

## **PROCEDURES**

### **for Responding to Threats, Incidents, and Crisis Situations in the Educational Environment of Jalal-Abad International University (JAIU)**

#### **1. General Provisions**

**1.1.** These Regulations for Responding to Threats, Incidents, and Crisis Situations in the Educational Environment of Jalal-Abad International University (hereinafter referred to as the “Regulations”) establish a unified procedure for identifying, reporting, recording, initially responding to, escalating, documenting, analyzing, and resolving threats, incidents, and crisis situations in the educational environment of Jalal-Abad International University (hereinafter referred to as the University, JAIU).

**1.2.** These Regulations apply to employees, students, and structural units of JAIU, as well as other persons located on the University’s premises or participating in its activities.

**1.3.** These Regulations apply in the event of:

1. threats to life and health;
2. incidents that disrupt the safety of the educational environment;
3. manifestations of extremism, terrorism, violence, aggression, or destructive behavior;
4. the dissemination of unlawful content or dangerous messages in official and University-related environments;
5. crisis situations affecting students, employees, infrastructure, the reputation, or the sustainable operation of the University.

**1.4.** These Regulations have been developed in accordance with the Law of the Kyrgyz Republic “On Education,” the Law of the Kyrgyz Republic “On Countering Extremist Activities,” the Law of the Kyrgyz Republic “On Countering Terrorism,” as well as the current regulations governing higher and postgraduate professional education institutions in the Kyrgyz Republic. These acts establish the legal framework for ensuring security and organizing activities in the field of education. ([Central Document Bank](#))

**1.5.** These Regulations shall be applied in conjunction with:

1. SMK-60-07 Regulations on Measures to Prevent Extremism, Terrorism, Violence, and Other Threats to the Safety of the Educational Environment at JAIU;
2. local regulations of JAIU on the safety of the educational environment, internal rules, information policy, handling of inquiries, and educational and mentoring work;
3. other regulatory and administrative documents of JAIU.

**1.6.** If the provisions of these Regulations conflict with the legislation of the Kyrgyz Republic, the provisions of the legislation of the Kyrgyz Republic shall apply. ([Central Document Bank](#))

## **2. Purpose and Objectives of the Regulations**

**2.1.** The purpose of these Regulations is to ensure a clear, timely, coordinated, and documented procedure for responding to threats, incidents, and crisis situations at JAIU.

**2.2.** The main objectives are:

1. ensuring prompt notification of responsible persons;
2. reducing risks to the life and health of students and employees;
3. ensuring the timely routing of threat notifications;
4. coordinating the actions of organizational units;
5. documenting the circumstances of the incident;
6. ensuring coordination with government agencies when warranted;
7. analyzing causes and developing corrective and preventive measures.

## **3. Key Terms**

**3.1.** The following terms are used in these Regulations:

**3.1.1.** Threat — information, circumstance, behavior, or event indicating a real or potential possibility of causing harm to the life, health, rights, and legitimate interests of students, employees, the University, or third parties.

**3.1.2.** Incident — an event that has occurred and disrupts the safety of the educational environment, established procedures, the rights and safety of participants in the educational process, or the normal functioning of the University.

**3.1.3.** Crisis situation — an incident or a series of incidents requiring coordinated decisions by JAIU leadership, interdepartmental cooperation, and, if necessary, cooperation with external services.

**3.1.4.** Initial response — immediate actions to ensure safety, limit harm, inform responsible persons, and preserve relevant information.

**3.1.5.** Escalation — the transmission of information about a threat or incident to a higher level of management or to authorized bodies due to the level of risk, consequences, or the need to take special measures.

## **4. General Principles of Response**

**4.1.** Response to threats, incidents, and crisis situations at JAIU is carried out based on the following principles:

1. priority of protecting life and health;
2. legality;
3. immediate reporting;
4. proportionality of the response to the level of threat;
5. separation of powers and responsibilities;
6. confidentiality when handling sensitive information;
7. documentation of significant actions and decisions;
8. inter-agency coordination.

## **5. Categories of situations in which these Regulations apply**

**5.1.** These Regulations apply, among other things, in the following situations:

1. threats of violence, physical assault, or behavior that is dangerous to oneself or others;
2. discovery of suspicious objects, messages, or actions;
3. signs of students' or employees' involvement in extremist, terrorist, or other unlawful activities;
4. the dissemination of materials containing calls for violence, extremist, or terrorist ideas;
5. serious conflicts, bullying, group aggression, or mass disturbances;
6. digital threats related to the University's official resources or activities;
7. emergency situations posing risks to the safety of the educational environment;
8. other incidents requiring a managerial response.

## **6. Obligation to Report a Risk or Incident**

**6.1.** Any employee or student of JAIU who has information about a threat, incident, or warning signs is required to immediately report this to:

1. their immediate supervisor;
2. the Dean's Office;
3. the academic advisor;
4. the person on duty / the person in charge;
5. the JAIU administration;
6. other authorized persons via internal communication channels.

**6.2.** If the situation poses an immediate threat to life and health, the priority is to call emergency services and inform the JAIU administration.

**6.3.** The report may be made verbally, in writing, electronically, or by any other available means, followed by documentation in the prescribed form.

## **7. Initial Response Procedure**

**7.1.** The person who first receives information about a threat or incident is required to:

1. assess whether there is an immediate threat to life and health;
2. if necessary, take steps to immediately call emergency services;
3. ensure that the information is communicated to the responsible officials;
4. restrict access to the hazardous area, if possible;
5. refrain from taking actions beyond their authority and training if doing so could increase the risk.

**7.2.** In the event of an immediate threat to life and health, priority is given to:

1. protecting people;
2. evacuating or isolating the hazardous area;
3. calling the appropriate emergency services;
4. promptly informing the JAIU administration.

**7.3.** In the absence of an immediate threat to life, but in the presence of signs of risk, the information must be immediately transmitted through the internal escalation chain.

## **8. Internal Routing and Escalation**

**8.1.** Depending on the nature of the situation, information is transmitted:

1. to the head of the structural unit;
2. the dean;
3. the academic advisor;
4. the vice-rector for the relevant field;
5. the administration of JAIU;
6. the departments responsible for safety, educational, social, legal, and informational work.

**8.2.** Escalation to the rector or authorized management is mandatory if:

1. there is a threat to life and health;
2. the situation involves possible signs of extremism, terrorism, violence, or mass disorder;
3. the incident may have widespread repercussions or affect the University's official position;
4. cooperation with government agencies is required;
5. international students, reputation issues, or international relations are involved.

## **9. Responding to Incidents in the Digital and Information Environment**

**9.1.** Upon detection of threats, illegal content, calls for violence, or other dangerous materials in the official digital environment of JAIU or in channels associated with the University, the information shall be forwarded to:

1. the Academic and Information Department;
2. the head of the relevant department;
3. the Vice Rector responsible for the relevant area;
4. the JAIU administration, if warranted.

**9.2.** Within the scope of authority, measures are taken to:

1. recording the information;
2. restricting dissemination on official resources;
3. preserving evidence;
4. transferring information to authorized persons.

**9.3.** The Regulations on JAIU's Information Policy and the internal rules for the digital environment shall apply in conjunction with these Regulations.

## **10. Incident Documentation**

**10.1.** Every significant incident must be documented.

**10.2.** Documentation may include:

1. an official memo;
2. an incident report;
3. an incident log;
4. explanatory notes;
5. review reports;
6. analytical report;
7. other forms established by JAIU.

**10.3.** The document shall record:

1. date, time, and place;
2. a brief description of the circumstances;
3. participants and witnesses;
4. initial response measures;
5. information relay along the escalation chain;
6. decision made;
7. Next steps and responsible parties.

## **11. Review and Decision-Making**

**11.1.** For each significant incident, JAIU management or authorized personnel shall determine:

1. the risk level;
2. the need for additional security measures;
3. the need for temporary organizational restrictions;
4. the need for coordination with government agencies;
5. the need to inform participants in the educational process;
6. the need to conduct an internal analysis.

**11.2.** In cases requiring collegial review, a working group, commission, or other authorized review body may be convened.

## **12. Interaction with government agencies and emergency services**

**12.1.** Where there is a legal basis, JAIU interacts with law enforcement agencies, national security agencies, emergency response agencies, medical services, and other authorized services. The laws of the Kyrgyz Republic on countering terrorism and extremist activities provide for a system of participation by authorized bodies in the prevention, detection, and suppression of relevant threats. ([Central Document Bank](#))

**12.2.** External coordination is carried out by the leadership of JAIU or by authorized persons within the scope of their authority.

**12.3.** The independent dissemination of unauthorized information regarding crisis situations on behalf of JAIU is prohibited.

## **13. Information Support for Crisis Situations**

**13.1.** Information regarding significant incidents and crisis situations intended for internal or external dissemination shall be prepared and disseminated only by authorized persons.

**13.2.** When preparing official information, the following must be taken into account:

1. accuracy;
2. preventing panic;
3. protection of personal data;
4. security interests;
5. the official position of JAIU.

## **14. Incident Closure and Post-Incident Analysis**

**14.1.** An incident is considered closed after:

1. the immediate threat has been eliminated;
2. completion of necessary initial and follow-up actions;

3. the situation has been documented;
4. a decision has been made to conclude the response;
5. corrective and preventive measures are determined, if necessary.

**14.2.** A post-incident analysis is conducted for significant incidents, which may include:

1. assessing the completeness and timeliness of the response;
2. identifying causes and risk factors;
3. assessment of interagency coordination;
4. proposals for improving prevention and regulations;
5. corrective actions.

## **15. Powers of Organizational Units**

**15.1.** JAIU Management:

1. coordinates the response to significant threats and crisis situations;
2. makes decisions on response measures;
3. organizes interaction with external agencies as necessary.

**15.2.** Vice Rectors for their respective areas of responsibility:

1. ensure response within their areas of responsibility;
2. coordinate the work of subordinate units;
3. participate in analyzing the situation and developing measures.

**15.3.** Deans' offices, departments, academic advisors, the Academic and Information Department, and units responsible for educational, social, legal, and administrative work:

1. act within the scope of their authority;
2. ensure the transmission of information and the implementation of decisions;
3. participate in documentation and subsequent analysis.

## **16. Responsibility**

**16.1.** Officials, employees, and students of JAIU are responsible for complying with these Regulations within the scope of their duties.

**16.2.** Failure to report a threat in a timely manner, concealment of significant information, unauthorized dissemination of unverified information, violation of response procedures, and other violations shall entail liability in accordance with the legislation of the Kyrgyz Republic and local regulations of JAIU. ([Central Document Repository](#))

## **17. Final Provisions**

**17.1.** These Regulations shall enter into force on the date of their approval.

**17.2.** Amendments and additions to these Regulations shall be made in accordance with established procedures.

**17.3.** Matters not covered by these Regulations shall be resolved in accordance with the laws of the Kyrgyz Republic, the Charter of JAIU, and other local regulations of the University. ([Central Document Repository](#))

**Appendix 1. Initial Threat/Incident Report Form**

No.	Date and Time	Who reported	Brief Description	Location	To whom reported	Urgency	Note
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**Appendix 2. Incident Report Form**

No.	Date	Location	Description of the event	Participants / Witnesses	Initial actions	Person in Charge	Note
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**Appendix 3. Incident and Crisis Situation Log Form**

No.	Date	Incident Category	Department	Summary	Actions Taken	Status	Closure Date
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**Appendix 4. Form for an analytical report on response results**

No.	Incident / Event	Causes and Factors	Response Assessment	Identified Issues	Corrective Actions	Responsible	Deadline
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**Appendix 5. Change Log**

Change No.	Section, item	Summary of the change	Basis	Date of entry	Full Name, Position	Signature
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**Appendix 6. Approval Form**

**APPROVAL SHEET**

Document Title: Regulations for Responding to Threats, Incidents, and Crisis Situations in the Educational Environment of JAIU

Document code: SMK-60-08

**Prepared by:**

\_\_\_\_\_ /Full Name/

Position \_\_\_\_\_

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

**Approved by:**

Head of the Quality Department / QMS  
\_\_\_\_\_/Full Name/  
“ ” \_\_\_\_\_ 20

Head of the Department Responsible for Safety / Administrative Work  
\_\_\_\_\_/Full Name/  
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Head of the Training and Information Department  
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Lawyer / Legal Support Specialist  
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Vice Rector for Academic Affairs  
\_\_\_\_\_/Full Name/  
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Vice Rector for the State Language and Educational/Social Work  
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“ ” \_\_\_\_\_ 20

**Approved by:**  
Rector of JAIU  
\_\_\_\_\_/Full Name/  
“ ” \_\_\_\_\_ 20

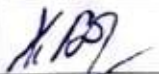
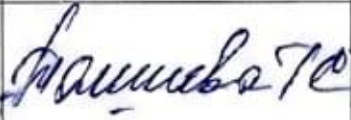







# CHANGE LOG

Change No.	Basis for Amendment	Pages	Summary of the amendment	Revision	Signature	Date
1						
2						
3						

Edition: 1.000

Effective date: “ ” 20

## APPROVAL SHEET

No	Position / Role	Full Name	Signature	Date
1	Developed by	Kanetova D.E.		29.12.25
2	Approved: head of the responsible department			29.12.25
3	Approved: Head of the Educational and Informational Department	Kanetova D.E.		29.12.25
4	Approved: leading specialist for quality	Kalmuratova A.		29.12.25
4	Approved: head of the legal affairs and human resources department / lawyer	Sydykova B.J.		29.12.25
5	Approved: vice-rector for academic affairs	Sadyrova N.A.		29.12.25
6	Approved: vice-rector for science, SR and GE	Asilova Z.A.		29.12.25
7	Endorsed / considered in the established manner	JASU Scientific Council		29.12.25.

