

Emergency Preparedness Guide



Hastings County
Supporting People & Our Communities



**OFFICE OF THE WARDEN
AND C.A.O. – CLERK**

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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 assist by coordinating emergency services, providing emergency social services and coordinating any other agencies that may respond to assist municipalities in an emergency.

This year, the Emergency Preparedness theme is **“Prepare your Self(ie)! – Make a plan, build a kit, stay informed.”** Every individual is responsible for preparing in advance of an emergency so that you and your family can be self-sufficient for at least 72 hours during an emergency. This will allow time for emergency services to prioritize response. Not only are you responsible for preparing your own kits, you are also encouraged to meet your neighbours to see how you can help each other be prepared.

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, appearing to read "Rodney Cooney". The signature is stylized and cursive.

Warden Rodney Cooney
Hastings County

Table of Contents

How You Can Plan For Emergencies.....	4
72-Hour Survival Kit.....	6
Car Survival Kit.....	8
Pet Emergency Survival Kit.....	9
Prepare Your Kit.....	10
Feature Hazard: Drought/Low Water.....	11
Feature Hazard: Forest Fires.....	13
72-Hour Kit Recipes.....	15
Shelter-In-Place.....	16
Evacuations.....	18
The Role of Hastings County in an Emergency.....	20
Family Emergency Plan.....	21
Community Links.....	23
Municipal Contact Information.....	Back Cover

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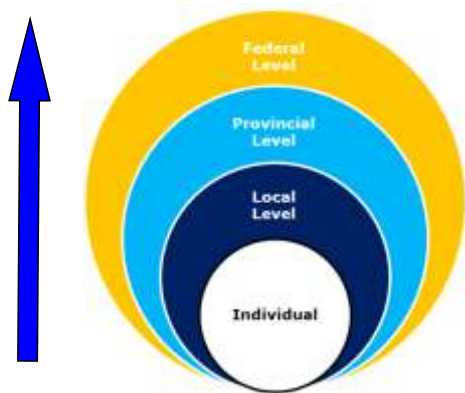
Know the Risks, Reduce them Together!!!

EVERYONE has a role to play in being prepared for an emergency. Individuals and families should have an emergency kit with enough supplies for at least 72 hours. They are responsible for having a plan in place in the event they are required to evacuate their home – a plan that includes a safe place for all family members (including pets!) to go. They are responsible for knowing their hazards and ensuring their homes and cottages are prepared and protected.

Municipalities are required to have an emergency plan and program in place to respond to large scale emergencies. These programs include ensuring the public is aware of their hazards and has the information they need to prepare for them. During an emergency, available municipal resources will be directed to protect critical infrastructure (roads, water, hydro, etc) and to response to those with immediate life safety issues.

The pages of this Emergency Preparedness Guide will assist individuals with fulfilling their responsibilities in an emergency. Remember – EMERGENCY PREPAREDNESS STARTS WITH YOU!

PROTECTING YOUR SAFETY BEGINS AT HOME



EMERGENCY MANAGEMENT IS A BOTTOM UP RESPONSIBILITY....it starts with YOU!!

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

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.

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

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)
- Duct tape



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

Feature Hazard: Drought/Low Water Conditions

Ministry of Community Safety and Correctional Services

<https://www.emergencymanagementontario.ca/english/beprepared/ontariohazards/ExtremeHeat/drought.html>

Facts About Drought/Low Water Conditions

What is a drought/low water condition?

The Ministry of Natural Resources defines drought or a period of low water as an extended period of time with one or more of the following:

- Three months or more with below average precipitation; this may be combined with high rates of evaporation.
- Conditions in which the water levels in streams are at the minimum required for the survival of aquatic life. Water must be rationed only for high priority uses since many wells are becoming dry.
- Drought/low water conditions can have socioeconomic impacts that are felt over a much larger area than the individual properties that the drought/low water conditions have been reported at.

Negative impacts of drought/low water conditions may include:

- Water shortages and conservation measures for households, municipalities, industries, businesses and agriculture
- Increase in wildfires
- Decline in water quality
- Above average insect infestations and plant disease
- Impacts on shipping and marine transportation
- Reduced hydro-electric production
- Loss of fish and wildlife habitat
- Loss or damage of crops



Ontario Low Water Response Plan

The Ontario Low Water Response was developed by the Province of Ontario in order to assist in the preparation, co-ordination and to support local response to a drought.

MNR and the Conservation Authorities regularly monitor water level conditions. There are three levels use to describe water levels in regards to drought/low water in Ontario:

Level I: The potential for water supply problems is identified.

Level II: Minor water supply issues are encountered.

Level III: Supply no longer meets demand. Social and economic impacts are experienced.

For more information on Low Water and how it is monitored and reported, visit Quinte Conservation or the Ministry of Natural Resources websites.

<http://quinteconservation.ca>

<https://www.ontario.ca/page/low-water-response-program>



FEATURE HAZARD – Forest Fires

Ministry of Community Safety and Correctional Services

<https://www.emergencymanagementontario.ca/english/beprepared/ontariohazards/forestfires/forestfires.html>

Every year, Ontario's fire rangers and local fire departments respond to hundreds of forest fires. While forest fires can be dangerous to people and property, being prepared in advance and knowing what actions to take can better protect you.

When you are building your family emergency plan review and discuss these safety tips with your entire household to make sure everyone understands what to do.

General Tips

If you are indoors:

- If you are trapped inside your home by a wildfire home, stay inside (unless advised by officials to evacuate) and move away from outside walls. Close doors, but leave them unlocked.
- Close windows, vents, and blinds. Remove lightweight curtains.
- Open the fireplace damper. Close fireplace screens.
- Turn a light on in each room to increase the visibility of your home in heavy smoke.

If you are advised to evacuate:

- Wear protective clothing and footwear to protect against flying sparks and ashes.
- Tell someone when you leave and where you are going.
- Choose a route away from fire hazards (listen to the radio or television for information)
- Watch for changes in the speed and direction of fire and smoke.

If you are outdoors:

- Do not try to outrun the blaze. Instead, look for a body of water such as a pond or river to crouch in.
- If there is no water nearby, find a depressed, cleared area with little vegetation.
- If a road is nearby, lie face down along the road cut or in the ditch on the uphill side. Cover yourself with anything that will shield you from the fire's heat (e.g. loose earth).
- Protect your lungs by breathing air closest to the ground, through a moist cloth, if possible, to avoid inhaling smoke.

Prepare now:

- Review and discuss the safety tips with your entire household to make sure everyone understands what to do in a forest/wildland fire.
- Clearly mark all driveway entrances and display your address so that fire vehicles can easily find your home.
- Practice evacuating your home. Teach all household members the technique of "stop, drop and roll" in case clothes catch on fire.
- Install smoke detectors and sprinklers on every floor and by all sleeping areas.
- Plan several escape routes away from your home by car and by foot.
- Create a safety zone around your home. Modify or eliminate brush, trees and other vegetation near your home.
- Consult with your local fire department about making your home fire-resistant.



72-Hour Survival Kit Recipes

Energy Trip

- 1 can each (16 oz) black beans, garbanzo beans and white chili beans
- 1/2 cup of cilantro or dried cilantro
- 1 onion or 1 cup of dried onion
- Chili powder to taste
- Salt & pepper to taste

Directions

1. Rinse all 3 cans of beans and put in bowl or container.
2. Add cilantro, onion, chili powder, salt & pepper.
3. Stir and eat within 3 days.

Found at www.emergencykitcookoff.org
Recipe submitted by Vivian McKemie
reprinted with permission



Spicy Survival Trail Mix

- 1/8 cup sugar
- 1 tsp kosher salt
- 1/4 cup honey
- 3/4 tsp cayenne pepper (add more if desired)
- 1 pounds nuts (any variety)
- 1-2 cups dried fruit

Directions

1. Combine sugar and salt in a bowl.
2. Melt honey and cayenne pepper in a skillet over the grill. Add nuts and stir to coat. Spread nut mixture in a single layer on a greased baking sheet. Bake in gas oven preheated to 350 (or on the grill) for 10-15 minutes, stirring once. Raw nuts will need to be cooked slightly longer.
3. Cool slightly and then mix nuts with the sugar/salt mixture.
4. Add 1-2 cups dried fruit of your choice. You can also add chocolate chips, if desired.

Found at www.emergencykitcookoff.org
Recipe submitted by Aprille
reprinted with permission

Shelter-in-Place

In the event of an emergency, such as the accidental or intentional release of dangerous goods into the atmosphere (e.g., chemical, biological, radiological or nuclear contaminants), persons in the threatened area may be instructed to shelter-in-place.

What is Shelter-in-Place?

- Unlike seeking refuge at a shelter outside of your home or place of work, as might occur during an evacuation, shelter-in-place is a precaution to help keep you safe by remaining indoors.

What should I do if at home?

- If instructed by local officials to shelter-in-place, close and lock all windows and exterior doors. If there is danger of an explosion, close all window coverings (e.g., shades, blinds, curtains). Also turn off all fans, vents, and heating and air conditioning systems and close any fireplace dampers.
- If possible, take refuge in a small, interior room, with no or few windows. In case of a chemical threat, an above ground location is preferable, as chemicals heavier than air may seep into the basement even with the windows closed.
- Although most shelter-in-place orders usually last only a few hours, take your family emergency survival kit into the room with you so you and your family and pets have a supply of food, bottled water, first aid supplies and medications on hand.
- Have a working radio available so you can listen to the media to know when it's safe to come out or if you will need to evacuate the area.
- Try to have a hard-wired telephone inside the room in which you are seeking shelter. This will provide a backup to any cellular equipment you may have.
- Avoid using the telephone unless you are reporting an emergency or it is absolutely necessary. Emergency responders and those who need immediate emergency assistance will need all available lines.

How will I be notified?

- Typically by the media.
- Alternately, emergency services might drive through your neighbourhood and provide instructions over a loud speaker or by going door-to-door.
- Some municipalities have installed public alerting systems, such as sirens, tone-alert radios, and automated phone calling. Please contact your local emergency management coordinator for information on any such systems in your community.

What should I do if advised to shelter while at work?

- Close the business and ask all staff, customers or visitors to stay inside the building.
- Close and lock all doors, windows and any other openings to the outside.
- Turn off, seal or disable all building mechanical systems such as fans, heating and air-conditioning systems, and systems that automatically supply fresh air.
- In cases of a chemical threat try to seek shelter in above ground rooms (e.g., conference rooms, large storage closets, copy or pantry rooms) that will prevent overcrowding and will have access to a hard-wired telephone.
- Avoid rooms with large windows or mechanical equipment like ventilation blowers or pipes, as it might not be possible to seal off this equipment from the outdoors.
- Write down the names of everyone in the room, and call your business's designated emergency contact person to report who is in the room and their affiliation with the business.
- Listen to the media for further instructions from local authorities.



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 Community and Human Services, staff greeting you will be clearly identified 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 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 Community and Human Services also works closely with agencies and volunteer groups throughout the County to provide these services. Hastings-Prince Edward Public Health, Canadian Red Cross, Salvation Army and many other community groups will also be available to provide valuable support during an emergency.

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

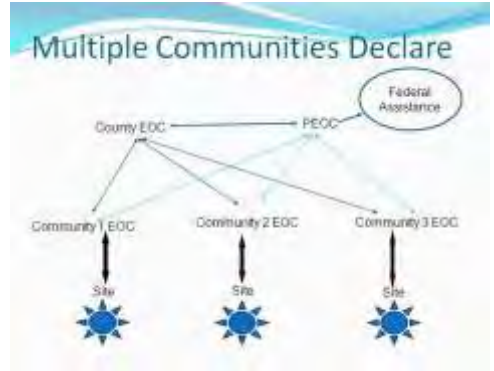
Non-Emergency Support and Activities

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 Paramedic Service and Community and Human 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: 613-966-1311 x2500 or latter@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.

<p>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)</p>	<p>Temporary Accommodation (a place where your family will be able to stay for a few days in case of evacuation).</p>
<p>Name:</p>	<p>Location:</p>
<p>Address:</p>	<p>Telephone:</p>
<p>Telephone: (home): (work): (cell):</p>	<p>Telephone:</p>
<p>E-mail address:</p>	<p>E-mail address:</p>
<p>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)</p>	
<p>Location:</p>	
<p>Alternate Location:</p>	

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



<http://www.hydroone.com/stormcenter3/>



www.getprepared.ca



www.emergencymanagementontario.ca



www.theweathernetwork.com



http://weather.gc.ca/warnings/index_e.html?prov=son



www.ontario.ca/flooding



<http://forms.hpechu.on.ca/web/>



Municipal Emergency Contact Information

Town of Bancroft: Pat Hoover, 613-332-2442, 33 Chemaushgon St., Bancroft
phoover@nhfire.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: Curtis Markland, 613-396-2440, 331 Main Street, Deseronto
cmarkland@deseronto.ca Information: www.deseronto.ca

Township of Faraday: Dawn Switzer, 613-332-3638, 29860 Hwy 28 South, Bancroft
clerk@faraday.ca

Municipality of Hastings Highlands: Pat Pilgrim, 613-338-2811 ext. 266, 33011 Hwy. 62 N.
cao@hastingshighlands.ca

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

Township of Madoc: Lynn Reid, 613-473-2677, 15651 Hwy 62, Madoc
facility@madoc.ca

Municipality of Marmora and Lake: Tony Brownson, 613-472-2748, 7 Matthew Street,
Marmora t.brownson@marmoraandlake.ca

Township of Stirling-Rawdon: Derrick Little, 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: Betty Gallagher, 613-478-2535, 255 Metcalf Street, Tweed
bettyg@twp.tweed.on.ca

Township of Tyendinaga: James Oliver, 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
dylinna@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: Mark MacDonald, 613-962-2010, 169 Front Street, Belleville
Information: www.city.belleville.on.ca (search under City Hall, Fire Dept.)
mmacdonald@city.belleville.on.ca

Hastings County Community Emergency Management Coordinator: Doug Socha
613-771-9366 x224 (Office) or sochad@hastingscounty.com
<http://www.hastingscounty.com/emergency-services/emergency-preparedness.html>