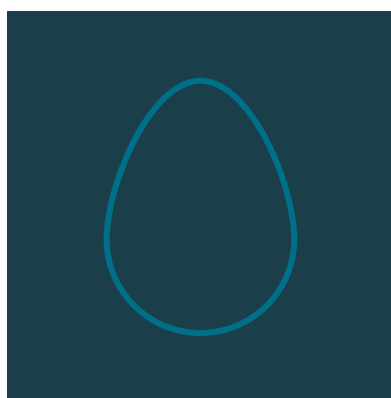


Poultry
Industry
Council

POULTRY FARM

Emergency Planning Resource

Your guide to successful planning



CHAPTER

1

Getting Started



Many producers have still not taken steps to comprehensively prepare for future situations. Some may have an Environmental Farm Plan and/or a Farm Biosecurity Plan but not a robust and overall emergency response plan. Farmers and rural communities need to prepare for emergency events to prevent or minimize the impact on human and animal health, as well as animal and crop production.

Throughout the years, the poultry industry has faced its number of challenges, which included:

- **1998** Eastern Ontario ice storm;
- **2003** Power blackout;
- **2013** Ice storm;
- **2015 - 2016** Avian Influenza disease outbreak as well as ILT, Newcastle and Bronchitis;
- **2020 - 2022** COVID-19;
- **2021** Drought, Fire and Flooding Western Canada;
- **2021** Processing disruptions; and
- **2022** Avian Influenza in wild and domestic birds and commercial flocks.



Keep in mind that you may not be present when an event occurs on your farm. This fact alone highlights the need to include all pertinent information about your animals, farm property, family members and farm workers in written form and in an easily accessible location.



The Importance of Emergency Response Planning

Disasters can happen anywhere and anytime. This can include barn fires, hazardous material spills; disease outbreaks; extreme isolated weather occurrences; prolonged power outages; gas leaks; personal injuries; and train derailments, to name a few.

Emergency preparedness is important for all animals, but it is particularly important for livestock and poultry farms. Due to the number of birds on the farm and the requirements needed to shelter and transport them; planning is key. It is imperative that farmers be prepared to protect their animals in an emergency, whether it be emergency evacuation or by managing the emergency condition on-farm. Evacuation of poultry barns is rarely a practical option, instead the focus should be on building and preparing the farm premise and barn to withstand the emergency. A quick response by employees and family members following the emergency is critical for the bird's survival.

Why Write Out a Plan?

Poultry producers are responsible for the safety and security of both their employees and their animals. While most farmers may feel that they would instinctively know what to do in a critical situation, taking the time to prepare a written emergency response plan beforehand is valuable for several reasons, it allows for:

- Plan details to be collected and contemplated under non-stressful conditions;
- Storing information electronically with several backup options, such as off site or in the cloud;
- Posting hard copy of plans for ease of access;
- Helps inform others on how best to assist during an emergency, including family, staff and first responders; and
- Sets out procedures for dealing with specific situations so that time and resources are used most effectively at the time of the emergency.





Working through the process of writing an emergency response plan will help producers assess the potential risks and identify where they can improve practices or mitigation efforts. A little time spent adopting some proactive measures now may save a lot of time and money should the farm experience an emergency in the future.

An emergency response plan adapted specifically for your farm demonstrates the “due diligence” you have taken in managing your risks and protecting your family, workers and animals.

Having a “what if” plan and training others to step in should the need arise is very important to ensure continuity of flock care and management. We have developed a selection of team training documents to help you be prepared in case the primary farmer is incapacitated. These are found on the Poultry Industry Council website.

Although it is not possible to plan for all scenarios, the plans and activities that you develop will help to assess and manage your level of risk and, therefore, improve your sustainability. Be sure to share your plan with family members, staff and service providers as appropriate.



Human safety is paramount and must always be the primary consideration when responding to an emergency.



Steps in Preparing Your Plan

1

Complete the self-assessment checklist
on page 9

2

Take any corrective action identified when completing the self-assessment prevention checklist *on page 9*

3

Read the points to consider for the various hazards

4

Fill in the template for your response procedure found within each hazard section

5

Fill in the contact lists, charts, inventories, etc.
in Chapter 6

6

Check the online resource regularly for new templates and information!





Self-Assessment Checklist

The following section provides a self-assessment checklist to get you thinking about potential hazards around the farm and emergency prevention measures you could take to mitigate risk. The checklist is most useful if it is completed before you write your emergency response plan to help identify risk and implement processes in your protocols.

The following chapters cover many of the main farm hazards that could potentially occur. For each hazard, main considerations for preventing, preparing for, and responding to that type of emergency are given followed by a template to assist you in developing a response procedure.

Chapter 6 provides fillable templates for the key information pieces to include in your response plan such as a farm map and important contacts list. It is imperative that you adapt/edit all templates for emergency response procedures to reflect your farm operation and premises.

The following self assessment checklist will help you to identify whether there are other emergency prevention practices you could implement on your farm to reduce the risk or severity of potential emergencies.



Review this checklist with your emergency procedures, to keep on top of changes and maintain practices.



Self-Assessment Checklist					
	Done	High Priority	Low Priority	N/A	Notes:
Access					
Is your 911 address clearly visible on a post at the road?					
Do you have appropriate areas locked and/or gated? (e.g. chemical storage, barns, etc.)					
Are all farm accesses posted with "No Trespassing" or "Stop, No Entry" signs?					
Are laneways adequate for emergency vehicles?					
<ul style="list-style-type: none"> • Wide enough at the road to allow longer vehicles to turn? 					
<ul style="list-style-type: none"> • At least 12 feet wide? 					
<ul style="list-style-type: none"> • Capable of supporting vehicles weighing in excess of 40,000 lbs? 					
<ul style="list-style-type: none"> • At least 15 feet height clearance? 					
<ul style="list-style-type: none"> • Vegetation trimmed at least 10 feet beyond the shoulder? 					
Do you mark driveways, access lanes, and other access points with markers before winter?					
Visitors					
Do you require all visitors to sign-in?					
Are you especially diligent in your verification of visitors to be sure they have followed your biosecurity protocol for time away from poultry?					
Do you prevent visitors the use of cell phones, cameras, and video recorders in your facilities?					
Do you require visitors, including service personnel, to wear disposable or washable health and safety equipment?					

Self-Assessment Checklist					
	Done	High Priority	Low Priority	N/A	Notes:
Are service vehicles required to enter and leave the property from one entrance/exit?					
Do you have a buzzer or other technology at the farm or building entrance to automatically alert you when someone passes through or so they can contact you?					
Structures					
Do you regularly inspect all buildings for signs of structural failure (cracked concrete, loose roofing, broken latches) that could jeopardize the structure during times of heavy snow/strong winds?					
Have you developed maps and diagrams of your farming operation?					
Are all electrical devices in barns/sheds CSA approved?					
Do you have lighting and/or cameras in the right places for security, safety, and production purposes?					
Are all barns/sheds free of flammable debris, i.e. cobwebs, trash, etc.?					
Are fire extinguishers inspected regularly and easily accessible in strategic locations?					
Vehicles and Equipment					
Is all equipment, machinery, tools, vehicles, ATV's, snowmobiles, fuel, etc. inventoried or monitored, and VIN numbers recorded?					

Self-Assessment Checklist					
	Done	High Priority	Low Priority	N/A	Notes:
Do you lock/secure your vehicles and equipment daily on and off the farm?					
Do you require cleaning and disinfection of equipment and tools brought onto your operation?					
Are all farm vehicles equipped with fire extinguishers and stocked first aid kits?					
Materials					
Are pesticides, farm chemicals and medicines stored in a secure area and limited to trained personnel?					
Do you have a response plan in case of manure, fuel, fertilizer, pesticide, or other types of spills?					
Are "Do Not Enter" signs or pictograms posted for restricted areas such as manure pits, animal areas, and hazardous materials storage – in languages understood by all employees?					
Are wildlife and pests controlled in and around your facilities?					
Water					
Are water sources (i.e. farm pond, concrete tanks, etc.) for fire suppression identified and is that information shared with employees?					
Is the water supply system secure? (Wellheads, pumps, and storage tanks)					
Do you have an alternative or back-up source of water, especially for animals?					

Self-Assessment Checklist					
	Done	High Priority	Low Priority	N/A	Notes:
Power					
Do you have an appropriately sized generator or other alternative source of electrical power? Do you test your alternative power source on a monthly basis?					
Do you have extra fuel for emergency use?					
Do you have an automatic transfer switch that is maintained and tested regularly?					
Do you train all employees on the safe operation of generators/ solar panel shut-offs and associated equipment?					
Do you have battery or solar-powered flashlights and radios; and are extra fresh batteries available in case of power failure?					
Livestock					
Have you developed a written flock health plan with your veterinarian?					
With advice from your veterinarian, have you established a time that visitors must be away from other poultry before visiting your facility?					
Have appropriate biosecurity protocols been developed, communicated to, and reviewed with all personnel?					

Self-Assessment Checklist					
	Done	High Priority	Low Priority	N/A	Notes:
Do you promptly report new diseases or changes in behavior and clinical signs to your veterinarian or animal health official? Such as no vocalization (Avian Influenza birds make no noise), Turkeys will stop following the attendant when there is a problem. Other clinical signs that should be reported: sudden decrease in egg production, depression or dullness, diarrhea, sudden death, swollen wattles and combs, etc.					
Are routine mortalities composted, incinerated, or buried in an environmentally safe and bio-secure manner?					
If routine mortalities are rendered, is the mortality pick-up area located away from production facilities? Do you keep records of mortality numbers?					
Do you have a storage location on farm (cold or freezer storage) to hold deadstock?					
Do you have a plan for how you would handle a larger than usual or catastrophic number of mortalities (mass mortalities)?					
Records					
Is sensitive information stored in a secure area and shredded when disposed?					
Are computer data back-ups completed on a monthly basis and stored off site (external hard drive or cloud storage)?					
Do you keep computer virus protection software updated?					

Self-Assessment Checklist					
	Done	High Priority	Low Priority	N/A	Notes:
Do you have up-to-date inventories of livestock, equipment, and hazardous materials?					
Are all insurance policies reviewed on an annual basis or sooner, if significant changes are made in structures, livestock, crops, land, equipment, liability, or when business entity changes?					
Do you have duplicate copies of important documents, electronic files, emergency plans, inventories, etc. that are kept off site?					
Plans and Business Risk Management					
If the primary decision makers for the farm are not available or are incapacitated, is there a plan for someone else (or multiple people) to make important decisions including signing authority?					
Is there a list of emergency response telephone numbers, in a language understood by all personnel, in a visible location near every telephone?					
In case of emergency, is contact information for all farm personnel posted in several places including on cell phones?					



What to do With Your Completed Plan

Assess

- Use the self assessment checklist to cover all areas to consider;
- Read through each module and add your own farm's unique assets; and
- Familiarise yourself with the various emergency responses. Each emergency type has its own considerations!

Document

- Write down essential contact information and the description and location of production facilities, animals and equipment;
- Outline the basic procedures to follow during an emergency;
- Put a big label on your plan binder so that it is clearly identified; and
- Store an electronic version on a "cloud" server or document sharing service such as Dropbox, SkyDrive, Google Drive, iCloud, or OneDrive.

Communicate

- Write it down or print it out in hard copy;
- Make it quickly and easily accessible;
- Have multiple hard copies of the plan located in various locations around the farm; and
- Ensure that other family members and employees know where to find the plan and how to use it .



Review and update your plan annually or when a significant change occurs in the farming operation.



Start Preparing: Collection of Information

When dealing with emergencies, there are several components that remain the same regardless of the event. This section will cover things to consider for all event types, with a template for emergency contact information and general emergency response. The template should be revised to reflect your farm operation and premises.

Emergency Preparedness Contacts and Information

IN THE EVENT OF AN EMERGENCY ALWAYS CALL 911

Note: If you have multiple farm locations, make a list for each location with the owner's (or renter's) contact information, physical address for the farm, farm employees at that location along with their cell phone number (if applicable).

Farm name: _____

Farm address (include 911 address, GPS coordinates and premises ID): _____

Owner: _____

Farm phone number: _____

Home phone number: _____

Mobile number: _____

Location of farm and directions from nearest major intersection: _____

List of family members at location: _____

List of employees at location and their cell phone number if available:

Additional contact phone numbers: _____

Local Emergency Services

Fire department: _____

Ambulance: _____

Police department: _____

Poison control: _____

Family doctor: _____

Hospital: _____

Veterinarian: _____

Power supplier: _____

Gas: _____

Water: _____

Municipality Emergency Management Contact: _____

Internet Provider: _____

Faith Leader: _____

Meeting Site in Event of Disaster

On-site muster point: _____

Off-site meeting location: _____

Off-site phone number and contact: _____

Off-site Aid

Name of neighbour/farmer able to provide assistance: _____

Home contact number: _____

Mobile contact number: _____

Assistance/equipment available: _____

Contact Information for Barn Operations

1. Veterinarian: _____

Office: _____

Mobile: _____

Email: _____

2. Marketing Board Representative: _____

Office: _____

Mobile: _____

Email: _____

3. Poultry and or Pullet Transporter: _____

Office: _____

Mobile: _____

Email: _____

4. Poultry Catching or Vaccination: _____

Office: _____

Mobile: _____

Email: _____

5. Feed Supplier: _____

Office: _____

Mobile: _____

Email: _____

6. Deadstock Removal: _____

Office: _____

Mobile: _____

Email: _____

Contact Information for Barn Operations (continued)

7. Hatchery: _____

Office: _____

Mobile: _____

Email: _____

8. Animal Control Officer: _____

Office: _____

Mobile: _____

Email: _____

9. Egg Grader: _____

Office: _____

Mobile: _____

Email: _____

Contact Information for Business

1. Insurance Agent: _____

Office: _____

Mobile: _____

Email: _____

2. Accountant/Bookkeeper: _____

Office: _____

Mobile: _____

Email: _____

Contact Information for Business (continued)

3. Lawyer: _____

Office: _____

Mobile: _____

Email: _____

4. Towing: _____

Office: _____

Mobile: _____

Email: _____

5. Chemical Supplier: _____

Office: _____

Mobile: _____

Email: _____

6. Plumber: _____

Office: _____

Mobile: _____

Email: _____

7. Fuel Supplier: _____

Office: _____

Mobile: _____

Email: _____

8. Equipment Service Representative: _____

Office: _____

Mobile: _____

Email: _____

Location of Important Farm Documents and Personal Papers

Storage location of farm information: _____

Storage location of personal financial information: _____

Passwords to computers and essential documents: _____

Storage location of backup computer files: _____

Location of spare keys (or key pad #) to buildings, lock boxes and equipment: _____

Date Prepared: _____

Initials of Person Completing: _____

Date Updated: _____

Initials of Person Updating: _____

Date Updated: _____

Initials of Person Updating: _____

Date Updated: _____

Initials of Person Updating: _____

Notes:



Preparing Your Farm

Preparing Family Members and Employees:

Human safety is paramount when responding to an emergency. First aid training is extremely important for you, your family members and employees.

Onboarding new staff members and setting up periodical Tool Box Talks can assist with keeping everyone up to date on farm emergency procedures. At least once a year, formally discuss emergency plans. Ensure everyone knows the farm response procedures.

If the primary decision maker(s) for the farm are not available or are incapacitated, identify someone else (or multiple people) to make important decisions including signing authority. Discuss your wishes with your designee and write out the scope of responsibility given. Ensure the appropriate paperwork is completed with your financial institution, lawyer, accountant, etc. You can stipulate under which conditions the authority to make decisions will be activated. Then, document in your emergency response protocols who has been given this authority.

Ask employees to provide you with an emergency contact person in case they experience illness or accident while at work. Also, ask whether they have any allergies or medical conditions of which you should be aware and, if so, what appropriate emergency actions should be taken.



Considerations for Health and Safety Training for Family and Staff Members:

The Occupational Health and Safety Act mandates health and safety training with an employer with more than five employees. There must be a written occupational health and safety policy and a program to implement that policy.

The program will vary depending upon the hazards at the particular workplace but may include all or some of the following:

- Workplaces must have workplace violence and harassment policies;
- Workplace Hazardous Materials Information System (WHMIS) training;
 - Anyone working with or around hazardous materials is required by law to be WHMIS trained. All employers are required to show diligence in ensuring their employees are WHMIS trained. WHMIS systems must be reviewed every year, including some measure of training;
 - Hazardous Material Spills Response;
- Confined space entry procedure;
- Lock out procedure;
- Machine guarding;
- Maintenance and repairs;
- Protective equipment;
- Emergency procedures;
- First aid, CPR and rescue procedures;
 - Portable AED Defibrillators and Epipen;
 - Proper use of health and safety equipment;
- Electrical safety;
- Fire prevention; and
- Engineering controls (e.g., ventilation)

Train family members and employees on the use of emergency equipment, how to turn off powered equipment, stop flow of liquids and gases, use of fire extinguishers, use of absorbents, starting generators, first aid, etc. Some insurance companies may be able to assist with providing fire extinguishers and/or training in their use.



At least once a year, formally discuss emergency plans. Ensure everyone knows the farm response procedures.



Also Consider:

General Property Knowledge

- Onboarding orientation for new employees, and when changes occur on farm;
- Ensure the locations are known and they are trained in the safe use of fire extinguishers;
- Ensure family members/staff know where electrical and gas shut-offs are located;
- How to turn off powered equipment and stop the flow of liquids and gases, e.g. natural gas lines;
- Proper start-up and operation of generator(s) via manufacturer's instructions, including the priority order of start-up if you have multiple generators;
- How to conduct maintenance checks on equipment;
- Chainsaw safety for downed trees;
- Forklift training;
- Grower Pesticide Safety Course; and
- Proper cleaning and sanitation of barns, vehicles and equipment.

Flock Management Skills

- How to assess/evaluate warning signs of a possible flock health issues;
- Familiarity with your biosecurity principles and plan;
- Proper techniques for administering vaccines and medicines;
- Poultry euthanasia training;
- How to handle carcasses;
- How to identify a bird in stress; and
- Proper disposal of deadstock including when and who to contact.



Consider running a mock emergency drill to test out response protocols





Human Health Considerations

- Fit testing for face masks/respirators;
- How to recognize the signs and symptoms of heat stress in humans; and
- How to recognize mental stress.

Sample policies are available on the Ministry of Labour, Training and Skills Development 's website. If you have other specific training for equipment or processes be sure to include them.

Preparing Your Property

Ensure your property can be easily identified by first responders, e.g. 911 address prominently displayed at laneway entrance.

- Farm laneway gates/entrances should be at least 12 to 16 feet wide and height clearance of 15 ft;
- Gates and laneway entrances from public road should be at least twice as wide with same overhead clearance to accommodate large emergency response vehicles;
- Do not block laneways to your barn with tractors and other vehicles or equipment; and
- Control grass and other vegetation around buildings.



Tip: Put labels on all feed bins, tanks, and chemical and fuel containers so others will know what they contain. Also ensure electrical panels are clearly and correctly labeled.



Building Safety and Back Up Systems

- Make sure all electrical equipment is CSA approved, safely installed and away from flammable material;
- Identify alternate water or power sources that could supply your farming operation; and
- If you rent out houses or property, have contact information for your renters including who and how many individuals reside at that location.

Preparing Your Barn:

For barns on property with no dwellings: Post the owner's/farm manager's contact information on the outside these buildings in clearly visible locations.

- Ensure to have a back up person and plan of care in place should you not be able to reach the property;
- Plan how to provide adequate ventilation – system capacities, regular maintenance of ventilation equipment;
- Ensure you have an appropriately sized generator to run your essential equipment and services such as water pump, feed augers, ventilation fans, etc.;
- Create a schedule to perform regular generator maintenance;
 - Check that the generator is working properly before an extreme temperature event to ensure proper ventilation / heat in the barn if loss of power occurs. This may be required by your insurance company;
 - Purchase extra fuel in case of prolonged disruptions;
 - Note an alternative fuel supplier for the generator;
- Do not store combustible materials in a barn that is used to house animals; and
- Have non-expired fire extinguishers in all barns and vehicles.



Consider that you may be isolated for some time as suppliers may not be able to access some roads. Make sure that you have adequate water, feed, bedding material, medications, etc. on hand for an extended period.



Contact your marketing association or processor regarding the sale of animals approaching marketing weight when a severe weather is predicted.











Take photographs or videos of your farm property and buildings (inside and out) and store in multiple secure locations. These can be very useful for insurance purposes and also for first responders regarding structural questions (type of construction) when responding to a damaged building due to fire, flood and collapse.

To learn more about the types of alerts that are broadcasted, visit the Alert Ready website at www.alertready.ca

Notification

Consider how you would be warned of a natural or widespread disaster. Is your cell phone or computer registered with a local area emergency alert system? Some radio and television stations offer the service as well as some municipalities. The province issues Red Alerts for an “imminent threat to life, public safety or property”.

List of Alert Types for Life-Threatening Situations

 Tornado	 Civil Emergency	 Flooding	 Fire
 Hazardous Substance	 Natural Disaster	 Amber Alert	 Terrorist Threat



Maps and Communications

Complete a farm site map, farm inventories, and contact lists. Templates are provided in chapter 6 of this guide.

In the event of an emergency, record the details of any damages by photograph or video if possible, and document actions taken with timelines included.

Establish an on-site and off-site meeting location for family and employees. The on-site meeting location will allow you to take count of everyone who is expected to be on-farm during an emergency. A designated off-site meeting location is especially important if there is a natural disaster (e.g. tornado or flooding) that makes travel to the farm dangerous or restricts communication in that area.

Identify a central telephone number and contact person for family members and employees to call in the event of a natural disaster or other off-farm emergency to confirm they are safe and to coordinate response activities. Consider a cell phone number or someone outside your immediate area in case of widespread power outages. Non-voice channels like texting, email or social media use less bandwidth than voice communications and may work even when the land lines do not.

If an emergency requires that you evacuate your premises, time permitting, leave a note informing others when you left and where you went. Post to your social media accounts. If you have a mailbox, leave the note there and consider putting it into a plastic bag or sleeve for protection.



Tip: Vehicles and equipment may have to be moved quickly during an emergency. Ensure children are safe around moving vehicles. Establish a secure location for a spare key rack for farm equipment, personal vehicles and buildings. Ensure the keys are clearly and specifically labeled. Five keys on the same ring labeled “tractor” when you have multiple tractors is not helpful.



General Emergency Response Procedure

Calling 911 or local emergency response coordinators is required, as outlined on your Emergency Contact List

- Speak clearly and provide the location of the accident or emergency;
- Describe any victim(s) and the nature of any injuries;
- Describe the emergency (fire, tornado, equipment accident, personal injury etc.);
- If a fire, tornado, storm or utility emergency, describe:
 - Any hazardous or flammable materials stored at this facility (fuels, bottled gases for welding or other);
 - Anhydrous ammonia stored on site;
 - Fuel leaks (gasoline, ethanol, biodiesel, diesel, bottled gases);
 - Propane and natural gas locations and shut-off valves;
 - Pesticides or fertilizer stored on site with the potential to be implicated in the emergency situation; and
 - Solar panels; wind turbines, or biogas plant connected to the farm system.;
- Note that you are calling from a farm and identify if animals are involved including the type and number of animals;
- If equipment is related to the incident, describe:
 - The nature of the accident; and
 - The type of machinery (tractor, combine, disc, cultivator, etc.) or fixed equipment implicated (grain dryer/elevator, etc.).

While Waiting for Emergency Response:

Care For Injured Persons:

- Do not move victim(s) unless you must do so for their safety and to prevent further injury;
- Render first-aid and emergency medical treatment to the best of your ability. At a minimum, attempt to provide the following assistance;
- Stop the bleeding with firm pressure on the wounds; avoid direct contact with blood or other bodily fluids; and
- Clear blocked air passages in the case of choking.

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 the flow of liquids and gases;
- Use fire extinguisher; and
- Use absorbents, etc.

Account for all personnel known or expected to be on the premises. Ensure that they are at the muster point, or located at the off-site meeting location.

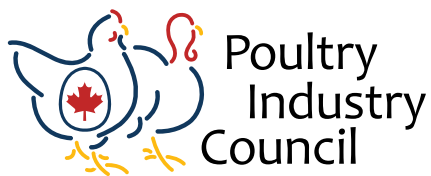
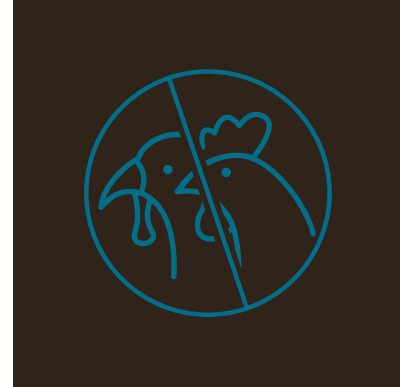
Upon Arrival of Emergency Response Personnel:

Direct them to the location of any victims or facilities that require their attention and services. Provide them with appropriate information to handle the emergency.

Avoid:

- Do not make statements during the emergency response about actions, cause, blame or responsibility unless authorized to do so. An accident or emergency may have legal and financial implications;
- Do not provide misinformation, especially when directing and assisting emergency responders; and
- **If the press or animal activists should arrive at the scene, don't be rude. Be cordial but explain that you are focused on the care of the animals.** Ask them to respect the biosecurity and do not enter signs. Direct them to officials on site if applicable.

Notes:



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