

KAPAKLI MUNICIPALITY

FLOOD PROTOCOL

RESCUE NET PROJECT ERASMUS+ KA210-ADU

1. PURPOSE, SCOPE AND DEFINITIONS

Purpose: The purpose of this protocol is to prevent the loss of life and property in flooding and flooding events that may occur within the borders of Kapaklı Municipality, to strategic areas (Industrial Zone, water tanks, etc. Dec Dec) to intervene quickly, to manage the panic and turmoil among the people and to establish the coordination between the municipal units and the volunteer teams at the highest level.

Definitions:

- **Disaster:** In the municipality's area of responsibility, incidents that may cause loss of life or property to the public exceed normal service capacity.
- **Emergency:** Such as floods and flooding situations requiring immediate intervention, sudden events.
- **The Disaster Management Center (CC):** Disaster Affairs and Risk Management Service Building.
- **Disaster Management Center Chief Officer:** The Mayor or Deputy Mayor. (Head of the Emergency Action Plan)
- **Head of operations catastrophe:** Disaster and risk management director.
- **Crisis Center:** Disaster Affairs and Risk Management Directorate Service Building Meeting Hall.

2. ORGANIZATIONAL HIERARCHY AND CHAIN OF COMMAND

The Mayor (Head of the Emergency Action Plan) is the highest-ranking official in the process. For municipal units, it has the authority to declare and terminate a state of emergency. The Disaster Operations Chief ensures operational coordination between units and reports directly to the Mayor.

The state of emergency is declared by the Mayor in accordance with the technical briefing provided by the Director of Disaster Affairs and Risk Management. All unit managers, personnel and volunteer teams are obliged to comply with the logistics and technical directives of the Chief of Operations within this hierarchical structure.

If the local capacity is exceeded, with the approval of the Mayor, additional assistance is requested from the Operations Chief, AFAD, or surrounding municipalities.

3. STAGE 1: PHASE PREDICTION (AMBER ALERT)

The Level Of Work	Responsible For Unit/Organization	Trigger / Time	Of Planned Activities	Execution Method
Level 1	Directorate of Disaster Affairs and Risk Management	General Directorate of Meteorology notification or AFAD (yellow Warning)	- Volunteer your existence and the working hours to be confirmed. -Effect of evacuation control equipment, and generators.	Phone, WhatsApp, official letters and official e-mail
Level 2	Directorate of Disaster Affairs and Risk Management	The risk beginning / field reports	-Municipal volunteer teams (at least 2 of the second unit) giving prior warning. - Logistics inventories (sand bags, etc.) be prepared.	Direct communication, radio and telephone

4. STAGE 2: PRE-WARNING PHASE (ORANGE ALERT)

The Level Of Work	Responsible For Unit/Organization	Trigger / Time	Of Planned Activities	Execution Method
Level 1	Directorate of Disaster Affairs and Risk Management, Municipality Police Directorate, Directorate for Scientific Affairs	General Directorate of Meteorology notification or AFAD (orange Alert)	- Rapid Intervention Teams (minimum 3 persons) 30 min to be ready to intervene within - teams of Police, hazardous areas (sub-ravines, stream edges) traffic control and, if necessary, the roads begins to shut down.	Radio, phone, WhatsApp
Level 2	Directorate of Disaster Affairs and Risk Management, Directorate of Press and Publicity	As a high risk of	-Social media, advertisement of the public through the media and visual stimulation. - Critical power lines and natural gas valves have to be taken of the environmental safety of giving information to the relevant institutions.	Social Media, Municipal Announcement System

5. PHASE 3: INTERVENTION AND EMERGENCY PHASE (RED ALERT)

The Level Of Work	Responsible For Unit/Organization	Trigger / Time	Of Planned Activities	Execution Method
Level 3	Crisis Center and all Operational directorates	The General Directorate of Meteorology notification or AFAD / life-threatening flooding	- The main transport route to the opening of the Business Machines (Science the affairs). - Evacuation and field security operations (Municipality Police Directorate). - kitchen, mobile food facilities and points (Social Affairs Directorate).	Uninterrupted Wireless Cycle, face-to-face command
level 3-B	Directorate of Support Services and Directorates of Health Affairs	The process of intervention and Recovery	- Critical facilities and fuel supplies for generators. - Referrals to shelters and stray animals of the safe medical intervention.	Field Coordination, Radio

6. STAGE 4: IMPROVEMENT AND NORMALIZATION (POST-DISASTER)

The Level Of Work	Responsible For Unit/Organization	Trigger / Time	Of Planned Activities	Execution Method
Level 4	Directorate of Urban Planning and Development, Directorate of Cleaning Services, and Directorate of Social Affairs	The end of the emergency	- Risk of damage detection and reporting structure (Directorate of Urban Planning and Development). - After a flood hygiene, disinfection and debris removal (Directorate of Cleaning Services).	Face-to-face meeting coordination
Level 4-B	Crisis management (mayor and Chief)	Return to normal operation	- Evaluation meeting with volunteer crews. - Activity and resource usage report to be presented to the president.	Formal Consultation

7. SCHEDULE OF RESPONSIBILITIES AND COORDINATION AMONG THE CRITICAL DIRECTORATES

- **Directorate of Disaster Affairs and Risk Management:** The activation of the crisis management center, storage areas, and the enthusiasm of the volunteer teams and administration.
- **Directorate Of Support Services:** Fuel for inventory management and replenishment, Business Machines, power lines, and coordination of generator installation.
- **Directorate for Scientific Affairs:** Open the main transportation routes, keeping the critical points of Business Machines (Industry, region, etc.) deployment.
- **Directorate of Zoning and Urban Planning:** Post-disaster structural damage detection, risk areas for the evacuation of technical reporting.
- **Municipality Police Directorate:** The crisis in the field of order and security, protection against unauthorized entry evacuated areas.
- **The Directorate Of Social Services:** Soup kitchen (food distribution) activities, shelter and basic needs met victims of natural disasters.
- **Directorate of Information Technology:** Uninterrupted communication infrastructure, the establishment of the flow of information and ensuring the security of your data.
- **Directorate of Press and Publicity:** Of Official notification and Crisis Communication, Public directed toward prevention of disinformation.
- **Directorate of Cleaning Services:** Disinfection against the risk of an epidemic, post-disaster debris removal and cleaning the environment.
- **The Directorate of Health Affairs:** Referral to the safe zone of stray animals, animal-borne health risks of monitoring.
- **Human Resources & Training Department:** Staff overtime and assignment tracking, volunteer registration, and orientation processes.

8. LIABILITY AND CHECK

Disaster the mayor and head of operations with a lid, this implementation of the plan and is responsible for the highest level of coordination between the units. The discipline of their staff, unit managers, and shall be responsible for the effective use of resources. All staff and volunteers must follow the chain of command.

The chain of command, contrary to municipal regulations and dereliction of Duty or any attitude that would harm the coordination process are subject to the disciplinary provisions.