**EvenMoreMilkForMe ltd Contingency Plan**

**HELP ENSURE YOUR BUSINESS KEEPS RUNNING IN THE EVENT OF SOMETHING BAD OR UNEXPECTED HAPPENING**

**CONTINUITY PLAN**

**FARM BUSINESS**

**Purpose:** To provide guidance for dealing with extreme situations with the overall aim of protecting people, maintaining animal welfare and minimizing the impact to our business.

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| **SCENARIOS** | **WHAT TO DO** | **WHO TO CONTACT** | **FIND MORE INFORMATION HERE** |
| COVID-19 | **Preventative Measures****Non- farm workers coming onto farm**1. Visitors by phone/appointment only.
2. Everyone must scan in.
3. Everyone must wear a face mask while within 2m contact with farm team.
4. Physical Distancing must be maintained – outside 1m if outside or 2m in poor ventilated areas.
5. Minimise contact with suppliers, where possible contactless drop off/pick up – blue zone on map Check with suppliers when dropping off equipment/supplies regarding zone to deliver to, protocols and delivery docs.
6. Minimise shared documentations – email/photo and txt docs through where possible.

**On-farm team**1. Encourage all team and close contacts are vaccinated
2. Scan in when off farm for supplies/living life
3. Minimise the number of people working in milking shed at a time
4. Meetings 1m physical distance and held outdoors or in a well-ventilated space
5. Everyone must mask up for visitors and keep distance if within 1m outside or 2m in poor ventilated spaces
6. AB – fill out books prior to tech arriving, have cows lined up before tech arrives stay

2m away from tech and cows1. Gloves in shed
2. Use Vircon to spray on gear after services by a service providers
3. Where possible minimize contact between vet/AB tech and farm team
4. Delivery dockets to be emailed/txted vs left on farm
5. Contractors – silage/race work/fert spreaders – Farm map at scan in zone with paddocks marked – gates already open
 | All team members to assist in this, **Farm Owner/ Contract Milker** to ensure this happensAll team take individual responsibility to make sure this happens | QR code at dairy office entranceSpare face masks beside QR codeSee Farm map attached to this Doc for drop off/collection areasCovid tracer appSpare masks at Cowshed office- txt Owneron 02x xxxxxx if down to last packetSprayer kept inside Tractor shed, Vircon in vet cupboard |

**PLANS**

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| **SCENARIOS** | **WHAT TO DO** | **WHO TO CONTACT** | **FIND MORE INFORMATION HERE** |
| COVID-19(continued) | **COVID Case in Community – in addition to the above**1. Food delivery – use click and collect for the farm team
2. Change rostering to form 2 teams that work separately from each other.
3. Employ Haans/Thomas to manage the runoff stock to avoid dairy farm team members going there
4. Reduce contact between farm owner and farm team (protect the back-up team) use Zoom meetings etc.

**COVID case on Farm – in addition to the above**1. Find all Procedures –at the cowshed office
	* Milking procedures
	* Water system, pumps etc
	* Farm maps
	* Grazing data on XXXX’s phone
	* Contact lists on cowshed info board in office
	* Effluent -procedures
	* Animal treatments books and treatment plans
2. Grazing plan – use XXXXX’s document on phone to access paddock grazings. Access LIC SPACE to identify paddocks potentially ready for grazing
3. If replacement milkers under time pressure farm is currently OAD the herd – to allow flexibility of milking time so that others can milk during the middle of the day or split the herd in 2 and one person could milk both herds as a short-term solution
4. Delay/cancel non-essential work e.g. herd testing, race repairs etc

**If in doubt –** 1. Phone for help- contact XXXX consultant/DairyNZ
2. Financial – accountant to do accounts while incapacitated
3. Isolation of farm – hire caravan/campervan if required
4. Back -up team for work –
	1. Owners- phone 02x xxx xxxx
 | Contract Milker to organiseOwner – 02X XXX XXXName numberAll farm team can access LIC spaceDetermine with farm ownerName / Phone NumberName / Phone Number | At cowshed office – shelf above desk |

**PLANS (FARM MAP)**



**PLANS**

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| **SCENARIOS** | **WHAT TO DO** | **WHO TO CONTACT** | **FIND MORE INFORMATION HERE** |
| Power cut - unable to milk and/or no water | Contact power company on 0800 000 000 – follow their advice Get estimated repair time.Contact milk company re milk collection and refrigeration.**Power outage length**‐ **If less than 1 hr*** Move cows off platform/herringbone row back into yard and prevent others from entering, wait for power

‐ **If more than 1 hr but less than 3*** Let herd into a break near the shed and then milk when power on
* Ensure adequate water available

‐ **If more than 3 hrs but less than 24hrs*** Move stock onto next full break
* Check water several times a day
* Move to other paddocks to access water if needed or hire a trash pump to get

water from water tank to refill troughs for milking cows and youngstock* Locate generator for water supply
* If more than 24 hrs since last milked – try to find local farmer who has ability to

milk and use their shed.‐ **If more than 24 hrs*** Do as above – notify milk company regarding first pickup after recommencing

milking* Watch for mastitis
* Locate generator for water supply
* Try to find a farmer who has the ability to milk and use their shed to milk cows
 | Person responsible for milking holds responsibilityContact farm owner/ sharemilker and advise of issue | Contact list on the cowshed office wallRefer to [**Power outages - DairyNZ**](https://www.dairynz.co.nz/business/adverse-events/power-outages/)[**Missed milkings - DairyNZ**](https://www.dairynz.co.nz/business/adverse-events/missed-milkings/) |
| No water for shed or stock | ‐ Call owner to discuss‐ Diagnose issue power/pump/well‐ Contact relevant service required – consider if a generator could be brought in to address immediate issue‐ Move stock to paddocks with full troughs‐ Do not milk cows‐ If affecting milking – contact milk company | Contact farm owner/ sharemilkerIf neither of the above available and you haven’t been able to diagnose issue, contact neighbour Ken | Water system procedureMap on wall with water lines etc.Contact list on wall for relevant services including hire companies |
| Key members of farm team don’t show up for work | ‐ Contact team members on their phone‐ Try other members in the household‐ Get someone to go to the house to check OK/wake up | Notify owner of issue | Team contact list on office wall |

**PLANS**

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| **SCENARIOS** | **WHAT TO DO** | **WHO TO CONTACT** | **FIND MORE INFORMATION HERE** |
| Milk is contaminated | Contact milk company to decide if milk needs testing or not Inform owner/sharemilker if incidence – follow their direction Follow the DairyNZ advice for milk dumping if required. | Person in charge of milkingContact farm owner | Number on wall[**Milk Disposal - DairyNZ**](https://www.dairynz.co.nz/business/adverse-events/milk-disposal/) |
| People are seriously injured or ill | Serious injury call 111 and follow H & S policy for processes Serious illness - call 111or get to the doctor asapCall their family members | Contact farm owner | H & S Manual in cowshed office |
| Dairy stock under imminent threat due to crop poisoning, bloat | Contact vet asap – follow their instructions | Contact vetContact farm owner and other team members for assistance | Vet number on contact list |
| Effluent system fails and waterway contamination imminent. | Follow Effluent procedure – shut off systemContact Regional CouncilBlock accessway for effluent to waterway - earthworks | Contact farm owner | Effluent system and procedures on cowshed officeContact list on wall |
| Biosecurity outbreak occurs e.g. Foot & Mouth,*M. Bovis* | Contact Local Vet – let them know that there is a possible biosecurity issue and what you think it is Follow MPI/Vet adviceFollow biosecurity policy | Notify owner ASAP | Biosecurity Policy in cowshed office |
| Fire (dairy, sheds, houses, scrub) | Call 111 and report fireIf small, use fire extinguisher. If larger,‐ ensure the safety of yourself and others‐ move and stock away from the area and ensure easy access for appliances**DO NOT ENTER BUILDINGS!** |  | Fire extinguisher locations at:* Cowshed office wall
* Workshop wall
* Owners house
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**PLANS**

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| **SCENARIOS** | **WHAT TO DO** | **WHO TO CONTACT** | **FIND MORE INFORMATION HERE** |
| Essential plant or machinery not working | Use maintenance/processes manual to try to diagnose problem, if unable to do so Contact farm owner or service provider | Person in charge of milkingContact farm owner | Maintenance/procedures in cowshed officeContact list on wall |
| Flooding/Storm event | **Prepare**‐ Protect gear/equipment on farm and around the house to minimise damage‐ Check other farm members and families that they have sufficient food and poweralternatives for the event‐ Protect from power surges‐ Move stock to higher ground/shelter**Immediately after**‐ Check safety of people and stock – move stock to higher ground if needed.‐ Assess any damage* If localized, prioritise people then stock, then infrastructure
* If significant, follow Civil Defence instructions
 | Farm Owner and Sharemilker both hold responsibility and will need to work together to allocate tasks | [Flood - DairyNZ](https://www.dairynz.co.nz/business/adverse-events/flood/)Neighbour and Team contact list in cowshed |

**Date Reviewed: / / Signed By Farm Team:**

**FARM CONTACT LIST**

|  |  |  |  |  |
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| **SCENARIOS** | **NAME** | **ROLE** | **PHONE/EMAIL** | **LOCATION** |
| **FARM TEAM** |  |  |  |  |
| Owner |  |  |  |  |
| Sharemilker/CM/Manager |  |  |  |  |
| Team Members |  |  |  |  |
|  |  |  |  |  |
| Relief Staff |  |  |  |  |
| Backup People |  |  |  |  |
|  |  |  |  |  |
| Milk Processor |  |  |  |  |
| Vet |  |  |  |  |
| Farm Advisor |  |  |  |  |
| DairyNZ Extension Partner |  |  |  |  |
| Cowshed Plant |  |  |  |  |
| Power Company |  |  |  |  |
| Electrician |  |  |  |  |
| **CONTRACTORS*** Supplement
* Cropping
 |  |  |  |  |
| Tractor Repairs |  |  |  |  |
| Motorbike Repairs |  |  |  |  |
| Refrigeration |  |  |  |  |
| Engineering |  |  |  |  |
| Feed/Supplies Merchant |  |  |  |  |
| Fertiliser Rep. |  |  |  |  |
| QCONZ |  |  |  |  |
| Effluent System |  |  |  |  |
| Plumber |  |  |  |  |
| Trucking/Freight |  |  |  |  |

**FARM CONTACT LIST**

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| **SCENARIOS** | **NAME** | **ROLE** | **PHONE/EMAIL** | **LOCATION** |
| Stocking Sales Agent/Works |  |  |  |  |
| Breeding Company |  |  |  |  |
| Dead Stock |  |  |  |  |
| Regional Council |  |  |  |  |
|  |  |  |  |  |
| Accountant |  |  |  |  |
| Lawyer |  |  |  |  |
| Bank |  |  |  |  |
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**DOCUMENT, POLICIES & PROCEDURES**

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|  |  | **LOCATION** | **DATE LAST REVIEWED** |
| **STAFF** | Employment Agreements | Farm Owners office, individuals | 30/5/21 |
|  | Contracts | Farm Owners office, individuals | 31/5/21 |
|  | Rosters | Farm Owners office, shed office wall | Set three months in advance |
|  | Timesheets | Farm Owners office, apps used on phones. Login for whole team at owners office |  |
|  | Payroll | Farm Owners office, same login as above |  |
|  | Health & Safety | Farm Owners office, cowshed office folder, plus app onphone | Monthly meetings |
|  |  |  |  |
| **MILKING/STOCK** | Cowshed Operation | Labelled on cowshed office shelf | 20/1/19 |
|  | Animal Health Procedures/Plan | Labelled on cowshed office shelf | 15/6/21 |
|  | Animal Breeding | Farm owners office |  |
|  | Off-Farm Grazing | Contract at farm owners office – contact details oncontact list | Annual |
|  | Replacement Rearing/Grazing | Policy – Farm office |  |
|  | Other Stock Management | nil |  |
|  | Cowshed Operation |  |  |
|  |  |  |  |
| **FARM MANAGEMENT** | Seasonal Management Plan, Targets, Guidelines | Farm overview document in arm office | Feb 21 |
|  | Farm Map | On cowshed office wall, A4 version in desk drawer |  |
|  | Biosecurity Procedures* People
* Stock
 | Labelled on cowshed office shelf | 15/6/20 |
|  | Consents | Farm Owners officeEffluent is pinned on cowshed office wall | 15/8/15 |
|  |  |  |  |
| **EQUIPMENT/INFRASTRUCTURE** | Effluent Operation | Labelled on cowshed office shelf | March 18 |
|  | Irrigation | Labelled on cowshed office shelf | 10/12/20 |
|  | Tractor/Machinery Operation and Maintenance | Labelled on cowshed office shelf | 10/6/21 |