

1. PURPOSE

The purpose of this procedure is to define the preparation stages and general rules of the Emergency Action Plan, which was created to be prepared for emergencies that may occur within Koç University.

2. SCOPE

This procedure scopes employees, students, visitors, suppliers, subcontractors and all companies operating within the boundaries of Koç University campus.

3. REFERENCES

3.1. Regulation on Emergency Situations in Workplaces

4. RESPONSIBILITIES

4.1. The Rector is responsible for the implementation of this procedure.

4.2. Security, Fire Brigade and Emergency Management is responsible for creating, monitoring and updating this policy.

4.3. The Occupational Health and Safety unit is responsible for supporting the preparation and updating of this procedure.

5. DEFINITIONS

5.1. **Emergency:** It is an event that requires immediate intervention, response, first aid or evacuation, such as fire, explosion, spread of hazardous chemicals, natural disaster, which may occur in all or part of the university.

5.2. **Emergency Action Plan (EAP):** It is a plan in which the work to be done in emergency situations, the employee to be assigned, the equipment to be used, the required communication chain and the activities to be carried out in possible emergency situations are defined, and the safe areas where employees will gather until the situation is determined and/or the emergency is eliminated.

6. KEY PRINCIPLES

6.1. EAP scenarios include Fire, Earthquake, Explosion, Gas Leakage, Sabotage, Suspicious Objects, Armed Assault, Illegal Mass Demonstration, Flood, Lightning Strike, Sudden Illness, Tornado, Storm, Food Poisoning, Theft, Exposure to Hazardous Chemicals, Chemical Spill, It should include topics such as Electric Shock, Incidents Requiring First Aid, Burns, Work Accidents, Traffic Accidents, Suicide, Death, CBRN, War, and implementation steps should be defined for each scenario.

6.2. EAP covers the stages of prevention, preparedness, response and recovery.

6.3. EAP defines the duties and responsibilities of the teams and departments involved in emergency organization and management.

6.4. In EAP, the content and periods of functional training and emergency information training for emergency teams are defined.

7. METHOD

- 7.1. The security of all stakeholders within the campus borders is ensured.
- 7.2. An emergency assembly area is determined.
- 7.3. Necessary first aid and protection measures are taken.
- 7.4. Internal and external support units are activated to intervene in the incident.
- 7.5. Employees and students are informed about the operation of the Emergency Action Plan at regular intervals.
- 7.6. All employees and students are given emergency training on what to do in case of emergencies.
- 7.7. Drills are carried out at least once a year.
- 7.8. Drills are recorded and drill result reports are shared with stakeholders participating in the drill.
- 7.9. As a result of the drill, issues requiring action are identified, a deadline for the necessary improvements is defined and shared with the relevant departments and followed up.
- 7.10. Emergency Action Plan is implemented.

8. ANNEXES AND REGISTERS

- 8.1. Emergency Action Plan.

9. REVIEW

The responsibility for reviewing and updating this document belongs to the Security, Fire Brigade and Emergency Management. The review is carried out at least once a year. The document must be revised when and where deemed necessary.

10. AMENDMENT/ DISTRIBUTION TABLE

Amendment Page	Date	Amendment	Made By
1-2	11.04.2022	6. Key Principles 7. Method	Emergency Coordinator
1-2	26.01.2024	3. References 6. Key Principles 7. Method	Emergency Coordinator

Distribution (Related Departments)

All Units of Koç University