

OSTİM TECHNICAL UNIVERSITY SECURITY SERVICES SAFETY PLAN

SECURITY SERVICES ZONE

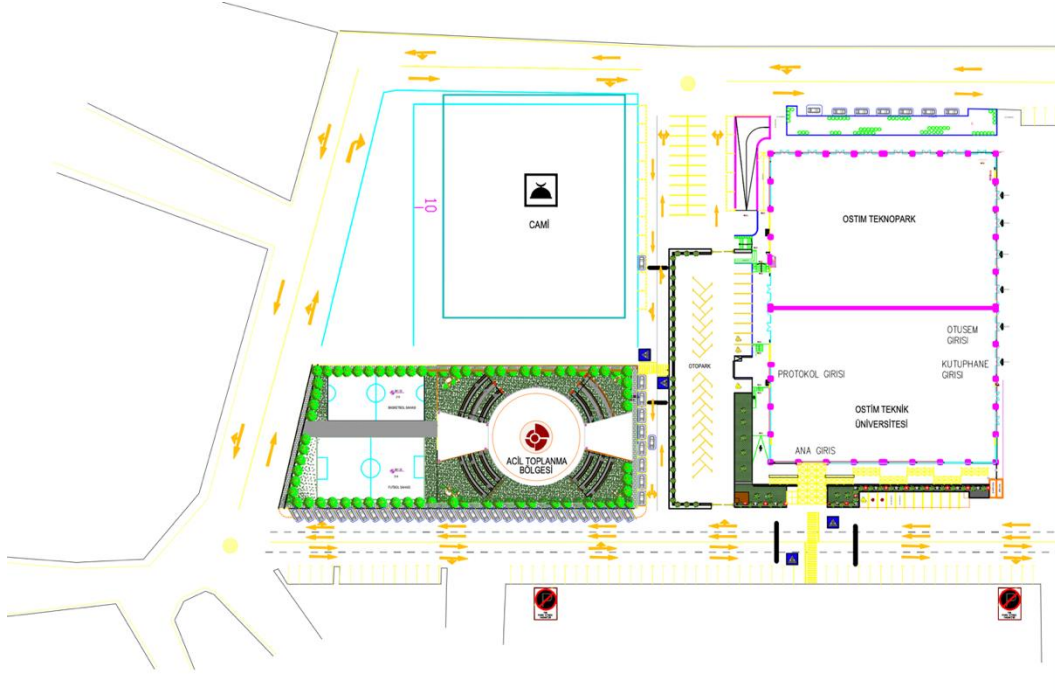
1. Name of the Campus: OSTİM Technical University Main Campus
2. Address of the Campus: 100. Yıl Bulvarı, OSTİM Prestij Blokları, No: 55-F Blok OSTİM / Yenimahalle / Ankara
3. Phone Number: 0.312.386 10 92 – 93
4. Location of the Campus:

The campus building is in Block F, the last one among the OSTİM Prestige Blocks consisting of 6 independent buildings. The main facade and the flanks of the building are covered with a perimeter wall and there is a parking lot with a double-sided entrance and exit on the flank.

The campus building is next to the OSTİM Technopark building operating in Block E and has the possibility of mutual passage from the common terrace area between the 4th floor of Block E and the 5th floor of Block F.

In addition to the main building (Block F), the campus area also includes additional indoor areas on the 3rd floor of Blocks A and C. It is possible to access Block C from the 3rd floor of Block F and Block A from the 3rd floor of Block C via a tunnel bridge.
5. Campus Indoor Area: 32.876,00 m²
6. Campus Outdoor Area: 8.022,00 m²
7. Entrance and Exit Doors of the Building:

The building has 1 main entrance door, 1 protocol entrance door, 1 Continuous Education Centre entrance door, 1 Library entrance door and 2 private entrance doors to the 3rd floor. The Continuing Education Centre, Library and 3rd floor entrance doors are kept locked and uncontrolled entry and exit is not allowed. At the same time, there is a student entrance door from Block A to the 3rd floor and a controlled access door with a direct exit to the 3rd floor and a controlled access door from the cafeteria to the classroom area.
8. Campus Plan/ Sketch:



9. Campus Building Ownership Status: Block F is leased from Fırat Construction Company for 20 years and its ownership belongs to Fırat Construction Company. Additional areas consisting of the 3rd floors of Blocks A and C are the property of OSTİM Technical University.

10. Main Activities Conducted on Campus:

- a. Education Activities
- b. Management/support/office work related to Education
- c. Practice - Research - Development Activities
- d. Food, Canteen, and Social Services

11. Total Number of People on Campus: 7823

Administrative Staff 102

Academic Staff 207

Students: 7514

*Note: These numbers change constantly.***OSTİM TECHNICAL UNIVERSITY SAFETY PLAN****1. AIM:**

To protect and keep the OSTİM Technical University Main Campus Building located at 100. Yıl Bulvarı, OSTİM Prestij Blokları, No: 55 - F Blok OSTİM / Yenimahalle / Ankara safe from partial or total demolition, damage, or temporary prevention of its use, threats, dangers, and violations such as earthquake, natural gas leakage, sabotage, fire, theft, robbery, collective action, looting and forced prevention of work.

2. SCOPE:

Includes deterrent, preventive, and stopping measures against possible violations against the places where OSTİM Technical University F Block, connected areas, and additional areas need to be protected and secured.

3. LEGAL BASIS:

This plan is based on the relevant articles of the law numbered 5188 "Ensuring the Protection and Security of Certain Institutions and Organizations" (Article 12), entered into force on 26.06.2004.

4. OBJECTIVES:

- a. To protect the specified units against all kinds of threats, dangers and violations such as sabotage, fire, theft, robbery, earthquake, natural gas leakage, collective action, looting, demolition and forced obstruction of work.
- b. To report crimes committed or being committed within the areas of duty immediately to the general law enforcement forces and to arrest and detain the suspects until the arrival of the general law enforcement forces.
- c. To preserve criminal evidence.
- d. To assist the general law enforcement forces by following their commands from the moment they take control of the situation.
- e. To check the doors and the interior of the buildings to be protected during working hours.
- f. To ensure the safety and protection of the buildings out of working hours and to take other measures required by security services. (In the case of a contingency, law enforcement forces and authorized units will be notified as soon as possible).

5. IMPLEMENTATION

- a. The personnel of the 'Private Security Organization' are responsible for protecting and maintaining the safety of the facility (within the framework of the provisions of Law No. 5188) for the implementation of the safety plan and their powers are limited by this law and the regulation on the enforcement of the law.

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- b. The personnel of the 'Private Security Organization' consists of 1 Security Officer and 16 Security personnel.

6. SAFETY AND PREVENTION MEASURES

Places sensitive to sabotage are as follows;

1. Main Building
2. All entrance-exit doors
3. Heat Plant, generators and workshops
4. Classrooms, laboratories, studios, etc. of the university
5. Administrative offices of the university
6. Cafeteria, Dining Hall and Social Facilities
7. Student Affairs Directorate
8. Library / Continuous Education Centre
9. Parking lot
10. Meeting rooms,
11. Seminar / Conference rooms

Sabotage:

The security of the above-mentioned places sensitive to sabotage is maintained by the security personnel on duty on the campus during daytime working hours and by the security personnel on duty at night and on holidays.

The security of the places sensitive to sabotage is assured by the security officers and is constantly controlled by the security personnel on duty, the Security Officer, and their supervisors.

The technical safety and controls of those places open to sabotage are regularly checked by the relevant personnel.

Every kind of security measure is taken against sabotage in places inside and outside the facility that are susceptible to such and all entrances and exits to and from the facility are kept under control. The relevant personnel on campus are fully prepared to deal with such activities.

Places sensitive to sabotage are protected by security guards. These places are constantly controlled by Security Personnel and Security Officer and unauthorized entry is prohibited.

Visitors:

After the checks of the security officers, the people who come to the campus during working hours for a business follow-up and as visitors are registered in the visitor book, given a visitor card, and allowed in, and the relevant people are informed. The necessary information is given in writing to the security personnel on these issues.

Awareness:

Personnel who work and will work in sensitive areas and locations are selected from trustworthy ones and kept under surveillance and control. Necessary measures are taken to prevent the intrusion of persons who may engage in all kinds of damaging activities in the surroundings and to report suspicious persons immediately to the supervisor.

Electricity Maintenance:

The maintenance, repair and safety checks of the electrical installations in the facility are carried out periodically by electricians.

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Natural Gas Maintenance: No natural gas is used in the main campus.

Parking:

Long-term parking is forbidden and is controlled by security personnel day and night. Any vehicles left in the campus parking lots are written in the logbook. It is not allowed to leave vehicles without permission. Explosive, flammable and similar materials are not present in the facility, and it is strictly forbidden to bring these materials from outside. The person who sees and detects any malfunction in the facility during working hours informs the Security Officer and Support Services Officer and informs the Security personnel and the relevant unit supervisors when out of working hours.

Fire:

The first person to see the fire will go to the fire extinguisher after coordination with other personnel and, if unsuccessful, will immediately notify the Ankara fire department (Tel: 112).

Checkpoint Service:

A duty performed, either permanently or temporarily, at a place where the officer is on duty in order to protect the existing order, to maintain it smoothly, to prevent the occurrence of criminal acts that will affect the order, and to help those who ask for help. The personnel must be wearing a uniform while on duty. The point should be located such that the personnel can see the area where they are located and can quickly grasp what is happening. Security personnel should have the equipment they will need during their duties.

Checkpoint Equipment:

Equipment such as desks, lockers, clocks, pens, pencils, file papers, telephones, computers, fire extinguishers, key cabinets, spare padlocks, no parking signs, crime scene barrier tapes, emergency warning lights, first aid kits, instructions, fresh water and restrooms should be available at/accessible near the post.

Checkpoint Duties:

- a. Their duties are the same as patrol duties. Since they only work in a fixed location, they should pay attention to the sensitivities of the location.
- b. Checkpoint personnel do not leave their duty points, nor do they leave them empty.
- c. When an incident occurs in their area of duty, they should immediately report it to the relevant places and must not leave their duty points, even for the follow-up of the issue.
- d. At their duty points, they should be serious, act politely, observe suspicious situations and report important ones immediately, and should not take a second person. In case of emergency, they should know the places to inform and ask for help. They must ensure immediate communication with other units.
- e. They cannot engage in behaviours incompatible with their job while on duty. The sketch showing the point watches is given in Annex-1.

Transportation Vehicles:

Vehicles belonging to the University (06 BRA 156, 06 BRA 157, 06 BVV 027, 06 JOJ 11, 06 BLE 378, 06 AA 021, 06 FK 5021) are parked in the campus parking lot. The arrival and departure times of the vehicles and driver information are recorded by security personnel. Drivers using the campus parking lot are allowed entry by putting their vehicle identification stamps on their vehicles. The information of the vehicles and drivers using the parking lot is recorded.

Physical Safety Measures:

The whole set of tangible and technological measures taken to protect sensitive areas and facilities against illegal activities threatening the security of life and property is called physical security measures.

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- a. Fences: The facade and flanks of OSTİM Technical University are surrounded by walls and steel grates.
- b. Lighting: OSTİM Technical University campus entrances and building entrances and interiors are equipped with lighting.
- c. Locks: Necessary key locks are made for OSTİM Technical University campus entrances and building entrances.
- d. Visitor cards: Visitors and business followers coming to the campus are given visitor cards at the entrances and after they are registered in the visit book, the person to be visited is informed by phone call.

If sabotage took place:

The first person who sees the sabotage informs the Security Personnel and/or Security Officer in the fastest way, then the security personnel quickly inform the Security Officer and the necessary safety measures are taken by the security personnel promptly. Foreign persons in the facility are kept under control and local security forces are informed. If it is the night shift, the situation is taken under control and the Security Officer is informed as soon as possible.

Precautions to be taken against sabotage:

- "Forbidden" signs shall be placed in places forbidden to enter, visible at first glance.
- The special and general conditions of the personnel working in the facility, especially in sensitive areas, will be kept under constant control.
- If there are suspicious persons, the security units will be contacted about the measures that can be taken against them.
- Measures will be taken to ensure that water, equipment, fuel oil and food storage, which are gathered together in a target area, are distributed to important and safe areas in the facility in a planned manner.
- Technical safety groups will be formed.
- Measures will be taken against explosive and flammable substances.
- Necessary precautions will be taken against a possible fire.
- A visitor's book will be kept recording visitors and vehicles.
- Security personnel will be given information on first aid and crowd panic.
- Security personnel are primarily responsible to the Security Chief while performing the duties assigned to them.
- Security personnel will be dressed in formal clothes (ironed, buttoned down) and should be serious and reserved.
- Peddlers will not be allowed to enter the campus.
- Necessary measures will be taken against theft and robbery on campus.
- The relevant units will be notified when unclaimed items are found on campus.
- The security personnel shall be aware of the duties that are assigned to them and shall fulfil them thoroughly and meticulously.

In terms of preparation:

- The places that primarily can be sabotaged are the Rectorate floor, computer laboratories, technical laboratories, heating centres on the campus, water tanks, the generator and the electricity distribution network. These places are guarded by security personnel day and night. Measures have been taken against a possible fire on campus and fire extinguishers have been placed in certain places.
- The campus is in service 8 hours a day and also continues to serve outside of working hours if necessary. The campus is supervised 24 hours a day in shifts by security guards in line with the necessary records.
- Security investigations of the personnel working in sensitive areas on campus are carried out and their home addresses and telephones are kept privately.

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- There is an open parking area for vehicles in the campus garden and people can safely evacuate the place with their cars.
- Indoor and outdoor lighting is provided around the building at night.
- The building perimeter is closed with two-meter-high perimeter bars and complies with physical safety measures.

7. TASKS OF THE TEAMS:

The tasks of the teams are specified below, and their task distribution is specified below.

Extinguishing Team:

The task of the earthquake prevention and fire extinguishing team is to immediately intervene and extinguish a possible fire and prevent it from spreading across the building. Team personnel are specified in Annex-1.

Rescue Team:

To carry out life and property rescue operations in the event of an earthquake or a fire. (People, important documents and cabinets will be rescued in this order.) Team Personnel are specified in Annex-2.

Safety Team:

To protect the items rescued in an earthquake or fire and to prevent panic and chaos due to fire. The team personnel are indicated in Annex-3.

First Aid Team:

First aid will be given to those who are injured and sick due to earthquake and fire. The team personnel are indicated in Annex-4.

8. EARTHQUAKE:

University employees and students should know how to behave before, during and after an earthquake and should be able to apply these measures. Below is information on how employees should behave before, during and after an earthquake.

Before the earthquake:

- We must learn about the safety of the building we work in.
- We need to prepare a post-earthquake reunion plan.
- We should note down important information about our family.
- We must check that the objects inside the building are stabilized.
- Stabilizing heavy items and water tanks
- Stabilizing mirrors and paintings
- Stabilizing kitchen cabinets
- Providing first aid equipment in a complete manner
- Providing lights and radios with batteries

During The Earthquake:

- Hide in a safe place immediately. Remember: DO NOT RUN... STAY WHERE YOU ARE... GET UNDER OR LIE DOWN NEXT TO a solid, hard object that you previously determined... DO NOT LEAVE THE PLACE WHERE YOU HIDE until the quaking stops... (at least 60 seconds) During an earthquake, many people want to run away. However, most injuries occur because people run into or out of buildings. Whereas the last thing to do in such a situation is to run.
- You should stay away from items such as bookcases, glassware, stoves, and windows that can fall and break and injure people.

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- You should definitely not take the elevator.
- In the open space, we should stay away from electricity poles.
- If we are driving, we should stop the vehicle and wait.

After the Earthquake:

- Try not to panic.
- We need to check if the objects are stable.
- We should check the tubes, electricity, water and gas if there is any. We need to turn them off from the main valve. We need to plug out all electronic devices from the electrical sockets.
- We should not use phones except in emergencies.
- We should carry out fire controls and extinguish small fires if there is any.
- We should use radios with batteries to hear about the news.
- We should only follow the instructions given by experts and official sources.
- We SHOULD NOT get in our cars and drive to reach to our family and loved ones. We should not prevent ambulance vehicles, fire trucks and aid cars to reach to those who are in need.

The personnel who are in charge in a possible earthquake is the personnel indicated in Annex-5.

9. REPAIR OF A TECHNICAL MALFUNCTION:

Any malfunctions that may occur will be repaired by the permanent technical staff in the facility.

10. PRECAUTIONS TAKEN AGAINST EXPLOSIVE AND FLAMMABLE MATERIALS:

Necessary precautions have been taken against explosive and flammable substances, and fire extinguishers have been placed in appropriate places based on the type of fuel.

11. PRECAUTIONS AGAINST FIRES:

In the event of a fire in the facility, the staff were trained by giving them the necessary internal service courses.

12. MEASURES TAKEN IN PLACES THAT ARE FORBIDDEN TO ENTER:

Sensitive areas of the facility are kept locked at all times and the door keys are kept locked in a closed cabinet in the guard shack and on the authorized personnel.

13. PRECAUTIONS RELATED TO PERSONNEL:

Criminal records of all personnel working in the facility (Security investigation of security personnel are carried out), as well as photographs, handwritten forms, signature samples, and addresses, are kept in their personal files.

14. EVACUATION OF PERSONNEL AND VEHICLES AT THE TIME OF THE INCIDENT:

The vehicles parked in the parking lot in the campus garden will be taken out of the campus in order for the cars to not be damaged by the fire and the personnel will evacuate the place.

15. PRIVATE SECURITY SERVICES

Private Security guards work in 2 shifts, day and night, 24 hours a day. Since there are personnel on duty in all offices during working hours, security guards only keep the campus safe from the outside. At the same time, places like classes, the cafeteria, and the library where students are often present

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are regularly monitored. Outside of working hours, the campus is patrolled, recorded and checked with patrol check forms. The patrol report is written and kept every day.

SECURITY PERSONNEL DUTIES:

Ensuring the safety and security of the Campus and Additional Units and taking precautions and fulfilling other duties and tasks assigned by the General Secretariat and the Department:

Identity Check and Visitor Application:

- Our students go through security checks at the entrance gates.
- Students go through checkpoints by using their student IDs.
- The registration status of newly registered students and/or students who have not yet received their ID cards are checked on the lists/computer/student information system application and/or from the relevant unit officials and they make sure that they log in.
- Guests go through the visitor procedure at the entrance gates. The information about which unit the visitor came to and with whom he/she wants to meet is recorded.
- After the person to be visited is informed and the visit is accepted, the visitors are given a visitor card in exchange for a valid official identity document (identity card, driving license, passport, etc.). The visitor carries the visitor card on her/him.
- Visitors of students enter the campus under the supervision of our students at the entrance gate.
- Security personnel do not allow anyone to pass through the entrance gates and/or other accessible areas in an uncontrolled manner.

Environment and Building Safety:

- University campuses are provided with a 24-hour security service in and around the buildings.
- The campus area is surrounded by a perimeter wall and the areas where access can be made are kept under control.
- Security personnel patrolling day and night immediately intervene in security-related problems and inform their immediate supervisor.
- In the evening, the external doors of the University are locked, and the entrances and exits are taken under control.
- At night, the doors and lights of study offices, laboratories, classrooms, conference halls, gymnasiums, libraries, studios, washrooms, storerooms, dead spots like corridors etc. are constantly checked by regular patrols based on previously determined periods.
- In case of fire, "fire extinguishers" and "fire hydrants" are constantly checked.
- Protection and rescue teams have been assigned for natural disasters such as fire, earthquake, flood, etc.
- Campus entrances and surroundings are monitored with security cameras.

Campus Car Parking Scheme:

- There are parking areas reserved for Academic and Administrative Staff within the campus for staff, students and visitors on campus.
- Cars that belong to Academic and Administrative Staff and Students are given a "Vehicle Identification Sticker" by the Security Services Unit of the Department of Building Operation, Technical and Support Services.
- Proper use of areas planned for parking and compliance with parking rules are checked and necessary warnings are given to those who do not comply.

Activities, Sports Organization, Conference, Festival:

- Security Personnel provide security in various activities with high participation rates in our university in coordination with the relevant public security units upon request.

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- Entry and exit of visitors are monitored in events such as events, sports organizations, conferences, festivals, etc. In cases where intervention is required, necessary measures such as identity checks, body searches, property searches, etc. are applied.
- For organizations with high participation rates at our university, whether or not to allow external visitors and/or vehicles on campus. is decided by the decision of the General Secretariat on
- The invitations of the guests who came to the conference are checked.

Annex-1 : Extinguishing Team:

1	Alperen Karlıdağ
2	Hasan Gündüz
3	Olca Kaplan
4	Levent Çam
5	Ali Döndü
6	Faruk Akçeşme
7	Erkan Akbaba
8	Suat Dönmez
9	Refik Günarslan
10	Mesut Seferoğlu
11	Mehmet Serceoğlu
12	Ceyhun Ünal
13	Emin Salih
14	Ali Uçucu
15	Bora Öç

Annex-2 : Rescue Team:

1	Ali Osman Karcı
2	Huzeyfe Erkam Candan
3	Mustafa Samii Cücen
4	Beytullah Beşkaya
5	Ali Arı
6	Uğur Alkaçır
7	Kazım Bedir
8	Nesrin Tikit
9	Özlem Tezcan
10	Abdullah Enes Cücen
11	Kübra Yıldız
12	Bünyamin Zan
13	Mehmet Bilgin
14	Merve Seyhan
15	Doğuş Yüksel

Annex-3 : Safety Team:

1	Koray Solak
2	Emircan Ekici
3	Hilal Nur Temel
4	İlknur Özen
5	Beste Alparslan
6	Seray Kağıtçı
7	Hikmet Ünaldı
8	Ata Kalay
9	Batuhan Cicikler
10	Hamiyet Bostan
11	Eda Serçeoğlu
12	Onur Tuğrul
13	Halil Tıktık
14	Fazel Rabi
15	Qais Nabi

Annex-4 : First Aid Team:

1	Büşra Güreli
2	Esra Demirci
3	Fikret Kaya
4	Aysel Gedik
5	Alper Öç
6	Zeynep Aydemir
7	Mesut Uğurlu
8	Nazife Tetik
9	Ece Kaplan
10	Suat Dönmez
11	Mehmet Ünal
12	Gökhan Topal
13	Saim Karabulut
14	Ceren Dişçi
15	Burak Han Kınık

Annex-5: Earthquake Team:

1	Oktay İçci
2	Murat Tuncel
3	Muhammed Burak Akıncı
4	Ece Aydın
5	Doğan Karadoğan

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6	Ayşe Atabey
7	Özgür Tekaslan
8	Ünsal Sıgı
9	Hakan Ünsal
10	Hüseyin Kolsuz