

## Emergency Preparedness Planning Guidelines

The Emergency Preparedness Plan is a scenario-based tool for planning response to potential emergencies and to ensure that adequate arrangements are made in anticipation of a crisis. The goal of the Emergency Preparedness Planning is to facilitate an appropriate, timely and effective response. Emergency Preparedness Planning relies on historical data and informed assumptions and helps to determine in several key decisions in advance of an emergency (e.g. what activities will be carried out, which organizations will be partnered with, who will lead the response and what support will be needed).

### **PURPOSE**

The goals of this emergency response plan are, in order of priority, to protect the lives and health of Adanu employees, and protect and minimize damage to company property in the event of an emergency.

### **Hazards to Consider**

#### **Natural hazards**

##### **Geological hazards**

- Earthquake
- Tsunami
- Volcano
- Landslide, mudslide, subsidence

##### **Meteorological Hazards**

- Flood, flash flood, tidal surge
- Water control structure/dam/levee failure
- Drought
- Snow, ice, hail, sleet, arctic freeze
- Windstorm, tropical cyclone, hurricane, tornado, dust storm
- Extreme temperatures (heat, cold)
- Lightning strikes (wildland fire following)

##### **Biological hazards**

- Foodborne illnesses
- Pandemic/Infectious/communicable disease (Avian flu, H1N1, etc.)

##### **Human-caused events**

##### **Accidental**

- Hazardous material spill or release
- Nuclear power plant incident (if located in proximity to a nuclear power plant)
- Explosion/Fire
- Transportation accident
- Building/structure collapse
- Entrapment and or rescue (machinery, confined space, high angle, water)
- Transportation Incidents (motor vehicle, railroad, watercraft, aircraft, pipeline)

## **Intentional**

- Robbery
- Lost person, child abduction, kidnap, extortion, hostage incident, workplace violence
- Demonstrations, civil disturbance
- Bomb threat, suspicious package
- Terrorism

## **Technology caused events**

- Utility interruption or failure (telecommunications, electrical power, water, gas, steam, HVAC, pollution control system, sewerage system, other critical infrastructure)

Cyber security (data corruption/theft, loss of electronic data interchange or ecommerce, loss of domain name server, spyware/malware, vulnerability exploitation/botnets/hacking, denial of service)

## **Protective Actions for Life Safety**

When there is a hazard within a building such as a fire or chemical spill, occupants within the building should be evacuated or relocated to safety. Other incidents such as a bomb threat or receipt of a suspicious package may also require evacuation. If a tornado warning is broadcast, everyone should be moved to the strongest part of the building and away from exterior glass. If a transportation accident on a nearby highway results in the release of a chemical cloud, the fire department may warn to “shelter-in-place.” To protect employees from an act of violence, “lockdown” should be broadcast and everyone should hide or barricade themselves from the perpetrator.

Protective actions for life safety include:

- Evacuation
- Sheltering
- Shelter-In-Place
- Lockdown

## **Fire and Life Safety Plan**

Emergencies do not occur very often, but should an emergency occur, this plan will help us assist each other through such an emergency. The purpose of the plan is to establish a safe, orderly method of evacuating people away from the fire area and out of the building. There will be a coordinated effort between Adanu employees, building tenants and the Fire Department, Police Department and/or other emergency response agencies. The plan also gives practical instructions for other emergencies as well. Success of any emergency procedure is dependent on advance planning and training. With your cooperation, we should be able to minimize any panic and confusion and provide an organized response to an emergency. Adanu will hold periodic unannounced fire drills

## **PRIORITIES**

The objectives of this plan are, in order of importance:

- To evacuate and account for all employees and visitors;
- To contact local emergency service organizations;
- To assemble the company’s Emergency Response Team (ERT) for implementation of the response plan;
- Contact pertinent regulatory agencies;

- Conduct search-and-rescue operations, turnoff utilities, control any hazardous chemical spills or releases;
- Prevent further property damage through protective measures or by removing property;
- Perform cleanup and salvage as needed;
- Conduct post-incident critique and evaluation;
- File any applicable reports with regulatory agencies.

## **RESPONSIBILITIES**

### Facility Management

- Evaluate the number and types of hazards expected based on past experience and general knowledge to plan and develop Emergency Response Plan specifics;
- Provide training to all employees for their roles in all emergency plans;
- Conduct drills to practice response to emergency situations;
- Conduct an annual drill to practice confined-space rescue;
- All other activities necessary to the development and implementation of an effective Emergency Response Plan;
- Make emergency response team assignments.

### Maintenance Manager

- Maintain sufficient inventory of emergency response equipment;
- Ensure maintenance and inspection of emergency response equipment;
- Help train emergency response team members.

- Assist in the training of emergency response teams;
- Assume active positions on the response teams.

### Safety manager

Provides assistance in developing and carrying out emergency response plans.

TRAINING (Adanu) will train all employees on the procedures contained in this plan. New employees will be trained upon hiring, and re-trained any time the employees responsibilities under the plan change or whenever the plan changes.

The company will provide copies of all emergency response plans to be kept in employee handbooks and operation manuals, and will post copies on employee bulletin boards.

The company also will designate and train a sufficient number of employees to assist in the safe and orderly evacuation of employees and visitors. These employees will be trained and re-trained as needed.

### Training will cover:

- Emergency reporting;
- Evacuation routes;
- Alarm systems;
- Specific assigned duties.

Periodic drills will be held to ensure that all employees know the appropriate action to take in case of an emergency. The company will provide additional training and frequent drills for employees with specific emergency-response duties; and invite local emergency service units to participate in training whenever possible.

## **EMERGENCY RESPONSE PROCEDURES**

## INCIDENT REPORTING

### Management Notification

If an emergency, or situation that could become an emergency, occurs, inform management immediately. (Mypa Kofi Buckner, Director of Operations-Adanu) will maintain an up-to-date emergency notification list.

### Emergency Response Team Notification

The alarm system, public address system, or direct supervisory contact can be used to notify employees of emergency situations in the facility.

### External Notification

Call (112 or equivalent) to contact the local fire or police department, emergency medical service or other emergency-response units.

Corporate Notification Contact Mypa Kofi Buckner if media coverage of the situation is expected.

Also, contact the corporate office as soon as possible of property damages, theft, or cargo losses etc.

## FIRE FIGHTING

No employee shall fight a fire that is beyond the incipient stage (able to be put out with a fire extinguisher), enter if the building is on fire to conduct search and rescue, or provide advanced medical care and treatment. These situations must be left to emergency services professionals, who have the necessary training, equipment and experience.

### Current location:

Business Name: ADANU  
Address: BE3201 VELVET ST. PO Box HP 814 Ho, Volta Region Ghana  
GPS: VA-26587662  
Telephone Number: +233 55 11111 49 / +233555552992

**The following person is our primary crisis manager and will serve as the company spokesperson in an emergency:**

Primary Emergency Contact: Mypa Kofi Winfred Buckner

Telephone Number: +233244109976

E-mail: mypa@adanu.org

**If the person is unable to manage the crisis, the person below at our location will succeed in management:**

Secondary Emergency Contact: Ankah Anglebert

Telephone Number: +233247715724

Email: Anglebert@adanu.org

**II. Emergency Contact Information (Country Wide) :**

<b>Institution</b>	<b>Emergency code</b>
Emergency service	112
Police	112,191, 18555
Fire service	112,192
Ambulance	112,193
Coronavirus hotline	112