

## Incident Management Policy

### Introduction

This Incident Management Policy (IMP) sets forth the procedures for responding to incidents at the SFL at Muğla Sıtkı Koçman University. The primary goals are to protect the safety and well-being of all individuals on SFL premises, minimize damage to property, and facilitate a rapid and effective return to normal operations. This policy is aligned with applicable Turkish laws and regulations, including the Occupational Health and Safety Law No. 6331, Labor Law No. 4857, and Disaster and Emergency Response Services Regulation No. 5211, as well as relevant policies and procedures established by Muğla Sıtkı Koçman University.

### Scope

This policy covers all potential incidents on SFL premises, including but not limited to:

- Natural Disasters: Earthquakes, fires (including wildfires), floods, severe weather.
- Technological Incidents: Power outages, IT failures, gas leaks.
- Security Incidents: Intrusion, vandalism, theft.
- Medical Emergencies: Accidents, injuries, illnesses.
- Public Health Incidents: Contagious illness outbreaks.
- Other Incidents: Hazardous material spills, bomb threats, civil disturbances.

### Guiding Principles

Incident response will be guided by the following principles:

- Prioritization of Life Safety: Protecting human life is the paramount concern.
- Preparedness and Prevention: Proactive measures are taken to mitigate risks.
- Rapid Response: Swift and decisive action are taken to contain and manage incidents.
- Effective Communication: Clear and timely communication are maintained.
- Coordination and Collaboration: Collaboration with internal and external stakeholders is essential.
- Continuous Improvement: The IMP are regularly reviewed and updated.

### Initial Damage Assessment and Response Team:

The initial assessment and response team consists 3 people. The necessary action should be taken. In case of inadequacy, An Emergency Incident Management (EIM) Crisis Desk will be activated.

EIM is an essential unit in managing crisis situations, and its members have specific responsibilities to ensure effective and coordinated emergency response. Below are the key features of the roles and responsibilities of different teams involved:

The EIM structure and roles are as follows:

- **Role:** Oversees and directs the entire crisis response.
- **Responsibilities:**
  - Takes command of the situation and coordinates all teams.
  - Provides strategic direction and makes key decisions.
  - Communicates with senior leadership, authorities, and other stakeholders.
  - Prioritizes actions and allocates resources based on needs.
  - Ensures that teams are working within their areas of expertise and have the necessary resources.

- Incident Commander: SFL Director Prof. Dr. Murat Keçiş
- Operations Section Chief: SFL Secretary Nil ERCAN
- Quality Management coordinators: Öğr.Gör. Dr. Mehmet ABİ , Yeşim TÜRKEKUL
- Technical Support Chief: Süleyman CAN
- Communications Section Chief: Mert YAPICI
- Safety Officer: Designated Staff Security Team of SFL

## Rescue Team

- **Role:** Responsible for locating, extricating, and transporting victims from hazardous situations.
- **Responsibilities:**
  - Organize and conduct search and rescue operations.
  - Ensure that victims are safely retrieved from hazardous or hard-to-reach areas.
  - Prioritize rescuing individuals in critical conditions.
  - Communicate constantly with the crisis desk to provide updates on progress.
  - Ensure that rescuers' safety is maintained during operations.
- M. Ejder COŞKUN
- Fırat AKDOĞAN
- Sezai ÇILDIR

## Firefighting Team

- **Role:** Responds to fires and manages fire suppression efforts.
- **Responsibilities:**
  - Assess fire risks and identify fire sources.
  - Implement firefighting techniques to control and extinguish fires.
  - Work in collaboration with the rescue team to ensure safe evacuation and rescue in fire-affected areas.
  - Monitor and control smoke, hazardous materials, and potential secondary fires.
  - Ensure fire prevention strategies are in place for post-crisis stabilization.
- Hakan KÜÇÜKKAYA
- Turan DEREN
- Mert BABADAĞ
- Ümit KIZIL

## Environmental Response Team

- **Role:** Manages the environmental hazards posed by the incident (e.g., chemical spills, environmental contamination).
- **Responsibilities:**
  - Assess the environmental impact of the crisis, including hazardous material spills or pollution.
  - Implement containment and decontamination procedures.
  - Coordinate with authorities for environmental protection measures.
  - Monitor air, water, and soil quality during and after the crisis.
  - Communicate with emergency services to ensure the public's safety and minimize environmental harm.
- Nil ERCAN
- Ayşe KURT

## First Aid / Medical Team

- **Role:** Provides immediate medical care to victims of the incident.
- **Responsibilities:**
  - Set up triage stations to prioritize care for the injured.
  - Administer first aid and basic life support (BLS) to victims.
  - Work with local hospitals or medical facilities for evacuation of seriously injured individuals.
  - Maintain records of casualties and ensure timely medical care.
  - Collaborate with emergency medical services (EMS) to manage transportation and treatment of critical patients.
- Bahar AYDIN
- Özlem GÜMÜŞ
- Yudum ÖNGÜÇ DOĞRUEL
- Serap SEZER
- Kamile BİNGÖLBALI
- İlkay DÜZTAŞ

## Security Team

- **Role:** Ensures the security of the crisis site and manages crowd control.
- **Responsibilities:**
  - Provide perimeter security to prevent unauthorized access.
  - Control crowds and direct the flow of people to designated evacuation zones.
  - Coordinate with law enforcement to prevent looting, violence, or sabotage.
  - Provide protection for vulnerable individuals (e.g., injured, children, elderly).
  - Ensure the safety of responders and facilities involved in crisis operations.
- Designated staff from the University Security center.

## Incident Reporting Procedures

Report incidents immediately to SFL Secretary [via phone, in person]. Provide:

- Incident location
- Incident nature
- Incident time
- Injuries/damage
- Reporter's name/contact info

## Incident Response Procedures

### General guidelines:

- Immediate Actions: Ensure safety, provide first aid, evacuate if needed, contact emergency services if needed.
- Notification: Notify designated contact and IMT.
- IMT Activation: Incident Commander activates IMT as needed.
- Initial
- Incident Assessment: IMT assesses the situation.
- Action Plan: Planning Section Chief develops an incident action plan.
- Resource Deployment: Logistics Section Chief deploys resources.
- Communication: Communications Section Chief manages communication.
- Documentation: Designated personnel document actions.

## Specific Incident Protocols

### Earthquake Protocol

- During the Earthquake:
  - "Drop, Cover, and Hold On": Instruct everyone to drop to the ground, take cover under a sturdy desk or table, and hold on until the shaking stops. If there's no suitable cover, crouch near an interior wall and protect the head and neck with arms.
  - Stay away from windows, glass, and heavy objects.
  - If outdoors, move to an open area away from buildings, trees, and power lines.
- After the Earthquake:
  - Check for Injuries: Assess yourself and others for injuries. Administer first aid if needed.
  - Evacuate if Necessary: If there's structural damage or a risk of aftershocks, evacuate the building immediately, following designated evacuation routes. Proceed to the designated meeting point (football field).
  - Do Not Use Elevators: Use stairs only.
  - Check for Hazards: Look for gas leaks, electrical shorts, or other hazards. Do not light matches or lighters.
  - Follow Instructions: Listen to announcements from the IMT or emergency responders and follow their instructions.

### Fire Protocol

- If You Discover a Fire:
  - Activate Alarm: Pull the nearest fire alarm.
  - Evacuate: Evacuate the building immediately, following designated evacuation routes. Proceed to the designated meeting point (football field).
  - Use Fire Extinguisher (if trained and safe to do so): If the fire is small and contained, and you are trained in its use, attempt to extinguish it using a fire extinguisher. Prioritize your safety – if the fire is spreading rapidly, evacuate immediately.
  - Report the Fire: Report the fire to emergency services (112) and the SFL's emergency contact [Designated Contact Person/Office].
- During Evacuation:
  - Stay low to the ground to avoid smoke inhalation.
  - Do not stop to retrieve belongings.
  - Assist others who may need help.
- Assembly Point: Report to the designated meeting point (football field) and inform the IMT of your location and status.

### Medical Emergency Protocol

- Assess the Situation: Determine the nature of the medical emergency and the severity of the injury or illness.
- Provide First Aid: Administer first aid if you are trained and it is safe to do so.
- Call for Help: Call emergency services (112) or seek assistance from a designated first aid responder within the SFL.
- Notify Administration: Inform the [Designated Contact Person/Office] of the medical emergency.
- Provide Information: Give emergency responders clear and accurate information about the situation, including the location, nature of the emergency, and the condition of the individual.

### Evacuation Protocol

- Evacuation Order: Evacuation orders will be given by the Incident Commander or designated personnel.
- Evacuation Routes: Follow designated evacuation routes posted in classrooms and throughout the buildings.

- Calm and Orderly Evacuation: Proceed calmly and orderly to the designated meeting point (football field). Do not run unless there is immediate danger.
- Accountability: Upon arrival at the meeting point, report to designated personnel for accountability.

#### Evacuation Procedures

- Evacuation plans are posted in each classroom and throughout the buildings.
- Evacuation routes will be clearly marked.
- Regular evacuation drills will be conducted.
- Assembly point: The football field adjacent to the school.

#### Resources and Equipment

*(List resources and equipment, as previously discussed.)*

#### Training and Drills

Regular training and drills will be conducted to ensure staff familiarity with the IMP.

#### Plan Maintenance and Review

The [Designated Office/Individual] will review and update this plan annually or as needed.

#### Communication and Dissemination

This policy will be communicated to all staff and made readily accessible (e.g., online, hard copies).

#### Meeting Points

In case of emergencies requiring evacuation, the designated meeting point for all students, staff, and visitors is the football field located next to the school. Specific assembly areas within the football field may be designated for different groups (e.g., by department or class)

#### Student Training

Student training will be conducted through a variety of methods, including:

- Orientation Sessions: Initial training during orientation programs to introduce students to basic emergency procedures.
- Classroom Instruction: Regular integration of safety information into classroom lessons.
- Drills and Exercises: Periodic drills and exercises (e.g., fire drills, earthquake drills, lockdown drills) to practice emergency procedures.
- Online Resources: Providing access to online resources, such as videos, tutorials, and interactive modules, on emergency preparedness.
- Posters and Signage: Displaying clear and informative posters and signage throughout the school to reinforce safety messages.
- Guest Speakers: Inviting guest speakers from emergency services or safety organizations to provide expert training.

#### Training Schedule

Training activities will be scheduled throughout the academic year to ensure that students receive regular reminders and updates on emergency procedures. [Specify frequency, e.g., "Fire drills are conducted yearly," "Earthquake drills are conducted twice per semester," etc.].

### Special Considerations

The SFL will make accommodations to ensure that students with disabilities receive appropriate training and support to participate fully in emergency procedures.

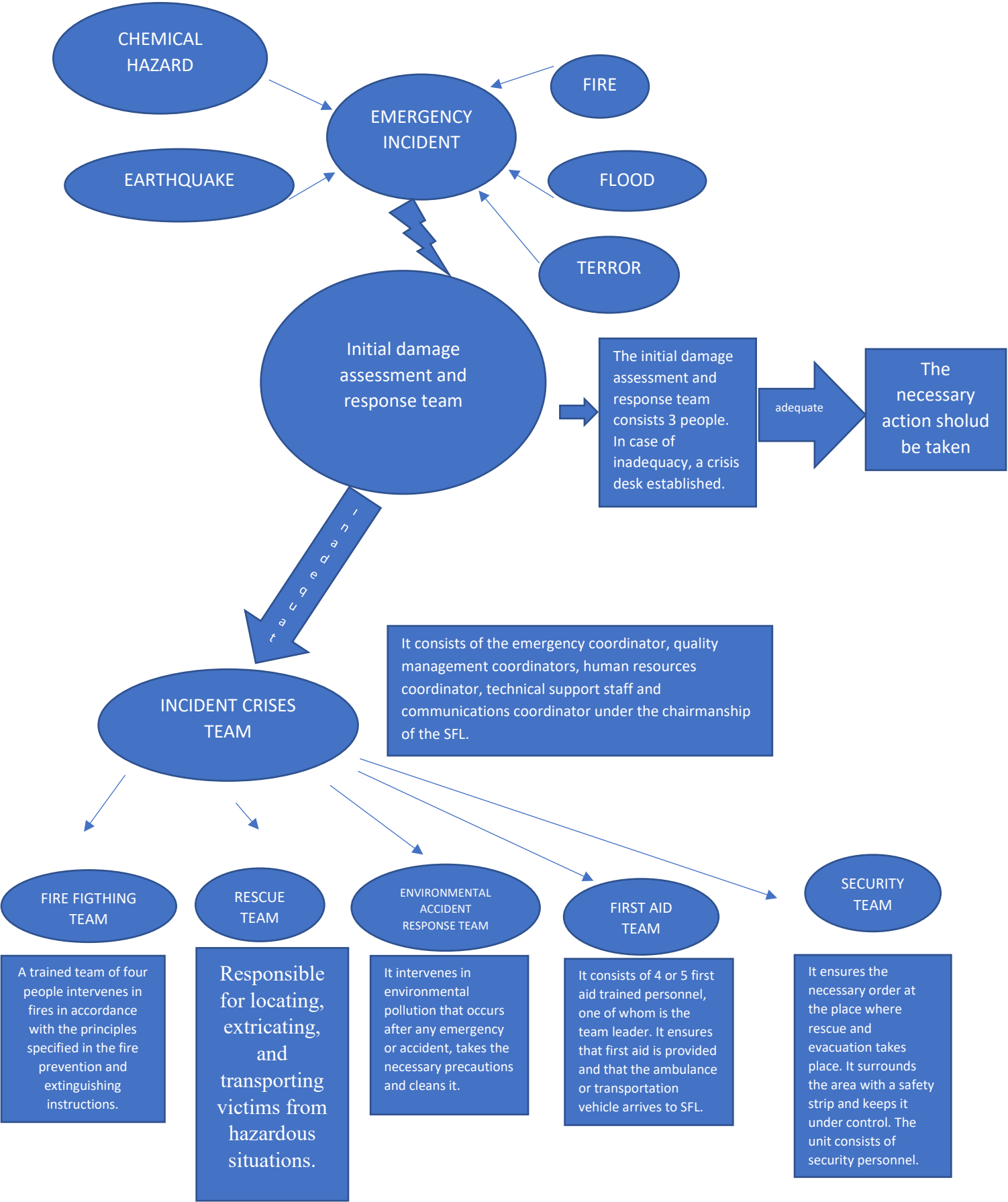
### Feedback and Evaluation

Student feedback on training programs will be collected and used to improve future training sessions. The effectiveness of training will also be evaluated through drills and exercises.

### Policy Review

This policy will be reviewed and updated annually or as needed to ensure its continued relevance and effectiveness.

# Emergency Incident Management Organisation Chart



## Incident Management Organisation

