

# FARM EMERGENCY

## Emergency Procedures and Building Safety Maintenance Plan

*for*

## Farm Buildings

(Severn Fire & Emergency Services, Fire Prevention Division)

Name of Farm: \_\_\_\_\_

Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Name of Farm: (if applicable) \_\_\_\_\_



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APPENDIX A (Site Plan)

APPENDIX B (floor plan)

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# SECTION 1

## INTRODUCTION

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### 1.1 Purpose:

This emergency procedure and maintenance plan is a unique document tailored to the individual needs and resources of the farm buildings on your property. It is the owners "Manual to Fire Safety" and consists of:

- Emergency procedures to provide owners/employees with the information they require to safely evacuate the building.
- Maintenance of building facilities, procedures including checks, tests and inspection.
- Provisions to control fire hazards.
- Alternative Measures in case of power failures or system failures.
- Operating instructions - to provide effective emergency planning to ensure the proper utilization of safety features of the building.
- Provide a guide for emergency responders in the case of an emergency involving the building.

In order for this plan to be effective, all persons who utilise the farm buildings should be familiar with it.

This information should be updated anytime equipment, staff or phone numbers change.

An updated master copy should be kept in a secure location and a copy must be kept at a location that is accessible and be clearly marked "Farm Emergency Information".

The plan is important not only in maintaining safe buildings, but also in providing fire fighters with fast access to vital information to safely respond to emergencies.

A copy of this plan can be sent to your local fire department to record water sources in your area.

### 1.2 LOCATION

This Emergency Information is kept \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## 1.3 ORGANIZATION OF THE PLAN

The plan is divided into sections each providing information specific to a particular need.

For **Emergency Response**, use the following sections.

SECTION 2 - BUILDING INFORMATION (each building on the property)

SECTION 3 – AUDIT OF HUMAN RESOURCES

SECTION 4 – EMERGENCY PROCEDURES & RESPONSIBILITIES

For **Training & Education**:

SECTION 5 – Training & Safety Principles

For **Maintenance** requirements and **Record Keeping**, reference the following sections.

SECTION 6 – MAINTENANCE

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## SECTION 2

### BUILDING INFORMATION

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2.1 How many buildings are on the property where operations and/or animals are kept? \_\_\_\_\_

Type of Farm: \_\_\_\_\_

What livestock? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### BUILDING DESCRIPTION

Name: \_\_\_\_\_

General Location on property: \_\_\_\_\_

\_\_\_\_\_

### Building Construction & Occupancy

Construction is: \_\_\_\_\_

Roof:  Combustible  Non-combustible

Flat  Pitched  Curved

Age: \_\_\_\_\_

Type of Heating: \_\_\_\_\_ Room/Area where heat is utilized: \_\_\_\_\_

\_\_\_\_\_

Where the electrical panel is located: \_\_\_\_\_

\_\_\_\_\_

Occupancy: (type of livestock) or (what is stored)

\_\_\_\_\_

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## BUILDING DESCRIPTION

Name: \_\_\_\_\_

General Location on property: \_\_\_\_\_

\_\_\_\_\_

### Building Construction & Occupancy

Construction is: \_\_\_\_\_

Roof:  Combustible  Non-combustible

Flat  Pitched  Curved

Age: \_\_\_\_\_

Type of Heating: \_\_\_\_\_ Room/Area where heat is utilized: \_\_\_\_\_

\_\_\_\_\_

Where the electrical panel is located: \_\_\_\_\_

\_\_\_\_\_

Occupancy: (type of livestock) or (what is stored)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## BUILDING DESCRIPTION

Name: \_\_\_\_\_

General Location on property: \_\_\_\_\_

\_\_\_\_\_

### Building Construction & Occupancy

Construction is: \_\_\_\_\_

Roof:  Combustible  Non-combustible

Flat  Pitched  Curved

Age: \_\_\_\_\_

Type of Heating: \_\_\_\_\_ Room/Area where heat is utilized: \_\_\_\_\_

\_\_\_\_\_

Where the electrical panel is located: \_\_\_\_\_

\_\_\_\_\_

Occupancy: (type of livestock) or (what is stored)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## 2.2 LIFE SAFETY SYSTEMS

	YES	NO	Name of Building
Portable Extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dry Hydrant	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emergency Power (generator)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emergency Lighting	<input type="checkbox"/>	<input type="checkbox"/>	_____
Smoke Alarms	<input type="checkbox"/>	<input type="checkbox"/>	_____

## 2.3 DESCRIPTION OF FIRE PROTECTION SYSTEMS

### PORTABLE EXTINGUISHERS

A fire extinguisher is a storage container for an agent like water or chemicals. It is designed to put out a small fire, not a large one. Extinguishers are labelled ABC or D. Ensure you use the right extinguisher for the appropriate type of fire.

- A Ordinary Combustibles** – Fires started with paper, wood, drapes and upholstery require a Class A type extinguisher.
- B Flammable and Combustible Liquids** – Fires originating from fuel oil, gasoline, paint, grease in a frying pan, solvents and other flammable liquids require a Class B type extinguisher.
- C Electrical Equipment** – Fires started with wiring, overheated fuse boxes, conductors, and other electrical sources require a Class C type extinguisher.
- D Metals** – Certain metals such as magnesium and sodium require a special dry powder Class D type extinguisher.

A multi-purpose dry chemical labelled ABC puts out most types of fires: wood, paper, cloth, flammable liquids and electrical fires.

Portable extinguishers are rated for the corresponding classes of fire. Fire extinguishers should be mounted near an exit in any area where combustibles exists.

Type of Extinguishers: \_\_\_\_\_

Locations: \_\_\_\_\_

\_\_\_\_\_

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**WATER SUPPLY**

The total water supplies required for firefighting purposes may be supplied from various sources such as a municipal water supply, storage tanks (elevated or underground), lakes, rivers, wells, swimming pools or a combination of sources; and should be obtained within practical distances. Water supplies must be accessible to firefighting equipment.

Location #1: \_\_\_\_\_

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Is there a roadway to this location that is maintained and suitable for fire apparatus?

Yes     No

Location #2: \_\_\_\_\_

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Is there a roadway to this location that is maintained and suitable for fire apparatus?

Yes     No

Location #3: \_\_\_\_\_

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Is there a roadway to this location that is maintained and suitable for fire apparatus?

Yes     No

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**EMERGENCY POWER GENERATOR**

Emergency power is required to ensure the continued operation of fire and life safety equipment and systems in case of loss of normal hydro-electric power.

Type: \_\_\_\_\_

Location: \_\_\_\_\_

**EMERGENCY LIGHTING**

An emergency light is a battery-backed lighting device that comes on automatically when a building experiences a power outage.

Building Name: \_\_\_\_\_

Location: \_\_\_\_\_

Building Name: \_\_\_\_\_

Location: \_\_\_\_\_

Building Name: \_\_\_\_\_

Location: \_\_\_\_\_

Building Name: \_\_\_\_\_

Location: \_\_\_\_\_

**PRIVATE HYDRANTS (dry hydrants)**

No  Yes

Location and distance of private hydrants: \_\_\_\_\_

\_\_\_\_\_

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## SMOKE ALARMS

Descriptions or type and where they are located.

Smoke Alarms:    Hard-wired             Battery

Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ \

## 2.4 SITE PLAN

Site Plan should be clear and legible with street/road names and cross streets listed. Provide site plan on separate page. A “Legend” should be utilized for clear description.

Items included should be:

- Location of water sources
- Propane tanks
- All out buildings
- Residential (home) location
- Location of alternate livestock pen

## 2.5 BUILDING PLAN/SCHEMATICS/FLOOR PLAN

Items included should be:

- Emergency Information plan - location
- Exits
- Portable Extinguishers
- Electrical Shut Off
- Private Hydrants

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## SECTION 3

### AUDIT OF HUMAN RESOURCES

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#### 3.1 Audit of Human Resources

Building Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Building Manager: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Other Staff:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## 3.2 PERSONS WITH SAFETY RESPONSIBILITIES

The Owners of the farm and property are responsible for the overall safety of the buildings and those who work on the property. Appointment of supervisory staff and responsibilities for occupant safety and maintenance of the building is the prime responsibility of the owners.

These individuals are:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Occupants/users of the building must be aware of the plan and trained in the maintenance of equipment and emergency procedures.



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## 4.2 CONTAINMENT/CONTROL OF FIRE

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard to the operator, then the door to the area should be closed to confine and contain the fire. Leave the fire area, ensure the Fire Department has been notified and wait for the Fire Department.

Note: Use portable fire extinguishers only if fire is small, your exit is unobstructed and you are trained in the use of an extinguisher. Attempting to extinguish a fire is a voluntary act. Only persons who are properly trained and feel confident in the use of a fire extinguisher should contemplate their use. Improper use of a fire extinguisher can lead to severe injury or death.

### **Learn How to Use an Extinguisher (PASS)**

1. **Pull** the pin. Some units require the releasing of a lock latch, pressing a puncture lever, inversion or other motion.
2. **Aim** the extinguisher nozzle (horn) at the base of the fire.
3. **Squeeze** or press the handle.
4. **Sweep** from side-to-side at the base of the fire and discharge the contents of the extinguisher.



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## SECTION 5

### TRAINING

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The safe operation of the building and the effective utilization of the fire and safety systems within the building depends on the proper training and education of not only the Owner but also the occupants using the building.

This would include anyone that becomes in care and control of the building such as rental of rooms or parts of the building.

#### 5.1 OCCUPANTS OF THE BUILDING

All occupants of the building must be informed of the following;

- Know the contents and location of the Emergency Information Plan and their own role in providing the highest possible level of safety.
- Know how to operate the portable fire extinguishers and know when it is appropriate to fight a fire themselves.
- Know all the evacuation routes from the building and the location of alternate animal pens in case of emergency.
- Know how to operate all the building fire safety systems. (if any)
- Know the location of the main shut offs for the electrical service.
- Know their duties in protecting themselves as outlined in the Emergency Plan, and their responsibilities in the event of a fire.
- Know their duties in assisting Severn Fire & Emergency Services.

#### 5.2 GENERAL PRINCIPALS OF FIRE SAFETY

- Always know escape routes.
- Be familiar with all the ways out of the building.
- Know the location and how to operate the fire extinguishers.
- NEVER RISK YOUR LIFE.

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## SECTION 6

### 6.1 BUILDING MAINTENANCE

In addition to specific requirements for the maintenance of the various fire safety systems, the following points should be observed.

Do not permit combustible waste material to accumulate in quantities or locations which will constitute a fire hazard. Promptly remove and dispose of appropriately.

- Keep access roadways and fire routes clear and accessible for Fire Department use.
- Ensure that the emergency number is posted by telephones. 9 1 1
- Repair if damaged any Fire Separations.
- Ensure your property identification number (green number) is clearly visible from both directions of the roadway.
- Ensure all spills are cleaned up immediately.
- Place oily rags in a non-combustible container and remove to the exterior at the end of the day for disposal.

### 6.2 HAZARDS CONTROL

#### WASTE HANDLING

- Carefully manage and dispose of garbage and refuse.
- Carefully dispose of flammable liquids or aerosol cans.

#### SMOKING AND OPEN FLAMES

- Carefully dispose of burning material such as cigarettes and ashes.
  - Designate a smoke area with a non-combustible container for the cigarette butts.

#### ELECTRICAL HAZARDS

- Do not use frayed extension cords or overloaded outlets.
- Use extension cords only for temporary use.
- Ensure all barn lighting has wired protection.

#### SPECIAL HAZARDS RELATING TO OCCUPANCY USE

- Spill procedures (4.1.6.4.(1)(2)(3) Ontario Fire Code)

- 
- Laboratory Specifications (4.12.4.1.(1)(2)(3)(4) Ontario Fire Code)
  - Copy of permits needed to perform “hot work” etc.

## 6.3 LIFE SAFETY SYSTEMS & MAINTENANCE

It is the Owners responsibility to ensure all systems are maintained. The following summary is a check list format and all “check”, “test”, “inspections. This list has been prepared for the purposes of convenience only.

### DEFINITIONS

- Check** Means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.
- Test** Means operation of device or system to ensure that it will perform in accordance with its intended operation or function.
- Inspect** Means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

## MAINTENANCE

### Weekly

- Exit lights should be checked to ensure that they have not been damaged and that they are illuminated.
- Check all components for emergency generator system and operate the generator set under at least 50% of the rated load for 30 minutes.
- Ensure all exit routes are clear of snow and debris.

### Monthly

- Inspect all doors in fire separations.
- Inspect all portable fire extinguishers.
- Check all Emergency lighting to ensure they are operable.
- Check all electrical panels and clear webs
- Clear webs and dust from all electrical receptacles and switches and near all lightbulbs
- Check wiring for breaks or frayed cords. This includes extension cords that are occasionally used.

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## Every 6 Years

- Replace the extinguishing agent in dry chemical fire extinguishers.

## Every 12 Years

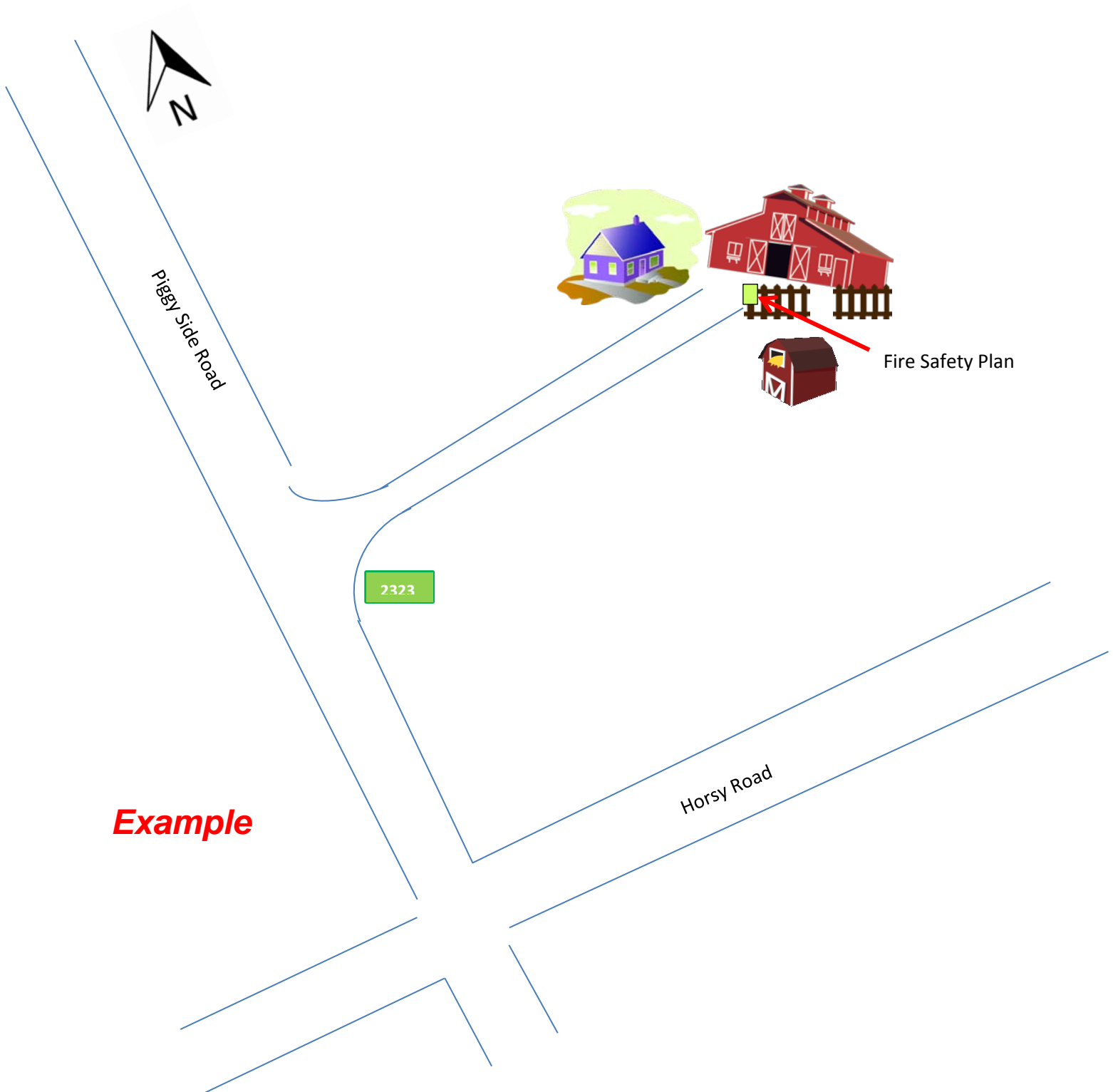
- Conduct hydrostatic testing of dry chemical and vaporizing liquid fire extinguishers as required.

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# Appendix A

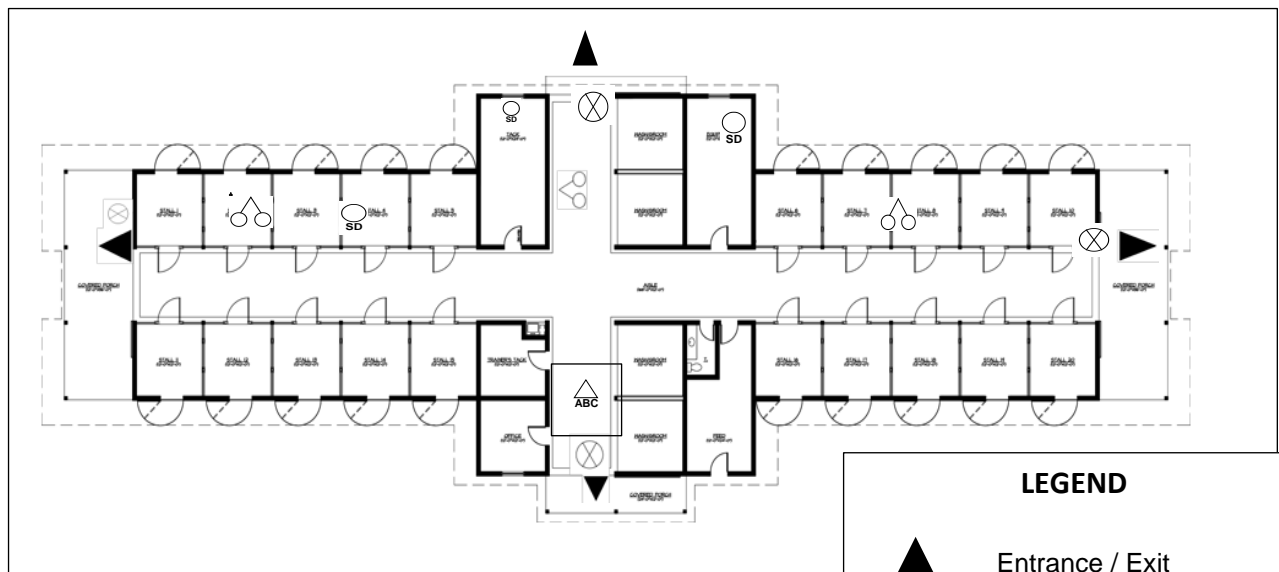
## Site Plan

2323 Piggy Side Road, Anywhere, Ontario



**Example**

**EXAMPLE - Complete for each farm building.**








**Description: 20 stall**

- **Washroom**
- **Electrical room**
- **Storage room**
- **tack room**
- **supply room**

**Each stall has dual panel doors opening to exterior.**

- EXITS**
- **Two through centre of building,**
  - **One at each end of building.**

**LEGEND**

-  Entrance / Exit
-  Emergency Light, Battery-Powered
-  Illuminated Exit Sign, Single Face
-  Smoke Detector
-  Fire Extinguisher - ABC Type