

Emergency Preparedness Guide



OFFICE OF THE WARDEN

AND C.A.O. □ CLERK

Tel : 613-966-1319

Fax: 613-966-2574



COUNTY ADMINISTRATION
BUILDINGS
235 PINNACLE ST.
POSTAL BAG 4400
BELLEVILLE □ ONTARIO
K8N 3A9

"SUPPORTING PEOPLE AND COMMUNITIES"
www.hastingscounty.com

Thank you for taking the time to review the important information enclosed in this Emergency Preparedness Guide. Hastings County is here to help you plan and remain safe throughout an emergency situation. The Hastings County Community Control Group is a team of professionals who will assist the emergency response services of our 14 municipalities and two separated cities during a large scale emergency. The team can coordinate Fire Mutual Aid, Emergency Medical Services, Emergency Social Services in evacuation shelters, Police Service assistance and Public Health Inspection.

You can assist emergency staff by preparing in advance of an emergency so that you and your family can be self sufficient for the first 72 hours during an emergency. This will allow time for emergency services to prioritize response. You are encouraged to prepare a 72 Hour Survival Kit and an Emergency Evacuation Kit. Details on what to do are included in this guide.

If each of us participates in emergency readiness, a tragedy or disaster may interrupt, but not destroy the quality of life we enjoy in Hastings County.

Yours truly,

A handwritten signature in black ink that reads "Rick Phillips".

Warden Rick Phillips
Hastings County



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How You Can Plan for Emergencies

Be Prepared!

Make sure everyone in your family knows what to do before, during and after an emergency. As a family, make a plan and discuss how you can best prepare for the most likely hazards that will affect your home. If you live alone, make a plan for yourself and make sure you talk about it with your neighbours and friends. This Guide will provide you with information, lists and templates to use to make sure you are prepared for any emergency.

Make a Plan

On pages 21-22 of this guide is a template for a home emergency plan. Take the time to fill it out and make sure your family is familiar with it.

Keep a list of emergency phone numbers handy. Put a copy of important phone numbers in your “Ready to Go” bag (Page 19). Select a friend or family member who lives a distance away from you to be the contact person in the event you are separated from your family. Make sure everyone in the family has this person's phone number – put a copy in purses, briefcases, school backpacks, etc or make sure it is stored in electronic devices such as iPods, cellphones or laptops.

You can also include floor plans that include where exits and escape routes from each room. There is also a spot to include the location of your “Ready to Go” kit.

Don't forget your pets!! Make sure you have Pet Emergency Kit (pg 9) and have a list of pet friendly hotels, kennels, veterinarians or friends who can take your animal or who you can stay with if you need to evacuate your home.

How You Can Plan for Emergencies

Prepare your Kit

Make sure you have supplies in your home to be self sufficient for AT LEAST 72 hours. You should also prepare a “Ready to Go” (pg 19) kit that has all the supplies and information you will need if you have to evacuate quickly, a Pet Emergency Kit (pg 9) and a make sure your car has a Car Survival Kit (pg 8) in case you are stranded or need to travel a long distance.

Know your Hazards

Make a list of all the hazards that may affect you and your home. Contact your local Community Emergency Management Coordinator for information on the top local hazards in your community. Find out how you can prevent, mitigate or prepare for these hazards to make sure your family can remain safe and calm during an emergency.



72-Hour Survival Kit

Food and Water

- 3-5 gallons of water (4 litres per adult, per day)
- Canned or freeze-dried foods
- One manual can opener
- Instant drink and juices
- Water purifying tablets

Warmth and Shelter

- Tent/Trailer or other shelter
- Wool-blend blanket or sleeping bags
- Emergency reflective blanket
- Lightweight stove & fuel / camp stove (to be used OUTDOORS ONLY)
- Hand and body warm packs
- Poncho (a large garbage bag can make a great rain poncho)

Tools and Equipment

- Pocket knife
- Flashlight, lantern or candles including windproof / waterproof matches
- Shovel, hatchet or axe
- Sewing kit
- Nylon rope and duct tape
- Cooking utensils
- Radio and batteries or crank radio
- First aid kit
- Pen / pencil and writing pad
- Whistle to make noise with
- Hand sanitizer
- Water resistant duffel bag or tote to store everything in

72-Hour Survival Kit

Special Items

Keep copies of important family records and documents in a waterproof and fireproof, portable container.

- Passports
- Health cards
- Drivers' licences
- Birth certificates
- Bank account and credit card numbers
- A small amount of cash
- Photos of family members in case you are separated in an emergency
- Games and toys for children
- Extra keys for house and car(s)
- Cell phone, battery charger and car adaptor (keep battery charged!)



Don't put your life at risk by waiting and trying to gather items when the emergency requires you to leave your home immediately!

Car Survival Kit

- Shovel
- Sand or kitty litter
- Traction mats
- Tow chain
- Compass
- Cloth or roll of toilet paper
- Warning light or road flares
- Extra clothing and footwear
- Emergency food pack
- Booster cables
- Ice scraper and brush
- Matches and a “survival” candle in a deep can (to warm hands, heat drink, or use as emergency light)
- Fire extinguisher
- Extra windshield washer fluid
- Fuel-line antifreeze
- Road maps
- Flashlight
- First-Aid kit
- Blanket (special “survival” blankets are best)



Pet Emergency Survival Kit

- 72-hour supply of food, bowls and can opener
- 72-hour supply of bottled water
- Blankets/towels (more than one in case they get soiled)
- Small toy
- Leash, muzzle, harness
- Litter pan, litter, plastic bags and scooper
- Pet carrier for transportation
- Medical records, especially proof of vaccinations (most boarding facilities will not accept pets without proof of current vaccination records)
- Medications and pet first aid kit
- Current photo of pet in case they get lost
- Information on your pet's feeding schedule, behavioural/medical concerns and special boarding instructions
- List of boarding facilities in your area, hotels/motels that accept pets, and friends and relatives that you and your pet can stay with (pets are generally not allowed inside emergency shelters designated for people, with the exception of service animals such as guide dogs)
- I.D. tag (microchipping also recommended)



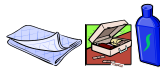
Prepare Your Kit

Prepare your survival kits by putting a few items in it each month:



Flashlight, radio, duffel bag/tote

JANUARY



Blankets, first aid kit, hand sanitizer

FEBRUARY



Cash, spare keys, important papers

MARCH



Food & water, medication and utensils

APRIL



Camp stove, whistle, home emergency plan

MAY



Duct tape, matches, basic tools

JUNE



Toiletries, spare clothes, games

JULY



Pet Kit – picture, supplies, carrier

AUGUST



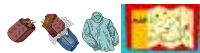
Car Kit – Flashlight, first aid kit, blanket

SEPTEMBER



Car Kit – fluids for car, booster cables, survival candle/matches, shovel

OCTOBER



Car Kit – non-perishable food (granola bars), warm clothes, maps

NOVEMBER



Great Job! You've completed your kits! Now help friends and family learn how they can do theirs!

DECEMBER

Know Your Hazards

The following are some common hazards that are experienced throughout Hastings County:

Power Outage

- If prolonged, prevent pipes from bursting by draining them and turning off main water supply
- Turn off appliances that automatically come back on when power is restored
- Keep a phone that does not require electricity
- Open fridge and freezer doors as little as possible to preserve food
- Never use camp stoves, burners or barbecues indoors. They can produce dangerous levels of carbon monoxide
- If using candles, never leave them unattended

Extreme Cold

- Dress warmly in layers and stay dry
- Cover face and mouth to protect lungs from cold air
- Avoid overexertion when shoveling snow. Take breaks
- Always let people know when you are travelling in inclement weather. Give them your route and expected arrival time. Keep an emergency car kit in your vehicle and the gas tank half full at all times
- Inside, only use heating equipment approved for indoor use
- Keep combustible materials away from portable heater
- Be careful not to overload electrical circuits

Extreme Heat

- Stay in the shade. When in the sun, use minimum SPF 15 sunscreen
- Wear light coloured, lightweight and loose fitting clothes
- Drink plenty of water and avoid alcohol and caffeine
- Avoid strenuous activity
- NEVER leave children or pets in a car unattended for any length of time
- Listen to the radio for locations for cooling centres in your neighbourhood
- Be sure and check on your neighbours or those who may be at risk to extreme heat:
 - Children and seniors
 - People with chronic health issues
 - Outdoor workers

Know Your Hazards

Extreme Weather

Thunderstorms

- ❑ If outdoors, get inside. If that's not possible, squat low to the ground. Do not lie down
- ❑ Take shelter in a ditch or low depression if unable to shelter in a building
- ❑ If in a boat or in the water, get back to shore immediately
- ❑ Avoid handling electrical equipment, faucets, telephones, etc. Lightning can follow wires and pipes
- ❑ If you are in a car, stay there

Tornados

- ❑ Go to the basement or interior room on the ground floor such as a washroom or closet
- ❑ Stay away from windows and exterior walls
- ❑ If outdoors, get inside if possible. If not, take cover in a ditch or recessed area



Floods

- ❑ Move furniture and valuables from lower levels to higher ones
- ❑ Make sure basement windows are closed
- ❑ Seek higher ground if water is rising rapidly

Health Emergencies

The Hastings and Prince Edward County Health Unit (HPECHU) is a valuable resource during many types of health related emergencies, as well as food and water safety issues. Public Health works in concert with local emergency planning groups, hospitals and paramedic services to manage any health related issue that may arise.

For more information, you can contact HPECHU at 613-966-5500 Belleville and 613-332-4555 Bancroft or <http://www.hpechu.on.ca>

REMEMBER: Listen to local radio for information during an emergency regarding evacuations, safety tips and where to get more information. You can also subscribe for various types of emergency alerts.

Weather Alerts – www.theweathernetwork.com You can follow them on Twitter, download a desktop program or an app that delivers weather information right to your mobile device.

Other Emergency Information in Ontario – You can subscribe to e-mail alerts to emergencies happening in the Province of Ontario at www.ontario.ca/emo You can also follow them on Twitter: @OntarioWarnings

Feature Hazard: Tornadoes

Tornadoes are rotating columns of high winds. Canada gets more tornadoes than any other country with the exception of the United States, averaging about 50 tornadoes per year.

Tornadoes:

- Can move quickly (up to 70 km/hour) and leave a long path of destruction (at other times the tornado can be small with rapidly fluctuating wind speeds).
- Can uproot trees, overturn cars and demolish houses.
- Usually hit in the afternoon and early evening, but have been known to strike at night.
- Are relatively common in Canada, but only in specific regions: Alberta, Manitoba, Saskatchewan, Ontario, Quebec, New Brunswick, and the interior of British Columbia.
- Have a season extending from April to September with peak months in June and July, but can occur at any time of year.

Warning signs of a potential tornado

- Severe thunderstorms.
- An extremely dark sky, sometimes highlighted by green or yellow clouds.
- A rumbling or a whistling sound caused by flying debris.
- A funnel cloud at the rear base of a thundercloud, often behind a curtain of heavy rain or hail.

What to do

In all cases

- Get as close to the ground as possible, protect your head and watch for flying debris.
- Do not chase tornadoes – they are unpredictable and can change course abruptly.
- A tornado is deceptive. It may appear to be standing still but may in fact be moving toward you.



Feature Hazard: Tornadoes

In a house

- Go to the basement or take shelter in a small interior ground floor room such as a bathroom, closet or hallway.
- If you have no basement, protect yourself by taking shelter under a heavy table or desk.
- In all cases, stay away from windows, outside walls and doors.
- On a farm
- If your personal safety is not at risk, you may have time to open routes of escape for your livestock. Open the gate, if necessary, and then exit the area in a direction perpendicular to the expected path of the tornado.

In a recreational vehicle or mobile home

- Find shelter elsewhere, preferably in a building with a strong foundation.
- If no shelter is available, crouch down in a ditch away from the mobile home or recreational vehicle. Beware of flooding from downpours and be prepared to move.

In a high rise building

- Take shelter in an inner hallway or room, ideally in the basement or on the ground floor.
- Do not use the elevator.
- Stay away from windows.

In a gymnasium, church or auditorium

- Large buildings with wide-span roofs may collapse if a tornado hits.
- If you are in one of these buildings and cannot leave, take cover under a sturdy structure such as a table or desk.
- In a vehicle
- If you spot a tornado in the distance go to the nearest solid shelter.
- If the tornado is close, get out of your car and take cover in a low-lying area, such as a ditch.
- Do not take shelter under an overpass or a bridge. Winds can accelerate under an overpass or a bridge and cause injury or death from flying debris.



Using Technology During a Disaster

We rely on technology more and more to keep in touch with our family, friends, and colleagues with a click of a button.

But what happens in the event of a major emergency? Suddenly these tools can

become vital in helping you and your family deal get in touch and stay informed. So here are some tips on the use of technology in an emergency:

- If possible, use non-voice channels like text messaging, email or social media. These use less bandwidth than voice communications and may work even when phone service doesn't.
- If you must use a phone, keep your conversation brief and convey only vital information to emergency personnel and/or family. This will also conserve your phone's battery.
- Unable to complete a call? Wait 10 seconds before redialing to help reduce network congestion. Note, cordless phones rely on electricity and will not work during a power outage. If you have a landline, keep at least one corded phone in your home.
- Keep extra batteries or a charger for your mobile device in your emergency kit. Consider getting a solar-powered, crank, or vehicle phone charger. If you don't have a cell phone, keep a prepaid phone card in your emergency kit.
- Keep your contacts up to date on your phone, email and other channels. This will make it easier to reach important contacts, such as friends, family, neighbours, child's school, or insurance agent.
- If you have a smartphone, save your safe meeting location(s) on its mapping application.
- Conserve your smartphone's battery by reducing the screen's brightness, placing your phone in airplane mode, and closing apps you are not using. You never know how long a power outage will last!
- Remember, in an emergency or to save a life, call 9-1-1 for help. You cannot currently text 9-1-1. If you are not experiencing an emergency, do not call 9-1-1. If your area offers 2-1-1 service or another information system, call that number for non-emergencies.



Who/What is Hastings-Quinte EMS?



Hastings County has been the provider of all pre-hospital emergency medical service (paramedic services) since January 1st, 2003. There are 5 separate bases located in Bancroft, Madoc, Quinte West and 2 in Belleville as well as a post in Tweed. Since January 1st 2004, Hastings-Quinte EMS was also selected to provide all paramedic services for Prince Edward County to the south, and has a station in Picton.

Mutually cooperative agreements also exist with paramedic services in neighboring Counties. Hastings-Quinte Emergency Medical Services is comprised of a team of approximately 170 well qualified paramedics committed to achieving and delivering the highest medical standards. By responding to emergencies in a coordinated and efficient manner, the people of Hastings and Prince Edward County can be confident in the quality of patient care provided.

HQEMS has two levels of paramedics - Primary Care Paramedics (PCP) and Advanced Care Paramedics (ACP). The Primary Care Paramedic is a community college graduate of a two-year Paramedic Program and has obtained provincial certification. The Advanced Care Paramedic (ACP) must successfully complete approximately one full year of post-graduate education in addition to the two-year PCP Program. In addition to Provincial certifications, both levels of paramedics must be certified by the regional paramedic program of eastern Ontario to perform delegated medical acts.



Who/What is Hastings-Quinte EMS?

Both Primary and Advanced care paramedics are trained in critical thinking under emergent conditions to provide emergency patient care. All paramedics carry emergency medical equipment and medication. Depending on the paramedic's level of certification, patient treatment may include cardiopulmonary resuscitation (CPR), patient immobilization, oxygen therapy, basic trauma life support, blood glucose testing, as well as more advanced procedures such as IV therapy, advanced airway procedures, needle thoracostomy and an increased compliment of medications to immediately stabilize the patient.

Preparing for the arrival of paramedics

- Remain calm and get organized
- Unlock and open the front door – paramedics look for easy access into the home. Preferable to use entrance ways without multiple stairs or narrow passages
- Turn on the lights, inside and outside of the home
- Ensure your house number is clearly displayed
- Whenever possible, vehicles should be removed from the driveway
- Clear a path to the patient
- Secure any pets
- Extinguish any smoking materials
- Gather all patient medications and/or lists of medications
- Have the patient's Ontario Health Card ready
- Gather all pertinent medical info – (i.e DNR orders, recent prescriptions)
- Be ready to leave the home – in some cases paramedics may require a family member to accompany them during transport (i.e. a child or baby).



Evacuations

What should you do if ordered to evacuate?

- Offer to assist neighbours who may not be able to evacuate on their own. **If possible, make these arrangements in advance**
- Take your family **Ready-to-Go kit. (see details on next page)**
- Evacuate the area affected by the emergency exactly as directed. Remain calm, do not speed and obey official directions as some roads may be closed or rerouted
- Don't take shortcuts. Doing so might lead you to a blocked or dangerous area
- During some evacuations, you may be asked to report to a reception centre. These may be set up to check people and vehicles for contamination, record evacuee contact information or arrange for temporary housing. **Even if you have somewhere else to go in long term evacuations, consider attending the shelter for registration and inquiry purposes**
- Listen to media reports to stay informed about further announcements from your local emergency officials

When arriving at a reception centre operated by Hastings County Social Services, staff in clearly marked **green** vests will greet you. These vests identify our staff as someone who can help you. If you require medical assistance, notify staff immediately.

You and your family will be required to register with your full name and contact information. This will assist in reuniting you with any family members you may have been separated from. You will be issued a photo ID and will be asked to sign in and out if you leave the centre for any reason.



Evacuations

Evacuation and reception centres typically provide food, shelter, clothing, emergency financial assistance and other personal supports. It also acts as an agent for family reunification and as a location to obtain information about the emergency. If the emergency requires an overnight stay, cots, blankets and comfort kits may be provided by the Canadian Red Cross.

Hastings County Social Services also works closely with agencies and volunteer groups throughout the County to provide these services. Hastings Prince Edward County Health Unit, Canadian Red Cross, Salvation Army, Women's Institute and many other community groups will also be available to provide valuable support during an emergency.

For more information about Hastings County Social Services and their role in emergency evacuations, contact Deb Kinsman at 613-771-9341 ext. 7.

READY-TO-GO KIT

- ? Change of clothes
- ? Copies of ID, insurance papers and important documents
- ? Toiletries (toothbrush, toothpaste, soap, hairbrush, deodorant, etc)
- ? Cash
- ? Spare keys
- ? Extra medication and copies of prescriptions
- ? Copy of important phone numbers (family, work, daycare, vet, etc)
- ? First Aid kit
- ? Flashlight with batteries
- ? Non-perishable snacks and a some bottled water or water purification kit



The Role of Hastings County in an Emergency

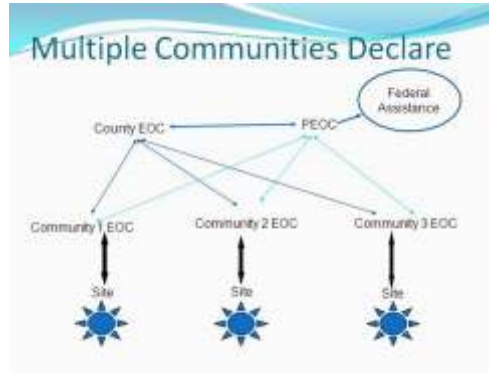
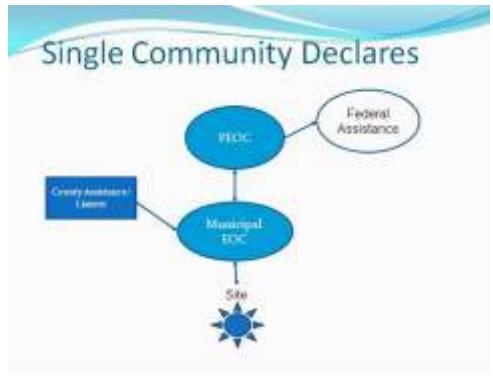
Non-Emergency Support and Activities

Hastings County supports its member municipalities and the separated cities prior to an emergency by participating with them and supporting them in exercises, training and public education and awareness initiatives. The County is also required to conduct their own training and exercise for the County Control Group as well as developing and delivering public education and awareness information.

Emergency Support and Activities

In the event of a single municipality activating their emergency plan, Hastings County provides support by sending representation from Hastings-Quinte EMS and social services as part of municipal emergency plans.

In the event of a large scale, multiple municipal emergency situations, Hastings County will activate its County Control Group to provide assistance and support by coordinating resources, liaising with provincial and federal partners through the Provincial Emergency Operations Centre (PEOC), non-governmental stakeholders and providing County services to the municipalities as requested, such as paramedic services and emergency social services.



If you would like to request a presentation on personal preparedness or emergency management in Hastings County, or you have any questions regarding emergency planning in Hastings County, contact Leanne Latter, Emergency Planning Coordinator at: 613-771-0984 or latterl@hastingscounty.com.

Family Emergency Plan Template

Remember: the objective of a family emergency plan is to be prepared to be self-sufficient for a minimum of 72 hours as well as being able to reunite and have a plan in the event of an evacuation.

Out of Area Contact (A person far enough away so as not to be affected by the same situation – someone each member of the family can call or e-mail in case of an emergency)	Temporary Accommodation (a place where your family will be able to stay for a few days in case of evacuation).
Name:	Location:
Address:	Telephone:
Telephone: (home): (work): (cell):	Telephone:
E-mail address:	E-mail address:
Emergency Meeting Place (A place for your family to meet if you are all in different locations when your home is evacuated, such as work or school)	
Location:	
Alternate Location:	

Give a copy of this plan to each family member, your emergency contact, child's school, etc

Family Contact Info

Family Member	Usual Weekday location	Contact Information

Special Health information:

Insurance/Security Company contact information:

Ready to Go bag location:

Separate location for pets to be cared for (if required) and contact information:

Pet Emergency Kit location:

Give a copy of this plan to each family member, your emergency contact, child's school, etc

For more information, visit these websites:

www.hastingscounty.com



www.getprepared.ca



www.ontario.ca/emo



www.theweathernetwork.com



www.redcross.ca



www.weatheroffice.gc.ca



www.mto.gov.on.ca/english/traveller/trip/



www.hpechu.on.ca/applications/web_cms/index.php?pageid=790&menuid=3447



Municipal Emergency Contact Information

Town of Bancroft: Pat Hoover, 613-332-2442, 33 Chemaushgon St., Bancroft
phoover@town.bancroft.on.ca

Township of Carlow-Mayo: Arlene Cox, 613-332-1760, 3987 Boulter Road, Boulter
carlowmayo@xplornet.ca

Municipality of Centre Hastings: Cathie Lahey-Francis, 613-473-4030, 7 Furnace St., Madoc
francisconnection@sympatico.ca Information:
www.centrehastings.com/emergency_preparedness.htm

Town of Deseronto: Bryan Brooks, 613-396-2440, 331 Main Street, Deseronto
bbrooks@deseronto.ca Information: www.deseronto.ca

Township of Faraday: Brenda Vader, 613-332-3638, 29860 Hwy 28 South, Bancroft
clerk.faraday@reztel.net

Municipality of Hastings Highlands: Craig Davidson, 613-338-2811 ext. 23, 33011 Hwy. 62
N.
cdavidson@hastingshighlands.net

Township of Limerick: Jennifer Trumble, 613-474-2863, 89 Limerick Lake Road, Gilmour
clerk@township.limerick.on.ca

Township of Madoc: Cathie-Lahey Francis, 613-473-2677, 15651 Hwy 62, Madoc
francisconnection@sympatico.ca

Municipality of Marmora and Lake: Tony Brownson, 613-472-2748, 14 Bursthall Street,
Marmora
t.brownson@marmoraandlake.ca

Township of Stirling-Rawdon: Rick Caddick, 613-395-0214, 98 East Front Street, Stirling
firechief@stirling-rawdon.com Information: www.stirling-rawdon.com

Township of Tudor and Cashel: Bernice Crocker, 613-474-2583, 371 Weslemkoon Lake
Road, Gilmour
clerk@tudorandcashel.com Information: www.tudorandcashel.com

Municipality of Tweed: Patricia Bergeron, 613-478-2535, 255 Metcalf Street, Tweed
plb@twp.tweed.on.ca

Township of Tyendinaga: 'Mike Boyd, 613-396-1660, 859 Melrose Road, Shannonville
firechief@tyendinagatownship.com Information: www.tyendinagatownship.com/ems.php

Township of Wollaston: Dylinna Brock, 613-337-5731, 90 Wollaston Lake Rd, Coe Hill
wollaston@bellnet.ca

City of Quinte West: John Whelan, 613-392-2841 ext. 7464, 65 Dundas Street West, Trenton
johnw@city.quintewest.on.ca Information: www.city.quintewest.on.ca

City of Belleville: 613-962-2010, 169 Front Street, Belleville
Information: www.city.belleville.on.ca (search under City Hall, Fire Dept.)

Hastings County Community Emergency Management Coordinator: Doug Socha
613-771-9366 x224 (Office) or sochad@hastingscounty.com