

		POLICY			
		Emergency Management Policy			
Document No:	Version No:	Document Owned By	Document Prepared by	Publication Date	Revision Date
POLI_QHSE_01	1	Sustainability, Safety and Quality Directorate	Sustainability, Safety and Quality Directorate	1.1.2014	1.2.2026
Reason for Revision	Due to the inability to trace prior versions of the document under earlier formatting systems, this Policy has been restructured using the original publication date as reference and is reissued as Version 1. The document format has been aligned with current policy templates, and the content has been reviewed and updated in accordance with current practices and the University's institutional approach. 1.2.2026				

Purpose

Özyeğin University is committed to establishing and maintaining a comprehensive emergency management system designed to prevent emergencies, ensure effective response, and minimize their impact in order to sustain the uninterrupted, safe, and sustainable conduct of its academic, administrative, and social activities. The University adopts as an institutional commitment the provision of the necessary human resources, infrastructure, equipment, and financial resources required to effectively prevent, manage, and recover from emergencies.

Recognizing that the University operates as a living campus, this Policy commits to protecting the health and safety of all stakeholders, including students, employees, visitors, business partners, contractors, and service providers. The Policy further aims to protect the University's physical, digital, and academic assets; safeguard animals and natural vegetation within campus premises; minimize loss of life, environmental damage, and operational disruption; and ensure the safe and sustainable continuity of critical functions in the event of emergencies and in response to occupational health and safety risks.

This Policy applies to faculty, staff, students, visitors, on-campus businesses and tenants, as well as stakeholders from the surrounding community.

The Emergency Management Policy supports Özyeğin University's strategic objectives and adopts a risk-based, resilience-focused, and continuous improvement-driven approach.

Priorities and Purposes

Health and Safety

Özyeğin University places the highest priority on protecting life and well-being in all emergency situations and affirms its commitment to maintaining a safe environment for everyone on campus as a core institutional principle.

Campus Safety and Continuity

In alignment with its 24/7 living campus model, the University develops emergency management practices that support the continuity of education, research, housing, and campus life.

Risk-Based Approach

All potential emergencies are systematically assessed, including but not limited to: Natural disasters, fires, medical emergencies, technological incidents (including those arising from energy systems, laboratory equipment, infrastructure, and information systems), security incidents, and environmental risks.

Resilience and Recovery

The University seeks to strengthen its institutional resilience and ensure rapid and effective recovery following emergencies.

Stakeholder Trust and Communication

Stakeholder trust is maintained through transparent, accurate, and timely communication during emergencies.

Emergency communications are structured and managed to ensure that information is disseminated clearly, promptly, and exclusively through authorized sources.

Core Principles

- **Compliance with Legislation:** Özyeğin University complies with all applicable national legislation, including Law No: 6331 on Occupational Health and Safety, as well as the ISO 45001 Occupational Health and Safety Management System Standard.
- **Leadership and Accountability:** University management provides leadership and allocates the necessary resources in order to ensure the effectiveness of the emergency management system.
- **Prevention and Preparedness:** Risk-based preventive measures are adopted to prevent emergencies and mitigate their potential impacts.
- **Inclusivity:** Individuals with special needs and vulnerable groups are an integral part of emergency planning and preparedness.
- **Monitoring and Inspection:** The effectiveness of the emergency management system is monitored through planned inspections, audits, and reviews.
- **Continuous Improvement:** Emergency management practices are continuously improved through the Plan–Do–Check–Act (PDCA) cycle.
- **Stakeholder Participation:** Awareness and active participation of all internal and external stakeholders are encouraged. Faculty, staff, and students review their own roles and responsibilities in light of technological developments and changing global conditions, and report any need for change in the plans.

Procedure

- The University's all academic and administrative units play an active role in the execution of the Emergency Management Policy
- Subcontractors prepare their own emergency response plans based on the Özyeğin University Emergency Response Plans.
- The Sustainability, Safety and Quality Directorate coordinates the emergency management system through an integrated and holistic approach.
- Emergencies are classified according to severity levels, and response plans appropriate to each level are developed.
- Risk assessments, emergency response plans, regular drills, exercises, testing activities, field practices, and performance reviews are conducted on an ongoing basis. Lessons learned from actual emergencies and drills are systematically evaluated through post-incident reviews and analyses. These lessons are then transformed into systematic improvements through an institutional learning approach.

- Business continuity planning, information systems resilience, and alternative work arrangements are integrated into emergency management.
- Stakeholder feedback is systematically evaluated.

Implementation Authority

- The Emergency Management Structure is established and maintained in alignment with the University's organizational structure and applicable legal obligations.

Roles and Responsibilities

- **President:** Responsible for ensuring implementation of the Emergency Management Policy and providing institutional leadership.
- **Senate:** Responsible for supporting the adoption of emergency management policies and practices across the University.
- **Sustainability, Safety and Quality Directorate:** Responsible for the establishment, maintenance, oversight, and continuous improvement of the emergency management system.
- **Academic and Administrative Units:** Responsible for implementing policy requirements within their respective fields of operation.

Validity

The Emergency Management Policy enters into force as of the date of publication. The Policy is published on the official website and is accessible to the public.

Execution

This Policy is executed by the President of Özyeğin University.

Legal Ground

This Policy is based on:

Law No: 6331 on Occupational Health and Safety and related regulations,
Özyeğin University Vision Statement,
Health & Safety Policy,
Business Continuity Framework,
ISO 45001 Occupational Health and Safety Management System Standard.

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