EMERGENCY RESPONSE COORDINATOR

STAFF REQUISITION			
SITE:	☒ MINE ☐ FREETOWN		
DEPARTMENT:	**HEALTH & SAFETY (/ MEDICAL SERVICES)**	**DURATION OF CONTRACT: 1 year renewable to performance and project need**	
REQUIRED NUMBER:	**1**	**REQUIRED DATE: TBC**	
ADVERTISING:	☐ INTERNAL ☐ LOCAL ☐ NATIONAL ☒ INTERNATIONAL		
POSITION OF TRUST:	☒ YES ☐ NO	**POSITION GRADE:**	RESERVED TO HR
UPDATED BY:			

JOB DESCRIPTION

Role Purpose

The Emergency Response Coordinator will lead the planning, readiness and coordination of emergency preparedness and response across the FG Gold operation. Working within the site emergency response plan and applicable mining, occupational health and safety regulations, the role maintains a trained and equipped Emergency Response Team (ERT), coordinates the site response to incidents (including fire, medical, rescue, vehicle, hazardous materials, extreme weather and security-related events), ensures rapid escalation and continuity of response with internal teams and external emergency services, and delivers drills, training and post-incident learning to strengthen the site's resilience and protect people, assets, the community and the environment.

Key Areas of Responsibilities & Duties

Key Area: *Duties:*	**Emergency Response Planning & Preparedness** • Develop, maintain, and regularly review the site Emergency Response Plan (ERP), emergency procedures, and incident response protocols, ensuring alignment with FG Gold's Health and Safety policies and applicable legislation. • Conduct emergency risk and hazard assessments for the mine, processing plant, camp, and associated infrastructure, and recommend controls and response capability improvements. • Maintain current emergency contact lists, muster points, evacuation routes, and call-out procedures, and ensure these are communicated to all site personnel. • Ensure emergency plans define roles, command arrangements, communication channels, resource requirements, evacuation and accountability processes, and interfaces with external responders. • Verify that emergency arrangements address credible high-consequence scenarios, including serious injury or fatality, vehicle and mobile-equipment incidents, fire, blasting incidents, rescue, hazardous-material release, environmental spill and mass casualty.
Key Area: *Duties:*	**Incident Response & Coordination** • Act as the first point of coordination during on-site emergencies, mobilising the ERT and directing response activities in line with the ERP and the site incident command structure. • Coordinate emergency response with the On-site Paramedic, the On-site Physician, site security, department heads, and external emergency services to ensure rapid escalation, effective communication, and continuity of care. • Coordinate emergency evacuation, medical evacuation (medevac), and mass-casualty response, including liaison with external medical facilities, transport providers, and authorities. • Maintain a real-time incident log and provide timely situation updates to site management during and after an emergency.

	• Protect the scene and preserve relevant evidence after serious incidents, in coordination with Security, the Health & Safety function and the authorities; do not compromise life-saving actions.
Key Area: *Duties:*	**Emergency Response Team (ERT) Management** • Establish, organise, and lead the Emergency Response Team, defining roles, shift coverage, call-out arrangements, and responsibilities to ensure 24/7 response capability. • Assess ERT member competence and fitness, and maintain training, certification, and refresher records in line with site requirements. • Coach, supervise and evaluate ERT members and designated first responders, reinforcing discipline, safe response practices and adherence to procedures as well as certification requirements. • Identify gaps in ERT staffing, competence or capability and submit practical recommendations for recruitment, training, equipment and other resources
Key Area: *Duties:*	**Training, Drills & Simulations** • Plan, schedule, and run site-wide emergency drills and simulations to test readiness for high-risk scenarios such as fire, blasting injuries, vehicle incidents, confined space and rescue events, hazardous materials releases, and heat-related illness. • Deliver or coordinate emergency response training for the ERT and the wider workforce, including firefighting, first aid, CPR/AED, evacuation, and emergency awareness. • Conduct post-drill debriefs, document performance and lessons learned, assign corrective actions, and track them through to verified closure.
Key Area: *Duties:*	**Emergency Equipment & Facilities Readiness** • Ensure emergency response equipment, including firefighting systems, fire extinguishers, rescue equipment, spill response kits, emergency lighting, alarms, communication devices, and the emergency response vehicle, is serviceable, inspected, and ready for use at all times. • Coordinate with the On-site Paramedic to ensure ambulance, first aid, and medical emergency equipment readiness, and restock or replace equipment immediately after every incident. • Maintain inspection, testing, and maintenance schedules and records for all emergency equipment and facilities.
Key Area: *Duties:*	**Health, Safety & Environmental Compliance** • Support the implementation of site health, safety, and environmental programmes, including incident prevention, hazard reporting, and emergency-related safety inspections. • Ensure compliance with applicable mining, occupational health and safety, and environmental regulations, and with company standards relating to emergency preparedness. • Coordinate environmental emergency response, including spill containment and clean-up, in line with the site's environmental management requirements.
Key Area: *Duties:*	**Reporting, Investigation & Documentation** • Prepare incident and emergency response reports, and support incident investigations, root cause analysis, and implementation of lessons learned. • Compile monthly emergency preparedness, drill, training, and incident statistics for the Health and Safety department and site management. • Maintain accurate, confidential, and up-to-date emergency records, and ensure compliance with data protection and regulatory reporting obligations under local and international requirements.
Key Area:	**Leadership and safe-work expectations**

Duties:	• Demonstrate visible safety leadership and promote FG Gold's "Safely Home Every Day" (SHED) culture through preparedness, disciplined response and learning. • Model and enforce compliance with site rules, PPE requirements, risk controls, emergency procedures and applicable legal requirements. • Report hazards, near misses, equipment defects and gaps in readiness promptly; encourage personnel to speak up and ensure agreed actions are closed out. • Support local workforce development through coaching, mentoring and knowledge transfer, in line with competency requirements and local-content commitments.
Key Area: *Duties:*	**Community & Stakeholder Engagement** • Liaise with local emergency services, government agencies, and neighbouring communities on emergency preparedness, mutual-aid arrangements, and community emergency awareness. • Support community safety and emergency awareness initiatives in line with FG Gold's Local Content and community development commitments.

Expectations in terms of sustainable development, occupational health and safety, and local content

Maintain a cooperative commitment to the health and safety of oneself, coworkers, and local communities by wearing required PPE, staying alert to observe, correct, and report unsafe conditions, following all safe work procedures and regulatory requirements, ensuring emergency facilities and work areas comply with FG Gold's Health and Safety policies, intervening and modeling safety leadership when necessary, and complying with Local Content requirements while contributing positively to workforce development and community safety.

Authority and Working Relationships

- Work within the site ERP and incident command structure, and follow the direction of the designated incident controller where one is appointed.
- May initiate the emergency call-out and mobilisation process, recommend evacuation or exclusion measures, and request emergency resources in accordance with approved procedures.
- Must immediately escalate serious incidents, fatalities, uncontrolled hazards, resource shortfalls and any condition beyond the available response capability.
- Works closely with the Health & Safety Manager, Medical Services, Security, Mining, Exploration, Processing/Projects, Maintenance, Camp/Admin, Environment, contractors and external emergency agencies.

Qualifications & Skill Requirements

MINIMUM QUALIFICATIONS, FORMAL EDUCATION, CERTIFICATIONS, OR EQUIVALENTS	• Diploma or Degree in Emergency Management, Occupational Health and Safety, Fire and Rescue, Paramedic Science / Emergency Medical Care, or a related field • Current First Aid / Basic Life Support (BLS) certification; Incident Command System (ICS) or equivalent emergency management certification • Firefighting, rescue (including confined space or mine rescue), and hazardous materials response certification or equivalent; NEBOSH, IOSH, or equivalent health and safety qualification an advantage • Valid driving license (emergency / light vehicle) an advantage
WORKING EXPERIENCE – NATURE & LENGTH	• Minimum of 5 years' experience in emergency response, emergency management, or health and safety, including at least 2 years in a coordination or supervisory capacity • Prior experience in a remote mining, oil & gas, or industrial environment, including leading emergency response teams, drills, and medevac coordination, is highly preferred
ADDITIONAL QUALIFICATIONS –	• Strong leadership, decision-making, and crisis management skills, with the ability to remain calm and act decisively under pressure

COMPETENCY REQUIREMENTS (LANGUAGES, COMPUTER SKILLS…)	• Sound knowledge of emergency response planning, incident command, and mining health, safety, and environmental regulations • Calm, decisive leadership and sound judgement under pressure • Excellent communication, coordination, and training delivery skills, and strong report-writing ability • Ability to work shifts and remain on call under pressure in isolated environments • Computer literacy (MS Office and incident reporting systems); fluency in English (Krio an advantage)

Working Environment

- This role operates in a remote, high-risk mining environment and focuses on emergency preparedness, incident response coordination, ERT readiness, training and drills, and compliance with all occupational health, safety, environmental, and mining regulations. The role requires shift work and on-call availability to maintain 24/7 emergency response capability.
- This role operates on a 7:3 rotation.

EQUIPMENT REQUISITION			
IT:	☒ DESKTOP	☒ LAPTOP	☒ MOUSE
	☒ ADDITIONAL SCREEN	☒ ACCESS TO SCANNER	☒ ACCESS TO THE SERVER
SOFTWARE:	☒ MS OFFICE	☒ E-MAIL	☒ NITRO PRO
	☒ HSE MANAGEMENT SYSTEM	☐ OTHER:	
PHONE:	☒ SIM CARD	☒ PHONE	☒ PHONE CREDIT
OTHERS:	☒ BUSINESS CARDS	☒ OFFICE KEYS	☒ TWO-WAY RADIO

	LEVEL:	SIGNATURE:	NAME:	DATE:
APPROVALS:	Head of Department			
	Human Resources & Training Manager		Abubakarr Dawo	
	Project Director			