

Operations Contingency Plan for Dairy Producers

How to complete this form

The following are guidelines meant to provide dairy producers a starting point to outline essential livestock care if they and/or their managers were to experience illness, injury, or another emergency situation. In these situations, care may need to be administered by a non-household member. This contingency plan is meant to cover essential care only, it is not meant to serve as a comprehensive care plan. Use the form to complete your farm's Operations Contingency Plan.

At a minimum, an essential livestock care plan should include:

1. Address of facility.
2. [Premise Identification Number](#) (PIN) of the farm, if applicable.
3. Map of the facility (including locations of emergency shut-offs and hazardous materials).
4. Inventory of livestock and their location.
5. Name and contact information of service providers, such as veterinarian, nutritionist, feed supplier, fuel suppliers, buyer, livestock hauler, milk truck driver, milk plant representative, AI representative, manure hauler, hoof trimmer, and MN Duty Officer.
6. Inventory and location of feed, supplies, and medications.
7. List of non-household individuals and their contact information who are willing to provide care.
8. List of individuals and their contact information who are able to operate large equipment such as tractors, skid loaders, feed grinders, and mixers.
9. Farm's biosecurity plan everyone caring for livestock are expected to follow.
10. Basic animal care tasks. These include providing feed and water, assuring livable air quality and temperatures, and administering timely euthanasia.
11. Establish priority for daily tasks such as cleaning, documentation, and record-keeping.
12. Include location of Standard Operating Procedures and highlight SOPs relating to drug residues in milk.
13. Specific feeding instructions for each animal or group of animals.
 - a. If feed needs to be mixed daily for animals, include instructions.
 - b. If feed needs to be ordered, include what needs to be ordered and when.
14. Essential medication needs for individual animals and location of medication.
15. Mortality management protocol.
16. Manure management protocol.

Additional Tips

- Supplementing with pictures or videos can be helpful.
- Make sure you have two weeks of feed and medication on hand.
- Have electronic and written copies of the instructions in an obvious location.

Operations Contingency Plan for

FARM NAME

Phone number:

Premise Identification Number (PIN):

Farm address:

Chore time(s):

Contact this person when chores are completed each day:

Parking location(s):

Contact name

Contact number

Restroom location:

Employee names and numbers:

Suppliers

Non-household care providers

Veterinarian name: Number:

Care provider 1 name: Number:

Nutritionist name: Number:

Care provider 2 name: Number:

Feed supplier name: Number:

Care provider 3 name: Number:

Fuel supplier name: Number:

Care provider 4 name: Number:

Livestock buyer name: Number:

Care provider 5 name: Number:

Milk truck driver name: Number:

Care provider 6 name: Number:

Milk plant representative: Number:

Equipment operators

AI representative: Number:

Equipment operator 1 name: Number:

Manure hauler name: Number:

Equipment operator 2 name: Number:

Mechanic name: Number:

Equipment operator 3 name: Number:

Hoof trimmer name: Number:

Other name: Number:

MN Duty Officer: 800-422-0798

In case of an accident or spill involving a hazardous material such as pesticides or manure, the MN Duty Officer should be contacted; they can connect you to trained emergency responders at the Minnesota Department of Agriculture (MDA).

Map of farm with marked locations

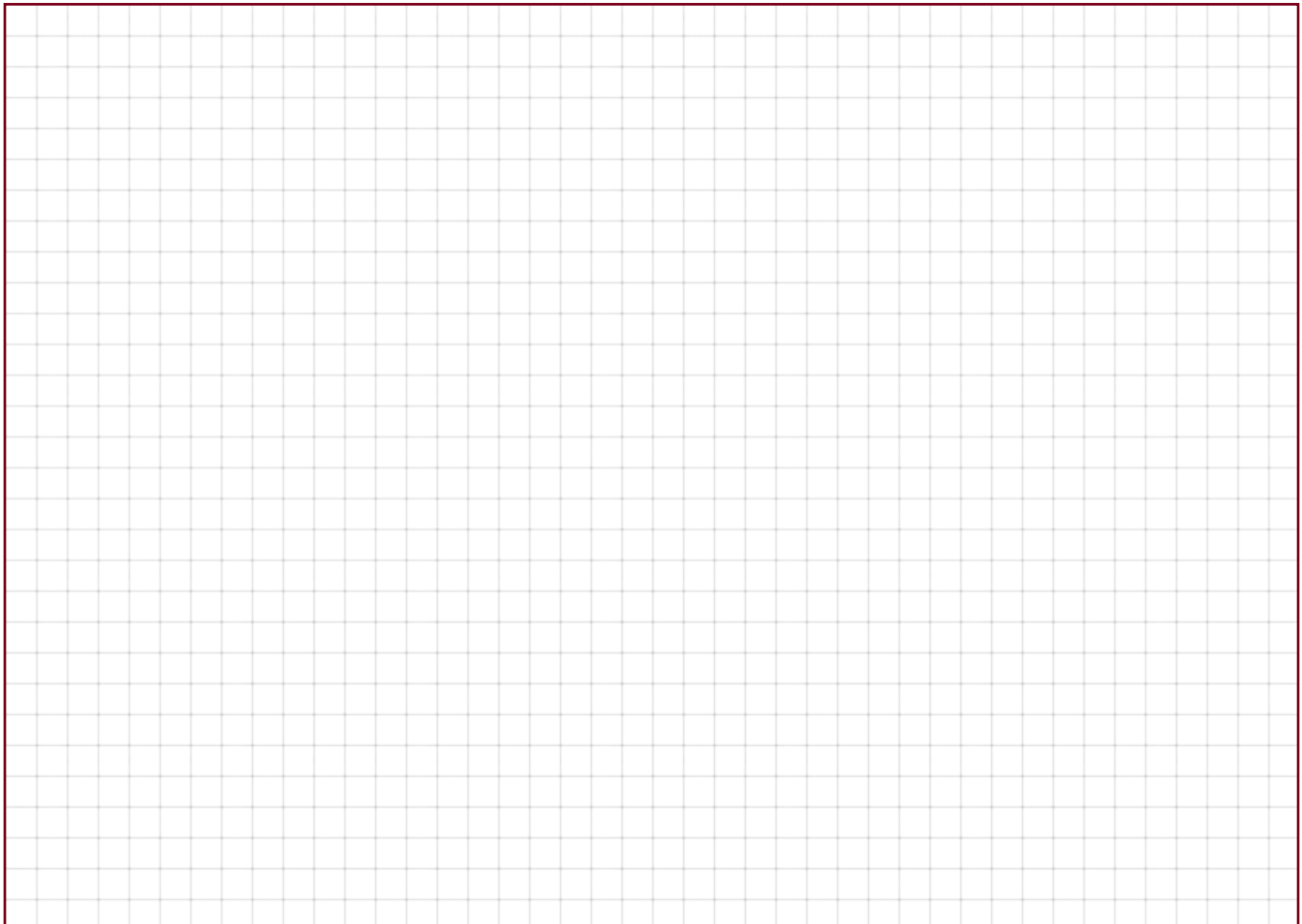
Include locations of:

- Parking spot(s)
- Restroom
- Biosecure entry door/gate
- Livestock
- Feed
- Water
- Supplies
- Hazardous materials
- Emergency shut-offs

Include additional maps of any off-site livestock areas that will need to be visited, such as pastures.

You can either:

1. Click to insert a map or aerial view of your farm below (may not work on all devices/browsers). Then, print and mark the locations, or
2. Print the form and then use the gridlines to draw a map of your farm and mark locations.

A large rectangular area filled with a light gray grid, intended for drawing a map of the farm and marking specific locations. The grid is composed of small squares and is enclosed by a thin red border.

Biosecurity requirements for entry

Clean footwear/clothing:

Boot wash area:

Animal Care

Feeding

Make sure to attach SOPs for feeding and watering protocols when distributing this form.

Diet for each group of animals:

Feed storage locations:

Feeding time:

Information about ordering additional feed:

Preparation instructions:

Watering

Watering instructions:

Milking

Tasks

Milking instructions:

Milking equipment washing protocol:

Milking times:

Identification strategy for treated cows:

Milking protocol:

Recordkeeping

- Which animals were withheld from the bulk tank?
- Are there any animals with mastitis?

Record initials and any observations.

Calving

Tasks

Dairy cow calving instructions:

Recordkeeping

- Dam ID
- Calf ID

Record initials and any observations.

Fresh cow/calf protocols:

Breeding/Reproduction management

Tasks

Is there a bull on the farm? If yes, where is he?

Bull safety information:

Breeder/AI company contact and number:

Repro protocol:

Cows:

Heifers:

Work with the veterinarian to simplify temporarily if necessary.

Recordkeeping

For Timed AI protocols:

- Record which animals received each medication and the date they were given.

All AI breedings:

- Dam ID
- Sire ID
- Date

Livestock treatment

Tasks

Contact veterinarian with questions:

Treatment protocol:

Which animal(s) need treatment:

Recordkeeping

Record treatment daily on treatment record.

- Treated Animal ID
- Medication
- Amount
- Route (IM, SQ, IV, Oral)
- Location on animal given
- Reason for treatment
- Milk withdrawal
- Meat withdrawal

Mortality management

Mortality management protocol:

Manure Management

Manure management protocol:

Recordkeeping

- Mortality ID
- Date
- Reason for death (if known)

Facilities

Facilities instructions:

Cleaning

Cleaning instructions:

Pet care

Pet care information (e.g. farm dog or cat):