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**Emergency Action Plan – evacuation**

**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: Explain the purpose of the Emergency Action Plan.***   * 1. The **FARM** will maintain an emergency action plan to deal with conditions dangerous to personnel, equipment, and buildings. In the event of an emergency, all family members, employees and others present will be alerted that a building or work area evacuation is occurring and will follow the steps in this document.   2. If anyone feels that an emergency exists which requires evacuation, they are to begin the emergency action plan immediately. The degree or level of emergency is not always easily determined, and guidance may be found in the **FARMS’s** Emergency Preparedness Policy. | | | | | | |
| **2.0 Purpose** | | | | | | |
| ***Step 2: Explain the goal or purpose of the Emergency Action Plan.***  2.1 To ensure a safe, effective and controlled evacuation of the building or work area. | | | | | | |
| **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 to all events or situations which may be considered an emergency requiring an evacuation. Examples of situations which would require an evacuation include a: structure fire, carbon monoxide alarm, gas leak…. (refer to the list of potential emergencies that you created earlier). | | | | | | |
| **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. | | | | | | |
| **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 know 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 **Anyone located at/in the North Barn** will leave the work area in a quick and orderly manner through the nearest safe exit to the marked Muster Point located in front of the house.  6.2 **Anyone located at/in the South Barn** will leave the work area in a quick and orderly manner through the nearest safe exit to the marked Muster Point located in front of the house.  6.3 **Anyone located at/in the Shop** will leave the work area in a quick and orderly manner through the nearest safe exit to the marked Muster Point located in front of the house.  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.  6.6 Even once outside, do not smoke or vape, as there could be a gas leak or other hazard present.  6.7 Go directly to the Muster Point and check in with your manager/supervisor so that you are accounted for.  6.8 Managers and Supervisors will inform the Incident Manager of anyone who is not accounted for and their last known locations.  6.9 Never leave the Muster Point without the Incident Manager authorizing you to do so.  6.10 If you have any information relating to the emergency, inform Incident Manager right away.  6.11 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.  6.13 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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