



ENGLISH PREPARATORY SCHOOL

LEARNER HANDBOOK



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A. ACADEMIC CALENDAR

The academic calendar for each semester can be found on the university home page. The dates for tests, holidays and start /end days for each semester are given there. (<https://neu.edu.tr/>)

B. ENGLISH PROFICIENCY & PLACEMENT EXAM and RULES FOR EXEMPTION

- Students who register to an English-medium department at the Near East University are required to take the English Proficiency and Placement Exam.
- Students who are successful in the English Proficiency and Placement Exam can start the department.
- Students who are unable to pass the proficiency exam are required to study at the English preparatory school. The students are placed in different levels based on their exam results.

Prospective students who meet the following requirements are exempt from the English proficiency exam for undergraduates and are eligible to start their PROGRAMME as freshmen students.

- Students who have graduated from a secondary school in an English-speaking country. These countries include the USA, the UK, Canada, New Zealand, and Australia.
- Students who reside in one of the following countries where their native language is English are exempt from the English Proficiency Exam:

Gambia, Ghana, Kenya, Liberia, Malawi, Nigeria, Sierra Leone, South Africa, Swaziland, Tanzania, Zambia, and Zimbabwe.

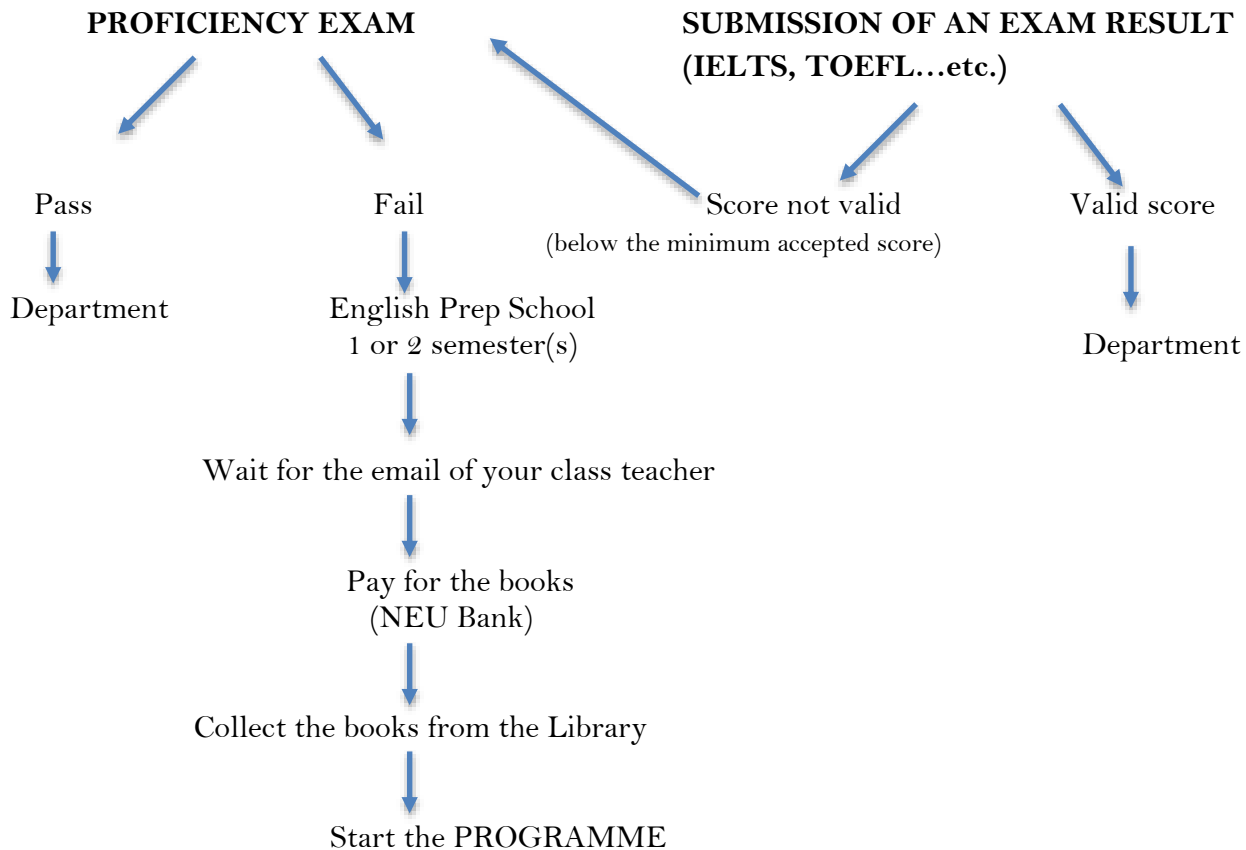
- Students who have completed the English PROGRAMME at another university within the last two years (the validity of which is evaluated by the administration).
- Transfer students
- Students who hold a valid certificate from one of the following exams (with the minimum required level mentioned):

EXAM	ACCEPTED RESULT
CAE (Cambridge)	160 and above
CPE (Cambridge)	180 and above
FCE (Cambridge)	160 and above
IELTS	5.5 (overall) and above
TOEFL IBT	66 and above
TOEFL CBT	186 and above
YDS	55 and above
YÖKDİL	55 and above
Pearson PTE	50 and above
SAT (Reading and Writing)	350 and above
IGCSE	A, B, C / 4-9
International Baccalaureate	Evaluated by the admin
UNPT	60 and above (ELL, ELT, and Translation departments) 55 and above (all other departments)
ACT	22 and above

C. GENERAL INFORMATION ABOUT THE ENGLISH PREPARATORY SCHOOL

C.1. Registering with the Preparatory School PROGRAMME

See the flowchart below to learn the steps you need to follow from registration to the completion of the PROGRAMME.



1) Students take the written English Proficiency and Placement Exam and if they are successful, they can start the department.

-Students who are unable to pass the proficiency exam are placed in a class at the English Prep school based on their level.

- Students who do not wish to take the proficiency exam are placed in the lowest (beginner) level

-If the student has taken an internationally accepted exam, the original score sheet needs to be sent to englishpreparatory.school@neu.edu.tr

2) An email is sent to those students who are required to study at the English Prep school by their class teacher. All the details are given in the email (timetable, books to be purchased....etc.)

- 3) The payment for the coursebooks is made to the NEU bank. The coursebooks (hardcopy) are collected from the main library.
- 4) Learners start the learning programme. They attend the classes and are assessed frequently throughout the semester.
- 5) At the end of the semester, students' total grade is calculated;
 - If the total grade is above the minimum required grade, the student can start the department.
 - If the total grade is below the minimum required grade, the student repeats the same level.

C2. ENGLISH PREPARATORY SCHOOL PROGRAMME OVERVIEW & EXPECTATIONS

The learning programme in NEU's English Preparatory School is a student-centred programme in which the teachers act as facilitators to guide the students towards inquiry-based learning to encourage personalized learning. The lecturers pay attention to students' individual needs and individual learning styles. The learning programme is supported by the use of technology, a variety of materials, and activities to make the lessons more motivating and attractive for the students and thus fulfill everyone's needs.

In meeting its objectives, the learning programme in NEU's English Preparatory School closely follows the CEFR which has internationally accepted standards for learning English. Thus every student in the English preparatory school is expected to self-assess to see whether he/she meets the expectations stated in the descriptors (can-do statements) of the CEFR for each skill. To meet the NEU's English Preparatory School's expectations and to complete the programme students need to reach B1+ (except ELL, ELT, and TRN students). ELL, ELT, and TRN students must complete the English Preparatory Program at the B2 level.

D. QUALITY STANDARDS & CEFR

Common European Framework of References for Languages

Level Group	Level group name	Level	Level name	Description
A	Basic user	A1	Breakthrough or beginner	<ul style="list-style-type: none"> ● Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. ● Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. ● Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.
		A2	Way stage or elementary	<ul style="list-style-type: none"> ● Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment).

				<ul style="list-style-type: none"> ● Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. ● Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.
B	Independent user	B1	Threshold or intermediate	<ul style="list-style-type: none"> ● Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. ● Can deal with most situations likely to arise while travelling in an area where the language is spoken. ● Can produce simple connected text on topics that are familiar or of personal interest. ● Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans. ●
		B2	Vantage or upper intermediate	<ul style="list-style-type: none"> ● Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization. ● Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. ● Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
C	Proficient user	C1	Effective operational proficiency or advanced	<ul style="list-style-type: none"> ● Can understand a wide range of demanding, longer clauses, and recognize implicit meaning. ● Can express ideas fluently and spontaneously without much obvious searching for expressions. ● Can use language flexibly and effectively for social, academic and professional purposes. ● Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices.
		C2	Mastery or proficiency	<ul style="list-style-type: none"> ● Can understand with ease virtually everything heard or read. ● Can summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. ● Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations.

E. COURSES

The learning programme in the Preparatory School is a two-semester programme that includes A1, A2, B1, B1+, and B2 levels. Students who are successful at the end of each level are eligible to continue to the next level. The students who are not successful have to repeat the same level.

- Students are placed into program levels based on their English proficiency exam results. Those who do not prefer to take the exam are placed into the beginner level (A1).
- Students can start their programme in their departments after completing one semester provided that they reach the B1+ or B2 level (depending on their department).
- The duration of English Preparatory School for each student varies according to which department he/she is enrolled in and the start level. Detailed info is given to the students by their class teachers.
- Students who complete the B1 level are allowed to sit for the English proficiency exam at the end of each term. Those who receive a score at the B1+ level are eligible to proceed to their departments. (might differ for some departments). To be able to receive a B1+ level score, students are expected to study on their own time by following the guidance given by their class teachers.

The course objectives for each level are as follows:

ENG 010 – A1: At the end of an 8-week program, students will be able to:

- recognise and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type.
- introduce themselves and others.
- ask and answer questions about personal details such as where he/she lives.
- describe people he/she knows and things he/she has.
- interact simply provided the other person talks slowly and clearly and is prepared to help.

ENG 011 - A2: At the end of an 8-week program, students will be able to:

- recognise sentences and frequently used expressions related to everyday communication situations (e.g. very basic personal and family information, shopping, lifestyle, local geography, ordering a meal).
- read and infer meaning from short, simple texts (ads, jobs, traveling, menus, schedules, and personal letters).
- communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.
- describe in simple terms aspects of his/her background, immediate environment, and matters in areas of immediate need.
- write notes and compile a very simple personal letter.

ENG 020- B1: At the end of an 8-week program, students will be able to:

- restate the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
- react in a spoken way to most situations likely to arise whilst traveling in an area where the language is spoken.
- produce simple connected text on topics that are familiar or of personal interest.
- describe experiences and events, dreams, hopes & ambitions, and briefly give reasons and explanations for opinions and plans.

ENG 021- B1+: At the end of an 8-week program, students will be able to:

- use skills to participate in conversations about a variety of subjects.
- use grammar and vocabulary appropriately when participating in conversations or producing a written work.
- use basic one-word vocabulary items in the most common topic areas (e.g., food, travel, work).

ENG 022- B2: At the end of an 8-week program, students will be able to:

- use skills to participate in conversations about a variety of subjects.
- use grammar and vocabulary appropriately when participating in conversations or producing a written work.
- use basic one-word vocabulary items in the most common topic areas (e.g., food, travel, work).
- work independently on a given topic and create a presentation and/or a project according to the expectations.

F. COURSEBOOKS

The coursebooks used at the NEU English prep school are selected based on the needs of the students and piloted at least with one group of students before they officially become a part of the learning programme.

Each student is required to purchase the original copy of the coursebooks. Due to copyright laws, it is forbidden to use the copied version of the coursebooks.

G. BLENDED LEARNING APPROACH

NEU English Preparatory School implements blended learning approach which combines in-class learning with online learning. With the integration of online resources and activities, in-class learning is reinforced and students get the opportunity to continue their learning outside the class. Through a variety of learning applications and the online platform of the coursebook, the students are assigned follow-up work and assessment activities regularly. Thus, the students are expected to study and complete tasks on their own time which leads to the development of learner autonomy.

H. ASSESSMENT & GRADING

During an 8-week course, students gather points from a variety of assessment tools that evaluate their performance in four skills. A sample assessment breakdown is as follows: (The assessment breakdown may vary according to the improvements and additional requirements in the programme).

Class Participation	10
Video-based Tasks (x2)	20
Quizzes (x2)	30
Writing Tasks (x2)	40
Final Exam (Speaking:20 G/V/R:60)	80
Passing score:	90/180

- Students who are unable to take the Final Exam due to **health reasons** shall be allowed to take the makeup exam provided that they provide a **medical report** taken from The Near East University Hospital or a state hospital within 7 days of the exam date. The report should be submitted to the class teacher. Medical reports can NOT be used for absenteeism.
- If there are any objections or challenges regarding exams, **within 3 days** of the announcement of the exam results, students may email English Preparatory School (englishpreparatory.school@neu.edu.tr).

I. FEEDBACK & SUPPORT

Teachers are responsible for checking students' work and exam results regularly to diagnose weaknesses and give support accordingly. Students follow the feedback given, complete remedial work if necessary and improve themselves to fulfill the objectives of the programme.

J. ATTENDANCE

The students must attend 70% of the lessons. In case the limit given for absenteeism is exceeded, the student receives an NA and loses the right to take the Final exam.

K. FREQUENTLY ASKED QUESTIONS

1. Is the English Preparatory PROGRAMME compulsory for all students?

English Preparatory PROGRAMME is compulsory for students who register in the English-medium departments at Near East University.

2. How long is the English Preparatory PROGRAMME?

The learning PROGRAMME in the Preparatory School is a two-semester (4 levels) PROGRAMME that includes A1, A2, B1, and B1+ levels. The exit level for students in the departments of English Language Teaching, English Language and Literature, and Translation Studies is B2.

3. How can I be exempt from the English Preparatory PROGRAMME?

Please see the section B above.

4. Where can I find the UNPT (Under Graduate Proficiency Exam) sample questions?

You can find UNPT sample questions from the link below

<https://prep.neu.edu.tr/akademik/yakin-dogu-universitesi-lisans-ogrencileri-ingilizce-dil-yeterlilik-sinavi-el-kitabi/>

5. How can I learn the result of my English Placement Exam?

UNPT exam results are announced at the Near East University English Preparatory School Web page (<https://prep.neu.edu.tr/category/announcements/?lang=en>) on the day following the exam.

6. How am I assigned to a class in the English Preparatory PROGRAMME?

Students who fail the English Preparatory School English Language Proficiency and Placement Exam for undergraduate students (UNPT) are assigned to classes based on the results obtained.

7. What is the teaching system in the English Preparatory PROGRAMME?

The learning PROGRAMME in the Preparatory School is a two-semester (4 levels) PROGRAMME that includes A1, A2, B1, B1+ and B2 levels.

Students who collect the minimum required points (90/180) in each module can proceed to the next level. The students who cannot gather 90 points out of 180 repeat the module.

Students can start their PROGRAMME in their departments after completing one semester provided that they reach the B1+ level. The exceptions to this regulation have been stated in the previous sections.

8. Is attendance compulsory in the English Preparatory PROGRAMME?

See section K.

9. Am I entitled to make up for the exams that I miss?

See section I.

10. How can I keep track of my grades and my attendance record?

Class teachers keep all the records.

11. Where can I buy my course books?

After the fee for the books is paid at The Near East Bank, the books can be collected from the Bookstore at the NEU Library.

12. What should I do if I encounter technical problems in online courses and exams?

Students who encounter technical problems should contact their class teacher.

13. Are there *Psychological Support and Counselling services* at Near East University?

Near East University is dedicated to helping students with personal, emotional, and psychological concerns. If you need to get in touch with Psychological Support and Counseling services, please contact your class teacher.

L. DISCIPLINARY REGULATIONS

Disciplinary Regulations (Learner Malpractice)

For the Near East University's student discipline regulations, please refer to the following address: (NEU website – Resources and Administration- Regulations – General Student Discipline Regulations)

M. COMPLAINTS POLICY & PROCEDURES

At NEU's English Preparatory School Administrative Unit, we aim to build positive relationships with all students. However, the school is obliged to have procedures in place in case there are complaints by students. The following policy sets out the procedures that the school will follow in such cases. NEU's English Preparatory School Administrative Unit aims to be fair, open and honest in dealing with any complaint. We will give careful consideration to all complaints and deal with them as quickly as possible. We aim to resolve any complaint through dialogue and mutual understanding. Sufficient opportunity will be given for any complaint to be fully discussed and then resolved.

Complaints:

For informal complaints, it is always a good idea to talk to the person or people involved or responsible to sort it out. The informal process is suited to less serious complaints. A lot of issues can be resolved this way without the need for more lengthy processes.

Formal complaints must be issued to the English Prep School administration. The formal process focuses on investigating concerns and determining findings.

What is an appeal and the right of appeal?

An appeal can be made when the learner is against any decisions or sanctions imposed by the Advisory Discipline Committee. The appeal must be made within 10 teaching days from the receipt of the written notification of the decision. The committee reviews the decision within 15 days and approves it exactly as it is or rejects it, reconsiders it, and finalizes the decision.

How the system works for students

Anything that negatively affects the studies or experience at university can be raised as a complaint. There are 3 types of complaints a student can raise

- Complaints about academic decisions and matters
- Complaints about a person
- Complaints about the administration or process

Student Complaint Procedure

Informal complaint

Suits less serious, straightforward or urgent matters

- Liaise directly with person/ s involved
- Liaise directly with another staff member at local level

Complaint not resolved



Formal Complaint

- Fill in the complaint form
- The advisory committee meets the people involved and evaluates the situation and makes a decision

Complaint not resolved



Appeal

If students are dissatisfied with the handling of their complaint, they may appeal to the Advisory Discipline Committee for a review of the process.

Students have the right to appeal to the university's disciplinary board.

N. HEALTH & SAFETY

Policy

Near East University considers the health, safety and welfare of staff and students to be of paramount importance, and that a safe and healthy working environment is a prerequisite to achieving the University's stated goal to promote excellence in teaching, learning and research.

Objectives

Through the implementation of the Health and Safety policy, **the Director of Near East Preparatory School and the Director of Security** is committed to achieving the following objectives:

To provide, as far as reasonably practicable, a safe and healthy working environment, safe premises and facilities for staff, students and visitors.

To ensure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them.

To ensure that staff have access to appropriate training and development to enable them to discharge competently the responsibilities assigned to them.

To have an effective system for communicating and consulting on health and safety matters and securing the co-operation of staff and students in implementing the Health and Safety Policy.

Responsible People

The Director of Near East English Preparatory School and the Director of Security seek and expect the full co-operation and support of the whole school community to ensure that the Health and Safety Policy and arrangements are implemented effectively.

Plans Related to Health and Safety

In order to achieve the objectives of the Health and Safety Policy the following plans are prepared by the Director of Security in cooperation with the directorate of Preparatory School.

Fire Security Plan

Building Security Plan

Emergency Situation Plan

Evacuation of Building Plan

Training Given

The personnel, lecturers and students within the building are informed of the plans by the Director of Security. They are also informed about what precautions to take against earthquake and what first aid to apply. The relevant training is given once a year.

Fire Security Plan

Aim: The aim of the plan is to protect the equipment within the building and the building itself against Fire. It is necessary to identify the precautions that should be taken in order to minimize the loss of life and supplies. In order to achieve this the procedures that should be applied are shown to the personnel within the building.

Scope: Activities for the Security Plan

Responsible People: The students, lecturers, personnel and Senior Management within the English Preparatory School are responsible for the implementation of this plan.

Definitions

Burns: A chemical reaction that takes place when a flammable material reacts with oxygen and air.

F.E: Fire Extinguishers

Definitions of the Building

Residential Area: It is situated within Near East University, 2km away from Nicosia International Fair Centre. It is built on an area of 9036.69 m².

Near East's English Preparatory School Building and Its Facilities

It is a four-story building with 2 blocks.

Ground Floor: Shops and Classrooms all equipped with computers and projectors.

First Floor: Classrooms all equipped with computers and projectors and a cafeteria.

Second Floor: Classrooms all equipped with computers and projectors.

Third Floor: Directorate, Secretaries Office, Lecturers' Offices and Administrators / Coordinators' Office.

A: Areas that have the highest Risk of Fire.

- a) Cafeteria
- b) Photocopy Rooms
- c) Technician Rooms

B: Areas that have the second highest risk.

- a) Director's Office
- b) Lecturers' Offices
- c) Kitchen
- d) Secretaries' Office
- e) Information Desk

Protection against Fire

Precautions against Fire

Warnings

Areas which are at high risk are labelled with a WARNING AGAINST FIRE.

NO SMOKING signs are placed within the building.

The doors are numbered and the keys are hung on metal plates. They are kept by the Security Personnel. The Security Personnel have the responsibility for the keys.

The last person to leave the rooms has to control the room before locking the door.

The Security Personnel on duty have the control of the room and sign the Security Report Book.

Protective Precautions

The areas with a high risk of fire are equipped with Fire Extinguishers. These Fire extinguishers are controlled periodically by the Security Directorate. A list of all fire extinguishers and their places has been prepared. A form for an Exterior Fire Hydrant System and a closet for the Fire Extinguisher (system with and without water) is filled in every 3-months as a periodic control.

In the foot well of each stair within the English Preparatory School 2 fire extinguishers (6 kg each) are placed.

The equipment needed to extinguish fire is placed in Fire Precaution Equipment Room in the Security Centre.

The equipment is controlled every month.

A Fire truck is on duty 24 hours a day 365 days a year.

An ambulance is present within the University's Hospital.

Emergency Telephone Numbers for fire and emergencies are labelled on areas which are highly visible for people within the building.

In case of a fire the telephone number, 256 should be called.

The addresses and the telephone numbers of the personnel within the school are kept and the personnel are called when necessary.

Building Security Plan

Aim: The main aim of the plan is to assure the internal and external security of the English Preparatory School building and to determine a standard way of protecting the lives and property and the safety of the students, staff and visitors within the school.

Scope: This Plan includes the security activities.

Responsible People: It is the responsibility of the security personnel to carry out this plan.

Action Flow:

The security plan is prepared by the Director of Security and the Director of the English Preparatory School. It is reviewed once a year.

The entrance to the photocopy centre, shops, classrooms and administrative offices is possible only to the people who have been given authority by the Director of Security and the Director of the English Preparatory School. The storage room, kitchen and the classrooms are locked. Only authorized people hold the keys to enter these places.

The security team is responsible for the security within the building between 07.00 - 24.00 and the security outside the building between 24.00 -07.00

Entry and Exit of Students and Visitors

The entrance to the English Preparatory School by students, staff and visitors is only possible through the main entrance gate. The emergency doors cannot be used as an entrance.

The entrance of the students, staff and visitors' to the building is under the supervision of the security personnel.

In the case of suspicious situations the security personnel has the authority to ask to check the contents of the bags and / or parcels of the people entering the building. The security personnel does not open the bags and / or parcels himself / herself. In the case of situations where checks cannot be properly carried out the contents of the bags and / or parcels can be asked to be taken out of the building.

A person detected with a gun or a concealed weapon is asked to hand in the weapon or the gun and the Security Centre is informed immediately.

Entry and Exit of Personnel

Personnel are not allowed to use any entrance rather than the specified one for them.

Personnel must wear identification cards. Personnel who do not wear identification cards can start working only after informing the related person in charge. The identification cards are given to personnel from their related departments. In the case of lost cards, personnel should inform the related department.

Security has the right to check bags and / or parcels when personnel leave the building if necessary.

Personnel Visitors

People visiting personnel can be accepted to the building and led to the person to be visited by security. This can be done only with permission taken from the personnel to be visited.

Personnel can meet their visitors in the cafeteria for a certain period of time.

Visitors cannot be taken into the working area.

If guests want to visit the building, permission should be taken from the English Preparatory School Director and then under the supervision of security personnel the visit can take place.

The Entry and Exit of Service, Maintenance Personnel

The entry and exit of Personnel who enter the building for service and maintenance is recorded and their place of work is also noted.

The service or maintenance person is led to the department (working area) under the supervision of security personnel.

The bags of the service or maintenance team are controlled by the security personnel during entry and exit.

Entry and Exit of Items sent by Cargo / Mail

All materials (items received by cargo or mail) are first examined carefully by the security personnel and are recorded before being delivered to the receiving person.

For suspicious parcels expert personnel is called.

Lost and Found Items

Security personnel have to write the description, quantity and properties of the lost or found item. The item along with the report is sent for storage in the Security Centre.

The Security Directorate has to be informed about found identity cards, passports, money and cheques.

The lost items can be delivered to the owners after the necessary investigations are done, and reports are written. The owner of the valuable lost item has to give the description of the item, show their identification and sign the report about the lost item on collection of it.

The security personnel is responsible for all the keys within the building.

In times of warning about any attack to the building, the Security Centre must be informed by contacting them on the internal number 256. On receiving this warning the security personnel has to contact the Chief Commander. The necessary precautions and actions are taken and the incident is reported to the Nicosia Police Headquarters.

When a suspicious parcel is found, the area is secured by security / hazard tape. The incident is reported to the Nicosia Police Headquarters immediately. The entrance to the area is prohibited until the bomb disposal team arrives.

The duty rota of security personnel is done by the Director of Security. The control of the duty rota is carried out by the Chief Commander.

The education of security personnel is carried out within the Private Security Education PROGRAMME.

Emergency Situation Plan

Aim: The aim of the plan is to make sure that the personnel within the English Preparatory School is ready to respond to emergency situations properly and assist emergency personnel in times of need. (Security Personnel, Fireman, Rescue Teams)

Scope: All personnel within the English Preparatory School

Disasters

Any activity that can disrupt the daily routine within the school or any great event which cannot be dealt with.

Internal Disaster

Situations where students and personnel within the building are at risk.

External Disaster

Events taking place outside the building. (Earthquakes, Floods, Bomb Attacks, Plane Crashes)

Joint Disasters

As can be understood by the title, it is when a disastrous event outside the building affects the building, for example an earthquake affecting all the buildings.

Activities in times of Disaster

A crisis desk is formed as soon as news of a disaster is heard. All units get into action.

Security Personnel have the authority to control people and vehicle traffic.

A proper communication network is provided.

Continuous contact with the Main Disaster Control Centre is maintained.

In times of disasters it is expected that all personnel and students come to the First Gathering Area without waiting to be called, as in times of these types of events the main communication lines can be affected. After forming an action plan here, it is expected to move to the North East area of the campus which will be provided with tents.

General Information about the institution

Type of service provided by the institution and its capacity: English Preparatory School Number of Personnel: 32

Residential Area: It is situated within Near East University, 2km away from Nicosia International Fair Centre. It is a 4 storey building, built on an area of 9036.69 m².

General Nature of Preparatory School

Ground Floor: Shops and Classrooms all equipped with computers and projectors.

First Floor: Classrooms all equipped with computers and projectors and a cafeteria.

Second Floor: Classrooms all equipped with computers and projectors.

Third Floor: Directorate, Secretaries Office, Lecturers' Offices and Administrators / Coordinators' Office.

Emergencies**Communication Network**

Any information received by the operator is conveyed both to the Director of Security and the Director of the English Preparatory School. As soon as the alarm is given, the operators inform the Crisis Desk. If it is outside working hours, the security personnel on duty immediately informs the Chief Administrator.

Precautions taken for Communication

It is agreed that the phone number 390 will be used in times of Emergencies. Communication is made by wireless telephones between Security Personnel and the Security Centre.

Crisis Desk

The Crisis Team consists of the Director of the English Preparatory School, Assistant Director, Coordinators and the Lecturers. It is the responsibility of the Director of Security and the Chief of the Campus to call in the security team in times of need.

Environmental Security

It is the responsibility of Senior Management to provide coordination using the instructions given by the Crisis Desk in times of extraordinary situations.

Settling of the Groups

Press: The car park area is allocated to Press Members.

The Information Desk is accessed via Security. The entrance to the building is prohibited.

Security Personnel are placed at each entrance and on every floor.

Communication is made via wireless phones and runners.

In times of need the Security Directorate and Police Force can be called for reinforcement.

Responsibility for the keys for the places within the school is given to the School Director.

Great care is taken not to have the press within the building.

Coordination within the School**Public Relations**

The Public Relations Department communicates among personnel within the building and/or between the personnel and their families and guides the press in order to prevent any wrong information being released. With the help of the Fire Security Plan, the necessary precautions are taken. It is the responsibility of the coordinators to provide coordination within the building.

The cleaning personnel on each floor guides the evacuees within the school. It is their responsibility to help the operator / person at the Information Desk in times of need.

Press Announcements (Oral)

It is the responsibility of the Director with authority to make announcements to the Communication Centre.

Written Press Announcements

The Director of the English Preparatory School gives an explanation of the situation in written form which is to be sent to the Communication Centre to be delivered to the Communication Network.

Technical service

The Technical Service Team consists of one electrical technician, one mechanical technician and two constructors. They are ready under the supervision of Chief Constructor.

The controls of each detector for Fire, Gas and Smoke are identified.

Generators become active when the electricity is cut off.

In the case of a water cut, the water depot within the campus, tankers from Nicosia Council, and 2 tankers with a 20-ton capacity are ready to be used. A technician is present within the building to service / repair broken machines.

10.11 Communication is constantly made via wireless phones to the Security Directorate.

All personnel are called to be on duty.

Technical Precautions within the Building

A Fire Extinguishing Hydrant System with high pressure is placed within the building. It is the responsibility of the security personnel to inform the Security Centre when an extraordinary situation occurs.

Each section of the building is equipped with Fire Alarm Systems. There are emergency exit doors and stairs which will be used in emergency situations.

The main entrance to the building has a manual opening system whereas the emergency exit doors can be opened from inside out.

Evacuation of Building Plan:

Aim: The aim of this plan is to determine a standardized emergency action plan in case of an emergency which may affect the English Preparatory School to provide effective evacuation:

Contents: This plan includes evacuation procedures.

Chain of Command: Everyone inside this building is responsible for facilitating the emergency action plan.

Descriptions

Assembly Area: Assembly areas are places designated as the areas with the lowest risk for the employees and the students to meet during or after an emergency.

Plan of Action:

Routes and Exits: In the event of an emergency, routes and exits determined on the floor map are used. The floor maps with designated exits and routes are widely available in all waiting areas and inside the building. In the event of an emergency, where the building needs to be evacuated, the decision is made by the English Preparatory School's Director as suggested by the English Preparatory School's Coordinators.

Assembly Areas: The designated assembly area in the vicinity of the English Preparatory School is the parking lot, which is located to the north of the building. (EK-A)

In the event of an emergency evacuation, the security personnel present at the building entrance is responsible for taking security measures around the building site.

All the students and visitors of the English Preparatory School are not allowed to enter the assembly site but instead are held at the security check point until further notice from the emergency officials.

Individuals gathered at the assembly areas are not permitted to enter the building.

Evacuation in the event of a tremor / earthquake: In the event of onset tremors and the earthquake alarms are heard, if inside the building, the following precautions need to be taken:

At the onset of tremors, everyone inside the building is should crouch beside a secure place such as a desk or a table.