City of Belleville
Emergency Guide
Thank you for taking the time to review the important information enclosed in this Emergency Guide. The City of Belleville’s Emergency Control Group is a team of City staff and community professionals who work together to assist the emergency response agencies during an emergency situation.

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

Emergency Management Program Committee

For further information call 613-967-3200 ext. 3029

In an emergency call 911
# Table of Contents

- How you can prepare for emergencies........................................... 4
- 72-hour Survival Kit........................................................................ 6
- Car Survival Kit............................................................................. 8
- Pet Survival Kit............................................................................. 9
- Prepare your Kit...........................................................................10
- Feature Hazard.............................................................................12
- Using Technology during an emergency.......................................15
- 72-hour Kit recipes......................................................................16
- Fact or Fiction..............................................................................17
- Evacuation...................................................................................19
- Family Emergency Plan.................................................................21
- Role of City of Belleville in an Emergency.................................23
- Community Links.........................................................................Back Cover

@Belleville.ON
“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 respond 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!!
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, list 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.

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 Kits

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) 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 (4L per adult, per day)
◊ Canned or freeze dried food
◊ One manual can opener
◊ Instant drink or juices
◊ Water purifying tablets

Warmth and Shelter
◊ Tent/trailer or other shelter
◊ Wool blend blanket or sleeping bags
◊ Emergency reflective blanket
◊ Lightweight stove and 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 documents and family records in a waterproof, fireproof, portable container

◊ Passports
◊ Copies of Health card, Drivers Licenses, birth certificates
◊ Bank account and credit card info, a small amount of cash
◊ Photos of family members in case you are separated in an emergency
◊ Games and toys for kids
◊ Extra keys for house and car
◊ Cell phone battery charger and car adapter – keep your cell phone 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 "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
◊ Blankets (special “survival” blankets are best)
Pet 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 your pet in case he gets lost
◊ Information on your pet's feeding schedule, behavioural/medical concerns, and special instructions in case you have to board your pet
◊ 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.)
◊ ID tag (microchipping is also recommended)
Prepare your survival kits by putting a few items in it each month:

**January**
flashlight, radio, duffle bag

**February**
Blankets, first aid kit, hand sanitizer

**March**
Cash, spare keys, important papers

**April**
Food and water, medication and utensils

**May**
Camp stove, whistle, home emergency plan

**June**
Duct tape, matches, basic tools
July
Toiletries, spare clothes, games

August
Pet Kit—picture, supplies, carrier

September
Car kit—Flashlight, first aid kit, blankets

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

November
Car Kit—Non-perishable food, warm clothes, maps

December
Great Job! You’ve completed your kits! Now help your family and friends learn how they can do theirs!
FEATURE HAZARD – Thunderstorms and Tornados
Environment Canada www.ec.gc.ca/meteo-weather

**Special Weather Statements** are the least urgent type of alert and are issued to let people know that conditions are unusual and could cause concern.

**Advisories** are issued for specific weather events (like blowing snow, fog, freezing drizzle and frost) that are less severe, but could still significantly impact Canadians.

A **Watch** alerts you about weather conditions that are favourable for a storm or severe weather, which could cause safety concerns.

A **Warning** is an urgent message that severe weather is either occurring or will occur. Warnings are usually issued six to 24 hours in advance, although some severe weather (such as thunderstorms and tornadoes) can occur rapidly, with less than a half hour’s notice.

**Thunderstorms**
A thunderstorm develops in an unstable atmosphere when warm moist air near the earth’s surface rises quickly and cools. These storms are often accompanied by hail, lightning, high winds, heavy rain and tornadoes. Thunderstorms are usually over in an hour, although a series of thunderstorms can last for several hours.

- If you can hear thunder, you are within striking distance of lightning.
- Take shelter immediately, preferably in a house or all-metal automobile (not convertible top).
- If caught outside far from a safe shelter, stay away from tall objects, such as trees, poles, wires and fences. Take shelter in a low-lying area and avoid open water.
- Once indoors, stay away from electrical appliances and equipment, doors, windows, fireplaces, and anything else that will conduct electricity, such as sinks, tubs and showers. Avoid using a telephone that is connected to a landline.
• If you are in your car during lightning, do not park under tall objects that could topple, and do not get out if there are downed power lines nearby
• If caught on the water in a small boat with no cabin during thunder and lightning, quickly get to shore. Boats with cabins offer a safer environment, but it’s still not ideal
• Remember, there is no safe place outdoors during a thunderstorm. Once in a safe location, remain there for 30 minutes after the last rumble of thunder is heard before resuming your outdoor activities

**Tornados**

• A severe thunderstorm is the driving force behind a tornado
• Hot, humid weather combined with a cold front can generate tornadoes
• A funnel cloud hanging from a dark cloud may be visible before the tornado actually occurs
• If you are indoors, stay tuned to your local television and radio stations for updated storm information especially when weather conditions are right for generating a tornado
• In Canada, tornado season typically runs between March and October, with activity peaking in late June or early July
• A tornado may be accompanied by thunder, lightning and high winds, these dangerous storms leave a path of destruction in their wake – the average tornado causes a damage swath of about six kilometres in length
• Know the favourable weather conditions for tornadoes: a dark, greenish sky, large hail often with little rain, an approaching cloud of debris or cloud rotation and a rumbling or whistling sound

**If you are indoors:**

• The safest places to be is your basement, a cold cellar or take shelter in a small interior, ground-floor room such as a bathroom, closet or hallway
• If you don’t have a basement, go to a room on the lowest level of your house — away from windows, doors and outside walls. Find a room with as many walls as possible between you and the outside
• Get under a sturdy piece of furniture — use your arms to protect your head and neck
If you are at the office or in an apartment building:
• Take shelter in an inner hallway or room, ideally in the basement or the ground floor
• Do not use the elevator and stay away from windows
• Avoid buildings such as gymnasiums, churches and auditoriums with free span roofs (these roofs do not have supports in the middle and may collapse if a tornado hits them)
• Take cover under a sturdy structure

If you are outside:
• Seek shelter immediately if a warning has been issued
• Don't wait until you see the tornado to get inside
• If you can't get inside, lie flat in a ditch or low level and cover your head with your hands
• Don't go under an overpass or bridge. You're safer in a low, flat area
• Watch out for flying debris
• Go to the nearest sturdy building or shelter immediately. Mobile homes do not offer much protection from tornadoes (more than 50 per cent of all deaths from tornadoes happen in mobile homes)
• Take shelter elsewhere - such as a building with a strong foundation
• If no shelter is available, then lie down in a ditch, away from the automobile or mobile home
• If you are driving and spot a tornado in the distance, try to get to a nearby shelter
• In all cases, get as close to the ground as possible, protect your head and watch out for flying debris. Small objects such as sticks can become lethal weapons when driven by a tornado’s winds

After the tornado:
• If your home or family is affected by the tornado, you should:
• Monitor local media reports for advice and to find out where assistance is available
• Check for gas leaks in your home. Call 911 immediately if you find one
• Check for blown fuses and look for short-circuits in your home wiring and equipment — If a problem exists, call your utility company
• Drive carefully and watch for debris, damaged bridges/roads and dangling wires
• Report any emergency situations to the local police or fire
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 locations) 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.
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
¼ cup honey
¾ 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
Fact or Fiction?

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 – All season tires are just as good as winter tires in the winter.
False – Winter tires are built for colder temps. They grip better in temperatures of 7°C or colder and can decrease stopping distance vs. all season tires, which become rigid and inflexible in cold weather, thus reducing traction. (www.driving.ca)

Q3 – When the power is out at a traffic light controlled intersection, it should be treated as a 4-way stop
True – The first vehicle at the intersection to stop gets to go first. If two arrive at the same time, right of way goes to the car on the right. If a police officer is directing traffic, ALWAYS follow the direction of the officer.
**Fact or Fiction?**

**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.

*Know the risks, Make a plan, Get a kit*
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 page 20)
• 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 a 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, if you require medical assistance, notify staff immediately.

You and your family may be asked 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 may be issued a photo ID and 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 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.
Evacuations

City of Belleville works closely with Hastings County Social Services, agencies and volunteer groups throughout the Municipality to provide these services. Hastings Prince Edward Public Health, Canadian Red Cross, Salvation Army and many other community groups may 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 some bottled water or water purification kit
## Family Emergency Plan Template

<table>
<thead>
<tr>
<th>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)</th>
<th>Temporary Accommodation (a place where your family will be able to stay for a few days in case of evacuation).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
<td><strong>Location:</strong></td>
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<td><strong>Address:</strong></td>
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<td><strong>E-mail address:</strong></td>
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<tr>
<th>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)</th>
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</thead>
<tbody>
<tr>
<td><strong>Location:</strong></td>
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| Alternate Location: |  |
Family Contact Info

<table>
<thead>
<tr>
<th>Family Member</th>
<th>Usual Weekday location</th>
<th>Contact Information</th>
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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.
Role of the City of Belleville in an Emergency

Non-Emergency Support and Activities
Members of the City of Belleville Emergency Control Group participate annually in exercises, training, public education and awareness initiatives. The control group works closely with other levels of government, NGO’s and other agencies in the development and maintenance of its emergency management program.

Emergency Support Activities
In the event of a large scale emergency affecting a significant population or posing an immediate threat to life or property, or something that has overwhelmed municipal resources, the City of Belleville will activate it’s Emergency Operations Centre. From there it will ensure support is delivered to emergency services as required to deal with the incident as well as ensuring the rest of the municipality is provided with supports as deemed necessary.

Stay connected and informed; monitor local media, and follow us

www.belleville.ca
For more information, visit these websites:

- City of Belleville: [http://www.belleville.ca/](http://www.belleville.ca/)
- Veridian Connections: [www.veridian.on.ca](http://www.veridian.on.ca)
- Emergency Management Ontario: [www.emergencymanagementontario.ca](http://www.emergencymanagementontario.ca)
- The Weather Network: [www.theweathernetwork.com](http://www.theweathernetwork.com)
- Environment Canada: [https://www.canada.ca/en/services/environment/weather.html](https://www.canada.ca/en/services/environment/weather.html)
- Quinte Conservation: [http://quinteconservation.ca/site/](http://quinteconservation.ca/site/)
- Hastings Prince Edward Public Health: [http://hpepublichealth.ca/](http://hpepublichealth.ca/)