

## **PART IX**

### **Emergency Operations Centre (EOC) Plan**

#### **Primary & Secondary EOCs**

1. Cambridge City Hall is designated as the primary EOC. Cambridge City Hall is located at 50 Dickson Street.
2. Cambridge Fire Station #1 is designated as the secondary EOC. Cambridge Fire Station #1 is located at 1625 Bishop Street North.
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.
4. The Cambridge EOC will generally consist of and/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 fulfill their duties and responsibilities during an emergency;
  - b) A Media Conference Area which can be used for public media conferences to disseminate information to the public during an emergency;
  - c) A means of storing or providing food and refreshments for personnel working in the EOC for prolonged periods of time;
  - d) A designated rest area for use by personnel working in the EOC for prolonged periods of time;
  - e) The rest area for the Primary EOC is the Council Boardroom and;
  - f) The rest area for the Secondary EOC is the Dormitory.

#### **EOC Set up**

##### **Primary EOC**

###### **A. Upon arrival at Primary EOC by ECG Members**

1. ECG members will be met by on site security personnel and advised of the location of the ECG meeting room (normally on 2nd floor - Young Room).
2. ECG members should check the operation of their cell phones, PDAs, laptops and other communication devices within the EOC and advise the CEMC of any problems or concerns.
3. Upon arrival at the EOC, ECG members are to prepare for a formal initial meeting to be called to order by the ECG Chair and the establishment of the business cycle.

## **B. Telecommunications**

1. The Information Technology (IT) Department shall ensure that the Voice Over Internet Protocol (VOIP) telephones are in working order.
2. If VOIP is not working, the red analogue telephones shall be distributed throughout the Primary EOC for use by the ECG Members.
3. The Manager of IT shall ensure that, as needed, wireless internet access is provided for ECG Members.
4. The Manager of IT shall ensure that the Smart Board is set up and operational for use by ECG Members.
5. The Manager of IT shall ensure that WebEOC software programme is set up and operational for use by ECG Members.

## **C. ECG Supplies**

1. Upon implementation of the Plan the Primary EOC Duty Officer (Corporate Property Manager) shall ensure that the storage boxes containing administrative and office supplies for use by the ECG Members are delivered to the ECG meeting room.

## **D. Primary EOC Infrastructure**

Upon implementation of the Plan the Primary EOC Duty Officer (Corporate Property Manager) shall ensure that:

1. Security is established and maintained within the EOC (i.e. call in additional security staff);
2. The EOC is accessible (snow shovelled etc);
3. EOC emergency backup generator is operational and ready for use.
4. The Media Conference Area (normally the Bowman Room) is set up and operational.

## **Secondary EOC**

### **A. Upon arrival at Secondary EOC by ECG Members**

1. ECG members will be met by fire department personnel and advised of the location of the ECG meeting room (normally in Boardroom "A").
2. ECG members should check the operation of their cell phones, PDAs, laptops and other communication devices within the EOC and advise the CEMC of any problems or concerns.

3. Upon arrival at the EOC, ECG members are to prepare for a formal initial meeting to be called to order by the ECG Chair and the establishment of the business cycle.

## **B. Telecommunications/Information Technology**

1. Fire department personnel shall ensure that the land line telephones are in working order.
2. If land line telephones are not working the analog telephones shall be distributed throughout the Secondary EOC for use by the ECG Members.
3. The CEMC shall ensure that the Smart Board is set up and operational for use by ECG Members.
4. The CEMC shall ensure that WebEOC software programme is set up and operational for use by ECG Members.
5. Upon implementation of the Plan the Secondary EOC Duty Officer (Administrative Coordinator) shall ensure that administrative and office supplies for use by the ECG Members are delivered to the ECG meeting room.

## **C. Secondary EOC Infrastructure**

Upon implementation of the Plan at the Secondary EOC, the CEMC shall ensure that:

1. The building is secure (i.e. call in additional security staff);
2. The Secondary EOC is accessible (snow shovelled etc);
3. Secondary EOC emergency backup generator is operational and ready for use and;
4. The Media Conference Area (normally the Apparatus Floor) is set up and operational