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**Emergency Action Plan – barn fire**

**Helpful Information:** Use the information provided in Module 7 Emergency Preparedness & Management of the AgSafe Alberta FarmSafe Plan Manual and this worksheet to create a draft of your Emergency Action Plan. Revise and remove statements below or add statements as you see fit. You will want to refer to current legislation as you do this (re: OHS Act & Code). Once you have done that, delete each of the Steps in grey, italic text. You can combine your statements into paragraph form, or you can keep everything in point form if you prefer. Remember to replace **FARM** with the name of your farm business. The emergency action plan structure is relatively generic, so you can add or delete sections as appropriate. Be sure to write everything in plain language do that anyone can understand what has been written. Try to avoid using any safety related jargon (i.e., RPE). This document should be signed and dated by senior leadership on the farm.

**Disclaimer:** This document is intended to be a resource document only. The farm will need to customize it and make it farm-specific to address the particular needs, factors, applicable legislated requirements, etc. Once this document has been customized by the farm, this disclaimer, the Helpful Information section, the italic, light grey text and the logo located in the upper right corner of the page may be deleted and replaced with the farm’s logo. If you require assistance, please contact **AgSafe Alberta** at [info@agsafeab.ca](mailto:info@agsafeab.ca) or visit [www.agsafeab.ca](http://www.agsafeab.ca) for learning opportunities, tools and resources.

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| **1.0 Emergency Action Plan Statement** | | | | | | |
| ***Step 1: Introduce the emergency being addressed in the Emergency Action Plan.***  1.1 The **FARM** is at risk of experiencing a number of natural and human-caused emergencies. Fires can be caused by human error, electrical failures or nature, such as lighting strikes.  1.2 To effectively respond to and manage the impacts of a barn fire, the **FARM** has developed this Emergency Action Plan. | | | | | | |
| **2.0 Purpose** | | | | | | |
| ***Step 2: Explain the goal or purpose of the Emergency Action Plan.***  2.1 The purpose of this Emergency Action Plan is to communicate the **FARM’s** priorities during a barn fire, which are: (1) to protect human life first and foremost, (2) to stabilize to situation as far as reasonably possible, (3) to protect livestock, (4) to protect property and the environment, and (5) to begin resuming normal operations as soon as reasonable.  2.2 To assist family members, employees, visitors and other worksite parties in understanding and responding to emergencies. | | | | | | |
| **3.0 Scope** | | | | | | |
| ***Step 3: Detail who the Emergency Action Plan applies to and the situations it applies to.***  3.1 This emergency action plan applies to family members, employee’s contractors, service providers, and all visitors to the farm.  3.2 This emergency action plan applies all events or situations which may be considered an emergency requiring an evacuation. Examples of situations which would require this Emergency Action Plan include wildfires, structure fires, …(list the emergencies the farm has identified here). | | | | | | |
| **4.0 Definitions** | | | | | | |
| ***Step 4: Include any definition which someone might not know.***  4.1 **Emergency** – An unexpected event that poses an immediate risk to health, life, property, or the environment and results in an urgent need for assistance.  4.2 **Incident Manager** – The person who is trained, competent, and designated by the farm to be in charge of making decisions, delegating tasks and getting input and direction from subject matter experts (i.e., emergency services) for the purposes of resolving an incident or emergency.  4.3 **All Clear** – A term used to communicate that the emergency or danger is over.  4.0 **PASS Method** – An acronym for fire extinguisher use; Pull the pin, Aim the nozzle at the base of the fire, Squeeze the trigger and use a Sweeping motion. | | | | | | |
| **5.0 Responsibilities** | | | | | | |
| ***Step 5: Outline who is responsible for what during an evacuation.***  5.1 **Incident Manager**   * Ensure that 9-1-1 has been contacted and emergency services are on their way, if appropriate. * If safe to do so, pick up the Visitor Sign-In Binder from the main entrance as they proceed to the Muster Point. * Verify with supervisors and managers that everyone is accounted for, and if not, obtain the name(s) and last known location(s) of anyone unaccounted for. * Provide emergency services with any necessary information, such as the Farm Site Map and the name(s) and last known location(s) of anyone not accounted for. * Take direction from and support emergency services. * Direct the actions of other farm team members at the worksite, such as directing first aid certified people, assigning someone to meet emergency services at the road and bring them to the location, assign someone to start making other emergency contact calls, etc. * Upon direction from emergency services, give the “**all clear**” and either a) secure the scene and initiate an incident investigation and/or b) engage everyone in a short review of the emergency, the actions taken and the emergency action plan as appropriate.   5.2 **Managers & Supervisors:**   * Scan the area around them and ensure all workers, contractors and visitors evacuate the building or work area in a quick and orderly way (i.e., everyone is walking with purpose and no one is running). * Scan and shout “evacuate” into offices or bathrooms as they go past to ensure no one is inside, unaware of the evacuation. * Ensure no one returns to their desk, locker, lunchroom or any other location to collect personal items. * Ensure workers do not smoke or vape as they leave the building or work area, as there could be a gas leak. * At the designated Muster Point, perform a roll call using their Employee Evacuation List and that days Sign In Sheet. Ensure all employees, visitors and contractors are accounted for and advise the Incident Manager of anyone who is missing and where they were last seen. * Assist the Incident Manager as required.   5.3 **Employees, Family Members, Contractors, Service Providers and Visitors**   * Perform an emergency shutdown of any equipment which they are working on or with. * Evacuate the work area in a quick and orderly manner (walking purposefully, not running) and proceed to the Muster Point. * Assist the Incident Manager as required.   5.4 **Safety Precautions to be Observed by All Worksite Parties**   * When exiting the facility, everyone must walk and not run, and travel directly to the Muster Point. * Do not smoke or vape while leaving the building or work area. * Everyone must leave through the nearest safe exit immediately and proceed directly to the assigned muster point. * Do not return to their desk, locker, lunchroom or any other location to collect personal items such as purses, wallets, cellular telephones, etc. | | | | | | |
| **6.0 Action Plan** | | | | | | |
| ***Step 6: Outline the actions to be taken.***  6.1 **Take this action only if you are trained, the fire is small (i.e., size of a backpack or small garbage can), a fire extinguisher is close by and the fire is NOT between you and the exit.**   * Get the fire extinguisher, and using the PASS method, attempt to extinguish the fire. * If the fire is not extinguished by the time the fire extinguisher is empty, proceed to the next action. * Do not attempt to locate another fire extinguisher to try and extinguish the fire again.   6.4 Perform an emergency shut down of all tools/equipment/machinery you are using before exiting.  6.5 Close building doors on the way out and assist others where needed.  6.4 **Call 9 – 1 – 1 from a safe location outside the building.** Dispatch will require the address, location details, and details about what happened. Stay calm and answer their questions when they are asked.   * Someone will need to meet Emergency First Responders at the road and take them to the incident site.   6.6 Once everyone is out of the building and it is safe to do so, trained and designated individuals may begin removing livestock, starting with those closest to the exit.  6.7 If safe to do so, the person trained and designated to shut the power and gas off going into the building will take that action.  6.8 All others will travel directly to the Muster Point and check in with their manager/supervisor to ensure they are accounted for.  6.9 Managers and Supervisors will inform the Incident Manager of anyone who is not accounted for and their last known locations.  6.10 Never leave the Muster Point without the Incident Manager authorizing it.  6.9 If you have any information relating to the emergency or any other emergency (i.e., severely injured person), take any necessary first steps and inform Incident Manager right away.  6.10 No one shall re-enter the building or work area, and no work shall commence until an “All Clear” has been given by the Incident Manager.  6.12 Media Relations:   * Only the farm owner will issue statements to the press, media or other inquiring person(s). * Employees should not make any statement to non-company personnel following an incident. | | | | | | |
| **7.0 Monitoring & Review** | | | | | | |
| ***Step 7: State how often this Emergency Action Plan will be reviewed.***  7.1 The **FARM** will review this Emergency Action Plan after each emergency, emergency exercise, tabletop exercise.  7.2 Review periods will not exceed three years, and reviews may occur more often if found to be appropriate. | | | | | | |
| **8.0 Relevant Legislation** | | | | | | |
| ***Step 8: Include any applicable legislation here.***  8.1 [Alberta Occupational Health and Safety Code, Part 7: Emergency Preparedness and Response](https://kings-printer.alberta.ca/documents/OHS/OHSCode_December_2021.pdf) | | | | | | |
| **9.0 Related Policies, Procedures & Other Documents** | | | | | | |
| ***Step 9: List any farm specific or industry specific documents that support or relate to this Emergency Action Plan.***  9.1 This section can include Industry Standards, or Farm Specific Policies, Procedures, Safe Work Practices, and Emergency Contact Lists.  9.2 The **FARM’s** Emergency Preparedness Policy. | | | | | | |
| **Approvals** | | | | | | |
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