

## Emergency Preparedness and Response Plan

<u>Farm</u>	<u>KEY EMERGENCY NUMBERS</u>
<p>_____</p> <p>Farm Name</p> <p>_____</p> <p>Owner(s)</p> <p>_____</p> <p>Manager(s)</p> <p>_____</p> <p>Farm Location (Address, City, County, State, Zip)</p> <p>_____</p> <p>Farm phone/fax/web address</p>	<p><b><u>911</u></b>  <b><u>Some cell phones do not support 911</u></b></p> <p>_____</p> <p><b>LOCAL DIRECT DIAL to Emergency Dispatch</b></p> <p>_____</p> <p><b>LOCAL DIRECT DIAL to Sheriff</b></p> <p>_____</p> <p><b>LOCAL DIRECT DIAL to Closest Neighbor</b></p>

### RESPONSIBLE PARTIES FOR EMERGENCY CONTACTS (in priority order)

NAME/TITLE	BUSINESS HOURS	NIGHTS/WEEKENDS
	<b>Office:</b> <b>Cell:</b> <b>Home:</b>	<b>Office:</b> <b>Cell:</b> <b>Home:</b>
	<b>Office:</b> <b>Cell:</b> <b>Home:</b>	<b>Office:</b> <b>Cell:</b> <b>Home:</b>
	<b>Office:</b> <b>Cell:</b> <b>Home:</b>	<b>Office:</b> <b>Cell:</b> <b>Home:</b>

**PLAN HISTORY – This plan is tested, reviewed with employees, and updated annually. Employees are then advised and trained as required to keep current on the Emergency Preparedness and Response Plan.**

<b>This Plan is created on:</b> _____	<b>Annual Test or mock drill was conducted on:</b> _____	<b>An Updated Plan was published on:</b> _____
<b>With the assistance of:</b> _____		

**With each update, a newly updated copy of this plan is provided to likely responders:**

**Local Fire Department:** \_\_\_\_\_

**County Emergency Response Coordinator:** \_\_\_\_\_

**Neighbor(s) and others:** \_\_\_\_\_

# **Table of Contents**

## **For your Emergency Action Preparedness and Response Plan**

### **SECTION 1 RESPONSE**

- 1. Cover Page With Emergency Contact Numbers**
- 2. Table of Contents**
- 3. People, Animals and Farm Description**
- 4. Map Of Your Facilities With All Hazards, Fire Extinguishers And Exits Clearly Marked**
- 5. Priority Procedures For Emergency Response And Reporting A Fire Or Other Emergency**
- 6. Evacuation Procedures**
- 7. Procedure To Account For All Personnel After Evacuation**
- 8. Procedures To Be Followed By Employees Performing Rescue Or Medical Duties**
- 9. Procedures For Personnel Remaining Behind To Operate Emergency Equipment Or Shut Down Facility Operations Before They Evacuate**
- 10. Procedure For Emergency Response After An Accidental Release Of A Fuel Or Hazardous/Toxic Materials And Mitigating The Environmental Impact That May Be Associated With An Accidental Release**
- 11. Procedures For Responding To A Biosecurity Emergency To Family, Employees, Animals, Water, Feed, Crops, Farmstead, Fields And Forest**
- 12. Procedure For Responding To Blizzard Emergency**
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- 15. Procedure For Responding To Fire Emergency**
- 16. Procedure For Responding To A Flood Emergency**
- 17. Procedures For Responding To A Heat Wave Emergency And High-Rate Animal Loss**
- 18. Procedure For Responding To High Wind Or Tornado Emergency**
- 19. Procedures For Responding To A Release Of Hazardous Or Biodynamic Materials From Your Agricultural Production Activities**

# PEOPLE, ANIMALS and FARM DESCRIPTION

## PEOPLE

How many people typically live and/or work at this location?

Resident Family members \_\_\_\_\_  
 Any children under 18? \_\_\_\_\_  
 Any elderly needing assistance? \_\_\_\_\_  
 Any special needs individuals? \_\_\_\_\_

How many non-resident Family and Non-Family employees are employed at this location?

Spring \_\_\_\_\_  
 Summer \_\_\_\_\_  
 Fall \_\_\_\_\_  
 Winter \_\_\_\_\_

Have you ensured everyone at this facility is informed about this Emergency Preparedness and Response Plan? Yes \_\_\_\_\_ No \_\_\_\_\_

## ANIMALS

Do you have animals at this location? Yes \_\_\_\_\_ No \_\_\_\_\_

Household Pets (number) Cats \_\_\_\_\_ Dogs \_\_\_\_\_ Other \_\_\_\_\_

## ANIMAL NUMBERS AT THIS LOCATION

Livestock and Poultry (approximate total number) and Number of buildings with animals

<u>Species</u>	<u>Quantity</u>	<u># buildings housing animals</u>
Cattle		
Pastured	_____	_____
Confined	_____	_____
Dairy Cows		
Pastured	_____	_____
Confined	_____	_____
Swine		
Pastured	_____	_____
Confined	_____	_____
Horses	_____	_____
Ostrich/Emu	_____	_____
Alpaca/Llama	_____	_____
Turkeys	_____	_____
Chickens	_____	_____
Game Birds	_____	_____
Other	_____	_____

# **PRIORITY PROCEDURES FOR EMERGENCY RESPONSE**

## **And Reporting a Fire or Other Emergency**

**IN THE EVENT OF AN ACCIDENT OR EMERGENCY, THE FOLLOWING STEPS ARE TO BE TAKEN BY ON-SITE PERSONNEL**

- 1. RESCUE, EVACUATE AND RENDER AID - Save lives and prevent further injury.**
  - a. If possible, evacuate injured personnel and minimize the danger of further harm. FOLLOW PROCEDURES FOR EMERGENCY EVACUATION.**
  - b. Render First-Aid and Emergency Medical Treatment to the best of your ability and in accordance with your First-Aid Training.**
  - c. IMPLEMENT PROCEDURES FOR PEOPLE REMAINING BEHIND TO OPERATE EMERGENCY EQUIPMENT OR SHUT DOWN FACILITY DURING AN EMERGENCY. To the extent possible, use your training experience to prevent further damage to people, animals, environment and farm assets through quick and appropriate action and proper use of any emergency response equipment. (Turn off powered equipment, stop flow of liquids and gases, use of fire extinguisher, use of absorbents, etc.)**
- 2. REPORT AND REQUEST ASSISTANCE**
  - a. Inform local emergency response coordinators (Fire, EMS, Police/Sheriff).**
  - b. Use a cell phone, farm phone, radio/CB or, if necessary, the nearest phone.**
  - c. Dial 911 in most cases, but REMEMBER SOME CELL PHONES DO NOT SUPPORT 911 SERVICES. If there is no 911, dial “0” and speak with an operator.**
  - d. Speak clearly and provide the location of the accident or emergency.**
  - e. Describe any victim(s) and the nature of any injuries.**
  - f. Describe the emergency (fire, tornado, equipment accident, etc.)**
  - g. If a fire or tornado or utility emergency, describe:**
    - i. Any hazardous or flammable materials stored at this facility (fuels, pesticides, bottled gases for fuel, weed control, welding or other)**
    - ii. Anhydrous ammonia stored on sight**
    - iii. Fuel leaks (gasoline, ethanol, biodiesel, diesel, bottled gases)**
    - iv. Pesticides stored on site in harm’s way.**



# **EVACUATION PROCEDURES**

## **(You must write your own)**

### Instructions

1. Develop a site map for this location and insert/place the map in your PLAN immediately after the Table of Contents.
  - a. Clearly mark the location of fire extinguishers, and exits.
  - b. Mark the location of First-Aid equipment, eyewash stations. (If your map looks bare, invest in more fire extinguishers and First-Aid Kits!)
  - c. Mark the location of any hazardous substances including anhydrous ammonia tanks, stored fuels, lubricants, bottled gases, pesticides, milking parlor chemicals, paints, solvents, equipment with fuel tanks, and other fire, safety and environmental hazards.
    - i. For large quantities, like propane tanks, petroleum tanks, etc., provide information on size of the tank.
  - d. Indicate the presence of firearms and munitions.
  - e. Diagram if possible, the location of utilities (water hydrants/valves for firefighting; buried LPG lines.
2. Write instructions for evacuation from each primary work area at this location. Write the instructions clearly. Attach and prominently display the instructions with each map that is posted in your facilities.
3. Ensure that each instruction advises employees and others to account for all personnel from the work area.
4. For each building or primary work area at this location, post the facility map with written instruction on the shortest, safest route for evacuation. Protect the document from damage by water, sunlight, oils, dust or manures.
5. Whenever vendors, suppliers, contractors or visitors are on your premises, impress them with your forethought and regard for their safety and welfare. Have non-farm visitors sign in and out of your property, and have a note posted by the visitor log advising visitors to pay attention to evacuation postings in your buildings.

# PROCEDURE TO ACCOUNT FOR ALL PERSONNEL AFTER EVACUATION (YOU MUST WRITE YOUR OWN)

**Instructions**

1. Establish a list of all personnel on premises, including family. Assign a staff member or employee the responsibility of accounting for all personnel after evacuation, and provide them with a copy of this procedure. This procedure should be clearly written and adequate to help a stranger, if necessary, find and account for all of your people.
2. If the presence of people is variable, but predictable on a certain schedule, then make a chart that displays the names of individuals, and the typical shift or time of day they are at this location. Farm work shifts can vary; work out a scheme that is best representative of your farm. If it is common for your employees to carry walkie-talkies or cell phones, then list their numbers, too.
3. Write a procedure that describes how your best practice for ensuring this task is done properly and all people are accounted.
4. Include this procedure with each on-site posting of your emergency map and priority procedures.

**Example:**

Name	Duties	General Location			
			M-F	Sat	Sun
Juan	Morning milker	Milking parlor	4am-12pm	Off – check employee housing	Off – check employee housing
Mary	Admin	Office	8-5	Off-home	Off-home
David	Owner	Office, shop, barn, fields or home	24/7	24/7	24/7
Etc . . .					

## **Procedures To Be Followed By Employees Performing Rescue Or Medical Duties**

All employees are encouraged to learn CPR, First Aid and develop language skills for emergency communications with non-native English speakers. Practice these skills in non-emergency settings so that your response under accident or emergency conditions is skillful and effective.

In an accident or emergency situation, you are encouraged to perform rescue or medical duties to the best of your abilities.

1. Assess the situation.
  - a. Are you safe and unharmed?
  - b. What is your location?
  - c. Evaluate the most urgent next step and execute it: rescue others; call for assistance; render first aid.
2. Render rescue assistance if practicable.
  - a. Are other people still in harms' way?
    - i. If it is safe to do so, evacuate any people still at risk of injury or death.
    - ii. If the situation is still dangerous and your safety during rescue is questionable, exercise your best judgment on whether you can effect further rescue without becoming a victim, too.
3. Call Emergency Responders listed on the front page of this emergency plan, and notify managers and fellow employees of the need for emergency care.
  - a. If, in your judgment and the judgment of others, emergency responders are not needed or your distance from responders is so great that timely care is not likely, then render First Aid and stabilize the victim prior to transport in a private vehicle.
4. Locate the nearest First Aid Kit, and using your First-Aid Training, respond as appropriate to the medical condition presented.
  - a. Remove the victim(s) from immediate further harm.
  - b. Restore breathing.
  - c. Stop the loss of blood. Recover any severed body parts.
  - d. Prevent the onset of shock.
5. If the victim is communicative, inquire if others are in the vicinity that might need aid and render it if needed.
  - a. Time and circumstances permitting, gather personal data from any victim(s).
6. Prepare the victim for transport with emergency responders or via private vehicle.
  - a. Notify family and next of kin as appropriate.

After the accident or emergency situation is under control:

1. Evaluate your response and record your thoughts on its effectiveness and opportunities for improvement.
2. Replenish First Aid kits.

**PROCEDURES FOR PERSONNEL REMAINING BEHIND  
TO OPERATE EMERGENCY EQUIPMENT  
OR SHUT DOWN FACILITY OPERATIONS  
BEFORE THEY EVACUATE  
(YOU MUST WRITE YOUR OWN)**

Instructions

1. You must develop written instructions for personnel remaining behind to operate emergency equipment and/or shut down facility operations.
  - a. Some circumstances will require different instructions. For example, a gas leak may warrant an immediate shut down of electricity at the main panel for a building, or perhaps the entire facility.
  - b. Be explicit. These instructions may need to be used by a stranger or someone not familiar with your farm.
2. Where possible, designate one or more individual(s) and assign responsibility for completion of these procedures. Cross-train, so that everyone knows what needs to be done in case the responsible party is among the injured.
3. List the emergency equipment on site, including first aid and fire extinguishers, and ensure all personnel know where this equipment is located and are trained on proper use.
4. Your procedures should include the obvious (how to use a fire extinguisher; how to use absorbent; how to turn off a tractor or combine; how to turn off a pump or a circuit panel; how to throw a lifeline in a grain bin, lake or pond), and the obscure (if dad is injured and help is on the way, how to dike a manure or spill of non-flammable material).

**Procedure for Emergency Response After an Accidental Release  
Of a Fuel or Hazardous/Toxic Materials  
And Mitigating the Environmental Impact That May Be Associated  
With an Accidental Release  
Of  
Solids ~ Liquids ~ Gases**

In the event of a spill or uncontrolled release of a fuel or hazardous material, all personnel are advised to follow the following procedure:

1. **Protect yourself and others first. Follow the Priority Procedures for Emergency Response.**
2. **Stop the spill or leak if possible to do so without injury to yourself or others. Prevent harm to the environment.**
3. **Call for Assistance.**

**LIQUID SPILLS AND RELEASES of flammable, nonflammable, toxic and hazardous materials**

1. **Avoid inhalation.**
2. **ABSORB – DAM – DIKE – DIVERT** for liquid spills, initiate appropriate containment strategies as described below and as reviewed during training.
3. **Read the container label and follow manufacturer instructions. Where applicable and appropriate, manufacturer instructions supercede any information provided in this procedure.**
4. **DO NOT SMOKE.** Many liquid spills volatilize with low flashpoints.
5. **For small spills of coolants, fuel or pesticides, use appropriate absorbents (kitty litter, absorbent pads, hay, etc.) Only use as much as necessary to avoid an excessive amount of contaminated materials.**
6. **For large spills where use of absorbents is impractical or absorbents are not within reach, use shovels or equipment to create earthen dams or dikes with available soil materials adjacent to the spill.**
7. **Divert spills from drains, culverts, tile lines, wellheads and other conduits to surface and groundwater.**
8. **Avoid immediate contamination of lagoons with toxic materials that may later be land applied. Later, evaluate whether lagoon dilution is an appropriate and legal means of reducing contaminant concentration.**
9. **Dispose of all contaminated absorbents and soils properly.**
10. **DO NOT BURY THE MATERIALS – Burial leads to groundwater contamination.**
11. **DO NOT BURN PESTICIDE-CONTAMINATED MATERIALS OR ANY PLASTIC CONTAINERS – Burning creates inhalation hazards including dioxin, and creates air pollution that is very toxic to your health and that of your neighbors.**
12. **Burning of some fuel contaminated absorbent materials is common, and in many cases preferable to disposal in an old county landfill that may be unlined. (This**

template does not recommend burning, but acknowledges it is common. Check with your county waste management to determine if this practice is acceptable.)

13. **FOR ANY MERCURY SPILL – DO NOT TOUCH WITH BARE HANDS – Contain, Collect and Deliver to your County’s hazardous waste facility.**
14. **This template does not advise you on proper means of disposal. Consult your local fire department or Ag extension office on proper disposal of spill material.**
15. **Where necessary and possible, follow container label instructions for treatment of human exposure until trained personnel arrive on site.**

## **SOLID SPILLS**

**For spills of powders, solids and similar forms of toxic materials**

1. **Avoid inhalation or exposure to skin or eyes.**
2. **Read the Container Label and follow manufacturer instructions. Where applicable and appropriate, manufacturer instructions supercede any information provided in this procedure.**

## **GAS RELEASES**

**For releases of gases, vapors, volatile organic compounds and other airborne hazards:**

1. **Avoid inhalation. Remember:**
  - a. **Most gases are odorless and colorless (ex: carbon monoxide)**
  - b. **Some gases are heavier than air and will accumulate at ground level (ex: propane)**
2. **You must know how to do all four of these tasks. Make prompt judgment which to do first, and conditions permitting, which to do second, third, etc.:**
  - a. **Run**
  - b. **Evaluate if you can stop the flow of gas, and then do so**
  - c. **Enter potentially dangerous area to rescue another person**
  - d. **Eliminate sources of possible spark or ignition**
3. **Exercise extreme caution in rendering aid that requires entry into a gas-filled area. You may place yourself at risk for asphyxiation, loss of consciousness, and/or fire and explosion.**
  - a. **Run if necessary to a safe distance.**
  - b. **Call for assistance and wait for trained professionals to enter the building.**
4. **Turn off nearby sources of ignition, including sparking internal combustion engines, electric motors, and PTO driven devices.**
5. **Call for assistance.**

# **Procedures For Responding To A Biosecurity Emergency To Family, Employees, Animals, Water, Feed, Crops, Farmstead, Fields And Forest**

**(You will need to add material to this procedure as appropriate for  
your farm operation and risk profile)**

Your risk assessment activities will produce a list of relevant biosecurity threats. Your discussion of these threats will lead to greater awareness and heightened skills for diagnosis and response when a biosecurity emergency is apparent. Biosecurity emergencies are uncommon, and not as easy to readily understand as more obvious emergencies like fire and tornados. Thus, the first step is often to understand just what kind of biosecurity emergency is underway.

In the event of a biosecurity emergency, all personnel on the facility are advised to follow the following procedures.

1. Take immediate action to protect people and animals on the premises.
2. Conditions permitting, assess the scale, nature and origin of the biosecurity emergency.
  - a. Is this an acute biosecurity emergency or something that is an emergency threat?  
(This procedure is focused on responding to a biosecurity emergency. Refer to Section 2, Risk Assessment, Evaluation and Preparedness for guidance on how to assess and evaluate biosecurity threats and undertake long-term prevention and preparedness.)
    - i. Are people, animals or plants dead or dying? . . . at an alarming rate?
  - b. Is this biosecurity emergency local and limited to your farm, or is this emergency impacting neighbors and others beyond the perimeter of your property?
    - i. How much time do you have to respond? Is this biosecurity emergency on-site now, imminent within hours or days, or an emergency or threat rolling your way and being borne on water or wind (a flood upstream or ash from Mt. St. Helens)?
  - c. Is the nature of this emergency publicly known, i.e., public radio announcements, or, newly discovered by you or someone on your premises and unknown to others?
    - i. Is the nature of the risk and emergency known, i.e., avian/bird flu; brucellosis; equine encephalitis; Johne's Disease; BSE (Mad Cow); pollen contamination; soybean rust; West Nile virus; etc.?
    - ii. Is the nature of the emergency unknown, but observations confirm people and animals are at risk?
  - d. Is the origin of the emergency known and what are the vectors of transmissibility, i.e., airborne; waterborne; insect borne; visitor's boots, hands and clothing; contaminated feed, water or equipment; etc.?
3. Use your judgment and call appropriate people for assistance.
  - a. Call 911 or the sheriff for first response to current and imminent threats.
  - b. Call State Departments of Natural Resources, Agriculture, or Cooperative Extension for animal and plant health related issues.
    - i. **PHONE NUMBERS TO CALL FOR BIOSECURITY EMERGENCIES IMPACTING ANIMALS OR PLANTS**

State Department of Agriculture: \_\_\_\_\_  
State Department of Natural Resources: \_\_\_\_\_

4. Where appropriate, and safe to do so, take immediate action to mitigate harm to people, plants and animals.
  - a. Wear appropriate protective gear (gloves, respirators, etc.). Work carefully with affected victims, being careful to not expose yourself to a biological agent, or to cross-infect or contaminate people, plants or animals that appear not to be impacted.
  - b. Exercise awareness, assessment and judgment – remember carbon monoxide is odorless and colorless, but could be the cause of a biosecurity breach that is causing injury and death.
  - c. Isolate victims from others or others from victims as appropriate.
    - i. An isolated, singular death of an animal may be from natural causes. Remove the animal, diagnose the cause for demise, and ensure no further deaths are occurring. Immediate removal of the single mortality is recommended.
    - ii. Multiple, sudden, and simultaneous deaths of people and animals are cause for immediate alarm and response. Immediate evacuation of the barn is recommended.
5. If a biosecurity incident is underway (suspected or confirmed), do not leave your premises until instructed or authorized to do so. You may risk spreading the biological agent and expanding the incident beyond the perimeter of your facilities and property.
6. Work with emergency responders and local authorities to properly diagnose the nature of the biosecurity emergency, and the implementation or deployment of any neutralizing agents.

## **Procedure For Responding To Blizzard Emergency**

Your facility should engage in advance planning and be prepared for 3-5 days of winter subsistence and survival without support or assistance from off-site personnel. This procedure addresses appropriate response when a blizzard emergency is imminent.

### **Early Stage Blizzard Imminent Response Procedure**

(Conditions can develop gradually over time and change within an hour or less)

1. Confirm location and condition of all family, personnel, pets and livestock, including guests. Improve the capacity of all to survive.
2. Send non-essential personnel home now, or, conditions permitting, upon completion of implementation of Blizzard Imminent Response Procedure
3. Designate and position a vehicle for emergency transport of injured people (for use only if absolutely necessary).
4. Ensure the warmth and comfort of elderly, young and dependent. Provide adequate clothing and bedding, if necessary to accommodate loss of heating utilities. Position sub-zero snow gear for working staff.
5. Ensure food, feed, fuel and water for a minimum of five days. (Blizzard duration averages two to three days, but off-site travel may be prohibitive for five days or more.
6. Secure water source, including provisions for back-up power supply. If back-up power is not available, pump and store water in suitable receptacles and reservoirs now. Protect from freezing.
7. Secure electrical system, including provisions for back-up power supply. See Section 2.
8. Secure primary and back-up heating fuel supply, whether pipeline natural gas, LP tank, coal, fuel oil, wood, or other biomass.
9. Secure buildings and property from wind-driven snow and debris.
10. Move livestock, if necessary and possible, to safe quarters. Isolate pregnant animals with potential to give birth during the blizzard.
11. Provide feed to range animals if safe transit is possible.
12. Top-off fuel and verify start for generators, power-driven equipment and chainsaws. Locate batteries for portable radios, flashlights, etc.
13. Position chainsaws, loaders, skid steers, bulldozers, snow blowers and shovels in equipment sheds or near walkways and driveways. Plug-in engine heaters as required. Prepare to move snow and downed trees.
14. Verify location of all fire extinguishers. Move hoses to a location where temperatures will remain above freezing. **VERIFY AND ENSURE THE ABILITY TO FIGHT FIRE UNDER CIRCUMSTANCES WHERE EMERGENCY PERSONNEL MAY NOT BE ABLE TO REACH YOUR PROPERTY.**
15. **UNPLUG HOLIDAY TREES AND AVOID USE OF OPEN SOURCES OF FLAME (Candles, etc.) DURING BLIZZARD CONDITIONS (unless power loss occurs).**
16. Keep roads and pathways clear of obstructions.
17. Test emergency radio and communications channels, and verify operation of audible alarms.

### **Blizzard Underway Response Procedure**

1. Verify location of family and personnel as appropriate and necessary.

2. Hunker down. Minimize outdoor activity. Maintain indoor temperatures.
3. Ensure continued feed supply for livestock, and assist in any births as necessary.
4. Monitor air quality in livestock barns. Ventilate if necessary to optimize animal health.
5. Monitor temperature in livestock buildings, including for audible alarms.
6. Monitor chimney and other exhaust ports to ensure free flow of exhaust and no blockage by snow or bird's nests.
7. If necessary due to harsh icy conditions or sub-zero temperatures:
  - a. Keep water running to prevent freezing of water pipes;
  - b. Start and run motor vehicles critical to operations;
  - c. Thaw frozen tankage critical to livestock drinking water systems;
  - d. Deploy trickle chargers to support critical batteries, or remove batteries and place in a well-ventilated room maintained at above-freezing temperatures;
  - e. Scrape ice as necessary.
8. **IN THE EVENT OF LOSS OF POWER, AVOID DOWNED POWER LINES. EXERCISE CAUTION IN THE START-UP of BACK-UP POWER SUPPLIES and SOURCE SWITCHING.**
9. Conditions permitting, periodically clear ice and snow from major pathways to barn and outbuildings.
10. Call your neighbors to check on their welfare.
11. Render First-Aid if necessary. Avoid travel unless absolutely necessary to preserve life. Call Emergency Response Providers for transport or on-line instructions and assistance.

#### End of Blizzard/Post Blizzard

1. Verify continued operation of life support systems for people, personnel and animals.
2. Render any aid and/or call for assistance as necessary.
3. Call your neighbors to check on their welfare. Update others on the status of people, animals and property at your place.
4. Clear roads and paths for safe transit on property and to the public road.
5. Effect any emergency repairs necessary.
6. Replenish.
7. Restore life and operations to normal.

# **Procedure For Responding To A Chemical, Biological, Radiological or Nuclear (CBRN) Release Terrorist Incident On Or Near Your Premises**

Your risk assessment activities will produce a list of relevant CBRN threats. While CBRN threats and emergencies are rare, your discussion of these possibilities will lead to greater awareness and heightened skills for diagnosis and response when a CBRN emergency is apparent. CBRN emergencies are uncommon, and not as easy to readily understand as more obvious emergencies like fire and tornados. Thus, the first step is often to understand just what kind of CBRN emergency is underway.

In the event of a CBRN emergency, all personnel on the facility are advised to follow the following procedures.

1. Take immediate action to protect people and animals on the premises.
2. Render assistance if required.
3. Conditions permitting, assess the scale, nature and origin of the CBRN emergency.
  - a. Do you and others need to seek shelter immediately?
  - b. Is a CBRN incident underway on your property NOW, or is there time to take some steps before the incident involves your premises?
  - c. Is the suspected or alleged terrorism local and limited to your farm? Such as that caused by:
    - i. Unknown intruder/trespasser/vandal/protester
    - ii. Known disgruntled current or former employee or family member
    - iii. Unknown or suspected vector (tampered equipment or feed; arson; animal release or poisoning; windborne agent; aerial application; tampered product, i.e., milk tank, etc.)
4. Determine if you can do anything, conditions permitting, to secure safety of people, personnel and animals.
  - a. If necessary, stay put.
  - b. Monitor the radio for news regarding public safety.
  - c. Call 911 if you need assistance with response to a CBRN Emergency. **DO NOT FLOOD 911 WITH CALLS FOR INFORMATION.**
  - d. If downwind of a CBRN incident, evaluate if travel further away is prudent and potentially beneficial. Evacuate if safe to do so.
    - i. If travel is unwise, seek shelter underground if possible.
    - ii. If travel is advised and time permits, remember to gather identification documents and medications.
  - e. If upwind of a CBRN incident, monitor weather and civil defense reports for proper response and directions from authorities. Evaluate forecast wind direction and determine if travel further upwind would be prudent and safe. Evacuate only if necessary or instructed to do so by emergency response personnel.
5. Do not let animals graze or eat from your garden until the information you have suggests these activities may be safely undertaken. Drain and refill stock tanks with fresh, clean water.

## **Procedure for Responding To An Earthquake Emergency**

Earthquakes are uncommon in the Midwest, but not unheard. On Monday, 28 June 2004 a quake measuring 4.5 magnitude struck Northern Illinois. The quake was felt as far west as parts of Iowa, and as far south as St. Louis, Missouri.

Personnel are advised to follow the following procedures during an earthquake:

1. If working under equipment, quickly roll out to a clear area.
2. Make sure other workers are free of equipment on jack stands or under hoists.
3. If inside a building and close to an exit, leave the building.
4. If inside a building and not near an exit, find the nearest doorframe and stand in it, bracing yourself against the doorframe.
5. Avoid standing under heavy beams, rafters, and joists. Few buildings in the Midwest use earthquake strapping.
6. Avoid standing near shelving or structures that contain pesticides, fuels or other hazardous materials.
7. Immediately after the earthquake subsides:
  - a. Render aid.
  - b. Follow Spill and containment procedures. Stop and contain leaks of gases, liquids and other hazardous materials.
  - c. Call Emergency Responders as necessary.

## **Procedure For Responding To A Fire Emergency**

Fire extinguishers are located at critical fire control points on the premises. Fire extinguishers are identified on the facility maps placed throughout the facilities and on file with local emergency response coordinators. Proper use of fire extinguishers is part of every employee's training.

Remember the three fire extinguisher ratings:

"A" rated extinguishers are for paper or wood fires only;

"B" rated extinguishers are for flammable liquid and grease fires; and,

"C" rated extinguishers are for electrical fires.

"A-B-C" rated fire extinguishers are recommended for general use.

Personnel are advised to follow the following procedure for responding to a fire emergency.

1. Evaluate the situation and determine if you can handle this or if an immediate call for assistance is best.
2. Call your local fire department if injury or scale of the fire warrant.
  - a. Remember: Drop, roll and cover a burning victim to extinguish flames.
3. Avoid breathing toxic smoke or hazardous vapors.
4. If appropriate and safe to do so, locate the fire extinguisher, pull the safety pin, point the nozzle at the base of the flame and squeeze the handle. Discharge the extinguisher as required until the fire is out or until the extinguisher is empty (typically less than 10 seconds).
5. Evacuate people and animals as necessary, following procedures for evacuation, remembering to stay low to avoid toxic smoke and hazardous vapors.
6. Before opening a closed door, feel for heat and check for smoke at the top or bottom. If the door is cool, open it slowly. If it is hot or warm, find another means of exit.
7. If your primary and most direct route to exit is blocked, exit using an alternative route.

## **Procedure For Responding To A Flood Emergency**

In the event of a flood emergency, all personnel are advised to implement the following procedure:

1. Remain on the property only if:
  - a. Evacuation is impossible
  - b. You are volunteering for a sand bagging operation or remained behind for pre-flood management activities.
  - c. Security and animal welfare needs.
2. Gather all life vests and flotation devices and distribute as necessary.
3. Secure all watercraft at a likely point of use and ensure plenty of fuel.
4. Secure all fuel tanks using ground straps for tanks and bottles, and high-elevation storage for portable containers (, pesticide containers; gas cans)
5. Remove and relocate all animals and self-propelled farm equipment and motor vehicles to high ground.
6. Evacuate all non-essential personnel.

## **Procedures For Responding To A Heat Wave Emergency And High-Rate Animal Loss**

Prolonged high temperatures and heat wave conditions can lead to heat stress, heat sickness, loss of consciousness and death for humans and animals.

1. Drink plenty of fluids and ensure other people do, too. Watch for the signs of heat stress and heat sickness.
2. Avoid direct sun. Seek shade.
3. In the event of human emergency, call 911. Cool the victim and provide liquids until help arrives.
4. In the event of an animal emergency, call your local County Extension Office to report the situation and request advice and assistance.
5. Provide adequate drinking water to livestock.
6. Use ventilation fans, hydro-misters, or water hoses to cool animals in barns.
7. Monitor air quality for human and animal health. Ventilate adequately or evacuate buildings if necessary.
8. Document and immediately remove mortalities from barn, feedlot and fields. Dispose of carcasses as appropriate or authorized under emergency conditions, which may include any of the following options:
  - a. Store for removal by a renderer.
  - b. Add to a properly managed compost pile.
  - c. Add to a properly managed anaerobic digester.
  - d. Burial in a pit.

Follow the recommendations of the State Department of Agriculture.

## **Procedure For Responding To High Wind Or Tornado Emergency (You must modify this procedure with instructions specific to your farm operation)**

Personnel on premises when a tornado is imminent are advised to follow the following procedures:

1. Be alert to changing weather conditions. Monitor radio and county warning sirens.
2. Locate family, personnel and pets and evacuate all aboveground structures and buildings. Avoid large rooms with wide-spanning roofs. Seek shelter immediately in a basement or other subsurface protected structure.
3. If a basement or subsurface shelter is not available, seek shelter in the lowest place in the home or building that is away from windows, such as a closet or bathroom.
4. If you live in a mobile home or maintain an office in a mobile structure, exit the building and seek shelter in a stronger building or ditch.
5. Do not open windows. Get as far away from windows as possible.
6. If driving, attempt to reach the nearest sturdy building and go inside and seek shelter as described above. Do not attempt to drive out.
7. Listen to local radio for updated information and instructions.
8. Render aid to injured or trapped persons. If telephone service is available, call for emergency response assistance. If telephone service is not available, evaluate the situation and determine if any seriously injured people need to be moved to prevent additional injury.
9. Look for fire hazards and check for gas leaks or fuel spills. If safe to do so, stop leaks of fuels and gases and extinguish fires.
10. Avoid downed power lines and puddles of water near downed lines, fuse boxes or circuit panels.
11. Report all fires, gas leaks and similar hazardous conditions to local emergency response responders.
- 12.

## **Procedures For Responding To A Release Of Biodynamic Materials From Your Agricultural Production Activities**

Your farm could be the source of biodynamic material with the potential to compromise biosecurity on a neighboring farm, in the food chain or local ecological systems. Personnel are advised to implement the following procedures to respond to a release of biodynamic materials from agricultural production activities.

Definition: Biodynamic materials include animals and their products (meat, milk, etc.), manures, virus, bacteria, seed, pollen, insects, weeds, pesticides and harvested materials with the potential to cause undesirable economic, environmental or social impacts.

1. Secure animals as appropriate in buildings or with fencing to prevent migration off-site.
2. If notified of a biodynamic incident originating from your farm, take the following steps:
  - a. Cooperate with neighbors and authorities.
  - b. Call for assistance as necessary. Consider calling an attorney.
  - c. Seek independent verification from a crop consultant, veterinarian, county agent, or other qualified party.
  - d. Isolate the affected material or animals.
  - e. Determine legally appropriate immediate and long-term course of action, such as
    - i. Stopping lagoon breach.
    - ii. Killing and burial of diseased animals.
    - iii. Tilling or burning of diseased crops.
  - f. Document all response activities.