

# Emergency Preparation and Planning Checklist

Review Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

No.	Inspection Item	Present	Needs Correction	Date Corrected
1	There is an established procedure to warn visitors of hazards that may be found in various areas of the operation (workers explain verbally when guests arrive, signs are posted, etc.).			
2	The operation has been evaluated for hazards for people with disabilities, such as steps and stairs. Accommodations are made (signage, parking stalls, smooth and wide walkways) for these guests. The operation complies with the Americans with Disabilities Act.			
3	There is emergency information posted by phones for easy access during an emergency. Maps are available with routes to the nearest clinic or hospital.			
4	The operation has an Emergency Response Plan, that is reviewed by owners and employees on a regular basis.			
5	A first aid kit with adequate supplies to respond to an emergency is easily accessible to all employees. The first aid kit is inspected regularly, resupplied, and the inspection documented.			
6	There are employees trained in basic first aid and CPR. All employees know where the first aid kits are located and how to respond in the event of an emergency.			
7	Employees are trained to inform guests to immediately report any illness or injuries. Employees are trained on the use of the Incident Policy and Incident Report forms.			
8	Employees have a method to contact other employees in other areas of the operation in case of emergency.			
9	Fire extinguishers are clearly marked and located in several areas throughout the operation.			
10	There is a fire evacuation plan and fire safety plan in place and all employees are trained on these plans.			
11	All exits are clearly marked and free of obstructions in areas where guests will be present. Guest areas have working smoke detectors.			
12	Employees verify that supervising adults are aware of which children they are responsible for and will be able to ensure that all children are accounted for in an emergency.			
13	All areas are monitored to ensure they are kept free of dust and other combustible materials that can cause fires. Fuels and flammable chemicals are appropriately marked and stored?			

**(Over)**

No.	Inspection Item	Present	Needs Correction	Date Corrected
14	Grass or field burning are only done when visitors are not present. Appropriate precautions, including fire safety equipment, are in place.			
15	All non-smoking areas are clearly marked and employees are trained to inform guests of smoking policies and areas, as well as policies on open flames (e.g. candles, grills, campfires, etc.).			
16	There is a sturdy shelter available, with a capacity greater than the number of guests, for protection from weather hazards.			
17	Employees are trained to know when to have guests take shelter and which areas to avoid during bad weather. The operation has a Weather Safety Plan, which all employees are familiar with.			
18	There is an operational weather radio monitored during the times that guests are present on the operation.			
19	Guests are informed prior to arrival on appropriate clothing and other environmentally appropriate items such as sunscreen and bug spray (tour group handouts, website, etc.).			
20	Employees are trained to check guests for appropriate clothing and other items they may need.			
21	There is a shelter available for guests to warm up or cool down in case of weather exposures. Employees are trained to monitor guests for heat/cold related illnesses.			
22	Guests are offered drinking water and encouraged to drink frequently.			
23	There is a safety log available for documenting all safety issues discovered on the operation that need to be addressed. This log is monitored and all documented items are addressed.			

Resources that can be used to address these checklist items are available at [www.safeagritourism.org/Resources](http://www.safeagritourism.org/Resources). These resources include signs, policies, forms, logs, and other items.