1. PURPOSE

This procedure aims to identify the rules to be followed regarding the evacuation action on emergencies.

2. SCOPE

This procedure scopes all units of Koç University.

3. REFERENCES

3.1. Regulation on Emergency Situations in Workplaces

3.2. Regulation on Fire Protection of Buildings

3.3. Koç University Emergency Policy

4. RESPONSIBILITIES

4.1. Security, Fire Brigade and Emergency Management is responsible for the implementation of this procedure on behalf of the Koç University Rector.

4.2. Security, Fire Brigade and Emergency Management is responsible for preparing 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 (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.

5.3. **Evacuation:** Evacuation of buildings for the purpose of minimizing damage due to human, material /equipment-induced emergencies and natural disasters.

5.4. **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. For campus users, it is essential to comply with evacuation procedures in order to carry out evacuation procedures in a healthy way in case of emergency and disasters.

7. METHOD

7.1. General Evacuation Procedures

The following procedures apply to any evacuation situation:

7.1.1. The user must be familiar with the building. The location of the emergency exits should be known.

7.1.2. In case of any emergency, contact the Security, Fire Brigade and Emergency Management at 0212 338 1122.

7.1.3. If an evacuation is necessary, guidance is given to evacuate the building(s) through the emergency announcement and alarm system, Security, Fire and Emergency Management officials or Support Staff working in the buildings.

7.1.4. During the evacuation should remain calm and people who are panicked should be tried to calm down.

7.1.5. Building should evacuate by using the emergency escape routes. Elevators should not be used. Evacuated offices, laboratories, classes, etc. all doors must be closed without locking.

7.1.6. The designated Emergency Assembly Meeting Point for the building should be reached, kept quiet and instructions from the authorities should be listened to.

7.1.7. After evacuation, head count to be done at the Emergency Assembly Meeting Point and it should be ensured that everyone has been evacuated.

7.1.8. Head Counting must be done with the Security Team and Support Staff and must be registered with the Evacuation Registration Form located at Emergency Action Plan ANNEX-13.

7.1.9. Persons who have been trapped, injured or disabled, and where they are located, should be notified to the teams that have intervened.

7.1.10. One should never return to the building unless instructed by authorities.

7.2. Fire and Smoke Evacuation Procedures

If a fire alarm and announcement is heard, it should be taken seriously. If a fire or smoke smell is noticed:

7.2.1. If the fire poses a life-threatening risk, the fire should not be intervened and one should remain calm. By calling the Emergency Helpline at 0212 338 1122, name and surname information should be given, the name of the building, location (floor, office, classroom, laboratory, etc.) and the type of problem should be stated.

7.2.2. Fire alarm buttons located next to emergency exit doors and in corridors should be pressed.

7.2.3. People around should be warned by shouting "fire, fire".

7.2.4. Building should evacuate by using the emergency escape routes. Elevators should not be used. Evacuated offices, laboratories, classes, etc. all doors must be closed without locking.

7.2.5. The designated Emergency Assembly Meeting Point for the building should be reached, kept quiet and instructions from the authorities should be listened to.

7.2.6. Persons who have been trapped, injured or disabled, and where they are located, should be notified

to the teams that have intervened.

7.2.7. One should never return to the building unless instructed by authorities.

7.2.8. In the event of a fire that requires a long-term evacuation and intervention, the Crisis Desk is established and the person(s) who witness the fire incident may be asked to report to the Crisis Desk authorities.

7.3. Evacuation Procedures for Disabled and Pregnant Women

7.3.1. Koç University recognizes that due to differences in campus buildings, limitations imposed by various types of disabilities, and possible conditions posed by different types of disasters, persons with disabilities will make individual decisions based on the circumstances presented.

7.3.2. If conditions require evacuation from a campus building, person(s) with disabilities should evacuate the building via the safest and nearest exit and follow general procedures for emergency evacuation.

7.3.3. If disabled people cannot evacuate without assistance, they should request help from anyone at the scene or by calling the Emergency Helpline by calling 0212 338 1122.

7.3.4. People with disabilities must provide any information that may be required during the evacuation process (wheelchair bound, lift required, etc.) to the Emergency Helpline operator called to request assistance.

7.3.5. If Security, Fire Brigade and Emergency Management officials are not at the scene, disabled people or the assistant should call 0212 338 1122 and ask for help. Information on location, reason why evacuation assistance is required, and special equipment requirements should be provided.

7.3.6. In the event of a fire alarm being received, the intervening teams will search for people with disabilities who are reported to be in the building and help them evacuate the building.

7.3.7. In case of need for evacuation during a non-fire emergency, the steps described above will be followed.

7.3.8. Disabled students living in dormitories must also report their possible needs to the dormitory authorities when an evacuation is required.

7.4. Emergency Drill Procedures

7.4.1. The procedures to be followed for Emergency Drills are the same as emergency evacuation procedures in the steps described above, except when people with disabilities are asked to stay in buildings.

8. ANNEXES AND REGISTERS

8.1. ANNEX-1 Emergency and Fire Evacuation Plans

8.2. ANNEX-2 Emergency Assembly Meeting Points

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

Distrubition (Related Departments)
All Units of Koç University