

# Emergency Farm Plan Electronic Template

**Note:** See MSU Extension bulletin E-2575 Emergency Planning on the Farm ([http://shop.msu.edu/product\\_p/bulletin-e2575.htm](http://shop.msu.edu/product_p/bulletin-e2575.htm)) for detailed information on emergency planning.

## Introduction

This electronic template will assist you in writing an emergency farm plan. By saving a copy of the completed plan on your computer or storage device, you will be able to easily update the plan when changes occur on the farmstead or with the inventory of pesticides and other agricultural chemicals.

Agricultural safety experts recommend updating the emergency farm plan at least annually and sharing the content and location of the plan with family members, employees and local emergency providers (such as the fire department or the Local Emergency Planning Committee). Out-of-date plan copies must be destroyed to avoid confusion.

When submitted to the Local Emergency Planning Committee and the State SARA Title III Program, the completed emergency farm plan

will meet the reporting requirement for farms that store extremely hazardous substances (anhydrous ammonia and certain other pesticides listed in bulletin E-2575). The plan also meets the requirement for those farms that store liquid fertilizers in quantities that exceed 2,500 gallons in a single container or 7,500 in multiple containers.

## Directions for completing the plan

Before completing the template, use the SAVE button at the end of this page to rename and save this file to your computer. Save the file to a location you can easily find for future updates. Complete the electronic template by typing in your farm information in the blank spaces. Then save the renamed file again.

Manually insert the farmstead and neighborhood maps into the printed copies of the emergency plan. (Note: You may

electronically insert maps of the farmstead and the neighborhood only if they are saved as PDFs.) Printed copies of the plan should be stored at the farm office, in tractor cabs, in the Michigan Emergency Tube (optional) and with your Local Emergency Planning Committee or local fire department.

If your farm stores extremely hazardous substances, you can email the completed electronic template (without the maps) to the Michigan SARA Title III Program at [deq-sara@michigan.gov](mailto:deq-sara@michigan.gov).

Contact your Michigan Agriculture Environmental Assurance Program (MAEAP) technician for additional information on completing an emergency farm plan. Technicians are located in county Conservation District offices.

# Your Emergency Farm Plan

Farm Name \_\_\_\_\_

Date \_\_\_\_\_

## Section Ia. Farm Emergency Contact Information

Place copies of this completed form near each farm phone.

Smart911 services may be available in your county. For information, go to [Smart911.com](http://Smart911.com) or contact your county 911 dispatcher.

### Owner Emergency Contacts

**Primary Contact** \_\_\_\_\_

Phone \_\_\_\_\_

Cell \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Alternative Contact** \_\_\_\_\_

Phone \_\_\_\_\_

Cell \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Alternative Contact** \_\_\_\_\_

Phone \_\_\_\_\_

Cell \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Farm Information

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

Address of Farm \_\_\_\_\_

\_\_\_\_\_

Directions to farm \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Storage Site(s) address/location (if different)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Neighbors Contacts

Name \_\_\_\_\_

Phone \_\_\_\_\_

Cell \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Cell \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Cell \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Your Emergency Farm Plan

## Section Ib. Agency Emergency Telephone Numbers

Place copies of this completed form near each farm phone.

Smart911 services may be available in your county. For information, go to [Smart911.com](http://Smart911.com) or contact your county 911 dispatcher.

Farm Name \_\_\_\_\_

Date \_\_\_\_\_

### Fire/Police/Medical Central Dispatch

Emergency phone ..... 911

General phone \_\_\_\_\_

### Hospital

Name \_\_\_\_\_

Phone \_\_\_\_\_

### Fire Department

Name \_\_\_\_\_

Phone \_\_\_\_\_

### Electrical Company

Emergency \_\_\_\_\_

General \_\_\_\_\_

### Gas Company

Emergency \_\_\_\_\_

General \_\_\_\_\_

### Agrichemical Dealer

Name \_\_\_\_\_

Phone \_\_\_\_\_

### State and Federal Agency Telephone Numbers:

Agriculture Pollution Emergency Hotline,  
Michigan Department of Agriculture and  
Rural Development (MDARD) ..... **800-405-0101**

Pollution Emergency Alerting System (PEAS),  
Michigan Department of Environmental  
Quality (MDEQ) ..... **800-292-4706**

National Response Center (NRC) .. **800-424-8802**

Michigan Poison Control ..... **800-222-1222**

Michigan Meth Hotline..... **866-638-4847**

### Veterinarian

Name \_\_\_\_\_

Phone \_\_\_\_\_

### Family Doctor

Name \_\_\_\_\_

Phone \_\_\_\_\_

### County Road Commission

Name \_\_\_\_\_

Phone \_\_\_\_\_

### County Drain Commissioner

Name \_\_\_\_\_

Phone \_\_\_\_\_

### Equipment Dealer/Mechanic

Name \_\_\_\_\_

Phone \_\_\_\_\_

### Emergency Management Coordinator/LEPC

Name \_\_\_\_\_

Phone \_\_\_\_\_

### FBI Field Office (Detroit)

313-965-2323 \_\_\_\_\_

### Environmental Cleanup Company

Name \_\_\_\_\_

Phone \_\_\_\_\_

# Your Emergency Farm Plan

## Section II. Map Information

Complete two maps for each site (farmstead and neighborhood maps).

Map the farmstead site (or other part of the farm where agrichemicals are stored) and label the following:

### Buildings/structures location

Barns, houses, shops, outbuildings, silos, grain bins, manure storage/pits, livestock barns (*note if manure storage below*), refrigeration compressors, upright or bunker silos

### Land features

- Roads and crossroads, driveways and lanes, fences and gates
- Wells and/or municipal water supply, hydrants, ponds, streams, rivers, lakes and wetlands

- Septic tanks, wastewater systems, cisterns
- Drainage ditches, culverts, surface drains
- Slope of land (drainage direction)
- North direction

### Chemical/Fertilizer/Fuel storage

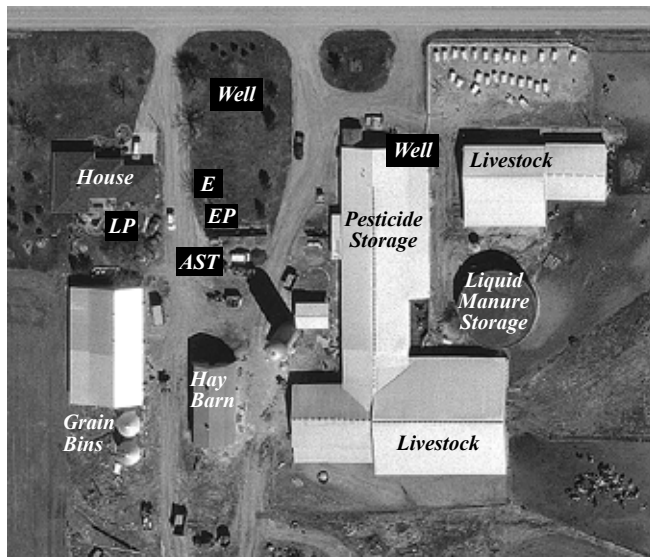
Identify where chemicals, fertilizers, and fuel are stored.

### Use these symbols to show locations:

- AST - Aboveground storage tank
- CG - Compressed gasses (oxy/acetylene)
- E - Main electrical shutoff
- EP - Emergency plan contained in Michigan emergency tube or key-box (see Glossary on page 27)
- G - Main gas shutoff
- LP - Liquid propane (note if buried)
- RU - Refrigeration units/compressors and coolant type
- UST - Underground storage tank
- Well - Farm water well

Sample Farmstead Map

North ↑



Sample Neighborhood Map

# Your Emergency Farm Plan

Farm Name \_\_\_\_\_

Date \_\_\_\_\_

## Section IIa. Farmstead Map – CONFIDENTIAL

Place a map of your farmstead below. Clearly label buildings and special concerns at the farmstead facility. Manually insert the farmstead map when printing copies of the plan; or, you may insert a digital map of the farmstead if you save the file as a PDF. Click on the space below.

<b>Key</b>	AST - Aboveground storage tank	EP - Emergency plan contained in Michigan emergency	LP - Liquid propane (note if buried)	UST - Underground storage tank
	CG - Compressed gasses (oxy/acetylene)	tube or key-box (see Glossary on page 27)	RU - Refrigeration units/compressors and	Well - Farm water well
	E - Main electrical shutoff	G - Main gas shutoff	coolant type	

# Your Emergency Farm Plan

Farm Name \_\_\_\_\_

Date \_\_\_\_\_

## Section IIb. Neighborhood Map – CONFIDENTIAL

Manually insert the neighborhood map when printing copies of the plan; or, you may insert a digital map of the neighborhood if you save the file as a PDF.

Click on the space below.



Make your own key.

# Your Emergency Farm Plan

Farm Name \_\_\_\_\_

Date \_\_\_\_\_

## Section IIIa. Agrichemical Information

List agrichemicals used or stored. If agrichemicals are listed in Table 1 on pages 24-25, they may need to be reported to authorities. Use page 26 to report.

Product Name and Formulation (Trade/Brand name)	Max Lbs/Gals on site	Active Ingredient (AI) and Percent AI		This chemical is listed on pages 24 or 25 √	North American/ DOT Guidebook Number*	National Fire Protection Association (NFPA) 704M Rating* Health-Flammability-Reactivity	Seasons on Hand SP=Spring, S=Summer, F=Fall, W=Winter, YR=Year Round	Building or Area stored Label should match map label.
		AI	Percent					
<i>Example:</i> Anhydrous Ammonia	1,000 gal	Ammonia	100%	√	UN 1005	3-1-0	SP	In Field Only (Not staged at farmstead)

\* Note: The North American/Department of Transportation (DOT) Guidebook Number and National Fire Protection Association (NFPA) 704M Rating can be found on Safety Data Sheets (SDSs) for the chemical of concern. SDSs can be obtained from dealers, manufacturers and various Internet sites. Product name, formulation, active ingredient and percent active ingredient are on the agrichemical label.

# Your Emergency Farm Plan

Farm Name \_\_\_\_\_

Date \_\_\_\_\_

## Section IIIb. Farm Flammables and Refrigerants

Fuel Type	Total Capacity and Container Type	Seasons on Hand SP=Spring, S=Summer, F=Fall, W=Winter, YR=Year Round	Storage Location Description (e.g., <i>In front of pole barn</i> )
Diesel Fuel Gasoline			
Fuel Oil			
New Oil (motor and hydraulic)			
Used Oil (oil burner storage)			
Propane (home heat, forklift)			
Oxygen/Acetylene (cart tanks vs handheld tanks)			
Kerosene			
Anhydrous Ammonia for Refrigeration (See page 21 if you have this product.)			
(Other)			



# Your Emergency Farm Plan

Farm Name \_\_\_\_\_

Date \_\_\_\_\_

## Section IV. Farm Response Resources

To be used and reviewed with farm employees

Resource	Farm Location
Water Sources	
Shovels	
Fire Extinguishers (Employees trained in use)	
Excavation Equipment	
Spill Kits	
Medical Kits	
Flashlights/Generator	
Absorbent Materials	
Personal Protective Equipment: (chemical-resistant) suits, goggles, gloves, boots	
Manure Pumping Equipment/Contractor Empty Tanks or Containers (to hold manure, liquids, absorbent material or contaminated material/soil)	
Safety Data Sheets (SDSs): All employers are required to have a Safety Data Sheet (SDS) for each hazardous chemical stored or used in the workplace and to make SDSs available to employees.	
Other (Please Specify)	

# Your Emergency Farm Plan

## Section V. Emergency Action Plans for Manure, Fertilizer and Pesticide Spills

### Breach of manure or commercial fertilizer storage

**General Action Steps:** Stop any flow into storage area, build containment dams, add soil to berms and apply manure/fertilizer from discharge to fields at agronomic rates. Utilize prearranged additional storage with neighbor. Prepare a Spill or Release Report.

**Your Plan/Resources:**

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### Spill on roadway

**General Action Steps:** Human injuries, if present, take precedence. Stop any additional spills, build containment dams, remove material and land apply at agronomic rates. Contact the road commission and drain commission. Do not wash material into roadside ditches or surface water. Prepare a Spill or Release Report.

**Your Plan/Resources:**

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### Manure/Fertilizer/Pesticide spill in the field

**General Action Steps:** Stop applications, build containment dams and collect material. Apply collected material at agronomic rates. Prepare a Spill or Release Report.

**Your Plan/Resources:**

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### Runoff of manure/fertilizer from the field

**General Action Steps:** Stop applications, plow a diversion trench and remove manure/fertilizer, if necessary. Prepare a Spill or Release Report.

**Your Plan/Resources:**

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Farm Name \_\_\_\_\_

Date \_\_\_\_\_

### Manure storage volume enters the freeboard area

**General Action Steps:** Transfer manure to additional on-farm storage structure with adequate capacity if available. Utilize prearranged additional storage with neighbor. Land apply manure at agronomic rates to fields that are least likely to pose a discharge risk. Pump manure to an isolated area of a field with poor drainage to avoid berm overtopping and structure failure. Contact MDEQ, MDARD or both as appropriate. Prepare a Spill or Release Report.

**Your Plan/Resources:**

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*Report any pesticide, fertilizer or manure spills to:*  
 Michigan Department of Agriculture and Rural Development (MDARD)  
**AGRICULTURE POLLUTION  
 EMERGENCY HOT LINE**  
**1-800-405-0101**  
 General agriculture information questions should be directed to MDARD's general information number  
**1-800-292-3939**

# Your Emergency Farm Plan

## Section V. Emergency Action Plans for Manure, Fertilizer and Pesticide Spills

Farm Name \_\_\_\_\_

Date \_\_\_\_\_

### Tile discharge of manure from field

**General Action Steps:** Stop manure application, build containment dams in drainage ditch or plug tile outlet(s); incorporate applied manure. Field apply collected manure at agronomic rates. Prepare a Spill or Release Report.

**Your Plan/Resources:**

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### Silage leachate containment plan

**General Action Steps:** Utilize sawdust, hay, straw or other material to contain leachate. Collect leachate in designed containment; utilize grass filter strip to treat pad runoff. Prepare a Spill or Release Report.

**Your Plan/Resources:**

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### Chemigation/Fertigation/Irrigation applied manure emergency

**General Action Steps:** Stop pumps, close valves, separate pipes, build containment dams and plug tiles leading to surface water. Remove material from discharge area and land apply at agronomic rates. Prepare a Spill or Release Report.

**Your Plan/Resources:**

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### Other manure/fertilizer/pesticide emergencies

**Your Plan/Resources:**

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### Release of Anhydrous Ammonia Fertilizer or Refrigerant

**General Action Steps:** Move upwind from release immediately. Do not enter downwind area. Immediately contact downwind neighbors and local authorities. Prepare a Spill or Release Report.

**Your Plan/Resources:**

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*Report any pesticide, fertilizer or manure spills to:*

Michigan Department of Agriculture and Rural Development (MDARD)

**AGRICULTURE POLLUTION  
EMERGENCY HOT LINE**

**1-800-405-0101**

General agriculture information questions should be directed to MDARD's general information number

**1-800-292-3939**

# Your Emergency Farm Plan

Farm Name \_\_\_\_\_

Date \_\_\_\_\_

## Section VI. LEPC Planning Page

*(This section is to be completed by your LEPC.)*

**If your farm stores extremely hazardous substances (EHS) or is a SARA (Superfund Amendments and Reauthorization Act) Title III site, submit a copy of your emergency plan to your Local Emergency Planning Committee (LEPC).**

If you have an EHS on your farm in an amount that is at or above the threshold planning quantity (TPQ), you are required by law to notify your LEPC and the Michigan SARA Title III Program.

The LEPC will complete the following additional emergency planning requirements and recommendations to develop an off-site emergency response plan for your farm.

A. This plan has been developed for (check all that apply):

- SARA Title III Off-site response plan purposes
- Michigan Firefighter Right-to-know purposes
- MIOSHA HAZWOPER purposes

B. Describe method used to determine vulnerable zone:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Primary hazard to response personnel:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Response precautions/suggested PPE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Evacuation routes, including primary/alternative routes out of vulnerable zone:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Fire department response procedures for this site:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Site security control procedures:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other emergency planning recommendations (optional):

A. Establish access control procedures and maps.

- 1. Access control points
- 2. Traffic rerouting within the vulnerable zone

B. Identify shelters in the event an evacuation is needed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Identify where chemical-specific toxicological information can be found:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# SARA Title III Section 302 Emergency Planning Notification

If your farm never has EHSs on site and was never subject to Emergency Planning, you do not need to complete this form.

Name of farm: \_\_\_\_\_

Name of farm contact: \_\_\_\_\_

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

Telephone number where contact can be reached during business hours:

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_, Ext. \_\_\_\_\_

Email address: \_\_\_\_\_

Location of EHS if different from above:

\_\_\_\_\_  
\_\_\_\_\_

County: \_\_\_\_\_

Type of farm (Ex: Asparagus farm):

\_\_\_\_\_

Please check one box:

- This farm is NO LONGER subject to Emergency Planning.
- This farm IS subject to Emergency Planning.
- Please evaluate and tell me if this farm is subject to Emergency Planning.

Submit this form and the "list of Agrichemicals used or stored" (sections IIIa and IIIb) to: [deq-sara@michigan.gov](mailto:deq-sara@michigan.gov)

Or you may mail to:

Michigan SARA Title III Program  
Department of Environmental Quality  
PO Box 30457  
Lansing, MI 48909-7957

You and your LEPC will be notified by email when this form is received and if any follow-up is needed. Call 517-284-SARA (517-284-7272) if you have any questions.