



CRISIS ACTION PLANS

**2015-2016**

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## **Crisis Action Plan**

### **Evacuation – City Campus**

This document is confidential – if you are a BISI parent and you wish to read it please contact the Head of PR and Communications:  
[communications@bis.k12.tr](mailto:communications@bis.k12.tr)

## **Crisis Action Plan**

### **Evacuation – Zekeriyakoy Campus**

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communications@bis.k12.tr

# Crisis Action Plan

## Earthquake – City Campus

1. The City Campus practises earthquake procedures.
2. Actions to be taken in the event of an earthquake are posted in every classroom.
3. Should an earthquake occur the staff and students will follow the actions posted in the classrooms.
4. Following an earthquake, staff and students will evacuate to the assembly point. This point is currently the Police Station for Etiler and Sanatcilar Parki for Alkent but the Senior Leadership Team and the staff of the school do understand that this may not be possible depending on the severity of the earthquake:
  - a. In the event of a relatively minor earthquake which leaves buildings largely intact, the SLT will:
    - i. Determine who is present and safe by registering the entire school at the assembly point. It has been demonstrated that this can be done in less than 5 minutes following the incident.
    - ii. Attempt to inform parents by telephone of any injured students of the incident and the extent of their child's injuries.
    - iii. Arrange for an sms to be sent to all parents informing them that the earthquake has occurred and that children are being sent home.
    - iv. Arrange for emails to be sent home stating the same.
    - v. Arrange for AzAl buses to take children home.
    - vi. After the event, arrange for the buildings to be checked before they are brought back into use.
    - vii. Inform parents when the school will reopen.
  - b. In the event of a more severe earthquake which damages buildings, the SLT will:
    - i. As far as possible follow the procedures in point a (i to v above)
    - ii. If necessary, move the students and staff outside of the campus to a safer area. The SLT will decide the location at the time.
    - iii. If it is necessary there are blankets in the emergency store so that children can sit relatively comfortably and keep warm. Water and food are also kept in the emergency store.
    - iv. If it is possible and safe for AzAl to take children home they will do so. If it is not possible students will be cared for and kept together by staff until either the emergency services take over or parents come to help.
    - v. If the earthquake destroys internet, telephone and mobile phone links it is unlikely that the SLT will be in a position to contact parents, however it is likely that parents will themselves be aware of the

earthquake and they should attempt to make their way to the school if at all possible.

- c. In the event of an earthquake which is so severe that the campus is largely or completely destroyed, any surviving members of the SLT or staff of the school will do everything in their power to help surviving children until relieved by the emergency services.

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AZAL Manager:	0549-3050239

# Crisis Action Plan

## Earthquake – Zekeriyakoy Campus

1. Zekeriyakoy Campus practises earthquake procedures.
2. Actions to be taken in the event of an earthquake are posted in every classroom.
3. Should an earthquake occur the staff and students will follow the actions posted in the classrooms.
4. Following an earthquake, staff and students will evacuate to the assembly point. This point is currently the Sports Field but the Senior Leadership Team and the staff of the school do understand that this may not be possible depending on the severity of the earthquake:
  - a. In the event of a relatively minor earthquake which leaves buildings largely intact, the SLT will:
    - i. Determine who is present and safe by registering the entire school at the assembly point. It has been demonstrated that this can be done in less than 5 minutes following the incident.
    - ii. Attempt to inform parents by telephone of any injured students of the incident and the extent of their child's injuries.
    - iii. Arrange for an sms to be sent to all parents informing them that the earthquake has occurred and that children are being sent home.
    - iv. Arrange for emails to be sent home stating the same.
    - v. Arrange for AzAl buses to take children home.
    - vi. After the event, arrange for the buildings to be checked before they are brought back into use.
    - vii. Inform parents when the school will reopen.
  - b. In the event of a more severe earthquake which damages buildings, the SLT will:
    - i. As far as possible follow the procedures in point a (i to v above)
    - ii. If necessary, move the students and staff outside of the campus to the Acibadem Hospital.
    - iii. If it is necessary there are blankets in the emergency store so that children can sit relatively comfortably and keep warm. Water and food are also kept in the emergency store.
    - iv. If it is possible and safe for AzAl to take children home they will do so. If it is not possible students will be cared for and kept together by staff until either the emergency services take over or parents come to help.
    - v. If the earthquake destroys internet, telephone and mobile phone links it is unlikely that the SLT will be in a position to contact parents, however it is likely that parents will themselves be aware of the

earthquake and they should attempt to make their way to the school if at all possible.

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## **Crisis Action Plan**

### **Intruder**

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communications@bis.k12.tr

## **Crisis Action Plan**

### **Bomb Threat**

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# Crisis Action Plan

## School Bus

1. The AZAL Manager must contact a member of the Senior Leadership Team within a maximum time of 30 minutes as soon as a decision is made regarding any changes in regular bus routes, ie; a return to the campus or delays.
2. In the case of a bus returning to Campus with students, a member of the Senior Leadership Team will attend the campus as soon as possible.
3. The Emergency Bus Group sms system to be activated by the Head of Communications and the School Secretaries.
4. The security guards and the Senior Leadership team member to assist the children on campus and ensure their safety and comfort by:
  - Laying out of gym mats and blankets in the Gym. Spare clothing will also be stored for extra warmth.
  - Providing children with water and light snacks after 2 hours (ie; biscuits) and more substantial provisions after a further 2 hours (ie; canned foods).
  - A list with of names and photos of students with allergies to be made available to all persons on duty.
  - To provide entertainment for the children, ie; dvd, books and music.
  - SLT member will have access to the Nurse's room.
5. Regular updates to be sent by sms to parents by the Head of Communications and the School Secretaries.
6. Transport to be organised for students to get home the following day, to leave no later than 10:00am.
7. School re-opening time to be delayed by an hour if school grounds have not been cleared of snow and made safe by auxiliary staff in time for usual the opening hours. BISI Community to be updated of any time changes by sms through the Head of Communications and the School Secretaries.

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# Crisis Action Plan

## Civil Unrest

1. Civil unrest can take many forms ranging from a small scale demonstration in an area of no relevance to the school, to demonstrations which do have an impact on getting students and staff to and from school, through large scale long term demonstrations which may or may not impact the school right up to full scale civil war.
2. Members of the Senior Leadership Team will take advice from outside agencies; AzAl, staff, news agencies, consulates etc, as to the seriousness of civil unrest and will make decisions upon how the school will react.
  - a. A demonstration taking place in a city outside of Istanbul is unlikely to lead to SLT taking any action.
  - b. A demonstration taking place in Istanbul may lead to the SLT making a decision to:
    - i. Cancel clubs
    - ii. Allow specific groups of students and staff to leave early or arrive late.
    - iii. Allow all students to leave early or arrive late.
    - iv. Allow staff to leave early or arrive late.
    - v. Cancel school trips.
    - vi. Close one of the campuses.
    - vii. Close both campuses.
    - viii. In the case of any of the above actions SLT will inform parents by SMS of the decision.
  - c. In the case of serious civil unrest suddenly arising close to any of the campuses the SLT will decide what action needs to be taken. This is likely to be a lock-down as per the Intruder CAP in the first place. As soon as it is safe to do so SLT will make the decision whether or not to close the school and send students and staff home. Any decision to close the school will be notified to parents by SMS as soon as it is made.
3. It is unlikely that full scale civil war will erupt without staff and parents having any pre-knowledge of the event. Where it is possible the school will continue to operate but staff and parents will have to accept that they remain at their own risk.

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# Crisis Action Plan

## Serious Bus Accident

1. The AZ-AL Management informs the Senior Leadership Team of the bus accident as soon as possible.
2. The SLT gains as much information as possible regarding the accident from the AZ AL Management.
3. A member of the SLT telephones each parent and informs them of the accident in as much detail as possible.
4. The children may go to hospital immediately.
5. If the children are brought to school they are checked by the Nurse on their arrival.
6. If the Nurse deems it necessary, the children are taken to the nearest hospital by an AZ- Al bus, accompanied by the Nurse and the Deputy Principal/ translator.
7. A member of the SLT may/ may not accompany the children to the hospital with the Nurse.
8. The parents are asked to come to the clinic/ hospital if necessary. They are asked to bring identification for themselves and their child as they will be asked to complete a police report.
9. The necessary paperwork is completed at the hospital with the help of the Nurse, the Deputy Principal and a representative from AZ Al.
10. Depending on the severity of the accident, the children return to school or go home with their parents.
11. A bus accident report is submitted to the SLT as soon as possible.
12. The hospital will submit a report to the parent about their child as soon as possible.
13. A debrief from the children/ parents involved is organised.
14. A counselor is organised for the children involved in the accident if deemed necessary.

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AZAL Manager:	0549-3050239

# Crisis Action Plan

## Serious Accident

1. The Nurse telephones the Campus Manager and states 'Emergency'.
2. The Zekeriyakoy Campus Manager organizes for the School vehicle or Az AL bus to be brought into the campus.
3. The City Deputy Principal organizes for an Az Al bus to be brought to the outside of the relevant building.
4. The child is taken to hospital, accompanied by the Nurse and the Deputy Principal if the Nurse deems necessary.
5. The Campus Manager telephones a member of the Senior Leadership.
6. A member of the Senior Leadership Team telephones the parent and informs them of the accident in as much detail as possible, and that their child has gone to hospital.
7. The parents are asked to come to the clinic/ hospital if necessary. They are asked to bring identification for themselves and their child.
8. The necessary paperwork is completed at the hospital with the help of the Nurse and the Deputy Principal.
9. Depending on the severity of the accident, the child returns to school or go home with their parents.
10. An Incident Report is submitted to the Senior Leadership Team as soon as possible.

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# Crisis Action Plan

## Snow

1. If the Turkish Ministry of Education declare a snow day the school will comply regardless of observed weather conditions.
2. If the Turkish Ministry of Education have not declared a snow day, the SLT will follow these procedures:
  - a. Overnight snow:
    - i. The SLT contact each other at approximately 06:00 to ascertain weather conditions in various locations in Istanbul.
    - ii. The SLT contact the Campus Managers and the Bus Company Managers to gain further information on road conditions.
    - iii. If the SLT decide not to call a snow day, the day proceeds as normal.
    - iv. If the SLT decide to call a snow day, the Emergency Phone Chains for Pre/Primary and Secondary are activated as early as possible.
    - v. The Head of PR and Communications immediately sends out an SMS and email to all parents and staff to inform them of school closure for the day.
  - b. Snow before school starts:
    - i. The Directors will assess the road conditions on the way to school.
    - ii. The Directors will liaise with the SLT upon arrival (or otherwise) at the campus to determine the feasibility of access to and the safety of the campuses.
    - iii. If the SLT decide not to call a snow day, the day proceeds as normal.
    - iv. If the SLT decide to call a snow day, the Emergency Phone Chains for Pre/Primary and Secondary are activated immediately.
    - v. The Head of PR and Communications immediately sends out an SMS and email to all parents and staff to inform them of school closure for the day.
  - c. Snow during the school day:
    - i. The SLT will assess the situation and decide if and when to call a snow day.
    - ii. The SLT will decide what time to close the school, prioritising the safety of our students and staff.
    - iii. If the SLT decide to call a snow day, the Head of PR and Communications immediately sends out an SMS and email to all parents and staff to inform them of school closure for the day.
  - d. Late snow:
    - i. If snow starts at the approach to the end of the day, clubs will be cancelled and Friday closure will apply.

In the case of b, c and d above, all members of the SLT on campus will remain until confirmation has been received that all students have reached home safely.

Following a snow day, the school re-opening time may be delayed by an hour so that the campus and car parks are cleared of snow.

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