

Building Emergency Actions

- Your only escape will be the emergency staircases during the building emergency evacuation: Each floor will have one (1) emergency staircase, make sure you are familiar with its location
- Each floor has one emergency staircase located at its center, equipped with a security audible alarm. The staircase is also used during normal working hours
- The building evacuation alarm is a tone sound
- At any time, you must evacuate the building when you hear the fire alarm, unless you have been informed in advance that it is a scheduled fire drill



- In the event of power shutdown, stay in your office until further instructions are given by project management

Emergency Numbers

Important Office Numbers

Building Reception : +90 (212) 359 35 00
Doctor : +90 (212) 359 34 30

Local Emergency Contacts

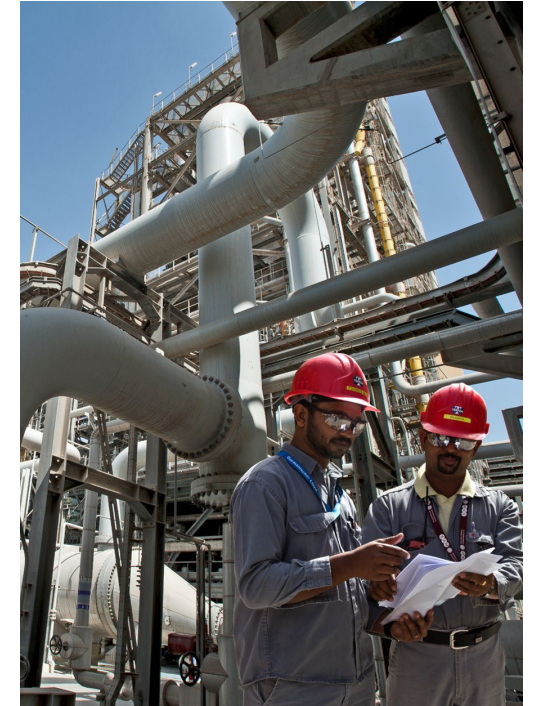
Emergency Response Center : 112

Security Guidelines

- Always display your ID badge and never let anyone else use it
- Immediately report any lost ID badges to a member of the security staff
- Immediately report any suspicious activity and/or breaches to a member of security staff
- Never leave personal belongings unattended. They may be removed without notice
- Lock all office drawers/cupboards when you leave your office
- The medical unit is on the 2nd basement floor of Block A and available for assistance.

Operating Hours: Normal Working Hours

Monday-Friday 08:00AM to 05:00PM



Staff & Visitor Guide

Welcome to TEKFEN

We hope that your visit will be a pleasant one.

Please take a few moments to read and familiarize yourself with the information provided in this pamphlet.



Staff & Visitor Guide
Kültür Mahallesi, Budak Sokak, No:1 Tekfen Sitesi
34340 Beşiktaş / İstanbul

Tekfen Life Value

“Life” is how we all work together to look after one another to keep each other safe and well.

It's how we:

- Prioritize the safety, health and wellbeing of ourselves and others
- Choose what's right over what is quick and easy
- Face into important issues, look to understand and learn from them

“We value Life. Without it, nothing else matters.”



Report any unsafe acts, conditions and other hazards:



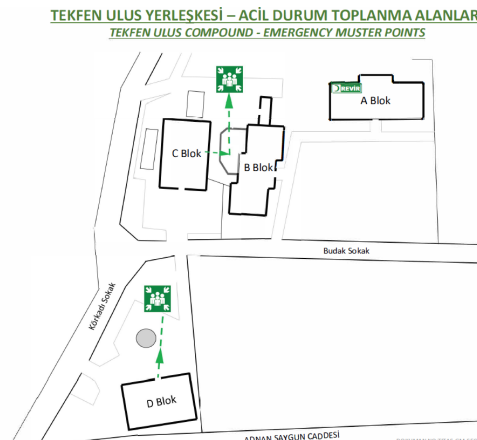
What we require from you

- Visitors are requested to show their ID Card at the reception
- Identification badges must be worn and remain visible at all times inside the building.
- Visitors must be accompanied by their hosts at all times
- Familiarize yourself with the emergency information in this guide

Emergency Evacuation Guidelines

When the Fire Alarm sounds (continues bell), you must immediately evacuate the building and adhere to the following:

- Don't panic and follow the instructions of your host or Floor Wardens
- Evacuate the building calmly via stairwell located on your floor
- There are 2 (two) Assembly Areas.



When discovering a fire



Activate the fire alarm by pushing the manual call point (Red Box) located near the office main doors



Don't panic, leave your office by the nearest emergency exit
Don't stop to collect personal



Gather at the designated assembly area



Don't re-enter the building until you are advised to do so

Earthquake Instructions



DROP!



COVER!



HOLD ON!



We are here !