

**METU NORTHERN CYPRUS CAMPUS
EMERGENCY RESPONSE GUIDE**

(Quoted from the GENERAL EMERGENCY PROCEDURES)

COMMUNICATION DURING AN EMERGENCY

Emergency Phones

POLICE	FOREST FIRE	URGENT	COAST GUARD	METEOROLOGY	CIVIL DEFENSE
155	199	112	158	166	101

In the event of an emergency;

- Anyone who witnesses an emergency must shout a warning and alert the security staff in charge of the building for emergency response by phone or radio, if available at the location. In the absence of a phone or radio, s/he must rush and alert the security officer

- In the event of a fire, the witness must activate the nearest fire alarm by breaking the glass.

- The person who is alerted to the incident should call the security chief; the emergency manager; and/or the Occupational Health and Safety specialist (661 **2122** or **1958**) to report the situation.

- During the execution of the emergency, sirens, email, Radio ODTÜ, radios, and domestic lines and mobile phones, if available, will all be used to communicate on our campus.

- An ambulance should be called depending on the seriousness of the incident. If the emergency is a fire, or develops into a fire, the local fire department will be notified.

FIRST RESPONSE

The risk of loss of life and property can be decreased by responding swiftly and effectively to incidents involving sudden changes resulting from the nature of the work or employees' reckless and careless behavior, and to incidents involving fire, work accidents, environmental pollution, etc. that may occur as a result of some details overlooked by the Occupational Health and Safety Team.

In this regard, first response is provided by qualified security staff, cleaning staff, and trained volunteer students.

- a. The aforementioned people will promptly notify the closest security staff and/or officer in charge of the building in the event of an emergency posing a risk to their health and safety as well as the

health and safety of others in the machinery, devices, tools, equipment, facilities, and structures used at the workplace.

b. The security staff, who receives an emergency alert, promptly informs the security chief of the Campus of the occurrence. The security chief contacts the emergency manager by dialing the internal number 2122.

c. Along with the cleaning staff, the security staff provides first response to the incident inside or outside the facility.

d. When delivering first response, the appropriate emergency action plan is followed.

e. If the incident cannot be brought under control despite this initial response, the emergency manager who arrives on the site first decides on a “General Intervention”.

GENERAL INTERVENTION

In cases that cannot be brought under control through the first intervention and where a "General Intervention" decision is made;

a. The security chief of the Campus immediately calls the 2122 domestic line, or notifies the emergency manager of the situation, and after the approval of the management, starts the evacuation of the building where the incident occurred.

b. By communicating with the relevant institutions, the emergency situation is conveyed and evacuation procedures are initiated.

c. If the incident occurs at night, emergency team supervisors are contacted.

d. If the emergency is a fire, security staff and existing staff will offer the first response to the fire by using extinguishing devices and will prevent the spread of the fire.

e. Upon the arrival of the fire brigade or other relevant official institutions, necessary cooperation with these teams is made. Instructions given by the team supervisors are followed.

ASSEMBLY AREAS FOR TEAMS

The space in front of the Security Office in the Çarşı Area of the Campus is where the emergency teams will assemble.

EVACUATION PROCESS

In the event of an earthquake emergency;

All staff and students must immediately lie down next to the desks, without waiting for instructions, with their hands protecting their heads, curl into the fetal position, and wait for the tremors of the earthquake to get softer.

- When the tremors end, they should leave the building promptly, in two rows, under the supervision of the officials, without taking any of their belongings, and proceed to the assembly area.

- Fire escapes will not be used in the case of an earthquake.

- If an earthquake happens while the class is in session, the instructor will supervise the evacuation of the classroom.
- To avoid chaos during the evacuation, no one should struggle to leave the building. The evacuation will begin on the ground floor.

In the event of a fire:

- On hearing the fire alarm or in the case of a fire emergency during working hours, the building will be evacuated immediately, in single file, using the emergency escape routes under the supervision of the OHS staff in charge of the building. Out of working hours, the evacuation will be supervised by the Security Shift Officer. Everyone will then gather in the assembly area.
- In the dormitories, students must check their rooms' windows and doors to make sure they are closed. Before they exit the building, they should ensure that no one is left behind.
- Students must leave the building quickly, in a calm, orderly manner. No running is to be permitted.
- In the assembly area, a roll call is conducted. Students must wait in the assembly area until further instructions.
- The evacuation staff will bring a list of names with him to conduct the roll call effectively.
- As soon as the alarm sounds, the person in charge will turn OFF the main switch for the building. If there is a fire, the first person to spot the fire must alert the security staff in charge of the building right away. First response to the incident must come from the security staff in charge of the building. Doors will be opened by security staff.
- In the case of a fire, the building is evacuated swiftly, in an organized manner, using the stairs and fire escapes.
- The person in charge of the assembly area, along with other officials, will line up everyone exiting the school premises in a straight line outside to see if anyone is missing.

(The University Administration may carry out a yearly fire drill, with or without notice, to ensure that the evacuation plan is feasible.)