THE CAYMAN ISLANDS NATIONAL HAZARD MANAGEMENT PLAN

VOLUME 1
MAIN PLAN
## RECORD OF REVIEWS AND AMENDMENTS

<table>
<thead>
<tr>
<th>Nature of Change</th>
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<tr>
<td>Economic Impact Assessment Emergency Support Team relocated to Infrastructure Cluster</td>
<td>June 19, 2013</td>
<td>19 and 45</td>
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<td>Omar Afflick</td>
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<tr>
<td>Delete Deputy from Medical Relief Emergency Support Team</td>
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# National Hazard Management Plan
## Main Plan

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AIM OF THE NATIONAL HAZARD MANAGEMENT PLAN

The overall aim of the National Hazard Management Plan is to provide a structure to manage the effects of natural and/or man-made hazards occurring in Cayman Islands. It reflects the comprehensive disaster management approach, as it provides for development of preparedness, response, mitigation and recovery procedures and plans.

The Plan assigns responsibilities and to provide coordination of emergency activities connected with major disasters, in general and specific ways.

The plan addresses the short and long term objectives of the National Hazard Management Programme, and will be subject to continuous scrutiny, review and upgrading as deemed necessary, based on operating and other experiences.

For the purpose of the National Plan, Government includes all statutory authority and government owned companies.

This Basic or Main Plan is Volume 1 of the National Hazard Management Plan, and sets out information on the Cayman Islands, hazards which pose a threat and the national structure for managing the threats.

STRUCTURE OF CAYMAN ISLANDS NATIONAL HAZARD MANAGEMENT PLAN

The Plan comprises several Volumes and Annexes as below:

VOLUMES 1 & 2: INTRODUCTION AND SOPs

Volume 1 Main Plan includes general information on the national disaster management structure and the roles and responsibilities of Operational Committees.

Volume 2A Standard Operating Procedures of the National Emergency Operations Centre (NEOC)

Volume 2B Cayman Islands Incident Management System

VOLUME 3 HAZARD SPECIFIC PLANS

The Hazard specific plans address preparations for and response to hazards.

Volume 3A National Hurricane Plan
Volume 3B Sister Islands Emergency Committee Hurricane Plan
Volume 3C National Earthquake Plan (Pending)
Volume 3D National Tsunami Plan
Volume 3E Airport Emergency Plan
Volume 3F National Oil Spill Response Plan
Volume 3G National Pandemic Plans
Volume 3H Port Disaster Contingency Plan

VOLUME 4 PHASE SPECIFIC PLANS
Volume 4A National Mitigation Plan (Pending)
Volume 4B National Recovery Plan
Volume 4C National Disaster Relief Management Plan

VOLUME 5 FUNCTIONAL PLANS
Volume 5A National Evacuation Plan (Pending)
Volume 5B CI-USAR TF SOP
Volume 5C Damage Assessment SOP
Volume 5D National Telecommunications Plan

APPENDICES
Contact Lists
Resource Lists
Model Memoranda of Understanding
AUTHORITY
The Disaster Preparedness and Hazard Management Law, 2016 established the Department of Hazard Management Cayman Islands, whose functions are to facilitate and co-ordinate the development and implementation of Comprehensive Disaster Management Programmes.

The Disaster Preparedness and Hazard Management Law Section; 4. (1) The functions of the Department are to facilitate and co-ordinate the development and implementation of Comprehensive Disaster Management Programmes and, without prejudice to the generality of the foregoing, such functions shall include -

(a) developing and implementing policies and programmes to achieve and maintain an appropriate state of national preparedness for managing all emergency situations which may affect the Islands;

6(4) The Director shall prepare a National Hazard Management Plan comprising a statement of the contingency arrangements under the Director’s coordination, for responding to the threat, event or aftermath of a disaster in the Islands whether or not the threat, event or aftermath is such as to prompt the issuance of an alert, a declaration of disaster, a declaration of a state of emergency or a notice of evacuation, and shall cause the Management Plan to be reviewed annually.

PRECEDENCE OF PLANS
The National Hazard Management Plan takes precedence over all other Plans.

USE OF THE BASIC/MAIN PLAN
The plan is to be used as follows:

1. To guide operational response to disasters in Cayman Islands
2. For the provision of information to the United Kingdom, the international community, government agencies, the private sector, voluntary organizations, and the general public before, during and after any hazard occurrence.
3. For the education and training of members of the public and the National Hazard Management Council in disaster Mitigation, Prevention, Preparedness, Response, Rehabilitation and Recovery, including the implementation of annual exercises.
4. Coordinating response actions through routine updating of multi-agency procedures for operational response to any hazard in the Cayman Islands.
5. To upgrade and enforce administrative and operational functions and job descriptions for sub committees, officers and entities in Cayman Islands Government and of the National Hazard Management Council.
6. For the management of the National Emergency Operation Centre and the entities within.

To guide the provision of appropriate disaster related equipment and material for the National Hazard Management Council and National Emergency Operation Centre (NEOC).
PLAN MAINTENANCE

The National Hazard Management Plans are reviewed and updated annually by the 1st of June. They may be revised at other times in accordance with the following procedure.

- All proposals to amend the National Hurricane Plan must be submitted to Hazard Management Cayman Islands through the Deputy Director Preparedness & Planning for consideration. The proposal must state [1] the change desired; [2] the reason for the change; and [3] the proposed amendment language.

- The Deputy Director Preparedness & Planning will advise the Director, who will decide whether a meeting of the National Hazard Management Council should be scheduled to consider the proposed amendment[s]. The Committee members will approve and amend, or reject the proposal by consensus.

- Inconsequential changes for terminology, spelling errors, punctuation, etc. will be made by Hazard Management Cayman Islands.

All changes shall be recorded on Record of Reviews and Amendments of the relevant plan. All plans are assumed to be current subject to the latest revision date.

The latest version of National Hazard Management Plans will be made available on www.caymanprepared.ky. Hard copies will not be produced for distribution.

The Plans are accessible by selecting the “Resources” button at the top of the page and then clicking on “Hazard Management Plans”. Plans may be printed; however, it is the responsibility of the individual to ensure that printed copy is maintained as the latest version available.

The Plan is distributed electronically to the National Hazard Management Executive, Cluster Managers and Emergency Support Team (EST) Chairperson.

DISASTER RESPONSE EXERCISE

Hazard Management Cayman Islands will be responsible for coordinating all emergency and disaster related exercises for the Cayman Islands and the preparation of a report to review the effectiveness of the exercise in comparison to stated objectives.

Observers will be appointed to determine the effectiveness of each agency. Immediately following the exercise there will be a partial debrief and the observations will be provided for review and incorporated into a report on the effectiveness of the exercise.

Following the exercise a full debrief will be conducted to allow all agencies to provide observations and comments.

Hazard Management Cayman Islands will make the necessary amendments as recommended to the Hazard Management Plan, documenting the date and nature of the amendments and publish the document or otherwise make it available.

INCIDENT COMMAND
The Cayman Islands Incident Management Structure (CIIMS) shall be used to respond to all national emergencies and disasters.

**NATIONAL DISASTER RISK MANAGEMENT STRATEGY**

The Cayman Islands National Strategic Framework for Disaster Risk Reduction

- Articulates the national vision for risk reduction
- Guides government policies
- Takes a pro-active all-hazards, multi-agency approach to risk management
- Places the country’s approach in alignment with regional and international norms
- Plans for the adaptation of best practice models to the local context
- Integrates risk reduction into national development at all levels and across all sectors
- Seeks to engage all residents of Grand Cayman, Cayman Brac and Little Cayman in the disaster risk management process
- Establishes the Government’s policy, roles and responsibilities on the national risk management programme
- Outlines Mitigation, Prevention and Preparedness goals
- Provides for local and overseas training courses for disaster response personnel
- Provides for dissemination of information at all levels before, during and after a disaster, using the best available technology
- Ensures accountability among Government Officers with disaster responsibilities
- Provides for annual exercises of the National Hazard Management Council
- Early warning of slow onset disasters, and
- Provides for pre-positioning of human and material resources where sufficient notice is given.

**ABOUT US**

**Location**

The Cayman Islands is a three-island archipelago: Grand Cayman, Cayman Brac, and Little Cayman. The Islands are located 150 miles 240 km south of Cuba and 167 miles (268 km) northwest of Jamaica, positioning it between Cuba and Central America. Grand Cayman the most westerly located island is located at latitude 19°17 North and longitude 81°22 West; and Cayman Brac the most easterly located island is located at latitude 19°47 North and longitude 79°52 West.

The Cayman Islands have a total land area of 101.2 square miles (259 km²) with a coastline of 99 miles (160 km). The largest island being Grand Cayman is 76 square miles (22 miles long and 4 miles wide); Cayman Brac the second largest island is 15
square miles (12 miles long and 1.25 miles wide); and Little Cayman the smallest island is 10 square miles (10 miles long and 1 mile wide).

The Islands are located in the hurricane belt of the Caribbean and also in an earthquake zone close to the boundary between the Caribbean and North American Plates.

**Topography**

The Cayman Islands' lowest elevation is sea level. The highest point is the Bluff, a limestone outcrop 141 feet (43 m) in height on the eastern end of Cayman Brac. Grand Cayman's highest elevation is 60 feet above sea level in the eastern section of the Island.

**Climate**

Lying midway within the northeast trade winds belt, Grand Cayman has a sub-humid tropical climate with distinct seasonal variation. There are no large land masses within a 125 miles (200 km) radius and the climate is strongly moderated by the sea. The wet season occurs from May through November, with an average maximum daily midday temperature of 85°F (29.4°C), occurring in July. The dry season, December-April, has an average minimum daily midday temperature of 76°F (24.4°C), occurring in February. Average annual rainfall is 43.58 (1,107 mm) in the eastern portion of the Island and 62.8 in (1,595 mm) in the western portion. Rain falls in heavy brief showers, almost entirely in the period from May to October. Although weather patterns are generally stable, low pressure systems in the form of tropical waves, depressions, storms, and hurricanes frequently affect the Island during the summer months. Also, during the winter, sporadic cold fronts from the north bring cooler air and strong winds from the north and northwest, a weather pattern locally known as a nor' wester.

**Hydrology**

The Islands hydrology is greatly influenced by the sea and its tidal patterns. The tidal pattern is mixed, primarily semi-diurnal. Although tidal fluctuation is slight, there is a seasonal variation in mean sea level; surges during the late summer months bring mean high tides above 12 inches (31 cm) throughout July, August, and September. This elevation corresponds to the general flooding threshold for coastal mangroves on Grand Cayman and is significant for the fringing mangroves of North Sound. While evidence suggests that frequent tidal inundation of the Central Swamp mangroves extends only 650-984 feet (200-300 m) inland, the opposite movement of rainwater towards the lagoon is more common. After heavy rains, the entire Central Swamp may become covered by sheet flow.

**Geology / Geography**

The Cayman Islands are situated on a major submarine ridge that extends west from the Sierra Maestra range in southeastern Cuba. The ridge parallels the Cayman Trench, which is more than 3.8 miles (6,000 m) deep and is located 3.8 miles (6 km) to the south. The Islands are low-lying limestone formations of an older Bluff core of mid-Tertiary limestone origin, fringed by younger Iron shore formations, Pleistocene calcareous deposits, and recent carbonate sediments. Their narrow insular shelves support prolific coral reef communities. The two dominant features of Grand Cayman are the Central
Swamp and the North Sound. The large Central Swamp, which has a unique geomorphology, measures 19 mile\(^2\) (50 km\(^2\)) and borders the North Sound on the east and southeast. There is limited runoff from surrounding lands during the rainy season, May-November. Together, the Central Swamp and North Sound are the ecological heart of Grand Cayman, and their fringing mangroves and sea grass beds are critical breeding and nursery habitats for marine fauna.

The main portion of the Island, 8 km at its widest point, lies east of North Sound, and the other portion is a hook-shaped peninsula south and west of the sound. Narrow reef-protected lagoons occur along much of the northern, eastern, and southern coasts. The western or leeward side of the Island has no lagoons and is exposed to open sea.

The Central Swap covers over 50% of Grand Cayman. Cayman’s inter-tidal swamps are very different from others; they are not deltaic, having developed on autochthonous peat substrate rather than on allochthonous silts.

**Population Distribution**

The estimated population of the Cayman Islands 2010 was estimated at 55,036 with approximately 51% residing in George Town, 20.4% in West Bay, 19.2% in Bodden Town, 2.6% in East End, 2.7% in North Side and 4.2% in Cayman Brac / Little Cayman. (Source: The Cayman Islands’ 2010 Census Report.)
HAZARD / VULNERABILITY ANALYSIS

Hazards fall broadly into two categories: Natural and Man–caused. Hazards affecting the Cayman Islands have been determined to be:

- Hurricane
- Earthquakes
- Man Caused
- Tsunami

Historical Basis

The Cayman Islands disaster history indicates that meteorological events have been most frequent occurrence of natural hazards. These include hurricanes, tropical storms and most frequently North Westerly during the winter season. The Islands geographical location places it in the middle of the Caribbean hurricane belt. Other natural events that have affected the Islands are earthquakes.

Meteorological Events

The most significant meteorological events documented are:

- Hurricane Gilbert (September 1988): Severe damage to crops, pastures, trees
- Hurricane Mitch (October 1998): Storm Surge damage
- Hurricane Michelle (2001): Heavy flooding
- Hurricane Ivan (September 2004): 2 deaths; estimated $1.4 USD in damage
- Hurricane Wilma (2005)
- Hurricane Dean (September 2007)
- Hurricane Gustav (August 2008)
- Hurricane Paloma (November 2008) Sister Islands severely impacted; 71 houses destroyed and 988 damaged; estimated $124.5 CI million (source: ECLAC preliminary report 2008)

A significant effect from these meteorological events are storm surges and increase wave heights. The storm surges causes substantial damage to coastal areas during tropical cyclones affecting public infrastructure (roads, piers, beaches) where during periods of north westerly (cold fronts) significant increase in wave heights causes closure of coastal roads.

Earthquake

Although there are some reports of earthquakes felt strongly in the Cayman Islands in the past, there is no evidence in the historical record of a major destructive earthquake occurring very close to Cayman Islands in the last 300 years. However, an event of magnitude 6.8 occurred on December 14, 2004, approximately 20 miles to the south of Georgetown, Grand Cayman. The earthquake did not cause major damage on the Island. It provides, however, a stark reminder that the Cayman Islands lie along an
active geological fault and highlights the importance of conducting a thorough seismic hazard analysis of the Islands.

**Man-Caused Disasters**

There are no major industries using heavy equipment or toxic chemicals in the Cayman Islands. However, the fuel terminals and fuel storage tank, as well as the fuel distribution pipeline, poses a potential man-made hazard. Other possible man-made hazards are:

- Urban Fires
- Transportation Accidents
- Aircraft Accident

With the Islands being a tourist center, there is always the risk of land, air and sea transport accidents. As it becomes more industrial, however, there is the even greater risk of fuel gas and chemical spillage and explosions on land and sea which require special planning.

There are two major air terminals for commercial flight located at George Town, Grand Cayman and Cayman Brac. A Smaller terminal exists in Little Cayman and only accommodates light aircrafts.

Some man-caused incidents may or may not involve the activation of Hazard Management Cayman Islands or the National Emergency Operation Centre, unless the incident is of such a size that the resources of the local emergency services are over-committed and require assistance from regional or international sources, or if there is a need for evacuation and members of the public require accommodation, clothing and feeding, necessitating a declaration for emergency procedures

**ROLES AND RESPONSIBILITIES**

**Basic Premise**

When any hazard threatens the Cayman Islands, all Government officers have a primary or support role in the preparation for an immediate response to the event/incident. The Cayman Islands National Hazard Management Plan sets out the respective roles within the Main Plan.

**H.E. The Governor**

Where the Governor is informed by the Deputy Governor or Director of Hazard Management Cayman Islands as to the existence of any local condition in any part of the Islands tending to endanger public safety or any part of the Islands appears to be threatened with or affected by a natural or technological hazard the Governor after consultation with the Premier may by Order declare that part of the Islands to be a disaster area or hazardous area.

In the event that the level of threat or the level of impact is likely to exceed preparations and resources, the National Hazard Management Executive will determine and advise the Governor on the necessity of a declaration of a "State of Emergency". Before declaring a “State of Emergency” the Governor will make every reasonable effort to consult the Premier (as provided for in the Emergency Powers Law).
The Governor may also consult any other organization or individual inside or outside the Government to obtain information required for decision-making.

The Governor will make every reasonable effort to communicate his/her decision promptly to the Speaker of the Legislative Assembly, the Premier and any or all Ministers and Members of the Cabinet, the Leader of the Opposition and Members of the Legislative Assembly, and the general public.

**The Cabinet**

The Cabinet serves as a critical component during times of crisis. While a declaration of a state of emergency in accordance with the Emergency Powers Law (Amended) suspends the role of Cabinet per se, any such suspension is only temporary and Cabinet will be expected to assume its normal role shortly after and likely under more challenging conditions. For this reason alone, it is of fundamental importance that Cabinet is as fully apprised of any and all circumstances anticipated and being experienced.

Ministers and Members of Cabinet and Members of the Legislative Assembly (MLA’s), should receive briefings from the Chair, National Hazard Management Council and Director Hazard Management Cayman Islands until such time as the hazard threat no longer permit. These briefings will take place at mutually agreed times.

**The Speaker of The House**

Upon the request of the Governor, the Speaker will assemble the House to provide a briefing on the disaster conditions, the actions which have been taken, and issues that may need to be resolved at the legislative level, such an initial meeting should be convened within five (5) working days after the discontinuance of any Order that declare a disaster area or hazardous area or declaration of a state of emergency.

**The Premier**

The Premier, the principal political adviser, provides advice to the Governor and the National Hazard Management Executive on the political implications of actions that are being considered.

In order to ensure the fullness of his advice, the Premier will act as the focal point for providing information to, and receiving information from, elected representatives including the Leader of the Opposition.

**The Leader of The Opposition**

The Leader of the Opposition will serve as the focal point of communications with, and representation of all Members of the Opposition. This will include, in particular, seeking to ensure that:

- All Members of the Opposition are aware of scheduled briefings or meetings;
- Member issues are represented if they are unable to attend; and any information given at the briefing or meeting is conveyed to them.
Members of The Legislative Assembly

Members of the Legislative Assembly [MLAs] are responsible to the Governor and their constituencies for the well-being of people and the protection of property therein. They provide this through:

- the adoption of legislation, policies and systems that address these basic requirements; and
- the communication of need within their respective constituencies.

MLAs also serve the important role of ensuring that the public interest is properly served by any declaration of a state of emergency; it is the Legislative Assembly to which the circumstances of any such declaration is to be reported in accordance with the Emergency Powers Law (Amended) and which decides whether the Emergency Regulations shall continue beyond the period stipulated in the Law (maximum 17 days). For this reason, MLA’s will receive briefings by the Governor along with Ministers and Members of Cabinet.

MLAs will receive essential information regarding preparations initiated in anticipation of an event, and ongoing conditions resulting from a disaster in their districts.

The Deputy Governor

The Deputy Governor is answerable to the Governor for the performance of the National Emergency Operation Centre. Accordingly, as Chair of the National Emergency Operation Centre Policy Group, has unrestricted access to the Director, Hazard Management Cayman Islands, and other members of the National Emergency Operation Centre Policy Group personnel. In the case of an emergency the Deputy Governor will locate to the National Emergency Operation Centre, liaising from that location with the Governor and the Premier on overall strategy.

As the Head of the Civil Service, the Deputy Governor is also responsible for ensuring through the Portfolio of the Civil Service that provisions are in place for the deployment of nonessential but available personnel and continuity of government operations.

The Attorney General

The Attorney General serves as the legal advisor to the Governor, Cabinet and National Hazard Management Executive on legal implications of actions such as, drafts bills, regulations or orders which may become necessary, and vets any information which has legal ramifications. The Attorney General, or his designated representative, also serves as a member of the National Hazard Management Executive, and as legal adviser to the Director Hazard Management Cayman Islands and National Emergency Operation Centre as and when legal advice is required.

The Financial Secretary

The Financial Secretary serves as financial and economic advisor to the Governor and Cabinet. As a threat develops, the Financial Secretary will ensure that he is appraised of the potential risks and damages as assessed by the National Emergency Operation Centre and in particular the Impact Assessment Emergency Support Team.
The Financial Secretary is responsible for ensuring that financial systems and procedures are in place to empower public officers as well as National Emergency Operation Centre operatives to:

- Effect decisions and preparations that will mitigate the imminent threat and
- Take decisions and actions in immediate response thereto.

He is further responsible for ensuring that resources are readily available for the continuity of government following a disaster.

The Financial Secretary will serve as the point of contact for all financial aid and assistance and will establishes a management system for receiving, recording, and tracking all such aid and assistance given to the Cayman Islands by local and international donors.

**Ministries/Portfolios**

Permanent Secretaries/Chief Officers are responsible for all hazard preparedness within their Ministries/Portfolios and Departments in accordance with the National Hazard Management Plan. Where appropriate, Ministries/Portfolios and Departments will also support response and recovery activities. Permanent Secretaries/Chief Officers will maintain control of their respective Portfolios and Departments during emergency operations provided such actions support a coordinated effort as outlined in the National Hazard Management Plan.

Response activities will be coordinated with the National Emergency Operation Centre.

Recovery efforts shall be coordinated with a designated Recovery Coordinator and Committee.

All Permanent Secretaries/Chief Officers are members of the National Hazard Management Council and are expected to fully support the execution of the National Hazard Management Plan in the event of the threat and/or impact of any hazard.

All Department Heads are responsible for all hazard preparedness and support of response and recovery activities, consistent with direction from their Permanent Secretaries/Chief Officers.

**British Government/Disaster Management Advisor to the OT’s**

The Foreign Commonwealth Office [FCO] Overseas Territory [OT] Disaster Management Oversight Committee (DMOC) is responsible for; ensuring a rapid and effective response and cross departmental cooperation (including Department for International Development, Department for Transport, Cabinet Office, Home Office, Department of Health, and others where necessary; liaison with Ministry of Defense and Royal Navy Fleet Operations; activating and staffing the OTD response Operations Room/Consular Crisis Management Centre Department (CMD); working in consultation with Press Office, Consular Directorate and the London Office of the OT Government (where there is a London representative); and, providing the Governor’s Office with necessary updates and situation analysis.

In the event of a disaster declaration, a Rapid Deployment team may deploy and reinforce the Governor's Office, with assistance from other DS officers (from London, other OT Governors’ Offices or Diplomatic Posts in the Americas), as required. This group
will coordinate assistance from other agencies such as Police reinforcements from the OTs. The Governor's Office will be strengthened with additional staff from London and/or the region, as needed. CMD is also available to provide London-based call handling operations if required.

**National Hazard Management Executive (NHME)**

The National Hazard Management Executive is to ensure the availability of the most senior government and political leadership for emergencies. (Appendix ONE)

The National Hazard Management Executive is responsible for national policy direction. They are responsible for all official notifications, briefings, and ongoing communication of status and needs to the Governor and Cabinet and the Legislative Assembly. They will communicate with the United Kingdom authorities, other Overseas Territories, other jurisdictions and international organizations via the Governor’s Office.

The National Hazard Management Executive will be provided access to the most current information depicting damage and destruction of critical private and public facilities, including transportation and roads. They are responsible for ensuring that as hazard threat or occurrence evolves, relevant laws are enacted and resources are made available for management of the threat. The Governor and Premier will also address the public as appropriate.

**National Hazard Management Council (NHMC)**

The National Hazard Management Council has overall responsibility for the management of any non-security threat which may affect the Cayman Islands. It is chaired by the Deputy Governor and includes Chief Officers and Heads of Departments. (Appendix TWO)

Permanent Secretaries/Chief Officers may bring to the meetings of the National Hazard Management Council such technical advisors as they consider necessary. During periods of actual emergency they should bear in mind that these advisers may have important and specific duties to perform on various ESTs in the National Emergency Operation Centre.

**Hazard Management Cayman Islands**

Hazard Management Cayman Islands is responsible for preparing the C.I. National Hazard Management Plan and its sub plans and for the overall direction and implementation of the plan at all stages of a hazard threat or occurrence.

The agency will act as the focal point for coordination of the national disaster risk management programme. Some major functions of the agency will be to:

a) Advise on national policies related to risk management

b) Be responsible for the development of the national risk management strategic framework and the national risk management programme.

c) Ensure development of multi-hazard plans for all sectors in the country

d) Ensure achievement and maintenance of the highest level of national preparedness possible within identified constraints
e) Develop and implement a national public awareness programme aimed at all sectors of the country
f) Provide advice for national planning and development programmes
g) Inform the national planning and development process through provision of data and other technical inputs
h) Establish and maintain a fully equipped and functioning National Emergency Operations Centre
i) Coordinate response to national threats and events
j) Engage all sectors and ensure their inputs to the national risk management programme
k) Liaise with the voluntary sector and formalize partnerships
l) Participate in the recovery process to ensure increased resilience is incorporated into recovery
m) Stress the primary responsibility of individual households and citizens to plan for their own safety and welfare;
n) Inform and reassure the public about the CIG’s preparedness and roles, and in particular to communicate the steps being taken to reduce any threats to law and order and to the health of the public at large;

NATIONAL EMERGENCY OPERATION CENTRE Policy Group

The effectiveness of the National Emergency Operation Centre in ensuring the protection of life and property against the threat, or following the impact, of any hazard is fundamentally dependent on timely decision-making and action.

The Policy Group is present in the National Emergency Operation Centre to make policy decisions, resolve conflicts referred by the Director Hazard Management Cayman Islands or National Emergency Operation Centre Manager, brief and advise the National Hazard Management Executive on policy needs and interventions. The Policy Group will interact with the Operations Group through the Director Hazard Management Cayman Islands and Director National Emergency Operation Centre.

The Policy Group will be chaired by the Chair National Hazard Management Council. The Composition of the Policy Group is:

- Chair National Hazard Management Council
- Chief Officer Ministry of Home Affairs
- Director Hazard Management Cayman Islands
- Director GIS
- Representative from the Governors’ Office
- Deputy Police Commissioner
- Others as required for the incident or invited by the Chair
The Chair National Emergency Operation Centre Policy Group shall not act contrary to decisions taken or directions given by the Governor or the Premier without prior consultation except in circumstances where lives are at risk. The Chair is responsible for ensuring:

- the provision of information to the Governor and the Premier in respect of existing and projected conditions, and actions taken and intended, and decisions required of the Governor and/or Premier;
- the provision of similar information, if requested, to Ministers and Members of Cabinet, and Members of the Legislative Assembly;
- the dissemination of appropriate information and warnings to the residents and overseas interests;
- the timely notification of the Governor of the need to declare a State of Emergency in the event of the level of threat being projected to exceed the levels of preparations and resources;
- evacuation of any of the Islands or sections thereof

The Director Hazard Management Cayman Islands

The Director Hazard Management Cayman Islands is free to direct the National Emergency Operation Centre in the manner that is considered being in the best interest of the preservation of life and property. Specifically the Director shall ensure:

- the timely and effective implementation of the appropriate Plan;
- the activation of the National Emergency Operation Centre;
- the ongoing management of all operations and activities until the National Emergency Operation Centre is stood down and recovery commences;
- that decisions are taken and communicated in a timely manner in respect of issues which arise but are not provided for within the Plan;
- that members of the Policy Group maintain a shared understanding of issues and solutions; and
- the preservation as far as practical of the safety and wellbeing of all persons engaged in the operations of the National Emergency Operation Centre, and their families.
- that the Policy Group is kept updated on the response operations

NATIONAL EMERGENCY OPERATION CENTRE Manager

Physical and operational support of the National Emergency Operation Centre section of the facility is the responsibility of the Director Hazard Management Cayman Islands and will be carried out by the National Emergency Operation Centre Manager.

The National Emergency Operation Centre positions include a Manager, an Operations Officer, Sub Committee members and alternates to cover 12 hour shifts for the duration of operations. These positions may be augmented by the addition of volunteers with the training and expertise to operate effectively under disaster conditions. All National
Emergency Operation Centre personnel roles and responsibilities are contained in the National Emergency Operation Centre SOPs.

The National Emergency Operation Centre Manager is responsible for management and/or oversight of all operations, specifically ensuring:

- Notification and call-out
- Activation, staffing and deactivation of the National Emergency Operation Centre
- Preparation of information and reports.
- Critical messages are action in the quickest possible time
- Collection, recording and monitoring of the functions of the response effort,
- Notification of the Director Hazard Management Cayman Islands of issues, concerns, or specific National Emergency Operation Centre operational or technical needs.
- That calls/messages are appropriately directed to the Policy level personnel and the Director, Hazard Management Cayman Islands
- Dissemination of situation reports and other information
- Status boards are updated, information is compiled for
- Situation reports and messengers are available to serve the various Emergency Support Teams and the Executive Team.
- Recording and documentation of all decisions taken by National Emergency Operation Centre

**Emergency Telecommunications**

Hazard Management Cayman Islands is responsible for supporting the National Emergency Operation Centre with telecommunications equipment, to ensure Government has adequate capacity communicate through multiple mediums.

Responsible for the operation and maintenance of various radio communication systems to support the National Hazard Management Council and the National Emergency Operation Centre throughout Grand Cayman, Cayman Brac and Little Cayman, including in particular, communications between the National Emergency Operation Centre, the Governor and the emergency services.

Provides support to the National Emergency Operations Centre and all agencies that operates within.

These systems are critical in ensuring that the National Emergency Operation Centre is able to effectively carry out its functions, which require rapid and efficient methods of transmitting and receiving voice and data messages.

**Cayman Islands National Weather Service**

The Cayman Islands National Weather Service is responsible for monitoring the weather and providing data. The unit also plays a key role in providing current and forecast weather information to Hazard Management Cayman Islands and National Emergency
Operation Centre whenever a severe weather system has the potential to threaten, or threatens, the Cayman Islands.

The Cayman Islands National Weather Service is the agency that provides updates for all weather information on the following website

- www.weather.ky
- www.gov.ky
- www.caymanprepared.ky

**CLUSTERS AND EMERGENCY SUPPORT TEAMS [EST]**

In order to maximize the effectiveness and efficiency of the response effort, five operational groups called clusters have been designated and the Emergency Support Teams are grouped within these. The clusters are:

- Operations
- Support Services;
- Emergency Response;
- Human Concerns; and
- Infrastructure.

Each Cluster is organized into an assembly of like functions, of which responsibility and manpower is within the purview of the respective Emergency Support Team comprising the group. The Emergency Support Teams are made up of personnel with designated responsibilities from various Ministries/Portfolios/Agencies and the private and voluntary sectors and report to the Director of Hazard Management Cayman Islands.
The Chairperson of each of the ESTs shall schedule regular meetings throughout the year to ensure that all members are conversant with their duties and responsibilities. Not later than 10 May each year the EST Chairperson will report to the Director of Hazard Management Cayman Islands on the readiness of the Emergency Support Team to undertake its responsibilities.

The five clusters their Emergency Support Teams, and the responsible agencies are shown in Table 1.
### Table 1

Clusters Showing Emergency Support Teams and Responsible Agencies

<table>
<thead>
<tr>
<th>SECTION</th>
<th>EMERGENCY SUPPORT TEAM (EST)</th>
<th>MINISTRY/ PORTFOLIO</th>
<th>DEPARTMENT/ AGENCY</th>
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<tr>
<td><strong>Support Services</strong></td>
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<td><em>EST 1</em> Joint Communication Services</td>
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<td>CINWS</td>
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<td>Chair Infrastructure</td>
<td>Public Utilities</td>
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<td><em>EST 2</em> Continuity of Operations</td>
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<td>Portfolio of Civil Service</td>
<td>POCS</td>
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<td>Ministry of (PLAH&amp;I)</td>
<td>Lands &amp; Survey</td>
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<td>Computer Services</td>
<td>Planning Department</td>
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<td>Ministry of (PLAH&amp;I)</td>
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<td>Portfolio of Civil Service</td>
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<td><em>EST 6</em> Economic Continuity</td>
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<td>Cayman Contractor Assoc.</td>
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<td>Office of the Auditor General</td>
<td>Auditor General’s Office</td>
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<td><strong>Emergency Response</strong></td>
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<td>Ministry of Tourism</td>
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<td><em>EST 7</em> Evacuation</td>
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<td>Deputy Governor</td>
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National Hazard Management Plan Main Plan
| EST 8 | Community Emergency Response Teams (CERT) | Ministry of Home Affairs | HMCI
|       |                                           |                           | CIRC
|       |                                           |                           | CERT
| EST 10 | Security & Law Enforcement | Ministry of Home Affairs | RCIPS
|       | Ministry of Home Affairs |                           | HMPS
| EST 9 | Search & Rescue | Ministry of Home Affairs | CIFS
|       | Ministry of Tourism |                           | RCIPS
|       | Ministry of (PLAH&I) |                           | Port Authority
|       | Ministry of Health & Culture |                           | CIAA
|       | Ministry of Home Affairs |                           | Public Works Dept.
|       |                           |                           | NRA
|       |                           |                           | HSA
| Human Concerns | EST 11 | Shelter Operations | Ministry of Home Affairs | DCFS
|       | Ministry CAY&S) |                           | PWD
|       | Ministry of (PLAH&I) |                           | DEVs
|       | Ministry of Health & Culture |                           | HSA
|       | Ministry of Education |                           | DOEH
|       | Ministry of Home Affairs |                           | Education Department
|       |                           |                           | CIRC
|       |                           |                           | RCIPS
|       |                           |                           | HMCI
| EST 16 | Voluntary Agencies Response | Ministry of Home Affairs | HMCI/CIRC
|       | Ministry of Home Affairs |                           | ADRA
|       | Ministry of Health & Culture |                           | Lions Club of Cayman
|       | Ministry of Home Affairs |                           | Lions Club of Tropical
|       |                           |                           | Garden
|       |                           |                           | LEO Club
|       |                           |                           | Rotary Club Sunrise
|       |                           |                           | Rotary Club Grand
|       |                           |                           | Rotaract Blue
|       |                           |                           | Ministers Association
|       |                           |                           | Kiwanis Club Grand
|       |                           |                           | Cayman
| EST 13 | Medical Relief | Ministry of Health & Culture | HSA
|       | Ministry of Home Affairs |                           | DOEH
|       |                           |                           | Ministry of Health
|       |                           |                           | Chrissie
|       |                           |                           | Tomlinson Hospital
|       |                           |                           | RCIPS
| EST 14 | Mass Fatality Management | Ministry of Home Affairs | RCIPS
|       | Ministry of Home Affairs |                           | CI Fire Service
|       | Ministry of Health & Culture |                           | H.M. Coroner
|       |                           |                           | HSA
|       |                           |                           | Funeral Homes
|       |                           |                           | DOEH
| Infrastructure | EST 15 | Utilities | Ministry of (PLAH&I) | Water Authority
|       | Ministry of Home Affairs |                           | Petroleum Inspector
|       |                           |                           | ESSO
|       |                           |                           | Home Gas Ltd.
|       |                           |                           | Cayman Islands Fuel
|       |                           |                           | Service
|       |                           |                           | Cayman Water Co.
|       |                           |                           | CUC
|       |                           |                           | Brac Power & Light

National Hazard Management Plan Main Plan

20
**SUPPORT SERVICES CLUSTER**

The Support Services Cluster incorporates the functions of Joint Communication Services, Continuity of Operations, Resource Support, Private Sector Services, and Relief Aid Management.

**EST – 1: Joint Communication Services Emergency Support Team**

The Joint Communication Services Emergency Support Team [JCS EST] is a multi-agency committee that works in conjunction with the National Emergency Operation Centre to ensure the provision of accurate, consistent and timely information to the general public about all issues, events, and preparedness and response efforts.

**Purpose/Policy**

The purpose is to provide a framework for ensuring accurate and timely communication services in support of the Cayman Islands Government’s preparation for, and response to any hazard through a broad media spectrum, including audience-specific communication and other non-press forms of communication both locally and internationally.
**Administration**

The JCS is an Emergency Support Team within the Support Services group, which takes direction and reports to the NAational Emergency Operation Centre Manager during operational status. The JCS EST will be comprised of representatives of CIG departments. The Core Team will be comprised of the Chairperson of the JCS EST, senior personnel from GIS, Tourism, Finance and a rep from the Governor’s office. These individuals will work closely with all Emergency Support Teams, utility companies, NGOs, and private sector organizations, which will participate in, and share the resources of, the JCS EST.

Additional persons may be co-opted by the JCS Chairperson or the National Emergency Operation Centre/National Hazard Management Executive Chairperson to augment and represent the various interests that need to provide information to the public and to international contacts.

The members of the Emergency Support Team are:

- Government Information Service (Chairperson)
- Department of Tourism
- Ministry of Finance
- Hazard Management Cayman Islands (Director)
- Governor’s Office representative
- Royal Cayman Islands Police Services (Press Officer)
- National Weather Service
- Chairperson Infrastructure Group / Cluster
- Member of Public Utilities
- Other CIG Departments Public Relations Officers
The coordination of the JCS planning activities will be the responsibility of the JCS Chairperson. Other personnel with communications expertise within CIG will be co-opted into the JCS Emergency Support Team and assigned duties as required.

Subject to the projected severity of the hazard, or the severity of the actual impact, an Information Centre (IC) will be established the GIS Media Center on the second floor of the Government Administration Building, supported by a robust and resilient communications capability, to coordinate emergency public information and media access relative to all response and recovery information. When established, the JCS IC may also serve as communication center for visiting media, where they may request interviews, additional information, tours (if feasible). The decision to bring into effect the JCS IC will be made by the JCS Chair in consultation with the National Emergency Operation Centre Manager.

While the JCS has specific and direct responsibility, its members work in partnership with the National Hazard Management Council, which has the ultimate duty to ensure provision through the JCS of coordinated, accurate and timely information locally and internationally.

The JCS EST will decide appropriate shift schedules, depending on the severity and imminence of a hazard threat. The JCS EST will manage personnel resources to cover shifts as long as determined necessary by the NEOC Manager or recovery operation. Personnel from the JCS EST and responding agencies will work together to ensure the coordination and release of accurate and consistent information to be disseminated quickly to the media and the public.
The primary organizational elements of the JCS and related operations may vary depending on the type and extent of the hazard threat. The base of JCS operations will be at the NEOC. It is here that information is received and decisions are taken on what should be issued to the public, subject to the approval of the Governor and Premier. Key messages and overall communications strategy will be agreed upon by the Governor and Premier.

**General Responsibilities**

- Provide advice to the Governor, the Premier, NEOC Manager, Chair and other Emergency Support Team heads on communications matters as required to include pre-event planning and publicity; and media handling and arrangements.

- The JCS Core team shall jointly develop the message points to be presented to the NEOC Manager for approval by the Governor and Premier prior to the dissemination at each phase of operation and at other critical points.

- The JCS will be represented in the NEOC and is also responsible for establishing an Information Center (IC) and or a media center in close proximity to the NEOC from which it may operate.

- Advise and assist individual NEOC Emergency Support Teams in formulation of releases on specific policies or procedures and will consult with the NEOC Manager. These releases will be issued on approval of Director Hazard Management Cayman Islands.

- The JCS will be the central repository for information and the sole source for the dissemination and coordination of public information, notices and warnings to the local and international media once an alert is issued for any hazard.

- To ensure message consistency, all JCS member agencies will issue information, including that to international media, under the auspices of the JCS EST. These will have prior approval from the Governor and the Premier.

- JSC EST will coordinate all requests for interviews with response agencies and officials.

- Manage Information Coordination, Media Relations, Community Relations, VIP relations, and the development of up-to-date briefings for local and international media sources.

- When any hazard threatens or has a significant impact, the JCS Emergency Support Team promptly disseminates to all local media the series of advisories declared by the National Emergency Operation Centre, to provide direction and guidance to the public as to the appropriate actions and precautions to be taken.

- Preparation of PSA’s and updates for local and international media.

- Initiating media contact upon announcement of all advisories by the National Emergency Operation Centre.
• Transitioning JCS activities and support from Emergency operations into Recovery operations

• JCS will updated regularly and promptly the website www.caymanprepared.ky www.gov.ky. The website will be presented to the public as the definitive official source of information and advice.

• Provide the key messages for both the domestic and international audiences as agreed with the Governor, who will consult the Premier, and both of whom, circumstances permitting, may wish to make public statements themselves.

• Assist to educate residents on personal, family and business preparedness.

• Maintain open communication

• Provide authoritative information to deal with rumors;

• Provide accurate, consistent and timely information for the local and international media, particularly with respect to finance and tourism; and

EST – 2: Continuity of Operations

“Continuity of Operations" refers to the arrangements for the continued operation of the Cayman Islands Government in the event of a national emergency or disaster.

Purpose/Policy

The purpose of this plan is to minimize disruptions to government [includes statutory authority and government owned companies] business operations and services where possible, and minimize the potential impact on the Nation of any unavoidable disruption.

Each of the plans for individual Ministries and Portfolios constitutes one element, and collectively they constitute the National Continuity of Operations Plan [NCoO].

It is the policy of the Cayman Islands Government to return government to an operational capability as soon after any hazard occurrence as is possible. The Deputy Governor is responsible for establishing a process that prioritizes facilities to be opened, designates personnel responsible for all buildings which government owns, occupies or which house a critical service, directs agencies to ensure the protection of vital records critical to government business and services, and authorizes designated personnel the authority to carry out essential actions to achieve operational status.

It is Government’s directive that when a hazard is imminent, all government agencies and organizations shall implement measures to protect business and vital records in order to resume government business and services as rapidly as possible following an event.

It is Government’s directive that when a hazard is imminent or an emergency has occurred or after the occurrence of a destructive event, all personnel deemed by the Chief Officers of Ministries/Portfolios to be “Essential" or "Available" shall report to assigned locations to carry out assigned tasks. All vacation/leave will be
immediately rescinded, effective immediately upon notification of a threat or event. Any exceptions shall be considered and decided on a case by case basis by the Deputy Governor. Those “Essential Personnel” who remain unassigned must be available for assignment on short notice.

**Administration**

The CoO Plan is an element within the Support Services Cluster. The Continuity of Operations Emergency Support Team consists of a core group which includes the PoCS, Archives, Computer Services, Lands and Survey and the Department of Public Works, and others as may be needed.

The Chief Officer of the Portfolio of the Civil Service (PoCS), on behalf of the Deputy Governor, is designated to oversee all CoO planning of all Ministries and Portfolios [includes statutory authority and government owned companies]. The Chief Officer of the Portfolio of the Civil Service [PoCS] is responsible for coordinating the function of this Emergency Support Team and will serve as the S-C Chairperson.

The members of the Emergency Support Team are:

- Portfolio of Civil Service (Chairperson)
- Deputy Governor
- Director Lands and Survey
- Director Archive
- Director of Computer Services
- Public Works Department
- Facilities Manager
Development of a National Continuity of Operations [NCoO] Plan is the responsibility of the Deputy Governor and Head of the Civil Service. As directed by the Deputy Governor, all Permanent Secretaries and Chief Officers shall establish a Continuity of Operations Plan for their Ministries or Portfolios.

For the purposes of the National plan the Director of Archives, shall direct that appropriate measures be initiated to protect government records from damage or destruction.

The Chief Officers shall direct appropriate personnel to enter into the Government buildings for which they are responsible, to assess preparatory measures, and/or initiate measures prior to an event, and report status to the Chief Officer of PoCS.

Following an event, Chief Officers shall direct appropriate personnel to evaluate conditions, identify existing or potential hazards to entrants, and determine whether the building can be occupied, in whole or in part, following an event, and report status to the Chief Officer of PoCS.

**General Responsibilities**

- Develop and maintain the National Continuity of Operations section of The National Hazard Management Plan which incorporates the CoOs of Ministries/Portfolios. These CoO Plans consist of three elements; the designation of “Essential Personnel”, the protection and restoration of government facilities and services, and the protection and preservation of records.
- Provision of planning guidance for Continuity of Operations Plan (HMCI to assist)
- Quality Control of CoOP
- Enforcement of time line for delivery of CoOP
- Each Ministry/Portfolio shall develop and maintain a list of persons deemed to be “essential” to meeting the objectives of rapid effective response and recovery. Such personnel are required to be available for deployment as needed. As far as possible, arrangements should be made for the safety of families of key personnel to enable to fulfill their roles in an emergency.
- Collect, collate and coordinate a list of personnel identified as essential to emergency response and initial restoration of services from Chief Officers.
- Ensure the development of mitigation measures by the Chief Officers to protect government facilities to the greatest extent possible and return them to their intended purpose as soon as possible.
- Ensure the securing and protecting of critical and vital records. The S-C Chairperson shall consult with the Director of the National Archive to establish the protocols for records protection and preservation.
- Ensure the notification of and direction to all agencies to ensure the secure protection of all critical and sensitive government documentation upon the notification of a hazard threat or the occurrence thereof.
• The Landlords of the buildings and Chief Officers/ Permanent Secretaries are responsible for facilitating Government’s return to routine business practices as soon as possible and are authorized to enter into the Government Building to:

• Assess damages, as conditions permit;
• Execute or cause to be executed any pre-disaster or essential agreements for services, equipment or supplies deemed necessary to restore all or any portion of the building to a functional condition, and if not serviceable, make the determination to seal the building, or any portion of it from entry;
• Activate government facility plans providing for the safety and protection of employees and the public from any hazard or event threatening life and safety.
• Rescinded all vacation/leave immediately upon notification of a threat or event or when an emergency has occurred or after the occurrence of a destructive event.
• The Director of the National Archive shall provide direction for protecting records to all Department Heads by 1 April.

EST – 3: Resource Support

Critical to response is the ability to act on requests for assistance which are received at the National Emergency Operation Centre (NEOC) from field forces, Departments, other government leaders.

Therefore Resource Support provides the function of location, inventory, acquisition and deployment of equipment, supplies, personnel and other resources to support requests from emergency responders during response operations in a timely manner.

Purpose/Policy

The purpose of Resource Support is to provide a cadre of personnel with the knowledge and skills whose primary responsibility is to locate and access resources needed by other Emergency Support Teams in order to allow them to concentrate their efforts on providing services. It centralizes the acquisition process, establishes a basic means for tracking incoming and outgoing resources provides verification of the application of resources towards the need; and, can assist to identify gaps for which international resources may be required.

The Resource Support Emergency Support Team supports the response efforts of the Emergency Support Teams at the National Emergency Operation Centre during the response to any hazard. Incorporated within this S-C is access to government data in order to locate and reassign personnel, re-deploy equipment and vehicles, provide a single acquisition and funding point of contact [POC] to acquire other needed materials and supplies in coordination with the Chief Officers. All requests for resources that are not readily available or for which there are no existing contracts or MOU’s shall be directed to Resource Support Emergency Support Team for action.
Administration
The Resource Support Emergency Support Team is an integral element within the Support Services Group. The Chairperson is appointed by the Director Hazard Management Cayman Islands.

The members of the Emergency Support Team are:

- Internal Audit Unit (Chairperson)
- Portfolio of Internal and External Affairs (Deputy)
- National Roads Authority
- Portfolio of Civil Service
- Public Works Department
- Department of Environmental Health
- Department Vehicles
- Department of Children and Family Services
- Port Authority
- Customs Department
- Hardware Supply Association
- Supermarkets Representative
The Emergency Support Team will locate at the National Emergency Operation Centre and will schedule personnel resources to cover the daily operations until the National Emergency Operation Centre is deactivated. Communication with other representatives and responders in the field will be through the assigned emergency frequency.

**General Responsibilities**

- Convene a meeting of the Emergency Support Team before the end of April each year and meet throughout the year to review procedures of participating entities and ensure changes are reflected in the plan and brought to the attention of the National Emergency Operation Centre Executive Team and the National Emergency Operation Centre Manager.
- Ensure that all Emergency Support Team Members are oriented to their individual responsibilities.
- Establish a process for organizing and processing requests.
- Ensure that the Emergency Support Team understands the need for expedient processing of requests.
- Liaise with the contractors association – establish schedule of rates for hazard repair work –
• Assist with the acquisition of essential relief resources (water, food, clothing, and local relief supplies) on behalf of:
  1. The Relief Management Plan
  2. the Community Emergency Response Team; and
  3. the Shelter Management Emergency Support Team.
• Develop a system for locating, purchasing, shipping, and receiving resources requested by National Emergency Operation Centre through local and overseas vendors.
• Develop forms and formats needed for emergency acquisition.
• Develop a compendium of relief resources including resources that may come through DFID/HMG or other organizations.
• Train personnel and Emergency Support Team members in the processes and use of all forms.
• Liaise with the Community Emergency Response Team and the Shelter Management Emergency Support Team to obtain their assessments of the resources that they will expect to require.
• Assist all Emergency Support Teams locate and acquire resources which are not readily available or for which they do not have the time to research.
• Provide assistance in distribution of resources
• Ensure that all resources are tracked from receipt through deployment.
• Identify and register vehicles available for use in the event of a hurricane by April of each year.
• Produce a strategic Vehicle/Equipment Protection and Deployment plan
• Liaise with hardware suppliers - gain agreement that they will assist the National Emergency Operation Centre with the coordination of procurement and
• Distribute essential hardware, following a storm.
• Establish pre-disaster contracts and processes
Overseas relief supplies will be initially received and processed through the Relief Aid Management Emergency Support Team and entered into the Logistic Support System (LSS) tracking system. Distribution of the goods and supplies following initial processing will be the responsibility of the Resource Support Emergency Support Team in coordination with the Relief Aid Management Emergency Support Team

EST – 6: Economic Continuity

The Economic Continuity Emergency Support Team is to provide liaison with the business community, provide synergy between private and public sector efforts during response and recovery operations.

Purpose/Policy
The purpose of this Emergency Support Team is to create the necessary forum / liaison / interaction for the private sector to actively / effectively / efficiently participate in the planning, response and recovery process of the country for any hazard it may be vulnerable to or impacted by.

**Administration**
Business Continuity for the private sector will be a main focus of the Emergency Support Team. The members of the Emergency Support Team are:

- Cayman Islands Chamber of Commerce (Chairperson)
- Finance Department
- Risk Management Unit
- Budget Management Unit
- Cayman Islands Monetary Authority
- Director of Cayman Islands Port Authority

**General Responsibilities**
- Represent the business community and private sector coordinating the development and presentation of economic and statistical documentation from that sector, and support to the restoration of the business community infrastructure.
• Provide the National Emergency Operation Centre daily status reports of the impacts on the business community through its Chair.

• The Economic Continuity Emergency Support Team is not anticipated to be present at the National Emergency Operation Centre this group will provide to the National Emergency Operation Centre

**EST – 12: Relief Aid Management**

The Relief Aid Management Emergency Support Team will be responsible for coordinating all efforts related to the management of relief Aid that can quickly overwhelm a system which may already be stressed beyond its limits

**Purpose/Policy**
The purpose of this policy is to ensure an accounting and initial distribution procedure which will:

• Account for all goods, excluding financial, as they are received;

• Ensure that goods are shipped to those with the greatest need as soon as possible

• Ensure that the initial distribution system is fair and impartial.

**Administration**
The members of the Emergency Support Team are:

• Auditor General Office (Chairperson)
• Customs Department
• Port Authority
• Cayman Islands Airport Authority
• Voluntary Agencies Response Committee
• Immigration Department
• Hazard Management Cayman Islands
General Responsibilities

- Provide an efficient system to receive and rapidly record all goods and supplies received from international sources.
- Ensure that resources are processed and ready for distribution.
- Arrange for their pickup and transport to designated distribution locations.
- Serve as the point of contact for physical aid and assistance given to the Cayman Islands by international and local donors.
- Ensure adherence to the established management system for receiving, recording and distributing according to priority needs as indicated by the National Emergency Operation Centre.
- Track the use of all such aid and assistance to the relevant Emergency Support Teams and other entities for distribution throughout the Districts.
- Ensure the accountability for the use of international aid, reporting back to donors through the National Emergency Operation Centre as necessary. All actions taken shall be needs based and consistent with international standards and the National Relief Management Plan, and shall be reported to and coordinated with the Financial Secretary (Audit Office).
- Develop and manage a Compendium of Essential Hurricane Relief Resources.
- Ensure for the identification, provision, distribution, and tracking of essential relief services.
- Manage the National Relief Management Plan.

**EMERGENCY RESPONSE CLUSTER**

The functions of the Emergency Response Cluster includes the evacuation of populations from the Islands, as well as assisting in transportation to shelters prior to a Hurricane, search, & rescue missions, to establish emergency traffic routes provide traffic control, security to assure the public’s safety, and the protection of property before during and following any hazard event. An incident command system will be utilized to manage site specific emergencies.

This element incorporates the government’s immediate response capabilities to all emergencies.

**EST – 7: Evacuation**

Visitors to the islands accommodated in Tourist facilities that are located on the coast and are vulnerable to the damaging effects of storm surge and wave action associated with tropical cyclones. The combination of the location of the facilities and the low availability of emergency shelter accommodations present challenges that can best be alleviated by evacuation off island for the safety and preservation of lives of our Visitors.

**Purpose/Policy**

In the event that there is a need for evacuation of residents and visitors from the Islands in preparation for a threat or the result and event, the Evacuation Emergency Support Team will manage the safe evacuation of persons wishing to leave.

All persons required to evacuate such areas shall do so for the safety and preservation of lives. As warnings cannot always be preceded by lengthy periods, persons must be ready to evacuate given minimum notice. Evacuation operations will continue until all persons have been evacuated subject to the availability of equipment and safe operating conditions.

**Administration**

The members of the Emergency Support Team are:

- Cayman Islands Airport Authority (Chairperson)
- Director of Air Navigation Regulation
- Department of Tourism
- Royal Cayman Islands Police Service
- Cayman Airways
- Cayman Islands Tourism Association
- Consular Representative
General Responsibilities

- Coordinate the voluntary evacuation of island residents and tourists, as well as mandatory evacuation when it is determined by the National Emergency Operation Centre Policy Group that evacuation is necessary and so ordered by the Governor.

- Determination of the need to order evacuation for the Sister Islands lies with the District Commissioner who will communicate conditions to the Governor at the earliest time possible. In the event that evacuation is required, the Governor may declare a “State of Emergency” for the Sister Islands in order to implement evacuation operations as soon as possible. Evacuation operations will be arranged by the District Commissioner.

EST – 8: Community Emergency Response Teams

Emergency preparedness and response is not just an issue for public authorities or first responders. Community Emergency Response Teams (CERT) would assist in the preparation for and response to a disaster.

Purpose/Policy

The Community Emergency Response Teams (CERT) will assist communities to prepare for and respond effectively in the aftermath of a disaster when first responders are overwhelmed or unable to respond.

Administration
The National Emergency Operation Centre has the overall responsibility to coordinate with the CERTs to ensure the needs are prioritized according to the conditions among all affected areas.

It is the responsibility of this Emergency Support Team to respond to issues specifically dealing with districts on Grand Cayman. All Districts will designate a representative to this group to coordinate, evaluate and maintain communications with the National Emergency Operation Centre.

The members of the Emergency Support Team are:

- Hazard Management Cayman Islands (Chairperson)
- Cayman Islands Red Cross
- All Community Emergency Response Teams Leaders

**General Responsibilities**

- The function of the Emergency Support Team is to ensure that conditions are assessed and resources are obtained to alleviate disaster conditions to the extent possible.
- Assist in relief distribution
- Report any incidents or areas that may need urgent assistance before during and after any disaster event.

**EST – 9: Search and Rescue**
It is likely in the event of a catastrophic hurricane that search and rescue efforts will be required to locate individuals that have been reported as missing or unaccounted for, in need of medical assistance, or unable to extricate themselves from a life-threatening situation.

**Purpose/Policy**

The Search and Rescue Emergency Support Team ensures that the general protocols required to provide an effective well-coordinated island-wide search and rescue effort as a response to a disaster is in place, and will determine the agency with the overall management and responsibility for those particular conditions.

**Administration**

Land based searches will be led by the CIFS, for sea based searches the RCIPS will be the lead agency. The Cayman Islands Urban Search and Rescue Task Force (CI-USAR TF) will also form part of the search and rescue as required.

Supporting such operations will be the Port Authority, Health Services Authority (HSA), Cayman Islands Airports Authority [CIAA] and other departments as required. Other departments and/or Emergency Support Teams, especially Resource Support, activated during the emergency will provide support to the lead agencies with equipment, manpower and materials or supplies as required.

The members of the Emergency Support Team are:

- Cayman Islands Fire Service (Chairperson)
- Royal Cayman Islands Police Services
- Port Authority
- Public Works Department
- National Roads Authority
- Health Services Authority
- Cayman Islands Airport Authority
General Responsibilities

- Respond to all distress calls received at the National Emergency Operation Centre or 9-1-1 Centre for search and rescue missions.
- Coordinate all rescue missions during or after the impact of a disaster event.
- Provide situation report to the National Emergency Operation Centre of ongoing rescue missions.
- Provide advice to the National Emergency Operation Centre and the Resource Support Emergency Support Team of equipment and type of assistance that would be required to conduct a rescue.

EST – 10: Security and Law Enforcement

In the event of a disaster there are security issues that may arise for which the RCIPS will conduct an assessment to determine what security arrangements required to address the situation.

Purpose/Policy

The Royal Cayman Islands Police Service is charged with the enforcement of the laws of the Cayman Islands and maintaining public safety. It may be necessary to
establish curfews and cordons as tools in preventing criminal activity during a time when properties are vulnerable due to the disaster.

The Emergency Powers Law and the Police (Amendment) Law 2004 provides the authority for the RCIPS to take the necessary actions required.

**Administration**

The members of the Emergency Support Team are:

Royal Cayman Islands Police Service (Chairperson)

Any other person or agency so deem necessary by the RCIPS

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**General Responsibilities**

- Maintenance of law and order,
- Assist with security related to clearance operations.
- Provide uniformed personnel for public shelters, utilizing Special Constables where possible, and guards for vulnerable points (such as food stores, damaged buildings housing bank facilities, and government offices).
- Liaise closely with the Port Authority and the CIAA to ensure security at the port and airport, and any international assistance stored there; and also the prisons.
- Advise the Governor on the need to bring in police from other OTs or the UK, and the Bermuda Regiment, and will ensure command and control over any such overseas reinforcements.
- Protection of life, including security of the Governor and Ministers
- Co-ordination of the emergency response together with members of the National Emergency Operations Centre (NEOC)
- Protection of vital services and 'Key Points'
- Protection of property
- Prevention and detection of crime
- Restoration of normality

**HUMAN CONCERNS CLUSTER**

The Human Concerns Cluster is responsible for the immediate and long term care and welfare of the population in response to a disaster. The responsibilities of this group include assessment of needs and sheltering of those requiring such assistance before during and following an event. It oversees caring for the basic needs of those displaced because of the event, through sheltering, health and medical care and feeding when required. Through pre-disaster coordination and communication they are assisted in this effort by the Cayman Islands Red Cross, churches and other public service organizations, within their capability to do so. The Emergency Support Teams include:

**EST – 11: Shelter Operations**

Following an event, the government will provide for emergency sheltering of those displaced by the event for a LIMITED PERIOD. Shelter Operations Emergency Support Team maintains overall responsibility for preparing and managing the individual shelters in Grand Cayman.

**Purpose/Policy**

Following an event, the government will provide for shelter operations of those displaced by the event for a limited period of time. The policy is to return all facilities to their and the Government’s appropriate functional status as soon as possible.

**Administration**

The members of the Emergency Support Team are:

- Department of Children and Family Services (Chairperson)
- Public works Department
- Royal Cayman Islands Police Services
- Department of Vehicles
- Health Services Authority
- Department of Environmental Health
- Department of Education
General Responsibilities

- Responsible for the management and oversight of all public shelters in the Cayman Islands.
- Responsible for the feeding of all those that are seeking emergency shelter.
- Responsible for the receipt and distribution of materials, goods and supplies received from Resource Support for shelters in preparation for an event or in the aftermath of an event.
- Responsible for the recruiting and training of Shelter Managers.
- Responsible for the deployment of Shelter Managers to the respective public shelters.
- Responsible for the preliminary management of medium to long term welfare of persons in temporary housing.

EST – 13: Medical Relief Services

Disasters often result in severe injuries and the significant loss of life. It is essential that medical services are provided to meet medical and health needs and to alleviate medical issues as quickly as possible that could lead to the possible spread of infectious disease and death as a result of the impact.
**Purpose/Policy**

The purpose of the Medical Relief Emergency Support Team is to coordinate the response for the medical needs of the community through the Cayman Islands Hospital, Faith Hospital, HM Prisons, and the six Emergency Medical Shelters (EMC’s). Also, monitor the environment to minimize the possibility of disease outbreaks.

**Administration**

The members of the Emergency Support Team are:

- Health Services Authority (Chairperson)
- Department of Environmental Health (Public Health)
- Ministry of Health
- Chrissie Tomlinson Hospital
- Royal Cayman Islands Police Services
- Health City Cayman Islands

**General Responsibilities**

- Responsible for ensuring all preparatory actions have been taken, personnel briefed and assignments made, and resources are in place to ensure rapid provision of Medical Relief Services in response to injuries. This encompasses medical facilities and personnel in the public, private and non-governmental sectors.

- The Chief Executive Officer of the Cayman Islands Hospital serves as EST Chairperson,
Establish a schedule for orientations, training and exercises, contact personnel and make assignments,

Review or establish essential contracts or MOA’s for access to critical resources before, during or after an event.

Review contract provisions with the NEOC Manager and the Resource Support EST Chairperson.

Lead and provide medical resources for Mass Casualty responses.

**Mass Fatalities Management**

The potential impact of a disaster may result in substantial loss of life. Where fatalities occur it is important that there are systems in place that promotes the proper and dignified management of human remains.

**Purpose/Policy**

The purpose of the Mass Fatality Management Emergency Support Team is to establish the framework for mass fatalities management. The activities range from:

- Collection;
- Initial identification;
- Notification of family; through to
- Release of the body to family or the community.

The Government policy is to provide a means of managing and disposing of the deceased in the event that a disaster results in fatalities in excess of 15.

**Administration**

For the purposes of the National Hurricane Plan, mortuary management is the responsibility of the RCIPS. The specific protocols for management of mass fatalities are outlined in RCIPS Casualty Bureau Process Plan.

The members of the Emergency Support Team are:

- Royal Cayman Islands Police Services (Chairperson)
- Department of Environmental Health (Public Health)
- Portfolio of the Civil Service
- Health Services Authority
- Deputy Governor Office
- H.M. Coroner
- Cayman Islands Fire Service
- Funeral Homes
General Responsibilities

- Collection of casualty information
- Identification of victims
- Mass fatalities management
- Responsible for implementing procedures for fatalities management which have been developed by the RCIPs and the Emergency Support Team
- Responsible for the management of fatalities, including recovering, identifying and processing fatalities, and performing that responsibility in conjunction with HM Coroner and with support from the Health Services Administration.

EST – 16: Voluntary Agencies Disaster Committee (VADC)

Non-Governmental Organizations and voluntary agencies play an important role in the response and recovery after a disaster and are recognized as equal partners united by the common goal of assisting with emergency response and disaster relief.

Purpose/Policy

The primary role is to support humanitarian relief activities through the NEOC. The Emergency Support Team will also act as an auxiliary for the Human Concerns Groups functions (and any other function deem applicable by the NEOC) in the areas of personnel and general resources.

Administration
The Emergency Support Team is an integral component of the Human Concerns Group. The EST serves as the point of contact for all NGO’s, voluntary agencies and non-profit organizations that wish to play a role in the disaster management process and is chaired by CI Red Cross.

The members of the Emergency Support Team are:
- Cayman Islands Red Cross (Chairperson)
- Adventist Development and Relief Agency
- Cayman Islands Minister’s Association
- Lions Club
- Lions of Tropical Gardens Club
- Rotary Club Grand Cayman
- Rotaract
- Rotary Club Sunshine Cayman
- Kiwanis Club Grand Cayman
- LEO Club
- Any other Civic Organizations or Service Clubs

**General Responsibilities**
- Provide volunteers to assist in shelter operations and management.
- Provide assistance in the distribution of food, clothing, water, and other items to all districts.
- Maintain close coordination with the NEOC on the utilization of above resources.
- Provide volunteers to assist with food preparation post disaster event.
- Coordinate all the activities of all volunteer agencies responding to support Cayman Islands NEOC operations.

**INFRASTRUCTURE CLUSTER**

The Infrastructure Cluster is responsible for maintaining the government’s physical ability to operate before, during and following a disaster. The primary responsibilities of the Cluster are:

- Prepare and protect public facilities before, during and following an event
- Initiate the removal of disaster debris to open emergency transportation routes
- Coordinate the restoration of utilities: power, water and communications
- Ensure Port and Airport operations are secured & maintained

**EST – 4: Economic Impact Assessment**

An early damage assessment is essential to provide a thorough analysis of the impacts of a disaster on the Nation. The prompt submission of damage reports will provide information to the Governor, Premier, Cabinet, Recovery Manager, NEOC Executive Team and the S-Cs from which they can prioritize the deployment of critical resources and seek overseas assistance.

This S-C serves as the point of contact for ECLAC and any other groups authorized by H.E the Governor to enter the Cayman Islands for the purposes of conducting assessments.

**Purpose/Policy**

The purpose of this Section is to outline processes which begin prior to an event to protect public property and continues to proceed through in-depth analysis which clearly reflects the short and long term effects of a hurricane on the Cayman Islands, its people and the economic base that supports the Nation.

**Administration**

This Emergency Support Team (EST) is an integral component of the Infrastructure Group. The EST Chairperson will be from the Economics and Statistics Office.

The members of the Emergency Support Team are:

- Economics and Statistics Office (Chairperson)
- Department of Environment
- Lands and Survey
- Planning Department
- Public Works Department
- Mosquito Research Control Unit
- CASE
- Department of Agriculture

**General Responsibilities**

- Oversee the assessment of damage in all districts immediately following an All Clear or the aftermath of an event.
- Assemble the assessment in a form that will enable an emergency budget allocation to be identified, and international assistance to be sought, and shall comply with any requirements for documentation of local or international assistance.
- Conduct, coordinate and report the preliminary assessment of damage to all public facilities as well as the long term socio-economic impacts and generation of the final Economic Assessment Report.
- Liaise with CASE (Cayman Islands Association of Architects, Surveyors & Engineers – establish agreement to assist the NEOC with preliminary damage assessment, evaluation of damage to key facilities and the supervision of repairs/re-construction.

**EST – 5: Initial Clearance and Debris Management Emergency Support Team**

One of the greatest impediments to all response efforts following a disaster is obstruction to transportation routes as a result of widespread debris of all types.
It is critical to the public’s health and safety to quickly clear the debris in order to proceed with emergency response, search and rescue, public safety and law enforcement, and emergency medical relief services.

**Purpose/Policy**

The Emergency Support Team serves to coordinate agencies and organizations responsible for the initial clearance of debris created by a natural or man-made disaster. There are two distinct phases of debris management. The first is the initial clearance of debris to allow emergency responders to access areas that have been obstructed and are in need of emergency services. The activities in this stage will continue until all areas have been assessed.

The second phase the primary focus of the debris handling is to ensure the safe disposal of debris.

To the greatest extent possible these services will be performed by local public and private resources.

**Administration**

This Emergency Support Team shall have the overall responsibility to coordinate the initial clearance, which will continue into and become an element of the recovery process. The primary responsibility for the collection and separation of disaster related debris will be the Department of Environmental Health.

The members of the Emergency Support Team are:

- National Roads Authority (Chairperson)
- Department of Environmental Health
- Department of Environment
- Department of Vehicles
- Department of Environment Health (Public Health)
- DVL
**General Responsibilities**

- Responsible for the initial clearance of debris to ensure emergency transportation routes are open and clear and can accommodate all emergency response functions.

- Responsible for Contracts and/or Memoranda of Understanding that shall be established and/or renewed prior to hurricane season on an annual basis. The EST Chairperson shall provide copies of any such agreements to Hazard Management Cayman Islands and NEOC Manager. These agreements will identify local companies with the experience and knowledge for large scale operations of debris clearance and management. The agreements may be activated for initial clearance and extended as necessary for long term debris management.

- Ensure the safe disposition of debris to allow property to return to its intended purpose. This will take place over an extended period of time under the direction of Recovery Manager.

**EST – 15: Utilities Emergency Support Team**

The restoration of utilities that may be damaged as a result of a disaster is essential to the recovery and rebuilding process. It is important that the providers of these services have robust plans to enable them to resume services as soon as possible after a disaster.

**Purpose/Policy**
The purpose of the Utilities Emergency Support Team is to facilitate a coordinated response efforts of the utilities that will ensure the integrity and/or restoration of utility systems as quickly as possible. The efforts will be a collaborative effort with private sector businesses providing utility services.

**Administration**

The members of the Emergency Support Team are:

- Water Authority (Chairperson)
- Caribbean Utilities Company (CUC)
- Cayman Water Company
- Rubis Cayman Islands Limited
- SOL Petroleum
- Chief Petroleum Inspector
- Home Gas Limited
- Cayman Brac Power and Light
- Information and Communications Technology Authority (ICTA)

**General Responsibilities**

- Coordinate the utilities companies to delineate the essential communications that must be maintained with the NEOC during all phases of its activation.
• Provide coordination to ensure a reliable and effective communications capability throughout any catastrophic event that will facilitate the dissemination of the country’s emergency warning system within the Cayman Islands
• Assessing the damage to the utilities infrastructure and its operability after an disaster event and providing a report to the NEOC
• The restoration of utilities following an emergency or disaster
• The identification of target area priorities and implementation of utility restoration

EST – 17: Information Communications Technology Emergency Support Team

The restoration of Information Communication Services that may be affected as a result of a disaster is essential to the recovery and rebuilding process and communication with residents and the world. It is important that the providers of these services have robust plans to enable them to resume services as soon as possible after a disaster.

Purpose/Policy

The purpose of the Information Communications Technology Emergency Support Team is to facilitate a coordinated response efforts of the Information and communications companies that will ensure the integrity and/or restoration of communication systems as quickly as possible. The efforts will be a collaborative effort with private sector businesses providing ICT services.

Administration

The members of the Emergency Support Team are:
• Information and Communications Technology Authority (ICTA)
• Digicel
• FLOW
• Logic
• DMS Broadcasting
• Hurley’s Entertainment
• Radio Cayman
General Responsibilities

- Coordinate the ICT companies to delineate the essential communications that must be maintained with the NEOC during all phases of its activation.
- Provide coordination to ensure a reliable and effective communications capability throughout any catastrophic event that will facilitate the dissemination of the country’s emergency warning system within the Cayman Islands.
- Assessing the damage to the ICT infrastructure and its operability after an disaster event and providing a report to the NEOC.
- The restoration of ICT services following an emergency or disaster.
- The identification of target area priorities and implementation of service restoration.

SISTER ISLANDS EMERGENCY COMMITTEE

The SIEC (Sister Islands Emergency Committee / Sister Island Emergency Operations Center) compliments the NEOC and mirrors its functions as demanded by natural physical separation. Any natural disaster can adversely affect the Sister Islands without affecting Grand Cayman.

The SIEC Committee consists of four (4) Emergency Support Teams which cover Information, Warning, Evacuation, Search and Rescue, Shelter Assessment, Transportation, Utilities, Communication, Damage Evaluation, Emergency Medical Relief and Essential Relief Services.

Its Main Roles and Responsibilities in broad terms are:

- Raise awareness to the public on the potential for a hurricane strike and the damage that can result from a hit.
• Educate the public on what can and should be done for any hazard threat to minimize disruption and return to normalcy as soon as possible thereafter

• Educate the public on all hazard that threatens the Cayman Islands, its terminology and symbols and how information will be disseminated in an emergency

• Raise public knowledge on what to do during and after any hazard emergency

• Persuade people to respond in preparing themselves and securing property in a timely manner

• Harness the efforts of agencies who can contribute to hazard awareness and incorporate them in other interest groups to assist in the execution of the plan

• Preserve and protect life as a priority.

• Coordinate response to disasters
The Emergency Powers Law

A proclamation of emergency made under Section 4 of The Emergency Powers Law (1997 Revision) by the Governor, requires the Governor to make regulations for securing the essentials of life to the community.

Such regulations may confer or impose on any Government Department or any person in Her Majesty’s service or acting on Her Majesty’s behalf, such powers and duties as the Governor may deem necessary.

Such regulations may also make provision incidental to the powers conferred as may appear to the Governor to be required for making the exercise of those powers effective.

Section 4 (1) and (2) of The Emergency Powers Law (1997 Revision) provide details of the powers and provisions which may be regulated.

Such regulations are to be laid before for the Legislative Assembly as soon as possible. After they are made, they remain in force for the period of 7 days (after the date when they are laid before the Legislative Assembly). Otherwise, they are to be extended by resolution of the Legislative Assembly.

Standard/suggested regulations are made available to the Governor by the Attorney General, which may be adopted or amended at the discretion of the Governor.

Once the Standard/suggested regulations have been made they have effect as if enacted in The Emergency Powers Law (1997 Revision) and may be added to altered or revoked by resolution of the Legislative Assembly or by regulations made in like manner and subject to the like provisions as the original regulations, and Section 3 (2) of the Regulations appoints the following specific personnel as requisitioning officers for all purposes essential to public safety and the life of the community.

- All constables
- All members of the special constabulary called out for service by the Commissioner of Police with the approval of the Governor under section 74 (1) of the Police Law (1995 Revision);
- All members of the Fire Brigade.
- Any other person in Her Majesty’s service or otherwise acting on Her Majesty’s behalf. This includes The Director of Hazard Management Cayman Islands and its Deputy Directors and other staff.

The statutory instrument containing a proclamation of a state of emergency or disaster will be printed, and copies delivered to the National Emergency Operation Centre. These will only be issued if a Warning is declared.

In the event that a State of Emergency is declared and the Emergency Regulations signed into effect by His Excellency the Governor, all National Emergency Operation Centre members will be reminded of the provisions of the Emergency Regulations, and the JCS will ensure that the declaration and Regulations are made available to all media for immediate dissemination.