

1. PURPOSE

Ensuring the implementation/practice of the requirements in Emergency Management for Campus Users is to facilitate the making of decisions that will save lives, reduce material-spiritual damage, and ensure the continuity of education and other operations at the University.

2. SCOPE

This policy scopes all Koç University employees, students, subcontractors and, to the extent applicable, external stakeholders such as suppliers.

3. REFERENCES

- 3.1. Koç University Emergency Action Plan Procedure
- 3.2. Regulation on Emergency Situations in Workplaces

4. RESPONSIBILITIES

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

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:** 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.
- 5.3. **Disaster:** Natural events that will disrupt the functioning of the university, the lives of students, employees, surrounding people and families, cause physical, economic and social losses, stop or interrupt normal life and activities, and where facilities are inadequate.

6. KEY PRINCIPLES

- 6.1. The Emergency Policy covers prevention, preparedness, response and recovery phases.
- 6.2. Prevent the occurrence of emergency situations.
- 6.3. Creating emergency teams and providing theoretical/practical training periodically.
- 6.4. Responding quickly when it occurs.
- 6.5. Keeping Response Equipment usable and in an appropriate location.
- 6.6. Prevent loss of life and property.
- 6.7. Provide quick evacuation when necessary.
- 6.8. Ensure the safety of Campus Users on campus in case of war/attack.

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6.9. Quick recovery after an emergency and start again.

7. METHOD

7.1. Prevention:

- 7.1.1.** All hazards that may cause an Emergency or Disaster, all possible stages and all parties that may be affected will be identified and evaluated, and the necessary preventive measures will be planned and implemented.
- 7.1.2.** Considering the wideness of the university borders and the diversity of possible emergencies, it seems that a single scenario will not be sufficient. Therefore, Emergencies will be leveled and scenarios will be created according to their levels.
- 7.1.3.** Subcontractors are required to obtain the approval of the Security, Fire Brigade and Emergency Management and Occupational Safety Unit within Koç University in order to ensure compliance and coordination by creating Emergency Plans for the work they are performing.

7.2. Preparedness:

- 7.2.1.** The basis for being prepared for Emergencies and Disasters is training. For this reason, all Campus Users (employees, students, subcontractors, visitors, related institutions) at Koc University are informed what to do in case of emergency, as well as the locations and uses of intervention equipment.
- 7.2.2.** Scenarios and plans specifying what to do are created for possible leveled emergency situations, and the emergency response equipment intended to be used for each situation is determined.
- 7.2.3.** Periodic checks are carried out by determined units to ensure that emergency escape routes, guidance and lighting, as well as response equipment are always ready for use.
- 7.2.4.** Response, evacuation and rescue teams are created. These teams are provided with the necessary resources and training.
- 7.2.5.** Especially sensitivity is shown to meet the needs of groups with special needs.
- 7.2.6.** The effectiveness of the emergency policy is evaluated through checks and drills and necessary improvements are made.

7.3. Response:

- 7.3.1.** The main purpose of Emergency and Disaster response should be to end the Emergency and Disaster without damaging human health and university existence as much as possible.
- 7.3.2.** To this end, emergency teams consisting of administrative and academic staff must provide accurate and timely intervention, information and guidance in a way that does

not endanger their lives.

- 7.3.3.** If the incident requires the intervention of expert teams, the relevant teams must be present to provide support and evacuate when necessary.
- 7.3.4.** For correct guidance during the intervention, a crisis desk must be established with the coordination of the Security, Fire and Emergency Directorate and all instant information must be transmitted to the crisis desk. After an emergency or disaster, all teams should come together, evaluate what happened and determine more effective intervention methods.
- 7.3.5.** After the Emergency and Disaster, all teams should come together, evaluate what happened and determine more effective intervention methods.

7.4. Recovery:

- 7.4.1.** The main objective of all activities carried out is to ensure the continuity of education and administrative activities, to provide effective and accurate information and restructuring of damaged structures and systems at least prior to Emergency and Disaster or, if possible, at a more advanced level, it is necessary to carry out all the work required to ensure that vital activities such as economic and social activities can be met at the level where possible.

8. ANNEXES AND REGISTERS

Not available.

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

Distribution (Related Departments)

All Units of Koç University