

EMERGENCY ACTION PLAN **OPERATION INFORMATION**

The information required here refers to the overall operation. Below, you can refer to production sites within the operation. The information you provide here will appear as an introduction to your completed emergency plan.

Operation	
Owner	
Phone	
Office Address	
Business Description Write about your operation: its size, the number of part-time and full-time personnel, the animals you produce, the types of buildings, location, etc.	
Development and Responsibility of this Plan Describe who put the plan together, when it was assembled or updated, how it is being communicated to employees and other critical audiences (such as your insurer and the local fire department) and how/when it will be evaluated and updated in the future.	

EMERGENCY ACTION PLAN **SITE INFORMATION**

List the individual sites for which you will be creating emergency action plans.

Site Name		Site Manager	
Phone		Address	
Site Name		Site Manager	
Phone		Address	
Site Name		Site Manager	
Phone		Address	
Site Name		Site Manager	
Phone		Address	
Site Name		Site Manager	
Phone		Address	
Site Name		Site Manager	
Phone		Address	

Date Updated: _____

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EMERGENCY ACTION PLAN **SITE CONTACTS**

This document should be created for each individual site.

Site Name		Site Operator	
Phone		Premises ID	
Address		Directions	

Enter contact person names and phone numbers if applicable.

Rescue		Fire Dept	
Poison Control		Doctor	
Sheriff/Police		Veterinarian	
Insurance		Hospital	
Others			

MANURE SPILL CONTACTS

State Environmental Protection Agency		Earth Moving	
Pumping		Hauling	
Equipment		County Engineer	
Others			

SYSTEM FAILURE CONTACTS

Electricity		Plumbing	
Ventilation		Heating	
Animal Hauling		Feed	
Mortality Disposal		Other	

Date Updated: _____

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EMERGENCY ACTION PLAN **HAZARD PLAN**

This document should be created for each individual site and each individual hazard type.

Site Name		Site Operator	
Phone		Premises ID	
Address		Directions	

Describe the hazard or potential emergency in terms that site personnel would understand. Think through a potential emergency situation and what actions you can take now, or what actions should be taken during the emergency to ensure the safety of the people on-site, ensure the safety of the animals and reduce or prevent damage to the facilities. Describe, in detail, the danger or emergency associated with each risk. What might happen in the worst case scenario?

<p>Hazard Type</p> <p>List hazards that could result in an emergency. List all situations for which you need to prepare including fires, severe weather, hazardous material spills, transportation accidents, earthquakes, terrorism, technology failures, communications failures and utility outages. Include not only things that can happen on your site, but also things that can happen nearby and adversely effect your site.</p>	
<p>Risk Description</p> <p>Describe, in detail, the danger or emergency associated with each risk. (For example: "a fire in the feed equipment might spread to the nearby sow barn and the small equipment shed.") What might happen in the specific emergency, which people, animals and facilities would be effected?</p>	

ASSESSMENT

<p>Who is at risk, and what is the potential severity?</p> <p>Be specific in describing the individuals and/or groups of people impacted. Analyze the potential impact. How likely is injury or death?</p>	
<p>What is the risk to the animals and the potential severity?</p> <p>Which animals are at risk and why? Indicate the cost to relocate animals while responding to the emergency or to replace any mortalities. Describe any known long-term effects on animals.</p>	
<p>What is the risk to the facilities and the potential severity?</p> <p>What facilities are at risk and the potential impact? What would need to be done to repair or replace the facility? How would you set up temporary facilities?</p>	
<p>What special considerations need to be taken when addressing this hazard?</p> <p>Is there a waterway, highway or overhead power lines adjacent to the property? How would the emergency impact public perception? What steps can be taken to reduce negative perceptions and increase positive perceptions?</p>	

EMERGENCY ACTION PLAN **HAZARD PLAN** (page 2)

This document should be created for each individual site and each individual hazard type.

Site Name	Hazard
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PLAN OF ACTION

<p>Who is the lead responder for this hazard, and what are other personnel roles?</p> <p>Who is in charge of leading the response effort? What other personnel would have leadership roles? Be sure to describe, in detail, the lead or leaders and their roles and responsibilities in case of this emergency.</p>	
<p>Who has special skills to respond to this hazard?</p> <p>Which people in your operation have skills to deal with this emergency (i.e. CPR training, trained electrician, heavy equipment operator, etc.)? List employees that may have knowledge/skills to assist in the case of an emergency outside of their daily work tasks.</p>	
<p>Who will handle public communications?</p> <p>(i.e. news media, local agencies, general public)</p>	
<p>Evacuation plans and posting information.</p> <p>Should this site be evacuated? If so, how? Be sure to include any evacuation plan diagrams or images. Where should the evacuation plans be posted at the site?</p>	
<p>Available equipment and resources.</p> <p>Identify the location of emergency equipment: AED (automatic external defibrillator), fire extinguishers, telephones, shut-off valves, etc.; or equipment that could be used to manage an emergency such as farm machinery, trench digging equipment, ropes, animal handling tools, etc.</p>	
<p>Detail the steps to direct, control and coordinate the emergency response.</p> <p>List the steps for coordinating the response. Use as much detail as possible and avoid assumptions. The effectiveness of the response will depend largely on the amount of thought and detail included in this part of the plan.</p>	

SELF-DIRECTED EVALUATION

<p>Describe the tasks needed to establish and maintain facility readiness.</p> <p>What steps are needed to respond to this type of emergency? Describe how you will evaluate and adjust this plan over time. Who is responsible for maintenance of the action plan in the event of personnel changes, site adjustments, etc.?</p>	
<p>Training and Education</p> <p>Describe the training necessary for this emergency. Include the staff involved, training content, resources available and frequency of training. You will want to schedule these in the Maintenance and Training Tasks portion of this plan.</p>	

Date Updated: _____

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EMERGENCY ACTION PLAN **MAINTENANCE/TRAINING CALENDAR**

This document should be created for each individual site.

Site Name		Site Operator	
Phone		Premises ID	
Address		Directions	

Describe the training necessary for this site. Include the staff involved, training content and resources available. You will likely not need to complete each field.

Daily Tasks			
Weekly Tasks			
Monthly Tasks			
Quarterly Tasks			
Annual Tasks			
January Tasks		July Tasks	
February Tasks		August Tasks	
March Tasks		September Tasks	
April Tasks		October Tasks	
May Tasks		November Tasks	
June Tasks		December Tasks	

Date Updated: _____

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