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NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY RECTORATE

TASK DIRECTORY FOR CHEMICAL, BIOLOGICAL, RADIOLOGICAL AND NUCLEAR THREATS

PART ONE

Purpose, Scope, Legal Basis, Definitions and Abbreviations

Purpose

ARTICLE 1- (1) The purpose of this directory is to define the tasks and responsibilities against chemical, biological, radiological and nuclear threats and dangers that might affect the units affiliated with Nevşehir Hacı Bektaş Veli, and is to enable taking the necessary that will serve to protect the health of university students and personnel and environment, to decrease death toll and property damage to a minimum before, during and after the danger.

Scope

ARTICLE 2- (1) This directory covers the principles of planning and preparations necessary before the threat and those who are responsible for these, the coordination and cooperation regarding emergency interventions and recovery process needed during and after the threat.

Legal Basis

ARTICLE 3- (1) This directory is based on 2547 numbered Higher Education Law, and the 12. Article of the Task Regulation for Chemical, Biological, Radiological and Nuclear Dangers, released in the Official Gazette on 03.05.2012 and with 28281 number.

Definitions and Abbreviations

ARTICLE 4- (1) The terms directory means;

- a) Emergency Teams: the teams conducting emergent interventions such as rescue, decontamination, fire department, paramedical intervention, first care services in the area,
- b) Unit Heads: High rank academic administrators of the academic units at the university, Rectorate, Faculty, Institute, School, Vocational School and Central Directorates such as Rector, Deans, Institute, Vocational School and Vocational School Directors,
- c) General Secretary: Nevşehir Hacı Bektaş Veli University General Secretary,
- ç) Ventilation and Acclimatization: Ventilation of the chemical substance vapor and appropriation of the heat to an optimum degree,
- d) Directorate of Administrative and Financial Bureau: Nevşehir Hacı Bektaş Veli University Directorate of Administrative and Financial Bureau,
- e) CBRN Risk Analysis: The analysis of a possible use or release of the weapons of mass destruction, CBRN battle substances and dangerous industrial substances and dangerous waste in the country or a part of the country,
- f) CBRN Risk: the degree of a possible danger to health or of the severity of the damage that might be caused by deliberate or undeliberate use of the weapons of mass destruction, CBRN battle substances and dangerous industrial substances and dangerous waste,

g) CBRN Threats and Dangers: Dangerous situations threatening human and environmental health when the necessary precautions during the research, production, processing, storage, transport, use and disposal of the weapons of mass destruction, CBRN battle substances and dangerous industrial substances and dangerous waste Petroleum contamination and pandemic diseases are not taken, the effects of mass destruction weapons, trafficking, terror and sabotage acts with these weapons,

ğ) CBRN Danger Management: Nevşehir Hacı Bektaş Veli University Chemical, Biological, Radiological and Nuclear Threat Management composed of a Vice-Rector as the chairman and appointed by the Rector or Vice-Rector, Faculty of Science and Literature Dean, Faculty of Engineering and Architecture Dean, Faculty of Health Sciences Dean, General Secretary, Coordinator of Occupational Health and Safety, Constructional Work and Technical Bureau Director, unit representative for Civil Defence and Safety,

h) CBRN: Chemical, biological, radiological and nuclear,

ı) Personnel Bureau: Nevşehir Hacı Bektaş Veli University Personnel Bureau,

i) Rectorate: Nevşehir Hacı Bektaş Veli University Rectorate,

j) Civil Defence Expertise: Nevşehir Hacı Bektaş Veli University Civil Defence and Safety Unit,

k) Directorate of Strategy Development: Nevşehir Hacı Bektaş Veli University Directorate of Strategy Development,

l) Dangerous Substance: Substances that were identified as dangerous in the Regulation for Classification, Packing and Labeling of the Dangerous Substances and Their Mixtures released in the Official Gazette on 26.12.2008 and with 27092 number,

m) University: Nevşehir Hacı Bektaş Veli University,

n) Directorate of Constructional Affairs and Technical Bureau: Nevşehir Hacı Bektaş Veli University, Directorate of Constructional Affairs and Technical Bureau,

PART TWO

Duties and Liabilities

Duty and liability

ARTICLE 5- (1) Rectorate, General Secretariat, Coordinatorship of Occupational Health and Safety, Directorate of Constructional Affairs and Technical Bureau, Directorate of Administration and Financial Bureau, Directorate of Strategy Development, Personnel Bureau, Civil Defence and Safety Unit, related Academic and Administrative Units are responsible for fulfilling the duties given to them towards the Rector. These units meet the demands and support asked from them without neglecting their primary duties and in a manner of collaboration.

(2) Duties and liabilities of the General Secretariat;

a) The General Secretary constructs a team named CBRN Threat Management Team composed of Faculty of Science and Literature Dean, Faculty of Engineering and Architecture Dean, Faculty of Health Sciences Dean, Coordinator of Occupational Health and Safety, Director of Constructional Work and Technical Bureau, unit representative for Civil Defence and Safety.

b) enables the coordination to acknowledge the CBRN Threat Management Team in case of the presence of any kinds of radioactive substance in the campus.

c) facilitates the coordination so that the Provincial Directorate of Environment and Urbanisation can collect all the chemical, biological, radiological and nuclear waste of the scientific research at the University.

ç) facilitates the coordination among the disaster and emergency management centres, public and private institutions, governor office, military units, civil society organisations in case a threat or danger affects the University in general.

d) have CBRN Threat Management prepare “Emergency Plan” for the dangerous substance risks as required in the Regulation for the Prevention of Big Industrial Accidents released in the Official Gazette on 18.8.2010 and with 27676 number.

e) takes the necessary precautions regarding the allocation of the budget that will be needed for the teams, measures and other actions as required in this directory.

f) coordinates the unit directorates in order the chemicals at the units to be kept under control.

g) monitors the educational activities in the educational curriculum for CBRN threats and dangers, protection.

ğ) within CBRN Threat Management knowledge, the secretary enables the training of emergency teams and special safety units against CBRN threats and dangers and their coordination and management in case of a threat.

h) in a collaboration with the Ministry of Health, the general secretary enables the communication for the care/treatment of the victims at the health institutions in or out of the city.

ı) have the teams of the Provincial Directorate of Environment and Urbanisation destroy the chemical and biological resources causing the threat, their waste and samples.

İ) have the teams of the Turkish Atomic Energy Presidency take the nuclear and radiological resources causing the threat, their waste and samples under control.

j) meets the temporary needs of accommodation and food resulting from evacuations.

(3) Duties and liabilities of the Coordinatorship of Occupational Health and Safety;

a) determines the precautions and actions against CBRN threats in coordination with Emergency Teams and related units and organisations,

b) participate in the works and practices about CBRN Risk analysis, and make recommendations to the CBRN Threat Management about health and safety precautions that are required to be taken as a result of the analysis.

c) make recommendations to the related units and institutions for doing the necessary measurements by evaluating the emergency situations beforehand that might affect student and personnel health and environment and taking workplaces, materials, work equipment and environmental conditions for CBRN threat into account, evaluates the measurement results and precautions.

ç) gives the necessary training for sanitation, along with the actions for the prevention of dissemination and immunisation in order to control the CBRN threats and dangers, gets the necessary examination done.

d) when necessary, have the students and personnel get vaccinated against CBRN threats and dangers; establishes first aid and ambulance service, emergent medical treatment teams against CBRN threats and dangers.

e) prepares "Emergency Plan" for CBRN threats and dangers by taking the results of risk analysis, fire, dissemination and explosion risk from dangerous chemical substances, first aid and evacuation possibilities, natural disaster possibilities, sabotage possibilities account.

f) prepares units and department plans that were prepared in the Emergency Plan and hang them on visible places.

g) Emergency Plans are renewed once every 6 years. Emergency Plans can be fully or partially renewed when there are changes which might influence the emergency situations in the units.

ğ) conducts drills at least once in three years in order to ensure the implementation of the emergency plan steps orderly and be sure about the feasibility of the plan. The organisation of the drill is done by the CBRN Threat Management and occupational health and safety professionals.

h) all the personnel should participate in the drill. The drill is inspected by the CBRN Threat Management and occupational health and safety professionals, and deficits are determined.

ı) determines protective and preventive measures and protective equipment against CBRN threats and dangers.

i) studies on the planning of the health and safety training against CBRN threats and dangers in accordance with the relevant legislation and proposes it to the CBRN Threat Management for confirmation, implements and controls it.

j) have the personnel trained by the CBRN experts and organisations. The trainings are renewed according to new risks, are recorded and repeated when needed.

(4) Civil Defence Expertise tasks and liabilities;

a) prepares posters and information adverts about CBRN,

b) conducts the secretariat of the CBN Council,

c) coordinates the correspondences about CBRN,

d) evaluates the warnings and notices about CBRN threats and dangers, and call the emergency team in duty with the directive of General Secretary,

e) specifies the technical properties of the CBRN equipment and other materials in accordance with the opinions of the relevant organisations; follows the technological developments and gives information support to the units in demand,

f) arranges general and special courses or seminars about CBRN, plans educations,

h) gives the necessary information to the relevant agencies about CBRN risk analysis.

(5) Directorate of Constructional Works and Technical Bureau tasks and liabilities;

a) sets the sensories, early warning and alarm systems and devices that can measure radiation doses and intensity and can detect chemical contamination at the units with CBRN risk laboratories, and communicates danger notices to the CBRN Threat Management,

b) takes emergency precautions such as setting showers and eye-showers at the appropriate places in CBRN risk laboratories,

c) helps the units affected by CBRN cases get back to work and does the necessary works to destroy the contaminating waste,

ç) identifies the affected and damaged areas in the danger area, and the safe areas, takes constructional precautions to prevent the dissemination of the contamination,

d) opens the closed and damaged roads within the University units,

e) takes necessary precautions as the ventilation and acclimatisation of the chemical storages and the areas of chemical substance use,

f) makes the necessary arrangements at the shelters and refuges at the University units,

g) sets and keeps activated the Communication, Warning and Alarm System and CBRN warning and report system that are necessary to announce threats to the University personnel and students,

(6) Protections and Safety Unit tasks and liabilities;

a) coordinates the works and procedures if the evacuation or discharge is needed for the areas that might be in danger zone in wind,

b) informs the General Secretary about the speculation, warning or intelligence of possible terror or sabotage acts using CBRN weapon and substances or the substances in this quality,

c) in cooperation with the security forces, makes the announcements and guidance to the university personnel and students in the evacuation and discharge areas, prevents panic and chaos, transports university personnel and students to the safe areas,

d) informs the security forces in case of a suspicious case regarding a package, box, envelope etc. even though the recipient is known.

(7) Directorate of Administrative and Financial Affairs tasks and liabilities;

a) determines and provides the necessary CBRN equipment and other materials,

b) has the transportation services provided when the university personnel and students need to be evacuated,

c) facilitates the coordination done for giving the necessary information about CBRN risk analysis reports to civil and military organisations,

ç) facilitates the coordination needed for the collection and destroy of the CBRN waste disposed from the scientific research made at the University units,

(8) Directorate of Strategy Development Bureau tasks and liabilities;

a) allocates the necessary budget to the expenditure unit for the purchase of devices and equipment,

b) takes the necessary precautions about budget in order to be ready for extraordinary situations,

(9) Directorate of the Personnel Bureau tasks and liabilities;

a) has the personnel get educational courses about CBRN,

b) does the necessary work to employ field experts if needed.

(10) Other units;

Academic and administrative units not specified in this directory participate in the precautions against CBRN threats and dangers and related works according to the demands of the relevant units.

These units take the necessary precautions against CBRN threats and dangers and inform the General Secretary for the needs they cannot meet.

PART THREE

Provision of Device, Equipment and Materials, Financial Clauses, Grants and Donations

Provision of Device, Equipment and Materials

ARTICLE 6- (1) The General Secretary determines and purchases the device, equipment and materials needed to fulfill the tasks defined in this directory.

Financial Clauses

ARTICLE 7- (1) A budget is reserved for the expenditures defined in this directory for all kinds of buildings, constructs, facilities and entities of the University and open areas in the campus. The budget that is reserved for the precautions against CBRN threats and dangers, and the planning and preparation works before the threat, and emergency interventions and recovery actions during and after the threat cannot be spent for any other purpose.

Grants and donations

ARTICLE 8- (1) The legislation that the University is affiliated with is applied in the donation of device, equipment and materials to be used in the CBRN services. In this frame, temporary or permanent import of all kinds of materials and equipment is conducted in accordance with the procedures and principles set in the 128, 131, and 167 articles of the Customs Law dated 27.10.1999 and numbered 4458.

PART FOUR

Miscellaneous and Final Clauses

Education and drills,

ARTICLE 9- (1) Educations against CBRN threats are done by the help of Provincial Directorate of Disasters and Emergency Situations organisation, in the drills knowledge and skills are improved.

Information and documents,

ARTICLE 10- (1) The University has to give all kinds of information and documents conducted in the frame of this directory and demanded on behalf of the Prime Ministry to the Directorate of Disasters and Emergency Situations Management.

Supervision,

ARTICLE 11- (1) The implementation of the articles in this directory are supervised as below;

a) All the constructs, buildings, laboratories, facilities, enterprises, and open areas are inspected with or without previous notice by a team composed of the Rector, or a Vice-Rector appointed by the Rectors as a chair, Faculty of the Science and Literature Dean, Faculty of Engineering and Architecture Dean, Faculty of Health Sciences Dean, General Secretary, Occupational Health and

Safety Coordinator, Constructional Work and Technical Bureau Director, representative of Civil Defence and Safety Unit, Occupational health and safety professionals.

b) Unit directors of all kinds of constructs, buildings, laboratories, facilities and enterprises affiliated with the University have to show the demanded areas and equipment, give the demanded information and document to the inspection team members. Deficiencies found as a result of the inspection have to be eliminated by the unit directors in a specified period of time by the team.

Directory preparation,

ARTICLE 12- (1) In order to fulfill the tasks against CBRN threats by taking the characteristics of all the constructs, buildings, laboratories, facilities and enterprises into account, the directory is put into force by the confirmation of the University Senate. It is updated in line with the changing conditions.

Validity

ARTICLE 13– (1) This directory is put into force as of the confirmation date of Nevşehir Hacı Bektaş Veli University Senate.

Implementation

ARTICLE 14- (1) The articles in this directory are implemented by Nevşehir Hacı Bektaş Veli University Rector.