



# Emergency & Employee Training Plans

## Livestock System Progressive Planning Fact Sheet

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### Emergency Plan

Preventing and properly responding to a spill or discharge on a farm is everyone's concern. Communication between the farm owner, supervisors, and employees generates ideas and awareness that leads to accident prevention and quick response if a spill does occur. An emergency action plan is a basic, yet thorough, common sense plan that will help you make the right decision during an emergency.

### Components

- Farm site map identifying all livestock-related buildings, manure handling and storage facilities, environmentally sensitive areas such as wells, and the location of equipment that may be used in response to an emergency. (*Identifying fuel, fertilizer, and chemical storages as well as other buildings is not required in the livestock system emergency plan, but is strongly encouraged.*)
- Emergency contact numbers.
- Owner contact numbers- where the owner can be contacted in the case of an emergency both day and night.
- Back up contact numbers- the person that can be contacted in the case of an emergency if the owner can't be reached.
- All appropriate emergency contacts, this list may also include excavator in case of a spill.
- Procedure for handling spills and discharges for each of these three categories:
  - Imminent Pollution
    - Storage capacity about to be exceeded
    - Potential runoff from a field where manure has been applied
  - Pollution in Progress
    - Leaking or broken pipe, pit, wall, or lagoon
    - Spreader leak or overturn
  - Pollution discovered after the fact

### Resources

- Michigan Groundwater Stewardship Program Groundwater Technician. Usually housed in your local Conservation District. This is a free, confidential, non-regulatory program.
- Michigan State University Extension
- Certified Comprehensive Nutrient Management Plan (CNMP) provider
- Do it on your own. Utilizing the MSU bulletin and E-2575, available from your local MSUE office, a producer can complete this portion of a CNMP on their own.

**Timing** Anytime.

### Employee Training Plan

Developing a good plan is the first step towards implementing a sound environmental policy. In reality a plan cannot be implemented if employees are not aware of the plans contents. All too often a good plan remains on the shelf, and is never implemented due to a lack of training and direction.

### Components

An employee-training plan may vary from operation to operation. Some producers set up formal classroom style training for employees, others work one on one with individuals. Whatever your training "style" is be sure to convey the appropriate information to all employees. For example:

Employee A is in charge of manure applications. Based on your plan this employee is responsible for:

- Maintaining setbacks
- Calibrating the spreader
- Keeping appropriate records
- Keeping current with the spreading plan
- Monitoring tile line outlets after manure applications
- Spreader maintenance

This employee will need training to be familiar with the location of setbacks and tile line outlets, and to be familiar with the paperwork needed for record keeping. Likely they will need training in spreader calibration and the farms spreading plan. They will need additional training to be familiar with the farms emergency plan.

### Resources

- Do it on your own. Develop a written plan (policy) that fits the needs of your operation
- Local Conservation District
- Michigan State University Extension
- Certified Comprehensive Nutrient Management Plan (CNMP) provider

**Timing** Anytime.

