

ELEMENT 5 EMERGENCY RESPONSE PLAN Participant Booklet

Year 1 Learning Module
Farm Safety Risk Assessment Updates
June /July 2023



General Information

This booklet and the accompanying presentation have been developed by AgSafe Alberta for the Egg Farmers of Alberta (EFA) for the purpose of advancing health and safety on EFA member operations.

The print materials, tools, courses and webinars are intended to be used as resources only. Each farm will need to customize its approach to health and safety and may need to make any forms or templates used farm-specific in order to address the particular needs, factors, applicable legislated requirements, etc.

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For information on the Alberta FarmSafe Plan, contact AgSafe Alberta:
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IMPORTANT

This booklet contains important information and worksheets that will help you in fulfilling the requirements of Element 5. The AgSafe Alberta FarmSafe Plan Manual as well as downloadable and customizable versions of the documents contained here can be found at www.agsafeab.ca.

Part One

Despite our best efforts, emergencies can still occur and have devastating results. You will want to ensure that you are prepared for possible emergencies and that your emergency action plans are tailored to your operation.

Reasons Why You Should Be Prepared For Emergencies

1. **It protects people.** When done well, it will not only protect the people who live and work on your farm, but those who respond to the incident as well.
2. **It minimizes loss,** such as lost livestock, damage to equipment or buildings and harm to the environment.
3. **It minimizes down time** and helps your farm resume operations sooner.

IMPORTANT: Being prepared for an emergency is important, but placing more effort and resources into emergency preparedness and management rather than hazard identification, assessment and control is a big mistake and indicates there is a problem with how health and safety is being thought about and managed on your farm.

WHAT IS EMERGENCY PREPAREDNESS & MANAGEMENT?

Emergency preparedness is the planned response to an emergency. Every farm should have an emergency preparedness & management plan to deal with potential emergencies before they happen, as not being prepared for an emergency can result in devastating losses and ruin.

KEY AREAS OF EMERGENCY PREPAREDNESS & MANAGEMENT

Key areas to preparing for and managing emergencies are:

1. **Prevention and mitigation.** These efforts will include identifying potential emergencies, identifying and selecting measures to eliminate or reduce the impact of emergencies, and creating written plans to support the prevention and mitigation of emergencies.
2. **Preparedness.** Preparation efforts will ensure your farm team is ready to respond to an emergency, such as communicating the policies and procedures as well as providing the necessary training and experience through emergency exercises or tabletop exercises.
3. **Response.** Response efforts are those actions taken immediately before, during and after an emergency occurs.
4. **Continuity and recovery.** These efforts help the farm to resume normal operations following an emergency.

(National Fire Prevention Agency (NFPA), 2010, p.5)

WHY THE TERMS “EMERGENCY ACTION PLAN” & “EMERGENCY ACTION STEPS” ARE USED

An **emergency action plan** is a documented plan that outlines actions to take in an emergency. AgSafe Alberta uses the term emergency action plan rather than emergency response plan. This had been for three reasons:

- Some people can find emergencies exciting and challenging, but they are still emergencies and the people working on the farm are not fully trained, competent and equipped emergency first responders. Farm team members farm should be taking actions that protect (and do not place) themselves in dangerous situations. You do not want to be a victim, or be an additional victim, in an emergency.
- The actions taken during an emergency are intended to protect human life safety, reduce damage and support the farm in returning to business operations sooner, as opposed to response actions that would normally be taken by trained and equipped emergency first responders.
- The word ‘plan’ is used rather than ‘procedure’ to help better communicate that the emergency action plan is intended to guide the farm in taking emergency action steps to manage an emergency and is not a detailed procedure like what you would find in a job procedure.

Emergency action steps are actions that make it easier to respond quickly and efficiently to incidents. Checklists, action lists and other items are written that identify emergency related tasks, responsibilities, and duty locations. A plan of action should also exist for alerting, notifying, locating, and bringing key team members back to the farm.

(adapted from NFPA, 2010, p.23)

Part Two

Identify the potential emergencies that could occur on your farm and determine both their emergency levels and how likely they are to occur. Knowing this, you can

An **emergency** can be thought of as an unexpected event that poses an immediate risk to health, life, property, or the environment and results in an urgent need for assistance.

Common examples of emergencies can include:

- Fires or explosions
- Forest or wildfire
- Structure fire
- Tornados
- Floods
- Severe Storms
- Major power outages
- Hazardous material spills
- Vehicle/equipment collisions
- Severe allergic reaction
- Pandemic
- Medical emergencies
- Fallen powerline
- Contact with powerline
- Building collapse
- Theft in progress/suspicious activity
- Violent person(s)/intruder(s)
- Train derailment or equipment stuck on railway tracks
- Vehicle/equipment roll over
- Vehicle/equipment run over
- Entrapment (caught in something)
- Grain engulfment
- Extreme temperatures
- Carbon monoxide alarms
- Poisoning
- Hazardous product exposure
- Gas leaks

IDENTIFY EMERGENCY LEVELS

Using the table below to determine the level of emergency associated with each emergency that you have identified.

Emergency Level	Explanation
High Level Emergency	<ul style="list-style-type: none"> Risk to on-site worksite parties, livestock, off-site public, and/or the environment is high. Outside assistance from emergency first responders, industrial service providers, or local authorities is necessary. The hazard(s) are spreading beyond the immediate incident/emergency site. Would result in a shutdown of normal operations for the duration of the emergency or longer. Examples: A nearby train derailment involving hazardous materials or a large approaching wildfire.
Medium Level Emergency	<ul style="list-style-type: none"> Risk to on-site worksite parties, livestock, and/or property exists. Risk to off-site public and/or the environment is possible. May require outside assistance from emergency first responders, industrial service providers, or local authorities. The emergency and/or its effects may spread beyond the immediate vicinity of the incident/emergency. Disruptive to normal operations.
Low Level Emergency	<ul style="list-style-type: none"> Risk to on-site worksite parties, livestock, off-site public, and/or the environment is low. The emergency can be resolved through the farms operating procedures and/or contained within the immediate area of the incident/emergency. Minor disruption to normal operations.
Alert	<ul style="list-style-type: none"> A situation that is easily resolved using available personnel and equipment, minor modification to work or requires ongoing monitoring. Normal operations are able to continue. Advisory issued by an authority. Example: A severe storm watch.
Caution	<ul style="list-style-type: none"> Something could happen, but it would be unlikely, and the severity would be low.

DETERMINE THE LIKELIHOOD OF THE EMERGENCY OCCURRING

Score	Likelihood Explanation
5	Highly likely, almost certain. Is expected to occur or could occur more than 10 times per year.
4	Likely, is expected to occur. Could occur at least once per year and up to 10 times per year.
3	Moderate likelihood. Might occur in some circumstances. Could occur once in the next 2 to 10 years.
2	Unlikely, but could happen. Could occur once in the next 11 to 50 years.
1	Rare. May occur but would be unexpected or could only occur in unusual circumstances.

EMERGENCY ACTION PLANNING WORKSHEET

You can use the *Potential Emergency Worksheet* on the next page to help you identify and prioritize potential emergencies.

Part Three

Identify ways to prevent, stop or reduce the severity of the emergency.

In this step, you are coming up with ways to prevent, stop or reduce the severity and potential losses resulting from a particular emergency. When preparing your hazard assessments, should have already identified some of these emergencies and considered ways to eliminate or reduce the risk of the hazards which could result in an emergency occurring. Take a moment to give these hazards a second look to see if anything was missed or if anything could be improved upon, as prevention is always far better than dealing with an emergency.

Additional points to consider include:

- Tornadoes, floods and severe storms are beyond our ability to prevent or stop, but steps can be taken to reduce the losses that result from them. For example, you can reduce the risk of someone losing their life during a tornado by having a plan in place for your farm team to meet in the basement of your home.
- The sooner an individual can receive medical attention following a severe injury or medical event, the better their chances of survival. Someone trained in first aid can only do so much, and you will need to have a plan in place for how to get emergency services to a remote field or backroad.
- Some emergencies may be stopped before they become devastating. Things like working alone procedures and alarm systems can alert you to emergencies sooner and give you an opportunity to intervene or obtain emergency services right away. Similarly, having a fire extinguisher in a location where it may be needed (i.e., on a piece of equipment during harvest) may be able to put out a small fire before it grows.
- If you have a rail line running alongside or near your property, you should develop plans for railway related emergencies, such as a plan outlining what to do in the event of a vehicle getting stuck on the track. Also put thought into what to do if there is a derailment involving hazardous materials; while emergency services will be involved in such an emergency, it may be necessary for them to evacuate people from a large area or even require residents and businesses within a large area to shelter in place.
- If you have an oil & gas lease or pipeline somewhere on the land you farm, the company with the lease or owner of the pipeline will be able to advise you on the hazards related to it and of any precautionary and emergency action measures to be aware of.

IDENTIFY RESOURCES THAT WILL SUPPORT YOU IN PREVENTING, STOPPING OR REDUCING THE SEVERITY OF THE EMERGENCY

Examples of emergency resources include:

- An emergency preparedness and management policy.
- Emergency action plans.
- Lists and locations of emergency related equipment on the farm.
- Lists, locations and directions for emergency rooms in your area.
- Developing a Farm Site Map and Farm Building Maps.
- Emergency preparedness & management training resources.
- First aid trained employees.
- Fire blankets.
- First aid kits.
- AEDs, razors and shaving cream.
- Spill kits/Spill tray.
- Several blankets.
- Eye wash bottles/stations.
- Emergency showers.
- Fire extinguishers.

IDENTIFY THINGS THAT COULD INTERFERE WITH YOUR PLANNED EMERGENCY ACTIONS & FIND WAYS TO OVERCOME THEM

Take some time to critically think about what could interfere with your planned emergency actions. Too often things get missed and become obvious only after an incident has occurred. For example:

- When you call 9-1-1, it is not like what you see on television. VOIP telephones may not have the correct physical location linked to them (i.e., not updated after a move), global positioning system (GPS) data may not be available for that call or the at best, has you located somewhere within 30 kilometer radius (which could take a while to search and locate someone in). Knowing your location and being able to get emergency services there without relying solely on technology is important!
- Emergency action measures involving cell phones can involve such challenges as not having a cell signal in some areas, occasional service outages, and dead batteries.
- Emergency action measures involving two-way radios will require thought into how to prevent or overcome challenges such as a dead battery or not having a radio signal in some areas.
- Having the local fire department get to your farm is one thing but getting a fully loaded pumper truck through deep snow on a soft, unplowed driveway is another. If the truck did get stuck, and the driveway is narrow and treelined, getting it unstuck is going to be another problem. Similarly, if a roll over occurs in a soft field, a heavy rescue vehicle may not be able to get to the exact location and another means of getting rescue equipment to the scene may be needed (i.e., equipment may need to be manually carried to the scene unless the fire department or farm has a Utility Terrain Vehicle (UTV) available).
- Other challenges, such as bio secure areas, chemically contaminated areas and pens containing fearful and/or aggressive animals.

IMPORTANT CONSIDERATIONS

Communication Methods

Questions:

- How will the people on your farm be alerted to a fire or another type of emergency? Do you have an alarm system, an airhorn or some other method?
- How often is your communication method tested?
- How would someone working alone get help in an emergency?
- How will ongoing communications between key members of the farm team be made during an emergency?

You will want to regularly test your chosen communication methods. Whether you rely on alarms, two-way radios, cell phones or landlines, you will want to ensure that the people working at every location on your operation can call for help or be reached and advised of an emergency.

Emergency Contact Lists

Questions:

- In an emergency, you cannot assume everyone will know to call 9-1-1 or will remember it when an emergency occurs; how can you make certain everyone will know this?
- In an emergency, which members of the farm team will need to be notified right away?
- Immediately after an emergency, who will need to be notified? For example, Alberta OHS, Alberta Environment, WCB, Insurance, and/or the farm's lawyer?
- Not all situations are an emergency, for example, one morning you may find that the shop has been broken into or that locks have been cut and fuel has been stolen. For these situations, does everyone know to call the non-emergency line (commonly referred to as the administrative line) of the local police station?

Develop lists that include all the names and telephone numbers of organizations and people who would need to be contacted in the event of an emergency. These emergency contact lists should be kept in areas where they are likely to be needed. Farm specific numbers to include would be the farm owner/operator, farm manager, barn manager, etc. All of the farm specific contacts listed should also provide an alternate contact number or method. Other important number to include would be:

- 9-1-1
- Alberta OHS Contact Center
- Power company
- Gas company
- Insurance company
- Alberta Environment
- Lawyer for the farm
- AgSafe Alberta's Toll Free Number

Important: An example of an *Emergency Contact List* can be found on page 15.

Roles and Responsibilities

Questions:

- Who is responsible for what during an emergency?
- Who is going to manage the farm side of the emergency? That is, who will ensure that things are getting done, such as performing a roll call at the muster point, making appropriate notifications, talking to and working with emergency first responders?

Different emergencies will have different tasks and activities that need to be completed. For example, some emergencies might require gas, electricity or water main-shut off controls to be safely shut down before a flood or fire evacuation. Establishing who is going to do these types of activities in advance so that precious time and energy does not get wasted is important, as is ensuring these individuals are trained, competent and willing to perform their assigned roles and responsibilities.

Farm Site Map & Farm Building Maps

Questions:

- If someone is new and gets confused about how to get out of a building, or if an emergency exit is unsafe to use, how can they be reminded of another way to get out?
- How will people know where to find first aid kits or other emergency supplies?
- If visitors, contractors or emergency first responders come onto your farm, how will they know where significant hazards are, such as chemical storage sheds, manure pits, etc.?
- How would you get emergency first responders to a far field that has limited access points?

Earlier in this module you were introduced to farm site maps and farm building maps. These maps are incredibly helpful in the event an emergency occurs, not just for the people working on your farm but others, such as visitors, contractors and emergency first responders. These maps should be updated on a regular basis and posted throughout the farm. Main buildings are a good place to post maps, but you should also consider having maps in equipment, storage areas and at your personal residence. The more places you post the map, the better.

A **farm site map** will include the whole farm and any farm buildings. It will identify key locations, such as muster point(s), buildings with fire extinguishers, buildings with first aid kits, buildings with emergency showers, locations of hazardous materials, manure pits, etc.

A **farm building map** will identify key locations in a specific building, such as evacuation paths, emergency exits, emergency lighting, fire extinguishers, first aid kits, emergency showers, emergency shut offs, alarm pulls, air horns, locations of hazardous materials, etc. located in that building.

On some operations, it may make sense to combine both the farm site map and the farm building maps (as you will see in the example that follows). Both farm site maps and farm building maps should include information to help emergency first responders get to your location. It is important to remember that not all emergency services (police, fire rescue or emergency medical services) may use the same method to get to your location and sometimes technology does fail. For this reason, both map types will need to include the following:

- The farms rural address (the blue sign at the end of your driveway by the road).
- Legal land description (LSD).
- GPS coordinates.
- The nearest intersection (i.e., Range Road 132 and Township Road 456; many roads in Alberta are part of the survey road grid system which can make it possible to find you way to a location without relying solely on technology).
- Nearest town, village or hamlet.

Important: A Farm Site Map and Farm Building Map can be found on pages X through Y.

First Aid Trained Employee Lists

Questions:

- Who is trained in first aid?
- Do you have enough first aid trained people on your farm?
- Do you have the right first aid equipment?

You will want to create a list of who the first aid trained employees are. This list should include things like where first aid trained employees can be located on the farm and/or the best method(s) to use to get them to the scene of an emergency quickly. The first aid training received by the people on your farm must be provided by a government approved first aid trainer and meet CSA Standard Z1210-17 First aid training for the workplace - Curriculum and quality management for training agencies (Alberta Occupational Health and Safety Code, 2023, s.177(1)-(2)). Because of this, two of the certification names have changed, for example:

- "Emergency first aid" is now called "basic first aid"
- "Standard first aid" is now called "intermediate first aid"
- "Advanced first aid" is still called "advanced first aid"

Due to the type of work performed, equipment used and, in most cases, distance from emergent care facilities, it is recommended that farms have their employees trained in "intermediate first aid" at a minimum. The table below reflects first aid requirements for "high hazard work," which many operations may be considered. These requirements are from the Alberta OHS Code.

Number of Workers at the Work Site per Shift	Close Work Site (Up to 20 minutes from a health care facility)	Distant Work Site (20 to 40 minutes from a health care facility)	Isolated Work Site (More than 40 minutes from a health care facility)
1	CSA Standard Z1220-17 Type 1 Personal First Aid Kit	CSA Standard Z1220-17 Type 1 Personal First Aid Kit	CSA Standard Z1220-17 Type 1 Personal First Aid Kit
2 to 4	1 Basic First Aider CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit	1 Intermediate First Aider CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit 3 Blankets	1 Intermediate First Aider CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit 3 Blankets
5 to 9	1 Basic First Aider 1 Intermediate First Aider CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit	2 Intermediate First Aiders CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit 3 Blankets	2 Intermediate First Aiders CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit 3 Blankets
10 to 19	1 Basic First Aider 1 Intermediate First Aider CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit 3 Blankets	2 Intermediate First Aiders CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit 3 Blankets, Stretcher, Splints	2 Intermediate First Aiders CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit 3 Blankets, Stretcher, Splints
20 to 49	2 Basic First Aiders 1 Intermediate First Aider CSA Standard Z1220-17 Type 3 Intermediate Medium First Aid Kit 3 Blankets	3 Intermediate First Aiders CSA Standard Z1220-17 Type 3 Intermediate Medium First Aid Kit 3 Blankets, Stretcher, Splints	3 Intermediate First Aiders CSA Standard Z1220-17 Type 3 Intermediate Medium First Aid Kit 3 Blankets, Stretcher, Splints
50 to 99	2 Basic First Aiders 2 Intermediate First Aiders CSA Standard Z1220-17 Type 3 Intermediate Large First Aid Kit 3 Blankets	2 Basic First Aiders 3 Intermediate First Aiders CSA Standard Z1220-17 Type 3 Intermediate Large First Aid Kit 3 Blankets, Stretcher, Splints	4 Intermediate First Aiders 1 Advanced First Aider CSA Standard Z1220-17 Type 3 Intermediate Large First Aid Kit 3 Blankets, Stretcher, Splints

Emergency Supply Lists With Locations

Question:

- If someone needs a first aid kit or an eyewash bottle, how can you be sure they know where to go (i.e., a service provider or contractor).
- How do you ensure that emergency supplies are available and ready to go?

Even if you have already marked where emergency supplies are located on your farm site map or farm building maps, it is a good idea to create an emergency supply list with the locations provided as well. This type of list will provide more details about what types of supplies are located where, and can include other important information, such as:

- The type of first aid kits, their contents, when they were last checked and refilled.
- The fire extinguisher size, type, where the gauge is at, that the pin is in place, and when it needs to be recertified.
- The size and condition of eyewash bottles, including their expiry date.
- The last time the eyewash station or emergency shower was cleaned and tested.
- If airhorns are used, when their condition was last checked and when someone last verified that they were still where they belonged.

Other Resource Lists

Questions:

- What other resource lists might your farm need?
- Who might your farm need to get support from in order to maintain operations?

Create lists and locations of resources that would be needed during an emergency and after the emergency that would support the farm in its efforts to resume normal operations. An example might be if you had to load up all of your livestock and transport them to another location (i.e., due to flood or wildfire), who would you call to transport them and where would you have them taken? If you had a fatality involving the tractor you use to feed livestock, and it was seized by Alberta OHS, who could you call to help ensure the cattle still get fed?

RESCUE PLANS

Some types of work will need a rescue plan, which would be included as a part of an emergency action plan. A rescue plan is basically a procedure to bring workers out of a dangerous place or situation when they are unable to leave it on their own. A rescue plan is required for certain types of work by the OHS Code, such as working in confined space or when using fall protection equipment. Unless the farm has a fully trained and equipped fire rescue team, local fire rescue departments will need to perform things such as rescuing someone from a structure fire.

Rescue plans, particularly those involving confined spaces, have special considerations and can become quite complex. If either of these apply to the work you do on your farm, you will want to find a trainer who specializes in confined space monitoring, entry and rescue or the use, care, maintenance and limitations of fall protection equipment. Even though OHS Code does not directly apply to farms and ranches at the time of publication, rescue plans should be in place.

EMERGENCY ACTION PLANNING WORKSHEET

You can use the Emergency Action Planning Sheet on the next page to help you develop an emergency action plan.

EMERGENCY ACTION PLANNING WORKSHEET

Farm Name		Date Completed	
Emergency		Date of Review	

List ways to PREVENT the emergency from happening, if possible

List ways to STOP or REDUCE the severity of the emergency

List the RESOURCES needed to prevent, stop and reduce the severity of the emergency

List things that could INTERFERE with your planned emergency actions

List ways to OVERCOME the things that could interfere with your planned emergency actions

Print Name	Print Job Title	Signature	Date

IMPORTANT: RETAIN A COPY OF THIS DOCUMENT IN YOUR FARM RECORDS.

CONTACT NAMES AND NUMBERS BY SITE

1.0 Site Details			
Site Name			
Rural Address			
GPS Coordinates			
Legal Land Description			
Closest Intersection			
Specific Directions to Site:			
First Aid Trained Personnel At This Site			
Name	Position/Title/Role	Primary Contact Method	Location

2.0 Emergency Contact Numbers			
FOR FIRE/POLICE/EMERGENCY MEDICAL SERVICES , DIAL 9 - 1 - 1			
Name	Position/Title/Role	Primary Contact Number	Alternate Number
	Farm Owner/Director		
	Manager		
	Supervisor		
	Supervisor		
	Maintenance Person		
	Legal Counsel		
	Insurance Provider		
Occupational Health & Safety Contact Center		1-866-415-8690	-
Environmental Response Line (Hazardous Waste Spills)		1-800-222-6514	-
Poison & Drug Information Service (PADIS)		1-800-332-1414	-
Service Provider Name	Provider Type	Emergency Line	Notes/Account Number
	Natural Gas Provider		
	Electricity Provider		
	Veterinarian		
	Livestock Hauling		
	Earth Moving Equipment		

3.0 Nearest Hospital/Emergency Room	
Name of Nearest Hospital	
Address of the Nearest Hospital	
Telephone Number of the Nearest Hospital	
Directions to the Nearest Hospital	

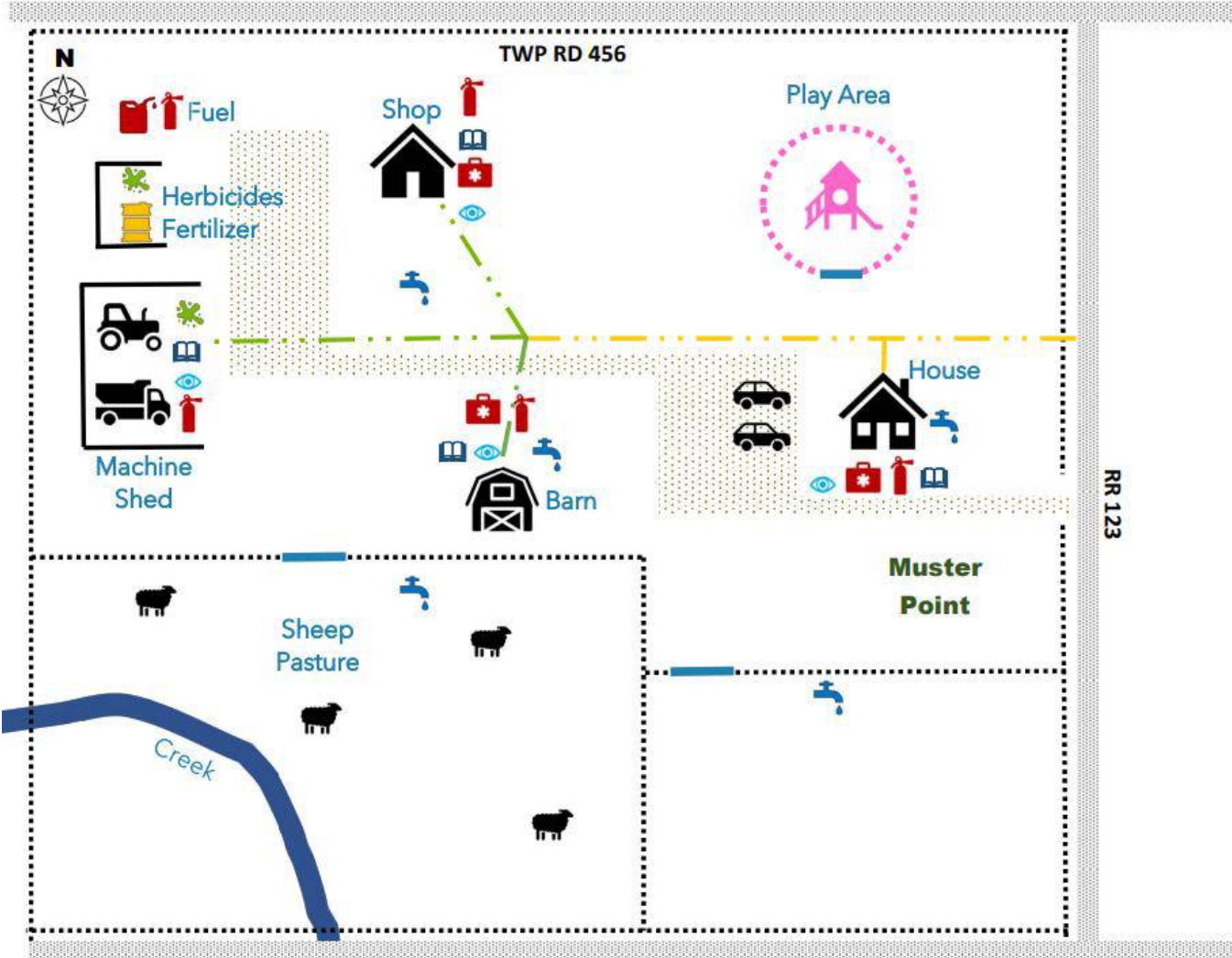
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FARM SITE MAP WORKSHEET

Helpful Information: A farm site map will identify key locations on the farm, such as such as muster point(s), evacuation paths, buildings, chemical storage, veterinary drug storage, fuel locations, hazardous areas, etc. Each farm site may need it's own map, as each will have different location information, different uses and different hazards. Refer to the information provided in Module 7 Emergency Preparedness and Management of the AgSafe Alberta FarmSafe Plan Manual to help you. Use the list below to help you create a farm site map. Google maps can be a helpful tool in creating a farm site map. An example of a farm site might can be found on the back of this page.

IDENTIFIED	NEEDED OR MISSING	NOT APPLICABLE	ITEM & DESCRIPTION
			Buildings - These should include houses, barns, shops, garage, grain bins, storage building (including the type of storage they are used for), sheds, etc.
			Locations of emergency related resources - Muster points, air horn(s), radios, telephones, fire extinguishers, fire blankets, first aid kits, blankets, emergency showers, eye wash bottles, spill kits, sprinkler systems, generators, water pumps, etc.
			Locations of SDS, veterinary drug & pesticide information binders.
			Locations of emergency action plans and emergency contact lists.
			Locations of stored hazardous or dangerous products - These may include fuel/petroleum products, pesticide storage, fertilizer storage, veterinary drug and medicated feed locations, cleaning products, etc.
			Locations of emergency communication equipment - These may include telephones, two way radios, etc.
			Roadways and established paths of travel. If your farm has speed limits, consider including those.
			Water sources - These can include dugouts, hydrants, pump houses, streams, creeks, etc.
			Fields, pastures and pens - Include fence lines and gates.
			Overhead and underline utilities - Include overhead powerlines, underground powerlines, water lines, septic lines, etc.
			Confined spaces & other known hazardous areas - These would include culverts, manure pits, lagoons, silage storage, bull pens, sink holes, hidden ditches, and any other restricted access area.
			Bio-secure areas.
			Child play areas.
IMPORTANT LOCATION INFORMATION TO INCLUDE			
			Building name (for farm purposes, i.e., old barn, machine shop, etc.).
			Rural address (i.e., 45678 Range Road 123 Northern Sunrise County).
			GPS Coordinates.
			Legal Land Description (LSD).
			Closest Intersection.
			Specific directions to site.

FARM SITE MAP WORKSHEET



THE FARM

Rural Address:
45678 Range Road 123, Northern Sunrise County
 GPS: 45.345678, -123.456789
 LSD: 1-23-45-67 W5
 Nearest intersection:
Township Road 456 & Range Road 123
Include directions from the nearest town...

Map Legend

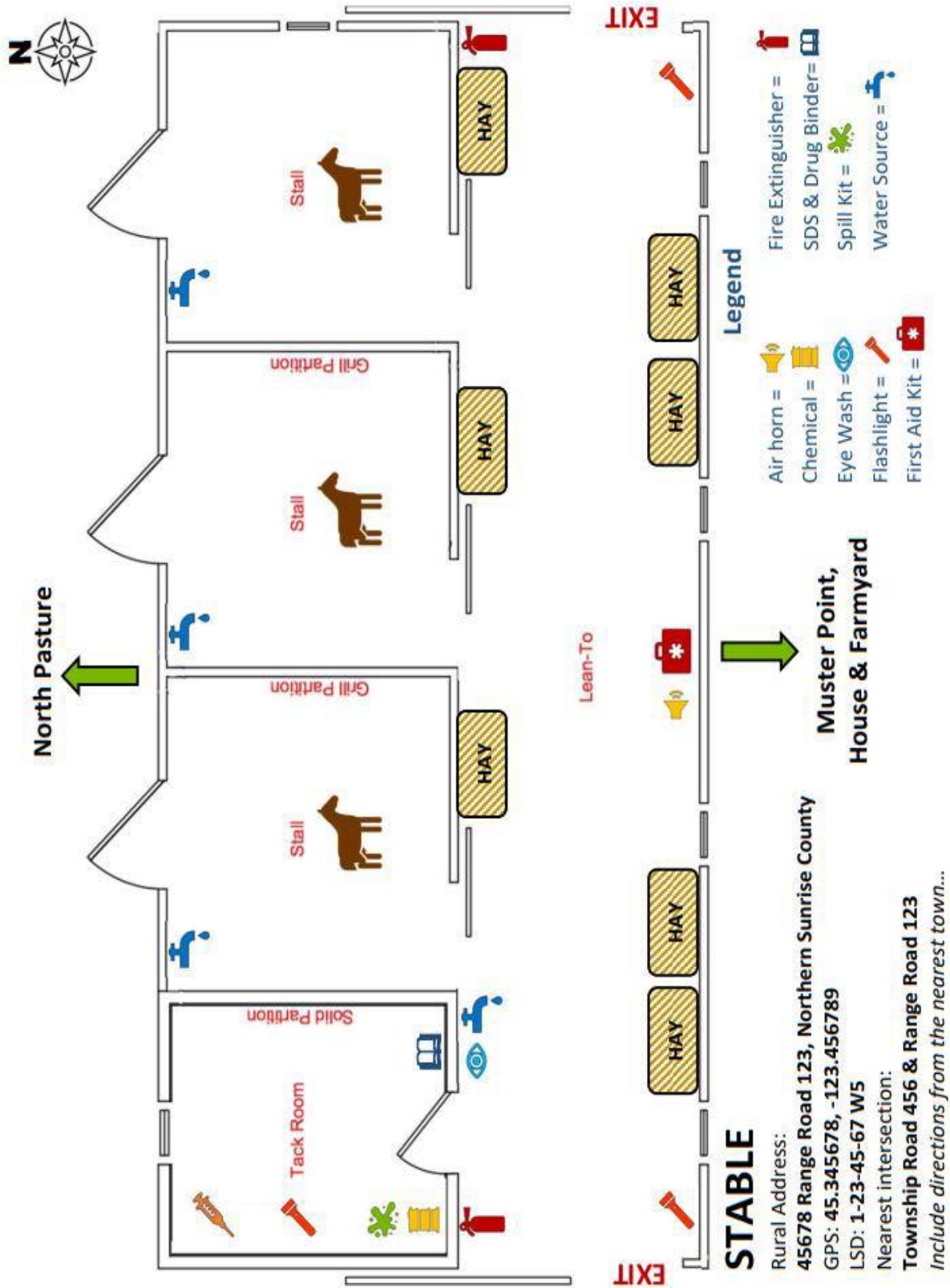
- Chemical =
- Eye Wash =
- Fence =
- First Aid Kit =
- Fire Extinguisher =
- Overhead Powerline =
- Buried Powerline =
- SDS & Drug Binder =
- Spill Kit =
- Water Source =

FARM BUILDING MAP WORKSHEET

Helpful Information: A **farm building map** will identify key locations in a specific building. Refer to the information provided in Module 7 Emergency Preparedness and Management of the AgSafe Alberta FarmSafe Plan Manual to help you. Use the list below to help you create a farm building map. The farm building map can be made using graph paper or even a copy of the buildings blueprint, if available. An example can be found on the back of this page.

IDENTIFIED	NEEDED OR MISSING	NOT APPLICABLE	ITEM & DESCRIPTION
			Air horn(s) - If air horns are used to alert others of an emergency, everyone must be trained in what the different blasts mean (i.e., 1 long blast lasting 5 seconds = evacuation, 3 short blasts lasting 2 seconds each = first aid)
			Alarm pull station(s) - A manually activated alarm system or part of an alarm system.
			Breaker panel location(s) - Must be easy to access, have clearly labelled breakers and have 1 m clearance with secure footing in front of it.
			Evacuation paths (or routes) - Ways to get out of a building if there is an emergency, especially if the main evacuation route is blocked or unsafe; must be unobstructed and should not change.
			Emergency exits - Exits used to provide a safe way to escape from a structure or area in the event of an emergency; the exit must be easily accessible, unobstructed, and in a permanent location.
			Emergency lighting - Independently powered light sources (i.e., using batteries) that are designed to activate when a power outage creates low-visibility conditions. This could include flashlights.
			Fire extinguishers - Portable devices that discharge a substance to put out a fire; there are different classes used to extinguish different types of fires.
			First aid kits - A box or bag containing bandages, gauze, pads, splints, etc. used to help someone who is sick or injured until medical treatment is available.
			Emergency showers - Showers that provide on-the-spot, emergency decontamination; they are used to flush away hazardous substances in the first few seconds after an exposure.
			Emergency shut offs - Safety mechanisms used to shut something off in an emergency, when it cannot be shut off in the usual manner.
			Eyewash stations - Bottles or "showers" designed to flush the eye and face area.
			Location of hazardous products and dangerous substances stored in that building. This should include veterinary drugs, medicated feeds, pesticides, cleaning products, sanitizers, petroleum products, etc.
			SDS binder location(s) ; these should include veterinary drug information and pesticide information.
			Emergency Action Plans and Emergency Contact List locations.
			Location(s) of stored fuel sources/flammables/combustibles (i.e., hay, wood, etc.).
			Back-up or emergency generator(s).
IMPORTANT LOCATION INFORMATION TO INCLUDE			
			Building name (for farm purposes, i.e., old barn, machine shop, etc.).
			Rural address (i.e., 45678 Range Road 123 Northern Sunrise County).
			GPS Coordinates.
			Legal Land Description (LSD).
			Closest Intersection.
			Specific directions to site.

FARM BUILDING MAP WORKSHEET



Part Four

Develop an emergency action plan for each of the emergencies that you have identified.

AgSafe Alberta has developed several Emergency Action Plan templates that you can download and customize from our website, www.agsafeab.ca. You can also create your own emergency action plan or use examples that you have found elsewhere to help you.

An example of the Emergency Action Plan can be found on the next page.

EMERGENCY ACTION PLAN - SERIOUS INJURY

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 or visit www.agsafeab.ca for learning opportunities, tools and resources.

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 so 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.

1.0	Emergency Action Plan Statement
	<p><i>Step 1: Explain the purpose of the Emergency Action Plan.</i></p> <p>1.1. Despite the FARM's best efforts, things can still go wrong, and serious injuries can result.</p> <p>1.2. 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.</p> <p>1.3. The degree or level of emergency is not always easily determined, and guidance may be found in the FARMS's Emergency Preparedness Policy.</p>
2.0	Purpose
	<p><i>Step 2: Explain the goal or purpose of the Emergency Action Plan.</i></p> <p>2.1 To ensure anyone who is seriously injured receives emergency first aid and emergency medical services in a timely and effective manner.</p>
3.0	Scope
	<p><i>Step 3: Detail who the Emergency Action Plan applies to and the situations it applies to.</i></p> <p>3.1 This emergency action plan applies to family members, employee's contractors, service providers, and all visitors to the farm.</p> <p>3.2 This emergency action plan applies all events or situations which may be considered a serious injury. Examples of serious 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.</p>
4.0	Definitions
	<p><i>Step 4: Include any definition which someone might not know.</i></p> <p>4.1 All Clear - A term used to communicate that the emergency or danger is over.</p> <p>4.2 Certified First Aider - Someone trained in basic, intermediate or advance first aid and holds a current, valid certification.</p> <p>4.2 Cardiopulmonary Resuscitation (CPR) - An emergency procedure used when a person's heart and breathing stops.</p>

- 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 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 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 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 bring them to the incident site.
- 6.2 Scan 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.)
- 6.3 Even if you are a Certified First Aider, obtain the emergency airhorn and give two short blasts; repeat if necessary.
- 6.4 Do not attempt to move someone who is seriously injured unless they are in danger of further injury and the circumstances make it absolutely necessary.
- 6.5 Provide 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](#)
- 8.2 [Alberta Occupational Health and Safety Code, Part 11: First Aid](#)

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

<p><i>Signature Here</i></p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>First & Last Name Here Title/Position Here</p> <p>Print Date Signed Here</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Date Signed</p>	<p><i>Signature Here</i></p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>First & Last Name Here Title/Position Here</p> <p>Print Date Signed Here</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Date Signed</p>
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Document Status

Version/Revision Number	Date	Reason

Part Five

It is hard to know what problems you may encounter during an emergency without testing your plan. Emergency exercises and tabletop exercises should be conducted to practice your emergency actions plans regularly; in fact, learning truly happens when the learner has an opportunity to apply their knowledge!

TESTING & PRACTICING YOUR EMERGENCY ACTION PLANS

Emergency exercises are simulated emergencies where team members carry out actions, functions and responsibilities expected of them during a real emergency. These exercises are conducted on a full scale and are designed to replicate an actual emergency. Such exercises follow the emergency action plan and use (to varying degrees) the tools and equipment that would be required in a real situation.

Tabletop exercises are conducted in a theoretical or imagined manner to test a particular emergency action plan; it is a discussion based mock emergency where an emergency action plan is walked through and tested verbally. For example, workers may sit around a table and be presented with scenarios or photographs of situations and asked what steps would be taken, based on their training and what is outlined in the applicable emergency action plan.

A template that you can use to develop your own tabletop exercises can be found on the following page.

TABLETOP EXERCISE - TEMPLATE

Background Information
This can include things like the weather leading up to the emergency, relevant notes about the area (i.e., road construction nearby), etc.

Incident Scenario
This provides more detailed information, such as the date, time, temperature, wind direction, activities, etc.

Supporting / Additional Resources / Other Exercise Materials
This section would include a list of supplemental information, such as SDS's and maps.

Message Number	Exercise Message	Expected Actions
1	Each message describes something requiring action, for example, a carbon monoxide detector going off in a barn.	<ul style="list-style-type: none"> • These points would list the expected emergency action steps to be taken. • There may be more than one for each message.
Message 1 Notes		
This section would include notes to person leading the tabletop exercise . For example: "Present the new information found in the exercise message and give participants a couple of minutes to think about the new information, then ask: a) who would take on the role of incident manager and what their initial emergency actions would be?"		
2		•
Message 2 Notes		
3		•
Message 3 Notes		
4		•
Message 4 Notes		
5		•
Message 5 Notes		

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Page 1 of 2

6		•
Message 6 Notes		
7		•
Message 7 Notes		
8		•
Message 8 Notes		

Exercise Participants			
Print Name	Print Job Title or Role	Signature	Date

IMPORTANT: RETAIN A COPY OF THIS DOCUMENT IN YOUR FARM RECORDS.

PERFORMING REVIEWS

A review should occur after each emergency exercise, tabletop exercise, and real-life emergency to identify any areas that require improvement. When needed, corrective actions should be taken, such as:

- Revising the emergency action plan, as needed (i.e., revising actions or clarifying roles and responsibilities further).
- Finding out that phone numbers and contacts have changed.
- Providing additional training where it is required.
- Identifying and securing a resource that was not included in the original plan (i.e., livestock hauling services).

It is recommended to have an emergency exercise and/or tabletop exercise at least once a year to ensure everyone stays competent in a given emergency action plan and to ensure the emergency action plan is up to date. By conducting an emergency exercise or tabletop exercise, you will be able to confirm whether the people working on your operation know how to respond to an emergency situation.

DOCUMENTING REVIEWS

When performing a review of an emergency or tabletop exercise, you will want to be sure to document:

- Any training provided to workers regarding their responsibilities within the emergency action plans.
- The emergency exercises and tabletop exercises that have been conducted, the review, findings, as well as any corrective actions taken.
- Actual emergencies that have taken place, include the post-incident review, findings, as well as any corrective actions taken.
- Anytime a plan needs to be changed, for example, when the farm expands and more people are hired, when legislation changes, etc.

IMPORTANT EMERGENCY EXERCISE & TABLETOP EXERCISE CONSIDERATION

Emergency exercises and tabletop exercises can be fun and great teambuilding opportunities. For this reason, some farms may want to create elaborate exercises that involve more than one type of emergency (i.e., a barn fire and a heart attack). It is recommended that you start small and ensure that everyone on the farm is skilled and experienced in the basics before moving on to more complex or involved emergency exercises.

Introducing too much too early can create confusion, frustration and even a feeling of failure. To ensure that you set your farm team up for success, start small and simple first, then slowly add more to the emergency exercise or tabletop exercise each time the objective is met.

An Emergency & Tabletop Exercise Review Form can be found on the following page.

EMERGENCY & TABLETOP EXERCISE REVIEW FORM

Disclaimer: This document should be viewed as a guideline only. If you require assistance, please contact [AgSafe Alberta](mailto:info@agsafeab.ca) at info@agsafeab.ca or visit www.agsafeab.ca for learning opportunities, tools and resources.

Farm Name		Review Date	
Emergency or Tabletop Exercise Description	Describe the objective...		

Objective 1		Describe the objective...	
Yes	No	Not Observed	Question
			Did the participants do this...?
			Did the participants remember to....?
			Was this mentioned....?
Comments:			

Objective 2		Describe the objective...	
Yes	No	Not Observed	Question
			Did the participants do this...?
			Did the participants remember to....?
			Was this mentioned....?
Comments:			

Objective 3		Describe the objective...	
Yes	No	Not Observed	Question
			Did the participants do this...?
			Did the participants remember to....?
			Was this mentioned....?
Comments:			

Objective 4		Describe the objective...	
Yes	No	Not Observed	Question
			Did the participants do this...?
			Did the participants remember to....?
			Was this mentioned....?
Comments:			

Objective 5		Describe the objective...	
Yes	No	Not Observed	Question

			Did the participants do this...?
			Did the participants remember to....?
			Was this mentioned....?
Comments:			

Reviewers			
Print Name	Print Job Title or Role	Signature	Date