

ADSE Emergency Response Plan (ERP)

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ABBREVIATIONS

ADSE	Anglican Development Services Eastern
CEO	Chief Executive Officer
DCEO	Deputy Chief Executive Officer
E&S	Environment and Social (includes Occupational Health and Safety)
EHS	Environment, Health and Safety
EHS Guidelines	WBG General and Industry Sector EHS Guidelines
ERP	Emergency Response Plan
ESMF	Environmental & Social Management Framework
IFC	International Finance Corporation
ILO	International Labour Organization
PS	IFC Performance Standards

DEFINITIONS

Term	Definition
Accident	An unfortunate incident that happens unexpectedly and unintentionally, typically resulting in damage or injury.
Crisis	A situation or event that is of a magnitude such that it has the potential to impact safety of life, lead to significant environmental damage, impact continuity of business or the reputation of ADSE. Extraordinary resources are often required to manage the crisis effectively and bring its effects under control.
Crisis Management	The measures, decisions, and application of necessary resources to bring a crisis under control and manage it effectively.
Communication	Communication is exchanging (giving and receiving) information. Communication enables ADSE, the various contractors and other parties to convey the aspects, risks and opportunities of their operations, and to receive information from a range of stakeholder's concerns, questions and suggestions shared in response.
Emergency	An unplanned occurrence that may result in risks to human health, property, or the environment, and requires an immediate response to contain it and/or limit its consequences.
Emergency Response	The decisions and measures taken to contain and/or mitigate the effects of an emergency, to prevent any further impact and to regain control and restore order in its immediate aftermath, and then recover to a normal state. This process is facilitated by ADSE's DCEO (for main office incidents) and/or ADSE's Project Manager(s) for project-related incidents.
Incident	An event or chain of events which caused or could have caused injury, illness, loss of assets or potential or actual damage to relationships or reputation.

1 INTRODUCTION

Anglican Development Services Eastern (ADSE), is the development agency of the Anglican Church of Kenya (ACK) in the Eastern Region. It works in the ACK Dioceses of Machakos; Kitui; Makueni and Garissa. Administratively the four (4) Dioceses cover six (6) Counties; Machakos; Kitui; Makueni; Garissa; Mandera and Wajir. It is mandated to proclaim the good news of Jesus Christ through the Social Ministry of the Anglican Church of Kenya. Guided by the vision of being a vibrant organization that transforms communities to thrive and enjoy secure and sustainable livelihoods, it builds on its core strengths which are focused on capacity building and supporting communities so that they can become self-reliant through various Income Generating Activities, holistic people development, and facilitating the development of essential infrastructure.

Due to the type of activities that ADSE carries out, this document has been developed to be ADSE's high level Emergency Response Procedure (ERP). It is designed to ensure a coordinated and effective response to emergencies by anticipating risks and establishing clear procedures for response.

The plan begins by outlining the roles and responsibilities of key stakeholders involved in emergency response. It then identifies the main emergency risks specific to the organization operations and outlines the necessary actions to address them. The preparedness section details communication strategies and training measures to be implemented to ensure readiness. Finally, the plan addresses the process for reporting incidents.

This document forms part of ADSE's set of policies and procedures and is expected to be updated and amended from time-to-time.

2 REGULATORY AND OTHER REQUIREMENTS

2.1 Host Nation's Legislative Framework and Permitting

The most relevant Kenyan legislation to this ERP are as follows:

- The Disaster Management Act, 2012: This act establishes a legal framework for disaster risk management, prevention, preparedness, response, recovery, and coordination in Kenya. It outlines the roles and responsibilities of various government agencies, including the National Disaster Operation Centre (NDOC), County Disaster Management Committees, and National Disaster Management Authority (NDMA);
- The Public Health Act: This act empowers the Ministry of Health to manage public health emergencies and infectious diseases. It provides provisions for the prevention, control, and management of diseases and epidemics;
- The Fire Brigade Services Act: This legislation establishes the framework for the organization, management, and operation of fire brigade services in Kenya. It focuses on fire prevention, fire safety standards, and emergency response to fires;

- The Kenya Red Cross Society Act: This act provides for the establishment and operations of the Kenya Red Cross Society. It is a humanitarian organization that plays a crucial role in emergency response, disaster management, and providing relief to affected populations; and,
- The National Police Service Act: While primarily focused on policing matters, this act grants powers to the police to manage emergencies, maintain public order, and coordinate response activities in collaboration with other relevant agencies.

2.2 International Standards

ADSE intends that its engagement with stakeholders is consistent with good international industry practice and has adopted the 2012 version of the International Finance Corporation (IFC) Performance Standards. This ERP is therefore intended to meet the requirements described in PS 1: Assessment and Management of Environmental and Social Risks and Impacts; PS 2: Labour and Working Conditions; and PS 4: Community Health, Safety and Security.

IFC has published various guidance notes that cover different topics related to environmental and social risk management. Some of these documents may touch upon emergency response and business continuity planning, such as the Guidance Note on Environmental, Health, and Safety (EHS) Due Diligence for Property Acquisitions and the Guidance Note on EHS Hazards in Construction Activities. Relevant requirements and lessons learned from the PS Guidance Notes are integrated into this Plan where applicable.

ADSE has accepted and will adhere to the requirements of specific partners standards in addition to the 2012 IFC Performance Standards. Where differing levels of performance are detailed among the various standards, the most stringent requirement will be applied.

3 ROLES AND RESPONSIBILITIES

3.1 ADSE CEO, Deputy CEO and Project Managers

The responsibility of emergency response is shared among lead staff members and the CEO is the final responsible for sanctioning the measures to be implemented. The ADSE Deputy CEO will be responsible for managing emergency scenarios regarding the institutional activities and the work performed at the main office of the organization, while the lead Project Managers are responsible for managing emergency scenarios for each specific project. As the designated emergency responders, the CEO, deputy CEO and Project Managers must be fully acquainted with this ERP.

Essentially: (i) When an emergency occurs at (i) the main office, the safety of employees and visitors will be coordinated initially by the ADSE's Deputy CEO, however, (ii) when an emergency occurs at a site, the safety of employees and visitors will be coordinated by ADSE's Project Managers, in both situation the responsible will inform ADSE's CEO of every emergency, incident or accident described in this document and approve the response measure to be adopted.

ADSE's Deputy CEO's (primarily for the main office) and Project Managers' (primarily for specific projects) responsibilities are described throughout this document and include the following:

- Employees are prepared and trained to respond to emergency situations as identified in the plan;
- All employees are informed about the risks related to their job;
- THE ERP is complete, up to date and distributed to the proper parties;
- Action plans are executed to correct any non-compliance and to implement the recommendations of post-incident reviews; and,
- All safety/response/rescue equipment is available and in good condition.

In an emergency situation, ADSE's Deputy CEO and Project Managers will ensure that:

- The situation is properly assessed, and the ERP is implemented immediately;
- Communications with the Client, Government Agencies, Civil Defence and other key personnel are effective and timely;
- Site emergency response activities and related personnel/ responders are managed;
- All employees are present after a Roll Call;
- First aid/medical attention is given where necessary; and
- A command centre is established if need be.

3.2 ADSE Employees

Every employee of ADSE shall take reasonable care to protect the health and safety of themselves and of other employees present and to inform the Deputy CEO or Project Manager of potential hazards at the office in Wamunyu (along Machakos-Kitui road) and at specific project sites.

Qualified/trained employee shall serve in the capacity of emergency first/second responders should an emergency occur while the employee is on site.

4 EMERGENCY SCENARIOS

4.1 Overview

This ERP was developed for the following plausible contingencies that could transpire at project sites:

- Natural Disaster;
- Fire Response Event;
- Road Traffic Accident;
- Project Related Incidents; or,
- Physical Security Event (civil unrest, robbery).

4.2 Natural Disaster

Severe natural disaster and weather events such as earthquakes, high wind events, hurricanes, floods, drought, volcanic eruptions, wildfire and landslides are possible.

After a natural disaster or severe weather event, ADSE's Deputy CEO, Project Manager(s) and the CEO will evaluate all assets for damages and repair, as necessary, and advise on actions to be taken to restore full operations.

1. When these occur, immediately STOP WORK, alert all others present, and if time permits, place equipment/assets in a safe condition;
2. Stay current with the weather conditions (e.g., check via internet for current information in your area);
3. Call ADSE's Deputy CEO or respective Project Manager(s); and,
4. Cooperate with local officials. Respond to requests for assistance from local police, firefighters and relief workers.

4.3 Fire Response Event

In the event of a fire, the individual discovering the emergency shall:

1. Make sure of their own personal safety;
2. If you spot fire, alert the others by shouting fire and breaking the nearest alarm point if the alarm has not been activated;
3. At the sound of the alarm, stop immediately what you are doing & walk in an orderly manner towards the nearest safe exit and leave the building;
4. Do not re-enter the building to retrieve your personal belongings;
5. Assist any of your handicapped colleagues who may require help;

6. If affected by the smoke, stay low or crawl your way out;
7. Close the door behind you when leaving the area to slow the spread of smoke or vapour;
8. If you are trapped in a room, go to the nearest window and signal for assistance;
9. Once outside the building, walk fast and orderly to the Assembly Area. You are expected to assemble at the Assembly Area strictly within 2 minutes;
10. The Assembly Area is outside the office building at the car park;
11. Remain at the assembly point unless you are instructed otherwise;
12. Inform the ADSE Deputy CEO (for main office) or Project Manager (for program-specific incidents) and support colleagues to evacuate;
13. Once in safety, ADSE's CEO to inform the appropriate local authorities; and,
14. Safeguard company material and equipment, where applicable and safe to do so (from the fire).

Upon arrival to fire location, local authorities shall:

1. Evacuate and secure the area and keep people a minimum of 80 meters away;
2. Let the facility burn. Burning electrical equipment is already damaged and must be replaced; and,
3. Protect adjacent exposures, such as homes and forested areas, as needed, to limit the potential of the fire spreading.

4.4 Road Traffic Accident

Any ADSE employee involved in a road traffic accident should notify their Project Manager of the same, as soon as it is safe to do so. The ADSE Project Manager will subsequently provide all reasonable assistance (e.g., alternative transportation, payment of medical bills, etc.).

4.5 Physical Security Event (civil unrest, robbery)

It is the responsibility of all ADSE employees and visitors to immediately notify the Deputy CEO or their respective Project Manager of conflicts in the regions where projects are implemented, sabotage, potential sabotage or suspicious activity. The notification should be quickly assessed by the Deputy CEO / Project Managers and when risk of danger is confirmed as relevant, the CEO should be informed. Necessary measures should be taken to protect the staff, partners and project beneficiaries from the potential danger identified.

5 TRAINING AND DRILLS

All ADSE employees should receive training on ERP before they begin work. In addition, they should receive training on this ERP whenever it is modified.

All ADSE employees should be trained during orientation on health and safety topics, as listed below. This training should be followed up with refresher courses annually (where applicable). It is imperative that all employees understand the function and elements of this ERP, including types of potential emergencies, reporting procedures, alarm systems, evacuation plans, and shutdown procedures. Clearly identify and communicate to workers specifically who will be in charge during an emergency to minimise confusion.

Topics for worker training:

- Individual roles and responsibilities;
- Threats, hazards, and protective actions;
- Notification, warning, and communications procedures;
- Any special tasks that workers may be called upon to perform during an emergency (if applicable);
- Evacuation, shelter, and accountability procedures;
- Location and use of common emergency equipment;
- Who is authorised to perform emergency shutdown procedures (if any);
- First-aid procedures; and
- Methods for preventing unauthorised access to the site.

6 EMERGENCY CONTACTS

The ADSE main office will display relevant emergency contacts, as per Table 1 below.

Moreover, prior to commencement of works for any new program, the respective ADSE Project Manager (with the support of ADSE's CEO) will populate Table 2 too and share it with all employees.

Table 1: ADSE Main Office Emergency Contact Details

Emergency Services	Contact Number	Physical Address	Email Address
Police			
Fire Department			
Emergency Medical Services			
Local Hospital(s)			
Local Non-Urgent Care Clinic			
Etc.			
ADSE Emergency Contacts			
Deputy CEO			

Table 2: Project Specific Emergency Contact Details

7 REPORTING

All ADSE employees that become aware of an emergency incident/accident have a duty to report it immediately, within 24 hours. All incidents that occur during business hours are formally reported to the Deputy CEO (for main office incidents) or the respective Project Manager (for program-specific incidents) during the course of the day.

Emergency Services	Contact Number	Physical Address	Email Address
Police			
Fire Department			
Emergency Medical Services			
Local Hospital(s)			
Local Non-Urgent Care Clinic			
Etc.			
ADSE Emergency Contacts			
Project Manager			

An Incident Report should be completed soonest by the Deputy CEO/Project Manager and issued to ADSE's CEO, but latest within three working days.

ADSE Emergency Response Plan	
Description & Responsibility	Date & Responsibility
Person Responsible	Chief Executive Officer
Date Created: Version 1	May 2024
Signed off By Chief Executive officer	June 2024
Approved By Board	June 2024
Next review	May 2027