

Emergency Action Plan for Medical and Fire Emergencies

NOTE: This action plan is intended to provide guidance in preparing for an emergency event. Common sense and coordination amongst farm staff is the best asset in dealing with complexities of a specific emergency event.

Farm Name _____

Agricultural operation physical address:			
Directions (nearest crossroad):			
Owners name (s):			
Owner mailing address (if different than above):			
Landline tel. #:	Mobile tel. #:	Email Address:	
Owners Vehicle License Plate Numbers:			
Staff name (s):			
Landline tel. #:	Mobile tel. #:	Email Address:	
Staff Vehicle License Plate Numbers:			
Lessee name(s):			
Lessee mailing address:			
Landline tel. #:	Mobile tel. #:	Email Address:	
Lessee Vehicle License Plate Numbers:			
Number of individuals on the farm:	Family:	Staff:	Tenants:

_____ (name of person in charge of safety program) is responsible for this emergency plan and will ensure that all employees understand it and follow it. All new employees will be informed about this plan and told where it will be kept. Any questions on this plan should be directed to _____ (name of person in charge of safety program) at _____ (phone #). A current copy of this plan, farm maps, and the phone and address list is kept in the HazCom binder in the _____, along with at _____ (farm entrance etc.)

Emergency Reporting Procedures

- For fire: call 911 and give the location and provide a fire size up
- Notify the farm manager _____ & landowner _____.
- Contact utilities listed below if they will be impacted (Electric, Water, Gas, BPA Transmission Line etc.)
- For medical emergency: call 911 and give the address. There is a list of street addresses for most farm locations in _____. (location(s) of address list)
- The nearest emergency room is at _____.
- If employee is injured contact their emergency contacts and doctor, found on list in _____.

Emergency Numbers – if 911 is not working properly	
Contact Names	Contact Numbers
Fire / Ambulance	
County Emergency Contact	

Oregon Emergency Management	
County Sheriff	
Local Animal Control	
Local Hospital	
Agricultural Chemical Dealer	
Veterinarian	
Electric Company / transmission lines	
Gas company	
Insurance Company / Agent	
Oregon Poison Control	1-800-222-1222
Neighbors who may be impacted	

Rescue and Medical Duties

- There are first aid kits and fire extinguishers in every vehicle and a trauma kit in _____ (location of trauma kit) for more serious injuries.
 - In case of serious injury, call 911 then administer basic first aid until EMS arrives.
 - If location is not located on a main road or at a registered street address; have someone meet the ambulance at the nearest main road and lead them to the site, if possible.
 - If the location is inaccessible by ambulance, let 911 know.
 - If it is safe to move the victim, you may provide transport for the victim either to the hospital or to meet the ambulance on the way to town.
- Employees with current First Aid training: _____
- _____
- _____

Communication During Emergencies

All communication will be done by cell phone or radio. A list of employee phone numbers is also provided in _____ (location(s) of phone list). In case of fire, _____ (name of person coordinating employees) will make contact with each employee. In case of medical emergency, contact _____ (name and phone number) to provide assistance as needed.

Evacuation Plan: Refer to map and directions to farm locations from nearest major road. Escape routes are available from main farm locations below. See map for location of landing zones if helicopter is needed.

Site or Building	Route/ Exit	Special Procedures

Meet up location: Employees will meet at _____ if sheltering in place or will evacuate off the farm and meet at _____.

If a fire safety zone is needed while working in the field employees will use an area that is bare ground, gravel, safe black, or one shall be created with disc. *Safety zones for crop fires should be 1/10 of an acre for one farm truck and a separation distance of at least 40 ft from flames - more people and more equipment will require a larger safety zone, if area is upslope and downwind of the fire the area and distance should be at least doubled. Firefighters should have a separation distance from flames of at least 4 times the flame height.* System for accounting for personnel and visitors includes the following procedures (with a final property sweep if possible): _____

Site Information	
Farm Name	
Farm Physical Address	
Township / Sector / Quadrant	
GPS Coordinates (Latitude / Longitude)	
Chemical Storage Information (if different)	
Chemicals of concern (Diesel, propane etc.)	
Address	
Township / Sector / Quadrant	
GPS Coordinates (Latitude / Longitude)	
Nearest Landing Zone for Air Transport	
Address	
Township / Sector / Quadrant	
GPS Coordinates (Latitude / Longitude)	

Emergency Supply Cache: There is a cache of emergency supplies, food, water, Gatorade, and livestock feed located _____.

On site Emergency Information Box is located _____ where emergency personal can access.

Off site Emergency Information Box is located _____ where emergency personal can access.

Equipment Shut Down: Critical equipment will be shut down safely and placed a safe distance away from the emergency. If floods are a concern equipment will be placed at _____ or high ground where available. If a wildfire is occurring it will be placed at _____ or in an area that has been determined to be a safety zone. Equipment staging and personnel are to stay away from chemical storage areas, which are marked with chemical hazard placards and locked.

Emergency shut off procedures for utilities, equipment, and processes. The following must be shut off prior to evacuating:

Utilities: _____

Equipment: _____

Processes: _____

Other: _____

Livestock Evacuation: Livestock will be sheltered in place at _____ and will be cared for by _____. Alternative evacuation sites include: _____ or _____ and can be cared for by _____

The following can be contacted to assist with livestock transportation (include phone #s): _____

Trailers for livestock are kept _____, tire pressure checked monthly

The following can be contacted to open gates or cut fences for livestock (include phone #s): _____

Alternative water sources are located _____ and extra feed and water is located: _____

Priority of animals to evacuate are as follows from high to low: _____, _____, _____.

Identification packet with up to date vaccination and medical records are located _____.

Other livestock supplies is located: _____.

Special considerations for gathering and transporting livestock and pets: _____

If livestock are injured or unable to move themselves during evacuation and euthanasia is necessary livestock will be incapacitated using the following humane method _____ and (name(s)) _____

are trained to do so safely and may do so if they deem necessary or should contact _____ first.

Livestock Type	Number on the farm	Location during _____	Location during _____
Cattle			
Horses			

Map or Sketch Suggestion: Maps may be obtained through the local Farm Service Agency or aerial imagery from google. Use maps that will show first responders where fields are located if needed in an emergency. Google Earth Pro also allows for the creation of free maps. Reviewing farm maps with local first responders and locating maps in a clearly labeled, accessible container is advised. A good container can be a PVC tube with caps secured to a fence post or sign on entry to the farm. If your operation is large enough consider a larger master map with additional zoomed in maps of individual fields or zones.

Suggested symbols to write on maps

– be sure to put legend on maps

- (G) - Gas shutoff
- (E) - Electrical shutoff
- (AST) - Above ground fuel storage tank
- (UST) - Underground fuel storage tank
- (LP) - Liquid propane
- (CG) - Compressed gas (oxygen, acetylene)
- (AA) - Animal areas
- (MS) - Manure storages (liquids and solids)
- (S) -Silos
- (OsEPL) - Off-site emergency plan location
- (+) First Aid Kit
- (FEXT) – Fire Extinguisher
- (ESK) – Emergency Spill Kit
- (GB 1) - Grain Bin and Assigned Number

- Wells and/or municipal water supply, hydrants, ponds, streams
- Sprinkler location and fire set up locations
- Septic tanks and wastewater systems
- Drainage ditches, culverts, surface drains
- Identify where chemicals, fertilizers, and the emergency spill kit are stored.
- Note fire concerns
- Location of first aid kits, fire extinguishers, and fire suppression equipment
- Overhead and buried power lines
- Location of key box for locks to gates
- List of silos and grain bins with size and capacity by their individual numbers
- Indicate buildings or fields where livestock are kept
- Show fuel location for refueling fire suppression equipment and as a fire hazard
- Draw evacuation routes to safety zone
- Meet up location and cached supplies

What to put on farm map:

- Buildings/structures location - Indicate locations of doors.
- Barns, houses, shops, outbuildings, grain bins
- Roads, driveways, fences, and gates.

Farm Map

<p>Legend</p> <p>AA: Animal Area</p> <p>AST: Aboveground fuel storage tank</p> <p>B-#: Barn</p> <p>E: Electrical shutoff</p> <p>ER-#: Evacuation route</p> <p>ESK: Emergency spill kit</p> <p>F-#: Feedlot</p> <p>FEXT: Fire extinguisher</p> <p>H-#: House</p> <p>MS: Manure storage</p> <p>P-#: Pasture</p> <p>WS-#: Water Source</p> <p>+ : First Aid kit</p>

EMERGENCY RESPONSE PLAN

Name: John Smith 250-555-1234

Property Number: 5555 t

LEGEND

Access: █

Evacuation Routes: →

Primary Residence: 1

Priority Structures (1 is top priority): ●

Open Water Sources: █

Water Connection Points: w

Livestock: █

Equipment Storage: █

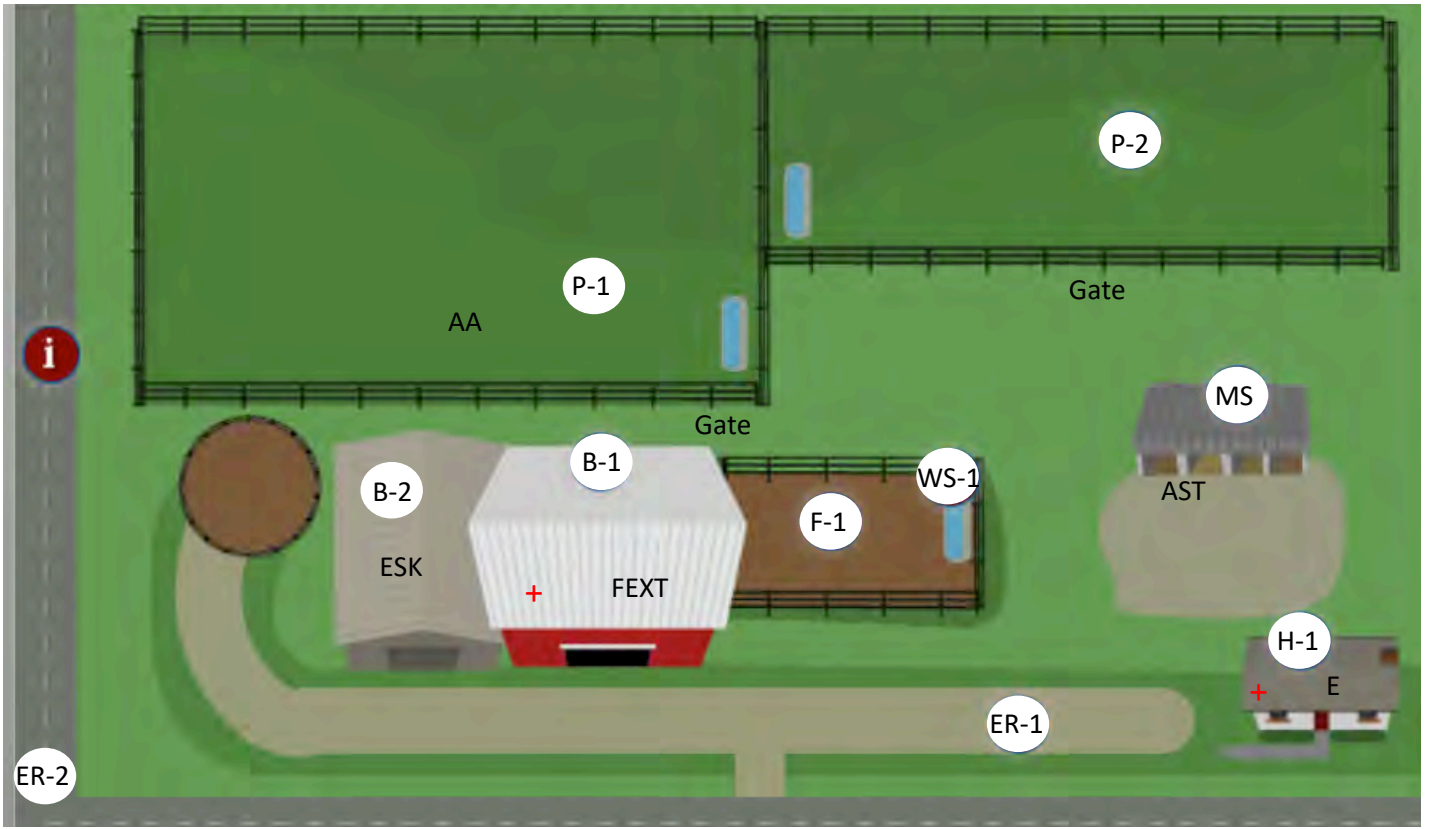
Hydro Lines: █

Gas Lines: █

Hazardous Materials: H

Safe Zones: █

NOTES: _____



Place your map on this page, these are examples of hand drawn / computer generated maps and free imagery from Google that has been edited using Google Earth Pro, a free mapping software that can be downloaded.

Firefighting Action Plan

NOTE: Employees are NOT expected or required to engage in firefighting of any kind as a duty of their employment. Employees who choose to fight fire may disengage from the fire at any time.

All employees will be made generally aware of firefighting suppression plan before engaging the fire. In addition, they will have an understanding of their basic roles and responsibilities.

Any employees who engage in firefighting activities will adhere to the following policies:

I. Age limit

- a. Employees must be 18 or older to fight fire beyond the incipient (initial) stage
- b. Employees younger than 18 must receive:
 - i. Fire extinguisher training annually (Online OSHA Video or live training)
 - ii. Training for an emergency where young employee is the first on the scene of a fire

II. Types of Firefighting

- a. *Structural Fires:* Employees will NOT engage in interior structural firefighting beyond the incipient stage.
- b. *Equipment Fires:* Employees will NOT engage in fighting fire on burning equipment beyond the incipient stage; they may use water on the fire from a safe distance upwind of the fire in an effort to keep it from spreading beyond the equipment. If the fire is knocked back to its incipient stage, a fire extinguisher may be used to completely extinguish the fire.
- c. *Rangeland/Cropland:* Employees who have been trained in a Basic Wildland Fire Training and are wearing the proper PPE may engage in firefighting.

III. Stages of Firefighting and Training Required

- a. *Incipient:* Fire that is in its initial stages of growth and can be extinguished with one to two fire extinguishers. Employees must train on fire extinguisher use annually.
- b. *Freeburning:* Fire that has grown beyond the capabilities of a fire extinguisher. Employees must have participated in a Basic Wildland Fire Training course with an annual refresher each year after the initial training.
- c. *Mop-up:* Fire that has been mostly extinguished but hot spots still exist. Employees must have participated in a Basic Wildland Fire Training course with an annual refresher each year after the initial training.

IV. Employee Tracking and Communication During a Fire Emergency: In the event of a fire

communication will be maintained by calling or texting and employees will be tracked as follows:

- a. Employees who have not been trained in basic wildland firefighting need to immediately leave the scene if the fire is at their current location. After any fire call, _____
(name of person in charge of personnel) will call each employee to provide further instructions for alternative duties or to be sent home.
- b. If a fire is beyond the ability of trained personnel to contain, move all people and, if possible, all equipment to the established safe zone. Shut down all equipment and continue to monitor the situation until you can safely resume firefighting or leave the area.

- c. Employees who choose to deploy to the fire will be monitored by _____ (name of person in charge of personnel), who will check on them either by phone or radio at frequent intervals, at least every _____ (30 minutes, hour(s) etc.)
- d. _____ (name(s)) will be the primary liaison for additional fire resources.
- e. _____ (name(s)) will be responsible for caring for livestock if impacted.
- f. _____ (name(s)) will be in charge of providing food and water to those engaged in the fire.
- g. _____ (name(s)) will assist in refilling water and fuel on fire suppression equipment.

V. Job Hazard Analysis

- a. A job hazard analysis will be performed to determine what personal protective equipment will be used by employees while fighting fire. The JHA is attached.
- b. The following PPE is the employee’s responsibility: _____
- c. The following PPE will be provided by the employer: _____
- d. PPE will be carried or located in _____ (vehicle, location) and available at all times during the fire season from (dates) _____ to _____

This Action Plan has been reviewed on (date) _____ by the following employees:

Name	Signature

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Fire Prevention Plan

Farm Name _____

Preventing Equipment-Generated Fires

Equipment will be inspected (*monthly etc.*) _____ by (*names*) _____

Inspection will include (exhaust system, spark arrestors, etc.) _____

Extinguishers are mounted on all heat producing equipment, including (*combine etc.*) _____

Debris will be blown off of equipment (name i.e. combine) _____

(*daily, hourly, etc.*) _____ by _____

Debris will be blown off of vehicles (*daily, every hour, etc.*) _____ by _____

Maintenance of Fire Extinguishing Equipment

The following people have been trained annually on fire extinguisher use _____

Fire extinguishers have been serviced by a certified inspector (*name*), _____, on (date) _____

_____ (*names*) know how to start water pumps located on

(*truck, UTV, etc.*) _____ and can operate safely during a fire

Water pumps have been inspected on (*date*) _____ by (*name*) _____

Water pumps will be tested (*weekly etc.*) _____ from (*date*) _____ through _____ by _____

Water and fuel levels in suppression equipment are kept full and checked (*weekly*) _____ by _____

_____. Disk with working tractor is kept on site of farming operations and (*names*)

_____ know how to safely operate it and put in a fire line.

Risk Reduction

Asset Protection

The following farm and rangeland assets are the most critical for farm operations and will be prioritized to protect from wildfire (areas where fire could impact structures, watering, fencing, or other key infrastructure):

1. _____

2. _____

3. _____

4. _____

Reduce Fuels

The following actions can be taken to reduce fuels around key farm assets:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Maintained fuel breaks in strategic areas (*maintained roads, two tracks, mowed areas, annually disked areas, or vegetative green strips*) on the farm include (*list type of fuel break and location if you have any*):

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Mitigate Ember Traps

Ember traps (eaves etc.) are permanently covered at the following locations with metal screening (1/8 inch):

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Ember traps at the following locations (barn openings etc.) can be temporarily covered (with tarps etc.):

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Sprinkler Protection:

Priority structures for sprinkler protection on the farm are as follows (in order of priority):

Sprinkler equipment can be found _____ and includes:

Back up water / cisterns can be found _____.

Identifying Hazardous Conditions

Before a fire:

Potential on farm ignition sources outside of your control include (*roads, power lines, wind turbines, etc.*):

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Heavy fuel loadings of annual grasses (*medusahead, cheatgrass, etc.*) are at the following locations:

Areas on the farm that should be avoided during a wildfire include (*location and nature of hazard*):

Terrain features on the farm that could create dangerous fire behavior include (*steep slopes, canyons, etc.*):

Criteria to Terminate Work with Heat Producing Equipment

Establish criteria to terminate work with heat producing equipment in the field during hazardous fire weather using relative humidity (RH), temperature, winds, and fuel conditions (*for example $RH \leq 30\%$, $temp \geq 86^\circ F$, $winds \geq 20 mph$*). OSHA is not creating any set criteria to force producers to shut down, but are requiring producers to set their own criteria. Consider not using heat producing equipment under low RH and high temperatures once wind speeds exceed a given threshold, i.e. stopping when winds are greater than 30-35 mph (often winds are the strongest in the afternoon when RH is lowest at 4 pm). Criteria can also take into account producer and crew experience, field topography, and on farm fire suppression equipment.

Safety Procedures at the Worksite

When there is the potential for a fire to start accidentally due to the nature of the work being done or due to weather conditions, crews will follow these steps:

- a. Establish two escape routes from your work location to a safety zone
- b. Identify safety zones that are permanent (area with rock or gravel with little fuel) or have been created (disked) – a safety zone is an area where you can safely sit and watch the fire go by
- c. During harvest: Each field will have a designated safety zone and all employees will be made aware of its location. If no natural safety zone exists, one will be created by a tractor and disk. All equipment will be parked at night in the safety zone, similar location devoid of fuels, or at _____

Procedures for Reporting Fires

If a fire starts 911 will be reached and the location of the fire will be given (*street addresses preferred*), along with a fire size up (fire size up checklist on pg. 6). A list of addresses for most locations on the farm is located _____ (*location of address list*). However, other descriptors can also be used to help others get to the location quicker (*e.g., the Smith Place, etc.*). Others to be contacted also, in order of priority:

Procedures for Engaging Wildfires

When a fire occurs at the work site it shall be initially controlled with fire extinguishers if in the incipient stage. If it is already beyond the incipient stage or grows into a larger free burning fire than those not trained must leave immediately. The following employees have received firefighting training and may engage in suppressing a free burning fire:

Additional procedures or considerations for employees engaging in wildfire: _____

Wildfires in dryland crops can produce flame lengths 7 to 16 ft at the head of the fire, making suppression with shovels and other hand tools dangerous and ineffective unless at the heel or flanks of the fire where intensity is often lowered. Tractors and discs are needed to create effective fire breaks. Engines or trucks spraying water need to be in the black (assuming the black is clean without large unburned patches) rather than in unburned fuels in the path of the fire where a fast-moving grass or wheat fire can easily overtake vehicles.

Before entering an area to fight fire, follow LCES procedures.

Establish a LOOKOUT

Set up COMMUNICATION

Determine an ESCAPE ROUTE

Designate a SAFETY ZONE based on the conditions in the area.

If a fire safety zone is needed while working in the field employees will use an area that is bare ground, gravel, clean black, or one shall be created with disc. Two escape routes will be maintained to the safety zone during wildfire suppression. *Safety zones for most crop fires should be 1/10 of an acre for one farm truck and a separation distance of at least 40 ft from flames - more people and more equipment will require a larger safety zone, along with if area is upslope and downwind of the fire (area should be at least doubled if on a 20-40% slope or under heavy winds) - safety zones upwind, on flat ground, and not in front of the main fire front are the safest.*

Considerations that will be taken during a fire:

- a. Fire size and speed of growth - is the fire small or several acres in size? Is it being pushed by winds or burning quickly up steep slopes?
- b. Fuel load of the area you are planning to enter - unharvested crop, harvested crop, rangeland, or rocky scab area? Are annual grasses present? Scotch broom or other volatile plants?
- c. Weather conditions - wind speed and direction, temperature, humidity, atmospheric stability?

- d. Terrain - is the fire burning uphill, downhill, into a steep canyon, or on relatively flat terrain?
- e. Potential communication barriers - does terrain make cell reception unreliable?

Response Equipment and resources to aid in fire suppression

Equipment Type	Number at (location):	Number at nearby location:
Tractor, HP _____, bucket (y/n) ____		
Dozer, HP _____		
Disc / plow for firebreak construction		
Livestock trailer for _____ # of _____ (type of animals)		
Pumper units with _____ gallons		
Portable water pump		
Utility trailer, large enough to haul _____		
Pickup Trucks		
Passenger Car		
UTV / ATV with pumper		
UTV / ATV no pumper		
Fire hose		
Sprinkler Kits		
Garden hoses		
Generator		
Personnel with wildfire training		

Water sources:

Water Source	Capacity	Type of pump (electrical, gravity fed, or gas)	Location

Other additional measures to prevent wildfires on your property or equipment: _____

Fire Size Up

When fire is reported to 911 and others the following fire details should be included:

Fire Location (street address is preferred):

Road Access:

Is the road flagged or will someone meet first responders at a set location?

Size: 100 by 100 ft 1 acre (size of football field) 5 acres 5-10 acres Greater than 10 acres

Fuels Burning: grass, brush, harvested wheat, unharvested wheat, no till residue on fallow, other crop, slash, timber, duff, logs, other?

Fuels adjacent to fire: grass, brush, harvested wheat, unharvested wheat, no till residue on fallow, other crop, slash, timber, duff, logs, other?

Character of Fire: Smoldering Creeping Running Torching Crowning Spotting

Flame Lengths: Under 2 ft 2-4 ft 4-8 ft 8-11 ft over 11ft

Percent Slope: 0-30 30-45 45-60 60+

Position on Slope: Bottom 1/3 Middle 1/3 Top 1/3

Aspect: North South East West

Wind Speed (mph): 0-5 5-10 10-15 Over 15 Over 25 35+

Wind Direction: North South East West Upslope
 Up Canyon Down Slope Down Canyon

Spread Potential: None Low Moderate High Very High

Values at Risk: Residences Infrastructure Cultural / Historical Commercial Power Lines
 Livestock Public Safety / Travel Stored Hay Stored Grains Farm Equipment

Are closures or evacuations needed? Where is the fire anticipated to go given current winds and terrain?

Hazards: Power lines Wind turbines Oil/gas line or tanks on farm Terrain

Communication Towers Traffic (especially interstates and highways) Hazmat (farm chemicals)

Apparent Cause: Lightning Arson Equipment Roadside start

- *Protect origin area of the fire for fire investigation*

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