

*Insert farm logo here,  
if available*

# (Template) Emergency Plan for --- Farm

Preparing for and Responding to Emergencies

*Photo of the Farm*

Plan Last Revised: \_\_\_\_\_.

# Contents

<b>Part A: Before an Emergency .....</b>	<b>1</b>
1. List of Hazards .....	1
2. Farm Information.....	1
3. Emergency Contacts.....	2
4. Farm Maps .....	4
5. Livestock Inventory .....	5
6. Farm Vehicles and Response Equipment.....	5
7. Risk Reduction.....	6
8. Commercial Insurance .....	7
9. Backup Power .....	7
<b>Part B: During an Emergency .....</b>	<b>8</b>
10. Information Sources in an Emergency.....	8
11. Decision Guide for Livestock Protection .....	9
12. Checklist for Sheltering Livestock in Barn.....	10
13. Checklist for Moving Livestock to On-Farm Outdoor Location.....	10
14. Checklist for Relocating Livestock .....	11
15. Checklist for Opening Gates, Cutting Fences to Free Animals.....	12
16. Checklist to Create a Fire Break.....	13
17. Checklist to Deploy Sprinklers .....	13
18. Checklist for Operating Backup Generator .....	14
19. Checklist for Personal Evacuation .....	14
<b>Part C: After an Emergency .....</b>	<b>15</b>
20. Checklist for Damage Assessment.....	15
21. Insurance Information .....	16
22. Checklist for Recovery .....	16

## Part A: Before an Emergency

### 1. List of Hazards

The events that are most likely to threaten your farm livestock and assets include:

- Animal Disease
- Earthquake
- Flooding
- Hazardous Material Spill
- Forest Fire
- Prolonged Power Interruption
- Severe Wind Storm
- Structure Fire
- Other \_\_\_\_\_

### 2. Farm Information

Key information about the farm includes the following:

<i>Farm name</i>			
<i>Land classification on Property Assessment Notice:</i>		<i>Farmer ID card number:</i>	
<i>Farm physical address</i>			
<i>Directions (nearest crossroad)</i>			
<i>Owner name(s)</i>			
<i>Owner mailing address (if different than above)</i>			
<i>Landline tel number</i>	<i>Mobile tel number</i>	<i>Email address</i>	
<i>Number of individuals normally on the farm:</i>	<i>Family</i>	<i>Staff</i>	<i>Tenants</i>
<i>Other information</i>			

### 3. Emergency Contacts

Name / Organization	Telephone	Email / Website
<b>Farm Personnel</b>		
<i>Farm Manager (other than owner)</i>		
<i>Farm Staff</i>		
<i>Tenant on the Farm</i>		
<i>Off-Island Contact</i>		
<b>Local Resources</b>		
<i>Electrician</i>		
<i>Feed Supplier</i>		
<i>Fuel Dealer</i>		
<i>Plumber</i>		
<i>Veterinarian</i>		
<b>Relocation Resources</b>		
<i>Trucker / Hauler</i>		
<i>Agriculture Association</i>		
<i>Farm that may receive relocated livestock</i>		
<i>Friend / Neighbour</i>		
<i>Friend / Neighbour</i>		

<b>Support Resources</b>		
<i>Cowichan Valley Regional District</i> <b>Emergency Management Information</b>	250-746-2560 or 1-800-665-3955	<a href="mailto:ep@cverd.bc.ca">ep@cverd.bc.ca</a> Website: <a href="http://www.cvrdep.bc.ca/">www.cvrdep.bc.ca/</a>
<i>Ministry of Agriculture</i> <b>Derek Masselink</b> <b>Regional Agrologist</b>	T: 250-746-1212 M: 250-701-3466 Toll-free: 1-888-221-7141	<a href="mailto:Derek.masselink@gov.bc.ca">Derek.masselink@gov.bc.ca</a> <a href="http://www.gov.bc.ca/agriservicebc">www.gov.bc.ca/agriservicebc</a>
<i>Faith-Based Organization</i>		
<b>Risk Management</b>		
Insurance Agent		
<b>Other</b>		

## 4. Farm Maps

The following maps support the emergency plan for the farm.



## 5. Livestock Inventory

Farm operations currently include the following animal types and numbers, with a range shown for livestock numbers that vary throughout the year.

Livestock Type	Number on Farm (range)
Dairy, Lactating	
Dairy, Non-lactating	
Young Dairy Stock	
Bulls	
Cattle, Water Buffalo	
Horses, Donkeys	
Sheep	
Goats	
Swine	
Llamas and Alpacas	
Poultry	
Pets	

Refer to the attached list of animals by name, gender, and registration number.

## 6. Farm Vehicles and Response Equipment

The following vehicles and equipment are available for use during an emergency.

Vehicle / Equipment Type	Number on Farm (location)	Number Available Nearby (location)
Tractor or Front-end Loader		
Plow or other Implements		
Livestock Trailer		
Passenger Car		
Pickup Truck		
Fire Hose (m or ft)		
Irrigation Sprinkler Gun		
Generator		
Fire Equipment (e.g., extinguishers)		
First Aid Kit		

## 7. Risk Reduction

### 7-1 Reduce Combustible Materials

The following list includes actions that should be taken before a forest fire threatens the farm.

- 1. \_\_\_\_\_.
- 2. \_\_\_\_\_.
- 3. \_\_\_\_\_.

### 7-2 Use Fire Resistant Materials

The actions listed below should be taken to increase fire resistant construction for farm sheds and barns.

- 1. \_\_\_\_\_.
- 2. \_\_\_\_\_.
- 3. \_\_\_\_\_.

### 7-3 Plan for Sprinkler Protection

A sprinkler system can be used to protect the farm, and should be established by taking the following steps.

- 1. Priority farm structures to protect with sprinklers are as follows:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2. Sprinkler equipment that is available for prepositioning includes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3. Gather the equipment and set the sprinkler system in place to test the coverage and identify problems.



- 4. Mount the sprinklers in appropriate locations and connect to a water source.  
If the roof is made of combustible material, such as wood, direct the sprinkler spray onto the roof. If the roof is metal, mount the sprinklers on a high point (such as the ridge) to create a high humidity zone around the building. When sprinklers remain on the ground, position them so their reach just wets the sides of the structure.
- 5. Test the system for 2-3 hours, if possible. The sprinklers should create a humid environment around the structure without allowing water to enter buildings.
- 6. Secure the water source, protect it against radiant heat, and remove nearby combustible materials.
- 7. Create simple instructions on how to set up and activate the sprinkler system in the Emergency Plan, 16. *Checklist to Deploy Sprinklers*.  
  
Prepare a simple map showing how to lay out the sprinkler equipment and water delivery system in an emergency. Attach the map to the Farm Emergency Plan. The instructions and map will allow others to help with farm protection.

## 8. Commercial Insurance

Insurance coverage is an important step in managing risk before an emergency.. Producers should ensure that they have appropriate coverage for their assets, such as livestock, buildings, equipment, fences, and crops. In general, federal and provincial disaster management programs will only cover perils for which private coverage cannot be obtained.

- 1. I meet with my insurance agent or broker at least annually to review my coverage
- 2. I understand my policy and am aware of what is included and what is excluded.

## 9. Backup Power

Some actions may be required before an emergency to ensure backup power supply can keep critical equipment working in a prolonged power outage.

Note: Protect yourself and the community around you by ensuring that any generator backup systems are properly installed to ensure to feed-back into the power grid. Electrical systems must be wired to exclude regular electric power.

- 1. Identify the critical farm operations that depend on electrical power by priority.
  - a. \_\_\_\_\_.
  - b. \_\_\_\_\_.
  - c. \_\_\_\_\_.
- 2. Gather or acquire the power equipment needed to provide backup power, including electrical cords, fuel, lubrication, and filters for generators.

- 3. Set the backup generators in place and connect to the critical equipment that requires power.  
Confirm that the generator is disconnected from the power grid, to avoid back-feed.
- 4. Start the generator(s) to test the system for at least 1 hour, if possible. Confirm that the power loads are sufficient to operate the priority equipment. Note the fuel use rate and estimate how long system can provide power without service or refueling.
- 5. Create instructions on how to set up the backup power system in section 17, *Checklist for Operating Backup Generator*. Prepare a diagram to show how and where the equipment should be laid out and connected in an emergency. Attach the map to the Farm Emergency Plan.

## Part B: During an Emergency

### 10. Information Sources in an Emergency

- 1. Learn about the hazardous situation.
  - Local Radio News Media      JUICE FM – 89.7, CICV Radio Cowichan FM – 97.5, and CFX 1070 AM for timely information updates during an emergency/disaster.
  - CVRD Emergency Alert      <http://www.cvrld.bc.ca/2276/Emergency-Alert-Registration>
  - CVRD Website      [www.cvrld.bc.ca/emergency](http://www.cvrld.bc.ca/emergency)
  - CVRD Facebook      [facebook.com/mycvrd](https://www.facebook.com/mycvrd)
  - CVRD Twitter      @mycvrd
  - CVRD Emergency Call Centre      250-746-2552  
(Only activated in a major emergency)
  - BC Hydro      1-888-769-3766, [www.bchydro.com](http://www.bchydro.com)
  - BC Wildfire Service Website, Coastal Fire Centre      <http://www2.gov.bc.ca/gov/content/safety/wildfire-status/wildfire-situation>
  - BC Wildfire Service Facebook      [facebook.com/BCForestFireInfo/](https://www.facebook.com/BCForestFireInfo/)
  - DriveBC      [www.drivebc.ca](http://www.drivebc.ca)
  - Environment Canada      [https://weather.gc.ca/warnings/index\\_e.html?prov=bc](https://weather.gc.ca/warnings/index_e.html?prov=bc)

2. Learn about the evacuation status. There are three phases of an evacuation:

**Evacuation Alert** – Moving livestock to safety is encouraged during the Evacuation Alert phase when time is available. This is also a good time to move children and the elderly to safety.

**Evacuation Order** – During an Evacuation Order, the local police of jurisdiction may strictly enforce traffic flows that move residents to safety.

**Evacuation Rescind** – An Evacuation Order is rescinded when it is determined to be safe for residents and livestock to return home.

The RCMP is responsible for implementing evacuation notification. They may use a variety of local resources to notify people of an evacuation.

## 11. Decision Guide for Livestock Protection

The farm is prepared for the following response actions. Different animals may require unique response actions, depending on the situation, to achieve the lowest overall risk.

CHECK THE APPROPRIATE OPTIONS AT THE TIME OF EMERGENCY.

- Option 1: Shelter livestock in barn. (see section 11)**

Shelter-in-place is best for \_\_\_\_\_ animals because:

- There is a barn on the farm where the animals will be safely removed from the danger (i.e., barn is protected by sprinklers).
- It would require the least amount of time.

- Option 2: Move livestock to on-farm outdoor location. (see section 12)**

Moving animals to an outdoor location is best for \_\_\_\_\_ animals because:

- There is a pasture on the farm where the animals will be safely removed from the danger (i.e., large field with food and water).
- We have sufficient time, personnel, and equipment to round up and move our animals to this area.

- Option 3: Relocate livestock off the farm. (see section 13)**

Relocating the \_\_\_\_\_ is the best option because:

- We have located and prearranged an off-farm relocation site.
- We can gather the animals into a safe location to be evacuated.
- We have or can arrange for trucks, trailers, drivers, and handlers, if necessary.
- We can arrange for feed, water, and veterinary care at the relocation site.

**Option 4: Open gates and/or cut fences to free the animals IF SAFE TO DO SO. (see section 14)**

Freeing the \_\_\_\_\_ animals is only considered if:

- Livestock cannot be moved to a safer area.
- There is no danger to people or vehicular traffic from freeing the animals.
- We have the time and personnel to open gates and/or cut fences to allow the animals to avoid the wildfire.
- We will inform emergency responders of our decision to free the livestock.

Refer to the following checklists for instructions on each appropriate action.

## 12. Checklist for Sheltering Livestock in Barn

The following steps should be taken if sheltering livestock in barn is selected.

- 1. Ensure there is sufficient time, personnel, and equipment to move livestock to a protected barn. Ask family members, neighbours, and others for help.
  
- 2. Move animals to one or more protected barns or other structures on the farm where the animals will be safe. A protected barn is one where:
  - Combustible materials have been removed around the structure
  - Fire resistant materials have been used in its construction
  - Sprinklers can offer protection from forest fire hazards
  - Water pumps for the sprinkler system have backup power
  
- 3. Ensure animals have access to food sources, clean water, and ample living space, and that support systems are connected to backup power.

## 13. Checklist for Moving Livestock to On-Farm Outdoor Location

The following steps should be taken if moving animals to an outdoor location is selected.

- 1. Ensure there is sufficient time, personnel, and equipment to move livestock to a safe outdoor location on-farm. pasture or other irrigated or heavily-grazed open area.

- 2. Move livestock to one or more open areas on the farm where the animals will be safely away from the hazard. A safe outdoor area is one where:
  - The field has been recently irrigated
  - Fire breaks have been constructed
  - The field has been heavily grazed
  - Fencing is in place
  
- 3. Ensure animals have access to food sources, clean water, and ample living space.

### 14. Checklist for Relocating Livestock

Consider the actions below for relocating livestock during an emergency. Livestock should not be moved during an Evacuation Order to keep roads clear for people.

- 1. If time is short, the priority animals for livestock relocation off-farm are:
  - a. \_\_\_\_\_.
  - b. \_\_\_\_\_.
  - c. \_\_\_\_\_.
  
- 2. Notify the primary site selected for receiving relocated livestock.
  - Name: \_\_\_\_\_.
  - Physical address: \_\_\_\_\_.
  - Phone number: \_\_\_\_\_.
  - Email address: \_\_\_\_\_.
  
- 3. Ensure all relocated animals have farm/owner identification, including just-in-time methods, for example paint on hooves, collaring, etc.
  
- 4. Consult the Evacuation Notification Team or CVRD to determine routes that are safe to use. Record primary and alternate routes below.
  - Livestock pick-up location on the farm: \_\_\_\_\_.
  - Primary route: \_\_\_\_\_.
  - Alternate route: \_\_\_\_\_.
  
- 5. Identify livestock haulers.
  - Hauler name: \_\_\_\_\_.
  - Hauler phone number: \_\_\_\_\_.
  - Email address: \_\_\_\_\_.

- 6. Identify any special challenges with assembling and loading your animals.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Livestock Relocation Form**

If you need assistance with transporting livestock during an Evacuation Alert, the CVRD may be able to help. At the time of the emergency, contact the CVRD Emergency Call Centre for a copy of the Livestock Relocation Form.

You may send the completed form by fax to 250-746-2563, or scan the form and email it to [reoc@cvrd.bc.ca](mailto:reoc@cvrd.bc.ca).

## **15. Checklist for Opening Gates, Cutting Fences to Free Animals**

If animals are to be freed, consider the steps outlined below.

- 1. Carefully consider the risk to motorists on nearby roadways and other persons who may be harmed by freeing animals. It is possible to open fences in a way that directs animals away from roadways and populated areas.  
  
Protecting livestock is important, but public safety takes precedence. No animal is worth a human life.
- 2. Ensure all relocated animals have farm/owner identification, including just-in-time methods, for example paint on hooves, collaring, etc.
- 3. Open the gates indicated on the Farm Map, especially noting:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
- 4. Cut or open fences at the following locations to allow animals to avoid fire:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
- 5. Notify the Evacuation Notification Team (usually led by RCMP) of the decision to free the farm livestock when evacuating.

## 16. Checklist to Create a Fire Break

If time allows creation of a fire break to protect farm structures, follow the instructions below.

- 1. The priorities for plowed or wetted fire breaks to protect farm structures are:
  - a. \_\_\_\_\_.
  - b. \_\_\_\_\_.
  - c. \_\_\_\_\_.
- 2. Consult the map showing which areas should be plowed or wetted down to create fire breaks.

## 17. Checklist to Deploy Sprinklers

If sprinklers are to be used to protect farm structures, follow the instructions below.

- 1. The priorities for deploying sprinklers to protect farm structures are:
  - a. \_\_\_\_\_.
  - b. \_\_\_\_\_.
  - c. \_\_\_\_\_.
- 2. Consult the map showing how to lay out the sprinkler equipment and water delivery system.
- 3. Secure the water source, protect it against radiant heat, and remove nearby combustible materials.
- 4. Activate pre-positioned irrigation systems and sprinklers on the farm to help protect structures.

*Note: The Office of the Fire Commissioner recommends a wetting time of two hours prior to fire reaching the property for the full saturation and effectiveness. Turn on sprinklers only as necessary to conserve water for fire suppression.*

## 18. Checklist for Operating Backup Generator

When electrical equipment needs backup support, follow the steps below.

- 1. The priorities for providing equipment with backup generator are:
  - a. \_\_\_\_\_.
  - b. \_\_\_\_\_.
  - c. \_\_\_\_\_.
  - d. \_\_\_\_\_.
- 2. Consult the instructions and map showing how to set out the generator and connections.
- 3. Ensure there is enough fuel to operate the generator for 3 days.
- 4. Secure the generator and fuel; protect them from radiant heat from possible fire sources. Remove nearby combustible materials.
- 5. Ensure backup generator systems are on automatic switch that turns off regular electric power when the generator system is on.

## 19. Checklist for Personal Evacuation

- 1. In addition to a Grab 'n Go Kit (a collection of essential personal items – see below), take the following items when evacuating:
  - a. Identification that includes a photo and address, such as a driver's licence. This will help farmers obtain a permit if they are allowed to temporarily return to the farm to care for livestock.
  - b. A copy of the Farm Emergency Plan, including the livestock inventory.
  - c. \_\_\_\_\_.
- 2. Evacuate all personnel.
  - If an Evacuation Order is issued, ensure all personnel move to safety.
  - Family and farm staff can check with others by texting or emailing:  
Cell \_\_\_\_\_ Email: \_\_\_\_\_.
- 3. I have assembled a Grab 'n Go Kit and know its location. (see below)



### **Suggested Personal Grab 'n Go Kit**

(Personalize for your needs & keep with you at all times).

- Bottled water
- Nutritious foods (dried fruits, granola bars, nuts or beef jerky)
- Personal medications
- Personal toiletries
- Dust masks and gloves
- Family photos (recent)
- Personal papers (copies of insurance, emergency contacts, prescriptions & identification)
- Flashlight/radio
- Whistle
- Emergency blanket and garbage bags
- Extra pair of eye glasses
- Extra money, coins, phone cards
- Book and/or game

### **Suggested Car Kit**

(Keep up car maintenance and fuel so you don't run out.)

- Bottled water
- Nutritious foods (dried fruits, granola bars, nuts or beef jerky)
- Comfortable, sturdy walking shoes
- Warm blanket
- Heavy-duty work gloves (leather)
- Dust masks and gloves
- Change of clothing
- Road map & compass
- Shovel and sand, kitty litter or other traction aids
- Duct tape and garbage bags
- First aid kit & manual
- Fire extinguisher
- Flashlight (extra batteries)
- Flares, candles w/matches & jar
- Ziploc bags, toilet tissue
- Hardhat
- Large, sturdy backpack
- Deck of cards, good book
- Ice scraper and brush
- Booster Cables

## *Part C: After an Emergency*

### **20. Checklist for Damage Assessment**

Once the evacuation order has been lifted and if damage is observed on the farm, consider these steps to limit further damage.

1. Check livestock that sheltered-in-place at the earliest possible opportunity, and provide for their needs with water, feed, and safety.
2. Inspect farm for hazards and damage. Take care to avoid hazards, such as smoldering tree roots underground.
3. Contact insurance agent (refer to section 18, *Insurance Information*).
4. Document any loss of livestock, farm buildings, fences, or equipment in writing, using the inventory to verify losses. Document salvaged items.

- 5. Take photographs and video of any damage following a disaster to document the loss (ideally before and after taking any recovery action).
- 6. Secure the site.

## 21. Insurance Information

Record the essential information on commercial farm insurance in the spaces below.

<i>Policy Number</i>	
<i>Date of Purchase / Last Renewal</i>	
<i>Insurance Provider</i>	
<i>Agent Name, Organization</i>	
<i>Telephone Number, 24/7 Claims</i>	
<i>Key Coverages and Exclusions</i>	<ul style="list-style-type: none"> <li>• _____.</li> <li>• _____.</li> <li>• _____.</li> </ul>

## 22. Checklist for Recovery

The following steps should be taken to continue the disaster recovery process.

- 1. Work with neighbours to locate and identify loose animals in the area, and to return livestock that escaped or were freed.
- 2. Seek assistance from agriculture associations active in the Cowichan Valley (refer to Contact List), and the CVRD.
- 3. Work with neighbours to get the farm and the community operational as soon as possible.
- 4. Attend community recovery information sessions to find out about provincial measures that may assist the farm with disaster recovery.
- 5. If eligible, apply for Provincial Disaster Financial Assistance through Emergency Management BC. Website: <http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-response-and-recovery/disaster-financial-assistance>

