



HASTINGS COUNTY

EMERGENCY RESPONSE PLAN

Version # 1

November 2017

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GLOSSARY OF TERMS

<u>Term</u>	<u>Definition</u>
Emergency	Emergency means a situation caused by nature, an accident, an intentional act or otherwise that constitutes an actual or impending danger of major proportions to life or property.
Emergency Operations Centre (EOC)	An EOC is where the Control Group conducts its Emergency Management functions. It is a facility which has adequate space and good communications for the purpose of managing emergency operations. There is a primary and a secondary or alternate EOC identified to ensure operational viability.
Municipal Control Group	The Municipal Control Group (MCG) is the group responsible for managing emergency situations on a County wide basis. The membership is outlined in the plan however it consists of key decision makers, and officials who have the authority to direct or co-ordinate resources within the County
Reception Centre	A facility which is set up for the purpose of receiving evacuees, providing light refreshments and temporary shelter. Its primary purpose is for the registration of evacuees and if necessary evacuees will be directed to evacuation centers as required.
Evacuation Centre	A facility set up to provide emergency shelter, food, clothing, recreation and basic requirements to a group of people who have been evacuated from an area as a result of an emergency.

EMERGENCY RESPONSE PLAN

INTRODUCTION

Emergencies are defined as situations or impending situations caused by forces of nature, accident or intentional act that constitutes a danger of major proportions to life and property. They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of Hastings County.

The population of Hastings County is approximately 136,445 and has a geographic boundary including 1,473,861 acres of land.

In order to protect residents, businesses and visitors, Hastings County requires a coordinated emergency response by a number of agencies under the direction of the Municipal Control Group. These are distinct arrangements and procedures from the normal, day-to-day operations carried out by the emergency services.

Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared and approved by Council to provide key officials, agencies and departments of the Corporation of Hastings County emergency response information related to:

- Arrangements, services and equipment; and
- Roles and responsibilities during an emergency.

In addition, it is important that the residents, business and interested visitors be aware of their community's provisions. Copies of Hastings County Emergency Plan may be viewed at the County Administrative building located at 235 Pinnacle Street. For more information about Hastings County Emergency Response Plan please contact:

Doug Socha
Community Emergency Management Coordinator
111 Millennium Parkway
Belleville, ON.
K8N 4Z5
(613) 771-9366
Toll Free: 1-866-794-7367
Fax: (613) 771-9370

AIM

The primary aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare environment and economic health of the residents, businesses and visitors to the Hastings County when faced with an emergency resulting from the effects of a natural, technological or human caused disaster. Secondly, therefore the aim is also to support the member municipalities in the implementation and operation of their individual and collective emergency plans.

The Hastings County Emergency Response plan enables a controlled and coordinated response to emergencies affecting the Corporation of the Hastings County and/or the member municipalities, and meets the legislated requirements of the *Emergency Management and Civil Protection Act*.

The Hastings County Emergency Response Plan has been developed in accordance with the Incident Management System (IMS) and is based on the management functions of that system - Command, Operations, Planning, Logistics and Finance and Administration, as well as liaising with the fourteen member municipalities, the City of Belleville and the City of Quinte West. An in-depth Hazard Identification and Risk Assessment has been conducted and is reviewed annually, as is this plan. The Hastings County also supports member municipalities in the mitigation of an emergency in the county and provides available resources to assist the member municipalities during declarations at that level.

AUTHORITY

The “*Emergency Management and Civil Protection Act* (EMCPA) is the legal authority for this emergency response plan in Ontario.

The EMCPA states:

“3. (1) Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan”.

As enabled by the *Emergency Management and Civil Protection Act* this emergency response plan and its elements have been:

- Issued under the authority of Hastings County By-Law # 2008-0036 and
- Filed with the Office of the Fire Marshall and Emergency Management (OFMEM)

a) Definition of an Emergency

The EMCPA defines an emergency as:

“An emergency means a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.”

The Emergency Operations Centre (EOC) may be activated for any emergency with the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

b) Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, the Municipal Control Group may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of Hastings County.

Hastings County By-Law #2008-0036

The Corporation of the County of Hastings

By-Law# 2008-036

Repeal of By-Law #2004-0045

A By-Law to adopt an emergency management program for The Corporation of the County of Hastings, pursuant to Section 2.1 (1) of The Emergency Management and Civil Protection Act, R.S.O., 1990, c. E.9, as amended.

WHEREAS the Emergency Management and Civil Protection Act, Section 2.1 (1) requires every municipality to develop and implement an emergency management program;

AND WHEREAS Section 2.1 (2) of the Emergency Management and Civil Protection Act stipulates the content of each municipality's emergency management program;

AND WHEREAS Section 14 (3) of the Emergency Management and Civil Protection Act requires municipal emergency management programs to conform with regulatory standards (Ontario Regulation 380/04 Standards);

AND WHEREAS Section 4 (1) of the Emergency Management and Civil Protection Act makes provision for the Head of Council to declare an emergency exists in the municipality or in any part thereof and authorizes the Head of Council to take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency response plan and protect property and the health, safety and welfare of the inhabitants of the emergency area;

AND WHEREAS Section 9 (c) of the Emergency Management and Civil Protection Act, consistent with Section 242 of the Municipal Act, R.S.O., 1990, as amended, provides for the designation of one or more members of council who may exercise the powers and perform duties of the Head of Council during his/her absence, refusal to act, inability to act or vacancy of the Head of Council position;

AND WHEREAS Section 3 (1) of the Emergency Management and Civil Protection Act authorizes employees of the municipality and other persons to respond to the emergency to ensure the provision of necessary services where an emergency exists but may have not yet been declared;

AND WHEREAS Section 10 (1) of the Ontario Regulation 380/04 Standards requires for the municipal designation of an emergency management program coordinator, referred

to as a Community Emergency Management Coordinator by Emergency Management Ontario;

AND WHEREAS Section 14 (1) of the Ontario Regulation 380/04 Standards requires the municipal designation of an Emergency Information Officer;

AND WHEREAS Section 2.1 (2) (b) of the Emergency Management and Civil Protection Act and Section 12 (3) of the Ontario Regulation 380/04 Standards require members of the community control group to complete the annual training that is required by the Chief, Emergency Management Ontario;

NOW THEREFORE the Council of the Corporation of the County of Hastings hereby ENACTS as follows:

1. **That** an Emergency Management Program be developed for Hastings County consistent with and in accordance with the Emergency Management and Civil Protection Act;
2. **That** the Emergency Management Program for Hastings County shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promotion economic stability and a disaster-resilient community;
3. **That** the Hastings County Emergency Management Program shall be reviewed annually by the Emergency Management Program Committee and Council, and be amended as required by the Community Emergency Management Coordinator in keeping with legislative and/or provincial emergency management standard changes;
4. **That** Hastings County designate specific employees, and alternates, to both the Community Emergency Management Coordinator and Emergency Information Officer positions on a permanent basis;
5. **That** the Hastings County Emergency Management Program include annual training opportunities to employees assigned emergency management functions;
6. **That** the Head of Council designate specific council members who could act in his or her stead in the event the Head of Council was not available during an emergency;
7. **That** Schedules "A", "B" and "C", attached hereto, shall form part of this By-law:

- **Schedule A**, being a Schedule to identify the current primary and alternate(s) employees assigned to the Community Emergency Management Coordinator position, as amended
 - **Schedule B**, being a Schedule to identify the current primary and alternate(s) employees assigned to the Emergency Information Officer position, as amended
 - **Schedule C**, being a copy of the current Emergency Response Plan for Hastings County, as amended
8. **That** By-Law 2004-0045 be rescinded and that this By-law shall come into force and effect on the date of passing thereof.

READ A FIRST TIME this 27th day of November, 2008
READ A SECOND TIME this 27th day of November, 2008
READ a THIRD TIME this 27th day of November, 2008

PASSED IN OPEN COUNCIL this 27th day of November, 2008

CAO

Warden

EMERGENCY MANAGEMENT PROGRAM COMMITTEE

The Emergency Management Program Committee for Hastings County will consist of the following members:

CEMC (Director of Emergency Services) – Chair
Clerk (Alt Chair)
Deputy Clerk
Emergency Planning Coordinator
Director of Finance
Director of Community and Human Services
Director of Information Technology
Director of Planning and Development
Director of Human Resources
Director of Long-Term Care

A minimum of three members of the Program Committee (including the Chair or Alternate Chair) will meet to review the municipality's program annually.

EMERGENCY NOTIFICATION SYSTEM

A Guide to when the notification system should be implemented:

Every member of the Municipal Control Group has an individual and collective responsibility to be prepared to respond to an emergency of an impending, potential or actual nature. The County may be required to provide emergency support to one or more of its municipalities at any time due to an emergency situation. In this regard if a municipality requests County assistance, the County Emergency plan may be implemented.

To access emergency County assistance, a head of Council, CEMC or member of a local municipal control group would contact the Warden or any one of the Municipal Control Group members and ask that the plan be implemented to assist them. The Municipal Control Group once notified and briefed of the situation may decide how extensive the response will be in accordance with the County plan.

Individual Municipal Control Group members have the authority to activate the notification system.

Due to the nature of an emergency, where a Municipal Control Group member has the knowledge of a situation which in their judgment warrants the implementation of the County emergency plan, the member may activate the notification procedures. The Municipal Control Group shall meet as soon as possible to determine how they should respond. The EOC Management shall, in its deliberations, consider whether a pending or existing situation has or may have a significant negative impact upon the health, safety, welfare and property of the citizens and businesses of the County.

Levels of Activation

Depending on the nature of the emergency, the County may opt to support municipalities directly by having representation attend individual municipal control group meetings.

In the event of a multi municipal activation, the following guidelines should be consulted to determine the best level of activation in order to best support member municipalities

Level 1 – Single Municipal Activation

Example: large structure fire, multiple vehicle accident causing major detouring, large area flooding, major incident involving hazardous chemicals, train derailment, threat of major weather event, evacuation imminent or occurring

- Managed locally by municipal emergency response resources and coordinated by member municipality control group with potential to involve a request for assistance through mutual aid (emergency services), the County or Province or NGO's
- Social Services may attend as a member of the municipal control group
- Additional County support will attend local municipal control group meetings as requested.
- Municipal Control Group may be notified as per the notification procedure of activation of municipal control group and kept up to date.
- Municipal Control Group may choose to assemble but generally not required.

Level 2 – Up to Three Municipal Activations

Example: widespread flooding, ice storm, summer weather event (tornado) or an evacuation from one municipality to another

- Managed locally by municipal emergency response resources and coordinated by member municipality control group with expected requests for assistance through mutual aid (emergency services), the County or Province or NGO's
- Social Services may attend as a member of the municipal control groups
- Depending on geographic location of emergency, additional County support may attend local municipal control group meetings.
- County EOC may be activated. If it is, additional requested County support will be coordinated through County EOC
- NGO's and Provincial support will be invited to coordinate their support through County EOC
- If Municipal Control Group is activated, they will coordinate their operational cycle with those of the activated municipalities.

Level 3 – Three or more Municipal Activations

Example: widespread flooding, ice storm, summer weather event (tornado) or any incident where multiple municipalities requiring evacuation.

- Managed locally by municipal emergency response resources and coordinated by member municipality control group. Requests for assistance to other agencies have been made (Province, conservation authorities, Hydro One, etc)
- Social Services attends as a member of the municipal control groups
- County shall activate EOC and assemble the Municipal Control Group to determine best way to handle requests for support from member municipalities that may include paramedic service, shelters, public inquiry, emergency information, etc
- Outside agencies that have been requested by municipalities will be invited to attend and coordinate their response from the County EOC.
- Municipal Control Group will coordinate their operational cycle with the activated municipalities.

EMERGENCY NOTIFICATION PROCEDURES

Notification procedure and contact information can be found in Annex A of this plan

Upon receipt of warning of a real or potential emergency, the following MCG (or their designated alternates) may activate the notification system:

- Command
- Liaison Officer
- Emergency Information Officer
- Risk Management Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Admin Section Chief

The responding individual will immediately refer to the Notification Procedure in Annex B and begin the notification process described therein.

Requests for Assistance

Every member municipality of Hastings County or the Cities of Belleville and Quinte West may request assistance from the Hastings County at any time by contacting the County Warden, CEMC (Doug Socha), Liaison Officer or the emergency social services on-call supervisor. The request shall not be deemed to be a request that the County assume authority or control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting the Office of the Fire Marshall and Emergency Management.

Assistance may also be requested from neighboring municipalities, County government agencies, and the private sector.

Declared County Emergency

The Warden or alternate, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the Municipal Control Group. Authority for declaring an emergency is found in the *Emergency Management and Civil Protection Act*. Forms for declaration of an emergency can be found in Annex E

Upon declaring an emergency, the Warden should consider notifying:

- Council
- Mayor/ Reeve as appropriate
- Neighbouring community officials, as required
- Local Member of Provincial Parliament (MPP)
- Local Member of Parliament (MP)
- Office of the Fire Marshal and Emergency Management
- Mohawks of the Bay of Quinte
- Public

MUNICIPAL CONTROL GROUP (MCG)

The emergency response will be directed and controlled by the Municipal Control Group, a group of officials responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the County. The MCG will assume the functions of Command, Operations, Logistics, Planning and Finance/Administration.

HASTINGS COUNTY MUNICIPAL CONTROL GROUP MEMBERS

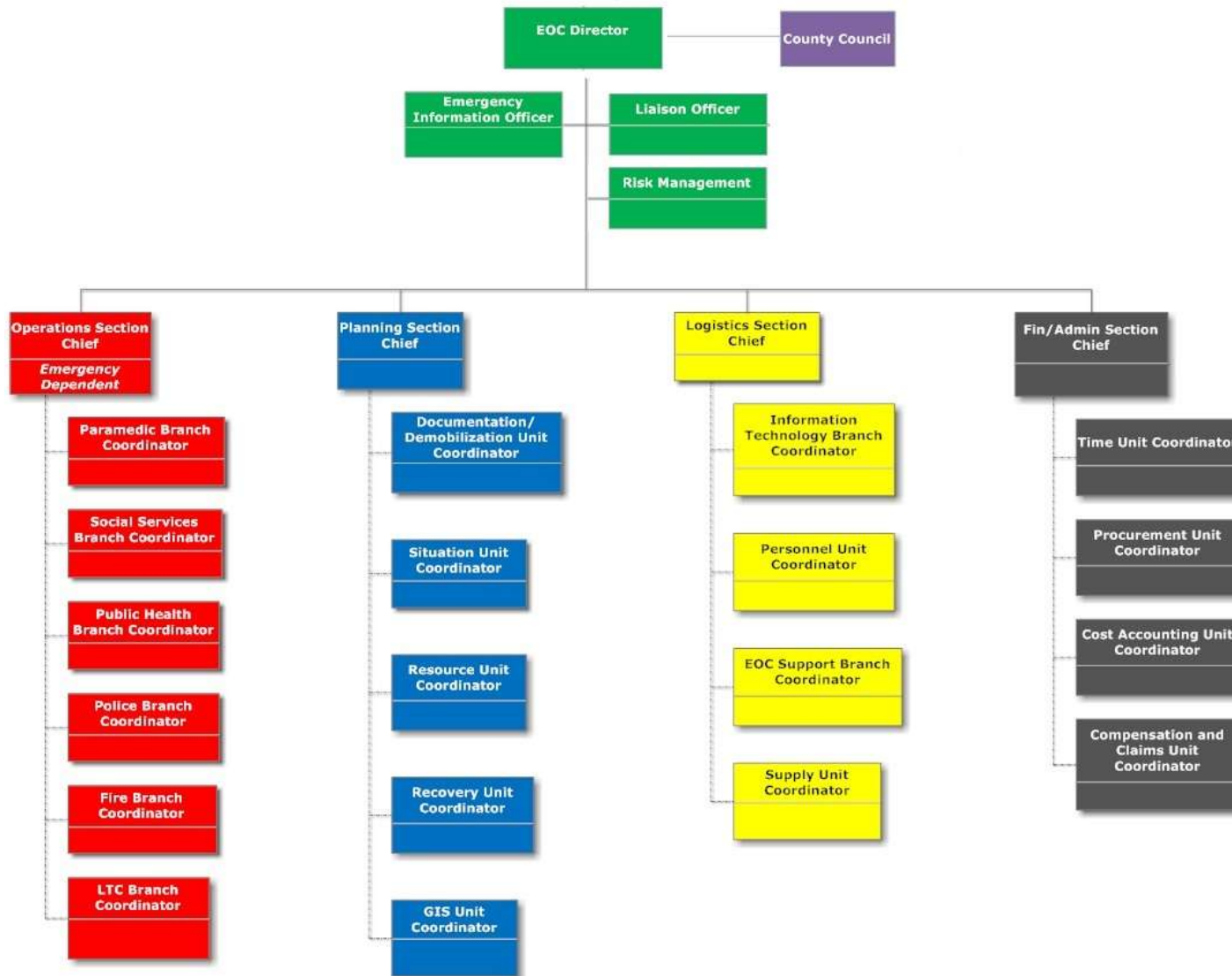
EOC Director (Command)
Command Support – Emergency Information Officer
Command Support – Liaison Officer
Command Support – Risk Management Officer
Operations Section Chief
Planning Section Chief
Logistics Section Chief
Finance/Admin Section Chief



The Section Chiefs may activate various functions under their Section as is deemed necessary by the emergency. The following organizational chart shows all functions that may be activated. Not all functions will be activated for all emergencies. A description of each position can be found in Annex B.

The IMS functions will be filled by the Emergency Planning Coordinator and members of the senior management team for the municipality, which consist of the CAO, Clerk, Deputy Clerk and department heads. These employees will fill roles based on the needs of the emergency.

HASTINGS COUNTY EOC ORGANIZATIONAL CHART



MUNICIPAL CONTROL GROUP RESPONSIBILITIES

The Municipal Control Group is comprised of the EOC Director (Command), Command Support staff, and the Section Chiefs. The checklists for each role can be found in the EOC Standard Operating Guidelines (Annex B). Generally, the Municipal Control Group is responsible for the following:

- Implementing the County emergency response plan in whole or in part to respond to an impending, potential or existing emergency, including mobilizing emergency services, agencies and equipment.
- The coordination and direction of County resources used to mitigate the effects of an emergency provided they are not contrary to law.
- Ensuring that the EOC is appropriately staffed to mitigate the effects of a given emergency situation by expanding their Section if necessary
- Advising the Warden regarding requests for assistance from the province, the Federal Government, other Counties and other outside agencies.
- Ensuring support to the member municipalities and Incident Commander(s) by offering equipment, staff and resources, as required.
- Providing information to the public in regards to County activities and operations during an emergency.
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger.
- Ensuring the daily operation of the County during the emergency
- Provision of the authorization of expenditures during the emergency and to ensure the proper accounting and cost recovery processes are in place and followed.
- Maintaining an operational log detailing the group's decisions and activities.
- Demobilizing the County EOC when appropriate.
- Conduct and participate in a debriefing, generate an after action report and implement recommendations for improvement in the plan or response capabilities.

MCG IMS FUNCTIONS

Command

The EOC Director has overall authority and responsibility for the activities of the EOC, and for ensuring organizational effectiveness. In conjunction with the EOC Management Team sets out priorities and objectives for each operational period and ensures they are carried out. Additional responsibilities of the EOC Director include liaising with the Policy Group (Council) and approving emergency information releases.

The EOC Director is also responsible for direct supervision of the Municipal Control Group, and may choose to appoint a Deputy Director to act on his/her behalf when required.

Command Support Staff

Emergency Information Officer

The Emergency Information Officer is responsible for establishing and maintaining media contacts; preparing new releases; coordinating interviews, news conferences, or media briefings; developing public information materials; providing messaging for dissemination to County and EOC staff; establishing communications strategies for internal and external purposes; and liaising and coordinating messages with other Information Officers.

Liaison Officer

The Liaison Officer is responsible for inviting required or requested agencies to the EOC, as identified by the EOC Director and Municipal Control Group, and for maintaining contact with external agencies and other EOCs. The Liaison Officer is also responsible for gathering current situation information from municipal CEMC's and sharing it with the Planning Section and Municipal Control Group. During the EOC activation various external agencies or organizations may be working with the EOC. They are described as assisting agencies, cooperating agencies and municipalities.

Risk Management Officer

Risk Management is responsible for monitoring, assessing and recommending modifications to safety conditions and halting unsafe operations in the EOC. Legal support identifies liability and loss exposures to personnel and property.

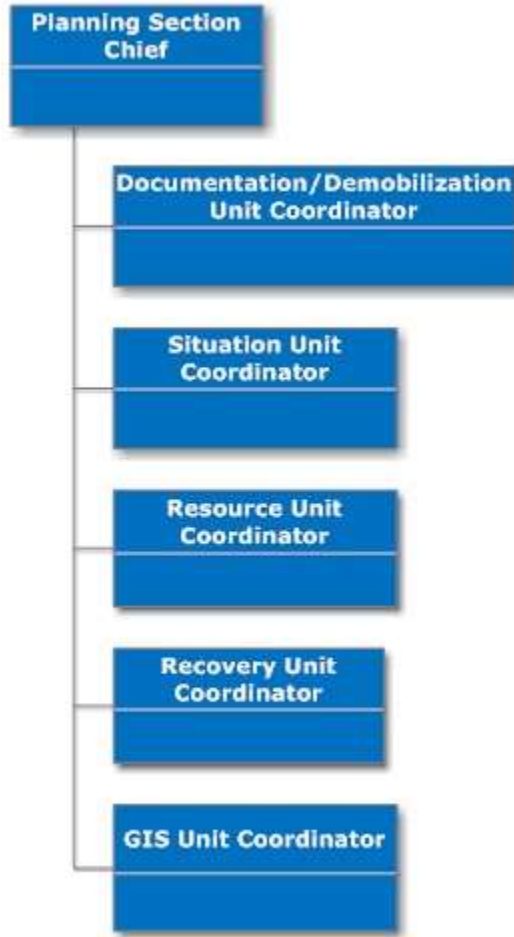
Operations

The Operations Section maintains direct contact with the site(s) and coordinates the overall site support response, in conjunction with other agencies and/or departments. Operations Section is also responsible for gathering current situation information from the site and sharing it with the Planning Section and the Municipal Control Group, as appropriate; coordinating resources request from the site level; and directing deployment of all EOC issued resources to the Incident Commander(s). The Operations Section Chief is responsible for activating any required branches within the Operations Section.



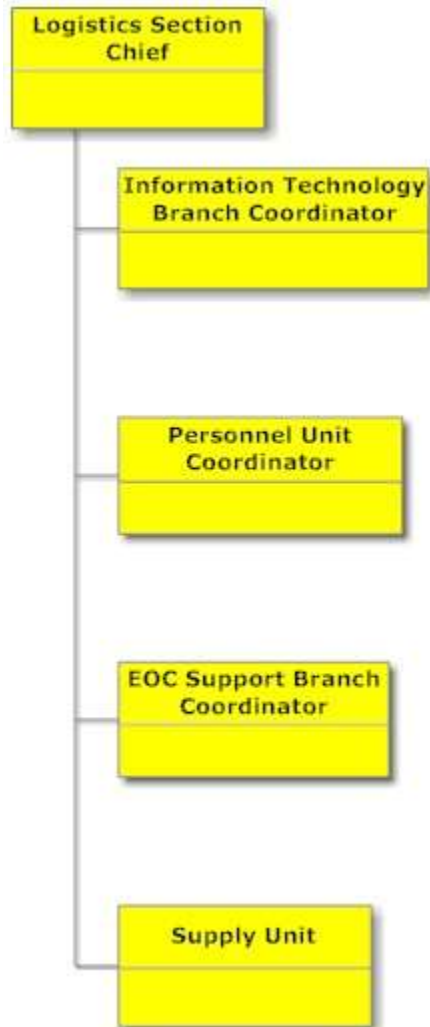
Planning

The Planning Section collects, processes, evaluates and displays situation information; develops EOC Actions Plans and Situation Reports in coordination with other functions; tracks status of EOC issued resources; maintains all EOC documentation; ensures continuity of operations for the County; plans for EOC demobilization, and facilitates the recovery phase. The Planning Section Chief is responsible for activating any required units within the Planning Section.



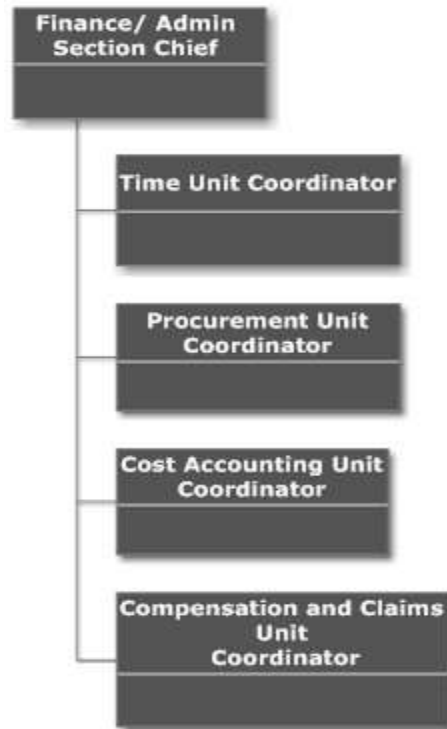
Logistics

The Logistics Section provides/acquires requested resources including personnel, facilities, equipment and supplies; arranging access to technological and telecommunications resources and support; and providing other support services such as arranging for food and IT support. The Logistics Section Chief is responsible for activating any required units within the Logistics Section.



Finance/Administration

The Finance and Administration Section monitors the expenditure process and response and recovery costs. In addition, is responsible for coordinating claims and compensation; contracts and procurement agreements; timekeeping; and cost estimates and analysis. The Fin/Admin Section Chief is responsible for activating any required units within the Fin/Admin Section.



Other Functions (Org Chart)

All functions listed in the Hastings County EOC Organizational Chart have detailed checklists located in the EOC Standard Operating Guidelines (Annex B)

OTHER AGENCIES

Other agencies that may be requested through the Liaison Officer to attend the County EOC to assist with coordination of response to member municipalities may include:

- ARES Coordinator
- Quinte Healthcare Corporation Administrator
- Conservation Authorities
- Provincial Ministry representatives
- Federal representatives (DND)

EMERGENCY OPERATIONS CENTRE (EOC)

Upon notification of a real or potential emergency, the Municipal Control Group may report to the Primary Emergency Operation Centre. In the event that this operation centre cannot be used then the alternate location will be utilized. Upon notification of an emergency the EOC will be started by the first member(s) to attend and they will be assisted as more members arrive. Municipal Control Group activities will commence as soon as possible and as members arrive, they will join the operation in progress as fully participating members. It is essential that all members are notified in accordance with the notification procedures. Security will be notified if additional access control to the EOC is deemed necessary.

Location and set up procedures for the Primary EOC are located with the EOC Standard Operating Guidelines (Annex B)

OPERATING CYCLE

The MCG will gather at regular intervals to inform each other of actions taken and problems encountered. These operational briefings will signal the start of a new operational period and a new EOC Action Plan will be developed. The EOC Director (Command) will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The Planning Section Chief will ensure an agenda is prepared and will draft the EOC Incident Action Plan.

The following diagram represents the planning cycle for the EOC:



EMERGENCY INFORMATION PLAN

Upon implementation of this Emergency Response Plan, it will be important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

If necessary, a local Emergency Information Centre will be established and will be coordinated with the affected member municipalities.

Details for the management of external information can be found in the Emergency Information Plan (Annex C). This plan will be activated and implemented by the Emergency Information Officer.

EMERGENCY TELECOMMUNICATIONS PLAN

Upon activation of the Hastings County emergency plan, it will be important to ensure that communications are established between the emergency site and the municipal and County EOCs, as well as communications between the MCG and external agencies. The primary methods of communications in order of preference shall be:

- Landline and cellular/smartphones
- Internet
- Amateur Radio Emergency Services (ARES)

Details of the telecommunications available at the EOC and their use can be found in the EOC set up procedure in the EOC Standard Operating Guidelines (Annex B).

UPDATES AND AMMENDMENTS

Updated yyyy/mm/dd	Comments	Updated by
2004/06/08	New Warden Elected – updated contact info.	CEMC
2004/07/16	New Medical Officer of Health	CEMC
2004/12/05	New By Law 2004-0045 and County Warden	CEMC
2006/06/26	New Medical Officer of Health - Updated Contact Info	CEMC
2007/04/18	New County Warden New H/R Director New Sub-Committee Members, Additional Alternate members added	CEMC
2009/07/31	Entire plan amended	EPC
2010/10/05	Dir. Social Services, Dir. Finance, Dir. HR roles amended	EPC
	Contact info updated	EPC
2011/09/15	Contact info updated	EPC
	Minor grammatical amendments made throughout	EPC
	Pg 35 Emergency Information section removed	EPC
	Annex L – Emergency Information Plan added	EPC
	Pg. 24 – Social Services role amended	EPC
	Pg 31, 32 - Duty Officer and EOC receptionist roles amended	EPC
	Annex A – updated names (Warden, Social Services)	EPC

	Updated Annex List	EPC
	Updated Program Committee membership	EPC
2012/09/04	Annex K updated	EPC
	Annex A updated (Warden)	EPC
	Social Services role amended	Social Services
	GIS Role added	Planning/GIS
	Planning role amended	Planning
2013/09/23	Social Services role amended	Social Services
	Medical Officer of Health role amended	MOH
	Name of CEMC amended	EPC
2014/11/27	Notification procedure amended	CCG
	Role of CAO assistant amended	CCG
	New role of Scribe added	CCG
2016/11/15	Name of CEMC updated	EPC
	Program Committee membership updated	EPC
2017	Total revision to IMS based plan	EPC – approved by Council

ANNEXES

ANNEX A
Notification Procedure

ANNEX B
EOC Standard Operating Guidelines

ANNEX C
Emergency Information Plan

ANNEX D
Declaration/Termination of Emergency

ANNEX E
Memorandums of Understanding (Long Term Care, Paramedic Service)