

## THE DELIVERY PROCESS OF STUDENTS IN CASE OF AN EARTHQUAKE DURING SCHOOL HOURS

After a disaster, especially an earthquake, the length of stay of our students at our School will vary depending on the magnitude and severity of the disaster. Student delivery time, process and conditions will be determined by the school administration based on the emergency and disaster conditions, with the necessary information from the official authorities.

The school administration will share its decisions with parents through various communication channels, considering the safety of our students. It is important for parents to remain calm and follow the information that the School will send via e-mail, SMS and similar channels. However, in case of no communication, all students will wait safely in the assembly areas reserved for their schools, accompanied by their teachers, and all their basic needs such as food and shelter will be met.

The delivery process of our students to their parents in case of a possible earthquake can be summarized as follows:

1. The campus gates will be closed to protect our students safely on our campus and to prevent a possible stampede. Parents should not try to enter the campus and should wait near the door where the student will be handed over.
2. In case of an earthquake, the parents should follow notification messages about the time of exit from school sent by the School via e-mail and SMS.
3. Unless the Ministry of National Education and/or the Governorship of Istanbul announces a recess in education and a negative decision to release students from school to their homes, school dismissals will continue at the usual time and in the normal process for each student. The school will inform the parents via e-mail and SMS. Our students will wait in the assembly area with their teachers until the time of exit.
4. In case the Ministry of National Education and/or the Governorship of Istanbul decides to suspend education and release students from school to their homes, all students will be kept in the assembly areas at the school, and students at all levels, including high school students who **normally use the shuttle service and have permission to leave alone**, will **only** be delivered to the **designated adults** previously updated and specified by the parents in the HisarNet Emergency and Disaster Information section.
5. Since students cannot leave the school on their own, **all students**, including high school students, will be handed over to their parents at the security gates after the "*Student Delivery Report*" is signed.
6. **Only** the specified exit doors will be used for the delivery of students.

### Doors to Hand Over Students:

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|-------------------|------------------------------------|
| → Preschool:      | Door A (Main Security Door)        |
| → Primary School: | Door A (Main Security Door)        |
| → Middle School:  | Door B (Archetype Door)            |
| → High school:    | Door C (Door of Shelter Tent Area) |

7. In the process of delivery of students at exit doors:

- Preschool: Deputy Headmaster and assistant teachers and the Student Affairs officer will deliver students to their parents at Exit A.
- Primary School: Deputy Headmaster and teachers will deliver students to their parents at Exit A.
- Middle School: Deputy Headmaster and/or the Student Affairs officer will deliver students to their parents at Exit B.
- High School: Deputy Headmaster and/or the Student Affairs officer will deliver students to their parents at Exit C.

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