



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 the 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 open 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 matters will be published in a redacted form, wherever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, we aim 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.

Whenever 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

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

Section 7: Categories of information provide 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 you are still having trouble locating information listed under our scheme, please get in touch with HMCi Information Manager at (345) 244-1339 or 945-4624.

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 foi.hmci@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 244-1339 or 936-7327 to request information.

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

FOIA Manager
Hazard Management Cayman Islands
P.O. Box 118
Grand Cayman, KY1-9000
Cayman Islands

In your request, please provide your name and address and 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.

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. As 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 get in touch with FOI Manager at foi.hmci@gov.ky or at (345) 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 any 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 vast 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 instead 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 the information in the HMCI conference room. HMCI is open from 8.30 am to 5 pm; 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 (345) 244-1339 or email foi.hmci@gov.ky, to 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 to the public at minimum effort and cost. 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.

If a fee applies, you will be advised of the amount and how it has been calculated.

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 foi.hmci@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 ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please get in touch with FOI Manager 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,
5th 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

Cabinet Office

Principle Officer

*Danielle Coleman (Director)
Telephone 945-4624
Email: danielle.coleman@gov.ky*

Chief Officer Cabinet Office

Samuel Rose

Information Manager

FOI Manager

*Telephone: 945-4624.
Email: foi.hmci@gov.ky
Freedom of Information website www.foi.gov.ky*

Organisation and functions

Hazard Management Cayman Islands (HMCI) 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 is also responsible for maintaining the National Hazard Management plans for threats such as hurricanes and earthquakes.

Hazard Management Cayman Islands

P.O. Box 118 Grand Cayman KY1-9000 Cayman Islands

Telephone number: (345) 945 4624

Email address: foi.hmci@gov.ky

Website address: www.caymanprepared@gov.ky

Location and hours	Matters handled
<i>Hazard Management Cayman Islands 133 Elgin Ave 3rd Floor, Government Administration Building Regular hours of Operation: Monday to Friday, 8:30 am to 5 pm National Emergency Operation Centre 2nd Floor, Government Administration Building. Duty Officer (925-6028) On call 24 hours</i>	<i>All Hazards – Natural and man-made. (Including Hurricane, Earthquake, Hazardous Material, Flood, Fire etc)</i>

Boards and committees

Name	Meetings	Minutes
<i>National Hazard Management Council</i>	<i>At least bi-annually or as frequently when needed due to a threat or impact from a hazard.</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 the progress of the 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 and community levels.

Our Mission is to build the resilience of the Cayman Islands with full community participation in the national approach to hazard management through preparedness 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 the 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 the provision of data and other technical inputs
- Establish and maintain a fully equipped and functioning National Emergency Operations Centre (NEOC)
- Coordinate response to national threats and extreme events
- Engage all sectors and ensure their feedback 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 and After Action Report (AAR)
- 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 to Comprehensive Disaster Management
- Assist in the development and implementation of a National Emergency Notification System (NENS)

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 and Early Warning

NATIONAL DISASTER RISK MANAGEMENT STRUCTURE

Key Entities with Roles during Normal Times & Operations

NATIONAL HAZARD MANAGEMENT EXECUTIVE

Governor (Chairman)
 Premier (Chairman)
 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 the progress of the national disaster risk management programme and provide policy guidance.

During Operations

Make decisions related to national policy and 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 the economic, political, legal and social implications of both the threat and the response to determine the best strategies for action.
- Provide guidance to 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 the meaning of 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 throughout the year. Hurricanes are only one of the hazards that the agency plans, prepares, and responds 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 oversees the shelters and works collaboratively with a number of other government agencies to ensure that they are prepared, functional and managed during an emergency.

These agencies are the Department of Education Services, Department of Children and Family Services, the Public Works Department and the Facilities Management Department, as well as Cayman Islands Red Cross and community stakeholders.
- **Does HMCI have an office in the Sister Islands?**
No, HMCI does not have officers in the Sister Islands. The District Administration Office manages Disaster Risk Management activities in collaboration 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 activity is carried out by other agencies such as the Red Cross, the 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, whilst the OFTEL merged with HMCI in June 2013, the responsibilities for the office, including the Government Emergency Radio Communications System (Motorola), have now moved to the Department of Public Safety Communications.

ADMINISTRATION & FINANCE

The management of the Department's internal administrative functions, its resources and assets are key to effective and efficient operations. This includes the coordination and management of human and financial resources, warehousing, logistics, equipment, information sharing and relationships with public and private organisations, as well as volunteers and other government entities.

Administration

- Emergency Plans/Reviews
- Threat (imminent)/incidence data
- Mitigation Efforts/Studies
- Shelter Management/NEOC operations information
- Public Education/Training
- Information Technology – monitoring software and other applications
- 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 Act (2021 Revision)
- Public Service Management Law (2018 Revision) & Complete set of laws for the Cayman Islands Civil Service and Personnel Regulations (2019 Revision)
- Standards In Public Life Act (2021 Revision)
- Public Service Pensions Act (2023 Revision)
- Public Service Pensions (Contributions) Regulations (2021 Revision)
- Personnel Regulations (2022 Revision)
- Portfolio of Internal & External Affairs Human Resources Management Policies and Procedures

Financial Management

- Annual Salary Scale for Salaried Staff (December 1, 2022)
- Financial Regulations (2021 Revision)
- Public Management and Finance Law (2019 Revision)
- Public Holidays Law (2007 Revision)

Records Management

- Chief Secretary's Code of Practice on Record Management
- Freedom of Information Act (2021 Revision)
- National Archive and Public Records Act (2015 Revision)
- The Data Protection Act (2021 Revision)

The Cayman Islands National Hazard Management Plan 2022 National Hurricane Plan 2022

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

Hazard Management Cayman Islands (HMCI) supports the people of the Cayman Islands and the emergency response community by strengthening the Islands' capacity to prepare for, respond to, recover from, and mitigate all hazards. Through coordination, planning, capacity building, and continuous improvement, HMCI works to build sustainable mechanisms and systems for a resilient Cayman Islands that is better prepared to withstand, and recover from, disasters.

These hazards can take the form of;

- a hurricane
- an earthquake
- a flood
- a tsunami
- a marine oil spill
- a fire
- hazardous materials incident

