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Revision Follow-up Page

Prepared by	Approved by
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1. INTRODUCTION

1.1. *Purpose and Scope*

This plan is the key document that provides information on the emergencies that can be experienced throughout the Sanko GEPP Project, puts forth the requirements and measures for an effective response and defines the roles and responsibilities during emergency response.

This plan covers the entire construction site of Sanko GEPP Project of Sanko Energy Industry and Trade Inc. located at Yılmaz Quarter of Sırağağaç Location at Parcel No. 1182 in Salihli-Manisa.

1.2. *References*

- Regulation on Protection of Buildings against Fire
- Regulation on Health and Safety Measures to be taken at Workplace Buildings and Built-on
- OHSAS 18001:2008 Article 4.4.7
- Regulation on Audit and Control of Food Safety and Quality

1.3. *Basic Principle*

In Sanko GEPP Project, the principle to provide a safe working environment, to determine the risks that could jeopardize the project and the personnel beforehand and to take all measures and be prepared for any possible emergency is adopted.



The basic principle is to plan and carry out the preventive actions through risk assessments with the intention to resolve the problem at source before any emergency happens, to be incessantly prepared and cautious by drills, trainings and communication means in a manner that an emergency can be experienced at any time.

1.4. *Review Conditions for Construction Site Emergency Plan*

The existing plan is revised when permanent modifications are required to be made in one or more items that constitute the Construction Site Emergency Plan.

The plan is revised under following conditions;

- Noticing deficiencies during drills,
- Amendments in legal regulations,

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- Encountering serious accidents or incidents,
- Renewal of risk assessments,
- Changes in used technique, method, material or equipment,
- Excluding the above stated reasons, in cases where revision is required in the existing system due to unpredictable reasons.

Even none of above is experienced; Construction Site Emergency Plan is reviewed and updated every 6 months.

1.5. **Definitions**

Emergency: States caused by incidents considered as disaster, inattention, negligence, malice and all incidents executed with various reasons. (*Regulation on Protection of Buildings against Fire*)

Emergency Response Teams: Teams to be assigned during emergencies.

Emergency Plan: Plan that set forth how and by whom the response, securing, search and rescue and first aid will be performed during incidents requiring emergency and that should be prepared before emergencies. (*Regulation on Protection of Buildings against Fire*)

Fittings: Building elements in buildings such as sanitation system, electricity wiring, etc.

Adsorbent: Solid substance that withholds the liquid or chemicals by absorbing.



Closest Health Facility: Unless specified otherwise by Occupational Physician and/or Emergency Manager in case of emergency, the closest health facility will be considered as the State Hospital.

Excavation: Excavating the soil, digging.

Material Safety Data Sheet: A document that contains detailed information on the characteristics of the chemical substances and also information on safety measures to be taken as per the characteristics of the chemical at the workplace and on the protection of environment and human health against the adverse impacts of the chemical.

Risk: Loss, injury or other unhealthy consequence to be arisen owing to the danger.

Danger: Potential to give damage or harm that can happen at or outside the workplace and that can affect the personnel or the workplace. (Occupational Health and Safety Law)

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Risk Assessment: Studies required to be performed to determine the dangers at or outside the workplace, to grade these dangers through the analysis of the factors that can cause these dangers to turn into risks and risks resulting from the dangers and also to agree on the control measures.

Sabotage-Arson: Setting the property on fire intentionally.

Hot Works: Works that can cause sparks or flames at a degree of temperature that can ignite the combustible and inflammable substances. For example; Grinding, welding and cutting, usage of equipment that can cause open flame, spark at the areas where there is combustible gas and vapour.

Assembly Point: An area where evacuees should assemble in case of emergency, where the personnel will be counted and the instructions will be given.

2. RESPONSIBILITIES

2.1. *General*



All project personnel are liable for the application of this plan and working in compliance to the plan.

Emergency Response team member should be selected among the personnel, who are familiar with the occupational health safety and emergency issues, obey the rules strictly and assigned by their superiors.

2.2. *Duty, Authority and Responsibilities of Emergency Response Team*

Construction Site Manager (Emergency Manager)

- Responsible for the enactment of the plan.
- Provides the supply of the resources requisite for emergency responses.
- Decides whether the local emergency organizations (fire brigade, ambulance, police, civil defence, etc.) will be called.
- Leads the Emergency Response Team until the local emergency organizations (fire brigade, ambulance, police, civil defence, etc.) arrives at the scene and takes the situation in hand.
- Decides whether the site is to be evacuated or the personnel can continue working depending on the information coming from the scene.
- Gathers information on the number of injuries and the scale of the damage and harm on the equipment and assets.
- Ensures that the required information is conveyed to Subcontractor Managers.

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- Provides communication with the Project Owner and Consultant.

Project OHSE Expert (Emergency Deputy Manager)

- Brings Construction Site Manager (Emergency Manager) up-to-date for him to fulfil his obligations.
- Undertakes the management when Emergency Manager is absent.
- Provides the safety of the region affected by the emergency.
- Carries out research on the emergency after the emergency response is completed and provides suggestions for the required corrective-preventive measures.
- Organizes requisite trainings for the personnel.
- Follows the short and safe access routes to the workplace for the possible emergencies.

Section Chief / Site Engineer / Architect / Technician

- Makes arrangements for safe evacuation of the scene of emergency.
- Provides the security of his area of responsibility.
- Informs the responsible personnel of the Subcontractor at the collective working area.
- Provides emergency access for all restricted and limited working areas during emergencies.
- Provides the execution of the determined corrective-prevention measures after the emergency response.
- Provides that the personnel receive the required training.
- Ensures that the inferior personnel gather at the assembly point.
- Counts the personnel at the assembly point and determines the absent personnel, if any, by contacting the Administrative Affairs Department.
- Takes the requisite measures at his area of responsibility.
- Helps the Emergency Response Team physically with heavy machinery and motor vehicles when necessary.
- Provides the blackout of power at the impacted area.
- Controls the operability of the emergency lighting and fire alarm system.

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- Provides the maintenance of the malfunctions in the electricity by authorized person.

Emergency Response Team (Fire Extinguishing, Search-Rescue-Evacuation and First Aid Team)

- The fire extinguishing team will intervene as per the instruction of the team leader if the fire is not severe.
- Helps the Project OHSE Expert - to the possible extent - while keeping the vicinity of the emergency area safe until the local emergency organizations arrives at the scene.
- Supports the securing-rescue studies of the local emergency organizations (fire brigade, ambulance, police, civil defence, etc.) for the personnel and the valuable assets that are in danger.
- Coordinates the personnel at the assembly point. If required, provides their evacuation to a safe place.
- Provides the securing of the personnel and valuable assets after the emergency is taken under control.
- Provides first aid to the injured person to the possible extent until the first aid team, doctor, medical personnel or ambulance arrives.
- Provides the transfer of the stretchers and sanitary transport kit, which are placed at central points at the site, to the scene during emergency.
- Provides the transfer of the injured person to the ambulance after their transport by stretchers or sanitary transport kit.

Administrative Affairs

- Contacts the local emergency organizations (fire brigade, ambulance, police, civil defence, etc.) as per the information provided by the Emergency Manager.
- Organizes the access of the local emergency organizations (fire brigade, ambulance, police, civil defence, etc.) to the scene.
- Ensures that the personnel at the offices arrive at the assembly point, counts the personnel and ascertains that no one stayed at the emergency area.
- Decides if there are any missing personnel according to the number of personnel coming from the site.
- Ensures that the office buildings are completely evacuated during emergency.

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- Communicates with the relatives of the affected personnel.

Security Supervisor

- Controls the entry-exit gates of the construction site and only allows the entrance of the local emergency vehicles to the construction site.
- Helps the access of the local emergency organizations to the scene.
- Helps the organization of the traffic during emergency.
- Disallow the entrance to the scene except for the Emergency Response Team.

Occupational Physician and Other Medical Personnel



- Helps the Emergency Response Team in lifesaving and first aid to the injured person.
- Gives urgent medical attention to the injured personnel until health organizations arrive.
- Contacts the ambulance or hospital when required and informs Emergency Manager.
- Carries out the requisite controls at dining halls, kitchen and food storehouse in mass food poisonings.

Subcontractor Managers

- Provides the safety of his personnel.
- Ensures that all his personnel arrive at the assembly point, counts the personnel and ascertains that no one stayed at the emergency area.
- Provides the security of his area of responsibility.
- Provides emergency access to his working areas of responsibility.
- Takes the corrective-preventive measures after emergency response.
- Provides that his personnel receive the required training.

Subcontractor HSE Experts

- Responsible for the conduction of the works in compliance to this plan.
- Receives the required training on Emergency Plan.

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- Coordinates his own personnel in the scope of emergency response.

Site Workers

- Arrives at the assembly point and follows the given instructions.
- Keep the access roads to the working areas open for emergencies.

3. EMERGENCY RESPONSE

For the construction site, occupational accident, landslide, subsidence of excavation, fire, explosion, earthquake, storm, flood, mass food poisoning and incidents concerning the public peace (burglary, sabotage, arson, etc.) and all incidents that would cause panic, disorder and tension at the construction site and among personnel, although not predicted herein, are the incidents when the emergency response will be of concern.

3.1. Informing the Emergency



In case of emergency, witness to the incident should immediately inform the related department by telephone or verbally. If telephone is to be used, the telephone number of the Emergency Manager listed in the Emergency Communication Numbers hanged at the entry-exit gates of the site shall be dialled.

In cases when the informing is to be made verbally, the person will run and notify his superior or an authorized person.

The witness should be calm when informing the emergency and the following information should be given explicitly:

- Location,
- Type of incident,
- If an injury is of concern,
- Name of informant.

Together with informing the emergency, Emergency manager will investigate the emergency, set an order of priority according to the situation, inform the fire brigade, ambulance and public order team and the Project Owner and the Main Contractor.

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3.2. Access to Scene

No equipment or goods will be left at the vehicle entry-exit roads, on the stairs, pedestrian walkways and the roads will be open at all times so that the Emergency Response Team (Fire Extinguishing, Securing-Rescue and First Aid) can access the scene shortly and safely in case of emergencies.

For the possible blackouts during the emergency, generators with adequate capacity will be reserved. Moreover, emergency access will be provided for all restricted and limited areas where work is going on.

No one except for the Emergency Response Teams will be allowed at the scene.

3.3. Evacuation and Assembly Points

In case if evacuation is required during emergency, the decision to evacuate will be informed to the site supervisors (site engineer/architect, technician and foreman) by telephone. After notification, the supervisors will be responsible for announcement of the emergency to the workers that they are in charge of and will direct them to the assembly point.

The works of all teams and equipments will be stopped at the impacted area during emergency.

An assembly point will be designated at the construction site at open space and outside the buildings and easily visible signs will hanged at the assembly point. The personnel will be informed during the work initiation training and in case of any change of assembly point. The assembly points of Sanko GEPP Project are located at the rear side of the Construction Site Offices and in front of the offices at SAN2 region. In case if a danger is of concern at both assembly points or at the routes towards these points, a safe spot will be selected for waiting.

In case of an emergency, section chief, site engineers / architects / technicians and foremen will count the personnel and ascertain that no one stayed at the emergency area. The evacuation of the Office region is the responsibility of Administrative Affairs Department.

No equipment or goods will be left at the entry-exit roads, passages, on the stairs and pedestrian walkways and the roads will be open at all times so that the personnel can evacuate the area shortly and safely in case of emergencies. Emergency lighting will be placed at the access routes. The site layout plan and pedestrian/vehicle roads will be demonstrated on the central doors.

Attention will be paid for the evacuation of the disabled personnel by his/her department.

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3.4. Fire Extinguishing

The fire extinguishing team will respond, extinguish or take the fire under control using the information of the fire extinguishing training taken previously. When the local fire brigade arrives, the team will help the extinguishing works under the command of the local authority when required.

When the fire extinguishing team becomes aware of the fire, the extinguishing works will be commenced if the fire is recently started and if it can be extinguished with the fire extinguishers (or after putting into use, by water extinguisher and hydrant systems) and in cases if the fire is larger, requisite measures will be taken for the fire not to spread and fire brigade will be waited. In the meanwhile, the team members will not endanger themselves or team-mates under no circumstances.

The entire team will be under the command of the local fire brigade team and provide their support when needed. When the fire is put out, the team will support the works to be carried out for loss assessment and for detection of the reason of the fire.

Salihli Fire Brigade that is the closest to the construction site will be contacted and it will be provided that the fire brigade will visit the construction site on a regular basis and be informed about the current state of the project, the roads and the buildings.



Salihli Fire Brigade Directorate

Address: ATATÜRK MH. AKHİSAR YOLU NO: 4 PK: 45300 SALİHLİ MANİSA

Telephone: 0236 714 11 48

Map View:



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3.5. **Securing-Rescue**

Securing-Rescue team will support the local emergency organizations (fire brigade, civil defence, health facilities, etc.) in case of emergencies such as fire, landslide, subsidence of excavation, flood, earthquake, etc. during the rescue and protection efforts for the personnel and valuable assets that are in danger. The team will be selected beforehand and will be informed on the matter.

The duties of the securing-rescue team are to ensure the evacuation is carried out without panic in case of emergency, to count the personnel after evacuation to detect the place and location of the person to be rescued and to convey the injuries to the first aid team and the goods to the employer after the incident.

3.6. **Medical Attention**

The first contacted department in emergencies requiring medical attention is the Health Department. Medical personnel will arrive to the scene with immediate medical response bag and stretcher. The first aid treatment of the injured person in case of emergencies will be applied by the certified first aid team with requisite training until the medical team of the construction site arrives at the scene. The medical personnel of the construction site will perform the required immediate medical treatments of the injured person and maintain their health condition until the closest health facility arrives at the scene.

In serious injuries, the ambulance service will be notified by phoning 112 and it will be ensured that the injured person will be taken to the closest health facility immediately.

Map View:

Özel Medigüneş Hospital

Address: Zafer Mah., 629. Sk. No: 27, 45300 Salihli/Manisa, Turkey

Telephone: +90 236 712 07 12



Özel Salihli Can Hospital

Address: Avar Caddesi No: 123 Salihli / MANİSA

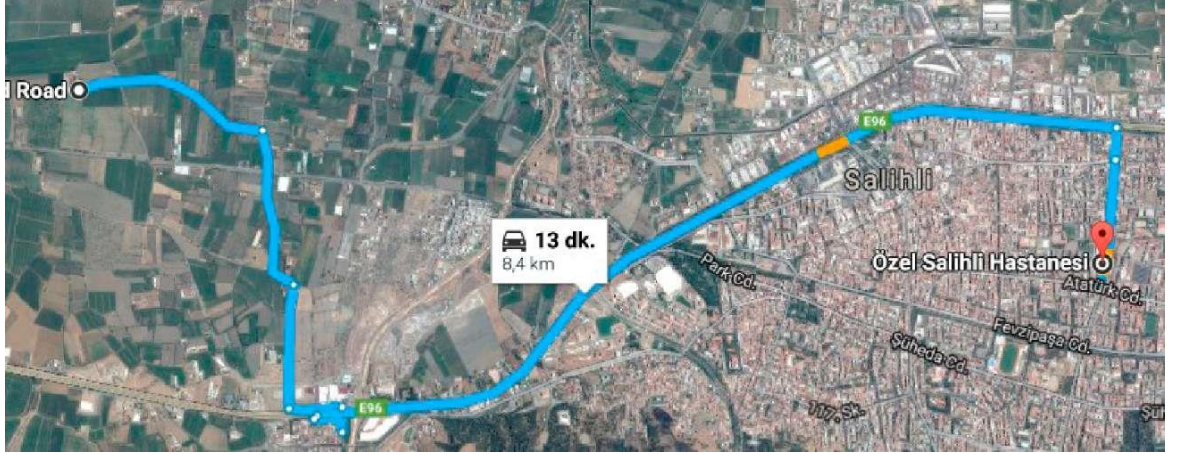
Telephone: 0 (236) 715 40 00 pbx



Özel Salihli Hospital

Address: Cumhuriyet Mahallesi, Menderes Cad. No: 48, 45300 Salihli/Manisa, Turkey

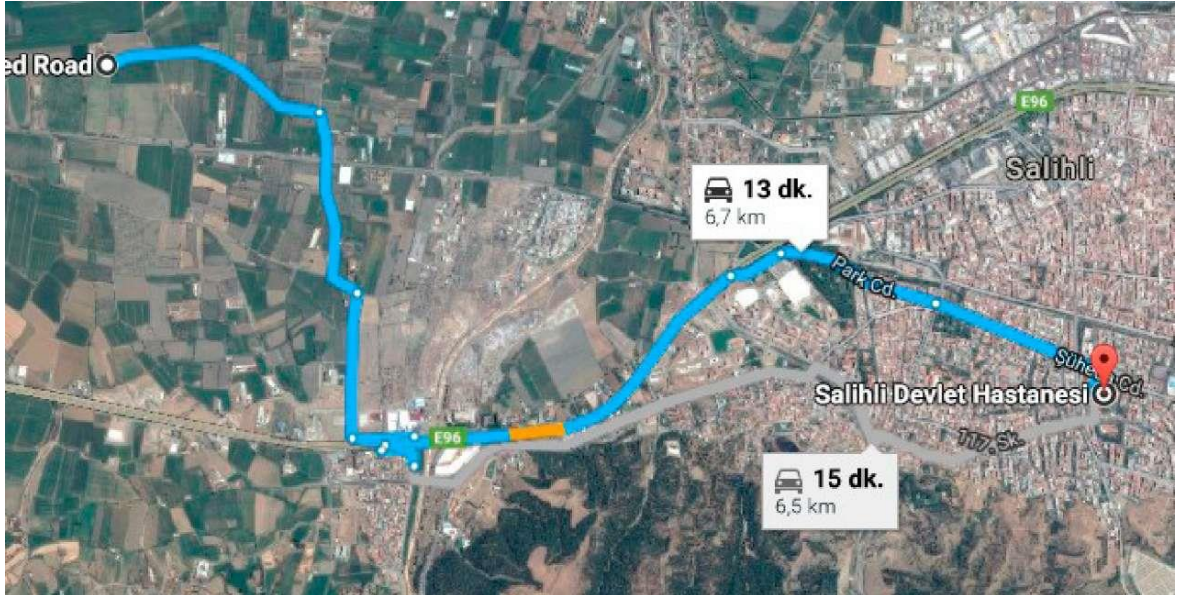
Telephone: +90 236 713 14 00



Salihli State Hospital



Address: Sağlık Mahallesi, Şühada Cad., 45310 Merkez/Salihli/Manisa, Turkey

Telephone: +90 236 713 15 00



3.7. **Serious Injuries and Loss of Life**

In case of serious injuries, the immediate response will be performed by the trained and certified personnel, who are competent in first aid. Firstly, the scene will be

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investigated to secure the entry and the situation will be assessed. Later on, first aid will be applied to the sick or injured person. Unconscious and injured person that fell from heights will not be moved.

In case of loss of life, the scene will be surrounded with safety tape and the access to the scene and the impacted area will not be allowed. Afterwards, the police will be informed. Short, brief and accurate information will be given to the police to help during interrogation and inspections. No predictions will be made. Technical and administrative details will only be explained by Emergency Manager.

3.8. *Landslide - Subsidence of Excavation*

In case if the personnel would be trapped under excavated material during the construction activities, local fire brigade, civil defence directorates and medical facilities will be immediately contacted.

Against the possibility of continuation of the subsidence of the excavation, it is forbidden to the personnel of the construction site to enter the excavation for rescue. The heavy machinery and equipment on site will not be used for rescue to prevent additional injuries or mortalities.



The securing-rescue team will be under the command of the local emergency organizations when they arrive at the scene and provide support when needed.

3.9. *Rescue from Height*

Rescue from height can be required if the personnel would be trapped in the elevator, working platforms, at high working areas, scaffolds or in case of fallings.

If the personnel could be reached with a safe ladder or similar equipment, he/she can be rescued; otherwise, rescue operation will not be performed. Furthermore, if risk is not of concern for the injured person or the person in shock (excluding the cases when hanging at the safety belt or got stuck on the platform being collapsed), the emergency response will be performed only by the external rescue teams for the prevention of further injuries of the casualty and rescuers.

For similar cases when the construction site means are inadequate, fire brigade will be contacted for the rescue operation. The place and height where the personnel are trapped will be explicitly uttered when informing the rescue team so that the team will provide the proper rescue teams and equipment.

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3.10. **Mass Food Poisoning**

Mass food poisoning can be experienced at institutional catering places such as the personnel dining halls and the commissary stores at the social facilities. The symptoms of the poisoning can emerge in the following 2-4 hours after food consumption or in 8-12 hours.

In case of food poisoning, Administrative Affairs, Occupational Physician and Kitchen/Dining Hall Chief will carry out the requisite controls at dining halls, kitchen and food storehouse:

- How many people are poisoned? To which case it resembles clinically? Which are the suspected food and for what?
- What are the menus covering all four meals given to the personnel before the food poisoning?
- Which foods can lead to poisoning?
- When was the purchase date of the suspicious food and when were they used for cooking?
- Where and at which temperature was the food stored before consumption?
- At which temperature and how long was the food waited?
- If the suspicious food is a meat product, was it defrosted in proper conditions?
- Are there any leftovers from the suspicious food?
- If any food product was thrown away or considered suspicious recently?



After the initial inspection, the samples from the past four meals will be sent to the laboratory for analysis and the results of the analysis will be presented to the Emergency Manager.

After the poisoning is taken under control, an incident assessment report will be prepared and the measures required to be taken for the incident not to happen again will be determined.

3.11. **Earthquake**

Instant earthquakes that can happen without any warning can give serious damage to the buildings that are still being constructed or the completed ones, heavy machinery and the structures at the construction site, public services and the communication and they can lead to landslides and fires.

Requisite measures should be taken at the construction site to minimize the earthquake related risks:

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- The lockers and similar furniture that can fall over at the construction site facilities (offices, dining halls, storehouses, WCs, etc.) should be fixed to each other and to the wall or floor. Lower furniture should be preferred instead of furniture reaching the ceiling.
- The lighting armature, air conditioners, ceiling and others that are hanged to the ceiling and the walls temporarily should be fixed in a way that they can sustain their weight.
- Heavy goods should not be placed at high places at the construction site facilities (offices, dining halls, storehouses, WCs, etc.). Anti-slip ground covers should be placed to prevent the slip and falling of the goods and materials if it is unavoidable to place.
- The objects that can fall or leak should not be placed to the corners of the floor slabs, shafts and spaces at the work area. Huge and heavy equipment should be fixed to the floor or wall.
- Earthquake related risks should be considered during installation of critical systems (electricity, pressure pipes and tanks, fire and cooling water systems, hydraulic lines, etc.) and the communication network that can cause emergencies indirectly.



The response operation will be started after the earthquake and Emergency Manager will decide on whether an evacuation is required or not. If evacuation is required, the alarm will be raised or all personnel will be notified by a megaphone and the personnel will gather at the points that are designated earlier. After the counting that will be performed on department basis and the evacuation of the personnel, the damage at the construction site will be determined and maintenance works will be performed within the bounds of possibility.

Before the commissioning of the activities at the construction site, the equipment such as scaffolds, working platforms, cranes, etc. and all facilities including the entire working area will be inspected. After the inspection, the decision of the Emergency Manager will be awaited.

3.12. Chemical Leakage

The following tools and equipment will be kept available to respond the leakage of the oil, grease, liquid chemical, etc. at the construction site:

- Personal protective equipment such as gloves, respirator, work shoes and protective clothing against chemicals,

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- Barriers or sand bags to prevent the spread of the leakage,
- Fine saw dust, sand, absorbing pillows or other absorbing material to remove the leaking chemical,
- Pump to remove vast amount of leaking substance inside ditches or pits.

The methods of response to the chemical leakage vary depending on the structure and amount of the leaking substance. Therefore, the type (solvents, gasoline and similar combustible/flammable, abrasive, toxic, explosive chemicals that are stored collectively) and amount of chemicals at the construction site will be determined. Material Safety Data Sheet (Safety Data Sheet - SDS) and labels will be used when determining the dangers/risks of each chemical.

In case of leakage, the impacted area will be isolated and no one except for the response team using the proper personnel protective equipment will be allowed to enter. Depending on the leaking substance, the control of the spillage will be carried out by cutting-off the valves, lowering of the pressure of the tanks, transfer of the product, patching or plugging the source of leakage or absorbing the leaking substance, usage of absorbing materials for removal.

In case of chemical leakage, the Emergency Manager will decide on the need for providing emergency response from the external organizations (fire brigade, provincial directorates of Ministry of Forest and Water Management and the Ministry of environment and Urbanization, etc.) depending on the character, volume of the leaking substance, to where the substance leaked (for example, floor, soil or drains) and the magnitude of the impact.



3.13. Events (Terror / Protest / Strike, etc.)

Anarchy events such as bomb threats, sabotage-arson, burglary and strike happen without forewarning and seriously threaten the safety of the workers.

In case of any security threat such as an anarchic problem or attack, the local police/gendarme will be immediately notified. Handling of the violent personnel will not be undertaken by anybody including the security guards until the police/gendarme arrives.

The following steps will be followed in case of any treat phones to the construction site:

- The person answering the telephone should remain calm and get as much information as possible.
- The collected information should be written down.

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- After a threat and annoying telephone, the person who answers the phone will immediately notify the Emergency Manager. This conversation should not be shared with anyone unless instructed by the Emergency Manager.
- Emergency Manager should contact the police/gendarme.

3.14. **Weather Conditions**

Emergencies that can affect the construction site depending on the weather conditions are hurricane or typhoon, tornado or severe storms.

The auditory, printed and mass media should be followed for the warnings against hurricane, typhoon or tornado risks at the region of the construction site and local weather station (meteorological) should be kept in touch. All personnel should be notified in line with the warning. In case of evacuation decision, the construction site personnel should leave the working areas and go to a safe area.

Emergency Manager will determine the safe areas of the construction site, preferably under original ground level. These areas will be small rooms or corridors at the ground floor away from the gates and windows and the rooms with brick or concrete walls and ground. Conference rooms, cafeterias or large rooms with flat wide ceilings and light modular offices and modular houses are not considered as safe.



After emergency, damage will be determined and requisite repairs will be performed. Before start working, the equipment such as scaffolds, working platforms, cranes, etc. and all facilities will be inspected.

3.15. **Floods**

The floods that are among the common natural disasters can be experienced after the sudden melt down of snow, torrents and severe storms. Although the flood risk is low given that the construction site is at a distance from the water sources, rivers or dams and located at high ground, the auditory, printed and mass media should be followed for the warnings against flood at the region of the construction site.

The water drainage system will be considered while establishing the construction site and structural alterations, the expensive systems and equipment will not be placed at lower elevations.

The personnel working at or under the original ground level during flood will go to higher floors or higher grounds using the emergency evacuation roads. After receding of the water level, damage assessment of the corporate assets will be carried out.

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The excavations that are exposed to the flood are rather unstable. Therefore, the ground conditions will be inspected before working at an excavation and the work will start afterwards.

3.16. Emergency Recording and Reporting

The operations related with the emergency will be verbally reported to the Emergency Manager and Project OHSE Expert.

After the emergency is gotten under control and obviated in the consequence of the operations, Project OHSE Manager and Emergency Manager will arrive at the scene and detect and put the following in written record:

- Place of emergency,
- Date, hour and duration of emergency,
- Description of the emergency,
- Impact of the emergency (damage on personnel and tangible asset),
- Measures to be taken and operations to be performed to continue the work,
- Responsibles of the measures and operations.

3.17. Return to Work after Emergency

Project OHSE Expert will inspect in-situ whether the determined operations are performed and measures are taken before return to and start of work.



After the verification by the Project OHSE Expert that the defined operations and measures are completely fulfilled, return to work will be allowed by the decision of Project Manager and Coordination Chief.

After the start of work, Project OHSE Expert will keep a close watch on the related activity area according to the significance and severity of the detected emergency and verify the effectiveness and adequacy of the defined preventive measures.

4. ASSESSMENT OF EFFICIENCY OF CONSTRUCTION SITE EMERGENCY PLAN AND ITS SUSTAINABILITY

4.1. Drills

Drills will be conducted every 6 months to rate the efficiency of the Construction Site Emergency Plan. The duties and responsibilities will be reminded to the persons

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before the drills. The drills will be conducted without notice and the response times will be monitored and recorded.

If the Construction Site Emergency Plan could be followed effectively during the drill, the plan will be revised. After the drill,

- Trainings will be organized to resolve the faults in the behaviours of the persons,
- Inconveniences, if any, will be corrected via requisite instructions,
- Plan will be revised considering the suggestions of the Project OHSE Expert if any deficiency is of concern.

4.2. Trainings

After organizing the emergency response team, they will be trained about the content of the Construction Site Emergency Plan and the responsibilities will be explained to the team members in case of emergencies. The team will get refresher trainings every six months in all cases.

Training label will be given to the emergency response team after the training for them to place on their helmets.

4.3. Accident-Incident Reporting and Inspection

All encountered emergencies will be recorded and reported.



After any accident or incident is experienced and gotten under control, accident-incident inspection process will be started. The reasons for every reported incident will be investigated and the corrective and preventive actions will be started to eliminate the detected reasons.

The statistics and risk assessments from the accident-incident reporting will be used to develop a proactive approach.

4.4. Emergency Tools and Equipment

Fire

- The controls of the fire extinguishing equipment (fire extinguishers, hydrant system, pickaxe, shovel, hook, etc.) will be performed monthly and the results of the control will be recorded.
- Fire extinguishers will be placed at every location where hot works are being performed and also fire panels will be placed at the central locations of the construction site. The tools on the fire panel will not be used for other purposes.

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- Fire extinguishers will be found at the heavy machineries and they will be checked monthly.

First Aid

- The control of the first aid kits and the stretchers at the OHSE site offices will be carried out regularly by OHSE personnel, they will be easily accessible and signs showing their locations will be placed.

5. APPENDICES

Appendix.1 List of Emergency Team

Appendix.2 Information on Emergency Communication

Appendix.3 Emergency Layout Plan

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Company:

Date:

Search-Rescue and First Aid Team

- The fire extinguishing team will intervene as per the instruction of the team leader if the fire is not severe.
- Helps the Project OHSE Expert - to the possible extent - while keeping the vicinity of the emergency area safe until the local emergency organizations arrives at the scene.
- Supports the securing-rescue studies of the local emergency organizations (fire brigade, ambulance, police, civil defence, etc.) for the personnel and the valuable assets that are in danger.
- Coordinates the personnel at the assembly point. If required, provides their evacuation to a safe place.
- Provides the securing of the personnel and valuable assets after the emergency is taken under control.
- Provides first aid to the injured person to the possible extent until the first aid team, doctor, medical personnel or ambulance arrives.
- Provides the transfer of the stretchers and sanitary transport kit, which are placed at central points at the site, to the scene during emergency.
- Provides the transfer of the injured person to the ambulance after their transport by stretchers or sanitary transport kit.

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1. Emergency Manager

Name-Surname	Duty	Telephone	Signature

2. Fire Extinguishing Team

Name-Surname	Duty	Telephone	Signature

3. Search-Rescue-Evacuation Team

Name-Surname	Duty	Telephone	Signature

4. First Aid Team

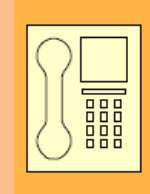
Name-Surname	Duty	Telephone	Signature

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ACCIDENT - INCIDENT COMMUNICATION

AUTHORIZED PERSONNEL AT CONSTRUCTION SITE

<u>MEDICAL ASSISTANT</u>	Ali Gökçe	0 543 468 45 74
<u>SITE MANAGER</u>	İbrahim Taş	0 533 911 66 37
<u>ADMINISTRATIVE AFFAIRS DIRECTOR</u>	Turgut Sümer	0 532 285 47 51
<u>KAYA OSGB HSE EXPERT</u>	Onur Can Kaya	0 543 685 18 23
<u>IMMEDIATE AID AMBULANCE</u>	112	
<u>FIRE BRIGADE</u>	110	
<u>POLICE</u>	155	



Information to be given in emergency calls

DETAILS OF CALL

- IDENTITY OF CALLER?
- PLACE OF INCIDENT?
- TIME OF INCIDENT?
- HOW MANY PEOPLE ARE AFFECTED?
- WHAT HAPPENED TO CASUALTY?
- CONDITION OF CASUALTY?

