

NETWORK MOVEMENT FOR DEMOCRACY AND HUMAN RIGHTS



EMERGENCY  
PREPAREDNESS POLICY  
AND PROCEDURES 2023

---



**Table of Contents**

SCOPE:..... 2

PURPOSE:..... 2

THREAT/VIOLENCE POLICY ..... 2

EMERGENCY POLICY..... 2

DEFINITIONS ..... 2

GENERAL PREPARATIONS ..... 3

ELECTRICITY IS OFF ..... 4

BATHROOM PLUMBING IS OVERFLOWING..... 4

FLOOD ..... 4

FIRE OR EXPLOSION ..... 4

VIOLENT ACTS ..... 5

ACTIVE SHOOTER/HOSTILE INTRUDER..... 6

BREAK-IN/ROBBERY ..... 6

Procedures After the Robbery ..... 7

FIGHTING ON OFFICE PROPERTY ..... 7

HARASSING PHONE CALLS ..... 7

SUICIDE THREAT/ATTEMPT ..... 7

THREATENING EMPLOYEE OR VISITOR ..... 8

POLICY REVIEW ..... 8

ANNEXES..... 8

- Emergency Incident Report ..... 8
- Training Roster ..... 8



## *Emergency Preparedness Policy and Procedures 2023*

### **INTRODUCTION:**

NMDHR is concerned about its staff, partners and visitors especially when it comes to their protection and safety in the place of work. Therefore, it deems it necessary to develop an emergency preparedness policy and procedures to prevent and respond to emergency situations in the office.

### **SCOPE:**

The emergency preparedness policy applies to everyone working for or associated with NMDHR using its facilities. It encompasses the whole of NMDHR and includes without limitation:

1. Staff at all levels - the regional offices, community platform and National Headquarters.
2. NMDHR Associates - these include board members (volunteers, community volunteers, sponsors, consultants, and contractors).

### **PURPOSE:**

To provide for the safety and security of staff and facilities of NMDHR in the event of emergencies and to communicate this plan so it will be efficiently implemented in times of need.

### **THREAT/VIOLENCE POLICY**

NMDHR will not tolerate any threatening behavior among staff, members or friends. This includes harassment, bodily harm, or vandalism to the facility. Such actions could result in filing charges with the police, termination, and/or loss of contract.

### **EMERGENCY POLICY**

In the event of an emergency the Emergency Response Team/Administrator and/or the Executive Director has complete authority to direct the activities within the Meetinghouse and on the grounds.

### **DEFINITIONS**

**First Responder** refers to the community person/ employee who come to the scene.

**Emergency Response Team** refers to trained Office staff.

**Safety Officer** is the Office Administrator.



## *Emergency Preparedness Policy and Procedures 2023*

### **PROCEDURES:**

#### **GENERAL PREPARATIONS**

- The Executive Director or Safety Officer may close the office to ensure the safety of all persons in the event of dangerous situations.
- The Safety Officer is the Office Administrator. He/she is responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program. The Safety Officer is authorized to halt any operation of the Office where there is danger of serious personal injury.
- NMDHR will review and evaluate this policy when facility operational changes occur or when the plan fails.
- The Executive Director will establish an Emergency Response Team to assist the Office Safety Officer. The Office Safety Officer will provide leadership during an emergency and fully implement this policy.
- The Office Safety Officer will provide annual training for employees and management that will include location of pull-box alarms, fire extinguisher use, turn-offs for utilities and review of this policy. Additionally, NMDHR will provide training on basic first aid, how to use a fire extinguisher, and how and when to turn off water, gas, and electricity.
- Evacuation directions will be given by word-of-mouth. Any employee who cannot immediately contact the Office Administrator should immediately begin word-of-mouth evacuation notification from the area, then immediately evacuate.
- NMDHR will assure that alarm systems are maintained in operating condition except when undergoing repairs or maintenance.
- A first-aid kit can be found in the kitchen cupboards to the left of the refrigerator, as well as in each office and the Admin office. Fire extinguishers will be found in the office, kitchen, and the gallery.
- The utility switches or valves will be marked so they can be turned off when time permits in an emergency.
- A list of important telephone numbers, such as emergency (police and fire), paramedics, and medical centers, insurance agents, telephone numbers of the electric, and water companies and radio and television broadcast stations to tune to for emergency broadcast information will be kept in the Office notice board.
- Any person who is involved in an incident detailed in this policy is asked to complete an incident report, stating the incident details. The Office Administrator will assist the employee with the form as necessary. The Office Administrator will file the documents and report information to the appropriate authority. All records are confidential however the report will be shared with the Board of Advisors and Executive Director, and released to the proper authorities.



## *Emergency Preparedness Policy and Procedures 2023*

### **UTILITY ISSUES:**

#### **ELECTRICITY IS OFF**

- If electricity is off when Office is closed, the Office Administrator should make announcements via WhatsApp group that Office is closed until power is restored.
- If electricity goes off during functions or hours of operation report the outage to the administrator for the power of generator
- Put off all electrical appliances while electricity is off.
- Unplug computers, appliances and non-essential electrical equipment.
- If there is damage of any assets or equipment due to high-power voltage, complete incident report and give to Office Administrator.

#### **BATHROOM PLUMBING IS OVERFLOWING**

- Turn off water: immediate shutoff water connection from the tank. Each individual fixture (sink, toilet, etc.) has a shut-off but it may require tools.
- Use the intercom to call and report the matter to the Programme Director or Executive Director
- Administrator should call a professional to determine the problem and fix it. Please identify health/disease measures to consider during clean-up.
- If the matter is serious, report to the problem to the Landlord.
- Complete incident report and give to Executive Director.

### **NATURAL DISASTERS:**

#### **FLOOD**

- When flood warnings have been issued, essential/expensive equipment such as the sound system and electronics should to be moved from the original section of the building to the nearest safe place in the community.
- Check the shed for valued items and move them to a safer location if a flood is predicted. Complete sand bagging before the imminent danger of flooding.
- Turn off water and electricity if necessary. A wrench will be necessary. The breakers for the HVAC are located in the circuit boxes at the corridor towards the kitchen room.
- Following a flood, all utilities will be checked and the building will be cleaned to eliminate mold and loss of property.
- The Office Administrator will direct the damage assessment. Complete incident report and give to Emergency Team.

#### **FIRE OR EXPLOSION**

R = Rescue: Evacuate from building well away from fire and smoke;

A = Alert: Alert fire department and/or 119;

C = Contain: Contain fire by closing doors to the room/s with fire;

E = Extinguish and Evacuate. Fire extinguishers are located in the office, kitchen and gallery.



## *Emergency Preparedness Policy and Procedures 2023*

If a person is on fire, make them **STOP, DROP AND ROLL**;

- When a fire is beyond the beginning stage and is uncontrollable, start evacuation immediately. Any children who are not with their parent/guardian will be taken to the police or social welfare where they will stay until claimed by their parent/guardian.
- Take injured people out of building by nearest exit and then, only if you are sure that moving them will not be harmful, move them to the nearest safe space for quick access by ambulance;
- People should stay out of the driveways to avoid emergency vehicles which should arrive within 10-30 minutes;
- The Office Administrator will prepare a detailed report of what happened for Executive Director and Board of Advisors as soon as possible.

NMDHR will conduct annual training with all employees and management on the correct usage of the fire extinguisher, which is **ONLY** used during the beginning stages of a fire. The Office Administrator will document the training required and keep on file the records of all training and incident reports.

### **MEDICAL EMERGENCIES:**

The Office Administrator or Executive Director will be notified immediately when a medical emergency occurs. This includes fainting, lacerations, heart attack, stroke, seizure, and unconsciousness. Stay with the victim.

- If they are conscious, ask what the problem is. Do not move them.
- If person is not breathing use compression-only CPR;
- If vomiting, turn the person on his/her side;
- Keep victim still, comfortable, and warm;
- If the person is unconscious, search for any emergency ID (bracelet, necklace);
- If first aid is inadequate, call 119 immediately. Affected persons will be encouraged to seek attention by a physician in the above cases

There will be signs posted in the Kitchen and the offices that state: **MEDICAL OR OTHER EMERGENCIES DIAL 119. Complete incident report and give to Office Administrator.**

### **VIOLENT ACTS**

- Your immediate goal is to prevent anyone from being injured or killed. In many cases the assailant will not harm anyone as long as he or she perceives that his or her objectives are being met CALL 119 as soon as possible. Relay all the information requested to help the dispatcher determine the extent of the emergency to dispatch the appropriate services.
- **DO WHAT THE ASSAILANT SAYS:** In most cases the best thing to do is to cooperate. Remember as much as possible concerning the incident, write notes after the fact if possible.
- Complete incident report and give to Office Administrator.

**IMPORTANT** – During an actual emergency resulting in building evacuation, **HEADCOUNTS** are to be performed at assembly sites. If possible, write the names of those present at the assembly point. Do not return to the evacuated building until told to do so by emergency response personnel.



### **ACTIVE SHOOTER/HOSTILE INTRUDER**

- If you witness (or have reason to believe) an active shooter/hostile intruder is on Office property, call 119 if possible. If you are notified that an active shooter/hostile intruder is on Office property by any emergency

Communication method (verbal, email, phone, reverse 119), consider the following actions:

- Run away from the threat if you can, as fast as you can, and never run in a straight line.
- If you are in the office, lock all persons with you in the room and move away from the windows that are in direct sight of the stairway. Keep everyone together and move away from the doors.
- If you are in the hallway, seek shelter in the nearest securable room, lock yourself in the room and cover the windows if you can. Move away from the doors.
- If you are outside, seek shelter in the nearest building.
- Watch for vehicles, bushes, trees or anything that could possibly block your view of the hostile person while you are running outside.
- If caught by an intruder, never look in his/her eyes, obey all commands, and try to remain calm. Do not pose any challenges; be submissive.
- If there is a shooting and the assailant leaves, lock all doors, so the assailant cannot easily return. Call 119 if you haven't already done so. Tell the dispatcher what has happened and do not let anyone inside the building until the police arrive. Disturb the crime scene as little as possible.
- If someone is injured, render first aid until help arrives. If someone is dead, then cover them and keep everyone back until the police arrive. If a weapon was left, don't touch it or move it until the police arrive.
- When the police arrive, obey all their commands even if you question them. During building evacuations, assist the disabled and all children.
- Follow the fire evacuation procedures. Keep walkways and streets open for the arrival of emergency vehicles and personnel.
- Instruct anyone that witnessed the crime to write down what they saw and to save it for the police. The Executive Director will be our spokesperson to the media.
- Complete an incident report and give it to the Executive Director.

*NMDHR asks all persons involved to cooperate in Office investigations, Police, ONS, Fire service, EPA, or any other agency that has jurisdiction in the incident. The Executive Director will help arrange any interviews that need be conducted. In addition, the NMDHR will have presented the evidence as needed in the matters related to the incident.*

### **BREAK-IN/ROBBERY**

#### **Procedures During a Robbery**

- NMDHR instructs you to turn over money or company property upon demand. If you don't have access to the safe combination, call the Office Administrator or the Executive Director and ask for the safe code. Say you have an unexpected need for cash, which will be a clue for the receiver of the call to phone 119.
- If someone is expected back soon or if you must reach or move in any way, tell the robber what to expect so they will not be startled.
- Follow the robber's commands, but do not volunteer help. Try to keep everyone calm during the robbery.
- Try not to leave with the robber as a hostage.
- Be observant and plan to be a good witness. Write notes after the fact. If you are out of sight of the assailant, cautiously notify 119.



## *Emergency Preparedness Policy and Procedures 2023*

### **Procedures After the Robbery**

Preparedness for a post-robbery situation can place the employee/lay person in a better position to provide information to police that will assist in capturing the robber and protecting employees and customers from harm.

- Do not chase or follow the robber.
- Secure the doors so the robber cannot re-enter the Office. Don't let anyone in except for emergency personnel.
- Call the police immediately.
- Care for injured people.
- Try to note the robber's method of escape and direction of travel. Try to recall the robber's vehicle, model, and license plate number.
- Preserve any potential evidence.
- Ask witnesses to remain until the police arrive.
- Complete incident report and give to Office Administrator.

### **FIGHTING ON OFFICE PROPERTY**

- Physical fighting among employees will result in an investigation that may lead to termination of the person responsible for the assault. If the assailant is a member or friends, the board will investigate the incident and determine whether the person may continue to be a member and participate in Office activities.
- The employee will have the right to appeal the determination through grievance procedures. The objective will be to eliminate the potential for future occurrences.
- Complete an Incident Report and give to the Office Administrator and Executive Director.

### **HARASSING PHONE CALLS**

- If you receive harassing phone calls at Office, notify your line manager immediately.
- If you know who the caller is then report the incident to the local police, and the phone company. If any person threatens you on the phone, they could be charged.
- As soon as the call is over write down any details of the incident to the best of your recollection. In the case of a harassing call, simply hang up if the call is offensive to you.
- Any employee found to be placing harassing calls will be considered for immediate termination. Any member of friend making such calls will need to meet with the Committee and the Executive Director to determine if the issue can be mutually resolved.
- The organization will prosecute anyone found to be engaged in harassment to the fullest extent of the law.
- Complete incident report and give to Office Administrator.

### **SUICIDE THREAT/ATTEMPT**

- Take the threat seriously. Call 119 and ask for the police to come immediately. Notify office staff, Executive Director, or a member of Board of Advisors as soon as possible.
- If person is armed, immediately evacuate everyone and yourself. If person is not armed, do not leave them alone.
- Express concern to the person and if possible, isolate him/her from others. Wait with the person until the police arrive.
- Complete incident report and give to Office Administrator.





## Emergency Preparedness Policy and Procedures 2023

### THREATENING EMPLOYEE OR VISITOR

- If a confrontation occurs and is not getting resolved through communication, immediately ask the threatening person to leave.
- If they do not leave, immediately go to the Office Administrator or the Executive Director, and notify 119 or the police immediately, and have the authorities remove the threatening person.
- All parties involved or witnesses of the incident should complete an incident report and give to Office Administrator.

### EMERGENCY CONTACT LIST

Names	Position	Mobile
Nancy Diana Sesay	Board Chairperson	
Abdul Karim Habib	Executive Director	+232 76 410137
Nabieu Kamara	Programme Director	+232 76 202104
Eva Mansaray	Administrator	+232 79 798168

### POLICY REVIEW

NMDHR aim is this policy will be reviewed every three years or potentially sooner if in response to any applicable

Reviewed Date	31 <sup>st</sup> July 2023
Next Reviewed Date	31 <sup>st</sup> June 2026

If you have any questions or concerns, please just contact us via [habib@nmdhr.org](mailto:habib@nmdhr.org) or +23276410137, we will be more than happy to help.

### Sign off:

Name: Abdul Karim Habib



Designation: Executive Director.

Name: Nancy Diana Sesay

Designation: Board Chairperson

### ANNEXES

- Emergency Incident Report
- Training Roster



## *Emergency Preparedness Policy and Procedures 2023*

### NETWORK MOVEMENT FOR DEMOCRACY AND HUMAN RIGHTS EMERGENCY INCIDENT REPORT

Incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

Person Completing Report \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_, State \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

#### Detail of victim/survivor

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ Age \_\_\_\_\_

Statement Regarding the Incident: (Continue on the back or attach additional sheets, if necessary. Include as much detail as you can recall.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_



## *Emergency Preparedness Policy and Procedures 2023*

NETWORK MOVEMENT FOR DEMOCRACY AND HUMAN RIGHTS

### **TRAINING ROSTER**

DATE: \_\_\_\_\_

SUBJECT OF TRAINING: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
11.		12.	