



**SAFE
FARMS**

**S
A
F
E**

**SPOT THE HAZARD
ASSESS THE RISK
FIND A SAFER WAY
EVERYDAY**

™

7-STEP SAFETY AND HEALTH EMERGENCY PLANNING KIT



We created this **FARM SAFETY AND HEALTH EMERGENCY PLANNING KIT** as a tool to help you develop a safety and health emergency plan for your farm.

Emergency situations on the farm may involve:

- Fires
- Chemical Spills
- Explosions
- Equipment
- Livestock
- Medical Emergencies (e.g., heart attack, stroke, etc.)
- Weather
- Asphyxiation by Grain
- Anaphylactic reactions
- Electricity

BE PREPARED FOR EMERGENCIES

Every farm needs to be prepared for possible emergency situations. Planning and preparing for emergencies is crucial and can save lives. Creating a safety and health emergency plan and identifying the people, resources and processes needed for each possible emergency will result in a faster, more organized response in the event of an emergency situation. Providing emergency responders with important details about your farm can also help prevent losses and damages to your farm (e.g., livestock, equipment, buildings, tools, materials, etc.).

FARM SAFETY AND HEALTH EMERGENCY PLAN

A farm safety and health emergency plan is a written **plan of action** to deal with emergency situations. The plan should include a list of possible emergency situations and the corresponding procedures to follow for each scenario.

Every farm safety and health emergency plan is unique, but many topics will be the same. All farm safety and health emergency plans should include:

- A map showing the location of emergency equipment;
- Emergency telephone numbers, posted next to telephones;
- Directions to farmstead, fields and pastures for emergency responders;
- Responsibilities assigned to family members/workers in case of emergency;
- A list of trained first aiders; and
- SAFE Work Procedures to follow in case of emergency situations/events.

Workers and family members need to be aware of and trained to follow the farm's safety and health emergency plan. Keep in mind that you – as the main farm operator – may not always be present in an emergency situation.

Note: Keep a master copy of this plan as part of your farm safety and health system.

LOCATION OF FARM SAFETY AND HEALTH EMERGENCY PLAN

Family members and workers should have easy access to the plan and be trained to follow it on short notice. The completed safety and health emergency plan should be kept in a waterproof tube/container in a highly visible location near the farm's entrance (e.g., attached to a hydro pole, yard sign, side of building, etc.).

Follow these **7 STEPS** to complete a safety and health emergency kit for your farm.

STEPS FOR COMPLETING FARM SAFETY AND HEALTH PLANNING KIT

STEP 1:

- a) Fill out **Farm Critical Information Sheet**.
- b) Fill out **Family Members/Workers Emergency Contact Information Sheet**.

STEP 2:

- a) Fill out **Emergency Contact Sheets**. Place copies in areas that are easily accessible by all family members/workers, including near telephones and in farm vehicles/equipment.
- b) Fill out **In Case of Emergency Sheets** for family members/workers performing tasks in isolated locations such as fields and pastures.

STEP 3: Complete **Farm Site Map(s)**.

STEP 4: Fill out **Location of Personal Protective Equipment and Emergency Clean-Up Supplies Sheet**.

STEP 5: Place items from **STEPS 1, 3 and 4** in waterproof emergency tube/container. Mount waterproof emergency tube/container in a highly visible location near the farm entrance (e.g., attached to a hydro pole, yard sign, side of building, etc.).

STEP 6: Train family members/workers/visitors on the farm safety and health emergency plan. Update and review the plan regularly with family members/workers.

STEP 7: Contact your local fire department to make them aware of your farm safety and health emergency plan and the location of the emergency tube/container.

YOUR EMERGENCY TUBE

Your emergency tube will contain vital information about your farm in order to assist in locating workers/family members in an emergency. This information will also help ensure the safety of emergency personnel, as well as minimize damage to the farm. Details regarding storage of chemicals, fuels, fertilizers, livestock as well as locations of gas/water/electrical shut-offs, water sources, barriers, accesses to buildings, personal protective equipment location, contact information and other critical information should all be included in the emergency tube.

Emergency tube/container content checklist:

- **Farm Critical Information Sheet**
- **Family Members/Workers Emergency Contact Information Sheet**
- **Farm Map(s)**
- **Location of Personal Protective Equipment and Emergency Clean-Up Supplies Sheet**

As part of your farm safety and health emergency plan, you should post **Emergency Contact Sheets** near all farm telephones and on agricultural equipment/vehicles (STEP 2 a), and keep **In Case of Emergency** Location Sheets with all workers/family members working alone or in isolation (STEP 2 b).

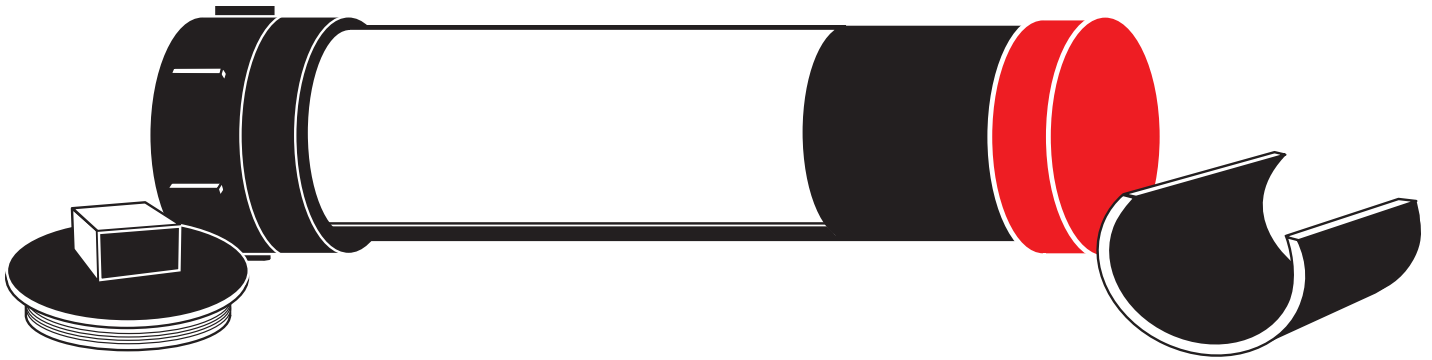
REVIEW AND UPDATE TUBE CONTENTS

It is very important to review and update information found in the emergency tube annually, and as things change.

EMERGENCY TUBE LOCATION

Emergency tubes should be mounted in a clear and visible location on the farm so emergency personnel can quickly locate and use the information. One recommended location is a main hydro pole at the farm's entrance.

Tip: To help minimize vandalism, mount the tube a safe distance from the ground. Ensure emergency personnel can still reach using retrieval methods. Communicate with local emergency response personnel and provide specific detail of location (e.g., back side of main power pole; not visible by road).



MAKING AN EMERGENCY TUBE

An emergency tube should be constructed using weather resistant material that can store the recommended information. Reflective tape or labelling should also be featured on the tube for easy detection during times of low visibility (e.g., night, smoke, fog, etc.).

There are many ways to construct an emergency tube. Consider the following construction guidelines as one option.

1. Construct with 2" ABS DWV pipe, approximately 14" long.
2. A 2" ABS DWV cap slip on one end and glued with ABS glue.
3. A 2" ABS DWV Adaptor FIP should be glued on the other end and threaded plug inserted.
4. A 3" length of ABS pipe should be partially cut to be used as a mounting bracket; drill two holes for mounting screws.

STEP 1:

- a) Fill out **Farm Critical Information Sheet**.
- b) Fill out **Family Members/Workers Emergency Contact Information Sheet**.

STEP 1 a) Fill out Farm Critical Information Sheet.

1 a) Example: Farm Critical Information Sheet

Farm Owner(s) Name: **John and Jane Smith**

Farm Name: **J&J Farm**

Home Quarter Legal Land Description: **NW -_- E**

Civic Address (if applicable): _____

Farm GPS Coordinates

Latitude: **__._____**

Longitude: **__._____**

Mailing Address: **Box 233, _____ MB**

Home Phone: **204-XXX-XXXX**

Work Phone: **204-XXX-XXXX**

Cell Phone: **204-XXX-XXXX**

Directions to the Farm: **From _____ MB, Travel 6 miles east on Hwy _ and turn north 3.5 miles on PR _____**

Suppliers of chemicals, fertilizers, drugs, etc: **204-XXX-XXXX**

Location of Material Safety Data Sheet (MSDS) Manual: **Farm Machine Shop by telephone**

Other Farm Emergency Contact(s)
(Family members, neighbours, etc. familiar with your farm)

Name(s): **Henry Ward**

Phone number(s): **204-XXX-XXXX**

STEP 1 b) List all family members and workers who reside/work on the farm.

Emergency contact numbers should be listed for all family members/workers on the farm (if different than primary farm phone number). It is also beneficial to note any medical condition or special needs the individual may have that could be of importance to responders (e.g., diabetic, heart conditions, medications, drug allergies, food allergies, disabled family member).

1 b) Example: Family Members/Workers Emergency Contact Information Sheet

Name	Phone Number	Address	Emergency Contact	Emergency Contact #s	Medical Condition (if necessary)
John Smith Owner	Home # Cell #	Lives on this farm	Jane Smith	Home # Cell #	None
Jane Smith Owner	Home# Cell #	Lives on this farm	John Smith	Home # Cell #	Allergic to penicillin
Sam Wall Worker	Home # Cell #	Box #	Becky Wall	Home # Cell #	None

STEP 2:

- a) Fill out **Emergency Contact Sheet(s)** and place by all phones and in agriculture equipment and vehicles used on the farm.
- b) Fill out **In Case of Emergency Sheets** when family members/workers are headed out to an isolated location such as a field or pasture to perform a task.

STEP 2 a) Fill out **Emergency Contact Sheet(s)** and place by all phones and in agriculture equipment, and vehicles used on the farm.

2 a) Example: Emergency Contact Sheet

You are located at: **NW _-_- E (could be offsite location)**

Farm Name: **John and Jane Smith Farm**

Phone: **204-XXX-XXXX**

Legal Land Description: **J and J Farm home quarter NW _-_- E**

Municipality/RM of: **RM of _____**

Civic Address (if applicable): _____

Directions to this location: **From _____ MB, Travel 6 miles east on Hwy _____ and turn north 3.5 miles on PR _____**

EMERGENCY TELEPHONE NUMBERS

FIRE DEPARTMENT: **911**

POISON CENTRE: **1-855-7POISON (1-855-766-4766)**

HOSPITAL: **204-XXX-XXXX**

AMBULANCE: **911**

FIRST AIDER: **204-XXX-XXXX**

DOCTOR: **204-XXX-XXXX**

MANITOBA HYDRO/GAS: **1-888-MB-HYDRO (1-888-624-9376)**

POLICE: **204-XXX-XXXX**

RM OFFICE: **204-XXX-XXXX**

MTS: **611**

VETERINARIAN: **204-XXX-XXXX**

EMERGENCY MEASURES ORGANIZATION: **24-Hour Duty Officer 1-204-945-5555**

SPILLS – MANITOBA CONSERVATION AND WATER STEWARDSHIP: **1-204-944-4888**

NEIGHBOURS: _____

WORKPLACE SAFETY AND HEALTH: **1-855-957-SAFE (7233)**

WORKERS COMPENSATION BOARD: **1-800-362-3340 (Toll free)**

STEP 2 b) Fill out In Case of Emergency Sheets when family members/workers are performing tasks in isolated location such as fields or pastures.

In Case of Emergency Sheets should be filled out by farm owner and carried by worker in order to describe work location in an emergency situation.

On farms, there are many circumstances where workers and family members will be working in isolated locations. During an emergency, workers and family members may not know, may not be able to recall or may have difficulty communicating critical site description details. Migrant workers may also face a language barrier. These **In Case of Emergency Sheets** are designed to be simple and specific in order to make an already difficult situation easier.

As the employer, you must consult with your workers and family members to identify and reduce the risk of working alone or in isolation.

2 b) Example: In Case of Emergency Sheet

IN CASE OF EMERGENCY	
You are at Legal Land Description: <u>Legal Land Description NW _ _ _ E</u>	
Farm Name: <u>J and J Farm</u>	Phone: <u>204-XXX-XXXX</u>
Legal Land Description of Home Quarter: <u>J and J Farm home quarter NW _ _ _ E</u>	
Municipality/RM of: <u>RM of _____</u>	
Directions to this location: <u>From ___ MB, turn west 13 miles on Hwy ___, turn north 4 miles on PR ___. Field is on west side of road with (e.g. two bins in field).</u>	
Emergency Phone Number(s): <u>911, Hospital #: 204-XXX-XXXX, First aider #: 204-XXX-XXXX</u>	


STEP 3:

Draw Farm Site Map(s) (template included in package) and place in waterproof tube/container. For an example of what a farm site may look like, see the sample drawing provided on reverse.

Draw a detailed small scaled size map of your farmstead and a large map of your full farm operation outlining farmyards, pastures and fields. Including GPS and RM maps may help in this process.

You may want to draw more than one map in the event that you have more than one farmstead. You should also list locations where chemicals, fertilizers, medicines, livestock, etc. are located on other farmsteads to assist responders in the event you are not at home.

Include these items on your detailed Farm Site Map(s):

1. Location of Emergency Tube
2. Agreed upon Family & Employee Meeting Place **MP**
3. Buildings (e.g., pump house, bins, home, garage, machine shed, shop)
4. Barriers (e.g., fences, gates) 
5. Overhead Power Lines and Underground Utilities **U** **U**
6. Location of Hazardous Substances, including;
Compressed Gases (e.g., oxygen, acetylene, propane, fertilizers including anhydrous ammonia) **G**
Fertilizers **F**
Pesticides **P**
Vaccinations/Medications **LM**
Fuel Tank/Oil storages **FT**
Manure Storage **M**
7. Locations of Livestock (Animal Area) **AA**
8. Water Sources (well, dugout, surface waterways, hose, etc.) **[H₂O]**
9. Main Gas Shut Off **G**
10. Main Electrical Shut Off **E**
11. Water Supply Shutoffs **[H₂O] S/O**
12. First Aid Kits, Eye Wash Stations and Fire Extinguishers **+** **O**
13. Confined Spaces (e.g., manure pits, silos, etc.)

Also include these items on your farm operation maps:

- | | |
|--|---|
| 14. Location of emergency tube | 20. Culverts and drains |
| 15. Access points in/out of fields | 21. Ravines/Sloughs |
| 16. Buildings (e.g., pump house, bins, home, garage, machine shed, shop, etc.) | 22. Roadways |
| 17. Electrical Sources (e.g., Main Electrical Shut Off, Overhead Power Lines) | 23. Rail lines |
| 18. Water Sources (e.g., wells, natural water bodies, dikes, etc.) | 24. Power lines and underground utilities |
| 19. Barriers (e.g., fences, gates) | |

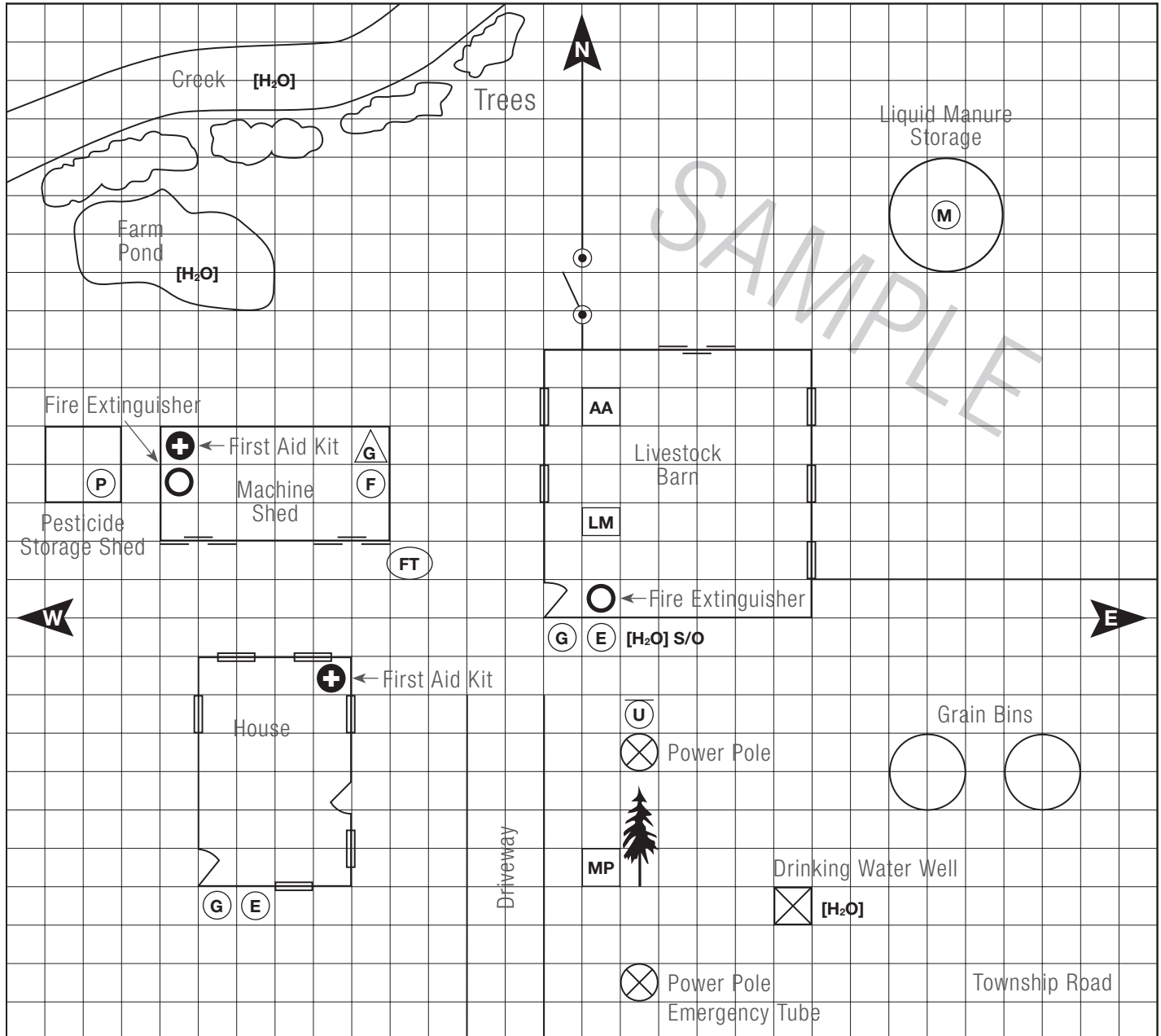
Draw Farm Site Map(s) and Field Map(s) using information from previous page. GPS and RM Maps may be helpful. Once complete, place maps in emergency tube. Photocopy this page if more copies are needed.

3 Example: Farm Site Map

Farm Name: **J and J Smith Farm**

Legal Land Description: **NW_-_-E**

Contact Numbers: **John Smith Phone # 204-XXX-XXXX; Cell # 204-XXX-XXXX**



Approximate Scale: 1/4 in. = 10 ft.

STEP 4:

Fill out locations of personal protective equipment and emergency clean-up supplies on the **Location of Personal Protective Equipment and Emergency Clean-Up Supplies Sheet**.

4 Example: Location of Personal Protective Equipment and Emergency Clean-Up Supplies Sheet

Type	Location(s)
Fire Extinguishers	Farm shop mounted by phone, at barn entrance, mobile equipment
First Aid Kits	Farm shop beside phone, mobile equipment
Respirators	Farm shop on west wall (in rubber container)
Safety Goggles	Farm shop on west wall (in rubber container)
Chemical Suit	Farm shop on west wall (hanging on hooks)
Spill Kits	Farm shop on west wall (located under chemical suits)
Shovels/Brooms	Inside entrance of barn and machine shed
Front End Loader	Farm machine shed
Eye Wash Stations	Farm shop on west wall
Other	

CREATING A FARM SAFETY AND HEALTH EMERGENCY PLAN

- List all possible emergency situations and develop procedures for each situation.
- Identify and list all resources needed to deal with possible emergencies.
 - Ensure family members/workers are trained in first aid.
 - Know the location of fire extinguishers, first aid kits, personal protective equipment, eye wash stations and clean-up supplies.
- Ensure all persons on the farm including children, family members and workers are trained and know what to do in case of an emergency situation.
- Assign duties to family members and workers and review regularly.
 - Example responsibilities:
 - Who calls emergency services in case of an emergency situation/event?
 - Who ensures first aiders are trained?
- Know and label and/or mark the location of hazards on the farm, including: hazardous materials, potential contaminants, confined spaces, etc.
- Have a communication system which includes: cell phones, two way radios and physical checks for family members/workers that are working alone or in isolation on the farm.
- Post emergency contact numbers and directions for the farm by all telephones and in all agricultural equipment/vehicles.
- Create detailed maps outlining all farm sites, including farmyards, pastures and fields. Include easily accessible directions along with any critical information.
- Keep family members/workers trained on the farm safety and health emergency plan through regular reviews.

FIRESMART

What is FireSmart? FireSmart is living with and managing for wildfire on our landscape. Vegetation, buildings and machinery are all sources of fuel for a wildfire. The more trees, shrubs, bales, straw piles, wood piles and other flammable materials, including vehicles and equipment, you have on your property the more you risk wildfire damage or loss.

Being FireSmart is an effective way to help prevent being the cause of a wildfire and, most importantly, keeping wildfires from damaging or consuming your home and property. By following the FireSmart recommendations on vegetation management and hazard mitigation you can reduce the fuel wildfires need to thrive and increase the chances of your home and property surviving a wildfire.

For more information pick up a copy of the *FireSmart Your Farm*, *The Home Owners FireSmart Manual* or the *FireSmart – A Guide to Landscaping Practices that Protect Your Home from Wildfire* brochures at your local Conservation and Water Stewardship Office or the Office of the Fire Commissioner.

View them online at:

gov.mb.ca/conservation/fire/Prevention/prevention.html or firecomm.gov.mb.ca/support_firesmart.html

“HAVE I COMPLETED THE FOLLOWING?”

- Developed a safety and health system for my farm?
 - **Note: The Farm Safety and Health Emergency Plan is a part of your overall safety and health system.**
- Constructed/mounted a waterproof emergency tube or container on my farm?
 - Placed the items from STEPS 1, 3, and 4 in the emergency tube/container?
 - Farm Critical Information Sheet**
 - Family Member/Worker Emergency Contact Information Sheet**
 - Farm Site Map(s)**
 - Location of Personal Protective Equipment and Emergency Clean-Up Supplies Sheet**
- Posted **Emergency Contact Sheets** by all telephones?
- Filled out **In Case of Emergency Sheets** for all family members/workers working alone or in isolated locations?
- Trained family members/workers on the farm safety and health emergency plan?
- Contacted my local fire department to make them aware of the farm safety and health emergency plan and its location?

Remember: Update the farm safety and health emergency plan any time a change takes place on your farm (e.g., chemicals stored in a different location, a new building, etc.).

If no changes occur, it is still good practice to review the plan at least once a year.

SAFE Farms Coordinator:
safefarms@gov.mb.ca

SAFE Work Manitoba:
1-855-957-SAFE (7233)

SAFE Work Manitoba publications/resources available at: safemanitoba.com

For the most up-to-date list of SAFE Farms resources, visit: safemanitoba.com/farms

The SAFE Farms Safety and Health Emergency Planning Kit contains content adapted with permission from:
The Agricultural Policy Framework (APF) Emergency Farm Planning Kit (Manitoba) and Rural Emergency Plan (Alberta).