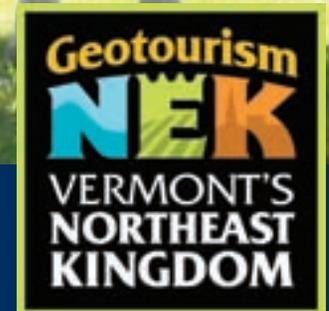


VERMONT'S NORTHEAST KINGDOM



Agritourism Onsite Farm Safety Guide
www.TraveltheKingdom.com



Agritourism Onsite Farm Safety Guide for Vermont's Northeast Kingdom

Preface

As residents of Vermont's Northeast Kingdom it is our goal to help protect and preserve our forested areas, clean waters, working landscapes, historic barns and buildings, and to preserve our strong ties to agricultural and community traditions, all of which continue to shape our rural lifestyle and scenic landscapes. As hosts to travelers from around the globe it is our goal is to share these traditions, features, and landscapes with visitors to the region in a way that will help us to sustain our most memorable visitor experiences for years to come.

Here in the Northeast Kingdom we make good use of our abundant natural resources and working farmlands. Many residents produce the specialty foods of the region to include prize-winning cheeses, a wide variety of farm-raised meats and poultry, savory relishes and mustards, maple syrup, sweet sauces, and sassy dressings.

Beyond the wonderful foods visitors also have the opportunity to have a more "hands-on" experience at many area farms. Some farmers offer accommodations and special packages so they can share the farm life they love with visitors (chores are optional) whereas other farms welcome day visitors for barn tours, Llama treks, holiday wreath making and tree cutting, fiber dying workshops and more.

Regardless of what type of farm one may own or operate it is essential to examine the operation and make any needed modifications to the property or operation before the operation allows agritourists to explore the farm. While many of the most "obvious hazards" may be very common to farmers the people who visit farms may not be familiar with even the most basic of hazards or safety concerns.

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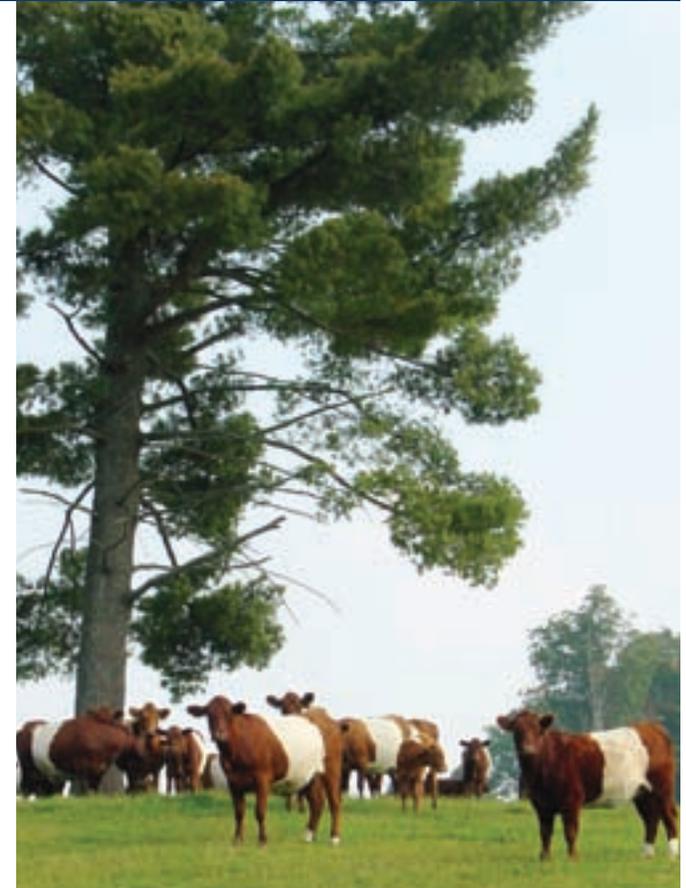
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Disclaimer

These guidelines, resources and tools are intended to provide useful suggestions for protecting the safety, health and well being of individuals visiting farms as well as the farm owners and farm animals that are impacted by agritourism. The Northeast Kingdom Travel & Tourism Association and all other resources listed within make no claims that these guidelines will prevent all injuries and/or illnesses. Every farm is unique and therefore the users of these guidelines, resources and tools are encouraged to apply the information to their situation knowing that they are responsible for the health and safety of their visitors and their animals. The Northeast Kingdom Travel & Tourism Association, the included resources and any and all project advisors can not be held responsible or liable for any health or safety related events resulting from following or not following the recommendations included in this document. Nor can said parties be held liable for any content that may have been omitted from this document.

Here are just a few of the issues to think about when allowing guests to visit any farm facility:

- Does the farm have an emergency plan, labeled fire extinguishers, and somebody on site that has been trained in first aid and CPR?
- Is the farm properly insured to host visitors?
- Are fences and holding areas safe for children?
- Does the farm keep detailed records of animal health issues and or vaccinations?
- Are all of the animals and visiting areas clean?
- Does the operation have or need public restrooms and/or hand washing stations?
- Does the farm have posted safety information and rules for farm visitors?
- Are there warning signs and barriers placed near hazards such as manure pits and ponds?
- Have tools, chemicals and/or other potentially hazardous materials been clearly labeled if needed and stored in locked and/or inaccessible areas?
- Is the farm equipment and machinery inaccessible to the visitors?
- Is the farm ready to handle vehicle traffic from visitors?
- What is the biohazard risk to the herd from farm visitors?



Agritourism enterprises offer farmers opportunities to diversify and increase their income. Opening the farm to these new opportunities, however, also introduces new risks and legal obligations that should not be ignored. It is important that the safety risks be identified and properly managed in order to minimize the potential for injuries, illnesses and resulting financial losses. This guide has been created to assist farm owners in the evaluation of their operation in preparation to safely host agritourists.

Insurance Concepts

One of the most important “first steps” in welcoming visitors to any farm operation is to ensure that the farm has proper insurance in place to protect the farm in the event of an accident, damage or injury while hosting visitors on the property. To learn more about liability insurance and to ensure an agritourism operation has adequate coverage, it is suggested that owner operators consult with an insurance agent and/or an attorney who is familiar with the type of activity.

Several types of insurance may be relevant to agritourism enterprises, including:

1. Commercial or general liability
2. Product liability
3. Special events liability
4. Property and loss
5. Health and disability
6. Crop

Insurance purchased for a farm operation may not be adequate to manage the risk from an agritourism operation. As examples, a general farm liability policy may not include liability coverage for agritourism activities or products since revenue is earned through non-production agriculture activities. Additionally, property insurance coverage on a tractor as part of a general farm policy may not be in effect while the tractor is in use for agritourism activities such as a hayride.

When consulting with an insurance agent regarding insurance for any agritourism enterprise, it is suggested that the owner operators be prepared to provide detailed information. It is essential to ensure that the agent understands the operation and all of the potential risks. To follow is a list/worksheet of suggested material to review with an insurance agent prior to welcoming on farm visitors:



Insurance Information Review & Worksheet

Insurance agents might be more likely to grant coverage if they know that risks are being mitigated. Outlining how you plan to address each risk is the first step in preventing situations that could negatively impact your business. It is suggested that owner operators write a detailed description of activities to be conducted on the farm and any issues of risk and how these issues are being addressed to reduce risk.

Provide detailed information regarding the hours/seasons of operation

Evaluate the type of visitors and the number of visitors expected (adults, teenagers, school children)

Establish the number of employees

Evaluate the potential gross sales/revenue

Determine the required amount of coverage? \$

Is the premium a set fee? Yes No

Is the premium based on a percentage of gross sales or on visitor days? % Sales Days

How much is the premium? \$

What is the deductible? \$

Does the insurance apply to:

- farm premises and operations liability? Yes No
- farm products and operations liability? Yes No
- farm contractual liability to others? Yes No
- personal injury liability to others (libel, slander, invasion of privacy)? Yes No
- advertising injury to others? Yes No
- property liability damage to others? Yes No
- incidental medical malpractice liability resulting from my helping an injured person? Yes No
- non-owned watercraft liability? Yes No
- host liquor liability? Yes No
- court costs for defense? Yes No

Are court fees covered above the liability coverage limit or included in liability policy limit?

Above Included

Are there any exclusions to the policy? Yes No

Are all employees insured under this policy? Yes No

Safety Policies and Standards of Operation

Once an operation is fully insured there are additional steps that can be taken to help reduce the risks associated with on farm visitation. To start, the farm should develop written safety policies and standards of operation for the farm. These policies and standards should be known and understood by all individuals working on site at the operation. The policies and standards should clearly state what the goals of the farm are with regard to safety. These policies and standards should be evaluated and updated annually to ensure that they are comprehensive in addressing all areas of risk. To follow are some suggested areas of evaluation for possible inclusion in on farm safety policies and standards of operation.

Pre-Event Health and Safety Recommendations

A complete site walk through prior to welcoming agritourists to an operation will provide the owner or employee with an opportunity to identify any missed safety hazards that children or other visitors may encounter.



Parking and Traffic Control

It is suggested that farm operations evaluate traffic flow onto the property and clearly establish parking environments. To follow are some general recommendations for parking areas:

- ▶ Provide parking spaces adequate for the largest expected crowd.
- ▶ Determine if there is a need and/or adequate space for larger vehicles such as RVs and buses. If larger vehicles are expected evaluate and plan for safe passage on roads and driveways as well as for required parking space.
- ▶ Evaluate the travel area. It is suggested that the traffic lane in the parking area be at least 20 feet wide so vehicles may enter and leave parking spaces easily. Lanes and turnarounds in bus parking areas require a minimum turning radius of 55 feet.
- ▶ Evaluate the drive and parking areas to assess if they are firm, smooth and drained to minimize the risk of vehicles getting stuck.
- ▶ Evaluate the drive and parking areas for any potholes or other hazards (including ice) that may lead to falls and injuries.
- ▶ Anyone directing traffic on the farm should be wearing a reflective or brightly colored (orange/yellow/green) vest.
- ▶ Traffic flow in one direction is best. If possible, have a separate entrance and exit onto and out of the property.
- ▶ If the drive and parking area are to be used after daylight ensure that there is adequate lighting.
- ▶ Evaluate parking and reasonable accommodation for people with disabilities or mobility limitations.
- ▶ If the farm is hosting a large event and lacks adequate space in the parking lot a grassy or pasture area may be an acceptable parking alternative. However, it is suggested that this space be mowed, free of steep grades and trip hazards removed as best as possible. It is also suggested that there is an alternate parking plan in case of rain or mud.



Walkways & Lighting

Establishing clear walkways and/or paths between parking and other facilities will help to ensure that visitors stay in specific areas of the farm operation. Walkways should be easily identified, with clear signage directing visitors to the areas that the farm has established for them to visit. To follow are some general recommendations for walkways:

- ▶ It is suggested that whenever possible walkways have firm, smooth surfaces to minimize risk of trips, slips or falls.
- ▶ Walkways should provide adequate drainage to ensure that they are kept free of puddles, ice and mud.
- ▶ Whenever possible it is suggested that walkways be placed where there are not steep grades. For operations meant to accommodate wheelchairs and or power scooters/chairs the maximum grade for walks and ramps used is 1:12 (1 inch rise for every 1 foot of horizontal run).
- ▶ Whenever possible it is suggested that the operation minimize the use of steps and stairs as much as possible.
- ▶ Provide handrails on all stairways and guardrails or other barriers around all drop-offs or other hazards.
- ▶ Remove or barricade all overhangs, obstructions, sharp objects or other hazards that could cause injury if visitors were to come into contact with them.
- ▶ Property lighting should be evaluated to ensure visitor, property and animal safety.
- ▶ In the event that the operation will host agritourists after daylight hours all driveways, walkways and visitation areas should be properly lit.
- ▶ Evaluate and address the need for emergency lighting in the event of a power outage during visitation hours.



Communicating Health and Safety Information

It is suggested that an operation take the time to establish how health and safety information will be communicated to visitors both verbally and in writing. To follow are some suggestions for consideration:

- ▶ It is suggested that safety policies are explained to visitors upon arrival and that the hazards that can be found around the farm are made known.
- ▶ Establish clear visitation rules and post the rules in writing.
- ▶ Place signs with short safety messages in and around areas where hazards are present. Evaluate the need for and quality of emergency signage. Consider the need for “In Case of Emergency” signs around the farm.
- ▶ Consider the need for mapping signage on the farm with evacuation information and routing. Example to include the common “YOU ARE HERE” maps.
- ▶ Inform guests of the location of all restrooms and hand washing stations on the farm.
- ▶ Provide detailed health and safety information in advance if visits have been prearranged.
- ▶ Visiting groups should be given documentation explaining hazards that can be found on the farm and rules that the adults and children will be expected to follow.
- ▶ Clearly establish preferable and safe on farm attire such as shoes instead of sandals, long pants (depending on activity), no loose strings, frays, sleeves, etc. Communicate this information in advance whenever and however possible.
- ▶ When possible communicate to visitors any rules or suggestions about what they may bring onto the farm such as water, insect repellent and sunscreen and what they may not to bring such as pets, alcohol and devices with open flames such as lighters.



Barriers & Fencing

The use of barriers is important to prevent children and guests from entering non-permitted areas, and/or from coming into contact with hazardous machinery, animals, etc. The following factors should be considered:

- ▶ Identify all areas on the farm where fencing would make an effective barrier, such as around ponds, near operating equipment, in front of animals and near parking areas.
- ▶ Fencing intended to be a physical barrier to prevent children and guests from entering non-permitted areas should be at least 4 ft high, go all the way to the ground to prevent children from crawling under and designed so children can not climb over.
- ▶ Whenever possible the use of barbed wire, smooth wire and woven wire fencing should be avoided, as they pose a risk of injury to children.
- ▶ Turn off all electric fences when children are on the farm.
- ▶ Provide warning signs near all electric fences.
- ▶ Remove any fencing that is no longer necessary or in a state of disrepair.
- ▶ Evaluate the need for and safety of all gates and latches. Latching mechanisms should not be within reach and/or accessible to younger children.
- ▶ Evaluate fencing to assess some of the following concerns/considerations:
 - Is the fence made of a material that may unravel or sag (such as mesh) causing it to be ineffective?
 - Could the fence easily be climbed on or over by young children?
 - What is the spacing between vertical fence posts? Does the space pose a danger to young children?
 - If hedging is used is it thick enough to serve as a true boundary?
 - Can children climb beneath the fencing?

Storage Areas

Secure storage areas are important when agritourists (especially children) are present on the farm. Secure storage helps to ensure that farm equipment, tools and chemicals, which are necessary for the operation of a farm, do not become a safety hazard. The following factors should be considered:

- ★ Chemicals such as fertilizers, pesticides, fuels and pharmaceuticals need to be kept in a locked storage area that is cool and dry and has proper ventilation.
- ★ All hand tools and power tools need to be stored in an area that can be locked to prevent access.
- ★ All storage areas such as barns, sheds and grain bins need to be locked when children are on the farm.
- ★ Chemicals should be stored in appropriate containers and should be labeled as hazardous if appropriate.
- ★ Properties should be evaluated to determine the need for and suggested locations of hand and eye washing stations.



Machinery Safety

On almost any Vermont farm the need to work with machinery is one of the most hazardous tasks that farmers and farm workers do. However, power tools, farm implements and tractors greatly improve the functionality of the farm. From the standpoint of visitors and children, tractors, combines, 4 wheelers, grain carts and trucks often arouse the most interest. The following recommendations should be considered in an effort to reduce the likelihood of injury:

- ★ Establish a policy that determines where machinery keys are to be kept. Ensure that the storage area is not accessible to visitors.
- ★ Establish an inspection process for all farm machinery. Record information regarding inspections accordingly.
- ★ Ensure that all machinery and farm vehicles are kept in proper working order especially if the machinery is used to perform agritourism duties (hay rides, wagon rides, etc.) Keep written records for all services provided.
- ★ When farms allow visitors to come into contact with machinery the owner operators should not manually or otherwise modify or bypass any of the safety features or devices.
- ★ Ensure that all individuals on the farm utilizing machinery are up to date on training and hold any required licensure.
- ★ Keep children away from farm machinery. Machinery should be out of sight, behind barriers, or in proper storage areas while children are present. If access to farm machinery is an integral part of the agritourism experience, see guidelines, to follow.
- ★ If possible, do not operate farm machinery when children and other guests are on the farm.
- ★ If machinery is required to be in operation when agritourists are present, make sure that the machinery is attended at all times.
- ★ If any machinery will be operating unattended, ensure that the equipment is in proper working condition and inaccessible to children.
- ★ Evaluate the need for and functionality of barriers around operating and non-operating equipment.
- ★ Do not allow children or other guests to operate equipment.





There are some situations where the display, use or access of farm machinery is an integral part of the agritourism experience. It is suggested that each farmer evaluate the risks to determine whether or not to allow children and visitors an up-close look at farm machinery. For those situations where access to farm machinery is required and/or permitted, the following guidelines should be considered:

- ★ Make sure it is not possible for children and guests to activate any mechanical part of the equipment.
- ★ Tractors and other vehicles should be parked on a level surface.
- ★ Equipment should be secured using the parking brake and wheel blocks.
- ★ The loaders on all tractors so equipped should be lowered to the ground.
- ★ All attachments to the 3-point hitch should be lowered to the ground.
- ★ All other front-end loaders and all implements should also be lowered to the ground.
- ★ Keys should never be left in the machinery.
- ★ Limit children and guests to ladders and steps if accessing the driving area or cab.
- ★ Do not allow visitors to climb on other parts of the equipment.
- ★ Cover sharp or protruding edges, tighten loose screws and repair broken railings and steps.
- ★ All visitors climbing onto equipment should be supervised by someone from the farm who is familiar with the equipment.
- ★ All visitors climbing onto equipment should be notified that they do so at their own risk. Post signs that say something to the effect of, "Children playing on equipment without adult supervision is strictly prohibited."
- ★ If demonstrating the operation of equipment, keep visitors at least 15 feet away and, if needed, behind an adequate barrier.
- ★ Never operate or demonstrate any equipment that can eject or throw objects when guests are present. This included lawn mowers and brush cutters.
- ★ Do not allow children or other guests to climb on equipment while it is in operation.
- ★ Evaluate the need for hearing or eye protection prior to operating any on farm equipment or machinery.

Animal Safety/Animal Contact

There is a risk to both the animals of the farm and the visitors to the farm when considering agritourism. In these guidelines we will explore both beginning with the risk the farm animals can pose to the agritourist. Animals on the farm can, in some cases, be more dangerous than machinery as animals are unpredictable. Injuries commonly caused by animals include being stepped on, pushed over, kicked and bitten. The following recommendations apply specifically to injuries caused by animals.

- ★ It is suggested that large animals such as cows and horses should not be brought out of stalls for viewing unless they are being displayed in a safe and secure environment.
- ★ Make sure the fencing or barrier between the animals and agritourists is adequate and that visitors and children can not climb over or under it.
- ★ If using horses to pull hayrides or sleighs harness and hitch the horses before loading the hay wagon.
- ★ Double fencing should be used to prevent visitors from reaching animals that have a tendency to bite or the capability to kick through an opening in the fence.
- ★ If displaying animals for petting purposes they should be appropriate for young children with regard to size and physicality.
- ★ Pets, such as dogs or barn cats, should be immunized, evaluated for temperament and, if needed, tied, kenneled or otherwise physically separated from visitors.



Zoonoses are infectious diseases that are common to both animals and people, and can be transmitted between both. Transmission of a zoonotic disease can be caused by direct contact with an animal or contact with the animals' surroundings. If an agritourism operation involves contact with animals, or if animals are present on the farm, special precautions should be taken to protect the health of all involved. To follow are some recommendations for preventing zoonotic diseases:

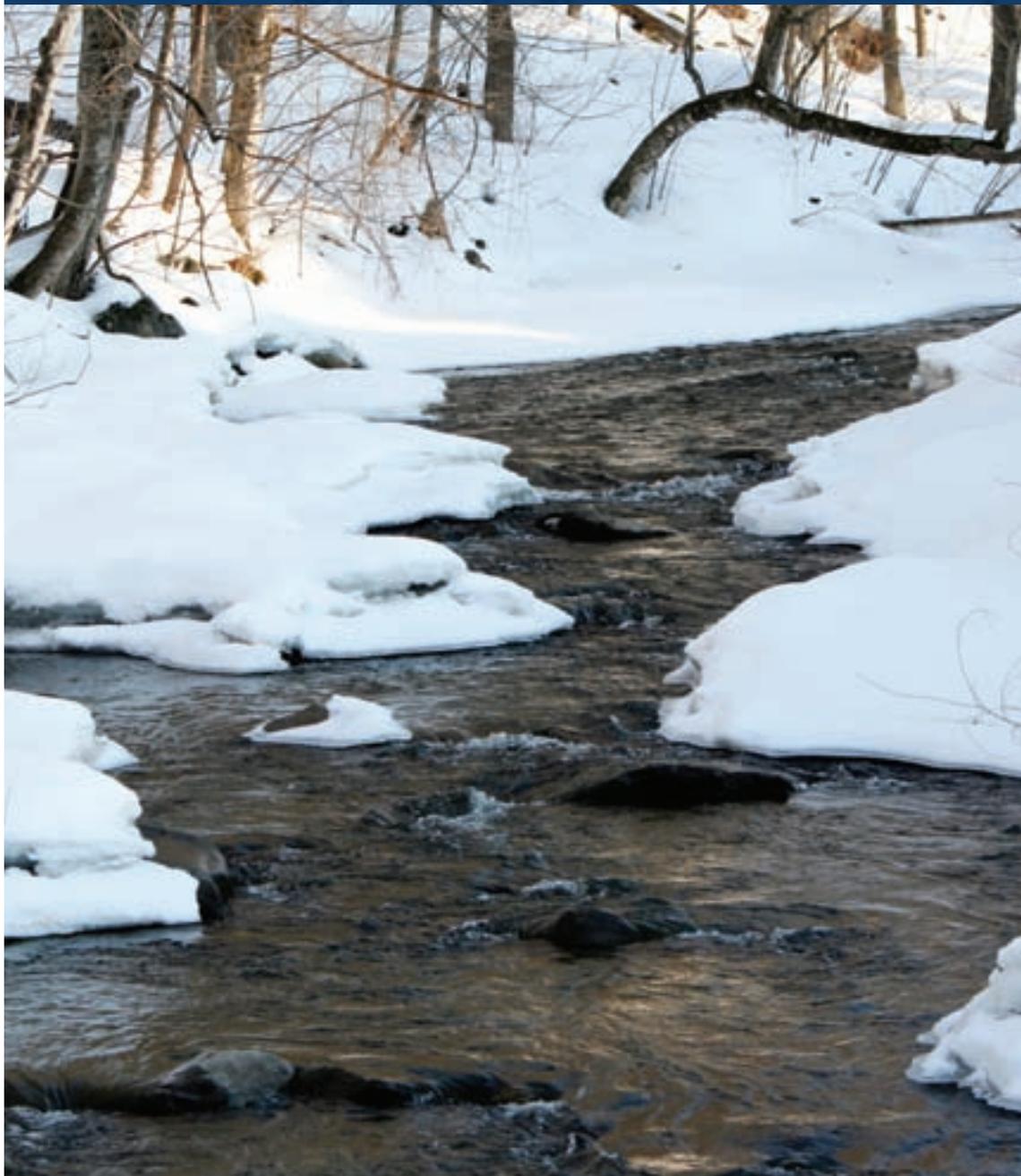
- Reduce biohazard risks by restricting the visitors access to production areas for poultry, dairy, beef or pork to prevent disease transmission.
- Ensure that visitors traveling from one farm to another are aware that they can transport disease. Provide shoe coverings whenever possible and restrict access to animals when appropriate. Provide disinfecting shoe wash stations where possible.
- If access to animals is allowed it is suggested that the farm operators closely supervise visitors at all times – paying special attention to children.
- Whenever possible hand washing facilities should be located immediately outside areas where there is contact with animals or their environment.
- Soap and running water need to be available for proper hand washing.
- Place signs around the area to encourage all children and guests to wash their hands before they leave.
- If it is not possible to have hand washing facilities, sanitary hand wipes or liquid hand sanitizers may be used. Inform guests and provide signage to remind visitors to properly wash hands before eating or drinking.
- Include a “hand washing demonstration” for children as a planned activity after visiting with animals.
- Eating or drinking must not be allowed in animal areas. Dining areas should be established in locations far removed from petting areas.
- Inform parents and chaperones not to bring cups, bottles, pacifiers or toys into the animal area.
- It is suggested that visitors with open wounds or compromised immune systems should not have contact with the animals.
- Animals that will be in contact with visitors should be vaccinated and closely monitored for health problems. Sick animals or animals behaving strangely should not be in contact with the public.
- Clearly identify animals that are in contact with the public and keep vaccination and health information records.
- Encourage visitors to immediately report bites or scratches.
- Stay informed of emerging zoonotic diseases and/or new outbreaks of old diseases. If any of the newly identified diseases are associated with animals at your operation, take the necessary precautions to protect the public.

Fire Safety

Many things found on the farm can cause a fire to include open flames, static electricity, sparks, bonfires, machinery, various equipment, lightning and even spontaneous combustion from hay, paints and other chemicals. To reduce the risk the following is suggested:

- It is suggested that agritourism operations should have a written fire safety plan. Copies of the plan should be shared with and when possible reviewed by the local fire department.
- When possible the property should be inspected and toured annually by the local fire department.
- Make sure children are closely supervised. In the event of a fire, adults must ensure all children are accounted for.
- Inform visitors of the dangers of fires and instruct them in safe behavior to prevent fires while on the farm.
- Take the time to verbally instruct visitors to the farm on what to do in the event of a fire.
- Do not permit visitors to smoke while on the farm. Provide appropriate no-smoking signage.
- Have the fire extinguishers available and located throughout the farm site.
- Any buildings where visitors will be present should have working smoke detectors.
- Provide clearly marked exit signs and keep all exits clear of obstacles that could hinder escape.
- Have an evacuation plan for all physical structures and provide maps with "You are Here" locations when and where needed.
- Remove dry brush and/or vegetation from around buildings and other structures.
- Remove excessive dust, cobwebs and other combustible material from all buildings where visitors may be present.
- Do not store fuel inside visitation buildings and do not refuel vehicles and machinery while they are indoors.
- Ensure that all hay that will be placed in a barn or structure has been properly dried.
- Inspect fields that may be used for parking. If mowed fields are dry provide no smoking signage.





Water Hazards

A variety of water hazards can be found on farms. Some are natural features of the landscape such as ponds, streams, lakes and rivers, while others are artificial features built to prevent erosion, control flooding or used for recreation. If the farm or nearby land contains any water hazards, it is important to take steps to reduce the risk. To follow are some factors to consider regarding water hazards:

- ▶ Whenever possible water sources should remain off limits.
- ▶ Visitors should be made aware of water sources and should be advised if they are off limits.
- ▶ Instruct all parents and chaperones of the dangers associated with your water hazards.
- ▶ Request that parents and chaperones maintain direct eye contact with the children for which they are responsible.
- ▶ If possible enclose the area around the water with a fence or barrier that has a self-closing, self-latching gate that can be locked.
- ▶ Place warning signs near the water.
- ▶ When possible have rescue equipment readily available.
- ▶ If water hazards are present general water safety, basic water rescue techniques, first-aid and CPR should be known by the farm owner, employees or any family members involved in the operation.

Attractive Nuisances

An attractive nuisance is a place or object on the farm that unintentionally attracts visitors or children and may be dangerous. Examples could include ponds, stacked hay, manure storage areas, farm tools and equipment. To follow are recommendations to limit risks from attractive nuisances:

- Assess all structures or objects that may pose a risk to visitors.
- Evaluate all structures and objects from the viewpoint of children both physically and with regard to the degree of interest.
- Determine the likelihood that a visitor would be able to gain access to the area where an attractive nuisance is located.
- Evaluate and establish areas that will require supervision when visitors are present.
- When possible provide and secure/lock gates, fences or doors to prevent access to areas of concern.
- Remove or restrict access to ladders, hay stacks or other objects that visitors would be likely to climb.
- Remove or safely secure tools and other equipment.



Food Safety

The preparation and serving of food may not be applicable to every agritourism operation. However, steps to ensure food safety is important for operations that prepare and sell food, as well as for those that allow guests to bring picnic lunches and/or snacks. Laws and regulations along with licenses and permits are often required for food services so it is suggested that the farm check with the health department to determine what is needed. Proper storage and preparation of food, as well as suitable sanitation, will help to insure that the consumption of food on site will not lead to the development of illness among visitors

- Food servers must thoroughly wash their hands before handling and preparing food.
- Do not touch ready-to-serve food with bare hands so have plastic gloves available.
- Wash, rinse, sanitize and air dry all utensils and preparation surfaces.
- Keep raw meats away from other food.
- Cook all food to proper temperatures.
- Cool hot food quickly before storing.
- Control pests, such as flies, in all food service and dining areas.

Additional information on food safety can be found at the United States Department of Agriculture Food Safety and Inspection website at www.fsis.usda.gov.



Supervision Responsibilities

Proper supervision of visitors on the farm is critical to safety on the farm. But what is “proper supervision”? It is suggested that each farm evaluate the full operation to clearly define supervision responsibilities. To help farmers do so the following is recommended.

- Evaluate and establish a policy regarding farm visitation by children. For example, “Children under 16 years of age should be accompanied by a parent or chaperone.”
- Evaluate and clearly define the areas of the farm that are open for visitation. Clearly communicate those areas to visitors and communicate that all accessible areas require supervision.
- When working with a group such as a school or club, define and communicate an adequate chaperone-to-child ratio.
- When working with a group contact the organizer of the group prior to their arrival and provide them with documentation of what to expect on their visit and inform them of the potential safety and health hazards associated with any farm visit.
- Communicate clearly that parents and chaperones should be within eyesight of young children at all times.
- The farm owner, their family members or any employees should be prepared and comfortable speaking with parents and chaperones they feel are not providing adequate supervision.



Emergency Response

A written safety and emergency response plan is recommended for all agritourism enterprises as they help to identify safety risks, develop strategies for managing the risks and create a strategic plan for managing emergency situations if they occur. However, even if the farm implements every safety guideline established there is still the possibility of an injury or emergency. As such it is important to plan for incidents and emergencies before they occur. To assist in the preparation of a plan the following recommendations have been provided:

- ▶ Because quick response is critical and fire and rescue services may be located far from the farm it is strongly encouraged to have someone trained in basic first aid and CPR on the property whenever the farm is open for visitors.
- ▶ First aid kits should be located in an accessible area on the farm. The kit should be inspected frequently to ensure that it is in order and to insure that any missing or out of date supplies are replaced.
- ▶ Signage directing individuals to first aid supplies should be considered.
- ▶ Provide important contact numbers within every first aid kit.
- ▶ Fire extinguishers should be located in several locations on the farm. Locations should be clearly marked and available to everyone.
- ▶ Ensure that there is always a designated vehicle available in the event of an emergency.
- ▶ Have a written emergency response plan. This plan should be read and understood by all family members and employees involved in the agritourism operation and available to all guests.
- ▶ Consider a policy that ensures that children visiting without parents need to have personal contact information available.
- ▶ Always have one individual on the farm designated to be in charge of managing incidents and emergencies while it is open to visitors.
- ▶ Evaluate and establish a communications systems in the event of emergency. Are cell phones or walkie-talkies needed?

Documentation

The type of documentation that should be kept for any agritourism operation will vary depending on the size of the operation and the specific offerings. The purpose is to have proof that steps have been taken to minimize the likelihood that a visitor would become injured or sick. The following types of documentation should be suggested:

- It is suggested to maintain documentation of all permits, certificates and licenses. This could include food service permits, driver's licenses, CPR and first-aid training certificates and the like.
- Maintain veterinary and vaccination records of all animals on the farm.
- Keep a record of the number of visitors that come to the farm and documentation of any incidents or emergencies.
- Keep detailed information on the size of prearranged groups, the type of event and if any incidents occurred.
- Maintain records of all inspections (by local fire officials for example.)
- Maintain records of all repairs to include repairs for physical structures as well as machinery.
- Maintain records of any and all signed waivers or disclosures that visitors have provided to you for a period of time following their visit.

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The Vermont Farms! Association

The UC Small Farm Center



National Resources

United States Department of Agriculture (USDA)
www.usda.gov
202-720-2791 or 802-748-2641

USDA Natural Resource Conservation Service
Alternative Enterprises and Agritourism
www.nrcs.usda.gov/technical/RESS/altenterprise
802-334-6090

USDA Food Safety & Inspection Service
www.fsis.usda.gov
402-344-5000

Americans with Disabilities Act Regulations
www.ada.gov
800-514-0301

National Safety Council
Agricultural Safety
www.nsc.org/issues/agrisafe.htm
800-834-6472

National Institute for Occupational Safety & Health – Centers for Disease Control and Prevention
www.cdc.gov/niosh/topics/agriculture
800-232-4636

The National Agricultural Law Center
www.nationalaglawcenter.org
479-575-7646

Farm Safety 4 Just Kids
www.fs4jk.org
800-423-5437

North American Farmer's Direct Marketing Association
www.nafdma.com
888-884-9270

Progressive Agriculture Foundation
www.progressiveag.org
888-257-3529



State / Regional Resources

Vermont Agency of Agriculture
www.vermontagriculture.com/index.htm
 802-828-1619

Vermont Department of Health
www.healthvermont.net
 800-464-4343

“Farm Animals & Visitors Public Health & Safety Tips for Animals/People Interaction”
 Vermont Department of Health
www.healthvermont.net/family/animals/faranimals.pdf
 800-464-4343 or 800-640-4374

The New Farmer Resource Guide
www.vermontagriculture.com/agdev/newfarm.htm
 802-656-5459

The University of Vermont Extension
www.uvm.edu/extension/agriculture
 866-622-2990

The University of Vermont Center for Sustainable Agriculture
www.uvm.edu/sustainableagriculture
 802-656-5459

Vermont Grass Farmers' Association
www.uvm.edu/~pasture/?Page=vgfa.html
 802-656-0858

Northeastern Vermont Development Association
www.nvda.net
 800-639-5011

Northern Community Investment Corporation
www.ncic.org
 802-748-5101

Northeast Kingdom Travel & Tourism Association
www.travelthekingdom.com
 802-626-8511

The Center for an Agricultural Economy
www.hardwickagriculture.org
 802-472-5840

Vermont Small Business Development Center (VTSBDC)
www.vtsbdc.org
 802-748-1014

Vermont Fresh Network
www.vermontfresh.net
 802-434-2000

Vermont Farms! Association
www.vtfarms.org
 866-348-FARM





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