

Emergency Response Plan Worksheets

Please fill in all information sheets as thoroughly and neatly as possible. The plan requests the same information more than once, allowing the Emergency Response Team to respond to specific types of emergencies in a professional manner with the proper information.

Emergency Phone Numbers

SITE LOCATION¹

OWNER

Name: _____

Phone number: _____

CERTIFIED LIVESTOCK MANAGER

Name: _____

Phone number: _____

Ambulance (EMS) phone number: _____

Fire Dept. phone number: _____

County Sheriff phone number : _____

State Emergency Management Agency phone number : _____

State Water Quality Agency phone number : _____

State Dept. of Agriculture phone number : _____

Local/County Public Health Dept. phone number : _____

Natural Resources Conservation Service phone number : _____

¹ Provide directions that anybody could use to direct someone to the site by phone.

General Farm Information Sheet

FARM NAME: _____

Phone number: _____

OPERATOR'S NAME: _____

Phone number: _____

MANAGER'S NAME: _____

Phone number: _____

DESIGNATED SPOKESPERSON NAME: _____

Phone number: _____

OTHER

Name: _____

Phone number: _____

Name: _____

Phone number: _____

Name: _____

Phone number: _____

Name: _____

Phone number: _____

Size and type of operation: _____

Farm Map

Draw a map with written directions to the farm.

Written directions:

Effluent Spill Emergency Response Information Sheet

FARM NAME: _____

Fire district: _____

Size and type of operation: _____

OWNER/OPERATOR: _____

Phone number: _____

2nd Contact person if owner is not available:

Name: _____

Phone number: _____

3rd Contact person if owner/operator and 2nd contact person is not available:

Name: _____

Phone number: _____

Engineer name: _____

Phone number: _____

Location of manure storage from buildings:

Facility Map

Attach a site map or a drawing of the facility. On the map, indicate the location of buildings, lagoons, wells, hazardous materials, property, boundaries, and possible direction of lagoon runoff. Also, indicate the location of materials that could be used or temporary berms, i.e., dirt piles, fescue culls, sawdust, etc.

Aerial Map

Pre-arranged Emergency Response Agreements

To deal with an emergency quickly and effectively, most operations need assistance from other individuals. Therefore, it is essential that prior arrangements be made so every person involved knows what to do when an emergency arises. Often, neighbors can quickly bring equipment such as tractors with plows, backhoes, bulldozers, or even personnel with shovels. You can establish reciprocal agreements with these neighbors and form a response team to deal with any emergency that occurs in a certain area.

It is very important to have access to nearby land, irrigation, and earth-moving equipment if an effluent spill occurs. In most cases, the producer, farmer, or emergency response personnel need to contact people who own equipment necessary for response to an effluent spill. It is very important to have a pre-arranged written agreement with these people. The terms of these arrangements should include such things as financial compensation and a description of the equipment that would be used.

List any arrangements made with other producers and neighbors to share personnel and/or equipment, supplies, and land access during an emergency.

Pre-arrangements can keep future problems from arising after the emergency is over!

Pre-arranged Sample Land Access Agreement

ACCESS AGREEMENT

This document will serve as an access agreement between _____

(hereafter called PRODUCER) and _____

(hereafter called NEIGHBOR.) In the unlikely event that a manure discharge originating from PRODUCER'S property enters NEIGHBOR'S property, NEIGHBOR hereby grants permission to PRODUCER or his agents to enter NEIGHBOR'S property and take any reasonable steps to control, contain, and remediate the manure discharge. PRODUCER agrees to restore NEIGHBOR'S property to its original condition.

Signed _____ Date _____

Signed _____ Date _____

Pre-arranged Emergency Response Agreements

List any arrangements made with other producers to share personnel and/or equipment, supplies, and land access during an emergency.

Pre-arranged land access agreements

Contact #1 _____

Contact #2 _____

Location of Pre-Arranged Emergency Supply Equipment and Supplies

Available 24 hours a day. Include phone numbers and primary contacts. Put list in the order you want equipment operators contacted. Post a copy in each animal building onsite, in site office, and owner's residence. Preferably posted by a phone, or if no phone, by main doorway.

Owner	Phone	Location
Irrigation pumps		
Bulldozer/Track loader		
Backhoe		
Vacuum slurry tank		

Lagoon Pumping Services

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Fire Emergency Response Information Sheet

FARM NAME: _____

Farm Fire Protection District: _____

911 coordinates for farm: _____

Size and type of operation: _____

OWNER/OPERATOR: _____

Phone number: _____

2nd Contact Person if owner/operator is not available:

Name: _____ Phone number: _____

3rd Contact Person if owner/operator and 2nd contact person is not available:

Name: _____ Phone number: _____

Electrical power company name: _____

Electrical power company phone number: _____

Is there a disconnect between the meter base and the buildings? Yes No

If so, where?

Fire Emergency Response Information Sheet (continued)

Give the location (sketch preferable) of electrical panels in buildings.

Propane company name: _____

Propane company phone number: _____

Location and size of propane tanks: _____

Other fuels and locations: _____

Are hazardous materials stored in facilities? Yes No

If yes, provide the location(s) and list of materials. _____

Power Outage Information Sheet

FARM NAME: _____

Farm Fire Protection District: _____

Size and type of operation: _____

OWNER/OPERATOR:

_____ Phone number: _____

2nd Contact Person if owner/operator is not available:

Name: _____ Phone number: _____

3rd Contact Person if owner/operator and 2nd contact person is not available:

Name: _____ Phone number: _____

Electrical power company name: _____

Electrical power company phone number: _____

Size of electrical service: _____

Do you have a standby alternator? Yes No

If so, is there a double-throw disconnect to isolate the farm
from the utility during alternator operation? Yes No

Do you have a disconnect between the meter base and panel? Yes No

Give the location (sketch preferable) of electrical panels in buildings.

Name and number of electricians who perform service on your barns.

Name: _____ Phone number: _____

Name: _____ Phone number: _____

Personal Information

Below, list any medical conditions that EMS personnel should know about.

Name: _____

Condition: _____

Name: _____

Condition: _____

Name: _____

Condition: _____

Post-Emergency Assessment and Documentation

1. Assess the extent of the spill and note any obvious damages.
 - a. Did the waste reach any surface waters?
 - b. Approximately how much was released and for what duration?
 - c. Did any damage occur, such as employee injury, fish kills, or property damage?
2. Contact appropriate agencies. To report a release of animal waste from a lagoon,
 - a. An owner or operator of an animal waste lagoon should report any release of animal waste from the lagoon within 24 hours after the discovery of the release. Reports of releases to surface waters, including to sinkholes, drain inlets, broken subsurface drains, or other conduits to groundwater or surface waters, should be made upon discovery of the release, except when such immediate notification impedes the owner's or operator's response to correct the cause of the release or to contain the animal waste. In that case, the report should be made as soon as possible but no later than 24 hours after discovery.
 - b. The report required under Section a. should be given to your state Water Quality Agency by calling:

1-800-782-7860
or
1-217-782-7860

Contents of Report

The report should include, as a minimum, each of the following to the extent that it is known at the time of the report.

1. Name and phone number of the person reporting the release.
2. County, distance, and direction from nearest town, village, or municipality of the release
3. An estimate of the quantity in gallons that was released and of the flow rate, if the release is ongoing
4. Area into which the release occurred (field, ditch, stream, or other description) and apparent environmental impacts of the release
5. Time and duration of the release
6. The names and phone numbers of persons who may be contacted for further information
7. *Dangers to health or the environment resulting from the release*

8. Actions taken to respond to, contain, and mitigate the release

9. Name of facility and mailing address

Implement procedures to prevent similar occurrences. Seek professional assistance if problem is harm or structure related.

Documentation of Clean-Up Efforts

All responses to emergencies should be documented and kept with the manure management plan. This documentation should include all agency and local authority contacts made during the response phase. This information can be used to assess response to the emergency, prepare for future problems, and train employees.

About the Author

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Glossary

Best management practice (BMP). Structural and managerial practices found to be the most effective, practical means of preventing or reducing the amount of pollution generated by nonpoint sources to a level compatible with water quality goals.

Slope. Vertical rise or fall over a given horizontal distance.

Soil survey. Report prepared by the Natural Resources Conservation Service that contains detailed maps depicting the occurrence of different soil types, presence of natural and man-made physical features of the landscape, and the slope of the land's surface.

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