



EMERGENCY PREPAREDNESS



AGRICULTURAL OPERATIONS

This pamphlet provides a checklist and resources to assist you as you develop your plan.

If you have ever experienced an emergency or disaster, you understand the importance of being prepared.

A disaster can strike at any time resulting in property damage, injury to family members and employees, environmental and community impacts, disruption of agricultural operations, or financial loss.

While no plan can eliminate all exposures, creating an Emergency Preparedness Plan (EPP) allows you to take small, actionable steps to prepare for the unexpected.

Being prepared can help your family and employees know what to do in the event of an emergency. An EPP can also reduce the impacts of a disaster or emergency, helping you resume operations more efficiently.

USE THIS SIMPLE TOOL TO ASSESS YOUR EMERGENCY PREPAREDNESS



Agribusiness

South Carolina Farm Bureau
Mutual Insurance Company



What is an Emergency Preparedness Plan?

An emergency preparedness plan is a written document that outlines the roles, responsibilities, and procedures to be followed before, during, and after an event in order to reduce the risk for loss of life, damage to property, and the resumption of agricultural operations.

What should be included in an Emergency Preparedness Plan?

The EPP must account for both natural (e.g. tornadoes, hurricanes, floods, earthquakes) and man-made hazards (e.g. chemical releases or spills, hazardous biological release, explosions, grain entrapments) most common for your community and agricultural operations and include:

- Procedures for all possible hazards, individual roles and responsibilities and actions required before, during, and after an emergency
- Workplace safety procedures
- Warning and communication plans for family/employees
- Evacuation/emergency shelter/relocation locations
- Important contact information
- Farm/ranch map
- Farm/ranch inventory lists
- List of emergency supplies/equipment

How often should the plan be reviewed?

The plan should be reviewed and communicated annually and anytime a change to staffing or operations occur.

Important Tips

- Make sure your 911 emergency address is posted and easily visible for emergency responders.
- Maintain and regularly inspect emergency/safety equipment.
- Consider pre-planning with local officials to allow them to become familiar with your agricultural operations, record important information and help you identify hazards. This step may be critical in aiding first responders when making life-saving decisions during an emergency.
- Conduct emergency exercises drills to practice all or critical portions of your emergency to identify areas for improvement and ensure individuals are trained to respond adequately during an event.

Keep informed of emergency alerts

- Local news
- Public emergency broadcasts
- NOAA weather radio alerts
- Mobile app subscriptions
- Community warning systems

Make a list of important contacts

- Local emergency management services
- Local and state veterinarian
- County extension office
- Insurance agent
- Farm/ranch supply providers (e.g. feed, fuel) and identify substitute suppliers
- Your farm/ranch customers
- Your farm/ranch employees
- Transportation contractors
- Farm/ranch site repair contractors

Secure data, records, and files

- Back-up important computer data records regularly
- Keep current copies of important papers/files in a secure, off-site, and accessible location
- Use and schedule regular antivirus scans and keep it up-to-date
- Use hard-to-guess passwords
- Use computer firewalls

Review insurance coverages – consult with your agent

- Obtain proper insurance coverage for personal and agricultural operations
- Liability and property coverage for hazards identified to ensure no gaps exist
- Automobile, farm/ranch equipment, and farm/ranch inventory coverage
- Workers compensation for injured employees
- Other asset insurance protection

Maintain up-to-date inventories and include location, quantity, and value

- Hazardous substances (incl. labels/MSDS/warning placards)
- Crops (both standing and harvested)
- Livestock and horses (incl. vaccinations/health records)
- Machinery/equipment/vehicles (incl. year, make, model, ser. # and service contract info)
- Family personal property (incl. appraisals for high value items)

Establish emergency resources/ equipment

- Generators and other power sources (incl. gas powered/ portable)
- Emergency water sources (fire/spill clean-up/drinking)
- Fire extinguishers (all vehicles and buildings)
- Extra fuel for vehicles/tractors/ generators
- Protective clothing
- Portable water pumps
- Sandbags and plastic sheeting
- Surplus food supply for family, animals, and livestock
- Rope, duct tape, heavyweight garbage bags, wire, plywood, and lumber (protect and secure property)
- Flashlights, lanterns, portable radios, batteries
- Spill kits/absorbent materials
- Empty tanks/containers (clean-up, manure storage, etc.)
- First aid kit
- Hand tools (emergency preparation and disaster recovery)
- Blankets, sleeping bags, and clothing
- Medications and personal hygiene supplies
- Other supplies for livestock/ animals

Identify emergency locations

- Determine locations at home and on the farm/ranch in which to seek immediate shelter from hazards
- Establish evacuation locations away from your home/farm/ranch premises. Include multiple locations in different directions for maximum options in an emergency
- At certain areas of higher elevation if it becomes necessary to relocate livestock, horses, equipment, hazardous materials, feed, grain, and hay

Prepare family members and farm/ ranch employees

- Communicate, review, update, and practice the emergency plan regularly
- Establish a call tree or designate an out-of-area contact to account for family members/employee whereabouts following an emergency
- Post or provide a copy of the plan

Map your farm/ranch site and identify (see next page)

- All buildings and structures (include building contents and door locations)
- Roads and crossroads, driveways and lanes, fences and gates
- Lakes, ponds, rivers, streams, and wetlands
- Drainage direction (slope of land)
- Storage locations of all hazardous substances (compressed gas, fertilizers, fuel, pesticides, etc.)
- Cisterns, hydrants, wells, and municipal water supply
- Location of livestock and horses
- Septic tanks, manure systems, and wastewater systems
- Culverts, drainage ditches, and surface drains
- Overhead and buried power lines
- Electrical, gas, and water shut-offs

Important documents to assemble and protect.

- Passports
- Social security cards
- Insurance policies
- Property records
- Contracts
- Financial records
- Credit card numbers
- Birth certificates
- Marriage certificates
- Wills and estate planning
- Medical records
- Computer backups

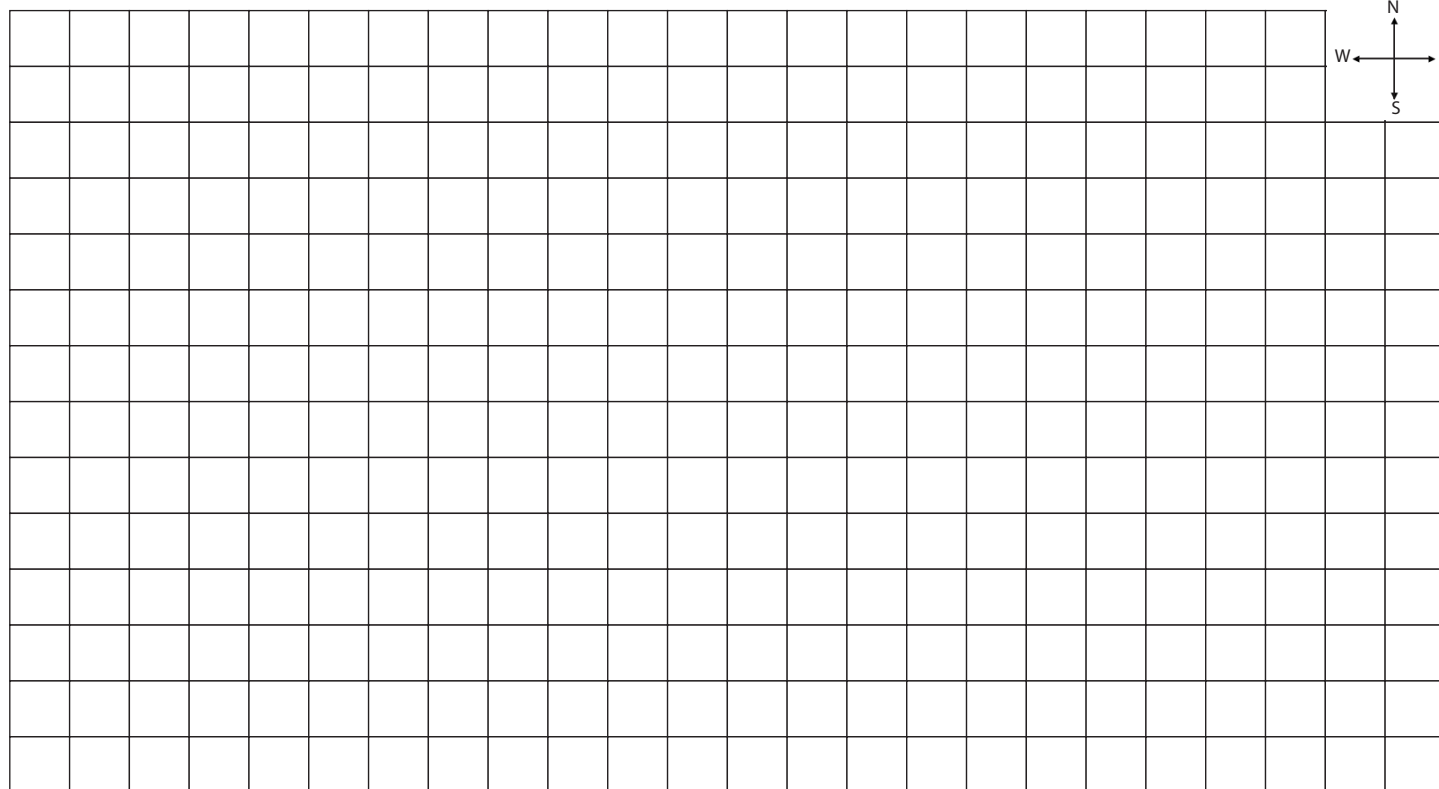
Important telephone numbers to document.

- Fire department
- Police/sheriff
- Insurance agent
- Hospital/doctor
- Utility company
- Poison control
- Family members
- County Emergency Management
- Environmental Protection Agency (EPA)
- Federal Emergency Management Agency (FEMA)
- American Red Cross
- Farm/ranch customers
- Farm/ranch suppliers

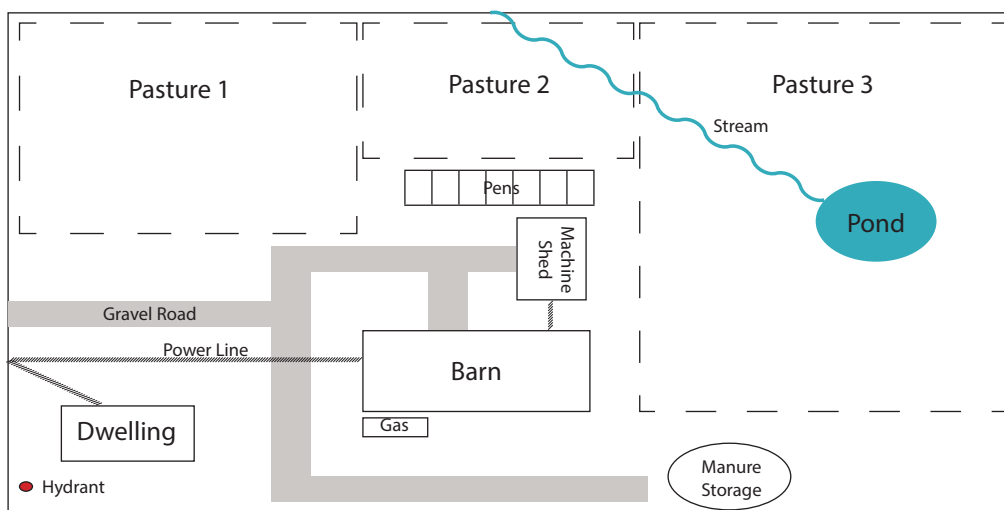
Additional Tips

- Create **"In Case of Emergency"** instructions for your employees. Post information at key locations. Include instructions on how to get to the farm/ranch location.
- Document the location of all hazardous items such as fuel, pesticides, fertilizers, chemicals, and compressed gases and include these locations on the farm/ranch site map. Consider installing placards on farm buildings containing such items.

Use this space to draw a diagram of your farm/ranch:



Example Farm Diagram



Legend

Add labels to show locations of the following:

- | | |
|------------------|---------------------------|
| AST | Above ground storage tank |
| CG | Compressed gases |
| EP | Emergency Plan |
| ES | Electrical shutoff |
| EX | Explosives |
| FE | Fire extinguisher |
| FF | Fire fighting equipment |
| FK | First aid kit |
| FT | Fuel Tanks |
| H ₂ O | Water source |
| LP | Liquid propane |
| SK | Spill kit |
| UST | Underground storage tank |

Additional Resources

These additional resources can provide you with important information as you develop your Emergency Preparedness Plan.

American Red Cross (ARC)
<http://www.redcross.org>

Centers for Disease Control and Prevention (CDC)
www.cdc.gov

Department of Homeland Security (DHS)
<http://www.dhs.gov>

Environmental Protection Agency (EPA)
www.epa.gov

Federal Emergency Management Agency (FEMA)
www.fema.gov

National Oceanic and Atmospheric Administration (NOAA)
www.noaa.gov

Occupational Safety and Health Administration (OSHA)
<http://www.osha.gov>

United States Department of Agriculture (USDA)
www.usda.gov

South Carolina Farm Bureau Mutual Insurance Company provides this Emergency Preparedness tool to you as a guide, created from sources believed to be reliable. This document is not intended to replace or supercede advice from your lawyer or financial advisor. Every agricultural operation is unique, so no guide can address all of the challenges, responsibilities, duties and issues that you may encounter in the event of an emergency. South Carolina Farm Bureau Mutual Insurance Company is not liable and makes no warranty, express or implied, regarding the accuracy, adequacy, completeness, reliability or usefulness of the information contained herein. Any warranties, express or implied, are disclaimed.