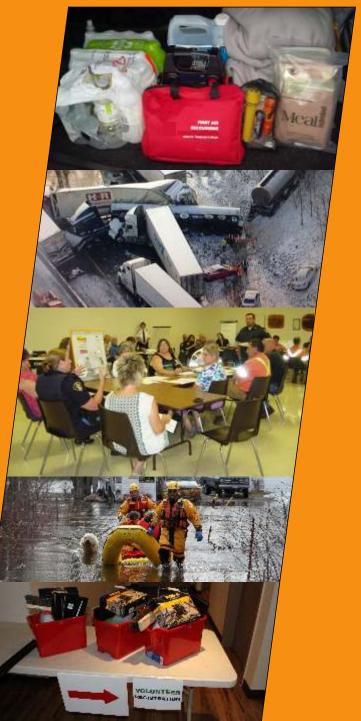
Emergency Preparedness Guide

Hastings County Supporting People & Our Communities





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

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 "*Know the Risks...reduce them together!*" 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,

Warden Rick Phillips Hastings County

Rick Phillips



SUPPORTING PEOPLE AND OUR COMMUNITIES

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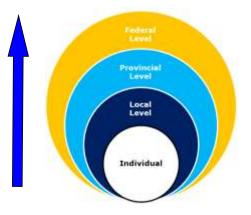
Know the Risks, Reduce them Together!!!

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

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
- E Fuel-line antifreeze
- Road maps
- □ Flashlight
- First-Aid kit
- Blanket (special "survival" blankets are best)
- Duct tape



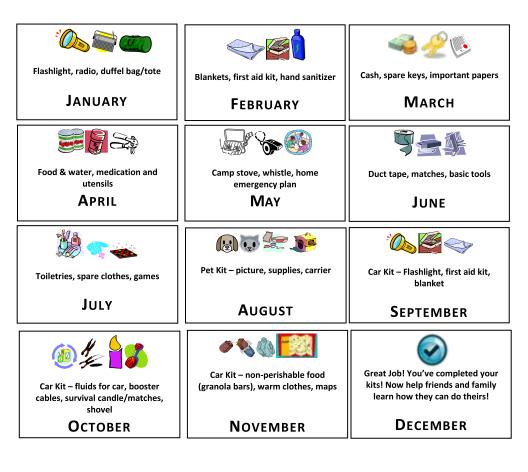
Pet Emergency Survival Kit

- 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:



Feature Hazard: Power Outtages

(content from www.getprepared.gc.ca)

Most power outages will be over almost as soon as they begin, but some can last much longer – up to days or even weeks. Power outages are often caused by freezing rain, sleet storms and/or high winds which damage power lines and equipment. Cold snaps or heat waves can alos overload the electric power system.

During a power outage:

- First, check whether the power outage is limited to your home. If your neighbours' power is still on, check your own circuit breaker panel or fuse box. If the problem is not a breaker or a fuse, check the service wires leading to the house. If they are obviously damaged or on the ground, stay at least 10 meters back and notify your electric supply authority. Keep the number along with other emergency numbers near your telephone.
- If your neighbours' power is also out, notify your electric supply authority.
- Turn off all tools, appliances and electronic equipment, and turn the thermostat(s) for the home heating system down to minimum to prevent damage from a power surge when power is restored. Also, power can be restored more easily when there is not a heavy load on the electrical system.
- Turn off all lights, except one inside and one outside, so that both you and hydro crews outside know that power has been restored.
- Don't open your freezer or fridge unless it is absolutely necessary. A full freezer will keep food frozen for 24 to 36 hours if the door remains closed.
- Never use charcoal or gas barbecues, camping heating equipment, or home generators indoors. They give off carbon monoxide. Because you can't smell or see it, carbon monoxide can cause health problems and is life-threatening.
- Use proper candle holders. Never leave lit candles unattended and keep out of reach of children. Always extinguish candles before going to bed.
- Listen to your battery-powered or crank radio for information on the outage and advice from authorities.
- Make sure your home has a working carbon monoxide detector. If it is hardwired to the house's electrical supply, ensure it has a battery-powered back-up.
- Protect sensitive electrical appliances such as TVs, computer, and DVD players with a surge-protecting powerbar.



If you have to evacuate:

Evacuation is more likely during winter months, when plummeting temperatures can make a house uninhabitable. Although a house can be damaged by low temperatures, the major threat is to the plumbing system. If a standby heating system is used, check to see that no part of the plumbing system can freeze.

If the house must be evacuated, protect it by taking the following precautions:

- Turn off the main breaker or switch of the circuit-breaker panel or power-supply box.
- Turn off the water main where it enters the house. Protect the valve, inlet pipe, and meter or pump with blankets or insulation material.
- Drain the water from your plumbing system. Starting at the top of the house, open all taps, and flush toilets several times. Go to the basement and open the drain valve. Drain your hot water tank by attaching a hose to the tank drain valve and running it to the basement floor drain.
- Note: If you drain a gas-fired water tank, the pilot light should be turned out call the local gas supplier to re-light it.
- Unhook washing machine hoses and drain.
- Do not worry about small amounts of water trapped in horizontal pipes. Add a small amount of glycol or antifreeze to water left in the toilet bowl, and the sink and bathtub traps.
- If your house is protected from groundwater by a sump pump, clear valuables from the basement floor in case of flooding.

After the power returns:

- Do not enter a flooded basement unless you are sure the power is disconnected.
- Do not use flooded appliances, electrical outlets, switch boxes or fuse-breaker panels until they have been checked and cleaned by a qualified electrician.
- Replace the furnace flue (if removed) and turn off the fuel to the standby heating unit.
- Switch on the main electric switch (before, check to ensure appliances, electric heaters, TVs, microwaves computers, etc. were unplugged to prevent damage from a power surge).
- Give the electrical system a chance to stabilize before reconnecting tools and appliances. Turn the heating-system thermostats up first, followed in a couple of minutes by reconnection of the fridge and freezer. Wait 10 to 15 minutes before reconnecting all other tools and appliances.
- Close the drain valve in the basement.
- Turn on the water supply. Close lowest valves/taps first and allow air to escape from upper taps.
- Make sure that the hot water heater is filled before turning on the power to it..
- As a general precaution, keep a bag of ice cubes in the freezer. If you return
 home after a period of absence and the ice has melted and refrozen, there is a
 good chance that the food is spoiled. When in doubt, throw it out!
- Reset your clocks, automatic timers, and alarms.
- Restock your emergency kit so the supplies will be there when needed again.

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.



Coping with an Emergency: What You and Your Family Might Experience and How You Can Help

During or following a disaster or traumatic event, it is common for people to experience both a physical and an emotional reaction. Here are some things that will help you and your family cope:

- Recognize that how you feel is a <u>normal</u> reaction by a <u>normal</u> person to an <u>abnormal</u> event
- □ Try to minimize change immediately after an emergency. The goal should be to get back to normal as quickly as possible
- □ Talk to family members and friends. Reach out to those who may have also been impacted by the disaster
- Listen to each other. Help with the daily, routine tasks
- □ Be sure to get plenty of rest
- □ If necessary, seek professional help from a councilor or support group

Children and Emergencies

Children may experience fear and anxiety after a traumatic event. It is important to acknowledge them and take them seriously. Here are some ways parents can help their children:

- Encourage them to express themselves. This may be through talking, drawing or play
- □ Their fears are very real. It's important to take them seriously, talk about what happened and discuss what is being done to get things back to normal
- □ Offer them lots of comfort and affection
- □ Keep the family together as much as possible
- Give children information in a format they can understand
- Get them back to a normal routine as soon as possible



Plan Now. Work Together. Be Ready.

72-Hour Survival Kit Recipes



Survival Seafood Stew:

- 1 796 ml can crushed tomatoes
- 1 398 ml can stewed tomatoes
- 1 142 g can whole baby clams, liquid included
- 1 106 g can small shrimp, liquid included

torn chives or other garden herbs as garnish (if accessible in an emergency)

The contents of all four cans were combined in a large saucepan and warmed over medium-high heat until bubbling. The garnish was sprinkled on top to serve.

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Preparedness Pineapple Crumble:

- 1 398 ml can crushed pineapple, liquid included
- 1 300 ml can sweetened condensed milk
- 2 granola bars

I combined the pineapple and condensed milk in a saucepan and gently warmed it over medium heat. The granola bars were crushed in the packet then sprinkled on top to serve.

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Fact or Fiction: Are the following statements true or false?

Q1 – Water can be purified with soap.

False – Boil water for 10 minutes or disinfect water by adding unscented bleach. Add 3-4 drops of bleach per litre of water with an eyedropper (do not reuse eyedropper for any other purpose). Mix well and let stand for 30 minutes. The water should smell faintly of chlorine. If it does not, repeat the steps and leave for another 30 minutes.

Q2 – You can walk through moving flood waters as long as the water level is no higher than your waist.

False – If you are on foot, fast water could sweep you away. If you are in a car, do not drive through flood waters or underpasses. The water may be deeper than it looks and your car could get stuck or swept away by fast water. Avoid crossing bridges if the water is high and flowing quickly. If you are caught in fast-rising waters and your car stalls, leave it and save yourself and your passengers.

Q3 – During a power outage, my cordless phone will still work.

False – It is important that you have a corded phone as part of your 72 hour kit. During a power outage, as long as phone lines aren't damaged, you may still be able to use a corded phone for a brief period of time*

*phones through a cable line may not work in a power outage. Please check with your provider.



Fact or Fiction: Are the following statements true or false?

Q4 – You should stay inside at least 30 minutes after hearing the last rumble of thunder after a storm has passed.

True – Thunderstorms and lightning occur throughout Canada but less frequently in the North. On average, 10 people die each year in Canada and up to 160 are injured during such storms. Thunderstorms are usually over within an hour, although a series of thunderstorms can last several hours. If you are caught outside and you can see lightning or hear thunder, you are in danger of being hit. Seek shelter immediately either in an enclosed building or a hard-topped vehicle. There is no safe place outside in a thunderstorm

Q5 – Tornadoes occur only in the spring.

False – Tornadoes occur most often in the spring and during the summer, but they may form any time of the year.

Q6 – Destructive hail storms occur most often in late spring and in the summer.

True – In June, most hail storms occur in southern Canada and the north central United States. Violent storms may deposit enough hail to completely cover the ground, damage crops or block storm sewers. Up to 2% of the value of crops is destroyed by hail every year.



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 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 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 Hasting 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

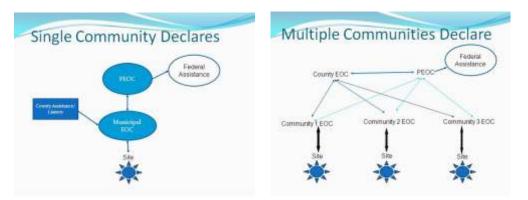
Non-Emergency Support and Activities

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), nongovernmental 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 <u>latterl@hastingscounty.com</u>.

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):	Telephone:	
(cell):	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, you	ır emeraency 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:



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: 613-396-2440, 331 Main Street, Deseronto Information: www.deseronto.ca

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

Municipality of Hastings Highlands: 613-338-2811 ext. 266, 33011 Hwy. 62 N.

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

Township of Madoc: Bill Lebow, 613-473-2677, 15651 Hwy 62, Madoc clerk@madoc.ca

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

Township of Stirling-Rawdon: Derrick Little, 613-395-0214, 98 East Front Street, Stirling firechief@strling-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: 613-478-2535, 255 Metcalf Street, Tweed

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 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: John O'Donnell 613-771-9366 x224 (Office) or odonnellj@hastingscounty.com http://www.hastingscounty.com/emergency-services/emergency-preparedness.html