

**MILLENNIUM DEVELOPMENT AUTHORITY
(MiDA)**

GHANA POWER COMPACT

**EMERGENCY PREPAREDNESS AND RESPONSE
PLAN**

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Table of Contents

LIST OF ACRONYMS	4
1.0 MiDA EMERGENCY PREPAREDNESS RESPONSE PLAN	5
1.1 Introduction	5
1.2 EPRP Objectives	5
1.3 Scope and Applicability.....	5
1.4 Responsibility	5
2.0 IDENTIFICATION OF POTENTIAL EMERGENCY SCENARIOS AND RESPONSE MEASURES	6
2.1 Medical Emergency	6
2.2 Fire Safety & Evacuation.....	7
2.2.1 Fire Safety Plan and Requirement.....	7
2.2.2 Fire Prevention and Means of Egress.....	8
2.2.3 Fire Emergency Procedures.....	8
2.3 Earth Tremors/Earthquakes	8
2.4 Floods	9
2.5 Electric Shocks/Electrocution	10
2.5.1 Establish a safe area and contact the first aid attendant/emergency personnel....	10
2.5.2 Shut off the electric current	10
2.5.3 Call emergency services	10
2.5.4 Separate the victim from the source.....	11
2.5.5 Record Incident into the accident/incident form	11
2.6 Hazardous Materials.....	11
2.7 Rescue of Fallen workers.....	12
2.8 Confined space rescue	13
2.9 Bomb Threat	14
2.10 Hostile Intruder/Active Shooter	15
2.11 Specific Emergency Response Procedures	16
3.0 TRAINING PROGRAMS AND EMERGENCY DRILLS	18
4.0 EMERGENCY EQUIPMENT AND RESOURCES	19
5.0 IDENTIFICATION OF EVACUATION ROUTES AND ASSEMBLY POINTS	19
5.1 MiDA Building Evacuation Procedures.....	20
5.2 MiDA Evacuation Plan (3 rd and 4 th Floor).....	20

6.0	EMERGENCY CONTACTS AND COMMUNICATION PROCEDURES	22
7.0	REVIEW AND REVISION OF EPRP TO REFLECT CHANGING CONDITIONS	22
APPENDIX		23
	Attachment 1: EMERGENCY CONTACT INFORMATION	23
	Attachment 2: STAFF AND NEXT OF KIN CONTACT LIST	23
	Attachment 3: VISITORS LOG BOOK	24
	Attachment 4: RECORD OF CHANGES	24

LIST OF ACRONYMS

BSP:	Bulk Supply Point
CPR:	Cardiopulmonary Resuscitation
EPRP:	Emergency Preparedness Response Plan
ESP:	Environment and Social Performance
HIRA:	Hazard Identification and Risk Assessment
HR:	Human Resource
HSE:	Health Safety and Environment
M&E:	Monitoring and Evaluation
MIDA:	Millennium Development Authority
MSDSs:	Material Safety Data Sheets
NADMO:	Natural Disaster Management Organization
PPE:	Personal Protective Equipment
RA:	Risk Assessment

1.0 MiDA EMERGENCY PREPAREDNESS RESPONSE PLAN

1.1 Introduction

The Emergency Preparedness and Response Plan (EPRP) for Millennium Development Authority (MiDA) provides a general guide for identifying, preventing, minimizing and managing injuries, accidents and risks to MiDA staff and partners. An effective implementation of this EPRP will steer MiDA's commitment to eliminating harm to staff, partners and project affected persons. The Emergency Preparedness Response Plan (EPRP) is a living document that will be reviewed and updated as needed at least once a year.

1.2 EPRP Objectives

The objectives of this EPRP include the following;

- Ensure that potential emergencies that may impact the health and safety of women and men are identified and handled effectively.
- Employ an integrated risk management and gender sensitive approaches for preparedness planning, mitigation, response, recovery and continuity of operations.
- Enhance emergency preparedness capabilities through gender responsive training and capacity building for staff and partners.
- Ensure continuous communication, awareness creation and understanding of actions to be undertaken by different groups of women and men in emergency situations recognizing age differences, levels of disabilities and other relevant social categories.

1.3 Scope and Applicability

This EPRP applies to all internal operations of MiDA as well as project and activities under the Compact. Thus project designs, implementation, monitoring and reporting will incorporate the relevant provisions of this EPRP as appropriate.

1.4 Responsibility

All MiDA staff, consultants, implementing entities, contractors and their sub-contractors as well as all relevant stakeholders are responsible for ensuring good implementation and compliance with this EPRP.

2.0 IDENTIFICATION OF POTENTIAL EMERGENCY SCENARIOS AND RESPONSE MEASURES

An emergency is an unforeseen situation that threatens employees, the public, disrupts or shuts down operations, or causes physical or environmental damage. Prompt action is required to control and correct the occurrence as well as return operations to a safe condition. Hazard identification and risk assessment shall be a continuous process to accommodate changes in compact project implementation and operations. The following risks have been identified as key in respect to internal MiDA operations and projects. This includes the following:

- Medical Emergencies
- Fire and Evacuation Emergency
- Earthquakes
- Floods
- Electric Shocks/Electrocution
- Hazardous materials
- Rescue of Fallen workers and
- Confined space rescue
- Bomb Threat
- Hostile Intruder or Active Shooter

2.1 Medical Emergency

A medical emergency may arise from the following:

- Injuries due to events such as structural collapse, fire, explosion, hazardous material exposure, electrocution, trips, slips and falls, manual handling etc.
- Exposure to heat as well as poor ventilation
- Fatigue and stress
- Medical condition such as heart attack, allergies, pregnancy related conditions, asthma or other respiratory infection etc.
- Natural event such as earthquakes, flood.
- Disease outbreak and epidemics such as cholera, ebola, meningitis etc.

In an event of a medical condition, the following should be followed:

- Stay Calm
- Dial the appropriate MiDA emergency contacts provided as soon as possible and explain the type of emergency, the location, condition, and number of victims. You must also contact the First Aid attendant/Emergency Personnel for assistance (***Refer to Attachment 1: Emergency Contact list Sample in the Appendix on page 17***).
- Do not move the victim unless there is danger of further injury if s/he is not moved.
- Render first-aid or cardiopulmonary resuscitation (CPR) only if you have been trained.
- Do not leave the injured person except to summon help.
- Comfort the victim until emergency (medical) services team contacted arrive and have someone stand outside the building to flag down the ambulance or rescue emergency service when they reach the vicinity.
- Provide Medical Care to the injured person immediately.

2.2 Fire Safety & Evacuation

Fire in the workplace may be caused by the following:

- Faulty Electrics at the workplace.
- Frequent power outages could lead to burning of office equipment and fire outbreaks.
- Flammable or combustible materials.
- Human Error such as knocking liquid onto electrical equipment, spilling flammable or combustible liquid.
- General negligence.
- Arson
- System Overload

This emergency procedure is to protect employees on project site and MiDA office from harm and property from damage by minimizing the effects of fire and fire hazards.

Fire Plans will be displayed on the Notice Boards at MiDA offices and project sites. The Plan will include the following;

- *Fire Evacuation Routes*
- *Emergency or Fire Assembly Point*
- *Fire Alarm Location*
- *Fire Fighting Equipment Location*
- *Fire Alarm System*
- *Emergency contact information of the following in the case of an emergency (Example: Police, Nearest Hospital, Fire service, MiDA HR Manager, ESP team).*

2.2.1 Fire Safety Plan and Requirement

- Fire Site plan shall be developed for MiDA projects and sub-activities by contractors. Rescue, recovery and emergency response plans and specified equipment developed from a review of potential emergency scenarios must be in place before commencement of Compact project activities and operation.
- When a team/implementing entity/consultant are mobilized on a project, Team Leads and HSE Coordinators shall be involved in the emergency plans as their knowledge on the project will enhance emergency response.
- If fire is small and you are confident you can safely put it out, extinguish fire with the Correct Fire Extinguishers provided at the MiDA office. When in doubt or fire does not extinguish, evacuate building immediately.
- Fire procedures and plan shall be amended in the revision and review log book if there are any changes. Example, the change type and the new corrective action in place.

The ESP team and Human Resource (HR) and contractors must ensure that adequate firefighting equipment (Fire extinguishers) are maintained at MiDA offices and project site and are clearly marked. MiDA fire extinguishers and other equipment are located on all the corridors of the office. MiDA emergency personnel shall be conversant with the operation of all fire safety equipment. Fire extinguishers must be inspected regularly by the Broll¹ maintenance officer, MiDA emergency personnel and a competent person.

Details of the fire extinguishers available for specific fire classes include;

¹ Broll is the management contractor responsible for managing the Heritage Tower, the building that houses MiDA offices and that of Procurement and Fiscal Agents.

- A dry chemical powder extinguisher for fires involving flammable and combustible liquids, gases, energized electrical equipment, paper and wood.
- Water can be used to extinguish wood and paper fires.
- Carbon dioxide extinguisher for fires involving energized electrical equipment.
- Combustible materials within the vicinity where sparks and heat are generated should be carefully controlled.

2.2.2 Fire Prevention and Means of Egress

- Employees will switch off electrical equipment when not in use, particularly at the close of work.
- Waste materials and office rubbish should be managed in a way to minimize fire risk and other risks.
- The entire building and offices as well as project site shall be a smoke free zone.
- Building exits routes will be clearly marked with directional signs. All exit areas will be clear of obstructions of any kind to allow unimpeded escape routes.
- Fire exit doors should not be locked. Employees will be able to evacuate building quickly and easily without any obstruction.
- In the event of an alarm, the access control system will be deactivated by the IT unit.

2.2.3 Fire Emergency Procedures

- On finding a fire, emergency personnel must immediately raise the alarm. This should be done by means of the nearest break glass call point.
- Rescue: Any Person(s) in immediate danger provided it is safe to do so.
- Alarm: Raise the alarm. When Fire alarm is alerted, evacuate premises immediately by the shortest route and make your way to the designated assembly point. Escape routes and assembly point shall be indicated in MiDA offices and project sites.
- Contain: Contain the fire by closing doors and windows provided it is safe to do so.
- Extinguish: Attempt to extinguish fire, only if you are trained and if it is safe to do so. Furthermore, you shall alert the trained emergency personnel to assist in extinguishing the fire.
- Emergency personnel should lead employees to the designated assembly point and assist those who need help to exit and must ensure fire doors in the area are closed. At the assembly point Emergency personnel must look out for individuals missing by conducting roll call.
- Ensure daily diaries, visitor's book and fire log book are available and supervisors are responsible for the safety of all visitors. Supervisors must have the contact details of the Ghana Fire Service and other emergency contact nearest to the MiDA Office as well as project site.

2.3 Earth Tremors/Earthquakes

Earthquakes are not common in Ghana. The last major earthquakes occurred in 1862, 1906 and 1939. Between 1964 and 1997 various minor earth tremors shook all regions in Ghana. The MiDA office is located in an area that has been identified as an earthquake prone zone. In the event of an earthquake, the following must be observed:

- Stay away from large windows, shelving systems, or tall room partitions.
- Get under a desk, table, door arch, or stairwell.
- If none of these is available: move against an interior wall and cover your head with your arms.

- Remain under cover until the movement subsides.
- After the shaking stops, survey your immediate area for trapped or injured persons and ruptured utilities (water, electric wires, etc.)
- If damage has occurred in your area, contact Ghana National Disaster Management Organization –NADMO and other emergency services (**Refer to Attachment 1-Sample**)
- Do not evacuate until instructed by emergency personnel. If it is safe to do so, remain at your location and await further instructions from emergency personnel and emergency rescue team.
- If out in the open:
 - Stay in an open area away from buildings, power lines, trees or roadways.
 - If in a car, pull over and stop. Do not park under an overpass or near a building. Be cautious about driving again, in the event roads are damaged.
- After an earthquake:
 - Put on enclosed shoes to protect against broken glass.
 - If the power is out use a flashlight. Do not light a match or candle.
 - Be alert for safety hazards such as fire, electrical wires, gas leaks, etc.
 - Check on others. If there are injuries or other urgent problems, report them to emergency personnel/first aid attendant present.
 - Give or seek first aid. Assist any disabled persons in finding a safe place for them.
- Evacuate if the building seems unsafe or if instructed to do so:
 - Use stairs, not elevators.
 - Unplug small electrical appliances.
 - Bring keys, purses, wallets, warm clothing.
 - Be prepared for aftershocks.
 - Cooperate with emergency personnel, keep informed, and remain calm.

2.4 Floods

Flooding in Accra is a common phenomenon during heavy rains. The ESP team in collaboration with the Human Resource team and emergency personnel will provide regular updates of such incidents based on meteorological reports/weather news. MiDA Consultants and Contractor will be required to provide such period updates at their respective Project sites. For imminent or actual flooding, and only if it is safe to do so:

- Secure vital equipment, vehicles, records, and other important document.
- If present in your area, report all hazardous materials (chemical, biological, and/or radioactive) to Emergency warden or personnel.
- Move to higher, safer ground.
- Shut off all electrical equipment.
- Do not attempt to drive or walk through flooded areas.
- Wait for further instructions on immediate action from emergency personnel or warden.
- If the building must be evacuated, follow the instructions on Building Evacuation.
- Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by an emergency personnel.

- If you are assisting with flood cleanup, report immediately to ESP team and experts on field and MiDA Office any oil, chemical, or radioactive materials suspected of mixing with flood waters.

2.5 Electric Shocks/Electrocution

In the event a MiDA staff or project site employee is electrocuted, the following steps must be taken when such an incident is encountered.

2.5.1 Establish a safe area and contact the first aid attendant/emergency personnel

- Rushing in to save someone might be your first impulse, but if the danger of electrical shock remains you will only injure yourself as well. In the event an employee encounters such an incident, immediately alert the first aid attendant/emergency personnel.
- Take a moment to assess the scene and look for any obvious dangers and secure the area to prevent further injuries to other persons.
- Check for the source of the electrical shock. Look to see if the victim is still in contact with the source. Remember that electricity can flow through the victim and into you.
- Never use water, even if there is a fire, as water can conduct electricity.
- Never enter an area where electrical equipment is used if the floor is wet.

2.5.2 Shut off the electric current

If you can do so safely, turn off the electrical current. Don't attempt to rescue someone near a high-voltage line. Shutting off the current at the power box, the circuit breaker or the fuse box is the preferred option. Follow these steps to turn the power off with a circuit breaker box:

- Open the circuit breaker box. Look for a rectangular block, with a handle, at the top of the fuse box.
- Grab the handle and flip it to the other side, just like a light switch.
- Try turning on a light or other electrical device to double check the power is off.

2.5.3 Call emergency services

- It is very important that you call as quickly as possible for help. The sooner you call, the sooner help will arrive. Explain your situation as calmly and clearly as you can when you make the call.
- Explain that the emergency involves an electrical shock so the responders can be best prepared.
- Speak clearly. Emergency services will need accurate and clear information. Speaking too quickly might lead to misunderstanding, which can waste valuable time.

2.5.4 Separate the victim from the source

- Don't touch the victim, even with a non-conducting instrument, if the electricity hasn't been shut off. Once you're sure there is no current, use a rubber or wooden stick, or any other non-conducting tool, to separate the victim from the source. Examples of non-conducting materials include wood, glass, porcelain, plastic and paper. Cardboard is another common, non-conducting material that you may use.
- Conductors which allow electricity to flow include copper, aluminum, gold and silver, and anything that is wet, even if it is a non-conductor when dry.

2.5.5 Record Incident into the accident/incident form

- Obtain and record relevant information relating to the electric shock incident.
- You must provide the name and other detail information of the person to the rescue service or medical facility, the nature of injury and documented detail of the shock.

2.6 Hazardous Materials

Compact projects team lead must ensure compliance with local laws and international requirements applicable to the transport and management of hazardous materials.

Procedures for transportation of hazardous materials should include:

- Proper labeling of containers including identity and quantity of contents and potential hazards must be indicated.
- Exit and entry routes for the transportation of hazardous materials must be marked.
- Training employees involved in the transportation of hazardous materials regarding proper procedures and emergency procedures.
- Hazard identification and risk assessment should identify the potential hazard involved in transportation.
- Hazardous substances must be identified as well as existing criteria for the transportation of hazardous materials including environmental management systems.
- Marking and labeling of packages containing hazardous materials.

Minor Spill: A minor spill is characterized by the following criteria:

- Is inside an office, project site (within a confined space) and has not spread outside specified area.
- Did not result in fire or explosion, nor presents a risk for a fire or explosion and
- Did not result in personnel requiring medical attention

Minor Spill Clean Up:

- Alert people in the immediate area of the spill
- Put on appropriate PPE.
- Contain the spill with absorbent material
- Place the absorbed spill material in secondary containment such as spill bucket. Label container and notify the ESP team and experts to pick up container.
- Completely clean area where spill occurred
- Dispose of contaminated PPE properly

Major Spill: A major spill is characterized by all the following criteria:

- Results in a fire, explosion, or release of toxic gas, or presents a risk for a fire, explosion, or gas release;
- Results in personnel requiring medical attention;
- Is not contained within the office or project site only but beyond; or
- Is characterized as a major spill by the Emergency personnel

Major Spill or Leak

- Remove any injured or contaminated persons if you can do so safely
- Contact the emergency service and stand by in a safe location
- Remove all contaminated clothing, shoes etc. Use clean water to shower if one is nearby. Seek medical attention if you have been exposed. Do not attempt to clean up a major spill on your own. Leave it to experts.

2.7 Rescue of Fallen workers

When a worker falls and is suspended in a harness, it's important to rescue him or her as quickly as possible because of the following reasons.

- The worker may have suffered injuries during the fall and may need medical attention.
- When workers are suspended in their safety harnesses for long periods, they may suffer from blood pooling in the lower body. This can lead to suspension trauma.
- Suspended workers may panic if they are not rescued quickly.
- The event that led to the fall may create additional risks that need to be addressed.

Planning

- All site personnel must attend a site-specific safety training session where they will review emergency response procedures and receive instruction on alarms and assembly areas.
- Train a designated crew to perform the rescue. This crew must know how to use the equipment that is available to them at the jobsite and where they can find it. They should review the rescue procedure every two weeks with the crane crews.

Emergency Response Plan

If a worker falls and is suspended by a safety harness, implement the emergency response plan by following the steps below.

Note: It's important to know your role.

1. The site supervisor (or alternate foreperson) takes control of the situation.
2. The site supervisor sounds the emergency alarm—two long blasts from a horn. All workers in the immediate vicinity of the incident stop working. The site supervisor quickly evaluates the situation and identifies any further hazards that could arise.
3. The site supervisor or their designate goes to get help if workers are close by. If no one is close enough, the site supervisor calls for help.
4. The site supervisor calls notify local police, fire, and ambulance if required.
5. The crane operator remains on standby. The operator frees the hook and waits for further direction in case the designated rescue team must perform a basket rescue.
6. The site supervisor (or a worker assigned to the task) isolates the accident zone and its perimeter to limit further exposure.
7. The site supervisor (or a worker assigned to the task) moves all non-affected personnel to a safe zone or directs them to remain where they are.

8. The site supervisor enables radio silence on the jobsite, except for crisis communications from emergency responders. These communications are conducted on a pre-selected "emergency only" radio channel.
9. The site supervisor sends a designated worker to the site gate to meet the response team (police, medical, fire, etc.) and ensure that they have a safe access path to the accident scene.
10. The site supervisor assembles the emergency rescue team at the accident site as quickly as possible to determine the best rescue procedure for the situation.

Emergency Rescue Plan

Please adhere to the procedures in using any of the following methods identified below;

- If an elevating work platform (EWP) is available on site and the suspended worker can be reached by the platform.
- If an elevating work platform is not available, use ladders to rescue the fallen worker.
- If the fallen worker is suspended near a work area and can be safely reached from the floor below or the area from which they fell do so.
- If a worker has fallen and is suspended in an inaccessible area, you may need to perform a basket rescue.

Post-Rescue Procedure

All non-affected workers should remain in the designated safe gathering zone until the site supervisor notifies them to do otherwise.

The site supervisor and health and safety representative should

- Begin the accident investigation.
- Quarantine all fall-arrest equipment that may have been subjected to fall fatigue effects and/or shock loading for further investigation.
- Secure the area (the OSHA requires that an accident scene not be disturbed where a fatal or critical injury has occurred).
- Determine whether or not the jobsite-specific rescue and evacuation plans were followed as designed.
- Record modifications or additions to the plans that the rescue team deems necessary.
- Record all documented communications with fire, police, and other contractors involved.
- Record all documented statements from employees, witnesses, and others.
- Save all photographs of the incident.

Record all key information such as dates, time, weather, general site conditions, and specific accident locales including sketches of the immediate incident area, complete with measurements if applicable.

2.8 Confined space rescue

Compact activities such as construction of Primary and BSP Substations as well as Distribution substations (200Kv transformers at the Markets etc.) and laying of underground cables, will require confined space entry and exit for authorized and competent workers to perform certain tasks or jobs. Confined space have limited means for entry or exit and may include , pits, tanks, pipes, sewers, manholes, tunnels, equipment housings, and ductwork. Excavation, ditches and trenches may also be a confined space when access or egress is limited. MiDA employees

should not enter confined spaces, though works contractors and their staff may. Some incidents in confined space may require confined space rescue and may include, fire hazard, electrical shocks, shifting or collapse of materials, moving parts of equipment, slips, falls, and radiation, barrier failure resulting in a flood or release of free flowing solid among others.

- Emergency rescue teams must be available while authorized entrants are in the confined space.
- Deaths often occur during rescue. Employees attempt to rescue an entrant without the proper training and then get caught themselves in the confined space.
- Non-entry – Rescue that is conducted without entry into the confined space. This can be conducted by such means as a rope or winch.
- Entry by others – some companies do not have trained personnel for emergency rescue. They depend on others to conduct emergency rescues such as the Ghana Fire Service.
- Entry by Trained employees from the company – some companies have trained personnel within the company to conduct rescues. In this case:
 - All members of the team must be specially trained in confined space rescue work,
 - The team must have at least one member certified in CPR and first aid,
 - All members of the team must be trained in the techniques and equipment for specific confined spaces.
- If a rescue is required, the rescue service must close off the area, get authorized entrants out of the space and perform first aid when needed.
- It is best to use a retrieval system to bring the employee out of the space. Never enter the space without proper training and authorization to rescue a co-worker who is trapped. .
- Authorized entrants should wear harnesses connected to the retrieval line. The retrieval equipment must be in place before employees enter the permit space.
- Necessary rescue equipment should be available such as harness, ropes, respirator, tripods, wench, ventilation system, logout and tagout etc.
- Each confined space must be evaluated to determine what type of equipment is required to perform a rescue should it become necessary.
- If outside resources, such as Private Emergency Rescue Service or Ghana Fire Service, are utilized to perform confined space rescues, the agency should be given access to your facility to enable them to:
Be aware of the types of confined spaces you have
Determine the types of equipment and rescue techniques they will need to perform a rescue

2.9 Bomb Threat

If you receive a bomb threat, **remain calm** and:

1) Obtain as much information as possible:

- Write down the number from where the call is coming
- Write down the exact time of the call
- Write down as accurately as possible the statements made
- Listen to the voice to determine the sex, age, accents, tone, etc. (Note any distinguishing feature)
- Listen for background noises
- Try to signal a for someone else to also listen on the telephone line, if possible
- Do not hang up and stay on the line as long as possible; wait for the caller to hang up

- 2) Keep the bomb threat caller talking, and ask as many questions of the caller as you can:
 - When will the bomb go off? How much time remains?
 - Where is the bomb located?
 - What does it look like?
 - What kind of bomb is it?
 - How do you know about this bomb?
 - Why was it placed here?
 - Who are you?
 - What is your name?
- 3) **Call 191** immediately and Available security personnel

2.10 Hostile Intruder/Active Shooter

If a hostile intruder/active shooter is outside Office building:

1. Get to a room that can be locked; close and lock windows and doors
2. Turn off the lights
3. Try to get everyone down on the floor (so that no one is visible from outside the room)
4. **Call 191**. The Dispatcher will ask for, at least, the following information:
 - a. Your name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification or description of shooter
 - e. Number of persons who may be involved
 - f. Your location
5. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
6. Do not respond to any voice commands until you are sure that they come from a Police Officer, or Security personnel.

If a hostile intruder/active shooter is INSIDE Office building:

1. Notify anyone you may encounter to exit the building immediately
2. Call **191**. The Dispatcher will ask for at least the following information:
 - a. Your name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification or description of shooter
 - e. Number of persons who may be involved
 - f. Your location

If exiting the building is not possible, the following actions are recommended:

1. Go to the nearest room or office
 - a. If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall and keep quiet.
2. Close and lock the door and/or block it (try barricading the door with desks and chairs)
3. Cover the door windows
4. Call the **191** (the Dispatcher will gather information from you)
5. Keep quiet and act as if no one is in the room (silence cell phones)
6. Do not answer the door
7. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
8. Do not respond to any voice commands until you are sure that they come from a Police Officer, or Security personnel.

If a hostile intruder/active shooter enters your office:

1. Remain calm
 2. **Dial 191** (if you can't speak, leave the line open so the Dispatcher can listen to what's taking place)
 3. Try to escape, but if unable, you must take action to survive!! Make a quick survival decision, either:
 - a. Try to negotiate with the hostile intruder/active shooter (perhaps not the most effective measure), or
 - b. Try to hide; bear in mind that being hidden (i.e. behind a wooden door) is not the same as being covered (i.e. behind a steel door), or
 - c. Play dead (pretend to be unconscious), or
 - d. Try to overpower the hostile intruder/active shooter by force (use anything at your disposal and fight for your life); **only you can decide if this is something you should do.**
 - e. If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival. **Again, only you can decide if this is something you should do**
- If the hostile intruder/active shooter leaves your area, and as soon as it is safe to do so:***
1. Close and lock the door and/or block it (try barricading the door with desks and chairs)
 2. **Call 191** (if not on the line already)
 3. DO NOT answer the door and stay in place behind cover
 4. Do not respond to any voice commands until you are sure that they come from a Police Officer or Security personnel.

If you decide to flee during a hostile intruder/active shooter situation:

1. No matter what the circumstances, make sure you have an escape route and plan in mind
2. Do not attempt to carry anything while fleeing
3. Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible)
4. Move quickly, keep your hands up high and visible
5. Follow the instructions of any Police Officers you may encounter.

2.11 Specific Emergency Response Procedures

In the event of an emergency on a field trip to project site or other off-site MiDA official assignment, MiDA has provided the following emergency service contact information (***Refer to Attachment 1-Sample***) for staff and partners;

Ghana Police shall be contacted in the event of burglary or armed robbery, road accident among others.

For fire emergency, Ghana Fire Service shall be contacted.

In the Event of a medical emergency and other rescue emergency, a private emergency service provider shall be contracted by MiDA to provide such emergency service.

In the event of any emergency, employees shall contact the Emergency response team at MiDA. The team will then communicate and coordinate with the relevant emergency service provider to provide relief to affected staff (***Refer to Attachment 1- Sample***). The roles and responsibilities of the emergency response team include;

2.11.1 First Aid Attendant

- When contacted, go to the scene as quickly as possible
- Assess and control any hazards and area where incident has occurred
- Administer first aid and call the emergency medical services
- Report relevant information to the emergency team present
- Record incident/accident in the incident/Accident Reporting Form

- Meet with the ESP team and other first aid attendant and debrief team after any emergency.

2.11.2 Emergency Personnel

- During an evacuation and emergency, lead employees through the appropriate exit routes
- Conduct roll call at the designated assembly point of visitors and employees
- Ensure the Receptionist has the visitors log book field
- Provide the needed assistance during an emergency if it is safe to do so.

2.11.3 Roles and Responsibilities for Emergency Coordination and Relief

- MiDA Staff shall inform the MiDA Emergency Response team of all planned field visits for projects and other off-site official assignment for effective emergency response coordination. During implementation, a project wide emergency response team shall be established by MiDA. This shall comprise of representatives of MiDA emergency response team, PMC, contractors and relevant Implementing Entities as necessary.
- Emergency Contact details shall be provided by MiDA emergency preparedness and response team to all MiDA staff prior to embarking on official MiDA engagements. In case of any emergency out on the field, MiDA staff will be required to contact the emergency response team at MiDA for emergency response coordination and relief.

Roles and Responsibilities for Emergency Coordination and Relief

Emergency	MiDA Office	Project Site
MiDA Employee	1. The Staff calls emergency response team at MiDA office. 2. The emergency response team shall communicate and coordinate with the relevant emergency service provider immediately. The team will provide initial first aid relief to the affected person whiles coordinating with the service provider.	1. A staff on the scene of the incident calls a member of the emergency response team at project site to attend to the affected person. 2. The emergency response team member at the project site shall communicate and coordinate with the relevant emergency service provider for further assistance <i>MiDA emergency response team shall be informed of the emergency for follow-up and necessary action</i>
PMC, Contractors and other MiDA contracted consultants	1. The Staff calls emergency response team at MiDA office. 2. The emergency response team shall communicate and coordinate with the relevant emergency service provider immediately. The team will provide initial first aid relief to the affected person whiles coordinating with the service provider.	1. A staff on the scene of the incident calls a member of the emergency response team at project site to attend to the affected person. 2. The emergency response team member at the project site shall communicate and coordinate with the relevant emergency service provider for further assistance

General Public	<p>1. The Staff or individual calls emergency response team at MiDA Office.</p> <p>2. The emergency response team shall communicate and coordinate with the relevant emergency service provider immediately. The team will provide initial first aid relief to the affected person while coordinating with the service provider</p>	<p>1. A staff on the scene of the incident calls a member of the emergency response team at project site to attend to the affected person</p> <p>2. The emergency response team member at the project site shall communicate and coordinate with the relevant emergency service provider for further assistance</p>
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3.0 TRAINING PROGRAMS AND EMERGENCY DRILLS

3.1 Training and Capacity Building Programs and Drills

Training and capacity building programs will provide employees with good understanding of human factors, aspects of health and safety, risk management etc. Employee training shall include HSE Policies and Procedures, EPRP, physical and mental limitation of people and the potential of human error, individual roles and responsibilities, hazard identification, risk assessment and management and corrective actions, communication procedures, checklist and templates.

Continuous training by the ESP team shall be provided to MiDA staff, consultants, contractors, implementing entities and relevant stakeholders on the EPRP to promote awareness of emergency protocols and inform them of the procedures. This training shall be organized twice every year. Emergency and Evacuation drills shall be conducted twice every year in collaboration with Broll Management of Heritage Tower where MiDA Office is located. Toolbox meeting shall be done regularly at MiDA and every identified project site.

MiDA first aid and emergency personnel will provide first aid assistance in case of an emergency. The team will also ensure that employees are safely evacuated from the MiDA building during fire evacuation and when there is need to evacuate building due to other emergencies. The team shall be provided with the needed training and certification to perform their duties effectively. First aid and emergency personnel shall meet once every month (Refer to Attachment 1: Emergency Contact List in Appendix for list of First aid and emergency personnel, page 17). Emergency service provider shall be procured by MiDA for first aid training, fire control procedures and evacuation and other emergency response procedures.

Since theft and burglary is a common phenomenon, security training and tips shall be provided for staff. Security notices shall be sent via email to caution staff on such incidents. Furthermore, such incidents must be reported to emergency personnel and HR team for next steps and action.

Fire and emergency response drills shall be held twice in a year. This is to allow testing of equipment and logistics as well as testing emergency contact lists and communication

procedures. Fire and emergency drills shall be organized by a contracted emergency service provider at MiDA premises.

All training programs and drills shall be recorded and maintained by the ESP team and HR Manager.

4.0 EMERGENCY EQUIPMENT AND RESOURCES

MiDA will ensure adequate and efficient emergency response resources are available and at all times. The following table provide illustrative list of emergency preparedness and response resources that must be available at MiDA and every compact project site.

Basic firefighting equipment such as fire extinguishers, fire bucket, fire water pump, fire blankets
First aid kit for MiDA offices both the 3 rd and 4 th floor, first aid backpack for trips to project sites
Stretcher, basket or wheelchair for moving injured persons
Personal Protective Equipment (PPE)
Emergency Vehicle on project site and MiDA Office
Notice Board, Framed HSE policy statement in MiDA Offices and Project sites
Emergency Service Contact list
Trained First Aid Attendants and Emergency Personnel
Signage for information such as signs, cones, drums, illumination devices, accident protection barriers etc.
Emergency Evacuation Plans
Clean water for eyes and emergency showers
Emergency institution to provide training and rescue services on all project sites and MiDA's offices

MiDA Fire extinguishers, fire water pump and fire alarm system are located on the corridors of the office.

MiDA First Aid kit are located in the MiDA main Office and Executive wing managed by a First Aid Attendant and emergency personnel. Adequate first aid supplies shall be made available and the location of the kit shall be visibly marked. The HSE Coordinator will check periodically to ensure that first aid contents are complete and replenish items when necessary.

PPEs shall be made available for all staff of MiDA for field site visits. PPE and First Aid Backpack for field trips shall be located in the Office of the Environment and Social Performance Coordinator.

MiDA Emergency Evacuation plan, Emergency service contact details and HSE Policy are located in the all offices (Reception, Main Office, West Wing, East Wing and Executive Wing).

5.0 IDENTIFICATION OF EVACUATION ROUTES AND ASSEMBLY POINTS

Management and the HR team shall ensure that adequate emergency access and egress is available to all MiDA staff. In the event of an emergency, **the primary assembly point for MiDA is in front of the MiDA building before the Car park (Heritage Tower Building).**

An appropriate emergency evacuation assembly point shall be designated on project site and communicated to all personnel during site induction and toolbox meetings.

5.1 MiDA Building Evacuation Procedures

MiDA staff should familiarize themselves with the evacuation routes posted on the 3rd and 4th floor of the building and with the location of the assembly point(s). If an evacuation order is issued, or if it were necessary to evacuate due to an emergency, fully cooperate with emergency personnel and observe the following instruction:

- Take only keys, wallets, mobile phones and essential belongings with you.
- If you are the last one to exit your office close, and lock doors.
- Leave the building immediately.
- Do not investigate the source of the emergency.
- Walk, don't run, to the designated emergency exit.
- Use the designate exit route or staircase, do not use elevators.
- Assist people with special needs.
- If there is no immediate danger, persons with disability/mobility limitations should be sheltered in a safe place and call emergency personnel and report location and number of people needing assistance.
- If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building).
- If you are unable to evacuate, call the emergency personnel and report your location.
- As you make your way out, encourage those you encounter to exit as well.
- Proceed to the assembly point and wait for instructions before returning to your building after an evacuation.

5.2 MiDA Evacuation Plan (3rd and 4th Floor)

MiDA offices are located on the 3rd and 4th Floor of the Heritage Towers in Accra, Ridge and managed by Broll. In the event of an emergency, **the primary assembly point for MiDA is in front of the MiDA building before the Car park (Heritage Tower Building)**. Below are the Evacuation plan for the 3rd and 4th floor of the Heritage Towers.

6.0 EMERGENCY CONTACTS AND COMMUNICATION PROCEDURES

During an emergency, MiDA will use the following mode of communicate to staff and partners wherever possible:

- Landline Telephones
- Mobile Phones
- Short Message Service (SMS)/Text message
- Evacuation Siren/alarm
- Email.

The Human Resource (HR) team, emergency warden or personnel and ESP team are responsible for communicating emergency information via these selected communication methods. Emergency contact notification are available to MiDA staff including drivers and project site (***Refer to attachment 1-Sample***). Emergency personnel at the MiDA office and project site managers shall have the list of names of all MiDA staff and other stakeholders (***Refer to attachment 2 - Sample***). Visitors must sign in and out of project site or MiDA offices per each visit. (***Refer to attachment 3-Sample***). The emergency personnel shall have record of personnel register taken to the assembly point in the event of an evacuation to conduct roll call.

Media Inquiries

Inquiries from the media during and after an emergency will be addressed by MiDA communication team. The communication director will be consulted in releasing any such information to the media.

7.0 REVIEW AND REVISION OF EPRP TO REFLECT CHANGING CONDITIONS

The EPRP shall be reviewed and updated by ESP team in consultation with staff and partners annually from date of inception to implementation and when significant changes occur in project operation and process. With minor changes, the EPRP can be easily adapted to specific project sites and readily implemented. Any suggestions, comments or questions should be directed to the ESP team. All changes/updates/revision should be recorded in the record of change document (***Refer to Attachment 4 - Sample***). Health, safety and environment (HSE) inspection shall be done by ESP team every month in MiDA Office and project sites to ensure emergency and disaster risk mitigation measures are adequate and working to enhance the health and safety of women and men beneficiaries

Attachment 3: VISITORS LOG BOOK					
No.	Name	ID Number	Time In	Time Out	Signature

Attachment 4: RECORD OF CHANGES			
Change No.	Indicate Change	Date of change	Change entered by