Emergency Response Plan
Prep Sheet

1. Start Emergency Response Plan with farm information: Name, Address, Phone and Alternate phone. If activities are remotely located, provide additional directions on form.

2. Determine who is primarily responsible for the development, implementation, training of staff and updating of the "Emergency Response Plan".

3. Ensure you have employees trained in first aid and CPR, as appropriate.

4. Determine what types of emergencies you need to be prepared for. Consider what types of emergencies would be most likely to occur in your area. Examples to consider:
   a. **Injury Incidents** - what types of activities are on your operation and what types of injuries may result? Here are some examples:
      i. Play areas – consider fall from play equipment, collision between children, etc.
      ii. Jumping pads – consider collisions between children, someone jumping on someone else, jump off side of pad, etc.
      iii. Hay rides – consider fall from wagon, wagon turnover, etc.
   b. **Weather Related Incidents** – what do you need to consider for your area?
      i. Tornados
      ii. Severe Storm: Lightening/Thunderstorms &/or High Winds
      iii. Hurricanes
      iv. Blizzards
      v. Other
   c. **Fire**
      i. Buildings
      ii. Corn Mazes
      iii. Activity and/or Farm Equipment
   d. **Missing Child**
   e. **Child Abduction**
   f. **Terror/Weapon Threat**

5. Develop a "code name" for each type of potential emergency, so you can inform your staff of what is happening without panicking your guests. Examples:
   a. Code Hot Tamale – Fire
   b. Code Shazam – Severe Weather
   c. Code Amber Alert – Chld Abduction

6. Include the location of fire extinguishers and first aid kits in the emergency response plan. They are also included in the "sub-plans" that are developed for each type of emergency as appropriate.

7. Who will be "the lead person" for each of these types of emergency? Note the lead person (and/or back-up) will monitor for developing incidents (e.g. monitor weather alerts) and also be ready and willing to take charge in the event of an emergency.
   a. One person for all types of emergencies? Or will each have a separate person?
   b. Who will be the "back-up" if the lead person is not available?
   c. Who will ensure the staff is informed and trained on how to respond appropriately?

8. For each type of emergency, have the person in charge develop a sub plan or "Safety Procedure" in the event that it happens and document the procedure including:
    a. The person who is lead and who is back-up if this situation occurs.
    b. What is the "Code name" for this incident?
    c. What are the next steps? All steps that need to be carried out should be listed. Example for fire:
        i. Remove everyone from immediate danger (away from fire)
        ii. Sound the alarm and announce code: e.g. Code Hot Tamale
        iii. Call 911 (or fire department if 911 does not work in your area)
        iv. Keep everyone calm and direct them to a safe area or "gathering point"
        v. Do a head count – ensure everyone is accounted for or have visitors indicate if anyone is missing from their group/family
        vi. Determine the appropriateness of allowing guests to leave or keeping them in the safe area until the threat passes.
        vii. Do not allow guests back into fire damaged areas until repairs are completed.
    d. Note that these steps may vary, depending upon your location and/or the activity

9. Develop and use an "Incident Policy" and an "Incident Report" for use in the event of an injury or other appropriate incident. Ensure the report is filled out completely by staff and guests as appropriate (e.g. witnesses to the incident).

10. Post an "Emergency Response Poster" by all phones with numbers for emergency personnel (especially important if 911 isn't available in your area) and key information about the farm, including directions to the farm/activity location, emergency lead person and key people, and fire extinguisher and first aid kit locations. Create a mini-version for employees to carry, in the event they need to contact emergency personnel from a remote area.

11. Develop a method of communication for staff to communicate with each other and with guests. Ensure communication tools are charged and working appropriately before work. Examples:
    a. Communication between staff:
        i. Cell phones (if good signal on your farm)
        ii. Two way radios
    b. Communicating with visitors:
        i. PA system
        ii. Bullhorn

12. Ensure proper signage is posted if needed. Check regularly to ensure signs are still posted and remain in good condition. Examples:
    a. Exit Signs
    b. Tornado Shelter
    c. Gathering Point
    d. First Aid Kits

13. All employees/staff must be trained on the Emergency Response Plan and all associated Safety Procedures. Document the training.

14. Review Emergency Response Plan regularly and update as needed. Retrain/refresh personnel on emergency procedures regularly, and run practice drills as appropriate. Document all updates, training and drills.