

# **PART I**

## **INTRODUCTION**

### **1. Definition and Hazard Identification and Risk Assessment (HIRA)**

- 1.1. Emergencies are defined as a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise and requires a coordinated response by a number of agencies, both governmental and private, under the direction of the appropriate elected and/or appointed officials known as the Emergency Control Group (ECG). These emergencies are distinct from normal day to day procedures or routine operations carried out by firefighters, paramedics, police officers and normal hospital activities.
- 1.2. While a wide variety of types of emergencies could occur within the geographical area of the City of Cambridge, our Hazard Identification and Risk Assessment (HIRA) shows those most likely to occur are: floods, tornadoes, blizzards, epidemics, transportation accidents involving hazardous materials, air or rail crashes, toxic or flammable gas leaks, electric power blackouts, building or structural collapse, large scale uncontrollable fires, explosions, a breakdown in flow of essential services/supplies, or any combination thereof.

### **2. Purpose**

The purpose of the City of Cambridge Emergency Response Plan (Plan) during an emergency is to facilitate the effective co-ordination of human and physical resources, services and activities necessary to:

- a) Protect and preserve life and property;
- b) Minimize and/or mitigate the effects of the emergency on the residents and physical infrastructure of the City of Cambridge and;
- c) Quickly and efficiently enable the recovery and restoration of normal services.

### **3. Implementation**

- 3.1. This Plan can be implemented as soon as an emergency occurs, or is expected to occur, which is considered to be of such magnitude as to warrant its implementation. An official declaration of an “Emergency” does not have to be made for this Plan to be implemented to protect the lives and property of the inhabitants of the City of Cambridge.
- 3.2. The decision to implement this Plan will be made by the member of the Emergency Control Group (ECG) (i) who receives the initial warning, (ii) first becomes aware of a

potential for an emergency and/or (iii) that arrives first at the scene of a potential emergency as defined in Section 1.

- 3.3. The ECG Member outlined in 3.2 will activate the "Cambridge Emergency Alerting System" by contacting the Cambridge Fire Department Communications Centre (Cambridge Fire Dispatch) to have the other appropriate ECG members notified of the emergency and to designate the location of the Emergency Operations Centre (EOC) where they are to assemble.

#### **4. Municipal Emergency Control Group Alerting System - (Fan Out)**

- 4.1. Unless otherwise directed by a member of the MCG, notification of implementation of the Plan will be made to the individuals who are in the positions listed below in the following order.
  1. Fire Chief
  2. Chief Administrative Officer (CAO)
  3. Mayor or Alternate (Head of Council)
  4. Police Chief – Waterloo Regional Police Services
  5. Commissioner of Transportation and Public Works
  6. Commissioner of Planning Services
  7. City Clerk
  8. Commissioner of Community Services
  9. Commissioner of Corporate Services
  10. EOC Duty Manager(s)
  11. Director – Waterloo Region Emergency Medical Services
  12. Regional Commissioner of Social Services
  13. Regional Medical Officer of Health
  14. Director of Corporate Communication – Public Information Officer (PIO)
- 4.2. The individuals in the positions listed above are responsible to initiate their own internal departmental notification procedure(s) to notify personnel and/or supporting agencies under their control or responsibility that the Plan has been implemented.
- 4.3. If the individual in a position listed in 4.1 is unavailable, Cambridge Fire Dispatch shall contact the next designated or back up person(s) listed on the Emergency Control Group (ECG) confidential contact list and notify them of the situation and ask them to assemble at the designated EOC.
- 4.4. Should the resources of the City of Cambridge be insufficient to control or address the emergency, assistance will be requested from the Regional Municipality of Waterloo by notifying their Manager of Emergency Measures (CEMC).

#### **5. Emergency Operations Centre (EOC)**

- 5.1. Cambridge City Hall is designated as the primary EOC. Cambridge City Hall is located at 50 Dickson Street.

- 5.2. Cambridge Fire Station #1 is designated as the secondary EOC. Cambridge Fire Station #1 is located at 1625 Bishop Street North in Cambridge.
- 5.3. In the event of implementation of the Plan for a declared or undeclared emergency, the ECG will be notified to assemble at the designated EOC. The Region of Waterloo - Manager of Emergency Measures shall be notified by the Cambridge CEMC when the Cambridge ECG is assembled. The Cambridge ECG may request the Region of Waterloo - Manager of Emergency Measures to attend meetings of the Cambridge ECG.
- 5.4. The Cambridge EOC will generally consist of or provide for:
- a) Meeting rooms equipped with maps, communications systems and other facilities and/or equipment for the use of the ECG and Support Agencies to discharge their duties and responsibilities during an emergency;
  - b) A Media Conference Area;
  - c) A Rest Area for use by personnel working in the EOC;

## **6. Escalation of Emergencies in Waterloo Region**

Each Municipality within the Region of Waterloo has agreed to use the following four emergency management response levels as a guide to be used before, during and following emergencies. Each level signifies the variation of the impact to the community caused by an emergency.

### **Level I - Monitoring Activation of Local Emergency Control Group**

- Routine incident responded to by Police/ Fire/ EMS.
- No evacuation is required.
- Monitored by local Fire Chief, CAO, Mayor, or other key local officials.
- Level I incident could lead to Level II response/activation.

### **Level II - Partial Activation of Local Emergency Control Group**

- Level II incident could lead to Level III response/activation.
- Level II incident could be directly elevated to Level IV response/activation.
- Local Emergency Control Group is notified and on stand-by.
- Regional Emergency Control Group is notified and on stand-by (since Level II incident could lead directly to Level III response/activation).

### **Level III - Full Activation of Local Emergency Control Group**

- Level III incident could lead to Level IV response/activation.
- Local EOC is established and ECG convenes.
- Regional Emergency Control Group is notified and on stand-by (since Level III incident could lead directly to Level IV response/ activation).

#### **Level IV – Regional Emergency**

- Regional EOC established.
- Regional Emergency Control Group convened.
- Local EOC may continue to be in operation.