



EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

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EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

1. PURPOSE

The purpose of the Açı Schools Emergency Management Plan procedures and instructions is to ensure that potential disasters and emergencies that may occur across all campuses of the institution — located in various locations — are addressed in an integrated, dynamic, and applicable manner.

This emergency management plan aims to:

Establish Emergency Management teams to respond to crises that may arise within Açı Schools, and Incident Site Management teams for the campuses where the events occur.

Define the roles, authorities, and responsibilities of management teams.

It also seeks to:

Identify and define possible disaster and emergency scenarios and enable effective planning to manage these situations.

Increase response capacity in any situation requiring crisis management such as disasters or emergencies, and ensure proper planning and resource management.

Enhance collaboration across different departments and institutions.

Ensure all units understand their roles, responsibilities, and authority during both the preventive and responsive phases of an emergency.

Minimize the impact of disasters and emergencies.

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2. SCOPE

This plan outlines the necessary rules related to emergency planning for all levels of schools operating under Açı Schools. It applies to all components and subcontractors affiliated with Açı Schools. These procedures and instructions also cover environmental risks arising from the specific locations of the schools within the organization. For clearly identified risks, the emergency plans include response strategies tailored according to those risks. Campuses are required to develop additional intervention plans for specific risks related to their geographic location or age group demographics.

All schools operating under Açı Schools are responsible for revising their emergency plans in accordance with these procedures and instructions.

3. INSTITUTION OVERVIEW

Our school, which graduated its first high school students in June 2011, continues to provide uninterrupted education services from age 3 through the end of high school across five different campuses.

The educational philosophy of Açı Schools is shaped by personalized learning experiences that nurture intellectual curiosity, critical thinking, and creative expression.

With an interdisciplinary approach and hands-on learning opportunities, Açı Schools guide students in acquiring the knowledge, skills, and competencies needed to thrive in a rapidly changing world. From early childhood through the final year of high school, we prioritize holistic development — not only academic achievement but also social-emotional intelligence, leadership qualities, and a strong sense of civic responsibility.

Açı Schools began its educational journey in 1999 with the support of its staff, students, and parents. We extend our gratitude to all stakeholders who have contributed to our school over the years through their approaches, and values.

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4. RESPONSIBILITIES

The emergency management plan procedures and instructions at Açık Schools are revised by the Emergency Management team, which convenes under the leadership of the Emergency Coordinator.

All units that make up the Emergency Management team are responsible for reporting any deficiencies they observe — before, during, or after emergency drills — as well as submitting suggestions for revisions. These proposed changes must be approved by the Emergency Coordinator.

Documents related to Occupational Health and Safety (OHS) within the Emergency Management System Procedures are primarily designed to meet relevant legal regulations. Additional precautions and safety measures are determined collaboratively by the emergency management team and the occupational safety specialist. Based on the outcomes of OHS committee meetings and related reports, the emergency management team or assigned personnel may revise these documents as needed, subject to approval by the Emergency Coordinator.

In the event of any incidents requiring evacuation at schools or in areas surrounding the schools, the Incident Site Management Team of the affected school must convene immediately and inform the Açık Schools Emergency Management team.

The Emergency Management team is led by the General Director of Açık Schools, who also serves as the General Emergency Coordinator.

Any incident affecting Açık Schools as a whole, will be managed by incident site teams that report directly to the Emergency Management team.

5. DEFINITIONS and ABBREVIATIONS

5.1. DEFINITIONS

Emergency:

An emergency is a situation in which normal operations are disrupted due to unexpected events or conditions that pose a threat to safety, health, life, the environment, or property. These may include natural disasters (e.g., earthquakes, floods, storms), accidents (e.g., fire, explosion), public health crises (e.g., epidemics), or acts of terrorism.

Disaster:

A disaster refers to a situation where the available resources created to handle emergencies are insufficient and overwhelmed by the scale of the event.

Emergency Management System:

A structured framework adopted by the institution, which outlines policies, procedures, responsibilities, and resources aimed at minimizing the damage caused by potential disasters or emergencies.

Emergency Coordinator:

The overall authority responsible for managing the preparation, prevention, response, and recovery phases of disaster and emergency situations. This person serves as the head of the Emergency Management team.

Deputy Emergency Coordinator:

Ensures coordinated operation among departments within the emergency management structure. Acts as the Emergency Coordinator in their absence and serves as the vice-chair of the Emergency Management team.

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Search and Rescue Teams:

Trained teams that respond during and after emergencies to minimize harm based on identified risks.

Emergency Procedures:

A comprehensive set of guidelines outlining the steps and actions to be taken before and during emergencies.

Emergency Instructions:

Specific written directions detailing the actions that employees, staff, and stakeholders must follow to minimize the impact of disasters and emergencies.

Risk:

Any potential hazard or harmful condition in the workplace may negatively affect the health and safety of employees.

Risk Assessment:

The process of identifying hazards present in the workplace, analyzing and evaluating associated risks, and determining appropriate control measures.

Hazard:

Any condition — existing within or coming from outside the workplace — that has the potential to cause injury, damage, or harm.

Hazard Identification:

The process of identifying nature and characteristics of potential hazards within the campus environment.

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Incident:

An expected or unexpected situation with the potential to make any impact on human life.

Operation:

All activities are carried out in response to disasters and emergencies.

Response (Intervention):

All preventive and corrective measures are taken to minimize damage during a disaster or emergency.

Assembly Area:

Pre-designated safe areas where people gather and are accounted for during emergencies.

Emergency Management Center:

The location where the Emergency Management team gathers to coordinate and manage the emergency response.

Drill:

Simulations and exercises are conducted to test the response capabilities of intervention teams and to prepare for emergencies before they occur.

Recovery:

The process of returning to normal operations following the resolution of an emergency.

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5.2. ABBREVIATIONS

EMS: Emergency Management System

EMC: Emergency Management Coordinator

Deputy EMC: Deputy Emergency Management Coordinator

ISM: Incident Site Management

OSH Expert: Occupational Safety and Health Expert

6. DISASTER AND EMERGENCY MANAGEMENT SYSTEM

6.1. Emergency Management and Organizational Structure

The Emergency Management team is responsible for creating, updating, implementing, and auditing the core procedures and instructions of disaster and emergency plans across all Açı Schools.

The team:

- Defines goals and priorities for the phases of Prevention / Preparation / Response / Recovery related to disasters and emergencies.
- Oversees the actions taken during the response phase at schools.

In incidents that affect the entirety of Açı Schools:

- All operational units involved in the response phase operate under the Emergency Management System (EMS).
- Relevant departments are informed through the EMS, and new management roles or teams may be created if necessary.
- Legal authorities and senior institutional stakeholders are informed about the crisis as required by law — either immediately or shortly after. If necessary, a public statement is prepared.

Post-incident:

- The EMS evaluates the event and takes decisions to support recovery efforts.
- It works to ensure a swift return to what is normal and ensure continuity of operations.
- The EMS is composed of the following key units: Security, Information, Liaison, Operations, Planning, Logistics, Finance.

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Depending on the nature of the incident:

- The team may gather without a formal call in the case of events called as disasters.
- In events that require evacuation, the Emergency Management team assembles based on the scale of the event.
- The designated meeting point is the Sarıyer Campus.
- The Emergency Coordinator may also call for a meeting at any time, and the meeting point will be announced during the call.
- In potential crisis situations, the EMS may be called to convene before the event escalates.
- Backup roles and an Incident Site Management organizational chart must be prepared in advance.
- Afet ve acil durumlarda okulların Olay Yeri Yönetimi'nin bağlı olduğu yapıdır.

Açı Schools' EMS is formed according to the organization chart below.



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6.1.1. Emergency Coordinator:

The General Director of Açı Schools serves as the Emergency Coordinator and is responsible for the following duties:

- Forming the Emergency Management team, delegating necessary authority, and coordinating their activities.
- Ensuring that risk-reducing precautions are taken before potential emergencies, and that the required structures and resources are in place.
- Keeping upper management informed during and after any emergency, and ensuring accurate information flow.,
- Deciding when the Emergency Management team should convene outside of crisis periods.
- Ensuring that all legally mandated and necessary precautions and preparations are implemented in advance of any crisis.

6.1.2. Deputy Emergency Coordinator:

The Deputy General Director of Açı Schools acts as the Deputy Emergency Coordinator and assumes the following responsibilities:.

- Coordinates the development of a comprehensive school emergency response plan.,
- Ensures effective coordination between the Emergency Management team and the Incident Site Management teams established within the schools.
- Communicates the needs and expectations of the Incident Site Management teams to the Emergency Management team.
- Works to ensure that the needs and expectations of the site teams are met for effective emergency response.

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- Serves as acting Emergency Coordinator when the Coordinator is not available.

6.1.3. School Representative (Principals)

The principals of Açık Schools act as the on-site representatives of the Emergency Coordinator and Deputy Coordinator. In incidents affecting all Açık Schools, they report to and operate under the guidance of the Emergency Coordinator and Deputy. In smaller-scale incidents that affect only their own school:

- The principal assumes the responsibilities of the Emergency Coordinator and also serves as the Incident Site Manager.
- They are responsible for executing the necessary emergency management procedures.

The school principal is responsible for the following:

- Coordinating the development of a comprehensive school emergency response plan.
- Ensuring collaboration and alignment between the Emergency Management team and the school's Incident Site Management.
- Informing the Emergency Management team of the needs and expectations of the school's site management team.
- Coordinating support efforts to meet those needs and expectations for effective emergency response.
- In cases where an incident does not require evacuation, ensuring a safe zone is established at the school and that regular school operations continue.
- Informing the Ministry of National Education in the event of a crisis requiring official notification.
- Acting as Emergency Coordinator in the absence of one.
- For incidents that require medical intervention (e.g., physical injury, insect sting), the principal may carry out the duties of the Emergency Coordinator.

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6.1.4. Deputy School Representative (Vice Principals)

In disaster and emergency situations, vice principals act as representatives of the school principal and assist with the execution of emergency management duties.

Their responsibilities include:

- Representing the principal in emergencies.
- Assisting the principal in fulfilling their responsibilities within the Emergency Management System.
- Ensuring the follow-up and implementation of all legally required actions on behalf of the principal during crisis situations.
- Assuming the principal's responsibilities when necessary, depending on the scale and severity of the incident.

6.1.5. Security Department:

- The Security Department is responsible for assessing whether the strategic decisions made by the Emergency Management team pose any risks in terms of safety and security. If necessary, the department has the authority to halt the implementation of those decisions.
- While strategic decisions are made by the Emergency Management team, it is the security officer within the Incident Site Management team who ensures their application in the field. This officer is also responsible for enforcing safety and security measures during the tactical execution phase and may pause operations if deemed necessary

Roles:

- Security Department Lead: Administrative Affairs Manager
- Deputy: Security Manager
- Key Responsibilities:

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- Monitor all safety/security conditions and ensure protective measures are in place for employees, students, search and rescue personnel, parents, subcontractors, and visitors.
- Has the authority to suspend operations if required for safety.
- Collaborates with the Occupational Safety Specialist (OSH Expert) to implement safety measures during crises.
- Coordinates with the local police in the event of bomb threats or sabotage to ensure appropriate precautions are taken.
- Implements measures to manage individuals arriving at the school during emergencies, such as parents or press members.
- Prevents unauthorized access to the incident area and response zones.
- Complies with the directives of official authorities once they arrive on-site.
- Keeps the Emergency Management System (EMS) informed at every stage regarding all security-related measures.

6.1.6. Information Department:

The Information Department is responsible for managing the internal and external flow of information during emergencies and events that may affect the public image of Açı Schools

Roles:

- Department Lead: Social Media Specialist
- Deputy: IT Manager

Key Responsibilities:

- Acts as the main point of contact for external inquiries related to emergencies or incidents that could impact the school's corporate reputation.

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- Prepares internal and external announcements. Before publication, ensures that all statements contain accurate data and information, then submits them for approval by the Emergency Management team (EMS).
- Upon request and with approval from the Emergency Coordinator, communicates official updates to relevant authorities and institutions.
- May not release any information to the public without prior approval from the Emergency Coordinator.

6.1.7. Liaison Department

- The Liaison Department ensures coordination between internal departments and external official institutions during major operations and emergencies.
- Roles:
- Department Lead: Assistant Human Resources Specialist
- Deputy: Açı Bahçeköy High School Student Affairs Officer
- Key Responsibilities:
- Serves as the main contact person for coordination with both internal units and external official bodies during large-scale operations.
- Provides or collects information about the event, including:
- Number of people affected
- Scope and scale of the incident
- Maintains communication with the families of both employees and students.
- If needed, ensures a Liaison Department is established within the Incident Site Management team and oversees its operations.

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6.1.8. Operations Department

- The Operations Department is responsible for managing and coordinating emergency response activities across all Açı Schools during disasters and emergencies.
- Roles:
- Department Lead: Deputy Emergency Coordinator
- Primarily Responsible Person: Sarıyer Administrative Affairs Officer
- Deputy: Bahçeköy Administrative Affairs Officer
- Key Responsibilities:
- Oversees the intervention processes for any disaster or emergency occurring at Açı Schools.
- Within the scope of the emergency plans, assumes responsibility for operations organized by the Incident Site Management team.
- Plans and monitors the implementation of duties such as:
- Setting up emergency response centers
- Intervention logistics
- Transportation/evacuation
- Shelter and food provisions
- Notifies the Emergency Management team (EMS) of developments and makes operational decisions as needed.
- After the crisis ends, initiates the recovery process as approved by EMS and formally hands over responsibilities to them.

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6.1.9. Planning Department

The Planning Department is made up of the Administrative Affairs Manager and Administrative Affairs Officers. This department is responsible for preparing all operational planning required to meet emergency management objectives.

Key Responsibilities:

- Develops operational plans necessary to achieve the goals of the emergency response.
- Gathers and evaluates essential information and maintains resource availability at required levels.
- Involves relevant departments when needed, such as the Occupational Health and Safety Committee (OHS), Human Resources (HR), and Finance.
- Oversees advance planning efforts, including determining precautionary measures and organizing training sessions.
- Determines how often emergency plans should be reviewed and ensures they are updated according to legal and regulatory timelines.

6.1.10. Logistics Department

The Logistics Department is responsible for acquiring and managing all resources and services necessary to support emergency operations.

Department Members:

- Purchasing Manager
- Purchasing Department Staff

Key Responsibilities:

- Procures materials and services required to support emergency response efforts.

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- Ensures that logistical supplies are stored securely in designated safe areas.
- Periodically checks and, when needed, updates the inventory list in coordination with relevant parties.
- Works closely with other departments (such as Operations and Finance) to ensure that all equipment and resources are ready and available during an emergency.

6.1.11. Finance Department

The Finance Department is responsible for tracking and managing all financial matters related to risk-reduction measures and emergency operations.

Key Responsibilities:

- Oversees all financial processes related to disaster readiness, response, and recovery.
- Is appointed by the Emergency Coordinator when necessary.
- Unless otherwise specified, the Finance Manager and Finance Specialist are responsible for:
 - a. Budget planning for risk mitigation efforts before crises,
 - b. Forming emergency teams,
 - c. Organizing training sessions and drills,
 - d. Procuring and maintaining all logistical materials needed during both the response and recovery phases.

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6.2. 6.2.Incident Site Management System and Organizational Structure

Each school within Açı Schools establishes its own Incident Site Management System to independently handle disasters and emergencies that are limited to their campus and unlikely to spread to others.

- Schools are expected to manage and resolve incidents internally if the scope is confined to their own campus.
- In cases of emergencies or disasters that impact the entire organization, schools operate under the authority of the Emergency Management System (EMS).

6.2.1. Incident Site Management Coordinator:

The Incident Site Management Coordinator is a competent and qualified leader responsible for overseeing and managing all activities at the site during an emergency. This person holds both the authority and responsibility to lead the response and coordinate actions.

Key Responsibilities:

- Oversees all functions of incident management, including:
 - a. Security
 - b. Operations
 - c. Planning
 - d. Logistics
 - e. Liaison
- Establishes additional departments as needed based on the scale and nature of the incident.
- May delegate some or all of their duties to others.
- Appoints a responsible lead for each department created.
- Department leads may expand their teams depending on the situation and operational needs.

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- Reports are made directly to the Incident Site Management Coordinator, or to the Deputy Coordinator in their absence.

6.2.2. Deputy Incident Site Management Coordinator:

The Deputy Incident Site Management Coordinator is a qualified and capable individual who assumes the responsibilities of the Incident Site Management Coordinator when they are not available. This person must be equipped to lead, make decisions, and manage operations during emergencies, ensuring the continuity of command and coordination in the absence of the primary coordinator.

6.2.3. Security Department:

The Security Department lead and their assistant monitor all safety and security conditions and ensure that measures are taken to protect the personnel's safety. They have the authority to halt operations if necessary. During a crisis, they coordinate safety measures with the Occupational Safety Specialist. In the event of bomb threats or sabotage, they maintain communication with the police department and ensure necessary precautions are taken. During crisis situations such as disasters or emergencies, they manage individuals who may arrive at the school, such as parents or members of the press. They implement measures to prevent unauthorized individuals from entering the incident area or emergency response zones. From the moment official authorities arrive on campus, they operate under their command. The Security Department is responsible for informing the Emergency Management System at every stage of the measures taken.

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6.2.4. Liaison Department

The Liaison Department ensures coordination with internal units within the institution. It serves as the designated point of contact. It provides or obtains information about the incident, such as the number of affected individuals and the scope of impact. The department also maintains communication with employees' and students' families. In incidents limited to a single school, it manages both internal and external (including official institutions) communication.

6.2.5. Operations Department:

The Operations Department carries out the necessary operations to achieve the objectives set for the incident. It develops action plan and directs all operational resources. This is the team responsible for conducting intervention and emergency response efforts. It consists of search and rescue, fire suppression, emergency medical response, first aid, and similar teams. All teams operate within a single incident site organizational structure.

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Search and Rescue Team:

- This team is formed in accordance with legal regulations and guidelines, taking into account required numbers and roles. In emergencies such as earthquakes and fires that require immediate evacuation, the team assembles without waiting for a call. In other emergencies, they gather upon being called. The team is trained to carry out necessary interventions until professional responders arrive. For disaster readiness, the team receives training based on FEMA standards, assuming a 72-hour initial response period.
- The team conducts regular internal training and independent drills throughout the year. Depending on the situation, when official or professional teams arrive at the scene, the school team operates under their authority. The designated assembly point for the team is the Sarıyer Campus, except in situations requiring immediate response. In non-call-based emergencies, team members must report their presence and proceed to the designated gathering area.

Workplace Physician / Certified Health Personnel:

- Manages, performs, or supervises medical interventions during disasters and emergencies and is responsible for all infirmary staff. Keeps the Incident Site Management informed about the medical aspects of the incident.
- In crisis situations legally classified as “forensic cases,” provides information to the Incident Site Management in accordance with personal rights and professional ethical standards.
- As the workplace physician, ensures compliance with the relevant legal regulations according to the type of incident during crises.
- Responsible for organizing or planning the transfer of injured or ill individuals to hospitals or arranging for referral logistics based on available resources. Provides necessary information to the receiving hospital if needed.

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- Depending on the type and scale of the crisis, informs the Incident Site Manager or ensures that such communication is made. Collaborates with the Logistics and Operations teams to identify and securely store the medical supplies that may be required during emergencies. Ensures the supply of these materials through the Finance Department.
- “If the possible disaster and emergency situation requires medical intervention, the ISM operation chief is the Workplace Physician, if available, and if not, the specialized health personnel.”

Fire Response Team:

- Formed based on the numbers and roles specified by law and regulations. In the event of a fire, the team gathers without waiting for a call. In other emergency situations, the team assembles upon being called.
- Carries out necessary interventions until professional fire response teams arrive.
- Conducts regular independent drills and internal training throughout the year.
- Operates under the command of official/professional teams upon their arrival, depending on the situation.
- The designated assembly point for the team is next to the emergency containers. Team members report their presence and proceed to the designated gathering area unless immediate action is required

Planning Department:

This department is responsible for planning both before a crisis and after the incident. It ensures that all necessary precautions and training are taken in advance. It plans all possible operations based on the available equipment. Depending on the nature of the incident, the Planning

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Department may be composed of the Incident Site Management Coordinator, the Occupational Safety Specialist, or the workplace physician/certified health personnel.

It is responsible for collecting, evaluating, and distributing operational information related to the incident. It prepares and disseminates the Incident Action Plan and monitors the status of all resources involved in the incident.

The department ensures that accurate information is available, and provides relevant resources such as maps, building layouts, and other critical documents. The plans must include the locations of chemicals used on-site, emergency assembly areas, emergency exit routes, and the locations of shutoff valves for any hazardous liquids and/or gases.

Civil Defense Supervisor:

- Serves as the designated Civil Defense Supervisor as defined in the Civil Defense Organization and Measures Regulation (Decree No. 6/3150) and the National Defense Law No. 7126.
- Ensures the execution of planned drills and delivers briefings to staff, teachers, and students who will participate in these exercises or ensures such briefings are conducted.
- After each drill, identifies necessary improvements in collaboration with the School Representative and the Occupational Safety Specialist.
- Takes part in the Emergency Management team when it convenes. Supports the operations being carried out. Represents the School Principal when necessary.

Logistics Department:

The Logistics Department is responsible for procuring all necessary resources and services to support operations. While response and intervention teams continue their work during emergencies, logistical needs arise for both these teams and others involved in the incident. Meeting these needs is essential for the continuation of operations.



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The department ensures the availability and delivery of equipment, supplies, and services required before, during, and after an emergency. It supports all phases of intervention by providing logistical solutions that enable effective and uninterrupted execution of response efforts.

7. Emergency Planning and Sustainability

7.1. PLANNING

7.1.1. Risk Assessment and Control Measure

A separate risk analysis is prepared for each school. If the content includes disaster and emergency scenarios, the risk assessments prepared in accordance with Law No. 6331 are used.

To ensure the sustainability of the system, a Risk Assessment Team is established and provided with training on the key elements to consider during risk analysis.

Risk assessments are updated annually. Additionally, regardless of the regular schedule, they are reviewed and revised after any disaster or emergency with potential impact.

Any deficiencies identified during or after an incident must be tracked through Corrective Action Forms.

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7.1.2. legal and other requirements

All emergency plans and related activities conducted within Açı Schools must comply with the following laws and regulations:

- * Occupational Health and Safety Law No. 6331
- * Labor Law No. 4857
- * Regulation on Emergency Situations in Workplaces
- * Regulation on Fire Protection of Buildings
- * Legislation published by the Ministry of National Education relevant to the institution

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All these efforts must be monitored using a Legal Compliance Tracking Table.

It is important to note that a Civil Defense Plan cannot be used as a substitute for an Emergency Plan. A separate emergency plan must also be prepared.

7.1.3. Objectives, Goals, and Management Program

All activities that fall under the responsibilities of the Emergency Management System (EMS) and Incident Site Management (ISM) teams established within Açı Schools must be reviewed periodically and recorded. Relevant forms are provided in the annexes of the emergency plan.

Requirements related to emergency planning and the current status of implemented measures must be added as a standing agenda item in the Occupational Health and Safety (OHS) Committee meetings and reviewed during every session.

7.2. Implementation and Operations

7.2.1. Training, Awareness, and Competenc

At the beginning of each school year, a training session on disasters and emergencies must be conducted with the participation of all staff members. The same training is also provided to subcontractor employees. Students and parents must receive a similar orientation at the start of the academic year.

In addition, the operational teams under the Incident Site Management (ISM) — specifically those required by law and regulation, such as search and rescue, first aid, and fire response teams — must complete their relevant training. These teams operate as first-response units within Açı Schools.

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All personnel assigned to operations, security, and information units during disasters and emergencies must be competent and qualified. If necessary, they must undergo certified training to meet the required standards.

Both internally organized training sessions and those planned through external providers must be included in the Annual Training Plan, which is regularly monitored. This plan should be reviewed each year to ensure it remains up to date with evolving circumstances. New training sessions should be added as needed, based on institutional requirements.

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7.2.2. Communication

In a crisis, all internal and external communication must be managed through the Information Department under the Emergency Management System (EMS). The publication of any statements to the public, either by individuals or departments, is strictly prohibited unless approved by the Emergency Coordinator.

Communication procedures — especially with official institutions, affected families, and the media — must be clearly defined in advance. This ensures the management of information flow and minimizes the spread of rumors or misinformation during an emergency.

All internal communication during crises must be coordinated centrally to guarantee the consistency and accuracy of shared information.

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7.2.3. Drills

Each school within AÇI Schools is required to conduct at least one full-scale drill each semester, covering evacuation and emergency response scenarios.

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These drills may be either:

- * Announced (pre-planned and communicated in advance), or
- * Unannounced (spontaneous to test real-time readiness).

Drills must be evaluated through the Drill Evaluation Form found in the annex of this document. Based on this evaluation, Corrective Action Forms must be prepared for any identified shortcomings.

All drills must be documented and reported to the Occupational Health and Safety Committee. The drill calendar must also be included in the Annual Training Plan.

7.2.4. Documentation

Emergency procedures, emergency plans, and instructions created within the Emergency Management System (EMS) must be documented.

These documents must be reviewed at least once a year and updated when necessary.

In particular, emergency plans must be revised in the following situations:

- * After any disaster or emergency situation that occurs,
- * If significant changes are made to the workplace and its surroundings,
- * When changes occur in the emergency management team,
- * When deemed necessary based on drill evaluations.

Document control and distribution must comply with the institution's documentation system.

Emergency plans must be easily accessible in printed format in the areas where teams are present during an emergency.

Copies of these plans must be kept in:

- * The offices of school principals,

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

- * The infirmary,
- * The security office,
- * Emergency cabinets,
- * And in any other area deemed necessary.

The documentation should include:

- * Emergency procedures and instructions,
- * Floor plans showing emergency exit routes,
- * Evacuation plans,
- * Assembly area maps,
- * Contact information for emergency services and key personnel,
- * Drill records and evaluations,
- * Records of training activities related to emergencies,
- * Corrective Action Forms issued as a result of evaluations,
- * Risk assessment documents and related control measures.

7.2.5. Document Control

To ensure that all documents remain up to date, a full review of the documents is carried out once a year, and a current document list is prepared and shared with all relevant stakeholders. A list of valid documents is created, and it is ensured that the updated versions are in use by everyone.

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7.2.6. Operational Control

In order to ensure control over all activities involving hazards with potential impact in an emergency, current emergency plans and implementation principles are shared with all units and subcontractors. Operational control is maintained through the inclusion of these documents in the training program and their communication via workplace announcements. Additional controls are ensured through checklists and supervision.

7.2.7. External Support

Support is requested from official institutions when needed. Emergency contact numbers are included in the emergency plan. These numbers are updated at least once a year. Agreements can be made with nearby health institutions or other support organizations, and records of such agreements are included in the emergency plans.

7.2.8. Logistics

The Logistics Department ensures the availability of equipment and materials to be used in emergencies. It is responsible for ensuring that all emergency equipment, tools, and materials are maintained in usable condition and kept in designated safe areas. In addition, it determines the materials that may be needed in potential disasters and emergencies, ensures that these materials are procured, and stores them in locations where they can be accessed during emergencies.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

7.3. Control

7.3.1. Monitoring and Measurement

All activities carried out under the Emergency Management System are monitored by the Occupational Health and Safety Board. Results and data obtained from emergency drills, risk assessments, and training evaluations are collected and reported by the Emergency Management team. Necessary actions are planned and followed through to ensure continuous improvement.

7.3.2. Evaluation of Compliance

Emergency plans, procedures, and instructions prepared within the Emergency Management System are audited by the Emergency Coordinator at least once a year to ensure their effectiveness. During these audits, compliance with legal and other obligations is also assessed. If nonconformities are identified, necessary actions are initiated and followed up using the Corrective Action Form.

7.3.3. Nonconformities, Corrective and Preventive Actions

In the event of a nonconformity related to emergencies, a Corrective Action Form must be prepared. The effectiveness of the action taken must be reviewed within a reasonable timeframe. This process is monitored by the Occupational Health and Safety Committee. Corrective and preventive actions are evaluated during committee meetings, and necessary steps are decided collaboratively.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

7.3.4. Control of Records

All records related to emergency planning and management are stored and archived in accordance with the institution's procedures. These records are made available for the evaluation of relevant official institutions and inspectors. Retention periods are determined based on legal requirements, and expired records are disposed of following proper procedures.

7.4. Emergency Management System Review

The Emergency Management System is reviewed at least once a year. The evaluation includes the adequacy, effectiveness, and implementation status of all procedures and instructions related to emergency management. If necessary, a revision plan is created, and updates are carried out under the responsibility of the Emergency Coordinator.

7.5. Response

7.5.1. Emergency Warning

Emergency warnings vary. Examples of emergency warnings are provided in the "Sample Scenarios" section.

Issuing an emergency warning is the responsibility of all institutional stakeholders (such as staff and subcontractors). A warning may be initiated by the person(s) who witness an incident requiring evacuation, without waiting for any official authorization. The person who witnesses the incident is obliged to report it to their immediate supervisor.

For the individual witnessing the event, the order of actions should always begin with initiating evacuation. If necessary, they should then call 112 from a safe location to inform official authorities, followed by notifying their supervisor.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

The Emergency Coordination Unit informs the relevant authorities when deemed necessary (the sample scenarios section outlines who should be informed under which circumstances).

7.5.2. Evacuation

Evacuations during emergencies may differ depending on the situation. In emergencies that affect the entire institution, evacuation can be initiated spontaneously. However, in emergencies where only one or a few individuals are affected, evacuation may not be necessary and can also be initiated by decision of the Emergency Coordination Unit. Additionally, in cases involving public unrest, authorized institutions or organizations may notify school administration with an evacuation directive. Evacuation decisions and procedures are detailed in the “Sample Scenarios” section.

The fundamental rule in evacuations is to move away from the hazard that caused the evacuation and to ensure that every individual has been evacuated. To achieve this, evacuation must be carried out toward pre-designated assembly areas. After evacuation, a headcount must be conducted, and the results must be reported to the Emergency Coordination Unit.

7.5.3. Assembly Areas and Attendance Procedure

Assembly Areas

Assembly areas are designated zones selected in advance based on potential emergencies that may occur in or around AÇI Schools, along with the hazards and risks those emergencies may create. These areas are chosen to provide protection from such identified dangers and risks.

Each campus of AÇI Schools has its own designated assembly area. Every individual in the assembly zone is required to proceed to the specific assembly area previously communicated to them and check in. They must also comply with the instructions of attendance officers and authorized personnel.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

SITE PLANS

CAMPUS ASSEMBLY AREAS

1. AÇI PRESCHOOL BAHÇEKÖY CAMPUS ASSEMBLY AREA

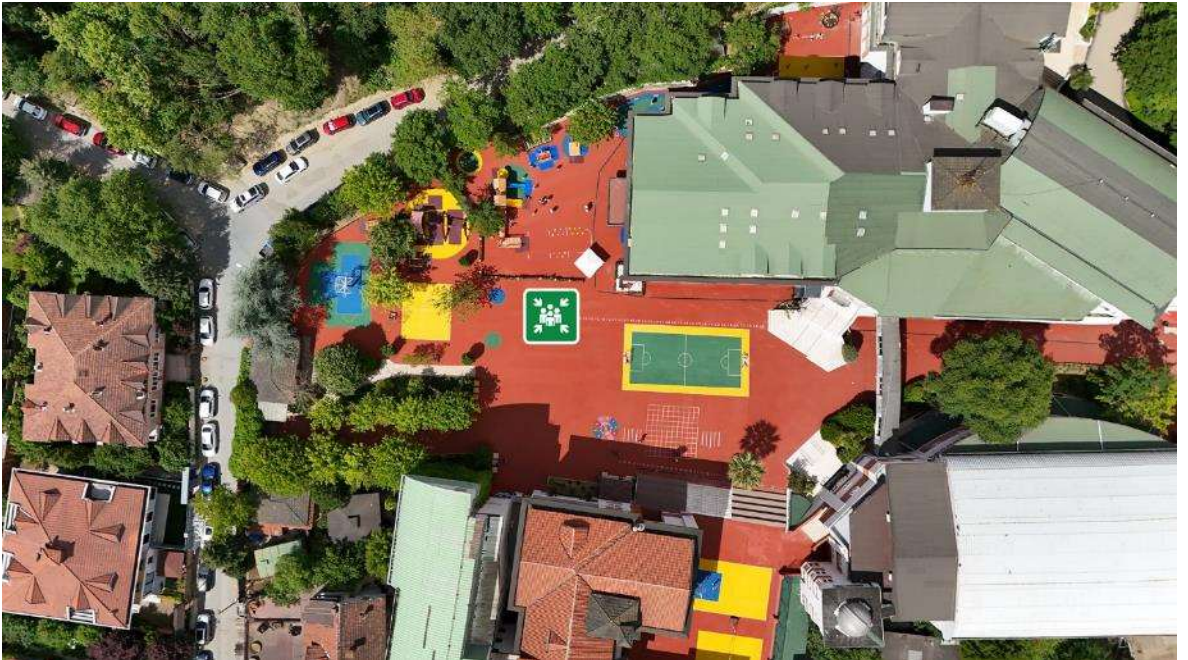


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2. AÇI SARIYER PRIMARY SCHOOL ASSEMBLY AREA



3. AÇI MIDDLE SCHOOL ASSEMBLY AREA



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4. AÇI HIGH SCHOOL ASSEMBLY AREA



5. AÇI PRESCHOOL KEMERBURGAZ CAMPUS ASSEMBLY AREA



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6. AÇI PRESCHOOL LEVENT CAMPUS ASSEMBLY AREA



7. AÇI AKATLAR PRIMARY SCHOOL ASSEMBLY AREA



EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

TAKING ATTENDANCE

Attendance Procedure for AÇI Schools' Assembly Areas (FOR EVERY EVENT REQUIRING EVACUATION)

CLASS TEACHER;

Before starting the evacuation, the teacher lines up the students in the classroom,

Assigning one student as the line leader (the student at the front of the line who guides the class) and another selected student as the rear guard (the student at the back who alerts the teacher if anyone is left behind), ensuring the class forms an orderly line.

This procedure is not applied to preschool classes. In those cases, the main teacher acts as the leader, and the assistant teacher acts as the rear guard.

Before leaving the classroom for evacuation, the teacher must take attendance to ensure all students are in line.

Students are not allowed to collect bags or belongings.

During evacuation, the teacher maintains the order of the class, walks near the center of the line, and gives necessary instructions.

If evacuation is carried out after the Earthquake;

Ensures that students protect their heads with an item such as a notebook or a bag (whichever is easiest) while evacuating.

Does not allow the collection of bags or belongings.

Prevents their class from putting pressure on the classes in front during the evacuation.

Evacuates the building through the nearest and safest emergency exit for their class and leads the students to the designated Assembly Area for their class.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

Upon arriving at the Assembly Area, the teacher maintains the order of the class, takes attendance again, and ensures that the number of students at the Assembly Area matches the number of students present in the classroom at the start of the evacuation..

In the class attendance lists that come through the attendance officer;

For each student present in the Assembly Area, “HERE” is written; for students who did not come to school, “DID NOT COME TO SCHOOL” is written; and for students who are in the school or classroom but not in the Assembly Area, “MISSING” is written. When handing the class list to the Attendance Officer, the teacher must share any information about missing students.

The term “absent” is not used on the attendance lists, as it may be confused with “missing” or “did not come.”

If any student is in the infirmary and not in the Assembly Area, “IN INFIRMARY” is written.

The Attendance Officer and the Emergency Management Team must ensure that students marked as “IN INFIRMARY” are listed on the Infirmary Attendance List (i.e., that they are located in the area designated for the infirmary within the Assembly Area).

SUBJECT TEACHER;

During evacuation preparation and the evacuation itself, the instructions outlined above are followed.

After the building is evacuated, a subject teacher escorts the class they were teaching to the designated spot in the Assembly Area and maintains the class order until the classroom teacher arrives.

Once the classroom teacher arrives, the subject teacher hands over the class, stating the attendance count, and then proceeds to the area designated for teachers, reporting the student count to the general attendance officer.

If the classroom teacher does not arrive, the subject teacher takes attendance for the class and must also inform the attendance officer that the classroom teacher has not arrived.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

CLUB / ACTIVITY TEACHERS;

During evacuation preparation and the evacuation itself, the evacuation instructions mentioned above are followed.

Students attending club lessons are escorted to their own class' designated Assembly Area and handed over to their classroom teacher.

AFTER-SCHOOL ACTIVITY TEACHER;

During evacuation preparation and the evacuation itself, the evacuation instructions mentioned above are followed.

Upon arriving at the school's Assembly Area, the teacher ensures that the headcount matches the number of students present in the classroom and maintains the order of the class.

When a parent is admitted in order by security, the teacher hands over the student only after having the parent sign a handover report. Under no circumstances is a student handed over without a signed report.

SECURITY GUARD

After the incident, security personnel act in accordance with the instructions of the Emergency Management Officer (OYY) or Emergency Situation Officer (ADY), following the procedures and guidelines specified in Açı Schools' procedures and instructions, and fulfill their stated responsibilities/duties.

If the incident occurs during activity hours after school hours;

Immediately informs the Emergency Management Officer (OYY).

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

Continuously evaluates whether there is any development that may threaten the Assembly Area. If necessary (e.g., risk of smoke exposure after a fire), directs club/activity teachers for a full campus evacuation.

If the Assembly Area within the campus is to be used after the building evacuation:

Ensures that parents arriving from outside collect their children one by one from the branch teacher in the Assembly Area. Parents are never all admitted at once.

The lists of students participating in after-school activities are kept at the Security and are revised once every AÇI term.

Handing Over the Students

During school hours

If, after evacuation, a decision is made by the Emergency Situation Officer (ADY) to hand students over to their parents, the handover is carried out by individuals authorized by the ADY and recorded in an official report.

The report must include the name, surname, Turkish ID number, contact information, date, and time of the parent receiving the student. If possible, the license plate of the vehicle used and the destination should also be recorded.

Students are only handed over to legal guardians or to individuals specified by the guardian in a signed declaration during the registration period. Under no circumstances are students handed over to anyone else.

Outside of school hours;

After an evacuation, school students are handed over only to their legal guardians or to individuals specified by the guardian in a signed declaration during the registration period. The handover is carried out with an official handover report. Students are not handed over to anyone else under any circumstances.

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As previously mentioned, after-school activity/club lists are kept at the Security.

Security admits parents one by one and ensures that the activity/club teacher hands over the student to the parent.

The activity/club teacher delivers the student with a signed handover report. For students whose parents have not arrived, the same procedure used during school hours applies.

Students attending activities or courses who are not regular school students are handed over, with a signed report, to the person who brought them to school.

ASSESSMENT OF DAMAGE

After any situation requiring evacuation, a damage assessment is carried out. This task falls under the duties and responsibilities of the Search and Rescue team.

Personnel registered under Logistics are assigned in groups of three to collect information regarding human safety (missing or injured individuals), structural, and non-structural damages.

This information is first delivered to the leader of the Search and Rescue team. The team leader ensures that the information is passed on to the Operations Section Chief and coordinates the necessary response actions accordingly.

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7.6. ACTIVITIES TO BE CARRIED OUT WITH THE INITIATION OF THE RECOVERY PROCESS

7.6.1. INITIATING THE PROCESS

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

The recovery phase begins once the Operations Section Chief hands over responsibilities to the Emergency Situation Officer (ADY) after the emergency or disaster requiring intervention has been resolved.

The ADY Coordinator and the Planning Section are responsible for the action plans of the recovery process.

If necessary, considering current conditions, the Coordinator may request new planning for business continuity and the recovery process, or it may be initiated during the intervention phase with the approval of the Operations Section Chief.

7.6.2. PLANNING

The Planning Section ensures the implementation of recovery plans prepared according to current conditions during the intervention phase. If necessary, with the approval of the Operations Section Chief, it ensures the continuity of the recovery process initiated during the intervention.

It is ensured that students are handed over to their legal guardians with signed reports and that these handovers are properly documented.

The entire process is carried out with the approval of the ADY Coordinator.

A communication plan is made with relevant institutional stakeholders and necessary official authorities, and revised as needed based on the progress of the process.

7.6.3. AREA CHECKING

During the recovery phase, no business activities are initiated without completing the Area Control Form and ensuring that existing damages and risks have been eliminated. The responsibility for managing this process lies with the ADY Coordinator, the Planning Section, and the Operations Section Chief.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

7.7. OTHER RESPONSIBILITIES

7.7.1. PERSONNEL

Academic and administrative staff working at AÇI Schools are required to comply with AÇI Schools' disaster and emergency procedures.

Personnel within the academic or administrative staff may be assigned additional duties related to disasters and emergencies, and they are also responsible for fulfilling the duties and responsibilities outlined in these procedures and instructions.

In addition to the defined teachers and staff within AÇI Schools, personnel employed by subcontractor companies are also legally and regulationally obliged to comply with AÇI Schools' emergency procedures and instructions, fulfill the duties assigned by the Emergency Management Team, and participate in the provided trainings.

7.7.2. PARENTS

At AÇI Schools, parents are informed and made aware of the school's disaster and emergency procedures and instructions through awareness and communication efforts.

Parents are expected to support their children in participating in the school's disaster and emergency drills and in following the related instructions.

If parents are at the school during a drill or an actual disaster/emergency, they are obliged to comply with the school's disaster and emergency procedures and to participate in the response efforts.

In such cases, the parent must follow the evacuation signs, leave the building, go to the designated "guest" area in the Assembly Area, and wait for further instructions from the Emergency Situation Officer

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

They must not go to their child's class gathering area and should wait for the student handover process to begin.

The school does not hand over any student before initiating the student handover procedure and carries out the process with a signed report. The active support of all parents in this matter is expected.

At the time of enrollment, parents are required to inform the school of any individuals authorized to collect their child in the event of a disaster or emergency. Otherwise, the student will only be handed over to their legal guardian.

Parents who arrive at the school during an incident will not be allowed inside the building.

Parent awareness activities also include procedures related to parents and the ADY procedures.

8. DISASTER/EMERGENCY INSTRUCTIONS / CASE STUDIES AND PRECAUTIONS

Possible disaster and emergency scenarios may vary depending on factors such as the time of occurrence, the number of people and area affected, duration, and levels of prevention and preparedness.

The scenarios below are created based on general action procedures.

While responding to each emergency and disaster within the Emergency Management System, pre-prepared plans may be revised by the Operations Section and the Planning Section, if necessary, depending on the impact of the incident, and actions are taken accordingly.

8.1. fire

- Directives and procedures related to emergency exit routes, emergency lighting, smoke evacuation, and fire alarm systems must be carefully followed and regularly inspected.
- For risks identified during regular Area Inspections, a work order must be created in the relevant department to eliminate those risks.
- Emergency Exit signs must be placed in sufficient quantity and in clearly visible locations. Employees and students must evacuate according to these signs and the guidance of the evacuation team.
- Areas where measures related to building structures, technical equipment, and emergency tools are implemented must be regularly inspected.
- Fire suppression systems must be regularly checked.
- Portable fire extinguishers must be available on every floor in easily accessible locations.
- The areas in front of portable fire extinguishers and fire cabinets must be kept clear and easily accessible. No materials should be stacked in a way that would block access to extinguishers or cabinets.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

- Regular fire safety training must be provided, and drills should be conducted at set intervals.
- Drills should be carried out in cooperation with the fire department.
- In areas where flammable or explosive chemicals are used, operations such as welding or grinding must not be performed under any circumstances.
- Waste bins containing especially flammable waste in departments must be regularly emptied and transported to the waste disposal area.
- Requirements in the Safety Data Sheets (SDS), such as storage and fire response procedures, must be followed.
- No items should be placed in front of emergency exit doors that could obstruct access.
- Since fire extinguishers are selected specifically for the work done in their assigned area, they must not be relocated or swapped with other extinguishers.
- Empty LPG cylinders must not be stored near heat sources.
- When using portable electrical cables, appropriate capacity cables must be chosen, and checked to prevent short circuits.
- In chemical storage areas and their surroundings, spark-producing activities and smoking are strictly prohibited.
- Chemicals must be stored with spill containment trays in designated storage areas.
- In case of chemical spills, the floor must be thoroughly cleaned, and waste must be disposed of as hazardous waste.

Actions to Be Taken During a Fire:

- The person who sees the fire presses the fire alarm button and initiates the evacuation of the building by loudly giving a verbal warning.
- From a safe location, the Emergency Management Officer (OYY) is informed, and 112 is called to notify the fire department. The evacuation process is started. The Emergency Situation Officer (ADY) assumes duty.
- In other situations, OYY or ADY decides on evacuation depending on the developments.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

- During evacuation, doors and windows should be closed if possible but not locked. The nearest safe exit should always be used.
- If the fire is in its initial stage and does not pose a personal risk, and evacuation has already started, the person who sees the fire may assign someone to inform the relevant authorities and attempt to extinguish the fire using a fire extinguisher appropriate to the type of fire.
- Upon receiving the fire alert, the Emergency Management Team immediately calls the emergency response teams to duty and prioritizes extinguishing the fire.
- Power is shut off by the designated technical personnel.
- Natural gas is shut off by the designated technical personnel.
- If possible, personnel should turn off their equipment or machines and evacuate the area safely through the Emergency Exit Doors.
- Elevators must NEVER be used during evacuation.
- With the help of emergency teams and floor captains trained during evacuation drills, personnel are guided to gather calmly at the emergency assembly area.
- In case of an emergency during class hours, students are guided by their responsible teacher to their designated marked area in the school assembly zone.
- A headcount is conducted at the assembly area to check for any missing students, personnel, or visitors.
- If any personnel are missing, the Emergency Management Team is notified, and the Search and Rescue Teams are dispatched to the area.
- The Search and Rescue Teams assess the situation based on their training and equipment and decide whether to intervene.
- If a fire cannot be extinguished in its early stages, the fire team works to prevent it from spreading until the fire department arrives. Once firefighters are on site, the fire team acts according to their instructions.
- If there are people affected by the fire, the workplace doctor intervenes first; if unavailable, the first aid team responds. An ambulance is requested by calling 112, and injured individuals are transported to the nearest hospital.
- Any hazardous materials located near the fire area are removed if possible.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

- If other areas are at risk of catching fire, they are cooled with water if necessary.
 - After the fire, the Fire Response Team conducts an inspection and submits a status report to the ADY.
 - In situations that require communication with the media/public, no school personnel may provide information. If needed, the Emergency Manager or a person officially assigned by them is responsible for making public statements.
 - In other cases, OYY or ADY decides on evacuation depending on the developments.
- If the person is present in the fire area at the time of the fire or is unable to evacuate;;**
- Since heat and smoke rise, crawl on the floor and cover your mouth and nose using a piece of clothing or fabric, then move away from the incident area.
 - If you are physically able and alone, try to drag or pull injured individuals to safety.
 - If your clothes catch fire, stop, drop to the ground, and roll to extinguish the flames.
 - If someone else's clothes catch fire, lay them on the ground, cover them with a blanket or similar item to cut off the air supply, and extinguish the fire. A burning person running will sustain more severe injuries—always extinguish by laying them down and covering them.
 - Seek further assistance from the first aid team or the workplace physician, if available.
 - If the fire has progressed beyond the initial stage, try to carry a portable fire extinguisher (KKT) with you during evacuation for your own safety, if accessible.
 - If evacuation is not possible, take shelter in the safest area as far from the fire as possible. Block gaps in the doorway to prevent smoke from entering, slightly open a window (about two fingers wide), and, if possible, signal for help by waving a brightly colored cloth.

8.2. EARTQUAKE

Before the eartquake:

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

Açı Schools has established an Emergency Management Team as part of its precautionary and preparedness efforts before an earthquake, set up an Incident Site Management structure for post-earthquake response and recovery processes, and formed a Search and Rescue Team that has received training from specialized institutions.

Precautionary measures and preparations;

- A Risk Analysis is regularly conducted within Açı Schools, taking into account non-structural elements. This analysis also covers risks that may arise from non-structural components, emergency escape routes, emergency lighting, assembly areas, and directional signage, all under the scope of disaster and emergency readiness.
- Findings identified during this analysis are shared with the relevant departments via email, and work orders are issued accordingly.
- Consultancy and training services are also received from external experts and professional institutions.
- Awareness and training activities are regularly organized for Açı Schools' staff and students, and an Annual Training Plan is prepared.
- Assembly Areas have been designated and shared with all personnel and students. Directional signage and markings have been put in place.
- Alternative Assembly Areas for use after an earthquake have also been designated.
- A Search and Rescue Team has been established for post-earthquake response, and the team has received or is receiving training from expert organizations.
- The necessary equipment for response has been procured and stored in a container. Pre-planning has been conducted for search, rescue, medical intervention, and transfer operations.
- Regular planning and implementation efforts are made to increase capacity.
- An Earthquake Drill is held every year, and professional organizations such as the fire department and AKUT are also involved in the drills.
- To mitigate secondary risks such as fire after an earthquake, fire suppression systems are regularly inspected, and relevant training for response is provided.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

During the Eartquake:

During an earthquake, until the shaking stops, the recommended actions are:

LIE DOWN, COVER, HOLD or DROP, COVER, HOLD ON, next to a sturdy piece of furniture.

The individual is advised to choose the method that makes their body as small and protected as possible, depending on their physical condition and health.

If you are in the classroom or in the office;

Lie down (Drop) next to a desk, table, or chair.

Cover yourself (Take Cover) and Hold On.

Stay in position until the shaking stops.

If you are in the hall or corridors;

Area with no furniture;

Lie Down (Drop) against the base of a wall (as far away from windows as possible).

Cover Yourself (Take Cover).

If in the luch hall;

Lie Down (Drop) next to tables and chairs.

Cover Yourself (Take Cover).

Hold On.

Stay in position until the shaking stops.

If you are in a multipurpose hall or exam hall;

Get between the couches;

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

Lie Down (Drop)

Cover Yourself (Take Cover)

Hold On

Stay in position until the shaking stops.

If you are at the sports center;

If there is a sturdy object you can take shelter beside, lie down next to it;

If not, move to a wall without windows and:

Lie Down ,Cover Yourself,Hold on,Stay in position until the shaking stops.

If you are outside in the garden:

Get as far away from the building as possible;

Bend

Cover

Hold On

Stay in position until the shaking stops.

After the earthquake:

- The Emergency Situation Officer (ADY) assumes duty.
- Building evacuation is initiated calmly but swiftly.
- After the earthquake, evacuation is carried out through the nearest safe exit, and everyone proceeds to the Assembly Area, where attendance is reported.
- Assistance is provided to those in need during the evacuation, and information about the overall situation is shared with the attendance officers at the Assembly Area.
- Floor captains provide necessary guidance during the evacuation and check all offices, classrooms, and other occupied areas to ensure everyone has been evacuated.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

- Floor captains report the overall status of their respective floors to the attendance officer.
- Incident Site Management procedures have been outlined above.
- Based on damage assessment reports received from the team, the Incident Site Management may decide to relocate all Assembly Areas or evacuate the entire campus.
- The Incident Commander (OYY) carries out all interventions under the direction of the Emergency Manager (ADY) and provides regular updates.
- As soon as possible, information regarding the impact of the earthquake and the ongoing process is communicated to individuals at the Assembly Areas.

8.3. FLOOD/FLOODING

before flood:

Although Açı Schools campuses are not considered to be in a flood-risk area;

- Weather conditions are regularly monitored through official sources.
- Equipment such as water pumps is kept on hand by the technical team to counter potential flooding.
- In case of a flood risk announcement, necessary notifications are made via digital platforms to transportation services, students, academic, and administrative staff.
- If a risk of flooding is assessed, sandbags are also prepared as a precaution measurement.

When the flood starts:

The Incident Commander (OYY) and the Emergency Situation Officer (ADY) assume duty.

Personnel, students, and visitors are immediately instructed to evacuate their work or activity areas and move to higher levels of the building. Announcements are made if necessary.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

During evacuation, personnel must check whether they have turned off the equipment/machines they were using. Additional reminders may be issued via announcements if needed.

Incident site manager;

- - Open windows and doors are closed, and sandbag barriers are placed in areas where water could enter the building.
- Power and natural gas lines are shut off by designated technical personnel.
- A staff member is assigned to regularly monitor weather forecasts and radar images.
- The Search and Rescue Team is placed on “Standby Alert.”
- DO NOT walk or drive in areas experiencing flooding or water accumulation.
- DO NOT swim in flooded areas. If needed, public announcements are made to warn against this behavior.
- If possible and safe, vehicles are moved to secure locations.
- For buildings that require evacuation, the same evacuation procedures used for fire and earthquake situations are followed. Individuals are directed to safe areas.
- If the designated Assembly Areas are deemed unsafe by the attendance teams or Emergency Management, new safe gathering points are determined and individuals are directed there.
- After headcount, if any individuals are missing and there is no risk of building collapse, the Search and Rescue Team attempts to re-enter and locate them.
- If necessary, the fire department or ISKI (Istanbul Water and Sewerage Administration) is notified for water removal operations.
- If there are individuals affected by the flooding and it poses no risk to the team, first aid is administered, and 112 is called for an ambulance. Alternatively, the school’s Patient Transport Vehicle is used to transfer individuals to the nearest hospital.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

After a Flood:

- Affected buildings and areas are not reopened for use until damage assessments are completed and energy lines have been inspected. Entry is restricted to authorized personnel only.
- Emergency Management or personnel assigned by them conduct an inspection, and a report is submitted to the ADY Coordinator. If necessary, corrective and preventive actions are initiated.
- No statements are made to the press or media by school personnel. If needed, the Emergency Manager or a person appointed by them provides the official public statement.

8.4. STORM (LOCK DOWN)

Shelter-in-Place (Indoor Evacuation) is carried out when the following or similar situations occur;

- Storm
- Flood
- Physical assault
- Armed intruder
- Dangerous animal threat

Before Shelter-in-Place;

- Since Shelter-in-Place may also be implemented in natural events such as storms or floods, official weather reports from authorized institutions are regularly monitored.
- It is ensured that the general announcement system is clearly audible from every area within all AÇI Schools campuses.
- Academic staff, administrative staff, and students are regularly informed about Shelter-in-Place procedures during awareness training sessions.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

- In cases where Shelter-in-Place is carried out “for security reasons,” the Guidance Department provides support in preparing students through informational activities.
- When a potential Shelter-in-Place situation arises, the Incident Commander (OYY) and Emergency Situation Officer (ADY) are immediately informed.
- In situations involving direct threats such as physical assault or dangerous animals, Shelter-in-Place is initiated immediately.
- In other situations, OYY or ADY makes the evacuation decision based on developments.

Shelter-in-Place Announcement:

- The Shelter-in-Place announcement is made through the general public address system and, if necessary, via megaphone.
- If Shelter-in-Place is being implemented due to a security threat, the announcement includes the warning:

“Go Inside, Lock Your Doors, Turn Off the Lights, Stay Out of Sight; Stay Away from Windows.”
- In other cases, the reason for the Shelter-in-Place is also communicated during the announcement.
- Once the decision for Shelter-in-Place has been made, the relevant official authorities are notified immediately in all situations.

During Shelter-in-Place:

- Move to the nearest enclosed and secure area.
- If Shelter-in-Place is due to flooding, upper floors should be preferred.
- If Shelter-in-Place is due to a storm, areas with no or minimal windows—such as shelters—should be chosen. Stay away from windows and take additional precautions if necessary.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

- All staff prioritize assisting students in getting indoors and support the evacuation process.
- If Shelter-in-Place is due to a security threat:
- Move to the nearest safe enclosed area.
- Lock all doors.
- Turn off the lights.
- Turn off computer monitors.
- Stay away from windows; if there are blinds or curtains, close them.
- Take additional measures to prevent entry through doors or windows if necessary.
- Maintain complete silence.
- Wait for instructions from the Emergency Management Team.
- Do not open doors or windows until the “All Clear” announcement is made.

After Shelter-in-Place:

- The Emergency Management Team conducts a general situation assessment.
- Medical intervention processes are carried out for anyone injured.
- The procedure for handing over students to their parents and notifying families is initiated.
- All processes are carried out with support from the Guidance Department.
- The instructions of official authorities are followed, and actions are taken in accordance with their directives.
- All developments are communicated to official authorities through the ADY Communication Officer.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

8.5. SPILLAGE, CHEMICAL SPILLAGE, UNCONTROLLED DISCHARGE, UNCONTROLLED EMISSION

- In the Event of a Spill/Leak:

- Anyone who notices a spill or leak should, if the amount is small, first ensure their own safety and put on personal protective equipment (PPE) appropriate for the substance. They should then surround the spill with absorbent material to prevent it from spreading. Absorbent materials are available at various points on site.

- Once the spread of the leak is under control, the Incident Commander (OYY) is called to report the situation.

- If the spill/leak is large, the person who notices it should not intervene, but instead inform the OYY by providing the location and the substance involved, then move away from the area for their own safety.

- The Incident Site Management team initiates the appropriate coordination. Depending on the severity of the incident, the Emergency Situation Officer (ADY) may be activated and official authorities may be informed. If necessary, ADY initiates the evacuation procedure.

- The response team proceeds to the scene with all necessary intervention equipment, including PPE. Upon arrival at the scene, the team:

- Secures the area with caution tape
- Prevents unauthorized personnel from entering the area
- Stops smoking near the site
- Prevents the use of fire, lighters, or similar items in the area
- If the chemical is volatile, evacuates nearby personnel. Intervention must not occur without clean-air breathing equipment—official authorities should be awaited. Additional fire risk precautions are taken.
- Ensures ventilation if the chemical gas release occurs in a closed area.

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- If safe and feasible, they close any valves or lids at the source of the leak/spill and/or surround it with absorbent materials to prevent further spread.
- They obtain the Safety Data Sheet (SDS) of the spilled material to determine the proper intervention method.
- If possible, the material is transferred into barrels or containers using portable pumps.
- If that is not possible, the spill is absorbed or neutralized using substances indicated in the SDS, and then disposed of as hazardous waste according to the Waste Management Procedure.
- If the spill/leak occurred on soil, the contaminated soil is fully scraped off and disposed of as hazardous waste per the Waste Management Procedure.

After the Incident;

- In accordance with the Incident Investigation Procedure, an Accident/Incident Investigation Form is filled out and submitted to the OYY.
- The ADY initiates necessary Corrective/Preventive Actions.
- If any person comes into contact with the spilled chemical, the First Aid Team provides care according to the instructions in the SDS and, if needed, refers the individual to the nearest medical facility with input from the health unit.
- Any deficiencies identified in emergency procedures or safety measures during internal audits are followed up in accordance with the Corrective and Preventive Action Procedure

GAS LEAK

- In case of a natural gas leak, there are gas sensors in kitchens and boiler rooms that activate automatically. If a gas sensor is triggered or the smell of gas is detected in areas without sensors, the gas is immediately shut off and the Incident Commander (OYY) is notified.
- The OYY ensures the necessary coordination and initiates action. Depending on the situation, the Emergency Situation Officer (ADY) may also be activated, and official authorities are informed. If necessary, ADY initiates the evacuation procedure. The response team proceeds to the scene

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

with all required intervention equipment, including appropriate Personal Protective Equipment (PPE). Upon arrival at the scene, the team:

- Secures the area with caution tape
- Prevents unauthorized access
- Prohibits smoking near the area
- Prevents the use of fire, lighters, or similar materials nearby
- Ensures ventilation if the gas leak is in a closed environment
- To stop the leak at its source, valves and caps are closed if present.
- The Safety Data Sheet (SDS) of the leaking gas is obtained to guide the response.
- If the leak is caused by natural gas, IGDAŞ is notified immediately. Fire risk precautions are taken, and the fire department is informed.
- If the leak is not natural gas-related, the Provincial Directorate of Environment and Forestry is informed, and action is taken according to their instructions.
- After the incident, an Accident/Incident Investigation Form is completed in accordance with the Incident Investigation Procedure and submitted to the Management Representative.
- The Management Representative initiates the necessary Corrective and Preventive Actions.
- If any individuals are affected by the gas during the leak, the First Aid Team intervenes based on the SDS guidelines and in consultation with the health unit. If needed, they are referred to the nearest medical facility.
- Any deficiencies identified in Emergency Procedures or safety measures during internal audits are followed up in accordance with the Corrective and Preventive Action Procedure..

8.6. BOMB THREAT

- The person receiving the threat fills out the Bomb Threat Report Form and immediately informs the Incident Commander (OYY).

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

- The Incident Site Management initiates necessary coordination. The Emergency Situation Officer (ADY) is activated, and official authorities are informed.
- Simultaneously, the OYY informs law enforcement (by calling 112) using the information from the Bomb Threat Report Form.
- Upon receiving the threat, the OYY does not wait for the Emergency Management Team to assemble and activates the fire alarm system to begin evacuation. The evacuation is carried out with fire alarm and public announcement.
- The announcement instructs staff not to take their bags with them. No information about the bomb threat is given in the announcement to prevent panic.
- The Emergency Management Team assembles under the leadership of the ADY and stays in constant contact with law enforcement.

After Evacuation, the Emergency Management Team—led by the Operations Chief and the Occupational Safety Specialist—does the following:

- Based on the threat, evaluates whether a safe distance from the alleged bomb location is available. If needed, students are relocated from the current Assembly Area.
- In case of fire or injury risk, the infirmary and emergency teams are placed on alert.
- The first task of the emergency teams is to secure the building where the bomb is reported. Only authorized bomb disposal experts may enter the building—no one else is allowed inside for any reason.
- Confirms whether law enforcement has informed the fire department and ambulance services. If not, the school notifies them to ensure fire and injury precautions are taken.
- Collects headcount data from the Civil Defense Officer and evaluates it. If necessary, a movement plan is prepared and executed.
- Ensures that natural gas, electricity, and other utility lines are cut off.
- Continuously re-evaluates based on possible developments:

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

- Is the safe distance sufficient?
- Is full evacuation of the school necessary?
- Have adequate safety precautions been taken?
- Are there other potential threats?
- Have enough fire and injury measures been put in place?
- Is the security perimeter sufficient?
- Are there discrepancies between expert recommendations and current practices?

Adjustments are made accordingly.

- The Emergency Management Team follows the guidance of law enforcement or bomb disposal units for further action.
- If the threat persists, the operations team, together with ADY, takes additional measures to prevent risks and ensure law enforcement can work without interference from parents, media, or bystanders.
- All security personnel are called to duty..

If an Explosion Occurs:

- The entire building is immediately evacuated.
- Firefighting, first aid, ambulance, and search and rescue teams are directed to the scene. Authorities are notified without delay.
- The area is sealed off by security personnel (excluding emergency responders), and a secure incident zone is established. A second possible explosive device is considered, and necessary precautions are taken.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

- Emergency services (112) including ambulance, fire department, and police are notified without delay.
- If action is needed before officials arrive and the ADY decides to proceed, extreme care is taken not to disturb potential evidence—objects are not touched or moved unless absolutely necessary.
- Fires are extinguished if present.
- Injured individuals are moved to the first aid station set up by the medical and rescue teams.
- Based on the severity of injuries, patients are transferred to the nearest medical facility, and those facilities are notified in advance.
- Only the ADY or a person officially assigned by the ADY may provide statements or information externally.
- Campus traffic is managed under the directives of official authorities or school administration.
- The Guidance Department assigns staff to provide psychological support to affected students and employees.
- The ADY team ensures support and monitoring at hospitals where the injured are taken, to meet medical and logistical needs.
- An official investigation into the incident is conducted by ADY and relevant government agencies.
- The entire school is evacuated and remains closed.
- In order to help employees and students overcome the trauma and return to normal educational activities as soon as possible, additional support measures are defined by the school administration, based on the recovery plan prepared by the Guidance Department.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

8.7. CHILD ABDUCTION / KIDNAPPING

- • The person who becomes aware of the incident informs the Incident Commander (OYY). The OYY investigates the time, location, identity of the abducted/hostage individual(s), and a brief account of the situation. 112 is notified, and the Emergency Situation Officer (ADY) is informed.
- If the ADY is notified immediately, they instruct the security team to halt all campus entry and exit.
- Without delay, considering the risk of possible injury or fire, law enforcement, medical, and fire services are notified.
- The ADY establishes radio communication with the OYY and other units to monitor and manage the situation.
- The ADY does not initiate any evacuation unless a clear directive is issued. All students are instructed to remain in their classrooms, and teachers are ordered to lock classroom doors. If necessary, desks and furniture are used to block entry to classrooms. The situation is reported to the Emergency Management Board (ADK).
- The ADY initiates evacuation procedures only if deemed absolutely necessary.
- The ADY plans and manages communication with media and internal staff regarding the incident.
- The Facilities and Operations Director, through the Security Supervisor, ensures local authorities are informed and a safety perimeter is established around the incident site.
- The OYY directs staff and personnel to move to a secure area and restricts access to the scene to all but authorized responders.
- The ADY convenes and instructs the OYY to coordinate security and first aid preparations. It oversees and ensures that security, first aid, and fire response teams are present at the scene and in appropriate positions.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

- The OYY prepares all potentially needed materials and equipment (e.g., air rescue cushions, hammers, axes, sledgehammers, etc.) for use if necessary.
- The Emergency Management Board (ADK) organizes preparations for communication with the families of affected staff or students. The OYY is consulted for a situational assessment.
- The ADY designates a center in coordination with the Guidance Department to provide psychological support to students who may experience panic or trauma, assigns necessary staff, and gives updates and recommendations to the OYY.
- The ADY revises the action plan as events develop and regularly informs official authorities about potential injuries or casualties to aid accurate planning. Once authorities arrive, ADY teams follow their instructions.
- If the incident is covered by the media or becomes known to parents, the ADK assumes a high number of parents will arrive and arranges for measures to be taken at campus entrances and surrounding areas. A suitable location outside the campus is identified for incoming parents, media personnel, and visitors, and campus traffic is directed to that area.
- ADK prepares for possible school evacuation, coordinates school bus availability and the organization of evacuation routes, and provides feedback to the OYY.
- The school administration takes all necessary steps to protect the personal rights and privacy of individuals involved in the incident.

8.8. BEE STING / SNAKE BITE

- The person who witnesses the incident reports it to the Incident Commander (OYY).
- The first person to notice the sting or bite informs the OYY. The Incident Site Management initiates the necessary coordination. If the situation requires, the Emergency Situation Officer (ADY) is also informed.
- The OYY either takes the affected person to the infirmary or sends someone to bring medical assistance.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

- The patient is kept calm (note: snakes in the region are generally non-venomous).
- If the incident involves a bee sting, ice is applied to the affected area.
- The ADY is updated about the patient's condition.
- The family is informed about the incident and the measures taken. The hospital or healthcare facility to which the patient will be transferred is selected in consultation with the family.
- If a healthcare professional is not immediately available, the bitten or stung area is washed with soapy water, and further actions are taken according to 112's instructions.
- If the infirmary staff or school doctor has been reached, their instructions are followed.
- Based on the school doctor's decision, the patient is transferred to a hospital either by the school's patient transport vehicle, a contracted private ambulance service, or by calling 112.
- The patient may only be transported by ambulance to a private or public hospital or a medical center. Ambulance transfer to a home or private practice is not permitted.
- The staff member accompanying the patient from the school must hand over the patient to the attending doctor and the family at the healthcare facility. The facility cannot be left without speaking to the family.
- Communication is maintained with the hospital to which the patient is transferred, and information is exchanged as needed.

8.9. POISONING

- The person who witnesses the incident or the first person to notice the poisoning informs the Incident Commander (OYY).
- The poisoned individual is either taken to the infirmary, or someone is sent to call for medical assistance.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

- The Incident Site Management initiates the necessary coordination. Depending on the situation, the Emergency Situation Officer (ADY) may also be activated and official authorities are informed.
- If there is serious deterioration in vital functions, initial medical intervention is performed at the infirmary.
- If any materials are present in the surrounding area that may indicate the cause of the poisoning or be useful in treatment, they are collected.
- The school doctor informs the OYY about the patient's condition.
- If the patient shows serious vital impairment, appropriate first aid is administered, and the patient is transferred to the nearest hospital.
- If the school doctor or infirmary staff is unavailable, 112 is called, and action is taken strictly according to their instructions. No interventions should be made outside of their guidance.
- The family of the patient is informed about the incident and the actions taken.
- Based on the school doctor's decision, the patient is transferred to a hospital using either the school's patient transport vehicle, a contracted private ambulance service, or by calling 112.
- The patient may only be transported by ambulance to a public or private hospital or a medical center. They cannot be taken to a private residence or a doctor's office.
- The school-appointed staff who accompanies the patient must hand the patient over to the doctor and the family at the healthcare facility. The facility must not be left without consulting the family.
- Communication is maintained with the receiving hospital to ensure proper information exchange.

8.10. HARASSMENT AND ASSAULT

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

- A person who witnesses the incident informs the Incident Commander (OYY) as soon as they observe the situation.
- The Incident Site Management initiates necessary coordination. Depending on the nature of the incident, the Emergency Situation Officer (ADY) may also be informed, and official authorities are notified. If required, ADY initiates the evacuation procedure.
- The OYY quickly assesses the condition of the harassed or assaulted individual and either attends them to the infirmary or arranges for the school doctor to come to the scene.
- The OYY also informs the security team.
- If the perpetrator has fled, the OYY ensures that school entry and exit points are secured, and notifies relevant judicial authorities and emergency services (112).
- If the perpetrator is caught, the OYY ensures local authorities are notified, and a security perimeter is established around the incident area.
- The OYY informs the ADY as soon as the victim is taken to the infirmary or meets with the doctor.
- Medical and psychological support is provided by the school doctor and a trained guidance counselor. Personnel who are not trained in this area must strictly follow the instructions of the OYY and ADY.
- After initial assessment and intervention, the individual is transferred to a hospital.
- The school doctor prepares an official report for submission to the public prosecutor.
- The victim's family is informed about the incident and actions taken. The decision regarding which hospital or medical facility the individual will be transferred to is made in consultation with the family.
- The patient is transported using the school's patient transfer vehicle. If an ambulance is not available or insufficient, the contracted private ambulance service is contacted or 112 is called to arrange medical transport.
- The patient may only be transported to a public or private hospital or a medical center. Ambulance transfers to private homes or individual doctor's offices are not permitted.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

- The school-assigned staff accompanying the patient must hand them over to a medical professional and the family at the healthcare facility. The assigned staff must not leave the facility without consulting the family.
- Communication is maintained with the receiving hospital, and information is exchanged as needed. Arrangements are made for the patient to meet with a psychiatrist.
- The school administration ensures all necessary measures are taken to protect the privacy and personal rights of the individuals involved.

8.11. PANDEMIC

A PANDEMIC THREAT HAS EMERGED

A pandemic threat has been identified affecting the school's region, the country, or globally.

Possibility: The Ministry of Health or the World Health Organization (WHO) has issued public statements regarding a threatening outbreak.

ACTION PLAN

BEFORE THE INCIDENT

- • The Emergency Situation Officer (ADY) or the workplace physician regularly monitors all national and international sources related to potential outbreaks.
- The workplace physician tracks factors such as the impact on human health and rate of spread of the outbreak and keeps the ADY informed. Assignments may be made if needed.
- The ADY, when necessary, convenes meetings or manages the process within the Emergency Management System.
- The workplace physician identifies preventive and risk-reducing actions, ensuring they align with guidelines published by the Ministry of Health and WHO, and determines the necessary logistical materials.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

Note: The preventive measures set by the ADY may be stricter than those outlined by the Ministry of Health. In such cases, decisions are made jointly by the workplace physician and ADY.

- The workplace physician, in coordination with the ADY, finalizes the instructions for the preventive actions and oversees their implementation.
- The ADY ensures that these measures are also implemented by external service providers working with the school.
- The ADY confirms that all preventive and mitigating measures comply with relevant laws and regulations.
- Through the Information Unit, the ADY informs parents, students, and staff about the precautions taken. Guidance Department input is considered when preparing materials and methods for student communication.
- The workplace physician defines what constitutes a “suspected case” and outlines the steps to follow in such scenarios, including preparing the necessary logistical materials.
- The ADY ensures that students, staff, and external service providers are aware of the measures and adhere to them in the event of a suspected case.

DURING THE INCIDENT

- In a suspected case scenario, the workplace physician becomes the sole authority responsible for managing the operation and all available resources.
- If the suspected case is the workplace physician, another available doctor on campus assumes the role, with resources managed jointly by the substitute physician and the ADY.
- The ADY activates all emergency response units. The Logistics and Information Units make necessary preparations and report to the ADY.
- The ADY and workplace physician ensure that all instructions implemented during a suspected case do not conflict with Ministry of Health protocols.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

- The ADY informs the Ministry of Health and the Ministry of Education (MEB) about the current situation. A Liaison Unit may be established if necessary.
- The ADY also decides whether to notify additional institutions as deemed necessary.
- Following notifications, the workplace physician and ADY revise instructions based on guidance received from the Ministry of Health and MEB.
- The ADY ensures the proper execution of all pre-determined or updated containment measures according to Ministry and MEB guidance.
- All staff and students are required to follow protective and preventive measures outlined for the suspected case scenario.
- The ADY oversees disinfection procedures and ensures all logistical preparations are sufficient and properly implemented.
- The Information Unit is responsible for communicating developments to employees, students, and parents.
- No other unit or individual is allowed to communicate externally, except for the Information Unit or someone appointed by the ADY Coordinator.
- For communication with students, collaboration with the Guidance Department is essential. Messaging methods and content are determined and implemented according to their recommendations.

AFTER THE INCIDENT

- • The workplace physician, together with the Emergency Situation Officer (ADY), initiates the recovery/return-to-normal process. All actions are carried out in accordance with the instructions of the Ministry of National Education (MEB) and the Ministry of Health.
- The disinfection procedures defined by the workplace physician responsible for the operation are implemented.

EMERGENCY MANAGEMENT SYSTEM PROCEDURES AND INSTRUCTIONS

- The ADY ensures that all post-incident procedures and instructions are fully executed.
- The ADY implements decisions related to going back to normal and ensures that these decisions are approved by the relevant governing bodies or institutions.

9. RELEVANT DOCUMENTS

The relevant document samples are available from designated personnel and can also be accessed through our online school platform.

Here is a list of the available documents:

1. Risk Assessment Procedure/Form
2. Legal Compliance Evaluation Form
3. Corrective and Preventive Actions (CAPA) Form
4. Annual Training Planning Form
5. Activity Monitoring/Control Form
6. Drill Report Form
7. Monitoring and Measurement Plan
8. Material Control Form
9. Area Control Form
10. Search and Rescue Team List
11. Fire Hose Cabinets and Fire Suppression System Forms