

1. OBJECTIVE:

The purpose of this procedure is to prevent any emergencies or undesired incidents, to minimize the negative effects and harms that people, the environment and the material will suffer when an emergency occurs or to save them from harm within the framework of the IMS policy. The methods to be followed for determining the methods for controlling emergency situations are also defined in this procedure.

2. SCOPE:

This procedure covers the emergencies of all activities, products and services in the head office and production facilities of AYDEM YENİLENEBİLİR ENERJİ A.Ş.

The contractors/ suppliers, visitors and trainees working within the boundaries of AYDEM YENİLENEBİLİR ENERJİ A.Ş and its affiliates are also covered by this procedure.

3. RESPONSIBILITIES:

General Manager, Operations Director, OHS, Environment and IMS Manager, Human Resources Department, Plant Supervisors, Occupational Physician, OHS Specialist, Employee Representatives and all employees are responsible for the implementation of this procedure.

4. ABBREVIATIONS:

- **ISG:** Occupational Health and Safety
- **AD:** Emergency

5. DEFINITIONS:

- **Emergency (Situation):** Events that require urgent response, first aid or evacuation, such as fire, explosion, leakage of hazardous chemical substances, natural disasters that may occur in all or part of the workplace,
- **Emergency Plan:** It is dynamic process related to prevent the emergency and/or to coming through with minimum damage by systematically addressing the hazards found after identifying emergencies, taking preventive and restrictive measures to prevent their negative effects, determining the persons to be appointed, establishing emergency response and evacuation methods, documentation, drills, renewal of the emergency plan and risk analyzes;
- Training and exercise,
- Control of tools and equipment,
- Coordination of works,

- Emergency communication,

Ant it includes plans to protect the environment and the workplace.

- **Emergency Team:** It is the team that provides evacuation of those present in the workplace in case of fire, earthquake and similar disasters; makes the first response to the event, participates in search-rescue and extinguishing works and applies first aid when necessary.
- **Assembly Point :** It refers to the place determined or a shelter at a distance where employees will not be affected by the negative results of emergencies.
- **Occupational Accident:** It is an event that happens in the workplace or results from the work, causing death or making body integrity mentally or physically disabled.
- **Environment:** Ecologically, it is the environment where living and inanimate elements are found in nature and their mutual relations take place.
- **Environmental Pollution:** All kinds of negative effects occurring in the natural environment and that can disrupt the health, environmental values and ecological balance of living creatures.
- **Prevention of Pollution:** The use of processes, applications, techniques, materials, products, services or energy to prevent, reduce or control the formation, emission or discharge (separately or together) of any type of pollutant or waste, in order to reduce negative environmental impacts.

6. IMPLEMENTATION:

6.1. Roles and Responsibilities

6.1.1. Employees

Acil durumlara ilişkin önleyici ve sınırlandırıcı tedbirleri almakla ve verilen görevi yapmakla yükümlüdürler. Ayrıca; They are obliged to take preventive and restrictive measures related to emergencies and to perform the assigned duties and also;

- To be always ready for emergencies,
- To know the emergency organization,
- To know emergency exits, roads, corridors, gates and assembly areas,
- To assist the staff and act in accordance with the instructions given,
- Not to endanger the life safety of himself and anyone else,
- To protect the plant safety,
- To notify the emergency leader or security when an unusual situation is observed,
- To assist the staff and act in accordance with the instructions given,
- To inform and assist the emergency teams coming from outside,
- To protect all employees and people from the negative effects of emergencies,

- To inform the suppliers, customers and visitors at the workplace about emergencies.

6.1.2. Employees of Sub-contractors : They are obliged to take preventive and restrictive measures related to emergencies and to perform the assigned duties.

6.1.3. Visitors : They are responsible for complying with the directives of the staff on duty in possible emergencies and going to the assembly point.

6.2. Basic Principles

Basic principle at AYDEM YENİLENEBİLİR ENERJİ A.Ş., is to be able to see emergency situations beforehand, to develop preventive activities and to be able to get out of these situations with the least damage.

The overall objectives of the emergency plans are:

- To control events and developments in order to minimize the effects after the accident and limit the damage to people, the environment and the material.
- To identify and implement the necessary measures to protect people and the environment from the effects of major accidents.
- To convey necessary information in time to the public, emergency services or relevant authorities in the region.
- To ensure the restoration and cleaning of the environment after a major accident.
- In regions with limited emergency vehicles and equipment and manpower, to undertake initiatives to ensure mutual assistance with neighboring organizations in the event of a major accident.

Accordingly, **Emergency Plan (IGS.FRM.029)** and **Emergency Telephone(Contact) List (IGS.FRM.032)** in the Head Office within the OHS, Environment and IMS Department; in plants, it is prepared by the relevant Emergency Leader. Emergency Teams are trained and planned drills are carried out.

All emergencies and accidents encountered are recorded. The work to be performed when an occupational accident occurs is managed according to the **"Occupational Accident and Incident Reporting Procedure (IGS.PRS.004)"**.

ISH Employee Representative is responsible for notifying the Department Manager of any environmental accidents or near-miss incidents encountered at the work sites of AYDEM YENİLENEBİLİR ENERJİ A.Ş. If necessary, emergency response teams are notified. The plant supervisor informs the Environmental Relations Manager.

If the manager of the department where the incident happened cannot be contacted, the Environmental Relations Relations Manager is informed directly.

Environmental Relations Manager records the accidents and emergencies in the **"Environmental Accident Form (CVR.FRM.005)"**. If necessary, s/he initiates the **"Corrective Action Procedure (KYS.PRS.003)"** for the measures to be taken to determine the causes of the emergency and prevent recurrence thereof.

6.3. Emergency Crisis Management

There is a crisis management that manages the emergencies that may occur in the headoffice and all plants of AYDEM YENİLENEBİLİR ENERJİ A.Ş. The duties of the Board in general are to establish the emergency organization and to lead by providing all necessary resources, including the personnel involved in the emergency organization.

Emergency crisis management consists of the following people

- **Chairman; General Manager**

Role: Management of all emergencies and communication with the Board of Directors of AYDEM YENİLENEBİLİR ENERJİ A.Ş.

- **Vice Chairman; Operations Director**

Role: Communication of Emergency Crisis Management with all plants, management of preventive actions, implementation of emergency plans

- **Member; OSH, Environment and IMS Manager**

Role: Supervision of preventive actions, supporting the entire emergency management process in Head office and plants, conformity control and supervision of emergency plans.

- **Member; HES Plants Manager**

Role: Managing the emergency process and transferring the information to the Emergency Crisis Management in the plant s/he responsible for.

- **Member; RES, JES, LFG Plants Manager**

Role: Managing the emergency process and transferring the information to the Emergency Crisis Management in the plant s/he responsible for.

- **Member; Legal Consultancy**

Role: Defending the rights of the company in disputes that may arise in emergency situations.

- **Member; Corporate Communications Manager**

Role : Communication with the national and local press.

- **Member; Purchasing Manager**

Role : Supplying required materials.

- **Head Office:** OHS, Environment and IMS Department monitors the establishment and operation of the organization. The OHS, Environment and IMS Manager is appointed as the Emergency Leader. Emergency plans are prepared by the OHS, Environment and IMS Department.

The Emergency Plan in the Head Office is updated every 4 years.

- **Plants:** Plant Supervisor is appointed as the Emergency Leader. Plant Supervisor is responsible for preparing emergency plans.

A team can be established jointly between shift technicians and security personnel in plants with fewer employees.

The Emergency Leader provides the coordination with the contractor companies working in the plant.

Drills, trainings are planned and held jointly.

Emergency Plan in plants is updated every 2 years.

6.4. Emergency Plans

6.4.1. Regarding the emergency in the head office and plants, establishing Emergency Teams, planning the necessary training and drills related to the emergency, coordinating the works, providing emergency communication (including informing the people living in the neighbourhood), evacuation of the staff, first aid and health services, protecting environment and plant, stopping dangerous processes, eliminating the factors that can accelerate the emergency are all prepared by a team of employees under the coordination and leadership of Emergency Leaders in head offices and plants. Emergency situations are determined as a result of the risk assessment by this team, and the measures are developed within the scope of specific needs and conditions based on the results.

6.4.2. While preparing Emergency Plans, past events and accidents and current or potential effects are taken into account.

Emergency plans are put into practice by following the steps below;

- An emergency team is formed.
- Necessary trainings are planned.
- Action drills are planned.
- A drill is held and a drill report is issued.

6.4.3. Emergency Plans are made every 4 years in head office every 2 years in Plants. OSH risk analyzes are updated according to the "**Occupational Health and Safety Risk Assessment Procedure (ISG.PRS.003)**" and environmental aspects impact analysis are updated according to "**Environmental Impact Assessment Procedure (CVR.PRS.001)**".

6.4.4. Emergency plans are accessible by all employees. In addition, it is announced to all employees through announcements, bulletin boards, meetings and training

Emergency plans include the following topics and **Emergency Plan (ISG.FRM.029)**

- Objective
- Description of the facility
- Location and Physical Infrastructure of the facility
- Facility Organization
- (RD result) Possible Emergencies

- Emergency Crisis Management
- emergency Teams
- Task of Emergency Teams
- E Assembly Point
- E Communication List
- E Action Plans
- E Measures
- E Equipment
- Fire Detection
- Fire Warning and Alarm
- Fire Cabinets
- Fire Hydrants
- Fire Extinguishers
- Emergency Lighting
- Emergency Markings
- Search/Rescue Materials
- Emergency Food/Drinks
- First-aid Materials
- Emergency Communication Materials
- E Evacuation Plans
- Training
- Drills
- Review

6.5. Emergency Teams

6.5.1. Emergency Leader; OHS, Environment and IMS Manager in the head office and Plant Supervisors in the plants; Emergency Leaders can define one of their employees as their assistants.

Duties of the Emergency Leader;

- To establish an emergency organization at his/her location.
- To prepare/coordinate the Emergency Plans.
- To provide training of the personnel involved in the emergency organization about their duties and to conduct drills at certain periods.
- To determine the emergency measures to be taken.
- To complete the necessary materials and equipment.

- To ensure that they are active at all times by controlling the Emergency Response Teams and materials.
- To gather crisis management in emergency situations and to manage the organization to eliminate the problems.
- To coordinate external aid, combine it with the facilities of the plant, and ensure effective response.
- To coordinate with relevant government departments and community groups that may be affected.
- To create detailed reports on post-emergency events and developments and present them to senior management.
- To make and follow up external reports that are required after emergencies.

6.6. First-aid Team

- Responsible for making the first response to ensure that the injured survives until the professional teams arrive in an emergency.
- Responsible for preventing other workers from damaging the injured in an emergency.
- Responsible for providing accurate and clear information about the injured to the 112 Emergency Call Center.
- Responsible for having first aid supplies ready before the emergency.
- Responsible for updating the first aid materials and equipment in the headoffice and plants with the First Aid Materials Control Form (IGS.FRM.037) every 6 months.

6.6.1. Fire Fighting Team

A member of fire fighting team, who is in different position in the plant but have a different role in the fire and rescue incidents that may occur, take part in the response team until the professional teams arrive, have a good knowledge of the plant and have the necessary health conditions for fire response.

Duties of the Team:

- First of all, to take the necessary precautions and follow-up continuously in order to prevent fire in the are s/he is responsible for.
- To establish and monitor security corridors so that the fire truck can pass.
- To make the first intervention by using the existing fire extinguishing material, equipment and devices at the fire place in the best and timely manner.
- When the fire trucks arrive at the scene, they fulfill the fire brigadier's orders and directives.
- After the fire is extinguished, to stay in the fire place until a second order to check whether the fire has started to operate again

6.6.2. Search&Rescue and Evacuation Team

- Employees move to the Emergency Assembly Point (without running, walking, designated beforehand) with the visitors on the site after taking the first measures in their location.

- The name and surname of the employees and visitors arriving at the meeting point are read out in the current list, and they are promptly checked. Search-rescue activity is carried out by determining the people who are not there, starting from the duty area of the people.
- It tries to reach the employees and visitors affected by the emergency without jeopardizing their life safety.
- It is responsible for directing the traffic and the entrance and exit of the facility in an emergency.
- It moves the living beings they have rescued to the intervention area and provides the first aid. In emergency situations, they try to save the living beings, and then, in cases such as fire, natural disaster, etc., they carry the documents, files and other items to the non-hazardous parts of the building.

6.6.3. Environment Team

- To prevent the contamination from harmful substances spilled,
- To enclose harmful materials with suitable barriers to avoid mixing with other materials or water,
- If harmful substances are mixed into rain or water channels, the channel is closed and collected in suitable containers and taken to the liquid waste collection area,
- To open the area for use after the contaminated area is completely cleaned,
- To store the contaminated materials in a separate place and send them to the licensed companies,
- It is responsible for acting in accordance with the instructions received from the Emergency leader.

6.7. Emergency Trainings

Emergency Teams are given training on their tasks and equipment. Every year, occupational safety specialists working in the head office and plants are given refreshing training related to emergencies.

In addition, information training on emergencies is given to newly hired staff and visitors. In principle, when establishing work shifts; attention should be paid to keep at least one person in each shift with the qualifications and training to take part in an emergency.

The employees will be provided training about the following and they will perform drills;

- The employees working with dangerous and harmful, flammable and explosive materials about the effects of these substances on safety, security and human and environmental health,
- The fire fighting teams about checking firefighting measures, and bringing fires under control and actions against fire,
- The first aid staff and rescue personnel about supplying and controlling the necessary material for uninterrupted services, to save lives in case of injury or illness,

- The employees in charge of waste management about waste should not cause an emergency and undesired situation in the plant and bringing the situation under control when an undesirable situation arises.

6.8. Emergency Communication

The list including all the phone numbers and contacts that will be needed in case of emergency is displayed in the appropriate places. The up-to-datedness of the information in the list is provided by the Human Resources at the Head Office; and by Emergency Leader in the relevant plants.

In case of a potential emergency (fire, flood, attacks/sabotage, etc.) in the head office and plants, the closest person will press the alarm button and call for help by phone or radio if there is no button.

6.9. First Aid and Rescue Equipment (Emergency Equipment)

First aid points where medicine cabinets are located are specified in certain points in the head office and the plants. The responsibility of controlling these medicine cabinets is of the employees or occupational physicians assigned by the Emergency Leader.

First aid points are shown in "*Emergency Plan (ISG.FRM.029)*"

6.10. Emergency Situations

6.10.1. In case of fire

The first person to see the fire notifies the department's Firefighting Team and/or security. It warns everybody around. The member of the Firefighting Team carries out the first response. If he does not engage in the Emergency Organization, he leaves the field and goes to the assembly point.

If the fire cannot be controlled by the intervention of the Emergency Teams, the emergency leader requests external support.

6.10.2. In case of an earthquake

In case of an Earthquake / Explosion, power is turned off and gas valves are turned off, if any.

If there is any damage and injured during the Earthquake / Explosion, first the injured are rescued.

Dangerous situations that may be arise are prevented

6.10.3. In case of floods

Materials that may be affected by flooding are immediately removed from the field.

If the affected materials can affect the environment, necessary communication is provided with the relevant places.

Necessary measures are taken to prevent dangerous and harmful substances from being exposed to flood.

6.10.4. In case of spill/leakage

When any liquid/powder is spilled, it is enclosed and collected to prevent it from spreading to the environment. Operations are carried out according to "*Waste Instruction (CVR.TLM.001)*".

If flammable/sparkling liquids are spilled, the relevant area is isolated from the fire against fire risk.

6.10.5. In other emergencies

In cases such as terrorist attack, sabotage, public events, demonstrations, traffic accident, the damaged area is evacuated. It is closed with safety straps. Entry-exit is taken under control by the Search, Rescue and Evacuation team. Official authorities are informed and support is required if necessary. Dangerous situations that may arise are prevented.

Generally, Emergency Situations are defined within the framework of the risk analysis results of the relevant plants and detailed in the Emergency Plans.

6.11. Alarms and Drills

The drills are carried out by preparing scenarios in accordance with the emergency plans. Once a year, the action drill is carried out to ensure that the implementation steps of the prepared emergency plan is followed regularly.

The drill method and post-drill evaluations are recorded with the ***“Drill Action Plan and Report (IGS.FRM.027)”***.

As a result of the drills carried out, the emergency plans are revised according to the problematic aspects and experiences gained, and recorded in the ***“Corrective Action Form (KYS.FRM.003)”***.

“Drill Action Plan and Report (IGS.FRM.027)” should include the following topics.

- Purpose and Target of the Exercise
- Event Detection (Drill Scenario)
- Distribution of Tasks (Things to be done in Drills Scenarios)
- Training
- Preparation for the Drill
- Application of the Drill
- Review and Actions To Be Taken

6.12. Things to do after an Emergency

After controlling the effects of the emergency / completely returning the situation or completing the exercise;

- Occurrence of the emergency,
- How emergency plans are implemented
- The effectiveness of the plans
- A report containing the deficiencies and other measures to be taken is prepared by the Emergency Leader and submitted to the relevant department.

As a result of the drills carried out, the emergency plans are revised according to the disrupted aspects and experiences gained, and necessary corrections are made.

These revisions are communicated to the IMS Manager and published.

7. REFERENCE DOCUMENTS:

İSG.FRM.029_Emergency Plan

İSG.PRS.003_OSH Risk Assessment Procedure

İSG.PRS.004_Occupational Health and Incident Report Form

İSG.FRM.027_Drill Action Plan and Report

KYS.FRM.003_Corrective Action Form

CVR.PRS.001_Environmental Impact Assessment Procedure

CVR.PRS.002_General Environment Procedure

İSG.FRM.032_Emergency Contact List

CVR.FRM.005_Environmental Accident Notification Form

CVR.TLM.001_Waste Instruction

8. REFERENCES:

Regulation on Emergencies in Workplaces

ISO 45001 Standard