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**Emergency Action Plan – TEMPLATE**

**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. 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. Following the steps outlined here will….   2. 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 protect the health and safety of everyone present on the farm in the event of… | | | | | | |
| **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 situations where… | | | | | | |
| **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.  4.3 **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. | | | | | | |
| **5.0 Responsibilities** | | | | | | |
| ***Step 5: Outline who is responsible for doing what when a serious injury has occurred.***  5.1 **Incident Manager**   * Direct the actions of other farm team members at the worksite, such as directing managers and supervisors to inform the people they supervise of the situation and that the Emergency Action Plan has been put into action. * Take direction from and support emergency services or another authority. * Upon direction from emergency services or another authority, give the “**all clear**” and either a) secure the scene and initiate the incident investigation and/or b) engage everyone in a short review the emergency, the actions taken and the emergency action plan as appropriate.   5.2 **Managers & Supervisors:**   * Inform the people they supervise of the situation and that the Emergency Action Plan has been put into action. * 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 “the emergency type” into offices or bathrooms as they go past to ensure no one is inside, unaware of the emergency. * Ensure no one returns to their desk, locker, lunchroom or any other location to collect personal items. * 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. * Leave 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 informed that the Emergency Action Plan is in action, perform an emergency shut down 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. | | | | | | |
| **6.0 Action Plan** | | | | | | |
| ***Step 6: Outline the actions to be taken.***  6.1 **Anyone located at or in Worksite Area 1** will leave the work area in a quick and orderly manner through the nearest safe exit to…  6.2 **Anyone located at or in Worksite Area 2** will leave the work area in a quick and orderly manner through the nearest safe exit to…  6.3 **Anyone located at or in Worksite Area 3** will leave the work area in a quick and orderly manner through the nearest safe exit to…  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 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 Continual monitoring of the situation by the Incident Manger will need occur.  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 in cooperation with the work area Manager, Supervisor. | | | | | | |
| **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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