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**Emergency Action Plan – Serious Injury**

**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 bold, 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. Despite the **FARM’s** best efforts, things can still go wrong, and serious injuries can result.   2. The **FARM** will maintain an emergency action plan to deal with serious injuries. In the event of an emergency, all family members, employees and others present at the farm will be alerted that a building or work area evacuation is occurring and will follow the steps in this document.   3. 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 anyone who is seriously injured receives emergency first aid and emergency medical services in a timely and effective manner. | | | | | | |
| **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 a serious injury. Examples of serous injuries can include severe bleeding, loss of a limb, entanglement or entrapment (being stuck or caught in a machine), burns, injury to an internal organ or any other injury that is likely to require hospitalization. | | | | | | |
| **4.0 Definitions** | | | | | | |
| ***Step 4: Include any definition which someone might not know.***  4.1 **All Clear** – A term used to communicate that the emergency or danger is over.  4.2 **Certified First Aider** – Someone trained in intermediate or advanced first aid and holds a current, valid certification.  4.2 **Cardiopulmonary Resuscitation (CPR)** – An emergency procedure used when a person’s heart and breathing stops.  4.3 **Emergency** – An unexpected event that poses an immediate risk to health, life, property, or the environment and results in an urgent need for assistance.  4.4 **Emergency Medical Services (EMS)** – A branch of health care that provides emergency medical care; includes ambulatory services, paramedics, and fire rescue services providing medical first and co-response in rural areas.  4.5 **Emergency First Responders** – May be police, emergency medical services or fire rescue services.  4.6 **First Aid Kit** – A portable box containing various items for use in giving someone who is sick or injured care until medical treatment can be provided.  4.7 **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.  4.8 **Personal Protective Equipment (PPE)** – Anything worn by someone to reduce their exposure to a hazard.  4.9 **Serious Injury** - Serious injuries are those that are likely to require hospitalization; such as, severe bleeding, loss of a limb, entanglement or entrapment (being stuck or machine), burns, injury to an internal organ, or any other injury that is likely to require hospitalization. | | | | | | |
| **5.0 Responsibilities** | | | | | | |
| ***Step 5: Outline who is responsible for doing what when a serious injury has occurred.***  5.1 **Incident Manager**   * Ensure that 9-1-1 has been contacted and emergency services are on their way, if appropriate. * Ensure that one or more Certified First Aider(s) are providing first aid to the injured person(s). * Obtain any necessary information from the injured persons employee file. * Ensure someone is sent to meet Emergency First Responders and bring them to the incident site; this may need to occur multiple times depending on the type of response needed. * If the serious injury involved a hazardous product, they will provide the Safety Data Sheet and product label to Emergency Responders. * 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. * Take direction from and support emergency services. * Upon direction form 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:**   * If the serious injury involved a hazardous product, the Manager or Supervisor or the worker will need to advise the Certified First Aider(s) of the product, its hazards and other important information from the Safety Data Sheet and Product Label, as well as provide the products Safety Data Sheet and product label to the Incident Manager. * Assist the Incident Manager as required.   5.3 **Employees, Family Members, Contractors, Service Providers and Visitors**   * Assist the Incident Manager as required.   5.4 **Certified First Aider(s)**   * The most capable Certified First Aider (i.e., has most experience and highest level of training) will provide or oversee the care, as appropriate.   5.5 **Safety Precautions to be Observed by All Worksite Parties**   * If someone is seriously injured in your area, perform an emergency shut down of the equipment that you are using and if safe to do so, make efforts to control any hazards in the work area that may impede first aid or emergency medical treatment. * Ensure the site of the emergency is safe to enter and work in before attempting to provide first aid. * Wear all required personal protective equipment (PPE). | | | | | | |
| **6.0 Action Plan** | | | | | | |
| ***Step 6: Outline the actions to be taken.***  6.1 **For all serious injuries, call 9 – 1 – 1 immediately to start a response**. 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.   6.2Scan the incident site for hazards or potential hazards; where possible, eliminate or reduce these hazards as appropriate (i.e., turn the equipment off, shut the main power breaker off, wear additional PPE, etc.)  6.3Even if you are a Certified First Aider, obtain the emergency airhorn and give two short blasts; repeat if necessary.  6.4Do not attempt to move someone who is seriously injured unless they are in danger of further injury and the circumstances make it absolutely necessary.  6.5Provide first aid to the injured person(s) as appropriate. The following can be helpful reminders:   * **Airway.** Is it open or blocked? * **Breathing.** Are they breathing rapidly, very slowly or not at all? Monitor breathing. * **Circulation.** Is their heart beating quickly, slowly, or not at all? Are fingers or toes getting blood? * **Apply your first aid training to determine if rescue breathing or CPR is needed.** If CPR is necessary, at least one other Certified First Aider should be present to assist and take over if needed (Note: CPR will be tiring as it requires a lot of physical effort, someone else may need to take over if it will be a while for Emergency Medical Services to arrive). * **Check for head, neck or spinal injuries.** * **Check for broken bones and bleeding.** * **Check for burns.** * **Check for medical conditions.** Look for medical alert bracelets or ask the person if they are able to respond.   6.6 The involved Certified First Aiders and Incident Manager will communicate any important information to the Emergency First Responders, such as any confidential medical information provided by the injured person at the time or confidential medical information from their employee file.  6.5 If the serious injury involves a hazardous product, the Incident Manager will provide Emergency First Responders with the products Safety Data Sheet and product label.  6.6 Once the injured person has been attended to, begin making notifying the individuals or organizations on the **FARMs** Emergency Contact List as appropriate.  6.7 Go directly to the Muster Point and check in with your manager/supervisor so that you are accounted for.  6.8 Never leave the Muster Point without the Incident Manager authorizing you to do so.  6.9 If you have any information relating to the emergency, 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.  6.11 In the event of a serious injury, First Aiders shall provide first aid and/or continue first aid until Emergency Medical Services (EMS) arrives.  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)  8.2 [Alberta Occupational Health and Safety Code, Part 11: First Aid](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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