group of people is noticed behaving inappropriately during a city walk, the group of students should be immediately led away from the danger.
93. While staying in a hotel, it is necessary to monitor the students after "lights out." During this time, students must stay in their rooms. Special attention should be paid to keeping boys and girls in separate accommodations.
94. It is strictly prohibited to allow a student to visit relatives in the host city. Relatives may visit the student, but only after informing the accompanying person in advance.

6.3. Responsibilities of the students' legal representatives

95. If a student wears glasses or contact lenses, additional glasses and lenses should be provided.
96. The hand luggage should contain only essential items needed during the flight. It is forbidden to carry sharp or cutting objects, children's toys, or items that resemble weapons in shape.
97. If a student suffers from allergies or other medical conditions, the accompanying persons must be informed, and the necessary medications must be packed in the luggage in sufficient quantities for the duration of the stay abroad.
98. When preparing a student for travel, a note with contact numbers where the student can reach in case of emergencies in the host country should be written. The student's name and surname should, if possible, be indicated on their items, backpack, suitcase, or bag in English.
99. Before sending the student on the trip, a conversation should be held to remind them of the importance of discipline, care of their belongings, traffic rules, handling animals, eating exotic foods, and strict obedience to the accompanying persons.

6.4. Responsibilities of the student

100. Before departure, the student must inform their parents or legal representatives about the accompanying persons and the names, contacts of the students involved in elective courses, competitions, and other events.

101. The student must clarify the address or addresses of their accommodation and the route to their destination and back, leaving this information with their parents or legal representatives.
102. If the student becomes lost or falls behind the group at the airport terminal, they should find open large areas or halls and wait for the group leader or accompanying person.
103. If other people engage in philosophical, religious, or political agitation and involve students in this process, the student must immediately inform the accompanying person.
104. If during a city walk the student and accompanying persons notice a crowd behaving inappropriately, they must immediately leave the dangerous area.
105. If any illegal actions towards the students by other people are discovered, the student must immediately report this to the accompanying person.
106. If a student misses the metro, bus, or other public transport, they must stay in place and wait for the group leader. If the student misses the exit from metro, bus, or other public transport, they should exit at the next stop and wait for the group leader.

6.5. Safety measures in the hotel/campus/camp at the place of stay

107. Upon arrival at the hotel, special attention must be paid to the residence rules, fire safety, and familiarizing with the evacuation plan (location of entrances and exits, stairways).
108. Valuable items (mobile phones, money, etc.) should not be left in the place of residence.
109. Precautionary measures should be taken to monitor personal belongings and money, keeping them in different pockets.
110. It is prohibited to cause material damage to the hotel, campus, camp area, or other objects.
111. The address of the place of residence must be written down and memorized.

6.6. Safety measures at train stations, bus stations, airports, and while traveling in airplanes, trains, buses

6.6.1. Safety requirements at train stations and while traveling on trains

112. Crossing railway tracks at unauthorized places is prohibited. Crossing is allowed only at designated places equipped with pedestrian walkways, tunnels, etc.
113. When crossing the railway tracks, make sure that no train is nearby on either side. Moving under train cars, across couplings, or running across tracks in front of an approaching train is prohibited.
114. Placing objects on the railway tracks is prohibited.
115. Playing near the railway track, climbing metal bridge beams or power grid supports, and touching electric wires on the ground is prohibited.

116. It is not recommended to stand close to the edge of the platform (within two meters), or place personal items or luggage there. When moving along the railway track, do not approach the edge of the track within 3-5 meters.
117. Boarding the train should be done in advance with accompanying persons. It is prohibited to exit the train before it has completely stopped. Exiting the train is allowed only on the platform with the accompanying persons.
118. While the train is in motion, it is prohibited to open the train doors or use the emergency brake lever improperly.

6.6.2. Safety requirements at bus stations and while traveling on buses

119. Movement at bus stations is allowed only with accompanying persons.
120. Boarding and disembarking from the bus must be done only under the command of the accompanying person and in their presence, only at safe locations and after the bus has completely stopped.
121. Boarding and disembarking should be done calmly, without pushing, through the open bus door.
122. If possible, ensure that each student has their own seat on the bus.
123. If a student experiences motion sickness during the trip, they should be seated in the second row, closer to the first bus door, and be given a plastic bag in case of vomiting.
124. After boarding the bus, students should place their bags on the overhead luggage racks above the seats.
125. Bottles with drinks or other heavy items should not be placed on the luggage racks.
126. During the bus ride, students must raise the seat armrests, fasten seat belts, and the accompanying person should conduct a roll call.
127. During the ride, all windows of the bus should be closed to prevent students from sticking their heads out, which is especially dangerous during overtaking or avoiding vehicles. It is also prohibited to stick out to avoid dust, small stones, or other objects that may injure students.
128. During the ride, students must:
 - Sit quietly in their seats;
 - If they feel unwell (nausea, headache, etc.), inform the accompanying person so that the driver can stop the bus; keep a plastic bag in front of them until the bus stops;
 - If they need to use the toilet, inform the accompanying person and wait for a scheduled stop;
 - In case of sudden braking, brace themselves by holding the front seat with their hands and feet;
 - In the event of an accident, follow the driver's and accompanying persons' instructions, do not panic, leave the bus through the nearest door, and help injured or younger students;
 - After the trip, collect all their belongings from the bus, including trash (wrappers, cores, empty snack packages, etc.), and exit calmly;

- Once outside the bus, move to a safe distance.
129. During the bus ride, students are prohibited from:
- Standing up, walking around the bus, or putting their knees on the seat to talk to neighbors behind them;
 - Speaking loudly, shouting, or walking through the bus as it distracts the driver and could lead to an accident;
 - Throwing trash in the bus, eating seeds, leaving empty bottles, wrappers, or fruit peels, etc.;
 - Standing up before the bus has completely stopped or without the tour guide's or accompanying person's command.
130. When disembarking the bus, students should carry personal belongings (bags, packages, etc.) in one hand and hold onto the handrail with the other hand while descending the stairs.

6.6.3. Safety requirements at airports

131. Movement in the airport is allowed only with accompanying persons.
132. It is necessary to arrive at the airport two hours before check-in. If possible, online check-in should be done 24 hours before departure on the official airline's website.
133. Before the baggage check, students must follow the rules for carrying hand luggage and checked baggage.
134. Before takeoff, students should familiarize themselves with the airline's safety rules.
135. During boarding, students should take their seats without blocking the aisle for other passengers.
136. Hand luggage should be placed on the overhead compartment above the seat.
137. Mobile phones, laptops, tablets, and other electronic devices must be turned off during the flight, including during takeoff and landing.
138. During takeoff, turbulence, and landing, students must fasten their seat belts, tilt their seat backs, and raise the window shades.

6.7. General safety measures for all students while traveling

139. In the event of unforeseen circumstances (detention by local law enforcement authorities, threats from other individuals, traffic accidents, etc.), it is necessary to request a meeting with a representative of the consular office of the Republic of Kazakhstan in the host country and not sign any protocols or other documents in a foreign language without the presence of representatives from the consular office of the Republic of Kazakhstan.
140. In case of theft of documents, tickets, or credit cards, a statement must be submitted to the law enforcement authorities of the host country, followed by reporting the incident to the embassy or consular office of the Republic of Kazakhstan.

7. Safety Rules for Working in Chemistry, Biology, Physics, and Computer Science Classrooms

7.1. General Safety Requirements

141. Only individuals who have received training on these safety rules are permitted to work in chemistry, biology, physics, and computer science classrooms.
142. Hazardous factors include:
 1. Chemical burns from contact with caustic chemicals on the skin or in the eyes;
 2. Poisoning from vapors and gases of highly toxic chemicals;
 3. Thermal burns from heating liquids and various physical objects;
 4. Cuts to hands from careless handling of laboratory glassware and instruments;
 5. Electric shock when working with electrical equipment;
 6. Fire hazards due to improper handling of flammable and combustible liquids;
 7. Adverse effects of non-ionizing electromagnetic radiation from video terminals on the human body;
 8. Eye strain caused by suboptimal ergonomic visual parameters of video terminals;
 9. Electric shock.
143. When working in chemistry classrooms, workers and students must use the following protective clothing and personal protective equipment:
 1. Cotton lab coat, rubberized apron, safety goggles, rubber gloves;
 2. Insulating gloves, voltage tester.
144. Chemistry, biology, physics, and computer science classrooms must be equipped with first aid kits containing essential medications and dressing materials, as well as means for washing eyes and skin. Chemistry classrooms must also have a functioning fume hood for demonstration experiments, with its operational status checked before the start of lessons.
145. Chemistry, biology, physics, and computer science classrooms must be provided with primary fire extinguishing equipment to handle fire outbreaks in accordance with the Technical Regulation "General Requirements for Fire Safety," approved by the Minister for Emergency Situations of the Republic of Kazakhstan on February 21, 2022, Order No. 55.

7.2. Safety Requirements Before Starting Work

146. Students and staff must be provided with appropriate work clothing, and personal protective equipment must be prepared for work with electrical installations.
147. All necessary equipment and instruments must be prepared and checked for proper operation.
148. Ensure the presence and functionality of primary fire extinguishing equipment, as well as the completeness of the first aid kits with required medications.
149. Ventilate the classroom thoroughly and ensure that air temperature and relative humidity are within acceptable norms.

7.3. Safety Requirements During Work

150. Chemistry, biology, physics, and computer science classrooms should not be used as general classrooms for other subjects or for meetings.
151. Students are only allowed in laboratory rooms and chemistry, biology, and physics classrooms under the supervision of a teacher.
152. Students are not permitted to perform the duties of a laboratory assistant in chemistry, biology, or physics classrooms.
153. Laboratory work must be conducted exclusively under the supervision of a teacher or laboratory assistant.
154. Heating devices must not be left unattended, and appliances with exposed coils must not be used.
155. In physics, chemistry, and biology classrooms, it is prohibited to:
 1. Use broken or cracked glassware;
 2. Use devices and equipment that do not meet safety standards or homemade devices;
 3. Use equipment, devices, wires, or cables with exposed live parts.
156. Voltage and polarity must be marked on all electrical devices.
157. Voltage exceeding 42V AC and 110V DC must not be supplied to student workstations.
158. Using gasoline as fuel in alcohol burners is strictly prohibited.
159. In chemistry and biology classrooms, it is prohibited to:
 1. Taste reagents and solutions, consume food or beverages;
 2. Store reagents of different chemical natures together;
 3. Store reagents and solutions in unlabeled containers, solutions of alkalis in bottles with ground-glass stoppers, or flammable liquids in polymer containers;
 4. Discard reagents or pour solutions, flammable liquids, or combustible substances into the sewer system (such substances should be collected in sealed glass containers of at least 3L for disposal);
 5. Store equipment on top of cabinets or near reagents and solutions.
160. Reagents for laboratory and practical work must be distributed to students in quantities and concentrations not exceeding those necessary for the experiment, with solutions not exceeding 5% concentration.
161. Solutions of solid alkalis, concentrated acids, and aqueous ammonia must only be prepared using personal protective equipment and in a functioning fume hood with ventilation, using porcelain laboratory ware (denser liquids should be poured into less dense liquids).
162. Solid powdered reagents must only be taken from containers using scoops, spoons, spatulas, or test tubes.

7.4. Safety Requirements in Emergency Situations

163. If electrical equipment malfunctions (e.g., overheating or sparking), the power source must be immediately turned off, and the administration must be informed.
164. In case of short circuits or fires in electrical equipment, disconnect them from the power supply immediately and use carbon dioxide (powder) extinguishers or sand to put out the fire. If the fire spreads, notify the nearest fire station.
165. Spills of acid or alkali solutions should be covered with dry sand, scooped toward the spill center, collected in a sealed plastic bag, and tightly closed. The spill area must be treated with a neutralizing solution and then washed with water.
166. For spills of flammable liquids up to 0.05L, extinguish open flames and ventilate the room. For spills exceeding 0.1L, evacuate students, extinguish open flames, and disconnect the power supply. Cover the spilled liquid with dry sand or sawdust, collect it with a wooden scoop into a sealed container, and ventilate the room thoroughly.
167. In case of ignition of spilled flammable liquids, extinguish the fire with primary firefighting equipment, and if it spreads, notify the nearest fire station immediately.
168. For broken laboratory glassware, use a brush and dustpan to collect the debris.
169. In case of injury, provide first aid, notify the administration, and if necessary, send the injured person to the nearest medical facility.

7.5. Safety Requirements After Work

170. Clean up the workspace, return equipment, instruments, and chemical reagents to their designated storage in lockable cabinets and safes.
171. Spent solutions must be poured into sealed glass containers of at least 3L for subsequent disposal.
172. Turn off the fume hood ventilation, electrical devices, and instruments, remove work clothing, and wash hands thoroughly with soap and water.

8. Rules for Students and Staff Behavior in Case of Terrorism Threats

8.1. Receiving a Terrorist Threat by Phone

173. Preventive measures:
 1. Instruct staff on how to handle phone threats of terrorist acts;
 2. Remain calm and avoid panic after receiving a phone call with a threat of an explosion or bomb presence.
 3. Maintain composure and politeness, and do not interrupt the caller.
 4. If a recording device is available, record the conversation.
 5. If possible, immediately inform a colleague about the threat.
 6. If possible, while speaking with the caller, use another phone to notify law enforcement authorities about the threat and provide the phone number from which the alleged terrorist called.
174. Actions upon receiving a phone threat:
 1. Respond to every incoming phone call.

2. If the phone has a caller ID feature, write down the displayed number (local or long-distance).
3. Try to remember the conversation verbatim and, if possible, write it down.
4. Note the caller's gender, age, and speech characteristics (voice, speech tempo, pronunciation, manner of speaking, etc.).
5. Observe the background noises (e.g., sounds, voices).
6. Notify the relevant authorities using another phone about the received call and inform the principal of the school or their deputy.
7. If necessary, initiate the evacuation of students and staff according to the evacuation plan.
8. Ensure unobstructed work for the operational-investigative team, canine units, and other involved specialists.
9. Promptly relay the information received via phone to law enforcement authorities and the school principal or their deputy.

8.2. In the event of a terrorist threat in written form

175. Preventive measures:

1. Carefully inspect all incoming written and audio correspondence in the office (by secretaries), regardless of the medium.
2. Pay special attention to parcels, packages, large containers, cases, and similar items, including promotional materials. The purpose of the inspection is to identify any potential messages about a terrorist threat.

176. Employees and students, upon discovering a safety threat, are required to:

1. Inform the school principal or their deputy and limit the number of individuals aware of the document's contents.
2. Take measures to preserve and quickly transfer the letter (note, electronic medium, etc.) to law enforcement authorities.
3. Place the letter (note, electronic medium, etc.) in a plastic bag if possible.
4. Avoid leaving fingerprints on the document.
5. Preserve all contents, including the document, envelope, packaging, and any enclosures, without discarding anything.
6. Remember the circumstances under which the letter (note, etc.) was received or discovered.

8.3. Discovery of an object resembling an explosive device

177. Preventive measures:

1. Instruct employees and students on proper behavior (what to pay attention to and how to act when discovering dangerous items or threats).
2. Instruct employees not to accept any items or belongings for safekeeping from strangers.
3. Tighten access control to the school's premises (including the installation of audio and video surveillance systems and alarms).
4. Conduct daily inspections of the premises and territory to detect suspicious items.

5. Thoroughly inspect incoming property, goods, and equipment for quantity, packaging condition, etc.
6. Carefully select employees, particularly for security, maintenance, and custodial roles (guards, repair workers, cleaners, etc.).
7. Develop an evacuation plan for students, employees, and visitors.
8. Prepare notification systems for students and staff.
9. Define and clarify the tasks of the security service during evacuations and when suspicious items are found.
10. Equip the school's security personnel with portable radio devices to call for backup and notify law enforcement authorities.
11. Organize staff training in collaboration with law enforcement through practical exercises on actions in terrorism-related situations.
12. Prepare inspection plans for the site, indicating fire-prone areas, procedures, and schedules for inspecting temporary storage areas, waste containers, bins, etc.
13. Remove unnecessary items from offices, stairwells, and rooms containing technical equipment.
14. Ensure regular removal of waste from the building and clear the area of scaffolding and metal debris.
15. If possible, place waste containers outside the school premises.
16. Ensure that all organization personnel are informed of the phone numbers to notify the relevant authorities in the event of detecting suspicious items or signs of a terrorist threat.

178. Discovery of an object resembling an explosive device (hereafter referred to as an explosive device or ED):

1. Signs that may indicate the presence of an ED:
 - The presence of wires, ropes, or tape on the discovered item.
 - Suspicious sounds, clicks, or ticking noises emanating from the item.
 - A characteristic smell of almonds or other unusual odors coming from the item.
2. Reasons for suspicion:
 - The presence of suspicious individuals in the building or on the school premises before the item was discovered.
 - Threats received personally, via phone, or through mail.

179. Actions upon discovering an object resembling an ED:

1. If a suspicious object is discovered, interview students and staff near the object to identify its owner. If the owner cannot be identified, immediately inform the school principal, who must promptly notify law enforcement authorities.
2. It is strictly forbidden to touch, kick, approach, or move the suspicious object. Refrain from smoking or using radio communication devices, including mobile phones, near the object.
3. Avoid causing panic and ensure an organized evacuation of students and staff from the area surrounding the danger zone.

4. Do not disclose the threat of an explosion to anyone except the school administration, the head of security, and law enforcement or other authorized personnel.
5. Be prepared to describe the appearance of the object resembling an explosive device.

180. The principal, upon discovering an object resembling an ED, must:

1. Record the time and location of the discovery.
2. Clear the danger zone within a radius of at least 100 meters, cordon it off, and block access to the location of the suspicious object.
3. If possible, arrange for the security of the suspicious object and the danger zone.
4. Wait for law enforcement representatives to arrive and indicate the location of the suspicious object, the time of discovery, and the circumstances under which it was found.
5. Follow further instructions provided by law enforcement representatives.

181. The committee, upon discovering an object resembling an explosive device, must:

1. Ensure the evacuation of students and staff from the school.
2. Secure rooms containing valuable assets and documents, and, if necessary, take measures to evacuate them.
3. Once information is received about the possibility of resuming operations, ensure the re-evacuation (return of evacuated students, staff, and property to their original locations).

8.4. Evacuation and Lockdown of Classrooms Due to a Terrorist Threat

182. To ensure organized evacuation and lockdown of classrooms, the school administration is obligated to promptly notify students and staff. Notification of students is carried out by the administration using internal communication lines, alarm systems, and other technical and mobile communication devices in accordance with a pre-developed plan.

183. Upon hearing the evacuation signal, school staff must:

1. For those conducting classes: stop the lesson, assess the situation, organize students into single or double file, count the number of students before leaving the classroom, and calmly evacuate the students through the nearest emergency exit to a safe location outside the school building. Once outside, recount the students (and if the count is less, take measures to locate missing students) and report the evacuated students to the principal or acting authority.
2. If possible, during cold weather, provide students outside with hot drinks and thermal blankets.
3. For other staff: halt all ongoing work, assess the situation, shut down equipment if necessary, and leave the building calmly through the nearest emergency exit.

184. In case of an attack by an individual threatening the safety of students and staff on the school premises, the notification system should be activated to inform about the need to lock

down the classroom from inside. Notification of students is conducted by the administration via internal communication lines, alarm systems, and other technical and mobile communication devices in accordance with a pre-developed lockdown plan.

185. During a lockdown notification:

- Move away from doors and windows, hide under desks.
- If in a restroom, service room, or other spaces, lock the door from the inside.
- If in a corridor, dormitory, or cafeteria, immediately enter the nearest room and lock it from the inside.

186. The evacuation and lockdown notification systems have distinct sound signals.

8.5. Presence in the Explosion Zone or Under Building Debris Due to a Detonated Explosive Device

187. If students or staff are in an explosion zone, they should, if possible, move or crawl away from areas with smoke or fire.

188. If students or staff are unharmed but there are injured individuals nearby:

- Assess the condition of the injured: check for a pulse and consciousness. Never use ammonia to revive an unconscious person (unconsciousness is a protective reaction of the body).
- If no fractures are detected (carefully check arms, legs, neck, ribs, etc.), place the injured person on their side (lying on their back risks choking on vomit; lying on their stomach risks suffocation).
- For arterial bleeding (bright red blood spurting), immediately press the wound with a finger and then tie off the area above the wound with a belt, rope, or strap.

189. If students or staff are trapped under building debris:

- Stay calm, breathe deeply and evenly, and remain confident that rescuers will come.
- Attract attention by voice or tapping.
- If deeply trapped, move a metal object (e.g., a ring or keys) left and right to help echolocation devices detect your position.

190. If the space is relatively free, do not light matches or lighters to conserve oxygen.

191. Move cautiously to avoid causing further collapse. Follow airflow from outside. If possible, use makeshift materials (e.g., boards, bricks) to reinforce the ceiling and wait for help. To combat severe thirst, place a small stone in your mouth and suck on it while breathing through your nose.

8.6. Hostage Situations

192. Preventive Measures:

These measures aim to increase vigilance, enforce strict access control, and establish observation and signaling systems. Staff must be instructed and trained in appropriate actions for such situations.

193. Actions During Hostage Situations:

1. Immediately report the incident to law enforcement authorities and the school principal or acting authority.
2. Do not engage in negotiations with the captors on your own initiative.
3. Comply with captor demands if they do not involve harm to life or health. Do not confront or risk your safety or others'.
4. Avoid actions that could provoke captors to use weapons.
5. Ensure unimpeded access to the scene for law enforcement and security forces.
6. Provide detailed information to law enforcement upon their arrival and support their operations.

194. Interaction with Captors:

1. Do not offer aggressive resistance, avoid sudden or threatening movements, and refrain from provoking captors into rash actions.
2. Avoid direct eye contact with the captors when possible.
3. Comply with all orders during the initial critical period (especially the first 30 minutes).
4. Remain calm and maintain dignity. Politely request necessary items if urgently needed.
5. Inform captors calmly about health issues exacerbated by stress.
6. Try to identify your location and conserve strength by consuming available food.
7. Position yourself away from windows, doors, and the captors to ensure safety during a potential assault.
8. During a rescue operation, lie face down on the floor with hands on the back of your head.

8-1. Compliance with Sanitary and Epidemiological Requirements

195. School staff must adhere to the sanitary rules established by the Ministry of Health of Kazakhstan, including those concerning educational facilities, preventive measures, and food service hygiene.

196. The principal, deputy principal for facilities, and medical staff must know and ensure compliance with these rules.

197. They are personally accountable for violations of the rules.

198. The principal must:

1. Organize systematic activities promoting health knowledge and a healthy lifestyle among staff and students.
2. Monitor timely preventive medical examinations for staff.
3. Support the activities of deputies and medical personnel to prevent diseases and ensure compliance with sanitary standards.
4. Conduct sanitary-preventive activities with the local health authority at least twice per academic year.
5. Fulfill other duties as required.

Deputies and medical personnel must:

1. Educate staff and students on recognizing symptoms of infectious diseases and prevention methods.
2. Monitor the health of cafeteria staff daily and record findings.
3. Ensure compliance with food hygiene standards, including proper food preparation and kitchen sanitation.
4. Monitor student meals for quality and storage conditions.
5. Inspect the cleanliness of school facilities twice daily.
6. Conduct sanitization after large gatherings of visitors.

199. Staff violating or failing to comply with safety rules will face disciplinary action under the Labor Code of Kazakhstan.

9. Final Provisions

200. These safety rules are approved by the Pedagogical Council.

201. Amendments to the safety rules are made based on decisions by the Pedagogical Council.

