



## Emergency Response Plan



## EMERGENCY ACTION PLAN

Farm Name: \_\_\_\_\_

Farm Address: \_\_\_\_\_

DATE PREPARED: \_\_\_/\_\_\_/\_\_\_



## Emergency Departments Phone Numbers

Fire Department: (\_\_\_\_\_)

Emergency Medical Service: (\_\_\_\_\_)

Police: (\_\_\_\_\_)

Manager(s): \_\_\_\_\_ Phone: (\_\_\_\_\_)

\_\_\_\_\_ Phone: (\_\_\_\_\_)



## **Evacuation Routes**

Evacuation route maps have been posted in each building. The following information will be found on each map:

1. Emergency exits
2. Primary and secondary evacuation routes
3. Locations of fire extinguishers
4. Fire alarm pull stations' location
5. Location of muster points

Employees should be familiar with all evacuation routes.



## Utilities Emergency Contact

**Electric:**

Name: \_\_\_\_\_ Number: \_\_\_\_\_

**Water:**

Name: \_\_\_\_\_ Number: \_\_\_\_\_

**Gas:**

Name: \_\_\_\_\_ Number: \_\_\_\_\_

**Other:**

Name: \_\_\_\_\_ Number: \_\_\_\_\_



## Emergencies to be reported

Any of the following emergencies should be reported by employees, including (when applicable) near misses:

- Medical
- Fire
- Severe Weather
- Structure Climbing
- Extended power Loss
- Other \_\_\_\_\_



## Medical Emergency

Call 911

Provide the following information:

- a. Nature of medical emergency.
- b. Location of the emergency (address, building).
- c. Your name and phone number from which you are calling.
- d. Follow instruction given by operator.

Do not move victim unless absolutely necessary.

Administer or call the following personnel trained in CPR and First Aid to provide the required assistance before arrival of emergency personnel:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

If personnel trained in First Aid are not available, attempt to provide the following assistance:

1. Stop the bleeding with firm pressure on the wounds.
2. Clear the air passages using the Heimlich Maneuver in case of choking.

If assisting personnel exposed to hazardous materials, consult the Safety Data Sheet (SDS) and wear the appropriate personal protective equipment. Administer First Aid only if trained and qualified.



## Fire Emergency

When fire is discovered:

- Activate the nearest fire alarm
- Notify the local Fire Department.
- If the fire alarm is not available, notify other workers about the fire emergency by voice communication, phone or any necessary means.

Fight the fire ONLY if:

- The Fire Department has been alerted.
- The fire is small and is not spreading to other areas.
- Escaping the area will be possible at any time.
- The fire extinguisher is in working condition.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Meet at (one of) the designated muster point(s).
- Remain outside until the competent authority (fire department) announces that it is safe to re-enter.

Managers or foremen must:

- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Provide the Fire Department personnel with the necessary information about the facility.





## Height Related Emergencies

List of structure employees may be required to climb:

Structure Type	Location
Honey Tank	
Sugar Water Tank	

Emergency Response Organization(s):

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_



## Severe Weather and Natural Disasters

### Tornado:

- When a warning is issued by radio alert or other means, seek inside shelter. Consider the following: - Small interior rooms on the lowest floor and without windows, - Hallways on the lowest floor away from doors and windows, and - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

### Earthquake:

- Stay calm and await further instructions from authorities.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Evacuate as instructed by the Manager or Foreman.

### Flood:

- If indoors:
  - Be ready to evacuate as directed by the Manager or Foreman.
  - Follow the recommended primary or secondary evacuation routes.
- If outdoors:
  - Climb to high ground and stay there.
  - Avoid walking or driving through flood water.



## **Assisting Emergency Crews**

During some emergency situations, it will be necessary for some staff to remain on site (at the muster point) to assist emergency personnel.

Personnel involved in such tasks should stay onsite until further notice from emergency crews or manager.



## Acknowledgement

The following staff have read and understood the Emergency Response Plan.

If worker had/has any questions, he/she should clarify with the farm Manager.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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