**<< FARM NAME>> EMERGENCY EVACUATION PROCEDURES**

**- PANDEMIC or FLU OUTBREAK -**

In the event of a pandemic or flu outbreak follow the procedures outlined below:

1. Restrict visitors. Post signs to limit entry to the farm.
2. Sick workers do not come to the farm or remain at the farm.
3. Sick workers must call 8-1-1 or their local health practitioner for instruction and advice.
4. Stop all non-essential farm work.
5. Review Business Continuity Plan.
6. Clean and disinfect all commonly touched hard surfaces.
	1. Continue to clean and disinfect hard surfaces daily and more frequently depending on number of shared users and frequency of use.
	2. Launder work clothes daily.
	3. See Disinfectants, Cleaning & Disinfecting Procedures and Cleaning & Disinfecting logs for details.
7. Assess the risk for the spread of the illness to other workers and animals.
	1. Communicate acceptable work refusal circumstances.
		1. If the risk is the same as it is for the community, not acceptable work refusal.
		2. See complete work refusal guidelines
8. Start daily health screening to monitor for signs and symptoms.
	1. Use Daily Health Screening Log to document the monitoring process.
	2. Use contractor management process
9. Communicate good personal hygiene such as hand washing and sneezing & coughing etiquette
	1. Post signs for hand washing and stopping the spread of illness.
	2. Workers must wear required regular work PPE, and PPE as recommended by Public Health.
	3. Monitor and enforce required procedures.
10. Identify essential farm suppliers and service providers and communicate work plan.
	1. Inventory stock and contact suppliers for availability of materials, including PPE.
	2. Refer to delivery procedures specifically for pandemic.
	3. Refer to list of alternate suppliers list, if main suppliers unavailable or out of stock.
11. Maintain the correct number of first aiders and amount of first aid supplies.
12. Keep records of all procedures, such as health screening log, cleaning & disinfecting log, delivery log etc.
13. Communicate counselling services such as Farm Family Support Center: 1.844.880.9142
14. Back up all essential farm information.
15. Monitor and follow Federal and Provincial requirements.

Business Continuity Plan:

1. Communicate the plan with all workers on the farm and those who work off farm such as contractors who are listed on the plan.
	1. Identify who activates the plan and when.
	2. Identify reporting structure for workers.
2. Identify and prioritize essential services, tasks, positions and skills required to maintain farm operations.
	1. Cross train workers where possible on work tasks.
	2. Train workers on pandemic procedures to stop the spread.
3. Plan for a large absence where 50% or more workers including the owners can be absent for 12 – 18 months.
4. Backup plan included in the business continuity plan.
	1. See separate Succession Plan.

Emergency Information & Equipment Check List:

1. Business Continuity Plan
2. Succession Plan
3. Key contact person information
4. Work Refusal Procedures
5. Disinfectants/Supplies list
6. Clean & Disinfecting Procedures
7. Health Screening Log
8. Cleaning & Disinfecting Logs
9. Posters & Signs
	1. Entry Restrictions
	2. Personal Hygiene
	3. Facility Hygiene
	4. Preventing the Spread of illness
10. First Aiders List
11. Suppliers List