

**KADIR HAS UNIVERSITY  
EMERGENCY RESPONSE & EVACUATION GUIDELINES**

**CENTRAL CIBALI CAMPUS**

**Part I  
AIM AND SCOPE**

**Aim**

**Article 1-** The Kadir Has University Emergency Response & Evacuation Guidelines aim to facilitate an efficient response to disaster and emergency situations on the university campus and ensure the orderly evacuation of personnel and students to a safe assembly area, as well as minimize loss of assets and property.

**Scope**

**Article 2-** This regulation sets forth the principles, rules and procedures governing the evacuation of all buildings on the Central Cibali Campus.

**Part II  
EMERGENCY RESPONSE TEAM**

**Evacuation Team Duties**

**Article 3-** In an emergency situation requiring evacuation, the evacuation team is responsible for ensuring that the guidelines and procedures set forth in this plan are followed so that personnel and students can be evacuated in an orderly manner.

**Evacuation Team Members**

**Article 4-** (1) The distribution of evacuation team members for each building shall be determined according to the guidelines and procedures stipulated in this plan.

- (2) Faculty members and graduate assistants who are teaching at the moment of an evacuation are responsible for the evacuation of the students in their classes per the terms stipulated in this regulation.
- (3) The secretary of each faculty is responsible for the evacuation of faculty personnel.
- (4) Administrative unit directors are responsible for the evacuation of personnel in their units.
- (5) The Personnel Affairs Office is responsible for the evacuation of personnel who work under the General Secretariat.

**Part III  
GUIDELINES FOR EVACUATION**

## **Evacuation in the Case of Fire or Earthquake**

**Article 5-** Evacuation necessitated by a fire shall be immediately carried out, and in the case of an earthquake, evacuation shall be carried out after the earthquake has ceased.

During evacuations necessitated by a fire or earthquake, all measures must be taken to ensure that elevators are not used under any circumstances and precautions must be taken to prevent people from jumping from stairs or windows.

## **Evacuation Procedure**

**Article 6-** The procedures of evacuation in the case of a disaster or an emergency are to be planned specifically for each building on campus. To minimize panic, the evacuation plan must be adhered to during a disaster or emergency situation.

## **Evacuation from A Block**

**Article 7 –** In A Block there are two stairways which go down to the ground floor. These stairs are A1 and A2. The stairway next to the A Block elevator is the A2 stairway and the other stairway in this block is the A1 stairway. People who are in the A Block during the evacuation need to use the nearest stairway to them and reach to the ground floor.

Individuals who are near the elevator on the Rectorate floor as well as those in the General Secretariat shall use the A2 stairway, as well as the Secretariat and the Deanship of the Faculty of Economics and Faculty of Administrative Sciences, along with faculty members whose offices are close to the elevator.

Individuals who are closer to the A1 stairway on the Rectorate floor, such as in the offices of the Board of Trustees and in the offices of the Deanship and Secretariat of the Communications Faculty, as well as faculty members in nearby offices and those who work in the offices above the Student Affairs office, shall use this stairway.

Individuals who are in the Information Center building during evacuation shall use the emergency stairs near the check-out area and assemble at the meeting point after passing through the D Block garage. Depending on the size of the group, people may also use the stairway located near the elevator and exit from the door near the Starbucks café.

Aside from people in the basement floor, everyone in A Block shall be evacuated via the door opposite the exhibition hall.

Those in the Engineering Faculty labs, photocopy room and the Urban Arts Academy as well as the area around the A Block basement floor shall be evacuated from the exit door next to the canteen.

## **Evacuation from B Block**

**Article 8 –** In B Block there are two stairways which go down to the ground floor, B1 and B2. The stairway which is near to the 01, 02, 03, 04, and 05 classrooms is B1, and the stairway leading down to the atrium is B2. Everyone on the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors of B Block shall proceed to the ground floor via the nearest stairs.

Individuals who are in classrooms numbered 01, 02, 03, 04, 05, as well as those in offices in this area, must descend to the ground floor using the B1 stairway and then proceed to the main entrance where they will exit the building.

People in classrooms numbered 06 and higher, as well as people in the computer labs and offices in this area, must descend to the ground floor using the B2 stairway and then proceed through the canteen to the rear door and exit the building.

Everyone in the frontal area of the building, including those in the front canteen and the ground floor offices, shall exit the building from the main entrance. Individuals in the Cibali and the Fener halls, in the B Block ground floor labs of the Engineering Faculty, and in the main canteen and in the hall next to the main canteen shall be evacuated from the rear exit located next to the canteen.

### **Evacuation from C Block**

**Article 9-** Individuals in C Block, aside from those in the ground floor offices and classrooms, must descend to the ground floor via the stairway and then go through the C Block main gate and exit the building from the door next to the museum.

Those in the ground floor of C Block shall proceed through the C Block studio and exit the building from the door which opens onto the parking area. Anyone in the C Block museum and the cistern shall leave the building from the museum's emergency exit, while those in the C Block exhibition area shall leave through the glass door opposite the exhibition hall.

### **Evacuation from D Block**

**Article 10-** In D Block there are three ordinary and three emergency stairways. These are D1, D2, D3 and YM1, YM2, YM3. The D1 stairway descends from the 1<sup>st</sup> floor to the front of the Social Responsibility Office on the ground floor. The stairway which descends from the second floor to the garage floor alongside the elevator is the D2 stairway. The stairway which descends from the first floor to the glass door on the ground floor which is used to transport materials is the D3 stairway. YM1 begins from the corridor of the grand hall on the 2<sup>nd</sup> floor and has an exit on the ground floor and the garage floor. YM2 begins at Hall A and Hall B and merges in the middle of the two halls and descends to the 1<sup>st</sup> floor and then to the ground floor in front of where the Starbucks café is located. YM3 starts from next to the Yemekhane Restaurant's bar section and descends to the 1<sup>st</sup> floor and continues to the assembly area, which is the D Block visitor parking area.

In case of an emergency, if there are people in the 2<sup>nd</sup> floor grand hall, those in the front of the hall must pass through the backstage rooms and use the emergency stairs to reach the ground floor and leave the building from the exit. Those who are at the back of the hall must leave from the entry doors of the hall and then use the emergency stairs to exit the building from the ground floor (YM1 and YM3). People in Hall A and Hall B must exit using the emergency exits located there and then take YM2 to reach the area of Starbucks and evacuate the building.

Anyone in the office of the Law Faculty's Deanship as well as people in that faculty's offices must take YM2 and leave the building through the door that leads outside from the area of Starbucks.

People in the office of the Engineering Faculty's Deanship, which is located on the first floor, as well as those in that faculty's offices, must leave the building via the YM 3 stairs.

People who are on the ground floor in the area of Starbucks Café or in adjacent classrooms must evacuate the building from the glass door that leads out from the area of Starbucks.

People in the IT Office on the ground floor or in adjacent classrooms must use the glass door which leads to the open-air parking area.

### **Evacuation from Kadir Has University's Male Dorm**

**Article 11-** The receptionist at the male dorm is in charge of evacuation. There are two emergency stairways in the male dorm. The stairway behind the security desk is YM1 and the one which leads to the side street is YM2. YM2 begins on the 3<sup>rd</sup> floor and descends to the ground floor. The exit for this stairway is on the ground floor and leads to the side street. YM1 starts from the roof floor and descends to the basement floor. The exit for this stairway leads out from the information desk and through the main door. On all floors, occupants of rooms numbered 1, 5 and 6 must use YM1, and occupants of rooms numbered 2, 3 and 4 must use YM 2 (occupants of rooms on the YM1 side must use YM 1, and occupants of rooms on the YM 2 side must use YM 2). People on the ground floor in the TV, library or portmanteau area must use YM1, and people in the laundry area must use YM 2 to leave the building. Students must then proceed to the assembly area, which is the university's student parking area.

### **Evacuation from Kadir Has University's Female Dorm**

**Article 12-** During evacuation, people in the female dorm must use the main entrance on the ground floor and then proceed to the assembly area, which is the D Block visitor parking area.

### **Evacuation from the Sports Hall**

**Article 13-** During evacuation, people in the sports hall must use the sole entry door and exit the building. Upon evacuation they will proceed to the assembly area, which is Küçük Mustafa Paşa Park.

### **Evacuation from the White Building**

**Article 14-** During evacuation, people in the white building must use the closest of the two doors; either the door that leads to the street, or the one which opens onto the yard. Upon evacuation they will proceed to the assembly area, which is Küçük Mustafa Paşa Park.

## **Part IV ASSEMBLY AREA**

### **Assembly area**

**Article 15-** Personnel and students shall gather in the assembly area after an evacuation. The assembly area is located in front of D Block. The assembly area for the male dorm and the white building is the student parking area. The assembly area for the sports hall is Küçük Mustafa Paşa Local Park.

### **Assembly Area Regulations**

**Article 16-** Faculty members who are advisors must, along with her/his assistant, document the number and names of the students she/he advises.

Every faculty secretary must document the number and names of faculty personnel as well as the number and names of faculty students whose advisors are not present.

Personnel Affairs must document the number and names of all administrative personnel.

Students are not allowed to leave the assembly area until given permission by their advisor or the faculty secretary.

Academic personnel are not allowed to leave the assembly area until given permission by the faculty secretary, and administrative personnel are not allowed to leave the assembly area until given permission by the administrative unit directors.

## **PART V Other Provisions**

### **Validity**

**Article 10-** The provisions of this regulation shall go into effect on the date that it was approved.

### **Implementation**

**Article 11-** The provisions of this regulation regarding evacuation shall be implemented by the Rector of Kadir Has University.