



KOÇ UNIVERSITY INTERNATIONAL PROGRAMS EMERGENCY PLAN

EMERGENCY CONTACT FOR STUDENTS

Emergency contact for students is the Emergency Hotline phone for the International Community. This phone is answered 24/7 by an English speaking KU employee (International Community Coordinator) and this person starts the chain of communication and monitors the entire emergency case with those involved.

EMERGENCY CARD FOR STUDENTS

Emergency cards are provided to students during their orientation. The card includes the number of 24/7 Emergency hotline, 112 Emergency Number Country Wide, Campus Health Emergency Number (x1122) and other important numbers.

EMERGENCY HOTLINE PHONE

Emergency hotline phone (EP) is one cell phone number for everyone including students and campus personnel. It is a 4 digit code from campus phones and short code user personnel. It is **0549 790 8340** from anywhere in Turkey and **+90 549 790 8340 (0090 549 790 8340)** from anywhere in the world. The short code for this number is **x5905**.

WHO SHOULD CALL THE EMERGENCY PHONE

Students who are involved in a criminal incident such as a sexual assault, theft, drug use and those who have a serious medical emergency where they might need the assistance of an English speaking official KU employee, especially if they cannot get a hold of their mentors or on-site program advisors. The EP will be called by the respective campus personnel for such incidents as well.



CRISIS RESPONSE DEPARTMENTS

- ◆ Office International Programs
- ◆ University Security
- ◆ University Housing
- ◆ University Health Center
- ◆ Health & Safety Office
- ◆ University Communication Dept.

IN THE EVENT OF AN ON-SITE MEDICAL EMERGENCY

- ◆ Depending on student's first contact on campus; security gate, health center or dormitory, the first contact will reach the emergency phone and provide information
- ◆ If the student's first contact is a person or office other than the health center and the student is weak or unconscious, the student will be immediately transported to the health center
- ◆ Depending on the nature of the emergency and if necessary, the emergency personnel will report to the campus or to the location of the referral of the health center director or the physician on duty.
- ◆ In cases where the student must be immediately transported to a larger health care facility, pre-designated dormitory personnel will chaperone the student.
- ◆ In case of certain serious emergencies the security guard or shift supervisor on duty will accompany the dorm personnel outside the university.

IN THE EVENT OF AN OFF-SITE MEDICAL/CRIMINAL EMERGENCY

- ◆ The student will call the EP and on-call personnel will provide directions and advice.
- ◆ If the student or the situation requires in-person assistance, the on-call personnel will report to the respective location.



- ◆ Students are instructed and advised to carry their emergency cards along at all times, therefore if the student is unconscious the emergency card will be of vital importance for someone else to make the call.
- ◆ On-call personnel will start the chain of communication and reach appropriate parties including KU university and non-university authorities.

IN THE EVENT OF A REGIONAL EMERGENCY

In the event of a regional emergency the University Safety Protocols apply. Safety Protocols are communicated to students participating in a specific program at the beginning of the program and students are informed of latest updates via email memos, respective university websites and appropriate text message services. Such memos and updates are also posted on respective KU websites.

On-Site Program Director/Advisor;

- ◆ Contacts program participants to ensure their well-being and provides advice for next steps
- ◆ Contacts local embassies or consulates to provide or receive information
- ◆ May gather the program participants at a pre-designated location on campus
- ◆ Assists participants to reach their parents, emergency contacts at home or home universities