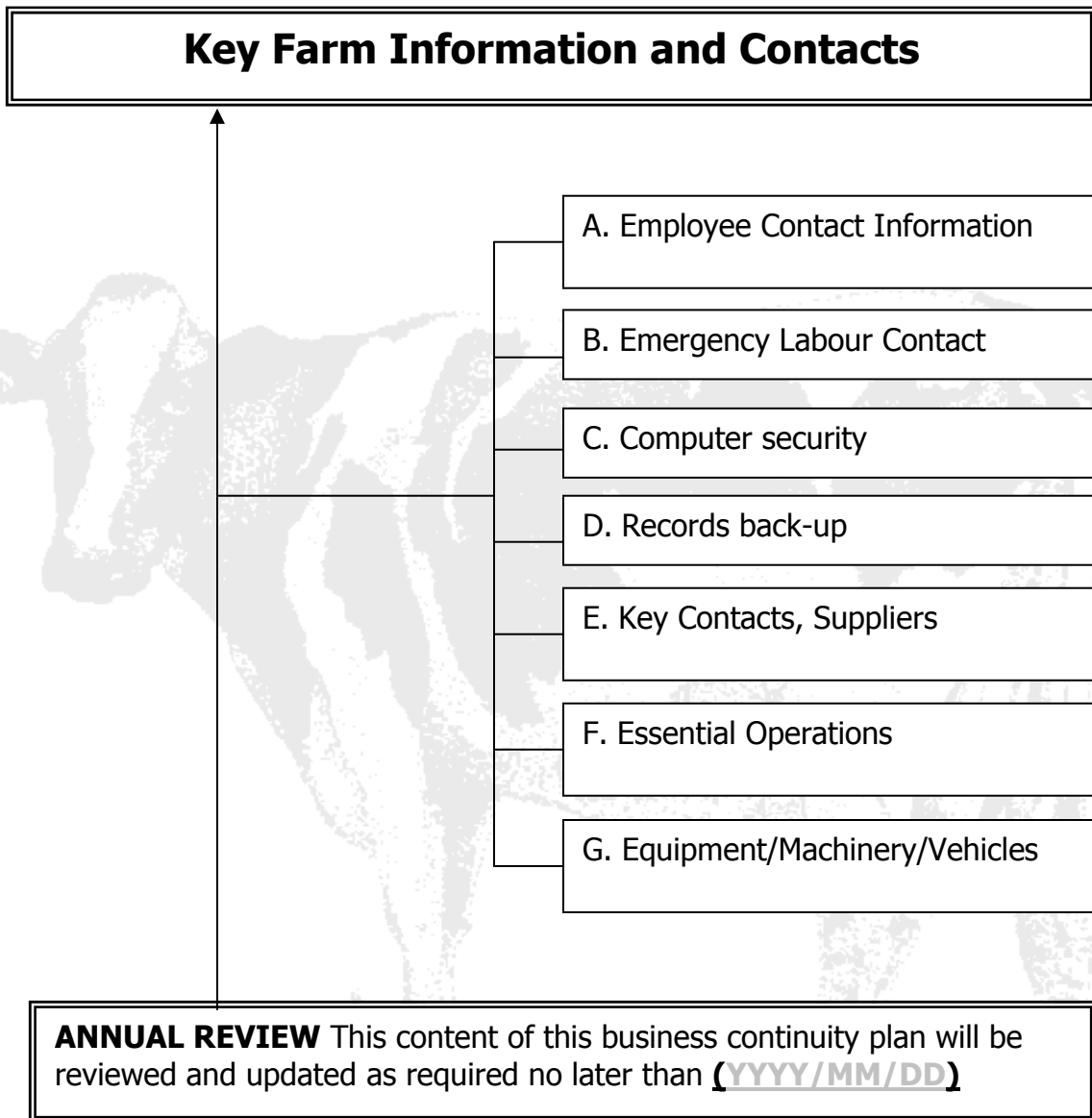


Dairy Farm Pandemic Planning Guide



Wash your hands before eating, and after coughing or sneezing



www.ottawa.ca/pandemicinfo

Dairy Farm Pandemic Planning Guide

1 - The purpose of this template is to record key business information and contacts which family members, decision makers and workers on your dairy farm may need in the event of an emergency. While recording your information, you should identify areas to be improved upon now, in terms of planning, training, resources and information. It is important to develop your plan with your family and to consult with your farm workers, milk hauler and main suppliers.

Get started by asking yourself these questions:

1. How will you maintain operations if one or more of your workers or family are ill?
2. How will you cope when other businesses and suppliers you rely on experience absenteeism and service is affected?
3. How will you adapt to disruptions in milk pickups if haulers or processors are affected?
4. How can your farm adapt to control the spread of the virus to and amongst your family and employees?

Some pages of this planning guide will need to be duplicated to list various suppliers and farm labour contacts (or you may simply note the information on an additional sheet of paper).

Emergency contact information - Pandemic

Public Health Agency Canada	1-800-484-8302
Health Canada (Local Office)	
Regional Health Authority	
Canadian Food Inspection Agency	
Emergency Management [province]	
Provincial Agriculture Department	
Municipal emergency response contact	
Doctor	
Hospital	
Police	
Fire	
Ambulance	
Public Health Nurse	
Other numbers (see page 6 for key contacts)	

Key Farm Information and Contacts

At a glance reference, current and contingency business information including key emergency contacts and decision makers.

Primary Farm Site

Business Name

Street Address

Legal Land Descriptions

City, Province, Postal Code

Telephone Number

Fax Number

Cell Number

The following person(s) are the farm owner(s). If these person(s) are unable to manage the farm during a crisis, the emergency manager will assume management duties.

Owner/Manager

Owner/Manager

Certifications: First Aid
(check) **CPR**
 Other

Certifications: First Aid
(check) **CRP**
 Other

Health Profile*

Health Profile*

Emergency Manager

Emergency Manager

Telephone Numbers / Email

Telephone Numbers / Email

Second emergency manager

Second emergency manager

Telephone Numbers / Email

Telephone Numbers / Email

* Current medication, vaccination, allergies

2 - FARM BUSINESS OPERATIONS:

A) Employee Contact Information (fill one sheet per person)

*Gather information on all employees including family members so that each person can be contacted by the manager **or a replacement**. Maintain an up-to-date copy of contact information for each employee in an accessible and secure location.*

Name:			
Key Responsibilities:			
Home Address:			
City/Prov/PC:			
Home Phone:		Cell Number:	
Home Email:			
Emergency Contact:		Relationship:	
Emergency Contact Phone:		Alternate Phone:	
Certifications:	First Aid CPR Other		
Health Profile: (include special medication needs, vaccination records, etc.)			
Other information			

B) Emergency Labour Contact Information

The following is a list of temporary employees or volunteers who could be contacted if needed during a pandemic:

Name	Home Phone	Email	Cell Phone	Office Phone

C) Computer security

Person who has access to essential computer records, including contact information:

D) Records back-up

_____ is responsible for backing up the critical records including payroll and accounting systems. Alternate is _____.

Back-up records including a copy of this plan, site maps, inventory of essential documents, procedures, insurance policies, bank account records and computer back-ups are stored on-site in the following location:

Power of Attorneys and wills are held by

Phone number _____

Address _____

E) Key Contacts and Suppliers (fill one sheet per supplier)

List the key contacts for administration of your business such as your bank, your creditors, your insurance agent, accountant, etc. They also include services in the community you need to help you resume operations, such as utilities, emergency responders, media outlets, business partners and business organizations. Your key customers are an essential part of this list.

Type:

- Accountant
- Bank
- Creditor
- Veterinarian
- AI Technician
- Lawyer
- Insurance Agent/Broker
- Feed Company
- Insurance Company (Health Claims)
- Milk hauler
- Milk Board
- Telephone Company
- Utility (gas, electricity, water)
- Workman's Compensation Board
- Fuel supplier
- Processor
- Other: _____

Company Name:			
Account Number:			
Materials/Services Provided:			
Street Address:			
City/Prov/PC:			
Main Company Phone:			
Primary Contact:		Title:	
Primary Contact Phone:		Primary Contact Cell:	
Primary Contact Fax:		Primary Contact Email:	
Alternate Contact:		Title:	
Alternate Contact Phone:		Alternate Contact Cell:	
Alternate Contact Fax:		Alternate Contact Email:	
Website address:			
Other information:			

F) Essential Operations

Use this form to identify what operations are critical to the survival of the farm.

The following are some key questions to help you decide what they are:

- What are my most critical and time sensitive operations?
- How much down time can I tolerate for each operation?

Operation		
Priority:	<input type="checkbox"/> Critical (requires resumption immediately or within 24 hours) <input type="checkbox"/> Vital (requires resumption within 72 hours) <input type="checkbox"/> Necessary (requires resumption within 2 weeks) <input type="checkbox"/> Desired (could be delayed for 2 weeks or longer but are required to resume after crisis)	
Person in charge:		Alternate:
Timeframe or Deadline:		
Who else can perform this operation? <i>(List all that apply)</i>		
Family Member or Employee(s):		
Vendor(s):		
Brief description of procedures to complete operation:		

G) Equipment/Machinery/Vehicles

Identify the key equipment/machinery necessary to run your farm, i.e. the equipment or machinery that would shut you down or severely curtail production of milk if it failed or was compromised. This would include tools and spare parts vital to the operation of equipment.

Item:	
Make/Model:	
Status:	Currently in use <input type="checkbox"/> Yes <input type="checkbox"/> No
Primary Vendor/Supplier:	
Alternate Vendor/Supplier:	
Related business function(s):	
Backup Available:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Order time for replacement:	
Other information:	

For more information and planning guides:

Federal Government: http://www.influenza.gc.ca/index_e.html (links to all provinces)

Pandemic Preparedness Guide for Canadian Grocery Distributors, Canadian Council of Grocery Distributors, June 2006: <http://www.ccgd.ca/home/en/NationalPandemic.htm>

This pandemic planning guide for dairy farmers is based on the Alberta Food Industry Pandemic Preparedness Business Continuity Planning Template, which is turn was adapted from:
"Influenza Pandemic: Continuity Planning Guide for Canadian Business", Canadian Manufacturers and Exporters, March 2006

http://www.cme-mec.ca/national/template_na.asp?p=22

and

"Open for Business" – Internet based, interactive property protection and planning tool, Institute for Business and Home Safety

<http://www.disastersafety.org/>