

## BEING PREPARED FOR EMERGENCIES AND DISASTERS

This booklet contains information and advice that will help you minimize your losses in emergencies and disasters, especially earthquakes, fires and floods. Remember the most effective way to overcome such situations with minimal loss is to be informed in advance, take precautions and prepare. Taking a short time to learn and apply the information provided in this booklet will benefit us in a possible emergency and disaster.

### **What is an emergency?**

An emergency is an unexpected and unplanned event that can cause loss of life, injury, structural and non-structural physical damage, environmental damage, and disrupt social activities.

### **What is a disaster?**

They are large-scale emergencies where existing resources created to cope with emergencies are insufficient.

The first step in preparing for emergencies and disasters is planning. The first step in planning is to get information about the emergency plans in the places where we live and work. We should know the emergency plans of our province, district, city; the institutions and organizations we work in; and our children's schools; and we should prepare our emergency plan as a family in accordance with these

What should a family emergency plan include? After a major emergency or disaster,

- \* If our children go to school, who will pick them up in such a situation?
- \* Is there a meeting point outside our home that we consider safe?
- \* Who will be our out-of-town contact person (\*),
- \* What are the materials that will make our lives easier in the first 72 hours after the incident?

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AND PRECAUTIONS BOOKLET EARTHQUAKE**

**Our contact person:** This is the person who lives in a different province and to whom we will inform after the disaster. This person will inform those who are curious about us, thus eliminating the need to make multiple phone calls given the limited resources in the disaster area. Thus, the number of people who will come to the disaster area to get news from their relatives will decrease, and the work of first responders and managers will be easier.

We should make it a habit to learn where the emergency exits and emergency assembly areas are whenever we go to a place we do not know. People with disabilities should inform the receptionist or security about their location in the building and request that their evacuation be facilitated in the event of an emergency.

**PREPARE YOUR EMERGENCY SUPPLIES TODAY!**

Along with our emergency plan, we should make a list of the supplies we might need after a major emergency or disaster. We should have these supplies ready preferably in a suitable bag when we leave our home. This will make life easier during the first few difficult days after the event.

\*Food that will not spoil easily (nuts, canned food), etc.

\*Bottled drinking water that we can carry

\*First aid kit

\*Battery-powered radio and spare batteries

\*Flashlight and spare batteries

\*Spare keys for homes, offices and vehicles

\*Cash

\*Matchsticks or lighter

\*Paper and pen

\*Whistle

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AND PRECAUTIONS BOOKLET EARTHQUAKE**

- \*Spare clothes, thermal clothes, etc. suitable for the season.
- \*Photocopies of documents such as identification documents, medical records, policies, etc.
- \*Regularly used medicines and medical supplies
- \*Baby food, diapers, bottles, etc.
- \*Important phone numbers

What you see above is not an exhaustive list, but covers the basic items we recommend. We can also keep other materials ready that we deem necessary for ourselves and our family.

For example:

- \* Power bank for mobile phones and other devices
- \* Personal hygiene items: Toilet paper, paper towels, wet wipes, disinfectant hand solution or gel
- \* Spare parts and repair kits (including batteries) for auxiliary devices such as prostheses, implants etc. for disabled people, if any. Gloves and spare baton for the visually impaired. Disabled ID card.
- \* Oversize garbage bag
- \* 10 meters of sturdy nylon rope (clothesline, etc.); sewing kit
- \* If possible: Tent, mat and sleeping bag, clean water container (plastic bottle, thermos, canister...)

## EARTHQUAKE

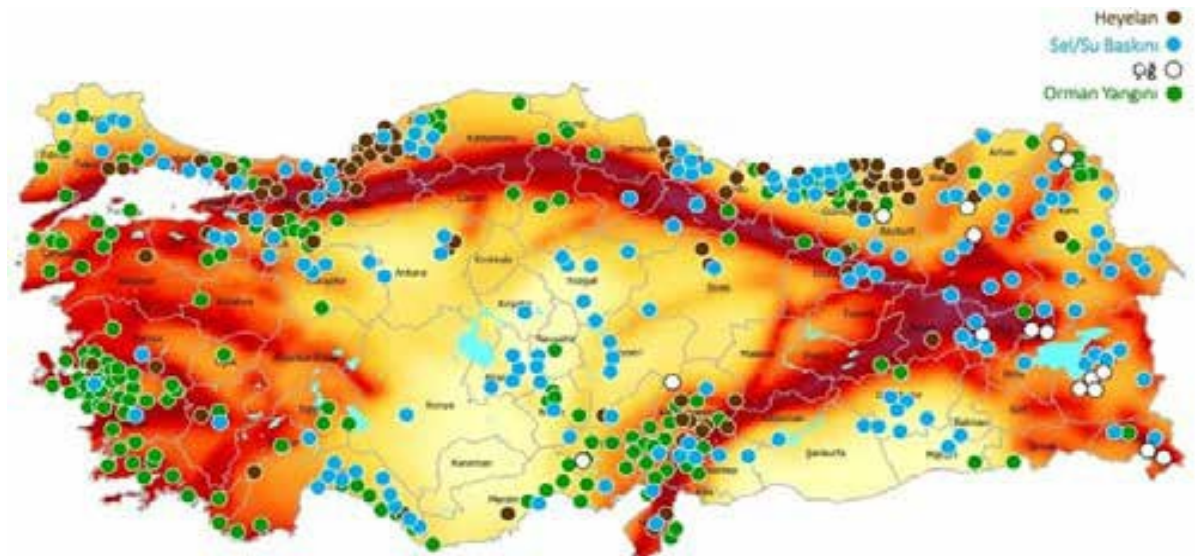
### EARTHQUAKE RISK IN TURKEY

96% of our country is under earthquake risk. You can also learn the earthquake risk level determined for your region by looking at the Turkey Earthquake Zones Map below.

ATTENTION: Even if you are in an area where the earthquake risk is considered low, it is possible to be affected by a strong earthquake in neighboring areas. In fact, the August 17, 1999 İzmit Gulf earthquake caused the collapse of many buildings and the deaths of many citizens in Avclar, approximately 110 km from the earthquake epicenter.

In the February 6, 2023 Pazarcık/Kahramanmaraş earthquake, there was loss of life and property in a very wide area.

(\*) The Richter scale is logarithmic. For example, an earthquake with a magnitude of 8 is not twice as large as an earthquake with a magnitude of 4, but 10,000 times larger, and the amount of energy it releases is 810,000 times greater.



<b>Magnitude</b>	<b>Effects of Earthquake</b>	<b>HOW MANY TIMES A YEAR ON AVERAGE</b>
1.0 – 3.0	Not felt, recorded by seismograph	3.000.000
3.1 – 4.0	Often felt. Very little damage	50.000
4.1 – 6.0	Damage to buildings and other structures	15.000
6.1 – 6.9	Major damage in densely populated areas	120
7.0 – 7.9	Severe earthquake. Serious damage.	20
Greater than 8.0	Very strong earthquake. A settlement can be completely destroyed.	1

#### **THINGS TO DO BEFORE AN EARTHQUAKE**

\*Talk to your family and friends about the possibility of an earthquake and inform them. Being informed reduces fear and prevents panic.

\*Make an emergency plan for what you can do before, during and after an earthquake.

\*If an earthquake occurs while you are apart from your loved ones, determine where and how you will meet.

\*Get to know your living spaces. Have your building checked to see if it is built in accordance with scientific principles and current regulations.

\*Remember, it is not the earthquake that causes loss of life and property, but the non-earthquake-resistant buildings.

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AND PRECAUTIONS BOOKLET EARTHQUAKE**

\*Learn where you can get services (health, shelter, security, etc.) after a disaster in your neighborhood.

\*Earthquakes shake buildings with a force you would never imagine, causing things to topple over and shift. Secure tall, heavy objects in your home to the walls. Identify objects that could cause injury or death if they fall, and take precautions.

\*Secure the stove, oven, heaters and chimney pipes (if any) against fire and gas poisoning.

\*Insure your home, workplace, belongings, yourself and your family to cover possible losses.

\*Ensure that no structural alterations have been made to your building (e.g., columns, beams).

\*We recommend that you seek technical support to select the correct fixing material.

**WHAT TO DO DURING AN EARTHQUAKE**

\*Try to stay calm during an earthquake and help those around you stay calm as well. Remember, it is easier for people who are not prepared and informed to panic.

\*Do not move as much as possible and do not try to change places.

\*If your building is built in accordance with scientific principles and current regulations and if your furniture is fixed to the walls, find a sturdy object whose center of gravity is close to the ground, and follow the DROP-COVER-HOLD ON protocol. Lie on your side, pull your feet up to your stomach, protect your head with your upper hand, and hold on to the object you are lying next to with your lower hand.

\*You can also do this under an object that you think will protect against objects that may fall from above.

\*If you are outside during an earthquake, try to stay away from buildings, overpasses, bridges, etc., poles, trees, power lines. These may collapse, topple over, or pieces may fall down.

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AND PRECAUTIONS BOOKLET EARTHQUAKE**

\*If you are in a wheelchair and it is difficult for you to DROP-COVER-HOLD ON, lock the wheels of your chair in a suitable place, make yourself smaller and try to protect your head and neck with your arms.

**DROP, COVER, HOLD ON!**

**WHAT TO DO AFTER AN EARTHQUAKE**

\*If you have not prepared an emergency kit before, put the items on the emergency supplies list you have prepared in a bag and take it with you when you leave the house.

\*When leaving your building, if there is no natural gas leakage; first turn off the natural gas valve, then the fuse box and finally the water valve. If there is a natural gas leakage, do not touch the electrical switches or the fuse box; if the electrical switches are on, they should remain on, if they are off, they should remain off. Do not use spark-producing tools, matches or lighters for lighting purposes. Do not smoke.

\*Aftershocks are normal. When you feel aftershocks, DROP-COVER-HOLD ON.

\*Stay away from damaged buildings. Do not enter buildings until authorities say there is no danger.

\*Do not use the telephone except for vital situations, do not keep the lines busy. Do not share unverified information on social media.

\*After the authorities give permission, have the natural gas and electrical systems checked by experts before entering your building.

\*Take photos of your building when conditions are suitable to make it easier to identify the damage.

When leaving your building, turn these off in order.

- 1) Gas
- 2) Electricity
- 3) Water

## FIRE

### PRECAUTIONS AGAINST FIRE

\*A fire is an uncontrolled combustion event. It is a phenomenon that occurs as a result of a chemical reaction between matter, heat, and oxygen. For combustion to begin, three elements must be present together: a flammable substance, a sufficient amount of oxygen, and heat."

To extinguish a fire, one of the components of the fire triangle must be removed.

\*Even materials that would never be considered flammable can cause major fires (vegetable oils, margarine, flour, etc.).

\*Do not light a fire in places where it is prohibited, even if there is no visible danger. Do not smoke in prohibited areas.

\*In areas where smoking is allowed, make sure to put out your finished cigarette and throw the butt in containers or boxes designed for this purpose, not on the ground or in the trash.

\*Use heat sources such as campfires, stoves, ovens, etc. with caution, and do not leave them without making sure they are extinguished.

\*Prevent children from accessing flammable materials and fire starters such as matches and lighters. Be careful not to leave children, the elderly, and people with severe disabilities who are dependent on the help of others alone with heat sources.

\*Find out if the electrical installation of the building you are in meets the standards. Get professional service on this matter.

\*Do not connect more appliances to power strips than the manufacturer specifies, and do not add multiple power strips together to draw more power than the appliances can handle.

\*Be sure to use all electrical appliances, especially those that produce heat, such as electric stoves, electric grills, toasters, hair dryers, irons, and soldering irons, as directed by the manufacturer. Make it a habit to turn them off and unplug them after use.



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AND PRECAUTIONS BOOKLET EARTHQUAKE**

\*Instead of putting electronic devices on "standby", turn them off completely (if your device doesn't have this option, you can use a switched outlet).

\*If you suspect a natural gas leak, do not try to detect the leak with fire starters such as matches, lighters, etc. Do not try to turn electrical appliances and lights on or off, as this may cause sparks. Immediately turn off the natural gas valve, open windows and doors for ventilation, leave the area where the leak is likely to occur and report the situation to the 187 Natural Gas Reporting Line by phone. If there is a possibility of fire, call the fire department at 112.

\*If you suspect an LPG leak, do not try to detect it with fire starters such as matches, lighters, etc. Do not try to turn electrical appliances and lights on or off, as this may cause sparks. Immediately turn off the LPG source, open windows and doors to ventilate, and leave the area where the leak is likely to occur. Do not use LPG in places such as basements that do not have ventilation. If there is a risk of fire, call the fire department at 112.

**Fire Temperatures in relation to Time**

5 minutes later	555 °C
10 minutes later	660 °C
15 minutes later	720 °C
30 minutes later	820 °C
60 minutes later	927 °C

**Tolerance time for the Human Body and Respiratory System**

65 °C	1-2 hours
120 °C	15 minutes
143 °C	5 minutes
177 °C	1 minute

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AND PRECAUTIONS BOOKLET EARTHQUAKE**

\*Always keep a fire extinguisher that complies with regulations in your home, workplace and vehicle.

\*In places where LPG and natural gas are used, be sure to have a gas detector in case of leaks.

\*Install heat and smoke detectors (fire alarms). Check that they are working at least once a month.

\*We recommend that hearing impaired individuals obtain a visual and/or vibrating alarm.

\*Insure your home, workplace, belongings, yourself and your family to cover possible losses.

\*Make it a habit to learn the location of emergency exits in your building. Plan your escape route in your home and workplace in advance. Inform your family, especially your children. Have drills regularly.

**DON'T FORGET!**

\*Not every fire can be fought with water. INTERVENTION WITH WATER MAY CAUSE MORE DAMAGE TO MATERIALS SUCH AS OIL. Use an extinguisher appropriate to the fire class.

Get basic fire training.

Fire Class	Flammable/Combustible Material	Extinguishing Principle	Extinguishing Agents
A	Paper, wood, textiles or similar fabrics	Cooling	Extinguishers with water, water-based substances, and dry chemical powder
B	Flammable Liquids, Liquefied Solids	Smothering	Extinguishers with sand, dirt,

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AND PRECAUTIONS BOOKLET EARTHQUAKE**

			foam, carbohydrate and dry chemical powder
C	Gases and Liquefied Gases	Starvation: the removal of fuel from the scene of fire	The gas valve must be turned off, and it should be extinguished according to the type of fire it has ignited.
D	Metals	Chemical flame inhibition	Chemical extinguishing agent suitable for burning metal should be used.

**HOW TO USE A FIRE EXTINGUISHER**

- \*Prepare the device. If you're outside, always have the wind behind your back.
- \*Aim the nozzle towards the base of the fire from a safe distance away (min. 3 m, max. 5 m)
- \*First extinguish the flames closest to you before aiming further.
- \*Do not leave until the fire is completely extinguished.

## WHAT TO DO IN CASE OF A FIRE

- \*If there is a fire alarm, immediately activate it. If there is no fire alarm, inform your surroundings by shouting.
- \*Evacuate the premises.
- \*Once you're safely out, call the fire emergency service at 112.
- \*If the fire has just started and is large enough for one person to fight, you can try to extinguish it using a fire extinguisher suitable for its class (if you have basic fire training). Remember that a fire that appears to be out can start again if it is not cooled sufficiently.
- \*Do not take risks to extinguish a fire that is out of control; evacuate with everyone else in the building.
- \*If your clothing catches fire, shout for help and follow the "Stop, Drop and Roll" rule.
- \*Crawl or kneel in smoky areas. If possible, cover your mouth with a wet cloth. This way, you will be less affected by the smoke and heat accumulating on the ceiling.
- \*Never use elevators.
- \*Never open windows in the area you are in, do not break glass! INCREASING THE AMOUNT OF OXYGEN INSIDE MAY CAUSE THE FIRE TO GROW FASTER AND SPREAD TO OTHER AREAS.
- \*Close all the doors behind you when you leave, but do not lock them.
- \*Before opening a closed door, check the temperature by running the back of your hand from BOTTOM TO UP. If the door you are checking is not hot, open the door and continue evacuating. Move forward in smoky areas by crawling or kneeling. This way, you will be much less affected by the smoke and heat accumulated on the ceiling.
- \*If the door you are checking is hot, never open it. Try to establish an alternate route. If this is not possible, wet a blanket or similar object in the room farthest from the fire to prevent smoke and hot air from entering, then block the bottom of the door and try to close the other gaps if possible.

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AND PRECAUTIONS BOOKLET EARTHQUAKE**

Stay close to the window. If you have to, you can try to get some air by opening the window slightly (an inch). Never break the windows. Show your location to those outside by waving a piece of cloth in a color that can be easily noticed.

\*After leaving the building, count the people who have evacuated, if there are people whose health is in danger, notify the emergency health service (112). If there are people left in the building, try to determine their identity and location by getting information from other people. Be sure to share this information with the fire department.

\*When the fire brigade arrives, inform the officers about the origin and the cause of the fire, the materials in the building, the people, etc.

**WHAT TO DO AFTER A FIRE**

\*Have your installations and building structurally inspected.

\*Initiate insurance transactions.

## FLOOD

### PRECAUTIONS AGAINST FLOODS

- \*If you live in an area at risk of flooding, keep an eye on weather information and warnings.
- \*Don't forget to include what to do before, during and after the flood in the "Emergency Plan" you have prepared for your family and business.
- \*Place your electrical appliances and valuables (including documents such as title deeds, insurance policies, passports, etc.) in places where they will not be affected by the rising water.
- \*Keep drinking water in clean and closed containers.
- \*Make sure to prepare a list of emergency supplies. If you have not prepared an emergency kit before, do not forget to put the items on the list in a bag and take them with you when you leave the house.
- \*If you live in a flood zone, obtain sandbags to place in areas where water may enter your building.
- \*Insure your home, workplace, belongings, yourself and your family to cover possible losses.
- \*Water above the ankles is strong enough to drag a person, while water at the level of the vehicle's wheels is strong enough to drag a vehicle.

### WHAT TO DO DURING A FLOOD

- \*If you are warned early enough that flooding is possible, use sandbags to reinforce areas where water can enter, such as doors and windows.
- \*If there is a possibility of water entering the building, turn off the electricity immediately and go to the upper floors where the water cannot reach.
- \*If there is a fire or a situation that threatens the structure, evacuate the building immediately.
- \*If you are outdoors during a flood, immediately move to higher ground where the water cannot reach.

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AND PRECAUTIONS BOOKLET EARTHQUAKE**

- \*Do not attempt to walk or swim in flood waters. Even if the waters appear low and calm, you may be harmed by an obstacle on the ground, a sharp object, or fall into a ditch.
- \*Be aware that during floods, the pressure of water can cause manhole covers and grates to be dislodged.
- \*Do not drive in flood waters; you may not be able to see obstacles or potholes even if the water level is very low.
- \*Stay away from bridges over fast-flowing water.

**If You Fall into Flood Water or a Stream, or If You Need to Help Someone Who Has Fallen;**

- \*Do not try to swim against the current—move diagonally toward shore if possible.
- \*Try to float on your back with your feet pointing downstream (to protect against obstacles) and use your hands to balance yourself.
- \*If you encounter an object that will pull you underwater or if you find a place where you can pull yourself out of the flood water, start swimming with your head down.
- \*Try to help people in the water to the shore with ropes, sticks, branches or floating materials that you have tied to a rope. Never go into the water!

**WHAT TO DO AFTER A FLOOD**

- \*Put the emergency supplies you have prepared in advance in a bag and take them with you when you leave your building.
- \*If you do not have bottled drinking water, boil the drinking water for at least 10 minutes before using it.

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AND PRECAUTIONS BOOKLET EARTHQUAKE**

\*When leaving your building, if there is no natural gas leakage; first turn off the natural gas valve, then the electric switch and finally the water valve. If there is a natural gas leakage, do not touch the electrical switches or the fuse box; if the electrical switches are on, they should remain on, if they are off, they should remain off. Do not use spark-producing tools, matches and lighters for lighting purposes.

\*Do not use any vehicles unless in an emergency.

\*Do not use telephones except for vital situations; do not keep the lines busy. Do not share unverified information on social media.



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**ARE YOU READY FOR EMERGENCIES?**

Question	Yes	No
Have you held a family emergency meeting?		
Have you identified unsafe areas in every room of your home?		
Do you have enough food supplies for at least 72 hours post-disaster?		
Have you received first aid training?		
Do you have a first aid kit?		
Do you have a fire extinguisher at home?		
Do all family members know where and how to shut off water, electricity, and gas?		
Have you sent copies of important records to relatives outside your region?		
Have you discussed fire procedures with your family and practiced them?		
Do you have a place to stay outside your area in case of disaster?		
Have you designated someone to check on your status and health post-disaster?		
Does your child's school have a disaster plan? Do your children know what to do?		
Have you insured your home, car, and workplace?		
Do you keep a flashlight and slippers next to your bed?		
Have you identified all exit routes at home and in the building?		
Do household members know how to use a fire extinguisher?		
Have you prepared a disaster information card?		
Do you have a post-disaster family meeting plan?		



**NOTES**