



ECG EMERGENCY PREPAREDNESS AND RESPONSE PLAN

**ENVIRONMENTAL AND SOCIAL MANAGEMENT
SYSTEM**

EMERGENCY PREPAREDNESS AND RESPONSE PLAN

**MAY, 2026
ELECTRICITY COMPANY OF GHANA LTD**

	ENVIRONMENTAL AND SOCIAL MANAGEMENT SYSTEM: EMERGENCY PREPAREDNESS AND RESPONSE PLAN	Reference	ECG/SHE/ESMS/03
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TARGET AUDIENCE	ALL STAFF AND RELEVANT STAKEHOLDERS AND THIRD PARTIES
PURPOSE	THIS PLAN IS TO ENSURE THAT AN ECG IS READY TO RESPOND EFFECTIVELY TO EMERGENCIES, MINIMIZING HARM TO PEOPLE, PROPERTY, AND THE ENVIRONMENT.

Revision History

VERSION DETAIL	DATE	SUMMARY OF CHANGES	CHANGES BY
2.0	MAY 22, 2026	THIS MAJOR REVISION UPDATES THE ECG EMERGENCY PREPAREDNESS AND RESPONSE PLAN UNDER THE ESMS TO ALIGN WITH CURRENT GHANAIAN REGULATORY REQUIREMENTS, IFC PERFORMANCE STANDARD 1, AND PRESENT ORGANIZATIONAL ARRANGEMENTS, WITH STRENGTHENED PROVISIONS FOR HAZARD IDENTIFICATION, EMERGENCY RESPONSE PROCEDURES, ROLES AND RESPONSIBILITIES, AND COMMUNITY NOTIFICATION PROTOCOLS.	SHE DIVISION

Document Review

DATE OF NEXT SCHEDULED REVIEW
MAY 22, 2029

Document Approval

APPROVED BY	ING. KWAME KPEKPENA	APPROVAL DATE	5/6/26
SIGNATURE			

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LIST OF ACRONYMS

ACRONYM	MEANING
BCF	Bromochlorodiflouromethane
BSP	Bulk Supply Point
CO ₂	Carbon Dioxide
CPR	Cardiopulmonary Resuscitation
DISEC	District Security Coordinating Council
ECG	Electricity Company of Ghana Ltd
EOC	Emergency Operations Center
EPRP	Emergency Preparedness Response Plan
ESP	Environment and Social Performance
EPA	Environmental Protection Authority
EWP	Elevating Work Platform
GM	General Manager
GNFS	Ghana National Fire Service
GNAS	Ghana National Ambulance Services
HIRA	Hazard Identification and Risk Assessment
HR	Human Resource
HSE	Health Safety and Environment
IFC	International Finance Corporation
MD	Managing Director
M&E	Monitoring and Evaluation
MSDSs	Material Safety Data Sheets
NADMO	National Disaster Management Organization
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment
PR	Public Relations
RA	Risk Assessment
REGSEC	Regional Security Coordinating Council
SHE	Safety Health and Environment

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SAFETY, HEALTH & ENVIRONMENT POLICY STATEMENT



SAFETY HEALTH & ENVIRONMENT POLICY

This policy, abbreviated as **"ENERGY"**, reflects our commitment to Safety, Health, and Environmental excellence across the Electricity Company of Ghana and is consistent with the company's corporate strategy.



E – Environmental Stewardship:
Commit to minimizing environmental impact and promoting sustainable practices in all operations.



N - Network Collaboration:
Promote collaboration across teams and stakeholders to enhance SHE performance, exemplify active engagement, and uphold our collective accountability in maintaining injury and accident free throughout ECG operational areas.



E – Excellence
Strive for excellence in SHE by adhering to all regulatory requirements and embracing established industry best practices



R – Responsibility
Encourage everyone to take personal responsibility for maintaining a safe and healthy work environment.



G – Growth
Support continuous learning and development in SHE competencies.



Y – Your Commitment Matters
Every individual's commitment is vital to building a resilient and safe working environment—together, we energize ECG's mission through collective action.



ING. KWAME KPEKPENA
(ACTING MANAGING DIRECTOR)



05/06/2026

Dated

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GOLDEN RULES OF SAFETY

ELECTRICITY COMPANY OF GHANA LIMITED



SAFETY
GOLDEN RULES



SAFETY FIRST:

Prioritize safety over speed or convenience to accomplish task.



TRAINING:

Ensure that workers are properly trained and competent in their tasks.



RISK ASSESSMENT:

Conduct risk assessments before starting any job or task.



EQUIPMENT MAINTENANCE:

Regularly inspect and maintain tools and equipment for safety.



STOP WORK AUTHORITY:

Empower workers to stop work if they believe it is unsafe.



FOLLOW PROCEDURES:

Always adhere to established safety procedures and protocols.



STAY INFORMED:

Be aware of potential hazards and stay informed about safety guidelines.



COMMUNICATION:

Maintain clear communication with team members regarding safety concerns.



HOUSEKEEPING:

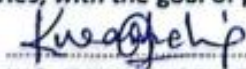
Keep the workplace clean and organized to reduce accidents.



USE OF PPE:

Wear the appropriate Personal Protective Equipment (PPE) for the task at hand.

These golden rules serve as a foundation for creating a culture of safety in various industries, with the goal of preventing accidents, injuries, and incidents.


ING. KWAME KPEKPENA
 ACTING MANAGING DIRECTOR


 Dated

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Golden Rules of Safety are designed to ensure the health and safety of all employees, assets and all stakeholders including contractors, subcontractors, customers and the general public.

The Golden Rules are intended for the people who organize work, the people who carry out the work and the people who inspect the work. The Golden Rules are based on systematic processes for identifying, assessing and managing risks.

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1. PREPARING ADEQUATELY FOR EMERGENCY SITUATION

1.1. Introduction

Emergencies can create a variety of hazards for workers in the impacted area. Preparing for an emergency incident is essential to ensure that employers, workers, and the public have the necessary equipment, knowledge, and guidance on where to go and how to stay safe before, during, and after an emergency. These emergency preparedness and response approaches provide information on how to prepare and train for emergencies and the hazards to be aware of when an emergency occurs.

This Emergency Preparedness and Response Plan (EPRP) is a general guideline for identifying, preventing, minimizing and managing injuries, accidents and risks to all staff and stakeholders. An effective implementation of this EPRP will steer the company's commitment to eliminating harm to staff, contractors and the public. This plan is supported by committed management. All staff and the public must be aware of these emergency procedures. The EPRP is a living document that will be reviewed and updated not later than three (3) years.

1.2. EPRP Objectives:

Ensure that potential emergencies that may impact the health and safety of all staff, contract workers, affected communities, women and children are identified and handled effectively.

Employ 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 taken by different groups in emergency situations by recognizing age differences, levels of disabilities and other relevant social categories.

1.3. Scope and Applicability

The Emergency Preparedness and Response Plan (EPRP) must be integrated into all company activities. This EPRP applies to all internal and external operations, as well as to communities

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within and surrounding the company’s operational areas. It encompasses the planning and execution of projects such as the construction of Primary Substations, Bulk Supply Points (BSPs), Civil Works, Overhead Lines, and Underground Cables. It also extends to the company’s office operations, pay-points, and customer service centers. The company’s communication team will utilize various social media platforms and all available media channels to deliver tailored emergency alerts, ensuring the safety of all stakeholders. The implementation, monitoring, and reporting of emergency preparedness efforts will align with the relevant provisions outlined in this EPRP.

1.4. Emergency Operations Center (EOC)

As part of the Emergency Preparedness and Response Plan (EPRP), the Electricity Company of Ghana (ECG) shall establish Emergency Operations Centers (EOCs) to serve as central hubs for coordinating all emergency response activities. EOCs shall be instituted at the District, Regional, and Head Office levels to ensure a unified, efficient, and coordinated response structure across all operational areas during emergency situations.

Each EOC shall be staffed by members of the designated Emergency Response Team as outlined in this plan. These teams will be responsible for implementing emergency response protocols, managing critical resources, and maintaining effective internal and external communications during emergency situations.

EOCs shall be activated immediately upon the official declaration of an emergency. Once activated, they will remain operational throughout the duration of the incident until it is deemed safe to resume normal operations.

The EOC shall not be at a fixed or permanent location. Its specific site shall be determined by the Emergency Team Lead based on the nature and scope of the emergency to ensure optimal operational effectiveness.

1.5. Responsibility

The SHE Division is responsible for development and review of the EPRP with other directorates.

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The Emergency Response Team will implement the EPRP and serve as the primary point of contact for emergencies at the EOC. The SHE Committee Chairperson shall be the emergency response team lead who will coordinate with relevant national institutions including the Ghana National Fire Service (GNFS), the National Disaster and Management Organization (NADMO), and the Ghana National Ambulance Service (GNAS), etc., for a unified and effective response. Upon the declaration of an emergency, the Emergency Response Team Lead shall immediately mobilize all assigned personnel to activate the EOC.

The General Manager for Safety, Health, and Environment (GM/SHE) shall keep the Managing Director (MD) informed of all emergency-related developments.

The Communication Directorate shall coordinate all internal and external communication activities and ensure regular updates are provided on the company's official website and all verified social media platforms.

Management, staff, contractors, engineers, supervisors, the general public, and all relevant stakeholders share the responsibility for ensuring compliance with the provisions of this EPRP.

Identification of Possible Emergency Situations

An emergency is an unforeseen situation that poses a threat to employees and the general public, disrupts or halts operations, or results in physical or environmental damage. Immediate action is required to manage the incident, mitigate its impact, and restore operations to a safe and stable condition. The following are some of the possible emergency situations that can impact negatively on the operations of the company:

- a. Fire and Evacuation Emergency
- b. Floods
- c. Mob Action or Civil Unrest from the Community or Customers
- d. Kidnapping of Key Officials
- e. Unannounced Power Cut/Interruption (Dumsor)
- f. Electric Shocks/Electrocution
- g. Hazardous Materials Release
- h. Rescue of Fallen Workers
- i. Medical Emergencies
- j. Earthquakes

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- k. Confined Space Rescue
- l. Bomb Threat
- m. Hostile Intruder or Active Shooter
- n. Heavy Windstorms
- o. Gas Explosions
- p. Cyber Attack
- q. Terrorism

1.6. Resources for Accident Stabilization

- a. People
- b. Technical equipment and associated personal protective equipment.
- c. Equipment available within the company or Public Emergency Services
 - i. Ghana National Fire Service (GNFS)
 - ii. Ghana Police Service
 - iii. Ghana National Ambulance Service (GNAS)
 - iv. National Disaster Management Organization (NADMO)

1.7. Regulations Pertaining to Emergency Plan

- a. Local Regulation
 - i. Electricity Company of Ghana; Environmental and Social Management, System (ESMS), Code of Practice, Operational Procedures
 - ii. National Disaster Management Organization Act 2016 (Act 927)
- b. International Standards and Regulations
 - i. OSHA 3122 – 06R, 2004 (29 CFR 1910.38)
 - ii. IFC Performance Standards

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2. GENERAL EMERGENCY PROCEDURES

The Emergency Response Team Leads shall ensure that the following steps are applied in the event of an emergency.

- Step 1: Alert National Emergency Services on the unified number 112 (GNFS, Red Cross Society, GNAS, Ghana Police Service, REGSEC, DISEC and NADMO as may be appropriate)
- Step 2: Summon the Emergency Response Team in that jurisdiction.
- Step 3: Ensure that the affected area is electrically safe.
- Step 4: Arrange for evacuation of people where necessary.
- Step 5: Inform your immediate supervisor and GM/SHE.
- Step 6: Analyze the situation and assess extent of damage.
- Step 7: Formulate and document restoration plans. Emphasis should be placed on prompt, full or partial restoration of supply.
- Step 8: Assemble all resources required including emergency power supplies to implement restoration of supply.
- Step 9: Advise the public of the situation and probable completion time when all resources have been put in place.
- Step 10: Restore supply to normalcy per laid down procedures after completion of works.
- Step 11: Issue a report on the emergency to GM/SHE through your immediate supervisor.

2.1. Precedence

For the preservation of life, any request for switching off circuits in this regard, takes legal and moral precedence over service consideration.

2.2. Reporting and Emergency Procedures

Any action taken under such circumstances shall be promptly followed by a report to a supervisor, stating clearly the action taken and the reason for it.

All employees must be aware of local emergency procedures.

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3. HAZARDS, THREATS AND SPECIFIC EMERGENCY PROCEDURES

3.1. Fire and Evacuation Emergency

3.1.1. Action Plan:

1. Alert people of the fire outbreak.
2. Guide people to follow the exit signs and posted evacuation plan.
3. Ask people to close doors when leaving the fire scene.
4. Avoid using elevators during evacuation.
5. Assist those in need.
6. Ask people who are trapped to lie down.
7. Those in rooms without smoke should not open the door.
8. Direct/Guide people to the demarcated Assembly Point for further direction.
9. Call the National Emergency Services on 112.
10. Perform head count to ensure all personnel and visitors are accounted for with reference to the Employee/Visitors logbook.
11. Fight fire with available mechanisms if in the incipient stage only.
12. Do not re-enter the building until officially cleared by emergency authorities.

3.1.2. Stress, Injury & Illness Management:

1. Identify those who have ailments and injuries.
2. Administer first aid accordingly.
3. Call National Emergency Services.

3.1.3. Emergency Tools available to include:

1. Building floor plans with exits, first aid kits and fire extinguishers identified.
2. Directional Signs showing exits/evacuation routes.
3. Emergency lighting system.
4. Fire alarm monitor.
5. Smoke detectors.
6. Fire extinguishers
7. Fire hydrant

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8. Assembly points

3.2. Flood

3.2.1. Action Plan:

1. Alert people of the situation at hand
2. Cut off power supply to the source if trained to, if you do not have the competence call a competent person for assistance.
3. Evacuate everyone to a safe haven (higher grounds).
4. Call the National Emergency Services for help.
5. Perform headcount to account for all employees and visitors.

3.2.2. Stress, Injury & Illness Management:

1. Identify those who are stressed or have ailment and injuries.
2. Administer first aid accordingly.
3. Call the National Emergency Services for help.

3.2.3. Flood Management:

Some locations and offices suffer fast moving flood waters during rains. All such locations should be identified. In addition, note the following considerations:

1. Frequency of such occurrences (both historical, predicted or probable)
2. Magnitude and intensity of duration, seasonal pattern.
3. Location of critical infrastructure at risk.
4. Traffic evacuation routes and corridors.
5. Warning mechanisms.

The following measures shall be implemented during flood emergency:

1. Activate the Emergency Response Team.
2. Initiate search and rescue.
3. Rescue trapped persons and evacuate them to the safe havens
4. Provide first aid services
5. Perform head count.
6. Call for National Emergency Services.

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To assure the safe evacuation of staff and community members, the company will provide the following materials to be stored in strategic locations that are prone to flood:

3.2.4. Flood Tool Kit:

1. Personal floatation devices (life jackets) if necessary
2. Insurance policy against injuries
3. Blankets, first aid kit, battery powered radio, torchlight, etc.
4. Water pumps to pump out water, if necessary, by a competent person.

3.3. Mob Action or Civil Unrest from the Community or Customers

3.3.1. Action Plan:

1. Barricade the environment and secure doors, windows, etc.
2. Call the National Emergency Services.
3. Advice everyone to keep calm.
4. The most senior Manager at the affected location (head office, district or regional office, etc.) shall be responsible to coordinate communication to customers in a favorable manner.

3.3.2. Stress, Injury & Illness Management:

1. Identify those who are stressed or have illness or injuries.
2. Administer first aid accordingly.
3. Call Ambulance.

First aid kits will be available in every location. Size and contents of the first aid kits is available in the First aid policy contained in the Safety and Health Policy Guidelines and Procedures Manual. The kits shall be inspected quarterly to be refilled if necessary.

3.4. Unannounced Power Cut/Interruption

3.4.1. Action Plan:

People expect that we restore their power without undue delay. When the lights go out, it is too late and often counterproductive to communicate our priorities and process to the customers to understand.

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Three steps for emergency communications action:

1. The Communication Directorate should work proactively and continuously throughout the year to help local officials and communities understand the company's priorities, operations, and response processes. In times of crisis, such as downed conductors, it is essential that the public supports our efforts rather than expressing frustration or blame.
2. Always provide realistic projections - the earlier the better. Look like a hero when the lights come on sooner than predicted.
3. Work hard to identify actual damage and restoration work on the company's website and social media platforms. Videos are an essential tool in this regard. They are some of the best ways to explain the challenges our people have to deal with.

3.4.2. Tool kits:

1. Rapid communication e.g., SMS, social media, radio
2. Technical Response Stakeholder Coordination Customer Support & Review

3.5. Electric Shocks/Electrocution

3.5.1. Action Plan:

1. Cut off power supply to the source if trained to do so, if you do not have the competence call for assistance.
2. Sound an Alarm. Assess the scene and look for any obvious dangers and secure the area to prevent further injuries to other persons.
3. Rescue victim, if possible, with an insulated rescue stick. Remember that electricity can flow through the victim and into you.
4. Call for help immediately.
5. Never use water, even if there is a fire, as water can conduct electricity.
6. Never enter an area where electrical equipment is used if the floor is wet.
7. Administer First Aid if and when possible.
8. Provide assistance to the Emergency Services as needed.
9. Report the accident through the established incident reporting procedure to the SHE Division for review and recordkeeping and fill the Notice of Accident Form for further investigation.

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3.5.2. Stress, Injury & Illness Management:

1. All non-affected workers should remain in the designated Assembly Point until the Emergency Response Team Lead notifies them to do otherwise and administer first aid accordingly.
2. Call National Emergency Services.

3.5.3. Tool kits:

1. Insulated Rescue rod
2. Step Ladder
3. First Aid Kit
4. Skilled personnel
5. Ambulance

3.6. Hazardous Materials

3.6.1. Action Plan:

It is required of Emergency Response Teams, Engineers, SHE Division and Management to ensure compliance with Ghanaian laws and international requirements applicable to the transportation and management of hazardous materials.

Procedures for transportation of hazardous materials should include:

1. Go through EPA registration process for hazardous material transportation at the nearest EPA Office.
2. Proper labeling of containers: including identity and quantity of contents and potential hazards must be indicated.
3. Exit and entry routes for the transportation of hazardous materials must be marked.
4. Training employees involved in the transportation of hazardous materials regarding proper procedures and emergency procedures is mandatory.
5. Hazard identification and risk assessment should identify the potential hazard involved in transportation.
6. Hazardous substances must be identified as well as existing criteria for the transportation of hazardous materials including environmental management systems.

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Consider the following actions in an event of spillage.

3.6.1.1. Minor Spill:

A minor spill is characterized by the following criteria:

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

3.6.1.1.1. Minor Spill Clean Up:

1. Alert people in the immediate area of the spillage
2. Put on appropriate PPE.
3. Contain the spill with absorbent material (Soil is preferred)
4. Place the absorbed spill material in secondary containment such as spill bucket. Label container and notify the SHE Division to pick up container.
5. Completely clean area where spill occurred.
6. Dispose of contaminated PPE properly.

3.6.1.2. Major Spill:

A major spill is characterized by all the following criteria:

1. Results in a fire, explosion, or release of toxic gas, or presents a risk for a fire, explosion, or gas release.
2. Results in personnel requiring medical attention.
3. Is not contained within the office or project site only but beyond.
4. Is characterized as a major spill by SHE Division, EPA and experts.

3.6.1.2.1. Major Spill or Leak Management

1. Evacuate personnel and safeguard the area when safe to do so.
2. Remove any injured persons if you can do so safely.
3. Contaminated persons must remain in place until emergency services arrives.
4. Contact the emergency service, and standby in a safe location.

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5. 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 the experts.
6. Use soil to contain spillage.
7. Dial the appropriate emergency contacts or the unified number 112 (or the call center) as soon as possible and explain the type of emergency, the location, condition, and number of victims. You must also contact the Emergency Response Team available for any assistance (Refer to Appendix 2: ECG's Emergency Contact list)

3.6.1.3. Spill on Skin:

These incidents involve chemical spills that come into contact with the skin of personnel, posing a risk of injury and potential absorption into the bloodstream, which may result in systemic harm.

3.6.1.3.1. Spill on Skin Management

1. Immediately stop work and alert others
2. Remove contaminated clothing and accessories
3. Use gloves or a barrier if assisting someone else.
4. Flush the affected area with water (or wash under Eye Wash) for at least 15–20 minutes.
5. Seek medical attention immediately
6. Report the incident
7. Contain and clean the spill (if safe and trained to do so)
8. Review and revise safety protocols

3.6.2. Stress, Injury & Illness Management:

1. Identify those who constantly come into contact with hazardous chemicals for regular medical screening and education.
2. Administer first aid accordingly whenever personnel are physically affected.
3. Call Ambulance.

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3.6.3. Tool kits:

1. Appropriate PPE (rubber gloves, respirator, goggles, acid/oil resistant safety shoes, etc.)
2. Eye wash and water wash station
3. Spill cleanup kit
4. Fire Extinguishers
5. Spill Bucket
6. Absorbent Material
7. Skilled personnel
8. Emergency services such as Ambulance

3.7. Rescue of Fallen Workers

3.7.1. Action Plan:

1. The site supervisor, or engineer, or contractor takes control of the situation.
2. The site supervisor or engineer or contractor sounds the emergency alarm. All workers in the immediate vicinity of the incident shall stop working. The site supervisor, or engineer, or contractor quickly evaluates the situation and identifies any further hazards that could arise.
3. The site supervisor, or engineer, or contractor or their designate goes to get help if workers are close by. If no one is close enough, the site supervisor, or engineer, or contractor calls for help.
4. The site supervisor, or engineer, or contractor calls to notify local police, fire, and ambulance if required.
5. The crane operator or any other 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 engineer, or contractor isolates the accident zone and its perimeter to limit further exposure.
7. The site supervisor, or engineer, or contractor 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, or engineer, or contractor enables radio silence on the jobsite, except for crisis communications from emergency service responders. These communications are conducted on a pre-selected "emergency only" radio channel.
9. The site supervisor, or engineer, or contractor 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, or engineer, contractor or SHE Officer assembles the emergency rescue team at the accident site as quickly as possible to determine the best rescue procedure for the situation.

3.7.2. Stress, Injury & Illness Management:

1. All non-affected workers should remain in the designated Assembly Point until the site supervisor or engineer, etc. notifies them to do otherwise.
2. The site supervisor, or engineer, etc. and Health and Safety Representative should begin the accident investigation.
3. Quarantine all fall-arrest equipment that may have been subjected to fall fatigue effects and or shock loading for further investigation.
4. Secure the area (an accident scene should not be disturbed where a fatal or critical injury has occurred so that incident investigation may be performed) and take photo and video evidence.
5. Determine whether or not the jobsite-specific rescue and evacuation plans were followed as designed.
6. Record modifications or additions to the plans that the rescue team deems necessary.
7. Record all documented communications with GNFS, Ghana Police Service, and contractors involved.
8. Record all documented statements from employees, witnesses, and others.
9. Save all photographs of the incident.
10. 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.

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3.7.3. Tool kits:

1. Body harness & anchorage
2. Appropriate PPE
3. Ambulance

3.8. Medical Emergencies

A medical emergency may arise from the following:

1. Injuries due to events such as structural collapse, fire, explosion, hazardous material exposure, electrocution, trips, slips and falls, manual handling, etc.
2. Exposure to heat as well as poor ventilation
3. Fatigue and stress
4. Medical condition such as heart attack, allergies, pregnancy related conditions, asthma or other respiratory infection, etc.
5. Natural event such as earthquakes, and floods.
6. Disease outbreak/epidemics such as cholera, Ebola, COVID-19, meningitis, etc.

3.8.1. Action Plan:

1. Stay Calm
2. Dial the appropriate emergency contacts provided (or call center) as soon as possible and explain the type of emergency, the location, condition of victims, and number of victims. You must also contact the Emergency Response Team available for any assistance (Refer to Appendix 2: The Company's Emergency Contact list).
3. Do not move the victim unless there is danger of further injury if he or she is not moving.
4. Render first-aid or cardiopulmonary resuscitation (CPR) only if you have been trained.
5. Do not leave the injured person, except to summon help.
6. Comfort the victim until the 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.
7. Provide medical care to the injured person immediately.

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3.8.2. Stress Management:

1. Identify those who are stressed or have ailment and injuries.
2. Administer first aid accordingly.
3. Call Ambulance.

3.8.3. Tool kit:

1. Psychologist
2. Ambulance
3. First aid kit

3.9. Earthquakes

Earthquakes are not common in Ghana. The last major earthquakes occurred in 1862, 1906 and 1939. Between 1964 and 2022 various minor earth tremors shook all regions in Ghana. In the event of an earthquake, observe the following:

3.9.1. Action Plan:

1. Stay away from large windows, shelving systems, or tall room partitions.
2. Get under a desk, table, door arch, or stairwell.
3. If none of these is available: move against an interior wall and cover your head with your arms.
4. Remain under cover until the movement subsides.
5. After the shaking stops, survey your immediate area for trapped or injured persons and ruptured utilities (water, electric wires, etc.)
6. If damage has occurred in your area, contact the National Emergency Service (Refer to Appendix 3 - Sample).
7. Do not evacuate until instructed by the Emergency Response Team. If it is safe to do so, remain at your location and await further instructions from emergency personnel or emergency rescue team.
8. If out in the open:
 - a. Stay in an open area away from buildings, power lines, trees or roadways.
 - b. If in a car, pull over and stop. Do not park under an overpass or near a building.
 - c. Be cautious about driving again, in the event roads are damaged.

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3.9.2. Stress Management:

After an earthquake:

1. Put on enclosed shoes to protect against broken glass.
2. If the power is out, use a flashlight. Do not light a match or candle.
3. 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 the emergency personnel or first aid attendant present.
4. Administer first aid.
5. Assist any disabled persons to a safe place.
6. Evacuate if the building seems unsafe or if instructed to do so.
7. Use stairs, not elevators.
8. Unplug electrical appliances.
9. Bring warm clothing and other relevant toolkit to save the situation.
10. Be prepared for aftershocks.
11. Cooperate with emergency personnel, keep informed, and remain calm.

3.9.3. Tool Kits:

1. Emergency rescue team
2. Psychologist
3. Ambulance
4. Flashlights
5. First aid kit

3.10. Confined Space Rescue

Confined space has limited means for entry or exit and may include pits, tanks, pipes, sewers, manholes, tunnels, equipment housings, cable trenches and ductwork. 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 fluids among others. Such confined spaces will be identified and clearly label with instructions.

Dangers confined spaces pose, include:

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1. Lack of oxygen
2. Poisonous gas, fume, or vapor
3. Moving parts of equipment and machinery
4. Electrical shock resulting from defective extension cords, welding cables, etc.
5. Fire and explosions
6. Residues left behind that can give off gas, fume, or vapor.
7. Hot working conditions
8. Falling objects, poor visibility, liquids and solids suddenly filling the confined space or releasing gases into it when disturbed. Substances entering through piping such as gases, hot substances, or water.

Very often, injuries and deaths occur as a result of work being carried out in a confined space such as work within and at the basement of substations, work in cable trenches, basement at mechanical workshop for oil replacement, etc.

3.10.1. Definitions

1. **Authorized Entrant:** Person specified on permit who is qualified to enter the confined space for the time limit and purpose stated on the entry permit.
2. **Attendant:** Designated person whose sole duty is to monitor the entrants to a permit required confined space.
3. **Confined Space:** Confined Space is any space having the following characteristics:
 - a. Its primary function is something other than human occupancy and is large enough and is so configured that an employee can enter and perform assigned work.
 - b. Limited openings for entry and exit.
 - c. Not designed for continuous worker occupancy.
4. **Entry Supervisor:** Person responsible for successful completion of an assignment requiring the entry into a permit required confined space. The Supervisor will issue a permit for entry to a confined space upon satisfaction of all requirements.
5. **Non-permit Required Confined spaces:** Non-permit required confined spaces are confined spaces that do not have the potential to contain any hazard or hazardous atmosphere capable of causing death or serious physical harm.

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6. **Permit-Required Confined Space:** A Permit Required Confined Space is any space having the three characteristics of a confined space with the addition of any of the following characteristics:

- a. Unfavorable natural ventilation.
- b. Potential for toxic or oxygen deficient atmosphere.
- c. Potential for engulfment, such as hoppers, and silos for sand and gravel.
- d. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross-section.
- e. A space that contains any other recognized serious safety or health hazard

3.10.2. Action Plan:

1. Identify those employees who will be involved with confined space work and ensure that they have received confined space certification training.
2. Contractors who might be working in the company's confined space must be made aware of the existing action plan.
3. Obtain permit to work in a permit-required confined space.
4. Perform any necessary lockout/tagout (LOTO) procedures needed to ensure safe entry.
5. Obtain the appropriate Personal Protective Equipment (PPE).
6. Obtain the proper intrinsically safe lighting equipment to enable employees to see well enough to work safely and to exit the space quickly in an emergency.
7. Obtain barriers and shields, traffic cones to protect workers from pedestrian and vehicular traffic in the case if cable work in trenches along highway and streets.
8. Obtain the appropriate ladders needed for safe ingress and egress by authorized entrants.
9. Ensure rescue, retrieval, and emergency equipment is available to extract personnel.
10. Obtain any other equipment or contact information necessary for safe entry into and rescue from permitted confined spaces.
11. Ensure permanent signage indicating: "DANGER – CONFINED SPACE - ENTRY PERMIT REQUIRED" is installed (if not already) at each Permit Confined Space to assist in the future hazard identification process.

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3.10.3. Stress Management:

1. Contact Emergency Services for Rescue
2. Conduct head count.
3. Calm down victims.
4. Administer First Aid where necessary.

3.10.4. Tool kits:

1. First Aid Kit
2. Traffic Cones
3. Standby Oxygen
4. Flashlight
5. Rescue Rope
6. Ambulance.

3.11. Bomb Threat

3.11.1. Action Plan:

If the company receives a bomb threat, remain calm and:

1. Obtain as much information as possible:
 - a. Write down the number from where the call is coming.
 - b. Write down the exact time of the call.
 - c. Write down as accurately as possible the statements made.
 - d. Listen to the voice to determine the sex, age, accents, tone, etc. (Note any distinguishing feature).
 - e. Listen for background noises.
 - f. Try to signal someone else to also listen on the telephone line, if possible.
 - g. 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 from the caller as you can:
 - a. When will the bomb go off? How much time remains?
 - b. Where is the bomb located?

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- c. What does it look like?
 - d. What kind of bomb is it?
 - e. How do you know about this bomb?
 - f. Why was it placed here?
 - g. Who are you?
 - h. What is your name?
3. Call National Emergency Services (or ECG call center) immediately and any available security personnel.
 4. Evacuate the premises.

3.11.2. Stress Management:

1. Identify those who are stressed or have ailment and injuries.
2. Administer first aid accordingly.
3. Call Ambulance.

3.11.3. Tool kits:

1. First Aid Kit.
2. Ambulance.

3.12. Hostile Intruder or Active Shooter

3.12.1. Action Plan:

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 112. 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.

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- g. Provide Ghana Post Global Positioning System (GPS) if available to immediately inform the nearest emergency service.
- h. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you).
- i. Do not respond to any voice commands until you are sure that they come from a Police Officer, or Security personnel.

3.12.1.1. If a hostile intruder/active shooter is inside any company's office building:

1. Notify anyone you may encounter to exit the building immediately.
2. Call 112. 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/hostile intruders (if known)
 - d. Identification or description of the shooter/hostile intruder
 - e. Number of persons who may be taken hostage.
 - f. Your location
 - g. Provide Ghana Post GPS, or any landmark if available to immediately inform the nearest emergency service.
3. If exiting the building is not possible, the following actions are recommended:
 - a. Go to the nearest room or office.
 - i. If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall and keep quiet.
 - b. Close and lock the door and/or block it (try barricading the door with desks and chairs).
 - c. Cover the windows and switch off any light (avoid the use of any illuminating object while in the darkness).
 - d. Call 112 (the Dispatcher will gather information from you). Provide Ghana Post GPS or any landmark if available to immediately inform the nearest emergency service. Or send a text message to prompt a trusted person to contact the Emergency Service to avoid noise that could draw the attention of the intruder or active shooter to you.

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- e. Keep quiet and act as if no one is in the room (silence cell phones).
- f. Do not answer the door.
- g. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you).
- h. Do not respond to any voice commands until you are sure that they come from a Police Officer, or Security personnel.

3.12.1.2. If a hostile intruder/active shooter enters any company's office:

1. Remain calm.
2. Call/dial 112 (if you cannot speak, leave the line open so the Dispatcher can listen to what is taking place). Provide Ghana Post GPS or any landmark if available to immediately inform the nearest emergency service.
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); it is only you who 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, it is only you who can decide if this is something you should do.

3.12.1.3. 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).

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2. Call 112 (if not on the line already). Provide Ghana Post GPS if available to immediately inform the nearest emergency service.
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 Police Officer or Security personnel.
5. Turn off all lights (avoid the use of any illuminating object while in the darkness)

3.12.1.4. 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 (however, mobile phones and keys might be essential to carry along).
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/Emergency Response personnel you may encounter.

3.12.2. Stress Management:

1. Identify those who are stressed or have illness and injuries.
2. Administer first aid accordingly.
3. Call Ambulance.

3.12.3. Tool Kits

1. First Aid kit
2. Ambulance
3. Emergency Communication Tools
4. Lockdown and Security Equipment
5. Medical Response Kit
6. Identification and Safety Gear
7. Floor Plans and Evacuation Maps
8. Psychological First Aid Materials
9. Emergency counseling resource lists.

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3.13. Cyber Attack

In light of the escalating threats in the digital landscape, safeguarding the critical infrastructure of our cyberspace is imperative. The integration of technology into our operations has undoubtedly enhanced efficiency, however, it has also exposed us to the growing risk of cyber-attacks. As we embark on fortifying our defenses, it is crucial to establish a comprehensive and proactive approach to cybersecurity. This action plan sets the stage for a robust cyber-attack prevention plan, acknowledging the significance of securing our systems, data, and services against evolving threats. Through collaborative efforts, strategic investments, and a culture of cybersecurity awareness, we endeavor to protect the integrity, confidentiality, and availability of our operations, ensuring a resilient and secure electricity distribution network for the benefit of our nation.

3.13.1. Action Plan:

1. **Update Software Regularly:** Ensure that all software, including operating systems, antivirus, and applications, is up to date with the latest security patches.
2. **Use Strong Passwords:** Encourage employees to use complex passwords and implement multi-factor authentication for an added layer of security.
3. **Employee Training:** Conduct regular cybersecurity awareness training to educate employees about phishing attacks, social engineering, and best practices for online security.
4. **Network Security:** Employ firewalls and intrusion detection/prevention systems to monitor and secure our network. Regularly audit and review network configurations for vulnerabilities.
5. **Data Encryption:** Implement encryption for sensitive data, both in transit and at rest, to protect it from unauthorized access.
6. **Regular Backups:** Regularly backup critical data and ensure that backup systems are secure. In the event of a cyber-attack, this will help in recovering lost data.
7. **Access Control:** Limit access to sensitive information to only those who need it. Regularly review and update user access privileges.
8. **Incident Response Plan:** Develop and regularly test an incident response plan to ensure a swift and effective response in the event of a cyber-attack.

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9. Vendor Security: Assess and monitor the cybersecurity practices of third-party vendors to ensure they meet your security standards.
10. Monitoring and Logging: Implement robust monitoring and logging systems to detect and analyze unusual activities on your network. Set up alerts for suspicious behavior.
11. Regular Security Audits: Conduct regular security audits and penetration testing to identify and address vulnerabilities before they can be exploited.
12. Mobile Device Management: If applicable, enforce security policies for mobile devices used in the organization, including the use of secure Wi-Fi connections and device encryption.
13. Phishing Protection: Deploy email filtering systems to detect and prevent phishing emails. Train employees to recognize and report phishing attempts.
14. Secure Configurations: Ensure that all hardware and software configurations are set to the most secure settings by default.
15. Collaborate with Cybersecurity Experts: Stay informed about the latest cybersecurity threats and collaborate with cybersecurity experts to adapt your defenses accordingly.
16. Remember, cybersecurity is an ongoing process. Regularly reassess and update your strategies to stay ahead of emerging threats.

3.13.2. Tool kits:

1. Antivirus and malware prevention tools
2. Backup system
3. Data Recovery tools

3.14. Terrorism

In recognition of the evolving global threat landscape, it is imperative for ECG to establish a comprehensive Preparedness and Response Plan for Terrorism. This plan aims to mitigate risks, protect personnel and assets, and ensure continuity of operations in the face of potential terrorist incidents. By fostering a culture of vigilance, collaboration, and resilience, we endeavor to fortify our organization against acts of terrorism, safeguarding our workers and infrastructure.

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The SHE Division, HR, Information Security, and Premises and Estates Directorates shall regularly conduct thorough risk assessments to identify vulnerabilities and potential targets. Analyze intelligence reports to stay informed about emerging threats and trends. The SHE Division shall also collaborate with the national security agencies such as National Investigation Bureau (NIB), Ghana Police Service, etc. to provide comprehensive training programs for employees to recognize and respond to suspicious activities.

3.14.1. Action Plan

The following action plan shall be implemented to prevent or mitigate the impacts of terrorist attack.

1. **Emergency Communication:** Communicate any suspicious behaviour to any of the emergency response team or the National Emergency Service.
2. **Incident Response Team:** Form an Incident Response Team with clearly defined roles and responsibilities. Conduct regular drills and simulations to test the effectiveness of the response team's coordination and communication.
3. **Facility Security:** Implement physical security measures to control access to facilities and critical infrastructure. Collaborate with local law enforcement to enhance the security presence around key locations.
4. **Cybersecurity Measures:** Strengthen cybersecurity defenses to protect against cyber threats that may accompany or precede physical attacks. Regularly update and test cybersecurity protocols to ensure resilience against evolving cyber threats.
5. **Community Engagement:** Build partnerships with local communities and law enforcement agencies to share information and foster a sense of collective security. Develop community outreach programs to educate the public on recognizing and reporting suspicious activities.
6. **Continuity of Operations:** Develop and regularly update a business continuity plan to ensure essential functions can continue in the aftermath of an incident. Establish off-site data backups and redundant systems to minimize downtime.
7. **Legal and Regulatory Compliance:** Stay informed about relevant laws and regulations related to terrorism prevention and response. Ensure that organizational policies align with legal requirements and industry standards.

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8. Psychological Support: Provide psychological support services for employees affected by traumatic incidents. Develop a comprehensive employee assistance program to address mental health concerns.

3.14.2. Tool kits:

1. Communication equipment
2. Emergency Response Team
3. Cybersecurity measures
4. Business Continuity Plan
5. Psychologist

3.14.3. Stress Management:

1. Provide psychological support services for employees affected by traumatic incidents.
2. Develop a comprehensive employee assistance program to address mental health concerns.

3.15. Building Evacuation Procedures

Staff should familiarize themselves with the evacuation routes posted and 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 the emergency response team and observe the following instructions:

1. Take only handy item such as keys, wallets, mobile phones and essential belongings with you if it is safe to do so.
2. If you are the last one to exit your office, close and lock doors.
3. Leave the building immediately.
4. Do not investigate the source of the emergency.
5. Walk, don't run, to the designated emergency exit.
6. Use the designated exit routes or staircase, do not use elevators.
7. Assist people with special needs.
8. If there is no immediate danger, persons with disability/mobility limitations or any vulnerable person (children, pregnant women, old aged) should be sheltered in a safe

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place and call the emergency personnel and report location and number of people needing assistance.

9. 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).
10. If you are unable to evacuate, call the emergency personnel and report your location.
11. As you make your way out, encourage those you encounter to exit as well.
12. Proceed to the Assembly Point and wait for instructions before returning to your building after an evacuation.

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4. EMERGENCY CONTACTS AND COMMUNICATION PROCEDURES

During an emergency, the following mode of communication shall be adopted for staff and partners wherever possible:

- Landline Telephones
- Mobile Phones
- Text messages such as Short Message Service (SMS) or Social Media (WhatsApp, Viva Engage, etc.)
- Evacuation Siren or alarm or hooters (in substations)
- Email
- Radio or Motorola
- Public Address System (i.e., Megaphone)

The SHE Division, Human Resource (HR), and Communication Directorates, and the Emergency Response Teams are responsible for communicating emergency information via the above listed communication channels. Emergency contact notification is available to all staff including drivers, janitors among others (Refer to Appendix 3). Emergency Response Teams at various locations, SHE Officers, infrastructure site managers, engineers and contractors shall have the list of names of all staff (Refer to Appendix 2 - Sample) and the public. Visitors must sign in and out in the Visitors Logbook at the infrastructure site and in all the company's offices per each visit (Refer to Appendix 5 -Sample). The SHE Officer shall have record of visitors and staff register at the Assembly Point in the event of an evacuation to conduct roll call.

4.1. Media Inquiries

Inquiries from the media during and after an emergency will be addressed by the Communication Directorate. The Director/ Communication will be consulted in releasing any such information to the media.

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5. REVIEW AND REVISION OF EPRP TO REFLECT CHANGING CONDITIONS

The Emergency Preparedness and Response Plan (EPRP) shall be reviewed and updated by the SHE Division, in consultation with staff and relevant partners, at least every three years from the date of implementation or whenever significant operational or procedural changes occur. With minor modifications, the EPRP can be easily adapted and implemented across infrastructure sites, regional and district offices, project offices, and the Head Office. Suggestions, comments, or questions regarding the plan should be directed to the SHE Division. All changes, updates, or revisions must be documented in the Record of Change (refer to Appendix 6 – Sample). The SHE Division, along with SHE Officers in all regions and SHE Representatives in each Directorate, shall conduct quarterly audits in offices and ECG infrastructure sites to ensure that emergency and disaster risk mitigation measures remain effective and support the safety and wellbeing of all staff.

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APPENDICES

Appendix 1: National Emergency Response Team

The National Emergency Management Committee shall comprise the following:

NATIONAL EMERGENCY RESPONSE TEAM			
EMERGENCY RESPONSE TEAM		OFFICE LOCATION	CONTACT/ OFFICE EXTENSION
(NAME OF PERSONNEL AND POSITION)			
Ing. Kwame Kpekpena	Managing Director	Electro-Volta House	0244332047
Ing. Kojo Ayensu Obeng	Deputy Managing Director/ Engineering and Operations	Electro-Volta House	0208112311
Ing. David Boadi Asamoah	Deputy Managing Director/ Customer Services	Electro-Volta House	0202011955/ 0242311984
John Ayiku Ocansey	Deputy Managing Director/ Corporate Services	Electro-Volta House	0244653393
Ing. Ebenezer Ghunney	Ag. Director/Operations	Electro-Volta House	0506280167
Roger Akrong	Director/ Information Security	Electro-Volta House	0244795513
Nicholas Seyram Darby (Esq.)	Ag. Director/ Legal Services	Electro-Volta House	0277182450
Ing. George Hommey	Director/ Network Projects	Electro-Volta House	0208157062
Kobina Manor	Director/ Premises and Estate	Electro-Volta House	0208119985
Ing. Jacqueline A. Ofori-Atta	Director/Engineering	Electro-Volta House	0208111383
Dr. Belinda Yebuah-Dwamena	Director/Customer Services	Electro-Volta House	0243228597
John Brew	Ag. Director/Human Resources	Electro-Volta House	0208217346
Yaw Frimpong	Director/Materials & Transport	Heritage Towers	0277825807
Ing. Eli Kwabla Attakpah	Ag. Director/ Procurement	Electro-Volta House	0244522582
William Boateng	Director/Communications and Marketing	Electro-Volta House	0244260252

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NATIONAL EMERGENCY RESPONSE TEAM			
EMERGENCY RESPONSE TEAM		OFFICE LOCATION	CONTACT/ OFFICE EXTENSION
(NAME OF PERSONNEL AND POSITION)			
Engr. Dr. Mrs. Miriam Eduful	General Manager/Safety, Health & Env.	Projects Office, Circle	0244977517
Ing. John Quarshie	General Manager/Materials	Tema Materials Depot	0244208494/ 0270208494
John Aidoo	General Manager/Transport	Projects Office, Circle	0246764755
Ing. Ibrahim Yakubu	General Manager/Maintenance	Projects Office, Circle	0501616345
Ing. Ebenezer Ghunney	General Manager/Operations	Projects Office, Circle	0506280167
Ing. Pearl Ama Adomah Essel	Manager/Safety	Project Office, Circle	0208187500/ 0249314059
Emmanuel Asante	Ag. Manager/ Health and Environment	Project Office, Circle	0276867876/ 0244188130
CONTACT	LOCATION	PRIMARY NUMBER	SECONDARY NUMBER
National Emergency Service	Accra	112	
Ghana Police Service	Accra Headquarters	191	-
Ghana Fire Service	Accra Office	192	0302772446
Ghana Ambulance Service	Accra Office	193	-

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Appendix 2: Regional Emergency Response Team

A Regional emergency management committee shall comprise the following:

- General Manager/ Region - Team Lead
- Regional Engineer
- Regional Accounts Manager
- Regional Materials and Transport Manager
- Public Relations Officer
- Safety Officer

The Team Lead shall apprise the National Committee of events and liaise with relevant regional institutions.

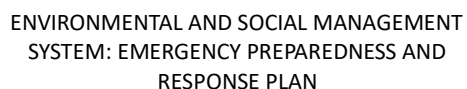
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Appendix 3: SHE Emergency Contact Information

SHE EMERGENCY RESPONSE TEAM (Information provided must be Location specific (Directorates, Head Offices, Regions, Districts and Divisions))			
Emergency Response Team (Name of Personnel and Position)		Region/Region	Contact/ Office Extension
Engr. Dr. Mrs. Miriam Eduful	General Manager/ SHE	Projects Office/ Circle	0244977517
Ing. Pearl Ama Adomah Essel	Manager/Safety	Project Office/ Circle	0208187500/ 0249314059
Emmanuel Asante	Ag. Manager/ Health and Environment	Project Office/ Circle	0276867876/ 0244188130
James Nortey	Environmental Officer.	Project Office/ Circle	0593957240
Anne Nana Hemma Asante	Senior Safety Assistant	Project Office/ Circle	054 749 3697
Sandra Boakye	Senior Safety Assistant	Project Office/ Circle	024 103 7932
Engr. Madina Seidu Adams	SHE Officer	ECG Training Center/ Tema	024 207 2641
Ing. Annabel Mawuena Zormelo	SHE Officer	Tema Region/ Tema	024 498 1562
Amos Amponsah	SHE Officer	Sub-T Region/ Accra	0244042395
Isaiah Dzadza	SHE Officer	Head Office, Electro- Volta House/ Accra	024 262 6818
Ing. Cyril Akushey	SHE Officer	Accra East Region/ Accra	024 493 7804
Ing. Attim Frederick (PMP)	Senior Safety Officer	Accra West Region/ Accra	024 459 0282
Ing. Enoch Yaw Asante	SHE Officer	Central Region, Cape Coast	024 260 9974
Engr. Francis T. Mensah	SHE Officer	Western Region/ Takoradi	024 459 8777
Isreal Tetteh Enam	SHE Officer	Volta Region/ Ho	024 457 7615
Ruth Obeng	Safety Officer	Eastern Region/ Koforidua	0543010471
Ing. Kofi Korang	SHE Officer	Ashanti East/ Kumasi	0243166228

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SHE EMERGENCY RESPONSE TEAM (Information provided must be Location specific (Directorates, Head Offices, Regions, Districts and Divisions))			
Emergency Response Team (Name of Personnel and Position)		Region/Region	Contact/ Office Extension
Ing. Boahene Ntim Daniel	SHE Officer	Ashanti South/ Kumasi	0240245569
Engr. Mighty Adorkor	SHE Officer	Ashanti Sub-T/ Kumasi	0243811835
Ing. David Doe	SHE Officer	Ashanti West/ Kumasi	0244792642
All District Engineers	District Engineers	All Districts	



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Appendix 4: Staff Next Of Kin Contact List

(Information provided must be Location specific (Directorates, Head Offices, Regions, Districts and Divisions))

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Appendix 5: Visitors Logbook

VISITORS LOGBOOK					
No.	Name	ID Number	Time In	Time Out	Signature

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Appendix 6: Record of Change (Amendment)

AMENDMENT SHEET

Amendment		Discard		Insert		Notes on Amendment
No.	Date	Section No.	Rev. No.	Section No.	Rev. No.	

Notes:

All Amendments will be entered on this sheet till the whole document is review and all amendments incorporated in the new document.

All users of this document with adequate knowledge and competencies can suggest an amendment to the custodian of this document. A small committee will be set up to review and when accepted, will be included on the amendment sheet.