



Hazard Management Cayman Islands

Publication Schemes

Produced in accordance with the Deputy Governor's Code of Practice on Publishing

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1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public.

The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits Hazard Management Cayman Islands (HMCI) to making information available to the public as part of its normal business activities.

Hazard Management Cayman Islands will:

- specify the information held by the authority, which falls within the seven (7) categories below;

- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- Regularly review and update the information made available under this scheme.

2. Information that may be withheld

HMCI will generally not publish:

- information in draft form;
- information that is not held by HMCI, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm HMCI (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at http://www.caymanprepared.ky/portal/page?_pageid=1143,1482119&_dad=portal&_schema=PORTAL; If you are still having trouble locating information listed under our scheme, please contact HMCI's Information Manager Simon Boxall, at telephone number 244-3145 or 926-2027 or by email at simon.boxall@gov.ky:

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at simon.boxall@gov.ky; or foi.nem@gov.ky; to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call 244-3145 or 926-2027 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Simon Boxall
Hazard Management Cayman Islands
P.O. Box 118
Grand Cayman, KY1-9000
Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Simon Boxall (Information Manager) or Leslie (Lennox) Vernon (Records Officer) at 945-4624.

HMCI will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where HMCI is legally required to translate any information, it will do so.

HMCI is working to put as much information as possible on our website but there is a huge amount of material and it takes time to publish. It is not practical or appropriate to publish certain documents on the website, so HMCI will endeavour to make certain information available either in a hard copy (paper) or in digital format. The staff at HMCI also recognise that some people would rather not access the information digitally or do not have access to a computer.

In rare circumstances a document may (only) be available for viewing “in-person” at HMCI’s office in George Town. In such cases, appointments should be arranged first to view information in HMCI conference room. HMCI is open from 8.30am to 5pm, however it is unlikely that a request to view a document will be fulfilled during a “walk-in” visit. To set up an appointment you can telephone 244-3145, email simon.boxall@gov.ky; or make your request for an appointment at the HMCI office (located at the Government Administration Building, 3rd Floor, 133 Elgin Ave).

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. HMCI strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

There are some publications which HMCI offers for sale. This includes various flood maps / storm surge scenarios. These publications are charged at the cover price, plus actual postage costs as charged by the Cayman Islands Postal Service.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

HMCI will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when HMCI has received your payment.

5. Requests for information outside the Publication Scheme

Information held by HMCI that is not published under this scheme can be requested in writing to simon.boxall@gov.ky; your request will be considered in accordance with the provisions of the FOI Law.

6. Complaints

HMCI aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Simon Boxall or Leslie (Lennox) Vernon at 945-4624 and we will try to resolve your complaint as quickly as possible.

You have legal rights to access information under this scheme, and a right to complain to the Office of the Ombudsman if you are dissatisfied with our response.

Office of the Ombudsman,
3rd floor, Anderson Square
64 Shedden Road
George Town
Grand Cayman, Cayman Islands
P.O. Box 2252
Grand Cayman, KY1-1107
CAYMAN ISLANDS

Telephone: 345 946 6283
Email: info@ombudsman.ky

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Name of public authority

Hazard Management Cayman Islands

Ministry

Financial Services and Home Affairs

Principle Officer

Danielle Coleman (Director)

Telephone 945-4624

Email: danielle.coleman@gov.ky

Chief Officer Ministry of Sustainability and Climate Resiliency

Jennifer Ahearn

Information Manager

Simon Boxall

Telephone: 244-3145 or 926-2027.
Email: simon.boxall@gov.ky

Freedom of Information website www.foi.gov.ky

Organisation and functions

Hazard Management Cayman Islands has overall responsibility for the national hazard management programme, including preparedness, response, mitigation and recovery. The agency is permanently staffed and focuses on all hazards (man-made and natural) with the ability to coordinate and manage incidents through its operational mechanisms at any given time. HMCI is responsible for the National Emergency Operations Centre (NEOC) which is located on the 2nd Floor of the Government Administration Building in George Town. The NEOC is activated to direct and coordinate the response to national threats.

HMCI also has responsibility for maintaining the National Hazard Management plans for threats such as hurricanes and earthquakes.

In addition, HMCI provides and maintains a telecommunication system and infrastructure that supports government agencies.

Hazard Management Cayman Islands
P.O. Box 118 Grand Cayman KY1 -9000 Cayman Islands
Telephone number: (345) 945 4624
Fax number: (345) 946 5020
Email address: simon.boxall@gov.ky;
Website address: www.caymanprepared@gov.ky

Location and hours	Matters handled
<p>Hazard Management Cayman Islands 133 Elgin Ave 3rd Floor, Government Administration Building</p> <p>Regular hours of Operation: Monday to Friday 8:30 am to 5pm</p> <p>National Emergency Operation Centre 2nd Floor, Government Administration Building.</p> <p>Duty Officer on call 24 hours</p>	<p>All Hazards – Natural and man-made. (Including Hurricane, Earthquake, Hazardous Material, Flood, Fire etc)</p>

Boards and committees

Name	Meetings	Minutes
<i>National Hazard Management Council</i>	<i>At least bi-annually and more frequently when needed or during a threat, hazard or impact.</i> <i>(Closed to the Public)</i>	<i>Deliberations of the Council may deal with national security issues and may not be accessible or available for viewing</i>
<i>National Hazard Management Executive</i>	<i>Meet at least twice annually to review progress of national disaster risk management programme and provide policy guidance.</i> <i>(Closed to the Public)</i>	<i>Deliberations of the Executive may deal with national security issues and may not be accessible or available for viewing</i>

STRATEGIC MANAGEMENT

Cayman's disaster management framework requires the involvement of all sectors of society. Activities are coordinated at the national level and community level.

Our Mission is - Building the disaster resiliency of the Cayman Islands with full community participation in the national approach to hazard management through prevention and mitigation thereby ensuring the preservation of human life, property and economic recovery.

- Advise on national policies related to risk management
- Be responsible for the development of the national risk management strategic framework and the national risk management programme.
- Ensure development of multi-hazard plans for all sectors in the country
- Ensure achievement and maintenance of the highest level of national preparedness possible within identified constraints
- Develop and implement a national public awareness programme aimed at all sectors of the country
- Provide advice for national planning and development programmes
- Inform the national planning and development process through provision of data and other technical inputs
- Establish and maintain a fully equipped and functioning National Emergency Operations Centre
- Coordinate response to national threats and events
- Engage all sectors and ensure their inputs to the national risk management programme
- Liaise with the voluntary sector and formalise partnerships
- Guide the recovery process to ensure increased resilience is incorporated into recovery
- Develop and Coordinate Simulation Exercises
- Provide Guidance on Contingency Planning
- Develop, Coordinate and Implement Community Disaster Risk management Programmes
- Host and facilitate Contingency Planning Seminars
- Coordinate and Provide Training relevant for Disaster Risk Management

- Assist in the development and implementation of a National Emergency Notification System

The main elements of the strategic framework are

- Policy and governance
- Risk assessment
- Risk mapping
- Mitigation
- Preparedness
- Public awareness and education
- Response
- Relief
- Recovery and rehabilitation
- Post impact evaluation
- Emergency Notification

NATIONAL DISASTER RISK MANAGEMENT STRUCTURE

Key Entities with Roles during Normal Times & Operations

NATIONAL HAZARD MANAGEMENT EXECUTIVE

Governor (Chairman)
 Premier
 Leader of the Opposition
 Government Ministers
 Deputy Governor
 Attorney General
 Financial Secretary
 Chief Officer, Ministry of Sustainability and Climate Resiliency
 Cabinet Secretary
 Director, Hazard Management Cayman Islands
 Commissioner, RCIPS
 District Commissioner, Cayman Brac & Little Cayman
 Other members appointed by the Governor

Normal Times

Meet at least twice annually to review progress of national disaster risk management programme and provide policy guidance.

During Operations

Make decisions related to national policy, provide strategic and policy guidance for regulatory, financial, economic and foreign affairs.

NATIONAL HAZARD MANAGEMENT COUNCIL

Deputy Governor (Chairman)
 Chief Officer Home Affairs (Deputy Chairman)

Cabinet Secretary
Deputy Financial Secretary
Chief Officers
Commissioner of Police
Chief Fire Officer
Red Cross Director
ADRA
Chamber of Commerce
Director General Cayman Islands National Weather Service
Director Hazard Management Cayman Islands
Emergency Support Team Chairpersons

Normal Times

- Develop hazard and emergency management policies
- Discuss economic, political, legal and social implications of both the threat and the response to determine the best strategies for action
- Provide guidance for the NHMC Executive
- Review policy documents
- Review and approve operational plans

During Operations

- Responsible for ministry/portfolio EOCs
- Responsible for Continuity of Operations for portfolio/ministry
- Provide support for NEOC

Frequently asked questions

- **What is HMCI?**
HMCI is the acronym for Hazard Management Cayman Islands.
- **Is the agency operational only during the hurricane season?**
No, the agency is an all hazard agency and works through out the year. Hurricanes are only one of the hazards that the agency plans, prepares and response to.
- **Is HMCI a part of the Meteorological Office?**
No, the Cayman Islands National Weather Service is an agency that works closely with HMCI and they are also a member of the National Hazard Management Council.
- **Does the National Hurricane Committee still exist?**
No, the National Hurricane Committee has been integrated into the National Hazard Management Council.
- **Is the Red Cross a part of the agency?**
No, the Red Cross is not a part of HMCI. However they are members of the National Hazard Management Council and work very closely with HMCI on community and preparedness programmes.
- **Is HMCI in charge of Shelters?**
Yes, HMCI is in charge of shelters but work with a number of government agencies to ensure that the shelters are prepared, functional and managed for and during an event.

These agencies are the department of Children and Family Services, Public Works Department and the Facilities Management Department.

- **Does HMCI have an office in the Sister Islands?**
No, HMCI does not have an office or officers in the Sister Islands. Disaster Risk Management activities are carried out by the District Administration Office with the guidance of HMCI.
- **What type of relief items does HMCI provide for the public?**
HMCI does not directly provide relief items to the public. This is carried out by other agencies such as the Red Cross, Department of Children and Family Services and other Civic groups.
- **When was the last major earthquake that impacted the Cayman Islands?**
The last major earthquake that impacted the Cayman Islands was January 28, 2020. It occurred 80 miles east of Cayman Brac with a magnitude of 7.7.
- **Is the Office of Telecommunication (OFTEL) now with HMCI?**
No, OFTEL merged with HMCI in June 2013 but the responsibilities for the office, including the Government Emergency Radio Communications system (Motorola) has now moved to the Department of Public Safety Communications.

ADMINISTRATION & FINANCE

Managing the Department's inner functions, its resources and assets efficiently. This includes the management of human resources, monetary resources, equipment, information and relationships with the public, private organization, volunteers and other government entities.

Administration

- Emergency Plans/Reviews
- Threat (imminent)/incidences data
- Mitigation Efforts/Studies
- Shelter Management/NEOC operations information
- Public Education/Training
- Information Technology
- Press Releases
- Employees' Data
- Meetings Agendas/Minutes
- Human Resources Policies/Procedures

Finance

- Annual Budget
- Financial Reports
- Contracts/Agreements
- Vendors invoices/payments
- Asset Register

POLICIES & PROCEDURES

Administration & Human Resource Management

- The Disaster Preparedness and Hazard Management Act (2019 Revision)
- Health Insurance Law (2011 Revision)
- Public Service Management Law (2011 Revision) & Complete set of laws for Cayman Islands Civil Service and Personnel Regulations (2011 Revision)
- Public Servant Code of Conduct Code of Conduct for Civil Servants (December 2007)
- Public Service Pensions Law (2011 Revision)
- Public Service Pensions Regulations (2011 Revision)
- Schedule One of the Personnel Regulations: A document describing Employment Terms and conditions (2011 Revision)
- Portfolio of Internal & External Affairs Human Resources Management Policies and Procedures

Financial Management

- Annual Salary Scale for Salaried Staff (September 1, 2012)
- Financial Regulations (2008 Revision)
- Public Management and Finance Law (2012 Revision)
- Public Management and Finance Regulations (2010 Revision)
- Public Holidays Law (2007 Revision)

Records Management

- Chief Secretary's Code of Practice on Record Management
- Freedom of Information (General) Regulations (2008)
- Freedom of Information (Information Commissioner) Regulations (2008)
- National Archive and Public Records Law (2010 Revision)
- National Archive and Public Records (Regulations) 2007
- The Freedom of Information Law (2018 Revision)
- The Freedom of Information (Amendment) Law, 2018
- The Data Protection Law, 2017
- The Data Protection Regulations, 2018

The Cayman Islands National Hazard Management Plan 2020 National Hurricane Plan 2021

DECISIONS & RECOMMENDATIONS

- Board/Council Meetings
- Minutes of meetings
- Assessment/Evaluations

LISTS & REGISTERS

- Asset Register

- Volunteers/Members emergency contact list
- Approved Shelters list (Cayman Islands)

OUR SERVICES

Because a disaster can strike at anytime and anywhere, Hazard Management Cayman Islands supports the citizens of the Cayman Islands and the first responders to any emergency, to ensure that the Islands build, sustain, and improve our capability to prepare for, respond to, recover from, and mitigate all hazards.

These hazards can take the form of;

- a hurricane
- an earthquake
- a flood
- a tsunami
- a fire
- hazardous spill