2023

APPROVED: by the order of the rector of Sumy NAU

№ \_\_\_\_\_from\_\_\_\_

**INSTRUCTIONS**

**for participants of the educational process during the notification of the signal**

**"Air raid alert"**

The Instruction on the actions of participants in the educational process in the event of a threat or occurrence of emergencies in the SNAU and separate structural units (professional colleges) was developed in accordance with Article 21 of the Civil Protection Code of Ukraine, the Regulation on the organization of work on labor protection and life safety of participants in the educational process in institutions and educational institutions, approved by the order of the Ministry of Education and Science of Ukraine of 26.12.2017 No. 1669, registered with the Ministry of Justice of Ukraine on 23.01.2018 ^ under No. 100/3155

1. General provisions

1.2 The Instruction applies to all participants in the educational process of Sumy National Agrarian University and its separate structural subdivisions (professional colleges).

1.3 The Instruction is developed in accordance with the norms of the Civil Protection Code of Ukraine, other regulatory legal acts in the field of civil protection and industrial safety (CP and TS).

1.4 All employees of the NAU, separate structural subdivisions (professional colleges), regardless of their positions, must know and strictly comply with the requirements of the legislation of Ukraine on civil protection and occupational safety, occupational safety instructions and this Instruction.

1.5 Employees may be held administratively liable for failure to comply with the requirements of the Instruction.

1.6 Military emergencies are associated with the consequences of the use of weapons of mass destruction or conventional means of destruction, which result in casualties, destruction of buildings, warehouses and storage facilities, transport and engineering communications:

- air raid (during martial law);

- shelling of educational buildings (during martial law).

1. Procedure for the actions of students, employees of the University, and separate structural subdivisions (professional colleges) who are at workplaces and in classrooms during the announcement of air alert:

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- Upon hearing the "AIR ALERT" signal (or receiving it as a message on your phone), immediately stop working and studying;

- while in the educational building at home, (dormitory), production laboratories - turn off office equipment, gas appliances, lighting, electrical equipment - close the windows;

- Heads of departments, teachers who conduct classes, heads of structural units should make sure that all participants of the educational process who work in this room (or in the neighboring ones) are aware of the alarm;

- without unnecessary haste, panic and hysteria, remove official documents in

to the place of their permanent storage; \* get dressed quickly (check for any in your pocket)

- get dressed quickly (check for notes in your clothes pocket with your surname, name, patronymic, address, age, home phone number);

- take personal belongings, a pre-prepared supply of food, water, documents, flashlight, personal phone, lock the door and leave the location, follow the routes indicated on the evacuation plan to the protective structure;

- teachers should warn those present about the prohibition of participants in the educational process and visitors to the upper floors of the institution, direct everyone to the shelter and check everyone on the list and, accompanying students, go to the protective structure (the simplest shelter) in an organized manner.

- when leaving the premises, follow the right-hand rule and let those who need help go ahead - this will help avoid a stampede.

**It is strictly forbidden to stay in the classroom building after the "AIR RAID" signal, as the explosion will destroy them from the impact of the shock wave.**

In the case of a sudden shelling and the absence of nearby shelters, lie on the ground with your head in the direction opposite to the explosions and cover your head with your hands or things.

* **2.1 Procedure for students, employees of the University, separate structural subdivisions (professional colleges) who work remotely (stay at home) during the announcement of air alert**

- upon hearing the "AIR ALARM" signal, immediately stop working;

- turn off electrical equipment; shut off gas and water supply;

- take the necessary personal belongings (identity documents, medicines that are taken regularly, telephone, etc.

medications, telephone, etc.) and go down to the shelter using the shortest route;

- if there is no shelter within 500 meters of the building and the employee is on the upper floors of the building, go down to the lower floors without using the elevator (it is dangerous), find a safe zone using the rules of "two walls", "lower floor" and "location near the main wall".

**2.1 the procedure of actions of employees of the University, separate structural subdivisions (professional colleges) who, during the announcement of an air alert, are at workplaces related to the protection of facilities (academic buildings, dormitories, etc.):**

- upon hearing the "AIR ALERT" signal (or receiving it as a message on the phone), immediately inform those present about the announcement of an air alert, the termination of work and study, and therefore everyone must leave the premises and go to the shelter;

- warn about the prohibition of participants in the educational process and visitors to the upper floors of the institution, if the facility does not provide a shelter (educational building №4) direct everyone in the direction of movement according to the evacuation plan, making sure that all participants in the educational process and visitors have left the premises;

- close the premises, take the necessary personal belongings (identity documents, medications taken regularly, telephone, etc.) and immediately go to the shelter using the shortest route;

while in a shelter or in a safe area, remain calm and provide assistance to those who need it.

1. the procedure for the actions of employees of the University, separate subdivisions (professional colleges) who are at workplaces related to the reception of visitors (catering plant, university admissions office, ITF training and practical department, library, etc:)

- upon hearing the "AIR ALERT" signal, immediately stop working;

- inform those present about the announcement of the air raid, the termination of work in this regard and the need for everyone to leave the premises and go to the shelter (inform visitors about the availability and location of the simplest shelter of the University or the nearest shelter,

- close the premises, take the necessary personal belongings (identity documents, regularly taken medications, telephone, etc.) and immediately go to the shelter using the shortest route.

1. Procedure for the actions of employees of the University, separate structural subdivisions (professional colleges) who, during the announcement of air alert, are in places of repair or restoration work, separate laboratories, research sites, business trips, and all subordinate territories outside the permanent places of deployment:

- upon hearing the "AIR ALARM" signal, immediately stop working;

- inform those present of the air raid alert and the need for everyone to go to a shelter if it is within 500 meters of the work site (the presence of protective structures around the work site must be checked in advance.

- If there are no shelters within 500 meters of the work site, use natural shelters for protection - pits, ditches, areas behind low concrete (brick) structures, etc;

1. Upon arrival at the protective structure:

3.1 Inside the protective structure, responsible persons must ensure that students quickly and carefully, without panic, take their places and follow the instructions of the facility commandant or the watchman on duty.

3.2 It is necessary to carefully follow the orders and warning signals.

3.3 During the stay in the shelter, teachers and responsible persons should take measures to calm down the children and everyone in the shelter.

3.4 In the protective structure, it is necessary to observe discipline and order, not to violate fire safety rules (do not smoke), not to talk loudly, not to run, not to leave the protective structure until the command "RESET AIR ALARM" is received

1. When you receive the signal "AIR ALARM RESET":
   1. Everyone leave the safe haven and resume their duties.
   2. Be prepared for a possible repeat attack by the enemy.

*REMEMBER. In any situation, you need to stay calm, not panic, and believe in your strength and knowledge. There are no hopeless situations - you just need to know how to find a way out*

Prepared by:

Civil Protection Specialist Ihor HOLOVACH