

EMERGENCY PREPAREDNESS AND RESPONSE PLAN

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.

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☒ 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.

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☒ 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 1Sample) ☒ 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.

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☒ 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.

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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 nonconducting 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:

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☐ 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.

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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

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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, wenchers, 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

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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:

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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

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☐ 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.