

MANAGEMENT SYSTEMS PROCEDURE

EMERGENCY PROCEDURE (GENERAL)

PROCEDURE NO : SHE-PR-002
REV. NO : 11
REV. DATE : 15.02.2023
PAGE NO : 1 / 2

All employees can access the comprehensive version of this Emergency Procedure, which includes detailed information under the following headings, through the company's common database.

1. PURPOSE

The objective of this procedure is defining the studies that must be done in regard to preparation of emergency plans, prevention, protection, evacuation, fire-fighting, first aid and other similar issues and also the secure management of these issues together with the guideline of the methods and principles on the authorization of the personnel that will be assigned in these issues and their responsibilities in an occurrence of emergencies or materialization of the risks that are defined in the Management System.

2. SCOPE

This procedure includes all businesses in the organization of SASA Polyester Sanayi A.Ş.

3. TASK, AUTHORIZATION AND RESPONSIBILITIES

All personnel are responsible for the application of this procedure. Related personnel are also responsible for executing their actions in accordance with the procedures, the Standard Operating Instructions (SİT), the occupational health & safety rules and environmental rules.

4. DEFINITIONS AND ABBREVIATIONS

5. METHOD/PROCEDURE

LIST OF EMERGENCIES:

- a. Fire/Explosion
- b. Inflammable Chemical Substance Leaking
- c. Environmental Leakings and Related Complaints
- ç. Major Emergencies
- d. Threats/Sabotage
- e. Accidents / Food poisoning and Incidents that can cause the Public Concern
- f. Earthquake
- g. Floods and Flowage
- ğ. Hurricane-Storm
- h. Stroke of lightning

5.1 Actions And Practices During An Emergency

- 5.1.1 The establishment of Emergency Response Teams and communications between them
- 5.1.2. The Course of Action that must be followed during an emergency
- 5.1.3. The actions that must be taken by the personnel that first notices the emergency
- 5.1.4. The actions that must be taken by the personnel that receives the information of an emergency
- 5.1.5 Obligations of the manager(Head of Group/BusinessManager) who comes to place of the event as first-aid team manager
- 5.1.6 Obligations of the service groups / teams assigned in case of emergency situations
- 5.1.7 Emergency Alarms and Assembly Areas

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REV. NO	:	11
REV. DATE	:	15.02.2023
PAGE NO	:	2 / 2

5.2. Adequacy Of Emergency Practices And Procedures-Evaluation

5.2.1. Drills:

5.2.2 Trainings:

5.2.3 Inspections

5.2.4 Neighboring Institutions

5.2.5 Emergency Contact Phone List

5.3 Emergency Action Or Contingency Plans

6. REFERENCES

7. ANNEXES

- ANNEX-1 Hospital Emergency Phone Numbers
- ANNEX-2 Members Of The ECC And Phone Numbers
- ANNEX-3 Covid-19 (Corona) Outbreak Emergency Action Plan
- ANNEX-4 Sketch Showing Emergency Equipment
- ANNEX-5 Evacuation Plan/Info about Gathering Area and Sketches
- ANNEX-6 Iskenderun Terminal Layout Plan
- ANNEX-7 Flow Chart – Moving Personnel During Emergency