

YOZGAT BOZOK UNIVERSITY

Department of Health, Culture and Sport

EMERGENCY ACTION PLAN

COMPREHENSIVE INSTITUTIONAL SAFETY & RESPONSE GUIDE

OFFICIAL OPERATIONAL STANDARD DOCUMENT

INSTITUTION NAME:	Department of Health, Culture and Sport
ADDRESS:	Çapanoğlu Neighbourhood Cemil Çiçek St No:223 Yozgat
BUILDING STYLE:	Reinforced Concrete
FUNCTION:	Social, Cultural and Educational Activities
OPERATING MODE:	Full-time
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1. Purpose & Objectives

This Emergency Action Plan is established to ensure the continuous collection of data, seamless flow of information, formulation of swift intervention plans, and implementation of robust measures to safeguard life and property within **Yozgat Bozok University Department of Health, Culture and Sport**.

The primary purpose is to identify potential hazards, organize response and rescue teams, prevent large-scale accidents or injuries, minimize structural and material loss at the Congress and Culture Centre and the Central Canteen, protect the community and environment, and ensure the fastest possible return to regular teaching and learning routines following an incident.

Core Safety Objectives:

- Ensure standard protection of human life and institutional property.
- Develop clear procedures for immediate action during critical events.
- Foster high awareness and responsibility among academic/administrative staff and students through training.
- Conduct periodic checks, inventories, and maintenance of all emergency response equipment.
- Execute scheduled annual drills to test operational readiness.

2. Scope & Legal Basis

Scope: This plan covers all students, academic staff, administrative personnel, event participants, and visitors within the premises and sphere of influence of the Department of Health, Culture and Sport at Yozgat Bozok University.

Legal Basis: Prepared in strict adherence to national legislation and regulatory frameworks:

- Labour Act No. 4857
- Occupational Health and Safety Act No. 6331
- Regulation on Emergency Situations in Workplaces (Official Gazette No. 28681)
- Regulation on the Protection of Buildings against Fire
- Regulation on Health and Safety Measures in Work with Chemical Substances
- Regulation on First Aid
- Regulations on Protection Against Sabotage & Health and Safety Signage Regulations

3. Employer and Employee Obligations

3.1 Employer Obligations

- Assess working conditions, materials, equipment, and environmental hazards to identify potential emergencies in advance.
- Implement necessary preventive and mitigating actions to limit adverse impacts.
- Formulate, document, and continuously update emergency plans while conducting mandatory annual drills.
- Assign adequately trained and equipped personnel to Fire-Fighting, Search & Rescue, First Aid, and Security teams.
- Establish direct communication channels and cooperation protocols with external emergency services (112 Emergency, Fire Brigade, Police).
- Ensure safe deactivation of high-risk energy sources (electricity, gas) during emergencies without disabling safety infrastructure.

3.2 Employee Obligations & Responsibilities

- Comply strictly with preventive measures and rules set forth in this plan.
- Report any immediate life safety hazards or broken machinery/facilities instantly to immediate supervisors or team leaders.
- Follow all instructions given by response teams and external emergency units without delay.
- Refrain from actions that endanger personal safety or the lives of colleagues during emergencies.

4. Identification of Emergency Situations

Workplace emergencies are identified based on comprehensive risk assessments, facility characteristics, and potential regional threats:

EMERGENCY CATEGORY	PRIMARY HAZARDS	KEY RESPONSE MECHANISM
Fire & Explosion	Electrical faults, gas leaks, combustible solids/liquids	Cooling, smothering, rapid evacuation
Natural Disasters	Earthquakes, floods, heavy water inundation	Drop-Cover-Hold, post-shake evacuation, water barriers
Hazardous Substances	Uncontrolled chemical spill, radiation source exposure	Containment, inert absorption, site isolation
Security Threats	Sabotage, bomb threats, civil disturbance	Access control, police coordination, total clearance
Medical & Health	Workplace injuries, food poisoning outbreaks	Immediate first aid, 112 dispatch, epidemiological tracing

5. Emergency Roles & Command Hierarchy

The **Rector** holds ultimate responsibility for emergency preparedness and response across all campus sites and may designate representatives to direct operational control.

5.1 Employer Representative / Emergency Coordinator

- Coordinates overall emergency response activities and manages the Emergency Control Centre.
- Maintains direct contact with the Rector's Office, Vice-Chancellor, Disaster & Emergency Management Centre, and OHS Unit.
- Establishes communication with Police, Gendarmerie, Fire Brigade, and Search & Rescue units.
- Establishes an Investigation Commission post-incident to compile the official Incident Report.

5.2 Branch Managers

- Direct the movement of personnel, equipment, and resources in and out of the incident line under coordinator guidance.
- Ensure complete headcount accountability for all departmental personnel and students.
- Cordon off the incident site and halt non-essential machinery/operations immediately.

5.3 Security Centre & Security Team

- Immediately restrict entry/exit points for unauthorized traffic to clear emergency vehicle corridors.
- Monitor designated emergency radio channels and internal telephone networks.
- Prevent media or third-party access; direct inquiries exclusively to the official University Press Spokesperson.

6. Emergency Procedures & Evacuation

1 Alarm & Notification: Upon detecting an emergency, activate the nearest fire call point or notify personnel via radio/siren system.

2 Evacuation Order: Follow official evacuation orders given by team leaders or management.

3 Building Exit: Leave personal belongings behind (except coats/phones if immediately at hand). Do NOT run, push, or use elevators.

4 Door Handling: Check door temperature with the back of your hand before opening. Close doors behind you without locking them.

5 Assembly: Proceed immediately via marked escape routes to the designated **Emergency Assembly Point**.

7. Communication Protocol & Ethics

Critical Communication Guidelines (Radio / Telephone):

- Keep channels free; do not hold down talk buttons unnecessarily.
- Issue concise, clear instructions (maximum 2 commands per transmission in critical moments).
- **Strict Prohibition:** Never broadcast news of a casualty's death over radio or open phone channels.
- Never conduct injury assessment calls right beside the casualty or their relatives.
- Do not reveal sensitive security or infrastructure details over unsecured radio lines.

8. Emergency Assembly Point & Recovery

The primary designated assembly areas are the **Car Park in front of the Congress and Culture Centre** and the **Car Park in front of the Central Canteen**.

Assembly Area Rules & Headcount:

- Every evacuee must report to the Assembly Area Coordinator to register their name.
- Strictly adhere to instructions; no fighting, panic-mongering, or spreading rumors is tolerated.
- No individual may re-enter evacuated buildings until official clearance is declared.

9. Emergency Organisation & Response Teams

In compliance with workplace safety regulations, dedicated internal response teams are organized based on hazard classification:

HAZARD CLASS	REQUIRED RATIO (RESPONSE TEAMS)	REQUIRED RATIO (FIRST AID)
Low-Risk	1 person per 50 employees	1 first-aider per 20 employees
Hazardous	1 person per 40 employees	1 first-aider per 15 employees
High-Risk	1 person per 30 employees	1 first-aider per 10 employees

10. Identified Emergency Protocols

10.1 Fire Response Protocol

1. Raise alarm immediately (activate manual call point / yell "FIRE").
2. If small, attempt to extinguish using suitable fire extinguishers (CO2, Dry Powder, Water).
3. If uncontrollable, call Fire Brigade immediately via **110 / 112**.
4. Isolate fuel lines, switch off main gas and electrical supplies.
5. Evacuate building to Assembly Point and conduct headcount.

10.2 Earthquake Protocol

1. **During Shaking:** Drop, Cover, and Hold On next to a sturdy desk/table in the fetal position. Stay away from windows and overhead fixtures.
2. **After Shaking Stops:** Shut off gas/electricity if safe, evacuate via stairs carefully, and gather at the Assembly Point.
3. Security team secures the perimeter against secondary hazards and unauthorized access.

10.3 Chemical Spill Protocol

1. Notify Employer Representative immediately.
2. Avoid open flames or spark-producing actions. Wear proper PPE.
3. Cover liquid spills with sawdust, inert absorbent materials, or neutralizing compounds.
4. Dispose of contaminated materials in marked hazardous waste containers.

10.4 Sabotage & Bomb Threat Protocol

1. **Threat Call:** Keep caller on line as long as possible; note voice traits, background noise, and details.
2. Notify Police (112) immediately. Do NOT touch any suspicious packages.
3. Evacuate the area surrounding the package, staying away from glass windows.

11. First Aid Kits & Medical Cabinets

First aid kits and cabinets must be clearly marked, easily accessible, protected from dust/moisture, and regularly inspected.

Standard Mandatory Contents:

Hydrogen peroxide, Gauze pads, Sterile cotton, 0.9% Saline solution, Triangular & cylindrical bandages, Elastic bandages, Plasters, Adhesive tape, Safety pins, Tourniquet, Medical scissors, Ammonia alcohol, and official content list.

12. Department Staff Directory & Emergency Teams

12.1 Department Personnel Directory

TITLE	FULL NAME	EXTENSION	MOBILE PHONE
Director	İzzet ÜNLÜ	6001	0505-889-21-48
Deputy Branch Manager	Hamza ÇELİK	6003	0530-694-68-14
Deputy Branch Manager	Sevcan ÜÇASLAN	6004	0543-642-74-08
Deputy Branch Manager	Murat ERBAŞ	6005	0543-650-43-14
Food Engineer	Gonca YILMAZ ARSLAN	4765	0506-151-88-20
Dietitian	Enes KOÇAK	4764	0536-999-65-60
Dietitian	Sümeyya KILINÇ	4764	0553-680-96-63
Dentist	Zeynep ŞAHİN	4755	0507-618-62-28
IT Specialist	Beytullah KILINÇARSLAN	6008	0531-011-93-59
Clerk	Sebahattin CANPOLAT	6007	0545-927-29-67
Clerk	Rasim TETİK	4755	0553-892-33-07
Support Staff	Azra CANER	6007	0505-018-18-66
Secretary	Özlem LAFCI	6000	0554-438-53-66
Support Staff	Reşat KARACA	6009	0537-627-94-65
Support Officer	Yakup Han ASLAN	6009	0542-594-06-35
Cleaning Staff	Sevcan ÇAĞLIOĞLU	6009	0545-781-64-23
Cleaning Staff	Yasin ALP	-	0544-547-10-97
Coach	Nermin DURSUN	-	0542-217-19-44
Cleaning Staff	Mahmut SÜSLAK	-	-

12.2 Designated Emergency Teams Roster

Fire-Fighting Team

ROLE	NAME & SURNAME	PRIMARY POSITION	EXT.	MOBILE PHONE
Team Leader	Hamza ÇELİK	Acting Branch Manager	6003	0530-694-68-14
Member	Özlem LAFCI	Secretary	6001	0554-438-53-66
Member	Nejdet KARGAN	Branch Manager	4720	0505-518-87-78
Member	Yasin ALP	Cleaning Staff	-	0544-547-10-97

Search, Rescue & Evacuation Team

ROLE	NAME & SURNAME	PRIMARY POSITION	EXT.	MOBILE PHONE
Team Chief	Reşat KARACA	Support Staff	-	0505-250-03-51
Member	Sevcan ÇAĞLIOĞLU	Cleaning Staff	-	0536-386-33-27
Member	Rasim TETİK	Civil Servant	4755	0553-892-33-07
Member	Mahmut SÜSLAK	Cleaning Staff	-	-

Security / Protection Team

ROLE	NAME & SURNAME	PRIMARY POSITION	EXT.	MOBILE PHONE
Team Leader	Sevcan ÜÇASLAN	Acting Branch Manager	6006	0505-518-87-78
Member	Azra CANER	Clerk	6005	0505-018-18-66
Member	Gonca YILMAZ ARSLAN	Food Engineer	4765	0506-151-88-20
Member	Sümeyye KOCA	Dietitian	4764	0553-680-96-63

First Aid Team

ROLE	NAME & SURNAME	PRIMARY POSITION	EXT.	MOBILE PHONE
Team Leader	Beytullah KILIÇARSLAN	Computer Operator	6008	0531-011-93-59
Member	Yakup Han ASLAN	Clerk	-	0542-594-06-35
Member	Nermin DURSUN	Coach	-	0542-217-19-44
Member	Enes KOÇAK	Dietitian	4764	0536-999-65-60