



# DISASTER, EMERGENCY, RISK AND CRISIS MANAGEMENT



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## DISASTER, EMERGENCY, RISK AND CRISIS MANAGEMENT

Being prepared for earthquakes and all kinds of disasters will only be possible if all stakeholders act together. In the event of an earthquake while education and training continues in our school, the duties and responsibilities of our teachers, students and parents have been determined by the Emergency Management Team in order to carry out the process in the most effective way and are presented to your attention in this document. The duties and responsibilities that apply before, during and after an earthquake have been created as a checklist. In order for us to manage the process effectively, it is vital that each Hisar community member fulfills their duties and responsibilities completely. As Hisar School, we regularly update and audit our precaution, preparation and response processes in order to be prepared for earthquakes and emergencies with the determination to provide the safest environment for our students in terms of disaster preparedness, effective response and evacuation action plans. In our school, risk analysis of potential hazards within the boundaries of the campus is determined, necessary preventive measures are taken, and preparations are regularly made for emergency intervention in cases that cannot be prevented. The subcontractors we receive service from also act within this plan.

### Disaster Preparedness Planning

In our country, there are many regulations regulating disaster preparedness activities in school. As an institution affiliated to the Ministry of National Education, we have emergency and civil defense plans approved in accordance with the aforementioned legislation, and all risk mitigation measures have been taken beyond those specified by various regulations. In addition, emergency teams have been formed with our employees who have the necessary technical and planning competencies and expertise to cope with emergencies and various crisis situations:

- Hisar School employ 1 full-time Occupational Safety Specialist, 1 full-time doctor and 4 assistant health workers.
- Hisar School's Civil Defense Plan covering the years 2024-2029 has been approved by the Provincial Directorate of National Education in accordance with the "Regulation on Organization and Measures Related to Civil Defense" numbered 6/3150.
- Hisar School 2019-2025 Emergency Plan defines the job descriptions, authorities and responsibilities of emergency crisis management, search and rescue, and evacuation teams. Regular drills are carried out with these teams and it is ensured that the teams receive training related to their duties.
- Throughout the campus, there is a certified security team trained in accordance with the "Law No. 5188 on Private Security Services" and the regulation on its implementation.
- The solution partnership cooperation with AKUT FOUNDATION, which we started in November 2019 in order to evaluate our school's emergency and disaster plans, instructions and processes by an expert institution, but which we took a break in spring 2020 due to the Covid-19 pandemic, started again in January 2022. Within the scope of the project, emergency instructions, fire prevention, intervention, evacuation action plans and drills with different scenarios are carried out with AKUT Foundation experts working at our school. Emergency Management is practiced through various scenarios and regular desk drills are conducted.

- In line with these trainings, "Earthquake Preparedness: Teacher, Student and Parent Checklists" are shared with all Hisar employees and parents.

### **Awareness Raising, Training Activities and Drills**

- Our students are given seminars by AKUT Foundation trainers at regular intervals specific to their age groups.
- In addition to OHS and First Aid trainings for our employees, AKUT Foundation awareness seminars are organized to raise awareness.
- Again, our school's Search and Rescue Team is given search and rescue trainings by AKUT Foundation trainers who are experienced in this field and have international certification.
- Our Psychological Counseling and Guidance (PDR) Center organizes trainings on psychosocial protection, prevention and crisis intervention in coping with the effects of disasters and emergencies and their aftermath.
- At Hisar School, earthquake and fire drills are held regularly every academic year to raise awareness of safe living among our students and employees. Possible scenarios are practiced during all drills, and they are terminated after roll-calls are made in the gathering areas. After the drill, a drill evaluation report is prepared and necessary arrangements, if any, are made until the next drill.

### **Mitigating Structural Risks**

After the 5.8 magnitude earthquake that occurred on September 26, 2019, ground surveys of Hisar Campus were conducted and it was decided to determine the earthquake performance of all buildings according to the "2018 Turkey Building Earthquake Regulation (TBDY)". Between November 2019 and March 2020, a study team consisting of engineering and geotechnical firms and consultants was formed under the leadership of Istanbul Technical University and drilling and core studies were carried out.

- Geotechnical analysis of the foundation soils of all buildings, geotechnical reports including settlement, bearing capacity and shear calculations of the buildings have shown that there is no liquefaction in the building soils and that Hisar Buildings meet the requirements of TBDY (2018) in terms of existing foundation systems and soil conditions.
- In the coring/column-beam stripping studies carried out in terms of structural engineering, it was observed that all buildings except Block A-2 meet the requirements of TBDY (2018) and do not pose any structural risk in terms of earthquake.
- Considering the possibility of an additional floor in Block A-2, it was decided that the capacity of the load-bearing columns should be increased and strengthened. A static reinforcement project was prepared for Block A-2, where our primary school and pre-school classrooms are located, and the reinforcement works were completed in the summer of 2020 under the supervision of Istanbul Technical University and an independent building inspection company.

After the retrofitting and B-Block floor projections were completed, calculations with Sta4CAD in 2021 confirmed that the earthquake performance of the retrofitted buildings was appropriate according to TBDY 2018.

In 2023, it was decided to repeat the calculations with a more advanced software. The structural systems of the A1, A2, A3, B Block buildings were modeled separately and their earthquake performances were calculated again with **ETABS Structural Analysis Program**, and as expected, similar results were obtained with Sta4CAD; the compliance of the earthquake performances of these buildings according to TBDY 2018 was verified again.

### **Establishment of School Buildings Building Health Monitoring Center**

A system and Center has been established to continuously monitor the earthquake resistance of our school buildings. A total of 7 three-axis, digital accelerometers were installed in all Hisar School buildings. Special software was developed using the ground movements in the region where Hisar School are located and the ground and static information of the buildings. Thus all earthquakes occurring within a 300 km radius are monitored and reported, and the impact of earthquakes occurring within a 100 km radius on school buildings is calculated. This project is carried out by Kandilli Observatory Director (E) Prof. Dr. Mustafa Erdik, Dr. Cüneyt Tüzün and their team.



### **The study has 2 main objectives.**

#### **a) Building Security Monitoring:**

- a. The data to be obtained from the accelerometers are processed to determine the basic dynamic parameters (vibration period, damping ratio, mode shapes) of the buildings where they are placed.
- b. The impact (displacements) on the relevant buildings is calculated.
- c. At the end of each month, key dynamic characteristics of the buildings over their service life are automatically reported.
- d. After an earthquake, depending on the magnitude of the earthquake, the damage levels of the buildings will be determined and delivered to school administrators as soon as possible.

#### **b) School Seismology Study:**

It is aimed to give basic information about seismology to middle and high school students and to strengthen students' awareness of earthquake sensitivity through experiments.

### **Mitigation of Non-Structural Risks (NNSR)**

In our school, YOTA (Reducing Non-Structural Hazards) has been applied in all equipment, cabinets and other furniture moving in the classroom, all equipment in laboratories and workshops have been fixed. There are stoppers and finger protectors on doors, protectors on windows, silicone protectors on desk and table corners, plexi protectors on stairs and handrails, shock absorbing sponges on sharp edges, non-slip tape on stairs, non-slip floor application on some floors. Our YOTA practices are regularly reviewed by our OHS Specialist and AKUT Foundation trainers, and regulatory and preventive actions are taken immediately for revisions deemed necessary.

## **Lifelines**

- Emergency signs are available in every classroom, office, corridor and common areas. In cases where the internet and electricity are cut off, communication is carried out with radios belonging to the institution.
- In order to prevent students and staff from being exposed to undesirable situations caused by electricity in our school, leakage current roles were installed on the floor and main panels.
- The campus is monitored 24 hours a day with a closed circuit camera system and all entrances to our school are recorded by security.
- In the summer of 2019, the infrastructure cables of Block A, Block B, Block C and the Cultural Center were replaced with flame retardant (halogen free) cables. In order to avoid electrical problems in case of possible emergencies; Automatic extinguishing system FM200 extinguishing system was installed in the main panel and floor distribution panels of Block A, Block B, Block C, Culture and Sports Center.
- Our school has an automatic shut-off system in the natural gas main distribution system to prevent "middle disasters" caused by natural gas in case of a disaster.
- An explosion protection document was prepared for the boiler rooms of Block A and the culture center, and calculations were made according to Atex directives. In line with the calculations, the boiler rooms were divided into zones and the electrical wiring was replaced with flame retardant cables. An exproof gas detection system was installed for each boiler and ethane lighting was applied. In order to avoid a systemic problem in case of possible gas leaks, all components in the boiler room are shut down and the gas flow is terminated.
- All our buildings have an electric fire booster with a backup jockey pump in case of emergency. An external power line has been drawn from both the generator and the mains so that the fire hydrophore is not affected by fires that may arise from electricity in case of possible emergencies and continues to operate. We have fire alarm systems in all our buildings and extinguishing systems where necessary. In our open areas; we have fire hydrant valves and spare fire hoses that will be required for these valves in case of a possible fire.
- All preparations, such as fire alarms and systems, are also regularly checked by a company accredited by the Ministry of Labor and Social Security.
- The fire module is included in the search and rescue training for personnel who will use the relevant equipment.
- There are 21 fire cabinets in Block A, 8 in Block B, 10 in Block C, 25 fire cabinets in KSM, and 159 fire extinguishers throughout the school, at least two on each floor, to be used in case of possible fire emergencies. For effective emergency response until the fire brigade arrives, 8 fire extinguisher cabinets are placed next to the existing hydrants.

## **Emergency Assembly Areas**

There are a total of 6 assembly areas separately for each school: Preschool (1), Primary School (1), Middle School (2), High School (2). In each assembly area; there is an emergency cabinet. In the emergency cabinet; there are attendance lists, megaphone, water, spare student clothes, hand sanitizer and masks.

## Evacuation Plan

In parallel with these precautions and preparation processes, in the event of an emergency or natural disaster while education and training continues in our school, our students will be ensured to wait safely in our gathering areas in the period between their evacuation from the buildings and their exit from the campus.

- If earthquake shaking is felt, the following emergency action steps are followed:
  - During the shaking, **drop-cover-hold on** is practiced in classrooms and school grounds.
  - As soon as the tremor passes, evacuation is initiated immediately.
  - Students are evacuated from the buildings in an orderly manner under the leadership of their teachers.
  - Each school gathers in their designated assembly area and roll call is taken; depending on the severity and duration of the earthquake, and in case of prolonged duration, they are directed to the tent hall by emergency teams.
  - At the end of the waiting period, which is determined depending on the intensity of the earthquake, damage assessment is carried out by emergency teams in the closed areas of the school to determine whether it is safe to enter.
  - If there is no risk, students and employees are directed to the buildings in a safe and orderly manner.
- In the event of an earthquake with a major environmental impact (intensity) due to emergency and disaster conditions or in the event of a major earthquake affecting Istanbul in general, our students and school staff will not be allowed to enter school buildings and closed areas until the buildings are determined to be safe by experts and authorized persons.
- During this period, necessary measures are taken by our school infirmary and health team in our emergency infirmary outside the school buildings in case of situations that require outpatient intervention or observation. In cases requiring referral to hospital, planning has been made to utilize the SOS Ambulance Service.
- The school dismissal time will be determined by the school administration in the safest way for our students in line with the necessary information from the official authorities, depending on the emergency and disaster conditions. In the event of a major earthquake affecting Istanbul, our students will remain at school until a parent or guardian arrives. "Our students will not be delivered to anyone other than the parents registered at our school".
- **If the disaster occurs a while after the service vehicle has departed;**
  - If the vehicle is close to the school, it returns to the school.
  - If the vehicle is not close to the school, it reaches the gathering places designated by the Governorate on the service route and the vehicle is towed to a safe place.
  - There are enough protective materials, first aid kits, water, fruit juice and cakes in the vehicle for all students.
  - GPS Vehicle Tracking System (Satellite) and Parent Tracking System (Internet) are available in the vehicles, and communication is provided continuously and regularly as long as the satellite, telephone and internet connection is not interrupted.

- We would like to inform you that we will continue to maintain communication with our shuttle services and keep you informed until our students are safely delivered to their homes.
- **The same evacuation protocol is applied in case of low intensity earthquakes affecting Istanbul, which are less felt by the school community. The Emergency Management process is carried out in the light of scientific data to be received from the competent authorities.**

## **STUDENT DROP-OFF PROCESS IN CASE OF EARTHQUAKE DURING SCHOOL HOURS**

After a disaster, especially an earthquake, the duration of our students' stay at our school will vary depending on the size and severity of the disaster. The time, process and conditions of student drop-off will be determined by the school administration by receiving the necessary information from the official authorities, depending on the emergency and disaster conditions. The school administration will share its decisions with our parents through various communication channels, taking into account the safety of its students. It is important for parents to remain calm and follow the information that the School will communicate via e-mail, SMS and similar channels instead of coming to school in a panic. However, in cases where no communication is possible, all students will wait safely in the gathering areas allocated to their school, accompanied by their teachers, and all basic needs such as food and shelter will be met.

The process of handing over our students to their parents in the event of an earthquake can be summarized as follows:

- 1) Campus gates will be closed to protect our students safely on campus and to prevent a possible stampede. Students should not try to enter the campus and should wait near the door where the student will be delivered.
- 2) In case of an earthquake, our parents should follow the information messages sent by the School via e-mail and SMS regarding the exit from the School.
- 3) Unless a decision is made by the Ministry of National Education and/or the Governorship of Istanbul to suspend education and send students home from school, school dismissals will continue at the usual time and in the normal process for each student. Parents will be informed by the school via e-mail and SMS. Our students will wait in the gathering areas accompanied by their teachers until the dismissal time.
- 4) In the event that the Ministry of National Education and/or the Governorship of Istanbul decides to suspend education and send students home from school, all students will be kept waiting in the gathering areas at school, and students at all levels, including high school students who use the shuttle service in the normal process and who have permission to leave alone, will only be delivered to the adults who have been previously updated and specified by the parents in the HisarNet Emergency and Disaster Information section.
- 5) Since students cannot check out alone, all students, including high school students, will be handed over after signing the "Student Handover Report" at the security gates.
- 6) **Only** the designated exit doors will be used for student drop-off.

Student Drop Off Doors:

- **Preschool:** Gate A (Main Security Gate)
- **Primary School:** Gate A (Main Security Gate)
- **Middle School:** Gate B (Archetype Gate)
- **High School:** Gate C (Tent Area Gate)

7) In the process of handing over students at the exit gates:

- **Preschool:** Students will be delivered to their parents by the Assistant Principal and assistant teacher and the Student Affairs officer at exit A.
- **Primary School:** Students will be delivered to their parents by the relevant Assistant Principal and class teacher at exit A.
- **Middle School:** Students will be delivered to their parents by the relevant Assistant Principal and/or Student Affairs officer at exit B.
- **High School:** Students will be delivered to their parents by the Assistant Principal and/or Student Affairs Officer at exit C.

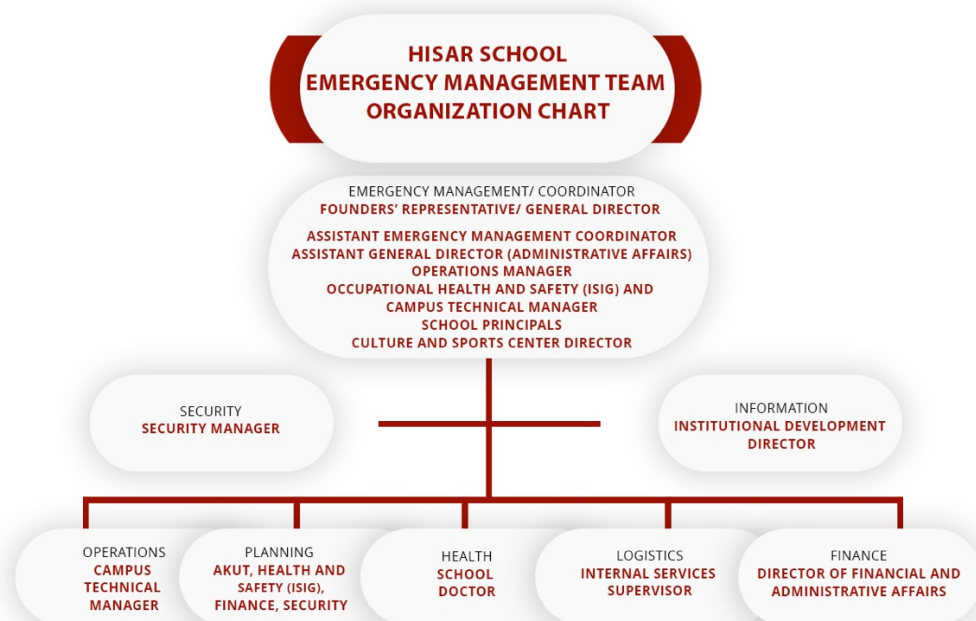


## DUTIES AND RESPONSIBILITIES CHECKLIST

Hisar School has been conducting Emergency Management (EM) activities with AKUT FOUNDATION since 2020. In this context;

- Develop first response capacity in times of crisis such as disasters and emergencies,
- Ensure the correct perception of the planning and resources created for the first response,
- To design techniques and plans that will provide effective coping behaviors with crisis situations that may occur in school,
- Forming teams, determining and communicating the distribution of tasks, ensuring that they work in harmony,
- To minimize the effects of crisis moments such as disasters and emergencies

Hisar has completed its organizational preparations for what to do before, during and after disasters, especially earthquakes. Within the scope of the organizational chart below, the duties, authorities and responsibilities of Hisar senior management, school principals and vice principals, teachers, psychological counselors, civil defense and health personnel, OHS specialist and technical staff have been defined, implemented and internalized through drills. In addition, each school has developed its own emergency response plans.



Being prepared for earthquakes and all kinds of disasters will only be possible if all stakeholders act together. In the event of an earthquake while education and training continues in our school, the **duties and responsibilities of our teachers, employees, students and parents** have been determined by the Emergency Management Team in order to carry out the process in the most effective way and are presented to your attention in this document. The duties and responsibilities that apply **before, during and after an earthquake** have been created as a checklist. In order for us to manage the process effectively, it is vital that each Hisar community member fulfills their duties and responsibilities completely. Thank you for your cooperation and support.

## CHECKLIST FOR TEACHERS

### Before Earthquake

- They should complete disaster preparedness planning with family members in their own lives outside school and review the practices frequently.

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- Must be familiar with all processes of Hisar School EMS (Emergency Management) planning and know their own responsibilities.

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- Remind the class frequently about the duties and responsibilities of the students before, during and after the earthquake, the importance of drills and evacuation rules.

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- Within the scope of preparatory work, they should conduct "Earthquake Hazard Hunt" and YOTA (Non-Structural Hazard Analysis) studies with students using gamification techniques in the classroom and all areas (laboratory, gym, workshop, etc.), and report the identified hazards to the relevant school administration.

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- Students should be reminded frequently to keep school bags in lockers, to keep lockers locked and not to leave things on top of lockers.

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- *The "Drop-Cover-Hold on" practice and "Target Reduction"* should be practiced frequently in and out of the classroom so that all students can perform them quickly, accurately and safely.

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- Students should be shown the emergency exit doors and all gathering areas on campus in different areas such as buildings with classrooms, dining hall, Tent, Sports Center and Cultural Center.

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- In buildings with classrooms, cafeterias, tents, sports centers and cultural centers, students should be trained to exit calmly and quickly during evacuations from different areas such as tents, sports centers and cultural centers through limited-scope drills (including only their own classrooms).

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- Support the implementation of plans prepared in different scenarios for the evacuation of students in need of special support.

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- Inform parents about disaster preparedness activities, drills, evacuation and delivery method of students, if necessary.

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- They should reassure students and parents with their knowledge, skills and attitudes.

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## During an Earthquake

- He/she should minimize the target by practicing "Drop-Cover-Hold on" and set an example for the students and others around him/her.

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- The target should be minimized away from glass and window edges in closed areas and away from the edges of buildings, poles and walls in open areas.

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- They should instruct those around them to *"Drop-Cover-Hold on"* in the context of target minimization.

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- While waiting for the shaking to end, he/she should calm those around him/her (students or staff) with a calm demeanor and voice.

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- They should wait in the area with their students until the shaking is over.

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## After the Earthquake

**In times of crisis and emergencies, Emergency Management (EM) instructions should be followed unconditionally and without question. Discussions and suggestions are only considered in pre-earthquake preparedness activities.**

- At the end of the shaking, he/she should follow the exit arrows in the area where he/she is located and participate in the evacuation calmly and quickly from the nearest exit door indicated by the arrow.

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- Elevators should not be used.

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- At the end of the shaking, if he/she is in the classroom in his/her own building, he/she should go to the section reserved for his/her class **in the gathering area of his/her school** with the students in his/her class.

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- If he/she is in a different classroom (KM, SM, Tent...) from his/her own building at the end of the shaking, he/she should first go to **the nearest assembly** area with his/her students. Then, upon the instruction from the ADM, he/she should leave the nearest gathering area and go to the gathering area designated for the relevant school with his/her students.

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- In the cafeteria, at the end of the shaking, he/she should direct the students around him/her to the section reserved for his/her class in the gathering area of his/her school.

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- If the concussion occurred during recess, they should go to **the nearest assembly area** with the students around them at the end of the concussion. Then, upon the instruction from the ADM, he/she should leave the nearest assembly area with his/her students and go to the assembly area designated for the relevant school.

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- Classroom teachers should go to the area allocated to their class in the assembly area as soon as possible, go to the head of their class, take attendance and report it to the relevant student affairs office.
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- Recognize the attendant who will take the Emergency Employee roll call in the assembly area and facilitate the taking of employee roll calls.
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<b>ASSEMBLY AREAS</b>	
<b>Preschool</b>	A1 Gathering Area (green area in front of Block A)
<b>Primary School</b>	A2 Gathering Area (green area in front of KSM)
<b>Middle School</b>	B1 and B2 Gathering Areas (area in front of Arketip exit - in front of Block B)
<b>Technology Design Workshop</b>	B1 and B2 Gathering Areas (Area in front of Arketip exit - opposite Block B)
<b>High School</b>	C1 Gathering Area (High School garden)
<b>Tent</b>	C2 Gathering Area (in front of the tent)
<b>KM, SM</b>	KSM Gathering Area

In case of prolonged waiting time in the assembly area, shelter, health and nutrition needs are provided in tents suitable for the weather conditions to be set up by the ADM teams in each assembly area.

## CHECKLIST FOR STUDENTS

### Before Earthquake

- They should internalize the topics of the formation of disasters, disaster risks, disaster preparedness and reduction of disaster risks taught in the courses.

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- They should know what to do during an earthquake and recognize the responsible teachers and other officials.

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- They must fulfill all their responsibilities seriously in the drills.

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- Participate and take part in the process of identifying potential hazards and risks in the classroom, at school and at home.

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- They should share what they learn at school with their family.

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- Should be able to apply "Drop-Cover-Hold on" quickly, accurately and safely.

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- School bags should be in students' own lockers, lockers should be kept locked and no items should be left on top of lockers.

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### During an Earthquake

- Follow the instructions of teachers and staff. Take responsibility for their own safety.

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- The target should be minimized by moving away from glass and window edges in closed areas and from the edges of buildings, poles and walls in open areas with *the* "Drop-Cover-Hold on" practice.

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- They should wait for the shaking to end and remain calm.

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### After the Earthquake

- At the end of the shaking, they should follow the exit arrows in the area where they are located and go to the nearest exit door calmly and quickly.

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- Elevators should not be used.

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- Follow the instructions of teachers and staff unconditionally.

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- Do not panic, do not squeeze anyone, do not run and do not turn back.

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- Without panicking, they should head towards the gathering areas.

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- If he/she is in class or in his/her school building, he/she should go to the assembly area designated for his/her school.

- If they are in a building other than their school building (KM, SM, Tent...), they should go to **the nearest assembly area**. They should wait for guidance from teachers and officials, and when they receive instructions from them, they should go to the area designated for their school.
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- In the cafeteria, at the end of the shaking, they should follow the emergency exit arrows **without going to the upper floors** and go to the section reserved for their class in the gathering area of their school.
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- At break time, they should go to **the nearest assembly area**. They should wait for guidance from teachers and officials, and when they receive instructions from them, they should go to the area designated for their school.
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- In the gathering area, it is necessary to ensure that the student attendance is taken properly and accurately, should wait in such a way.
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- They should not leave the gathering area without permission and should contact the class teacher for all their needs (water, toilet, food, blanket...).
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- Students should not enter closed areas and buildings without being informed by their teachers and staff that they can enter the buildings.
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- Communication with families and their arrival at school may be delayed; the child should wait calmly in the classroom area until the families arrive.

ASSEMBLY AREAS	
<b>Preschool</b>	A1 Gathering Area (green area in front of Block A)
<b>Primary School</b>	A2 Gathering Area (green area in front of KSM)
<b>Middle School</b>	B1 and B2 Gathering Areas (area in front of Arketip exit - in front of Block B)
<b>Technology Design Workshop</b>	B1 and B2 Gathering Areas (Area in front of Arketip exit - opposite Block B)
<b>High School</b>	C1 Gathering Area (High School garden)
<b>Tent</b>	C2 Gathering Area (in front of the tent)
<b>KM, SM</b>	KSM Gathering Area

In case of prolonged waiting time in the assembly area, shelter, health and nutrition needs are provided in tents suitable for weather conditions to be set up by the ADM teams in each assembly area.

## CHECKLIST FOR PARENTS

### Before Earthquake

Any event that causes anxiety and panic in adults also affects children. It is important that the following activities are carried out effectively and that adults manage their anxiety and do not project it onto students.

Our students are well-equipped and aware of disasters through regular drills and briefings. However, it is also important and necessary for parents to convey emergency and disaster information to their children and to inform them in advance about waiting at school, the exit process and the people who will come to pick them up.

- Must be familiar with all policies and processes of Hisar School EMS (Emergency Management) planning and know their own responsibilities.

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- Make sure that all information about the student and family in the HisarNet Emergency and Disaster Information Section is up-to-date and complete.

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- In the HisarNet Emergency and Disaster Information Section, it should make sure that all information about the individuals who can pick up the student other than the parent is up-to-date and complete.

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- Remind the student frequently that they should follow the instructions of the school staff and wait at the school until they come to pick up.

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- Conduct an "Earthquake Hazard Hunt" with family members at home and take actions to prevent the identified hazards.

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- They should transform the "Earthquake Hazard Hunt" process into gamification activities, taking into account the age level of the students, and identify the hazards in their living spaces by involving students. In this direction, YOTA (Non-Structural Hazard Analysis) studies should be completed at home.

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- The family should create a Disaster Preparedness Plan, prepare a disaster kit, and involve students in these processes and preparations.

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- At home, they should plan and practice "Drop-Cover-Hold on" and "Goal Reduction" exercises frequently.

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- Evacuation plans should be created in accordance with floor plans, the evacuation process after an earthquake should be explained to children, and calm and quick exit should be practiced.

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- In disasters that may occur when individuals are outside the home, their practices regarding disaster preparedness, communication and meeting plans should also be reviewed frequently.

- The gathering areas in the region where you live should be learned.
- Children should be reminded of their duties and responsibilities before, during and after the earthquake at a frequency that will not increase their anxiety level.

### During an Earthquake

- He or she should minimize the target by practicing "*Drop-Cover-Hold on*".
- They should instruct those around them to "*Drop-Cover-Hold on*" in the context of target minimization.
- The target should be minimized by moving away from glass and window edges in closed areas and from the edges of buildings, poles and walls in open areas.
- While waiting for the shaking to end, he/she should calm those around him/her with a calm demeanor and voice.
- He/she should wait in the area with the people around him/her until the shaking is over.

### After the Earthquake

- When the shaking is over, they should take their earthquake bag according to the predetermined plan and apply the Family Evacuation Plan calmly and quickly from the exit door.
- Elevators should not be used.
- Depending on the intensity of the earthquake, after waiting in a safe area outside the house, go to the nearest assembly area.
- Follow the information that the school will send via e-mail, SMS and similar channels.
- School phones should not be used for emergency communications.
- Parents who come to the school to pick up students after the shaking is over should wait outside the campus so that the emergency plan can be carried out effectively. They should avoid insistent behavior towards the officials.
- Since the delivery of students to parents **will be made in line with the information from the official authorities** depending on the emergency and disaster conditions, insistent behaviors should be avoided for the early delivery of the student.



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## LOGISTICS SUPPORT INVENTORY

Since communication, health care and material supply are vital in the first response to disasters, planning, preparation and supervision are meticulously carried out at Hisar School to prevent disruptions in these areas. We present to your attention detailed information about the material inventories that are available to carry out first interventions in emergencies and to meet the basic needs of our students and employees on our campus for 72 hours.

We believe that informing all our employees, students and parents about these preparations and plans before a possible disaster will positively affect the processes to be carried out during a disaster. We kindly ask you to carefully review the information we briefly share below with our students and thank you for your cooperation.

## EMERGENCY EQUIPMENT LIST

In the aftermath of a damaging earthquake or other disaster that may occur while education is in progress, depending on the damage caused by the earthquake to the environment and the school, staff and students may have to stay at the school after the disaster. Therefore, considering that students and staff may have to stay in the school for at least 72 hours after a disaster, water and food, medical supplies, various tools and equipment and seasonal. Accordingly, sufficient blankets have been stored for warmth. In addition, tents of various sizes have been provided for shelter. There are 4 tents with a total usage area of 500m<sup>2</sup>. Our 150m<sup>2</sup> Earthquake Logistics Tent is located near the Earthquake Monitoring Center in the parking area and is ready for use.



**First Response:** There are **7 Emergency Cabinets** in our school, one in the EMS center and the others in the gathering areas, and these cabinets contain various materials to be used in the first intervention to protect the health and safety of our students and employees in case of any emergency.

ADY CENTRAL CABINET (1 PIECE)	ASSEMBLY AREAS EMERGENCY CABINETS (6 PIECES)
All Campus Employee Attendance Lists	Attendance Lists
All Campus Student Attendance Lists	Megaphone
Laptop	Clothes for students (T-shirts etc.)
Earthquake Warehouse Material List	List of Students on Special Medication
Satellite Phone	Water
Pen and Paper	Backup Battery
Printer	First Aid Kit
Big screen	Educational Material by School

**72-Hour Accommodation:** In case our students and employees need to stay at the School for a longer period of time, the following basic needs have been stored and their lists have been recorded at the EMS Center. The materials are stored in the Earthquake Shed in our school garden, which is one of the most easily accessible and least likely to be structurally damaged. In addition, the stored food and medical supplies are monitored at regular intervals and replaced with new ones when the time comes, taking into account the expiration dates, and the transactions and replacement dates are recorded. The list of materials in our Emergency Warehouses is presented below for your attention.

FIRST RESPONSE EQUIPMENT					
MATERIAL	AVAILABLE	TO BE RECEIVED	MATERIAL	AVAILABLE	TO BE RECEIVED
1/25000 Scale Map	1		Manlift	1	0
Portable Generator	0	3	Aluminum Ladder	1	0
Electric Panel	1	0	Rope Ladder	1	
Rechargeable Flashlight	3	0	Wrench	2	0
Cable	30	0	Wheel Wrench	2	0
Cable (3*1,5 )	1	0	Pump	3	0
Reinforcement Cable	1	0	Digging	2	0
Soft Bulb	8	0	Hammer	3	0
Cable for Bulb	3	0	Hammer	3	0
Group Socket	10	0	Jack	1	0
Plug	9	0	Jack	1	0
Hard hat	20	0	Shovel	2	0
Boots	12	0	Tire Chain	1	0
Work Gloves	9	0	Towing Rope	1	0
Seat Belt	3	0	Stretching Apparatus	4	0
Simple Mask	10	0	Material Bag	7	0
Full Face Mask	6	0	Fire Bucket	12	0
Gas Mask	1	0	Fire Fighting Suit	2	0
Radiation Measurement Instrument	1	0	Fire Extinguisher	1	0
Hilti	1	3	Fire Raincoat	11	0
Stone Engine	1	0	Stretcher	3	0
Compressor	3	0	Wheelchair	1	0
Manivela	1	0			

SHELTER PRODUCT GROUP					
MATERIAL	AVAILABLE	TO BE RECEIVED	MATERIAL	AVAILABLE	TO BE RECEIVED
Tent	4	0	Bed (infirmary)	4	0
Emergency Blanket	1250	250	Floor Ground Blanket	960	0
Branda	1	0	Mum	20	0
Gazebo	1	0	Radio-Cassette player	1	0
Carpet	1	0	Clock	1	0
Bed (Preschool)	19	0	Backup Battery	10	0

HEATING PRODUCT GROUP		
MATERIAL	AVAILABLE	TO BE RECEIVED
Cork Heater	13	0
Spare Tube	20	0

KITCHEN EQUIPMENT					
MATERIAL	AVAILABLE	TO BE RECEIVED	MATERIAL	AVAILABLE	TO BE RECEIVED
Cooker	1	2	Jug	19	0
Tube	3	0	Thermos	3	0
Lighter	3	0	Plastic Cup	500	0
Knife	3	0	Plastic Fork	3000	0
Cookware	3	0	Plastic Spoon	3000	0
Scoop	3	0	Plastic Plate	3000	0
Colander	3	0			

CLOTHING PRODUCT GROUP		
MATERIAL	AVAILABLE	TO BE RECEIVED
Raincoat	1054	1000

HYGIENE PRODUCT GROUP					
MATERIAL	AVAILABLE	TO BE RECEIVED	MATERIAL	AVAILABLE	TO BE RECEIVED
Dishwashing Detergent	10	0	Toilet Paper	20	0
Disinfectant	100	0	Wet Wipes	24	476
Paper Towel	20	0	Sanitary Pad	0	30
Liquid hand soap	20	0	Mask (adult and child)	2,640	0

CEREAL-FOOD			
Product Name	Quantity (kg/pack)	Product Name	Quantity (kg/pack)
Chickpea	100	Pasta	250
K.Bean	100	Salt	10
Lentil	150	Water	2000 Packages
Rice	100	Biscuit - Crackers	2250 Pack
Tomato Paste	100	Fruit Juice	2000 Packages
Olive Oil	50	Mineral Water	100 pieces
Bulgur	75	Sugar	50
Flour	50		

## PREPARATIONS FOR HEALTH SERVICES

We have a doctor and four nurses working full-time in our school's health unit, and a nurse is on duty during evening and weekend activities. In addition, a "Health Support Group" consisting of our employees with first aid certificates, guidance teachers and students assigned by our school administration was established to support the health unit at our school.

**Disaster Trainings:** All of our healthcare professionals receive "Disaster First and Emergency Response Training" in November every year. Our Health Support Group also conducts organization and operation planning drills. Emergency and first aid trainings with well-defined content are given to our school employees, 7th-8th grade and high school students.

**Patient Care Infrastructure:** There is a main infirmary in room B-103 in B-Block, a disaster (container) infirmary in the backyard of the High School and a "Field Clinic Tent" with a capacity of 20 beds suitable for emergency patient intervention, short-term patient care and follow-up. YOTA works have been completed in our infirmaries and all furnishings and materials have been fixed. The list of students at risk after the earthquake is available in our emergency lockers, emergency bags and in the disaster infirmary. Emergency and daily medicines for these students are also available in the disaster infirmary.

**Material/Equipment Stocks:** 72-hour stocks of equipment and medicines/supplies suitable for outpatient care were provided.

- We have sufficient number of serum, suture materials, splints, emergency medicines and dressing materials in our stocks, details of which are given below.
- We have radios and phone chargers to connect with Emergency Management.
- We have 14 stretchers and 11 wheelchairs, 8 in our school buildings and 6 in our Disaster Infirmary. Special assignments and evacuation planning have been made for the evacuation of people who use wheelchairs/crutches due to illness/injury/disability during a disaster.

### Health Unit Disaster Storage Inventory:

DRUG		
5% DEXTROSE 500CC	AVIL TABLET	IBUFEN SYRUP
LACTATED RINGER 500CC	CAPRIL 25MG TABLET	METPAMIDE SYRUP
IZOLEN-P 500CC	ALORA TABLET	ANESTOL POMAD
ISOTONIC 1000 CC	MINOSET TABLET	ARNICA GEL
ISOTONIC 100 CC	CORASPIN 100MG	HYRODOIDE GEL
ISOTONIC 150CC	PATANOL EYE DROPS	DOLGIT CREAM
EMERGENCY MEDICINES (EMERGENCY GLASS)	EXOCIN DROP	BEPANTHOL POMADE
ATROPIN AMPOULE	METPAMIDE TABLET	STILEX GEL
ADRENALINE BULB	BUSCOPAN TABLET	FENISTYL GEL
BUSCOPAN AMPUL	REFLOR TABLET	FUCIDINE CREAM
AVIL LAMP	REFLOR CHASSIS	BACTROBAN CREAM
CITANEST	MAJEZIC TABLET	WIPING CREAM
CORTEIR 0.5 INHALATION NEBUL	ARVELES TABLET	BIOCADIINE SOLUTION
VENTOLIN NEBUL	CALPOL PLUS SYRUP	OXYGENIC WATER
VENTOLIN INHALER	CALPOL PURPLE SYRUP	ALCOHOL
ZYRTEC TABLET		

MEDICAL MATERIAL		
STERILE GAUZE	TENSION INSTRUMENT	ANJIOCAT
INSTANT COLD GEL	RATING	ARM HANGERS
COLD GEL/BURN GEL	TURNICLE	PLASTER
ROLL FIX	STRIP TAPE	SURGICAL TRAY
EYE PAD (ADULT, CHILD)	FILM BANDAJ	YARABANDI
ELASTIC BANDAGE	ABESLANG	LONGNECKS
GLOVES	SURGICAL MASK	NEBUL MASKS
NAZAL KANUL	AMBULAR	SUTURE TYPES
COVID TEST KIT	BISTURY	STAPLER
BANDAGE CLOTH	COTTON	SCISSOR
BONE (CAP)	BLOOD GLUCOSE METER AND STREP	STERILE GAUZE
INJECTOR	GLASSES	PLASTIC MEDICINE BOTTLE 200ML

WHEELCHAIR	
Wheelchair No. 1	Block B Infirmary
Wheelchair No. 2	High School
Wheelchair No. 3	Block B Infirmary
Wheelchair No. 4	Tent Gym
Wheelchair No. 5	Primary School
Wheelchair No. 6	Sports Center
Wheelchair No. 7	Block B Infirmary
Wheelchair No. 8	Earthquake
Wheelchair No. 9	Culture Center
Wheelchair No. 10	Block B Infirmary

STRETCHER	
Stretcher No. 1	Sports Center
Stretcher No. 2	Earthquake
Stretcher No. 3	Earthquake
Stretcher No. 4	KSM
Stretcher No. 5	Earthquake
Stretcher No. 6	Earthquake
Stretcher No. 7	Earthquake
Stretcher No. 8	Earthquake
Stretcher No. 9	Earthquake
Stretcher No. 10	Earthquake
4 wall-mounted stretchers	1 in each block and in the Cultural Center

### Collaborations:

- The information of doctors, hospitals, ambulances and health institutions that we can get support in case of a disaster has been updated and placed in disaster cabinets, disaster infirmary and bags.
- Discussions are being held for cooperation with clinics, hospitals and pharmacies near our school. Support will be requested from these institutions in case of loss or injury of health personnel, in case of patient transportation, and in case of need for medicines and materials.
- Our school has an agreement with SOS Ambulance.

### Emergency Response (After Earthquake) Planning:

- After the evacuation in the disaster, our nurses on duty during the day will go to A-B-C Gathering Areas and provide first intervention to the sick and injured and direct them to the Disaster Infirmary. Our nurses will take roll call and transfer the patients/injured to the Disaster Infirmary and Field Tent. The school doctor will go directly to the Disaster Infirmary to triage the patients and start interventions.
- Patient/injured identity, address and examination records will be written completely on the "disaster patient examination form".

- If the disaster occurs during school activities outside of school hours, the nurse on duty will follow the same protocol. In this case, the school doctor and other nurses will be called to work at the school if necessary.
- In addition to paramedics, the Health Support Group assigned to assist the Field Tent will come to the infirmary immediately after roll call. Providing the needs of the infirmary, planning patient transfers to health institutions, determining the name/class/duty information of the wounded in the infirmary, communicating with the families and providing regular information to the Emergency Management (EM) will be possible with the support of this group.
- During the process of students and staff leaving the school, a watch list will be created by determining the need for health personnel on duty depending on the number of people staying at the school.

## PREPARATIONS FOR COMMUNICATION ACTIVITIES

Communication plays a critical role in disaster, emergency and crisis management. We present to your attention the communication plans prepared to ensure clear, effective internal and external communication between employees, students, parents, responders, the public and the media at Hisar School under the coordination of Emergency Management (EM).

### 1. COMMUNICATION TOOLS

Internal and external communication tools to be used in the disaster process at Hisar School are listed below.

**Cell phones:** In case of a power outage, communication is established via pre-charged cell phones. When necessary, the Corporate Communications Department may make statements to parents and the public on the School's official social media accounts via cell phones.

**Satellite phones:** In cases where internet access is not available, communication is carried out via satellite phones by the school to the school management and the PTA Chairperson. In cases where the internet and cell phones cannot be used, a process has been initiated to purchase satellite phones to be communicated to the senior management of the school and the Foundation Board of Directors, and a phone has been provided for the School Management Team. (**Iridium 9555** was preferred as the phone and Iridium service provider, which consists of 66 satellites in low orbit and provides global coverage, was preferred as the satellite network.

**Active satellite phone number: 8816 52444614)**

**E-mail and SMS:** In cases where internet access is available, all employees and parents are informed via e-mail and SMS.

**Whatsapp:** When phones are not working but internet and wi-fi access is available, parents and staff are contacted via Whatsapp.

**Intercom systems:** The intercom system allows teachers to communicate with the offices.

**Megaphones:** A battery-operated megaphone is used to communicate quickly and directly with students and staff at the school, parents in front of the school and is part of the school's emergency kit. The megaphones are kept in emergency storage and are kept ready for use.

**Two-way radio:** Two-way radios provide a reliable method of communication between rooms within a building and between buildings.

**Computers:** Wireless laptops are an important tool used by the Institutional Development Department to post announcements on the School's web page, when necessary, and to communicate via e-mail with staff, parents, media and potential institutions. Wireless laptops are also kept in the ADM Team locker.

**Alarm systems:** Bells and alarms can be used in different ways to signal different events. For example, earthquake instructions include specific warnings. All students and staff are informed in advance about the meaning of the warnings and the steps to be taken.



## 2. COMMUNICATION WITH EMPLOYEES AND PARENTS

### A. Communication Preparation Activities Before the Earthquake

1. Emergency Management Team (EMT) communication network was established and EMT e-mail and Whatsapp groups were established.
2. Whatsapp, Zulip Team Chat and radio use application are available as ADY communication management.
3. A satellite phone has been provided for ADY to be used when internet and cell phones are not available (Active satellite phone number: 8816 52444614)
4. All ADY members have been provided with radios and radio use trainings are repeated.
5. Redundant cell phone chargers and spare batteries for radios were provided in Emergency Stores.
6. There are two spare computers and chargers in the Emergency Management Center.
7. Although the list of contact information of Official Institutions has been communicated to the ADM Team members, the OHS Manager is responsible for accessing the correct information during the earthquake.

### B. Communication Preparation Activities During An Earthquake

#### If the Earthquake Occurs Outside School Hours:

1. **Telephone network to be established between school employees:** The telephone network is initiated by the general manager to communicate with the school management and the Emergency Management Team. Team members then communicate among themselves and then with working groups such as teachers, administrators and administrative staff.
2. **E-mail and SMS:** All employees and parents are informed via e-mail and SMS when internet access is available.
3. **Satellite phone:** In cases where internet access is not available, communication is carried out via satellite phones, which are available at the school management and the PTA Chairperson.

#### If the earthquake occurs during school hours:

1. Communication between the Emergency Management Team: via the previously established Whatsapp group and radio.
2. In case of Internet use after the earthquake, after the students are evacuated from the buildings, preferably after the attendance is taken, e-mail and SMS messages are sent to parents, employees and employee relatives by referring to the message drafts prepared previously within the scope of valid scenarios. Messages are sent by the Corporate Development Department with the approval of the EMS Team.
3. The Financial and Administrative Affairs Department communicates the information messages sent to employees and parents after the earthquake to all support staff working at the School.

### **C. Communication Activities to be Conducted After the Earthquake**

1. In line with the region, time and intensity of the earthquake, parents and employees are informed via e-mail about the activities carried out at the school after the earthquake.
2. Emergency plans and reminders, reminder messages including the roles and responsibilities of students, parents, teachers and school management are sent to the relevant groups.

#### **3. COMMUNICATION WITH OFFICIAL AUTHORITIES**

1. In the event of an earthquake, official information on the center and intensity of the earthquake, as well as contact information for the provincial and district directorates of the Ministry of National Education and the Governorship of Istanbul were provided to school management and ADM members in order to follow official decisions regarding the protection of students on the school campus, the exit of students from the school on foot or by shuttle, the delivery of students to their parents, and the suspension/resumption of education.
2. School administrators were identified to carry out communication with relevant official institutions.
3. After the earthquake, all statements to parents, employees and the public are made in line with official information.

#### **4. COMMUNICATION WITH THE MEDIA**

In case of a request by the media or if the School deems it necessary, communication with the media is carried out in cooperation with the communication agency.

#### **5. PREVENTING THE SPREAD OF MISINFORMATION**

In case of a request by the media or if the School deems it necessary, communication with the media is carried out in cooperation with the communication agency.

#### **2. PREVENTING THE SPREAD OF MISINFORMATION**

During earthquakes and disasters, unverified information can spread rapidly and cause panic among our parents. In order to prevent this situation, preparations have been made to convey accurate information to our parents and stakeholders as soon as possible.

- After the earthquake, not only academic and administrative staff and parents but also all suppliers (cleaning, transportation, security, cafeteria) are informed about the situation assessment, continuation of education at the school, delivery of students to parents or damage assessment works.
- Before employees leave the school at the end of the day, school principals and administrators organize team meetings to share accurate information.
- Accurate information is shared in advance with the switchboard and administrative units that respond to calls the school may receive from parents, media channels, official institutions or other authorities.
- Accurate information is shared as a matter of priority with parents, other members of the school community and school representatives who have direct contact with different segments of society.

# AFET BİLİNCİ VE ÖNLEMLER KİTAPÇIĞI

DEPREM - YANGIN - SEL



**AKUTVAKFI**



# ACİL DURUM ve AFETLERE HAZIR OLMAK

Elinizdeki kitapçık, deprem, yangın ve sel başta olmak üzere, acil durum ve afetlerde kayıplarınızı en aza indirmenizi sağlayabilecek bilgi ve tavsiyeler içermektedir. Unutmayın, bu gibi durumları en az kayıpla atlatmanın en etkili yolu, önceden bilgilenecek, önlem almak ve hazırlık yapmaktır. Kısa bir zaman ayırarak bu kitapçıkta verilen bilgileri öğrenmek ve uygulamak, olası bir acil durum veya afette bize yarar sağlayacaktır.

**Acil durum nedir?** Acil durum, can kaybı, yaralanma, yapısal ve yapısal olmayan fiziksel hasarlar, çevresel zararlara neden olan, toplumsal faaliyetleri aksatabilen beklenmedik, planlanmadık olaylardır.

**Afet nedir?** Acil durumlarla baş edebilmek için yaratılmış mevcut kaynakların yetersiz kaldığı büyük çaplı acil durumlardır.

Acil durum ve afetlere karşı yapılacak hazırlıkların ilk aşaması planlamadır. Planlamanın da ilk adımı, yaşadığımız, çalıştığımız yerlerdeki acil durum planları hakkında bilgi almaktır. İlimizin, ilçemizin, kentimizin; çalıştığımız kurum, kuruluşun, çocuklarımızın okullarının acil durum planlarını bilmeli, aile olarak yapacağımız acil durum planını da bunlara uygun olarak hazırlamalıyız.

Aile acil durum planı neleri içermelidir? Bu plan, büyük bir acil durum veya afetten sonra:

- Çocuklarımız okula gidiyorsa, böyle bir durumda onları kimin alacağı,
- Evimizin dışında güvenli olduğunu düşündüğümüz buluşma noktası,
- Kent dışındaki iletişim sorumlumuzun kim olacağı (\*),
- Olaydan sonraki ilk 72 saatte yaşamımızı kolaylaştıracak malzemeleri, kapsamalıdır...

(\* *İletişim sorumlumuz: Farklı bir ilde yaşayan, afet sonrasında durumumuzu haber vereceğimiz kişidir. Bizi merak edenleri bu kişi bilgilendirecek, böylece afet bölgesindeki sınırlı olanaklara rağmen birden fazla telefon görüşmesi yapmak zorunluluğu ortadan kalkacaktır. Böylece yakınlarından haber almak için afet bölgesine gelecek kişilerin sayısı azalacak, müdahalecilerin ve yöneticilerin işi kolaylaşacaktır.*

Tanımadığımız bir mekana gittiğimizde acil çıkışların ve acil durum toplanma alanlarının nerede olduğunu öğrenmeyi alışkanlık haline getirmeliyiz. Özellikle engelli bireyler binada bulunacakları yeri danışmaya veya güvenliğe bildirerek acil bir durumda tahliyelerinin kolaylaştırılmasını istemelidirler.

# ACIL DURUM MALZEMELERİNİZİ BUGÜNDEN HAZIRLAYIN!

Acil durum planımızla birlikte, büyük bir acil durum ya da afetten sonra ihtiyaç duyabileceğiniz malzemelerin listesini yapmalıyız. Evimizden ayrılırken yanımıza almamız gereken bu malzemeleri, tercihen uygun bir çantada hazır bulundurmamız. Böylece olaydan sonraki zorlu ilk birkaç günde yaşamımız kolaylaşacaktır.



Taşıyabileceğimiz kadar kapalı içme suyu



Kolay bozulmayacak yiyecek (kuruyemiş, konserve) vb.



İlk yardım seti



Pilli radyo ve yedek pilleri



El feneri ve yedek pilleri



Ev, işyeri, araç yedek anahtarları



Nakit para



Kibrit ya da çakmak



Kalem kağıt



Düdük



Mevsime uygun yedek giysiler, içlikler, vb.



Kimlik belgeleri, tıbbi kayıtlar, poliçeler vb. belgelerin fotokopileri



Düzenli kullanılan ilaç ve tıbbi malzemeler



Bebekler için mama, bebek bezi, biberon, vb.



Önemli telefon numaraları

Yukarıda gördükleriniz mutlak bir liste olmayıp, önerdiğimiz temel malzemeleri kapsamaktadır. Kendimiz ve ailemiz için gerekli göreceğimiz başka malzemeleri de hazır bulundurabiliriz.

Örneğin:

- Cep telefonu ve diğer cihazlar için şarj bataryası (powerbank)
- Kişisel hijyen malzemeleri: Tuvalet kağıdı, kağıt havlu, ıslak mendil, dezenfektan el solüsyonu ya da jeli
- Engelli kişiler için varsa protez, implant vb. yardımcı araçların yedek parçaları ve tamir setleri (piller de dahil olmak üzere). Görme engelliler için eldiven ve yedek baton. Engelli kimlik kartı
- Battal boy çöp torbası
- 10 metre sağlam naylon ip (çamaşır ipi vb.); dikiş seti
- Eğer mümkünse: Çadır, mat ve uyku tulumu, temiz su kabı (plastik şişe, termos, bidon...)

## AFET BİLGİ KARTI

TC Kimlik No:  
Adı Soyadı:

Kan Grubu:

Şehir İçi Telefon Bilgileri

İsim: Tel:

İsim: Tel:

Şehirler Arası Telefon Bilgileri

İsim: Tel:

İsim: Tel:

## ÖZEL BİLGİLER

Düzenli Kullanıldığı İlaçlar

İsim: Doz:

İsim: Doz:

Alerjiler:

Adres:

Buluşma Noktası:

\*Afet bilgi kartınızı mümkün olduğunca detaylı hazırlayın ve acil durum çantanızda bulundurun.



DEPREM

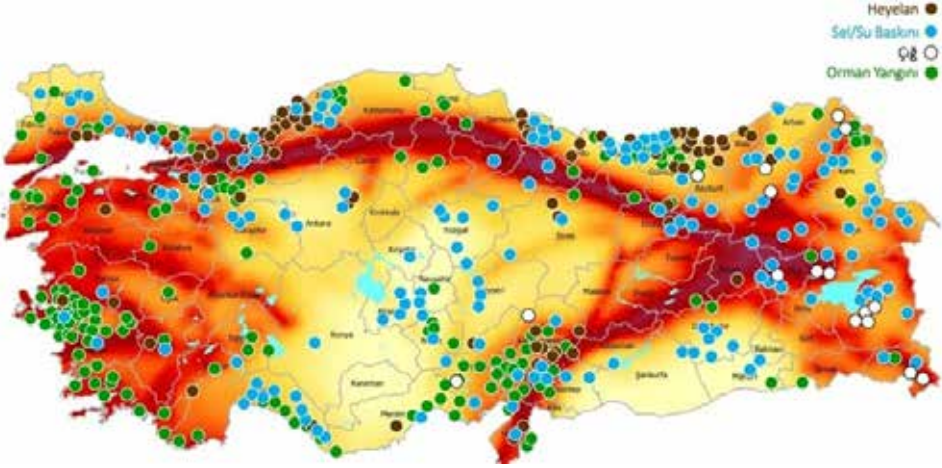
# TÜRKİYE'DE DEPREM RİSKİ

Yurdumuzun % 96'sı deprem tehlikesi altındadır. Siz de aşağıdaki Türkiye Deprem Bölgeleri Haritası'na bakarak bölgeniz için belirlenmiş deprem tehlike derecesini öğrenebilirsiniz.

**DİKKAT:** Deprem tehlikesinin düşük olarak değerlendirildiği bir bölgede bulsanız dahi, komşu bölgelerdeki şiddetli bir depremden etkilenmeniz mümkündür. Nitekim 17 Ağustos 1999 İzmit Körfezi depremi, deprem merkez üssüne yaklaşık 110 km uzaklıktaki Avcılarda çok sayıda binanın yıkılmasına ve çok sayıda vatandaşımızın hayatını kaybetmesine neden olmuştur.

6 Şubat 2023 Pazarcık/Kahramanmaraş depreminde de oldukça geniş bir alanda can ve mal kayıpları yaşanmıştır.

(\*) Richter ölçeği logaritmiktir. Örneğin 8 büyüklüğündeki bir deprem 4 büyüklüğündeki bir depremden 2 kat değil, 10,000 kat daha büyük ve açığa çıkardığı enerji miktarı ise 810,000 kat daha fazladır.



BÜYÜKLÜK	DEPREMİN ETKİLERİ	YILDA YAKLAŞIK KAÇ KEZ GÖRÜLDÜĞÜ
1.0-3.0	Hissedilmez, sismografla kaydedilir	3.000.000
3.1-4.0	Sık hissedilir. Çok az hasar	50.000
4.1-6.0	Binalarda ve diğer yapılarda hasar	15.000
6.1-6.9	Nüfusun yoğun olduğu yerlerde büyük hasar	120
7.0-7.9	Şiddetli deprem. Ciddi hasar	20
8.0-dan büyük	Çok şiddetli deprem. Bir yerleşim yeri tümüyle yok olabilir	1

# DEPREM ÖNCESİNDE YAPMANIZ GEREKENLER

- Deprem olasılığını aileniz ve yakınlarınızla konuşun, onları bilgilendirin. Bilgilenmek, korkunun azalmasını sağlar, paniğin önüne geçer.
- Deprem öncesinde, sırasında ve sonrasında neler yapabileceğinize dair acil durum planı yapın.
- Deprem yakınlarınızla ayrı olduğunuz bir anda meydana gelirse, nerede, nasıl buluşacağınızı saptayın.
- Yaşam alanlarınızı tanıyın. Binanızın bilimsel ilkelere ve mevcut yönetmeliklere uygun yapıлып yapılmamış olduğunu kontrol ettirin.
- Unutmayın, can ve mal kaybına neden olan deprem değil, depreme dayanıksız binalardır.
- Bulduğunuz mahallede bir afetten sonra hizmet alabileceğiniz (sağlık, barınma, güvenlik vb.) noktaları öğrenin.



- Deprem binaları hiç düşünmeyeceğiniz bir güçle sarsar, eşyaların devrilmesine ve yer değiştirmesine neden olur. Evinizdeki yüksek, ağır eşyaları duvara sabitleyin. Düşmeleri halinde yaralanma ve can kaybına neden olabilecek nesnelere saptayın ve önlem alın.



- Yangına ve gaz zehirlenmelerine karşı ocak, soba ve ısıtıcıları, varsa baca borularını sabitleyin.
- Olası kayıplarınızı karşılayabilmek için evinizi, iş yerinizi, eşyalarınızı, kendinizi ve ailenizi sigorta ettirin.
- Tehlikeli bölgeleri, eşyaları belirleyin ve önlemlerinizi alın.



- Binanızın tasarımının değiştirilmemiş olduğundan emin olun (kolon, kiriş vs).

Doğru sabitleme malzemesinin seçimi için teknik destek almanızı öneririz.



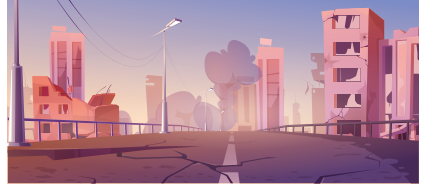
# DEPREM SIRASINDA YAPMANIZ GEREKENLER



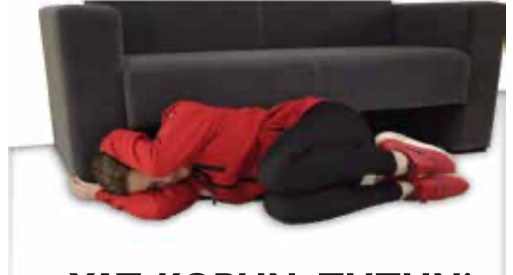
- Deprem anında sakin kalmaya çalışın ve çevrenizdekilerin de sakin kalmasına yardımcı olun. Unutmayın, önceden hazırlık yapmamış ve bilgilenmemiş kişilerin paniğe kapılması daha kolaydır.
- Mümkün olduğunca hareket etmeyin ve yer değiştirmeye çalışmayın.
- Bir bina içindeyseniz asansör kullanmayın, merdivenle kaçmaya çalışmayın. Balkona çıkmayın. Pencereleere yaklaşmayın (camlar kırılıp savrulabilir).
- Eğer binanız bilimsel ilkelere ve mevcut yönetmeliklere uygun yapılmış ve eşyalarınız sabitlenmiş ise ağırlık merkezi yere yakın, sağlam olduğunu değerlendirdiğiniz eşyanın yanında; YAT-KORUN-TUTUN uygulamasını yapın. Yere yan yatın, ayaklarınızı karnınıza çekin, üstte bulunan elinizle başınızı koruyun, altta kalan elinizle de yanına yattığınız eşyaya tutunun.

Bu hareketi yukarıdan düşebilecek nesnelere karşı koruyucu olduğunu düşündüğünüz bir eşyanın altında da yapabilirsiniz.

- Deprem anında dışarıdaysanız, bina, üst geçit, köprü vb. yapılardan, direklerden, ağaçlardan, elektrik hatlarından uzak durmaya çalışın. Bunlar çökebilir, devrilebilir ya da parçaları aşağıya düşebilir.



- Tekerlekli sandalye kullanıcısı iseniz ve YAT-KORUN-TUTUN uygulamasını yapmanız güç ise, sandalyenizin tekerleklerini uygun bir yerde kilitleyerek kendinizi küçülterek kollarınızla başınızı ve ensenizi korumaya çalışın.



**YAT, KORUN, TUTUN!**

# DEPREM SONRASINDA YAPMANIZ GEREKENLER



- Daha önce acil durum çantası hazırlamadıysanız, hazırlamış olduğunuz acil durum malzemeleri listesindeki malzemeleri bir çantaya koyun ve evi terk ederken yanınıza alın.
- Binanızdan çıkarken, doğal gaz kaçağı yok ise; önce doğal gaz vanasını, sonra elektrik şalterini ve en son su vanasını kapatın. Doğal gaz kaçağı var ise elektrik düğmelerine ve şalterine dokunmayın; elektrik düğmeleri açık ise açık, kapalı ise kapalı kalmalıdır. Aydınlatma amacıyla kıvılcım çıkarabilecek aletler, kibrit ve çakmak kullanmayın. Sigara içmeyin.
- Artçı depremler olması olağandır. Artçı depremleri hissettiğinizde YAT-KORUN-TUTUN yapın.
- Hasar görmüş binalardan uzak durun. Yetkililer tehlike olmadığını söyleyene kadar binalara girmeyin.
- Yaşamsal önemi olan durumlar dışında telefonları kullanmayın, hatları meşgul etmeyin. Sosyal medya üzerinden doğruluğu kesin olmayan bilgileri paylaşmayın.
- Yetkililer izin verdikten sonra, binanıza girmeden önce, doğal gaz ve elektrik sistemlerini uzman kişilere kontrol ettirin.
- Hasarınızın saptanmasını kolaylaştırmak için koşullar uygun olduğunda binanızın fotoğrafini çekin.



*Binanızdan çıkarken bu sırayla kapatın:*



# YANGIN ÖNCESİNDE YAPMANIZ GEREKENLER

- Yanma olayının kontrolden çıkmış haline yangın denir. Maddenin, ısı ve oksijen ile kimyasal tepkimesi sonucu oluşan olaydır. Yanma olayının başlaması için; yanıcı madde, yeterli miktarda oksijen ve ısının bir arada olması gerekir.



Bir yangını söndürmek için yangın bileşenlerinden birini ortadan kaldırmak gerekir.

- Yanıcı olduğu hiç akla gelmeyecek malzemeler dahi büyük yangınlara neden olabilir (bitkisel yağlar, margarin, un vb.).
- Ateş yakmanın yasaklanmış olduğu yerlerde, görünür bir tehlike unsuru olmasa da ateş yakmayın. Yasaklanan yerlerde sigara içmeyin.
- Sigara içmenin serbest olduğu alanlarda, biten sigaranızı söndürdüğünüzden emin olun, izmariti yere ya da çöp kutusuna değil bu amaçla yapılmış olan kap veya kutulara atın.
- Kamp ateşi, soba, ocak, fırın gibi ısı kaynaklarını dikkatli kullanın, söndürdüğünüzden emin olmadan yanından ayrılmayın.
- Yanıcı maddelere ve kibrit, çakmak gibi ateş başlatıcılara çocukların erişmesini önleyin. Ağır engel grubu içinde ve başkalarının yardımına bağımlı yaşayan bireyleri, çocukları, yaşlıları ısı kaynaklarıyla yalnız bırakmamaya özen gösterin.

- Bulduğunuz binanın elektrik tesisatının standartları karşılayıp karşılamadığını öğrenin. Bu konuda profesyonel hizmet alın.
- Çoklu prizlere üreticinin belirttiğinden fazla alet bağlamayın ve birden fazla çoklu prizi birbirine ekleyerek bu aletlerin kaldırdılabileceğinden fazla güç çekmeyin.



- Tüm elektrikli cihazları, özellikle de elektrik sobası, elektrikli ızgara, tost makinesi, saç kurutma makinesi, ütü, havya gibi ısı üreten aletleri üreticinin belirttiği biçimde kullanmaya özen gösterin. Kullanım sonrasında kapatmayı ve fişten çekmeyi alışkanlık haline getirin.



- Elektronik cihazları “bekleme” konumuna almaktansa, tümünden kapatmayı tercih edin (cihazda bu seçenek yoksa, kendinden anahtarlı bir priz kullanabilirsiniz).

- Doğal gaz kaçağından şüphelenirseniz, kaçağı kibrit, çakmak vb. ateş başlatıcılarla saptamaya çalışmayın. Kıvılcım oluşmasına neden olabileceğinden, elektrikli aletleri ve ışıkları açmaya-kapamaya çalışmayın. Derhal doğal gaz vanasını kapatın, havalandırmak için pencere-kapı açın ve kaçak ihtimali olan yerden çıkarak, durumu telefonla **187** Doğalgaz İhbar Hattı'na bildirin. Yangın ihtimali var ise **112**'den itfaiyeyi arayın.

- LPG kaçağından şüphelenirseniz, kaçağı kibrit, çakmak vb. ateş başlatıcılarla saptamaya çalışmayın. Kıvılcım oluşmasına neden olabileceğinden, elektrikli aletleri ve ışıkları açmaya-kapamaya çalışmayın. Derhal LPG kaynağını kapatın, havalandırmak için pencere-kapı açın ve kaçak ihtimali olan yerden çıkın. Havalandırma imkanı olmayan bodrum gibi yerlerde LPG kullanmayın. Yangın ihtimali var ise **112**'den itfaiyeyi arayın.



### Yangında Sürelere Göre Isı Artışı:

05 dakika sonra	555 °C
10 dakika sonra	660 °C
15 dakika sonra	720 °C
30 dakika sonra	820 °C
60 dakika sonra	927 °C

### İnsan Vücudunun ve Solunum Sistemlerinin Dayanma Süreleri:

65 °C	1 - 2 saat
120 °C	15 dakika
143 °C	5 dakika
177 °C	1 dakika

- Evinizde, iş yerinizde ve aracınızda mutlaka yönetmeliklere uygun yangın söndürme cihazı bulundurun.



- LPG ve doğal gaz kullanılan yerlerde kaçağa karşı mutlaka gaz detektörü bulundurun.
- Isı ve duman detektörü (yangın alarmı) taktırın. Bunların çalışıp çalışmadıklarını en az ayda bir defa kontrol edin.



- İşitme engelli kişiler için görsel ve/veya titreşimli alarm edinilmesini tavsiye ediyoruz.
- Olası kayıplarınızı karşılayabilmek için evinizi, iş yerinizi ve eşyalarınızı, kendinizi ve ailenizi sigorta ettirin.
- Bulduğunuz binanızdaki acil çıkışların yerini öğrenmeyi alışkanlık haline getirin. Evinizde ve işyerinizde kaçış yolunuzu önceden planlayın. Ailenizi, özellikle çocuklarınızı bilgilendirin. Düzenli olarak uygulama yapın.

## UNUTMAYIN!

- Her yangına su ile müdahale edilemez. YAĞ GİBİ MALZEMELERE SU İLE MÜDAHALE DAHA ÇOK ZARAR VEREBİLİR. Yangının sınıfına uygun söndürme cihazı kullanınız.
- Temel yangın eğitimi alın.

Yangın Sınıfı	Yanıcı Madde	Söndürme Prensibi	Kullanılacak Madde veya Malzemeler
A	Odun, Kağıt, Tekstil ve Benzeri Kumaşlar	Soğutma	Su, su esaslı cihazlar, kuru kimyevi tozlu cihazlar kullanılmalıdır.
B	Yanabilir Sıvılar ve Sıvılaştırılabilir Katı Maddeler	Boğma	Kum, toprak, köpüklü, karbonhidratlı ve kuru kimyasal tozlu cihazlar kullanılmalıdır.
C	Gazlar ve Sıvılaştırılmış Gazlar	Yanıcı maddenin ortadan kaldırılması	Yanıcı madde olan gaz musluktan kapatılmalı, daha sonra etrafa tutuşturduğu yangının türüne göre söndürülmelidir.
D	Metaller	Kimyasal reaksiyon sonucu söndürme	Yanan metale uygun kimyasal söndürme maddesi kullanılmalıdır.

## YANGIN SÖNDÜRÜCÜ KULLANIMI



Cihazı hazırlayın.  
Açık alandıysanız rüzgarı arkanıza alın.



Püskürtme ucunu alevin dibine doğru tutun.  
(En az 3m., en çok 5m. mesafeden)



Önce önünü, sonra ileriye söndürün.



Yangın tamamen sönmeden ayrılmayın.

# YANGIN SIRASINDA YAPMANIZ GEREKENLER

- Varsa derhal yangın alarmını çalıştırın. Yangın alarmı yok ise bağıarak çevrenizi bilgilendirin.



- Derhal bulunduğunuz alanı terk edin.
- Yangın tehlikesinden uzaklaştıktan sonra itfaiyeyi (112) arayın.
- Yangın henüz başlamış ve bir kişinin müdahale edebileceği boyutta ise, sınıfına uygun yangın söndürme cihazı kullanarak söndürmeye çalışabilirsiniz (temel yangın eğitimi almış iseniz). Yeterince soğutma yapılmazsa, sönmüş görünen bir yangının tekrar başlayabileceğini de unutmayın.
- Kontrolnden çıkmış bir yangını söndürmek için riske atılmayın, binadaki diğer kişilerle birlikte tahliye olun.
- Eğer giysiniz tuttuysa yardım istemek için bağırın ve dur yat yuvarlan kuralını uygulayın.



- Dumanlı alanlarda emekleyin veya çöke- rek ilerleyin. Mümkünse ağzınızı ıslak bir bez ile kapatınız. Böylece tavanda biriken dumandan ve ısdan çok daha az etkilenirsiniz.



- Kesinlikle asansörleri kullanmayın.
- Bulduğunuz alandaki pencereleri kesinlikle açmayın, camları kırmayın! İÇERDEKİ OKSİJEN MİKTARININ ARTMASI YANGININ DAHA HIZLI BÜYÜMESİNE VE BAŞKA ALANLARA SIÇRAMASINA NEDEN OLABİLİR.
- Çıktığınız her kapıyı kapatın ama kilitlemeyin.
- Kapalı bir kapıyı açmadan önce elinizin tersi ile AŞAĞIDAN YUKARIYA DOĞRU sürerek ısı kontrolü yapın. Kontrol ettiğiniz kapı sıcak değilse kapıyı açın ve tahliyeye devam edin. Dumanlı alanlarda emekleyerek veya çökerek ilerleyin. Böylece tavanda biriken dumandan ve ısdan çok daha az etkilenirsiniz.

- Kontrol ettiğiniz kapı sıcak ise kapıyı kesinlikle açmayın. Başka bir yoldan tahliye olmayı deneyin. Eğer bu mümkün değilse, yangına en uzak odada dumanın ve sıcak havanın içeri girmemesi için battaniye veya benzeri bir nesneyi ıslattıktan sonra kapının altını tıkayın ve diğer aralıkları da mümkünse kapatmaya çalışın. Pencereye yakın durun. Zorunlu kalırsanız pencereyi bir parmak aralayarak hava almaya çalışabilirsiniz. Kesinlikle camları kırmayın. Kolay fark edilecek renkte bir bez parçası vb. sallayarak yerinizi dışarıdakilere belli edin.



- Binadan çıktıktan sonra tahliye olmuş kişileri sayın, sağlık durumları tehlikede olanlar var ise acil sağlık hizmetine (112) haber verin. Binada kalan olmuşsa, diğer kişilerden bilgi edinerek kimliğini ve yerini saptamaya çalışın. Bu bilgileri mutlaka itfaiye ile paylaşın.



- İtfaiye geldiğinde yangının başlangıç yeri, nedeni, binadaki malzemeler, kişiler vb. konularda görevlilere bilgi verin.



## YANGIN SONRASINDA YAPMANIZ GEREKENLER

- Tesisatlarınızı ve binanızı yapısal olarak muayene ettirin.
- Sigorta işlemlerini başlatın.







# SEL ÖNCESİNDE YAPMANIZ GEREKENLER

- Sel riski olan bir bölgede yaşıyorsanız hava durumu bilgilerini ve uyarılarını sürekli olarak takip edin.
- Aileniz ve işyeriniz için yapmış olduğunuz “Acil Durum Planı”na sel öncesi, sel sırası ve sel sonrası yapılacakları da ilave etmeyi unutmayın.
- Elektrikli cihazlarınızı ve değerli eşyalarınızı (tapu, sigorta poliçesi, pasaport vb. belgeler dahil) suyun yükselmesinden etkilenmeyecek yerlere koyun.



- Temiz ve kapalı kaplarda içme suyu bulundurun.
- Mutlaka bir acil durum malzemeleri listesi hazırlayın, daha önce acil durum çantası hazırlamadıysanız, listedeki malzemeleri evi terk ederken bir çantaya koyarak yanınıza almayı unutmayın.



- Bir sel bölgesinde yaşıyorsanız, suyun binanıza girebileceği yerlere yerleştirilmek üzere kum torbaları edinin.



- Olası kayıplarınızı karşılayabilmek için evinizi, iş yerinizi, eşyalarınızı, kendinizi ve ailenizi sigorta ettirin.



Aracınızdayken sel içinde kalırsanız, mümkünse hemen aracı uygun bir yerde durdurun ve aracı terkederek yüksek bir yere çıkın. Ayak bileğini geçen su insanı, araç tekerleği hizasındaki su ise aracı sürükleyecek kadar güçlüdür.

# SEL SIRASINDA YAPMANIZ GEREKENLER

- Sel olasılığını yeterince erken haber aldıysanız, kapı ve pencere gibi suyun girebileceği noktaları kum torbaları ile destekleyin.
- Binadan içeri su girmesi ihtimali belirdiğinde elektrik tesisatını hemen kapatın, suyun ulaşamayacağı üst katlara çıkın.
- Yangın ya da yapıyı tehdit eden bir durum varsa derhal binayı tahliye edin.



- Sel anında açık alanda bulunuyorsanız hemen suyun ulaşamayacağı yüksek bir yere çıkın.
- Sel sularının içinde yürümeye ve yüzmeye çalışmayın. Sular alçak ve durgun görünüyorsa da, zemindeki bir engel, sivri bir cisim nedeniyle zarar görebilir ya da bir çukura düşebilirsiniz.
- Sel sırasında suyun basıncının kanalizasyon kapaklarının ve mazgalların yerinden çıkmasına neden olabileceğini unutmayın.
- Sel suları içinde araç kullanmayın, suyun yüksekliği çok az olsa da engel ya da çukurları göremeyebilirsiniz.
- Hızlı akan su üzerindeki köprülerden uzak durun.

## Sel Suyuna veya Akarsuya Düşmeniz Halinde, ya da Düşmüş Birine Yardım Etmeniz Gerektiğinde;

Sel suyu akarsu ile boğuşmadan kenarlara

Yüzme sırasında sırt üstü yatın, suyun altındaki nesnelere takılmamak için ayaklarınızı akıntı yönüne çevirin, elleriniz ile denge bulmaya çalışın.

Sizi su altına çekebilecek nesnelere karşılaşmanız ya da tutunarak dışarı çıkacak bir yer bulmanız halinde başınız önde yüzmeye başlayın.

Su içindeki insanları ip, sopa, dal veya ip bağladığımız yüzen malzemelerle kenara almaya çalışın. Kesinlikle suya girmeyin!



# SEL SONRASINDA YAPMANIZ GEREKENLER

- Daha önceden hazırlamış olduğunuz acil durum malzemelerini bir çantaya koyun ve binanızı terk ederken yanınıza alın.



- Kapalı içme suyunuz yoksa, kullanmadan önce içme suyunu en az 10 dakika fokurdatarak kaynatın.



- Binanızdan çıkarken, doğal gaz kaçağı yok ise; önce doğal gaz vanasını, sonra elektrik şalterini ve en son su vanasını kapatın. Doğalgaz kaçağı var ise elektrik düğmelerine ve şalterine dokunmayın; elektrik düğmeleri açık ise açık, kapalı ise kapalı kalmalıdır. Aydınlatma amacıyla kıvılcım çıkarabilecek aletler, kibrit ve çakmak kullanmayın.



- Acil durum olmadıkça araçları kullanmayın.
- Yaşamsal önemi olan durumlar dışında telefonları kullanmayın, hatları meşgul etmeyin. Sosyal medya üzerinden doğruluğu kesin olmayan bilgileri paylaşmayın.



# ACİL DURUMLARA HAZIR MISINIZ?

Soru	Evet	Hayır
Aile toplantısı yaptınız mı?		
Evde ve her odada güvensiz yerleri belirlediniz mi?		
Afet sonrasında 72 saat yetecek kadar yiyecek malzemeniz var mı?		
İlk yardım eğitimi aldınız mı?		
İlk yardım çantanız var mı?		
Evinizde yangın söndürücü var mı?		
Ailenizin tüm üyeleri su-elektrik-gaz vanalarının yerlerini ve nasıl kapatılacağını biliyor mu? Siz biliyor musunuz?		
Sizin ve ailenizin önemli kayıtlarının kopyalarını bölge dışındaki yakınlarınıza gönderdiniz mi?		
Bir yangın olduğunda yapılacak işleri ailenizle konuşup tespit ederek tatbikat yaptınız mı?		
Afet sonrasında yaşadığınız bölge dışında kalabileceğiniz bir mesken var mı?		
Afet sonrasında varlığını, sağlığını tespit ya da kontrol edecek kişiler belirlendi mi?		
Okula giden çocuklarınızın okudukları okulun afet planı var mı? Çocuklar ne yapacağını biliyor mu?		
Ev, araba ve işyeri ile kendinizi sigorta ettirdiniz mi?		
Yataklarınızın yanında el feneri ve terlik var mı?		
Evdeki ve binadaki çıkış yollarını belirlediniz mi?		
Ev halkı yangın söndürme cihazını kullanmayı biliyor mu?		
Afet bilgi kartı hazırladınız mı?		
Afet sonrası buluşma planınız var mı?		



### **Hisar Okulları**

Göktürk Merkez Mahallesi  
İstanbul Caddesi No:3  
Eyüpsultan/İstanbul 34077  
Türkiye  
Tel: +90 212 364 00 00

## **AKUTVAKFI**

### **AKUT Vakfı**

Kocatepe Mah. Cumhuriyet Cad.  
Belir Palas Apt. No:29 Kat:5 D:18  
Beyoğlu / İSTANBUL  
Telefon: +90 212 706 0112  
[www.akutvakfi.org.tr](http://www.akutvakfi.org.tr)