

Important Phone Numbers

Emergency (Ambulance/Fire/Police): DIAL 9-1-1

Family Work Numbers:

Father: _____

Mother: _____

Nearest Relatives:

Name: _____

Telephone (Day): _____

(Evening): _____

Name: _____

Telephone (Day): _____

(Evening): _____

For the latest information on an Emergency Situation in Hastings County, please visit our website at:

www.hastingscounty.com

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A Message From the Warden of Hastings County:

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

“WORKING AND GROWING TOGETHER”
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,



Warden Jo-Anne Albert
Hastings County



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

Warmth and Shelter

- Tent/Trailer or other shelter
- Wool-blend blanket or sleeping bags
- Emergency reflective blanket
- Lightweight stove & fuel / camp stove
- Hand and body warm packs
- Poncho (large orange garbage bags make great rain ponchos)

Tools and Equipment

- Pocket knife
- Flashlight, lantern or candles including windproof / waterproof matches
- Second method to start a fire
- Shovel hatchet or axe
- Sewing kit
- Nylon rope
- Mess kits and other cooking utensils
- Radio and batteries or radio with alternate power source
- First aid kit
- Note pad and pen / pencil
- Roadside Emergency Kit
- Light sticks
- Durable water resistant duffel bag, frame pack, or day pack



What Should You Take to the Emergency Shelter?

Personal Items

- . Medication or other personal needs
- . Personal sanitation items
- . Personal comfort kit (soap, toothbrush, comb/brush, tissues, razor, deodorant)

Extra clothing: A complete outfit of appropriate clothing for each family member. Include extra socks, underwear, hat, sturdy shoes or boots, gloves and sweaters

Money: Include quarters for phone calls

Important Papers: Health cards, SIN cards, personal phone numbers, games, books, hard candy, small toys, paper, pen, favourite security items for children

Pets: Pets brought to the shelter must be leashed or in a cage. If you leave your pet at home it will require food, water and shelter.

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)
- Flashlight



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.

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 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.

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.

What should I do if driving?

- Follow the directions issued by local authorities. If you are unable to get inside a building or easily leave the affected area, it may be best to pull your car over to the side of the road, turn off the engine and stay inside your vehicle unless there is a tornado or hurricane approaching (for information on severe weather safety visit: www.ontario.ca/emo).
- In hot weather, try to stop under a bridge or in a shady spot to avoid becoming overheated.
- In the event of a chemical, biological, radiological or nuclear (CBRN) incident close all car windows and vents and seal the heating/air-conditioning vents with duct tape or any other suitable material.
- Listen to the radio regularly for updated advice and instructions.
- For more information on preparing your family's Emergency Survival Kit visit www.ontario.ca/emo.

Evacuations

Evacuation is a protective action that may be ordered by emergency officials when there is a significant threat posed to a specific area or community. Causes of an evacuation could include a natural, accidental or human-caused disaster such as a train derailment, industrial accident or severe weather. **Develop a Family Emergency Plan that details information such as important phone numbers, meeting places and alternate locations to stay during an evacuation. See Page 11 of this guide for a Family Plan Template.**

When you should evacuate:

Evacuate only when instructed to do so by your local emergency officials. In some cases it may be safer to remain inside. (Shelter-in-place - See page 7 of this Guide)

If ordered to evacuate listen to media reports to learn about areas being evacuated and which routes are safest to take.

How will I know to evacuate?

Evacuation orders are typically broadcast through the media or delivered directly to homes and businesses by emergency responders, such as the police. Some areas are equipped with public alerting systems such as automated phone calling or in-home tone-alert radios. To learn more about notification in your community, please contact your local Community Emergency Management Coordinator (CEMC). Please also visit www.emergencymanagementontario.ca/english/emailalerts/email_alerts.html to sign up for **Red Alert Warnings** from Emergency Management Ontario.

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 below)**

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.

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



What to Expect at a Reception Centre or Evacuation Shelter

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.

Evacuation and reception centres typically provide food, shelter, clothing, emergency financial assistance and other personal supports. It also acts as a location for family reunification and as a location to obtain information about the emergency. If the emergency requires and overnight stay, cots, blankets and comfort kits will 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.



Assisting People with Special Needs/Disabilities

At a shelter or during an evacuation, you are likely to encounter people with special needs or disabilities, or elderly people. In some cases these people may require assistance and overwhelmed emergency services departments may take a while to respond and assist. The following are some tips to remember when assisting these people.

Mobility

- Ensure the person's wheelchair goes with the person
- Do NOT push/pull someone's wheelchair without their permission

Vision

- Always ask first if you can be of any assistance to them. Do not assume that the person cannot see you or needs your help
- Never grab or touch a person with vision loss
- For people who are deaf-blind, use your finger to draw an "X" on their back to let them know you are there to help during and emergency
- If the person has a service dog, ask them where you should walk to avoid distracting or interfering with the animal.
- Do not touch, make eye contact with or distract the person's service dog as this can seriously endanger the person.

Hearing

- Avoid approaching the person from behind.
- Get the person's attention via a visual cue or a gentle touch on their arm before speaking to them.
- Communicate in close proximity
- Speak clearly and naturally. Refrain from speaking unnaturally or shouting.
- Do not make loud noise as hearing aids amplify sounds and can create a physical shock to the user.

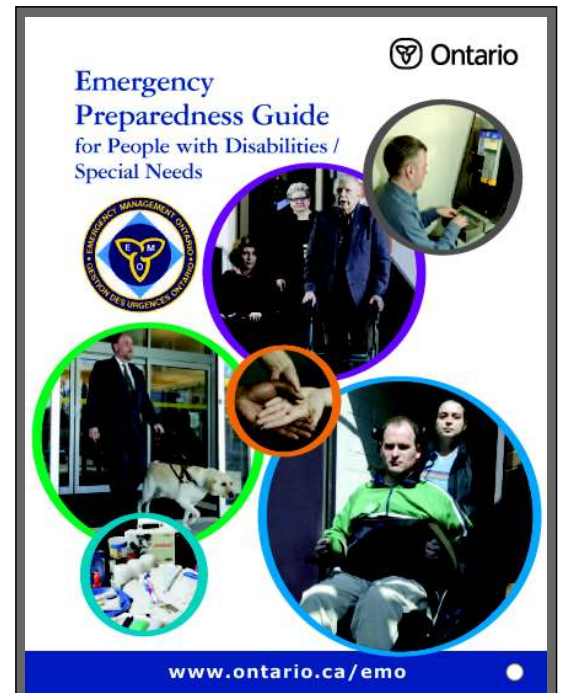
Non-visible disabilities

- Allow the person to describe what help they need from you
- Be patient, flexible and always maintain eye contact when speaking to the person
- Keep people with MS cool and dry to avoid making their symptoms worse

Seniors with Special Needs

- Check on neighbours who are seniors with special needs to find out if they need your help during an emergency or evacuation
- Be patient and listen actively
- If the person appears anxious or agitated, speak calmly and provide assurance that you are there to help

For more information, visit www.emergencymanagementontario.ca/english/prepare/specialneeds/specialneeds.html to download a copy of Emergency Management Ontario's Guide for People with Disabilities/Special Needs



Family Emergency Plan

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

Family Contact Info

Family Member	Usual Weekday location	Contact Information

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

Municipal Emergency Contact Information

Town of Bancroft: Barry Wannamaker, 613-332-3331, 24 Flint St., Bancroft
bancroft@town.bancroft.on.ca

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

Municipality of Centre Hastings: Cathie-Lahey-Francis, 613-473-4030, 11379 Hwy 62, 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 North
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: Gene Thompson, 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: Stan Laton, 613-396-1660, 859 Melrose Road, Shannonville
firechief@tyendinagatownship.com Information: www.tyendinagatownship.com/ems.php

Township of Wollaston: Christine FitzSimons, 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: Rheaume Chaput, 613-967-3222, 169 Front Street, Belleville
rchaput@city.belleville.on.ca Information: www.city.belleville.on.ca (search under City Hall, Fire Dept.)

Hastings County Emergency Planning Coordinator: Leanne Latter
613-771-0984 (Office) or latterl@hastingscouny.com