

# Self-Assessment Checklist

**R**ead through the questions in the self-assessment checklist on the following pages. Check off whether:

- you have completed the activity;
- it is not applicable for your farming operation; or,
- you consider it a high or low priority action yet to be done.

This exercise will help you to identify whether there are other emergency prevention practices you could implement on your farm to reduce the risk or severity of potential emergencies.

Review this checklist annually, when you review your emergency procedures, to keep on top of changes and maintain practices.

SELF-ASSESSMENT CHECKLIST					
	DONE	HIGH PRIORITY	LOW PRIORITY	N/A	NOTES:
<b>ACCESS</b>					
Is your 911 address clearly visible on a post at the road?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have appropriate areas locked and/or gated? (e.g. chemical storage, barns, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all farm accesses posted with "No Trespassing" signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are laneways adequate for emergency vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Wide enough at the road to allow longer vehicles to turn?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• At least 12 feet wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Capable of supporting vehicles weighing in excess of 40,000 lbs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• At least 15 feet height clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Vegetation trimmed at least 10 feet beyond the shoulder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you mark driveways, access lanes, and other access points with markers before winter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## SELF-ASSESSMENT CHECKLIST

	DONE	HIGH PRIORITY	LOW PRIORITY	N/A	NOTES:
<b>VISITORS</b>					
Do you require all visitors to sign-in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are you especially diligent in your verification of foreign visitors to be sure they have followed your biosecurity protocol for time away from pigs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you prevent the use of cell phones, cameras, and video recorders in your facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you require visitors, including service personnel, to wear disposable or washable boots?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are you careful not to allow jewelry, watches, and eyeglasses into your facilities unless they can be cleaned and disinfected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are service vehicles required to enter and leave the property from one entrance/exit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are truck drivers prohibited from entering your buildings and load-out areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a buzzer at the farm or building entrance to automatically alert you when someone passes through or so they can contact you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>STRUCTURES</b>					
Do you inspect all buildings for structural deficiencies; such as cracked concrete, broken latches, loose roofing or siding, broken glass, etc., and repair as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you developed maps and diagrams of your farming operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all electrical devices in barns/sheds CSA approved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are feed storage facilities located so that delivery trucks do not cross through animal traffic flow patterns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are load out areas designed to minimize the possibility of hogs re-entering the barn after moving into the load out area or onto the truck?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have lighting in the right places for security, safety, and production purposes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all barns/sheds free of flammable debris, i.e. cobwebs, trash, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire extinguishers easily accessible in strategic locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you know the snow load capacity of your building roofs or other structural limitations of your building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## SELF-ASSESSMENT CHECKLIST

	DONE	HIGH PRIORITY	LOW PRIORITY	N/A	NOTES:
<b>VEHICLES AND EQUIPMENT</b>					
Are all equipment, machinery, tools, vehicles, ATV's, snowmobiles, fuel, etc. inventoried or monitored, and VIN numbers recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you lock/secure your vehicles and equipment (sprayers, etc.) daily on and off the farm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you require cleaning and disinfection of equipment and tools brought onto your operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you use a tire and vehicle disinfection station at the entrance to your property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can you quickly locate specialized equipment such as tractors with blades, backhoes, and equipment for transporting animals on short notice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all farm vehicles equipped with fire extinguishers and well-stocked first aid kits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>MATERIALS</b>					
Are pesticides, farm chemicals and medicines stored in a secure area and limited to trained personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a response plan in case of manure, fuel, fertilizer, pesticide, or other types of spills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are "Do Not Enter" signs or pictograms posted for restricted areas such as manure pits, animal areas, and hazardous materials storage – in languages understood by all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are wildlife and pests controlled in and around your facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>WATER</b>					
Are water sources for fire suppression identified and is that information shared with employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the water supply system secure? (including wellheads, pumps, and storage tanks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have an alternative or back-up source of water, especially for animals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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<b>POWER</b>					
Do you have an appropriately sized generator or other alternative source of electrical power?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you maintain and test your generator regularly and have fuel for emergency use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you train all employees on the safe operation of generators and associated equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have battery or solar-powered flashlights and radios; and are extra batteries available in case of power failure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>LIVESTOCK</b>					
Have you developed a written herd health plan with your veterinarian?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
With advice from your veterinarian, have you established a time that visitors must be away from other pigs before visiting your facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you promptly report new diseases or unusual signs (blisters on snouts or feet; discoloration of ears, belly, rump or tail; neurological disorders) to your veterinarian or animal health official?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have appropriate biosecurity protocols been developed, communicated to, and reviewed with all personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you keep animals in age-segregated groups?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you established a consistent traffic pattern for pigs and workers in the direction of youngest to oldest and highest health to lower status?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a plan to safely rescue an animal or human who falls into a waste handling lagoon including flotation and rescue devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are routine mortalities composted, incinerated, or buried in an environmentally safe and bio-secure manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If mortalities are rendered, is the mortality pick-up area located away from production facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a plan for how you would handle a larger than usual or catastrophic number of mortalities (mass mortalities)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do animals have permanent identification? (those requiring identification)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you and your employees follow the same protocols?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>RECORDS</b>					
Is all sensitive information stored in a secure area and shredded upon disposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are computer data back-ups completed on a monthly basis and stored off site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you keep computer virus protection software updated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have up-to-date inventories of livestock, equipment, and hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all insurance policies reviewed on an annual basis or sooner, if significant changes are made in structures, livestock, crops, land, equipment, liability, or when business entity changes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have duplicate copies of important documents, electronic files, emergency plans, inventories, etc. that are kept off site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PLANS AND BUSINESS RISK MANAGEMENT</b>					
Do you have a contingency plan for meeting cash-flow needs after a commodity loss/failure/recall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does your community have an emergency management plan in place that specifically includes agriculture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If the primary decision makers for the farm are not available or are incapacitated, is there a plan for someone else (or multiple people) to make important decisions including signing authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a list of emergency response telephone numbers, in a language understood by all personnel, in a visible location near every telephone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In case of emergency, is contact information for all farm personnel posted in several places including on cell phones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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	DONE	HIGH PRIORITY	LOW PRIORITY	N/A	NOTES:
<b>TRAINING</b>					
Are family members and employees trained and up-to-date in First Aid/CPR and know the location of first-aid kits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are family members and employees familiar with and appropriately trained on your farm emergency response plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do employees and family members know where emergency telephone numbers are located and how to report an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a smoking policy that everyone follows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you screen applicants thoroughly, including checking references and background checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ANNUAL REVIEW</b>					
Do you annually review and update your emergency response plan including this checklist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

This checklist was adapted from ReadyAG, Disaster and Defense Preparedness for Production Agriculture, Pennsylvania State University Cooperative Extension, 2010, <http://readyag.psu.edu/> Used with permission.

