

# THE CAYMAN ISLANDS NATIONAL HAZARD MANAGEMENT PLAN



**VOLUME 3A**  
**NATIONAL HURRICANE PLAN**



## RECORD OF REVIEWS AND AMENDMENTS

| Nature of Change                                                                                                                                                                                                                        | Date of Change   | Page(s) Affected | Changes Made By Name & Signature      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|---------------------------------------|
| Annual Review                                                                                                                                                                                                                           | May 7, 2012      | 13 – 20,         | Omar Afflick                          |
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|                                                                                                                                                                                                                                         |                  |                  |                                       |
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# National Hurricane Plan

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# National Hurricane Plan

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## Part 1

### STRUCTURE OF THE HURRICANE PLAN

This Plan is written in three (3) parts as follows:

1. **Part 1** referred to as the Main Plan, provides introductory information; establishes the authority to implement the procedures for emergency response. The Main Plan provides the general framework for the National Hurricane Plan implementing procedures.
2. **Part 2** contains the operational Emergency Support Teams' plans, specifying the detailed actions required leading up to, during and after the impact of a severe weather system or hurricane, and providing the protocols to ensure these tasks are carried out in a timely manner during stressful and complex conditions.
3. **Part 3** contains the Sister Islands Emergency Committee Plans.

### USE OF THE PLAN

The plan is to be used for:

1. *Education and training*, including exercises by HMCI for the phases of an emergency; preparedness, response, and recovery from tropical cyclones. In the event that the NEOC is activated for a forecast weather event, the HMCI Director may choose to apply that in lieu of an exercise, but will not do so more than two consecutive seasons.
2. *Coordinating response actions* through routine updating of multi-agency procedures for operational response to Tropical Cyclones in the Cayman Islands.
3. Provide guidance to the United Kingdom, the international community, government agencies, the private sector, voluntary organisations, and the general public on actions before, during and after a hurricane.

### PLAN MAINTENANCE

This Plan is reviewed annually and updated as required in accordance with the procedures outlined in the Main Plan.

### HURRICANE THREAT TO THE CAYMAN ISLANDS

The Atlantic Basin hurricane season runs officially from June 1 through November 30, though hurricanes have been known to occur outside this period. They generally follow an east-to-west path in the Caribbean, but may approach from north or south, or even from the west on occasions.

The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 rating based on a hurricane's sustained wind speed. This scale estimates potential property damage. Hurricanes reaching Category 3 and higher are considered major hurricanes because of their potential for significant loss of life and damage. Category 1 and 2 storms are still dangerous, however, and require preventative measures.<sup>1</sup>

**Category 1:**

Sustained winds 74-95 mph (64-82 kt or 119-153 km/hr)

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**Very dangerous winds will produce some damage:** Well-constructed frame homes could have damage to roof, shingles, vinyl-siding and gutters. Large branches of trees will snap and shallowly rooted trees may be toppled. Extensive damage to power lines and poles likely will result in power outages that could last a few to several days.<sup>2</sup>

Damage from coastal inundation possible along coastal areas, impacts associated with the hurricane will vary depending on local conditions.

**Category 2:**

Sustained winds 96-110 mph (83-95 kt or 154-177 km/hr)

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**Extremely dangerous winds will cause extensive damage:** Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks.

Considerable damage from coastal inundation possible along coastal areas, impacts associated with the hurricane will vary depending on local conditions.

**Category 3 (Major):**

Sustained winds 111-129 mph (96-112 kt or 178-208 km/hr)

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**Devastating damage will occur:** Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes.<sup>3</sup>

Devastating damage from coastal inundation possible along coastal areas, impacts associated with the hurricane will vary depending on local conditions.

**Category 4 (Major):**

Sustained winds 130-156 mph (113-136 kt or 209-251 km/hr)

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**Catastrophic damage will occur:** Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees

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<sup>1</sup> National Hurricane Center

<sup>2</sup> National Hurricane Center

<sup>3</sup> National Hurricane Center

will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months.<sup>4</sup>

Catastrophic damage from coastal inundation possible along coastal areas, impacts associated with the hurricane will vary depending on local conditions.

**Category 5 (Major):**

Sustained winds greater than 157 mph (137 kt or 252 km/hr)

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**Catastrophic damage will occur:** A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or months.<sup>5</sup>

Catastrophic damage from coastal inundation possible along coastal areas, impacts associated with the hurricane will vary depending on local conditions.

## HURRICANE DISASTER RECOVERY MANAGEMENT

Procedures for Recovery Management are set out in the National Recovery Plan. To provide a “seamless” transition from response to recovery it is critical for the Recovery Coordinator to join the NEOC to understand the chronology of actions taken for which the recovery operation will have later responsibility.

## RESPONSIBILITY

**Basic Premise**

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

**Authority**

The Disaster Preparedness and Hazard Management Law, 2016 (2019 Revision) establish the department of Hazard Management Cayman Islands whose functions are to facilitate and co-ordinate the development and implementation of a Comprehensive Disaster Management Programme.

**Legal References**

- A. Disaster Preparedness And Hazard Management Law, 2016 (2019 Rev.)
- B. Emergency Powers Law (2006 Revision).
- C. Police Law (2014 Revision).

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<sup>4</sup> National Hurricane Center

<sup>5</sup> National Hurricane Center

- D. Police (Emergency Powers) Regulations 2004.
- E. Police regulations (1996 Revision)
- F. The Penal Code (2013 Revision).
- G. Public Health Law (2002 Revision)
- H. Public Health (Communicable Diseases) Regulations (1997 Revision)
- I. Public Health (Garbage and Refuse Disposal) Regulations (2011 Revision)
- J. Public Health (Infectious Waste) Regulations (2002 Revision)
- K. Coroner's Law (2015 Revision)
- L. Coroner's Rules (2014 Revision)

## **SUPPORT FACILITIES**

### **National Emergency Operations Centre (NEOC)**

A National Emergency Operations Centre (NEOC) is located in the Government Administration Building, second floor, to serve as the national coordinating and control 'HUB' in the event of a tropical storm/hurricane, and for the coordination of all resources in times of emergency or disaster. All NEOC members will be present at the NEOC to assist with the co-ordination and implementation of decisions and will remain until their presence is no longer required.

The National Emergency Operations Centre will be managed by the NEOC Manager – Deputy Director of Operations HMCI, and has adequate facilities including appropriate security, standby power, radio communication systems, etc.

The SIEC Emergency Operations Centre will be set up in the Aston Rutty Centre by the Sister Islands Emergency Committee.

### **Access Restrictions**

Admission to HMCI Headquarters and the National Emergency Operations Centre will be restricted to members of the NEOC, public officers on urgent government business, NEOC officials, representatives of public utilities and other essential services, and international representatives that have been authorized to enter. The NEOC Manager will provide appropriate security passes for entry.

### **Public Shelters**

The HMCI Director shall establish and maintain a list of suitable premises available for use as emergency shelters in the event of a threat of a disaster (Class A Shelter) or the aftermath (Class B Shelter) of a disaster.

The Cayman Brac ESTs responsible for shelter and essential relief services will do the same.

All such shelters will be inspected annually, and any recommendations for repairs and deletions from or additions to the list of shelters must be submitted to HMCI before 1st of May each year.

The assignment and training of Public Shelter Managers will be the responsibility of the Shelter Management EST on both Grand Cayman and Cayman Brac.

Public Shelters designated as Emergency Medical Centres (EMCs) will be staffed and medical supplies will be provided by the Health Services Authority through the Medical Relief Services EST on both Grand Cayman and Cayman Brac. This will be done in consultation with their respective shelter EST. Priority allocation will be provided for of shelter places for evacuees from all medical facilities and essential staff and their families.

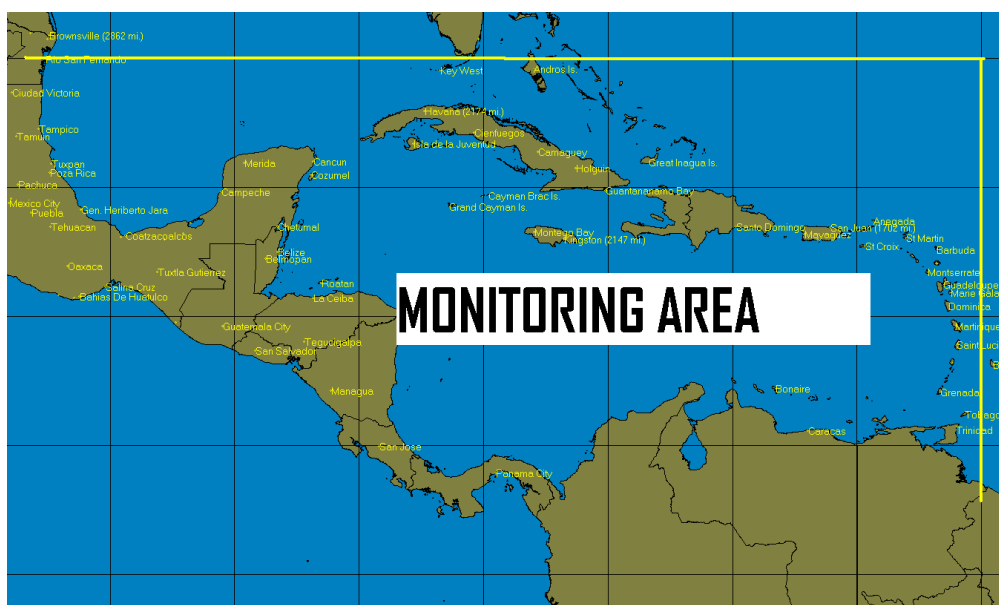
## OPERATIONAL ELEMENTS

### Notification of Weather Alerts

The responsibility for the declaring of an Alert, Watch, Warning and All Clear rests with the Director General of the National Weather Services in consultation with the Director of HMCI and the Chair NHMC.

It is the duty of the Director General of the National Weather Services to keep the Director of HMCI, Chair NHMC and NEOC Manager, up to date on the approach of tropical depressions, tropical storms and hurricanes affecting the Cayman Islands. Information on storm position, intensity and movement and any upgrades of alerts must be relayed to the Director of HMCI and Chair NHMC before being broadcast. In the absence of the Director HMCI, contact should be made with the NEOC Manager.

**Figure 1 Cayman Island National Weather Service Tropical Cyclone Observation Area**



On the declaration of an Alert, HMCI will activate the National Hurricane Emergency Plans. All government entities, statutory authorities and government companies (SAGC) will activate their respective hurricane plans.

### Tropical Cyclone Bulletins

Alert bulletins will be prepared by GIS/JCS in consultation with the Director General of the National Weather Services and Director of HMCI. These bulletins will provide the following information for broadcast by Radio Cayman, the weather station and other media houses:

- The declaration of an Alert, Watch, Warning (and subsequent All Clear)
- The names and locations of public shelters
- Tropic storm/hurricane precautionary advice
- The latest bulletins on the progress of the tropical storm/hurricane

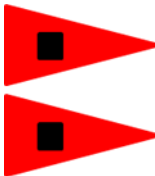
### Hurricane / Tropical Storm Notification

When a tropical cyclone is likely to affect the Cayman Islands, notifications will be issued including the flying of flags at selected sites through the Islands as follows:

#### Hurricane Notification

| Warning Type                                                                                                                                   | Flag                                                                                                                                                                       |                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Alert</b><br>When notification is received that a hurricane is likely to strike the Cayman Islands within the next <b>72 hours</b> or more. |                                                                                         | <b>Tropical Storm Alert:</b> On the declaration of an Alert, HMCI will activate The National Hurricane Emergency Plans. |
| <b>Watch</b><br>Watches are issued <b>48 hours</b> in advance of the anticipated onset of hurricane-force winds.                               |                                                                                         | <b>Hurricane Watch:</b> An announcement that hurricane conditions are <i>possible</i> within the specified area.        |
| <b>Warning</b><br>Warnings are issued <b>36 hours</b> in advance of the anticipated onset of hurricane force winds.                            | <br> | <b>Hurricane Warning:</b> An announcement that hurricane conditions are <i>expected</i> within the specified area.      |
| <b>All Clear</b><br>When notification is received that a hurricane has passed and no longer poses a threat.                                    |                                                                                         | An announcement that a hurricane has passed and tropical-storm conditions are no longer a threat for the Cayman Islands |

### Tropical Storm Notification

| Warning Type                                                                                                                                        | Flag                                                                              |                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Alert</b><br>When notification is received that a tropical storm is likely to strike the Cayman Islands within the next <b>72 hours</b> or more. |  | <b>Tropical Storm Alert:</b> On the declaration of an Alert, HMCI will activate The National Hurricane Emergency Plans.      |
| <b>Watch</b><br>Watches are issued <b>48 hours</b> in advance of the anticipated onset of tropical-storm-force winds.                               |  | <b>Tropical Storm Watch:</b> An announcement that tropical-storm conditions are <i>possible</i> within the specified area.   |
| <b>Warning</b><br>Warnings are issued <b>36 hours</b> in advance of the anticipated onset of tropical-storm-force winds.                            |  | <b>Tropical Storm Warning:</b> An announcement that tropical-storm conditions are <i>expected</i> within the specified area. |
| <b>All Clear</b><br>When notification is received that a tropical storm has passed and no longer poses a threat.                                    |  | An announcement that tropical-storm conditions are no longer a <i>threat</i> for the Cayman Islands.                         |

### Warning Flags Sites:

| Location     | Building                           |
|--------------|------------------------------------|
| Grand Cayman | The Courts Office                  |
|              | The National Museum                |
|              | General Post Office, George Town   |
|              | Owen Roberts International Airport |
|              | All Fire Stations                  |
|              | All Police Stations                |
|              | West Bay:                          |
|              | Cayman Turtle Farm                 |
|              | West Bay District Clinic           |
|              | Bodden Town area:                  |
|              | Savannah Primary School            |
|              | Bodden Town Clinic                 |
|              | Lighthouse Club                    |
|              | North Side area:                   |
|              | Town Hall                          |
|              | Cayman Kai                         |
|              | East End:                          |
|              | Town Hall                          |
|              | Presbyterian Church Hall           |
|              | Primary School                     |
|              | South Sound:                       |

| Location      | Building                                  |
|---------------|-------------------------------------------|
| Cayman Brac   | District Administration Building          |
|               | Police Station                            |
|               | Charles Kirkconnell International Airport |
|               | Port Authority                            |
|               | Aston Rutty Centre                        |
|               | Spot Bay Post Office                      |
| Little Cayman | District Office                           |
|               | Edward Bodden Airport                     |
|               | Police Station                            |

### Annual Requirements

The Chairpersons of all EST's will ensure that all members are conversant with their duties and responsibilities and those EST plans are reviewed and where necessary revised. All such plans must be lodged with HMCI.

HMCI will ensure by 15 May that:

1. The Hurricane Preparedness Plan and its appendices are amended as necessary, submitted for consideration and approval, and issued to all concerned.
2. The list of EST Chairpersons is updated; that EST, departmental and district plans have been amended as necessary. Copies of plans are to be made available via electronic or hard copy. The plans must include a full list of EST members, addresses and telephone numbers.
3. Repairs to public shelters, as recommended by the Shelter Inspection Team, have been carried out, and a list of shelters is prepared for issue.
4. Shelter Managers and Shelter Management EST members have been assigned and any training completed.

## ACTIONS TO BE TAKEN DURING VARIOUS STAGES

### Alert Notification

Director HMCI will verbally notify Chair NHMC (Deputy Governor), Chief Officer MHA and Chair NHMC will notify the Cabinet Secretary and Governor/Governor's Office.

The Head of the Governor's Office will inform the FCO.

Director HMCI will assist the NHMC Chair with verbal notifications if necessary.

In the absence of the NEOC Manager, a HMCI Deputy Director will ensure notification.

The NEOC Manager will notify via email/text the NHMEx, MLAs, NHMC, all NEOC staff, DPSC and Sergeant-at-Arms of the Legislative Assembly of the Alert.

Emergency Support Team Chairs will notify Emergency Support Team members.

Chief Officers will notify all organisations under their responsibility.

## Alert

Notifications will proceed as stated above.

Chair NHMC will convene a meeting as necessary, depending on the time (e.g. approaching week-end) and characteristics of the storm.

The Director GIS and/or Chairperson, JCS EST, will liaise with the Director General of the National Weather Services, the Director HMCI and Chair NHMC, to prepare advisory bulletins, and ensure that copies are sent to the Governor, Premier, Ministers, MLAs, members of the NEOC, heads of government departments, Radio Cayman and other local media, cellular service providers, and utility companies.

Information must be posted to HMCI website [www.caymanprepared.ky](http://www.caymanprepared.ky), Twitter, Facebook, gov.ky and weather.gov.ky.

All advisories should also be posted on the HUB.gov.ky and WebEOC.

All Emergency Support Teams should meet.

The Chairperson, JCS, will draft statements for the Governor, the Premier, and Chair NHMC, to be available when required for issuance.

The Commissioner of Police will arrange to have one red flag hoisted at the designated buildings.

The EST Chairperson for Evacuation will convene a meeting of the members and activate the necessary evacuation plans. A draft Evacuation Order is shown in Appendix 4.

The EST Chairpersons for the Shelter and Relief Aid Management ESTs will convene a meeting of their EST and arrange for Shelter Managers to be notified and essential supplies readied.

The HMCI Director/Chair NHMC will decide when the order to secure government buildings and public shelters shall be given.

The EST Chairperson for Resource Support will activate their EST, ensuring that all vehicles are in readiness to mobilise and drivers are available.

All standby generators in public shelters will be started and serviced by the Public Works Department.

All NEOC emergency communications equipment will be tested and if necessary, be repaired or replaced under direction NEOC Manager.

HMCI D/D Preparedness will convene a meeting of all CERT Team leaders to ensure that all members are activated and liaise with Chair VARS to ensure that CERT members have been alerted.

Timing for start of Evacuation of Little Cayman, if necessary, is to be determined by SIEC and Evacuation EST. Chair NHMC and Director HMCI/NEOC Manager should be advised.

Chairperson Medical Relief EST is to ensure that Medical Relief Centres can be established.

## Watch

Notifications will proceed as stated above.

The NHMEx & NHMC will meet.

All ESTs shall implement the Watch element of their plans.

Chief Officers will activate Ministry and Portfolio hurricane plans

All Government interests will implement the Watch element of their hurricane plans, and government officers will arrange for files and equipment to be moved to places likely to be safe from flooding and other damage.

The Commissioner of Police will arrange for one red flag with black centre to be hoisted at each designated building.

GIS/JCS will provide the following information for broadcast by Radio Cayman, the weather station and other media houses:

- The declaration of a Watch.
- The names and locations of public shelters.
- Tropic storm/hurricane precautionary advice.
- The latest bulletins on the progress of the tropical storm/hurricane.

Watch information and advisories will be posted on the following; gov.ky, weather.gov.ky, caymanprepared.ky, Twitter and Facebook.

The NEOC Manager will ensure updating of WebEOC

Public Shelters will be manned by the designated Shelter Management Team

Emergency Medical Centres or First Aid Centres will be set up in all public shelters.

Evacuation of designated zones in Grand Cayman and Cayman Brac, based on the category of the approaching hurricane, will commence. Evacuation of Little Cayman, if required, is to continue as long as practical.

Evacuation of visitors who wish to leave the Islands will commence.

Emergency clearing equipment will be deployed at strategic positions.

The Port Director will advise all shipping to seek safe harbour.

All hospital patients fit enough will be discharged

A decision will be taken on closing of schools by Chair NHMC, Department of Education and Director HMCI

All Grand Cayman EST Chairpersons will report the successful completion of the Watch element of their EST plans to the NEOC Director. The SIEC will report to Deputy Director of Preparedness who will advise the NEOC Manager. The NEOC Manager will inform the Director HMCI or if absent, Chair NHMC of state of readiness of the response mechanism.

The Chair NHMC will update the Governor's Office and NHMEx. In the Absence of the Chair NHMC, the Director HMCI will assume this responsibility.

## Warning

The NEOC will be fully activated.

Public Shelters are to be opened.

All communications checks are to be finalised.

The NEOC Manager will decide which NEOC Cluster members and other key personnel that will remain at the NEOC during the hurricane.

Notifications will be made as per procedures listed above. Such messages must be acknowledged.

Chief Officers will notify their organisations

The Commissioner of Police will arrange for two red flags with black centres to be hoisted at each designated building.

Radio Cayman and the weather station will broadcast, and repeat at not less than half-hourly intervals:

- The declaration of a Warning.
- The names and locations of public shelters, and the times when they will be opened.
- Tropical storm/hurricane precautionary advice as approved by the HMCI Director.
- The latest bulletins on the progress of the tropical storm/hurricane.

Radio Cayman will remain on the air as long as possible, and ensure that the emergency transmitter is tested and ready for use.

All CIG interests will implement the Warning element of their hurricane plans.

The Director General of the National Weather Services will continue to give the latest information to the Chair NHMC, HMCI Director and the NEOC.

NEOC Manager will ensure update of WebEOC

JCS/GIS will ensure update of [www.gov.ky](http://www.gov.ky), [www.CaymanPrepared.ky](http://www.CaymanPrepared.ky), HMCI Facebook, twitter and CIG Intranet

## Impact

NEOC Manager will ensure that emergency management personnel and first responders are kept updated on weather conditions. All outside activity will cease once wind speeds reach 39mph.

## All Clear

The NEOC Staff will:

- Carry out activities according to EST plans.

NEOC Manager will:

- Order search& rescue, clearance and other plans to be implemented.
- Order immediate initial damage assessment to be made in accordance with International Standard reporting format.
- Provide the NEOC Policy Group with preliminary damage assessment, conducted by the Damage & Economic Impact Assessment EST, as soon as possible.
- Carry out notification of All Clear

The HMCI Director will arrange for a message containing a preliminary estimate of the tropical storm/hurricane's effect on the Islands, with initial estimate of relief assistance likely to be needed and the official National Needs List to be sent to international, regional and local interests. Nation Needs List Distribution.

The Commissioner of Police will arrange for one green flag to be flown at designated buildings.

Radio Cayman will broadcast as soon as possible, and repeat at intervals:

- The declaration of All Clear.
- Other relevant information on search, rescue and clearing operations
- Information on post-hurricane shelter, relief services and emergency medical attention.

A report on the impact from the tropical storm/hurricane will be prepared by the NEOC Manager for the HMCI Director and Chair Policy Group for submission to Cabinet.

This report is to provide details on actions taken, casualties and damage, current state of affairs, and recommendations for future actions.

The NHMEx and NEOC Policy Group will maintain contact.

## Emergency Declaration

The Disaster Preparedness and Hazard Management Law, 2016, Section 13, makes provisions for the Governor after consultation with the Premier to issue an Order to declare a disaster area or hazardous area, that may extend to the Islands as a whole or to such part thereof or to such particular places as may be specified therein.

The Governor may also declare a "State of Emergency" under The Emergency Powers Law (1997 Revision). In the event that a proclamation of emergency has been made, the Governor is empowered under section 4 of The Emergency Powers Law (1997 Revision) to make regulations for securing the essentials of life to the community.

See Main Plan for additional information.

# National Hurricane Plan

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## PART 2

### JOINT COMMUNICATIONS SERVICES (JCS)

#### INTRODUCTION

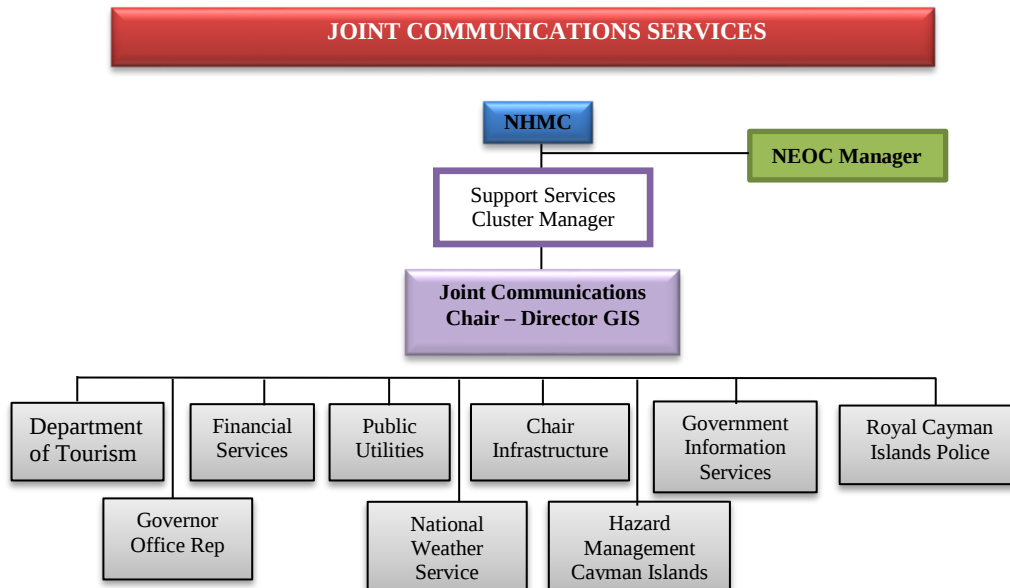
The success of the preparedness and response efforts depend on the provision of accurate, consistent timely and available information to the general public about all issues, events, and preparedness and response efforts. To achieve this, a Joint Communication Services Emergency Support Team (JCS EST) is established and will work in conjunction with the NEOC.

#### 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 a hurricane through a broad media spectrum, including audience-specific communication and other non-press forms of communication both locally and internationally.

##### **Specific objectives are to:**

1. Educate residents on personal, family and business preparedness.
2. Stress the primary responsibility of individual households and citizens to plan for their own safety and welfare;
3. 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;
4. Maintain open communication
5. Keep elected officials, chief officers and heads of departments informed during a major disaster or emergency;
6. Provide authoritative information to deal with rumours;
7. Provide accurate, consistent timely and available information for the local and international media, particularly with respect to financial services and tourism;
8. Provide advice to the Governor and Premier on communications matters as required.
9. It is the policy of the Cayman Islands Government that the JCS EST will be responsible for coordinating public information activities in relation to preparing for, responding to or recovering from, a hurricane.



## TASKS

Generally, tasks before, during and after an event include the following;

- Advise the Governor and the Premier on media issues and other public statements,

Information coordination,

- Help identify, roster, and prepare spokespersons
- Media relations, including assisting visiting media with Immigration and Customs
- Community relations,
- VIP liaison,
- Preparation of PSA's and updates for local and international media.
- Initiating media contact upon announcement of all advisories by the NEOC.
- Transitioning JCS activities and support from Emergency operations into Recovery operations

The JCS EST will develop strategic communication plans and policies, and develop educational materials for annual hurricane preparedness campaigns. The JCS EST will interact with local and international media representatives to support the NEOC Manager. Key messages and overall communications strategy will be agreed upon by the Governor, Premier and Chairperson of the Policy Group.

The JCS EST will advise and assist individual NEOC ESTs 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 HMCI.

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.

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 ESTs, utility companies, NGOs, and private sector organizations, which will participate in, and share the resources of, the JCS EST. Requests for interviews with response agencies and officials will be coordinated through the JCS EST.

## **RESPONSIBILITY**

### **JCS Emergency Support Team**

The coordination of the JCS planning activities will be the responsibility of the JCS Chairperson. However, ultimate decision-making authority on issues of policy, coordination of operations and the direction and control rest with the NEOC Manager in consultation with the Governor, the Premier and the Policy Group.

The JCS Chairperson provides advice to the Governor, the Premier, the Policy Group, and other EST heads.

The JCS Operations Manager is appointed by the JCS Chairperson and functions as a member of the JCS EST with the responsibility for the management and setup of the operating infrastructure, including arrangements for the Information Centre. This position will be occupied by a senior member of GIS staff specifically trained for this purpose. Other GIS personnel and personnel with communications expertise within CIG will be co-opted into the JCS EST and assigned duties as required.

### **JCS EST Members**

Additional members of the JCS EST may be co-opted by the JCS Chairperson or the NHMC/NHMEEx Chairperson to augment and represent the various interests that need to provide information to the public and to international contacts.

The JCS Core team, with input from cluster managers, shall develop the message points to be presented to the NEOC Manager for approval by the Chairperson of the NHMC prior to the dissemination at each phase of the operation and at other critical points.

## **Media**

Local and international media obtain response, operations information and other assistance through the JCS IC.

## **PLAN MAINTENANCE**

The JCS EST, through the chair, will be responsible for the maintenance and revision of this section of the plan annually, and will provide an updated plan to HMCI for review and approval no later than 1 May.

The JCS will review, update and or exercise this plan with the media on a bi-annual basis or as scheduled hazard-specific exercises allow.

### ACTIONS DURING VARIOUS PHASES

| <b>Pre-Disaster</b>                                                                                                           | <b>Assign</b>    |
|-------------------------------------------------------------------------------------------------------------------------------|------------------|
| Convene annually by 15 March to plan the preparedness campaign for Hurricane Season.                                          | JCS EST          |
| Manage the preparedness and provide preparedness information for schools, the wider community and local businesses interests. | GIS/JCS Partners |
| Initiate the campaign 1 June and provide hurricane preparedness information for schools, the community, and businesses.       | GIS/JCS Partners |
| Identify Media Centre to be used in case of a disaster                                                                        | JCS/GIS          |

| <b>Alert – 72 hours</b>                                                                | <b>Assign</b>       |
|----------------------------------------------------------------------------------------|---------------------|
| Call the team together, review preparedness plans and initiate the activation process. | JCS Chair           |
| Return home or go to a designated shelter area to rest in preparation for work.        | JCS Shift Personnel |
| Discuss with the Governor and Premier their media role and at each stage thereafter.   |                     |

| <b>Watch – 48 hours</b>                                                                                                                                                       | <b>Assign</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Serve as the focal point for all incoming information from field operations ; and produce a regular sit rep of all NEOC activities to submit to NEOC Executive/Policy and FCO | JCS IC        |
| Ensure all JCS procedures in the Hurricane Emergency Response Plan are implemented as required by the circumstances.                                                          | JCS IC        |
| Represent the NHMC in carrying out its public information mission; and                                                                                                        | JCS IC        |
| Provide public information services in support of the hurricane response activities and perform various JCS mission assignments.                                              | JCS IC        |

| <b>Warning – 36 hours</b>                                                                                                                                                     | <b>Assign</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Serve as the focal point for all incoming information from field operations ; and produce a regular sit rep of all NEOC activities to submit to NEOC Executive/Policy and FCO | JCS EST       |
| Ensure all JCS procedures in the Hurricane Emergency Response Plan are implemented as required by the circumstances.                                                          | JCS IC        |
| Represent the NHMC in carrying out its public information mission; and                                                                                                        | JCS EST       |

| <b>Warning – 36 hours</b>                                                                                                                                                     | <b>Assign</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Provide public information services in support of the hurricane response activities and perform various JCS mission assignments.                                              | JCS EST       |
| Serve as the focal point for all incoming information from field operations ; and produce a regular sit rep of all NEOC activities to submit to NEOC Executive/Policy and FCO | JCS IC        |

| <b>All Clear - Response</b>                                                                           | <b>Assign</b>                                         |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Determine at what point after the All Clear the JCS operations will revert to GIS and other agencies. | Policy Group<br>Chair, JCS<br>Chair, HMCI<br>Director |
| Compile a final report summarizing all information developed and disseminated.                        | JCS<br>Operations<br>Manager                          |

## CONTINUITY OF OPERATIONS (CoOP)

### INTRODUCTION

*Continuity of Operations* refers to the continued functioning of constitutional government under all circumstances. Arrangements for the continued operation of the Cayman Islands Government in the event of a national emergency or disaster are specified herein and aspects of emergency response are contained in law, policy, the NHP - Sections, and procedures. Please note, that for the purpose of the National Plan, Government includes all statutory authority and government owned companies.

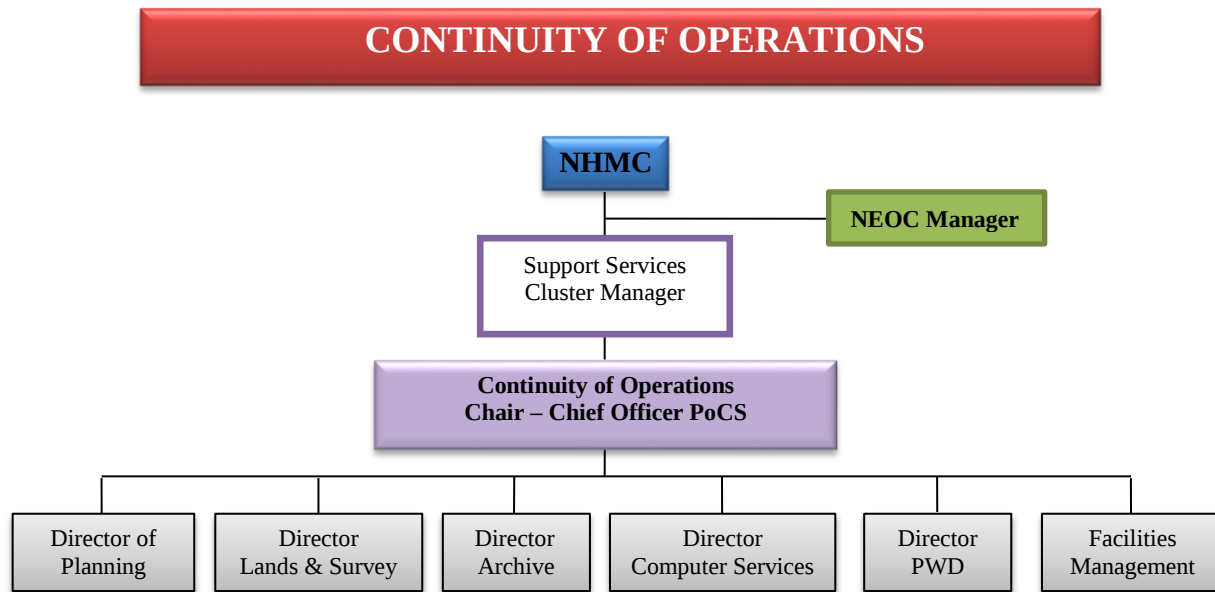
### PURPOSE/POLICY

The purpose of this plan is to minimize disruptions to government business operations and services where possible, and minimize the potential impact on the Nation of any unavoidable disruption.

It is the policy of the Cayman Islands Government to return government to an operational capability as soon after a hurricane 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 documents 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 hurricane 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 hurricane is imminent or an emergency has occurred, all personnel deemed essential will report to assigned locations, and all vacation/leave will be immediately rescinded. Any exceptions shall be considered and decided on a case by case basis by the Deputy Governor.



## TASKS

Tasks of the Continuity of Operations EST include:

- Provision of planning guidance
- Quality Control
- Enforcement of time line

Within their area of responsibility all Chief Officers shall:

- Develop and maintain a list of personnel identified as essential to emergency response and initial restoration of services.
- Develop a list of “Available”<sup>6</sup> personnel identifying those that could assist other agencies during the period that emergency operations are taking place.
- Develop measures to protect government facilities to the greatest extent possible and return them to their intended purpose as soon as possible.
- Develop a process to protect vital and business records from potential hurricane damage.

## RESPONSIBILITY

At the advent of an imminent threat 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. Those

<sup>6</sup> “Available Personnel” are those individuals that do not have a specific emergency response role but are in a position in which they could assist with other tasks such as initial debris clearance, administrative support, search and rescue, etc.

“Essential Personnel” who remain unassigned must be available for assignment on short notice.

Upon an ALERT all Chief Officers shall assemble their Department Heads to report on their State of Readiness. Chief Officer of the Portfolio of Civil Service shall report situation status to the NHMC as requested. Upon notification of the ALL CLEAR the Chief Officers implement their Continuity of Operations Plans and report to the NEOC Manager

- ◆ Each of the plans for individual Ministries and Portfolios constitutes one element, and collectively they constitute the Cayman Islands Government Continuity of Operations Plan [CICoOP]. The Chief Officer of the Portfolio of Civil Service is responsible for the Portfolio of Civil Service Continuity of Operations Plan, as well as for oversight of the Cayman Islands Government Continuity of Operations plans, on behalf of the Deputy Governor.
- ◆ The Landlords of the buildings and Chief Officers 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;
  - Make or authorize emergency purchases of available materials, equipment or supplies required to make critical repairs;
  - Activate government facility plans providing for the safety and protection of employees and the public from any hazard or event threatening life and safety.

## **PLAN MAINTENANCE**

The Chief Officer of the Portfolio of the Civil Service shall coordinate the development and maintenance of all Cayman Islands Government Ministries and Portfolios Continuity of Operations Plans on behalf of the Deputy Governor and Head of the Civil Service. Notices will be sent to Ministries and Portfolios by 1 March annually.

The Deputy Governor shall direct Chief Officers to review and update Ministries and Portfolios Continuity of Operations Plan by 1 April every year. Any significant changes to the plans must be approved by the Deputy Governor by 1 April every year.

Copies of all Continuity of Operations plans shall be submitted to the Chief Officer of the Portfolio of the Civil Service for review by 1 April every year.

The Chief Officer Portfolio of Civil Service shall review the contents of each plan and provide feedback as appropriate prior to submittal of the final document to the Deputy Governor by 1 May every year.

The updated Cayman Islands Government Continuity of Operations plan, which will include all Ministries and Portfolios Continuity of Operations Plans, shall be sent by the Chief Officer of the Portfolio of the Civil Service (on behalf of the Deputy Governor), to the Director of HMCI by 15 May every year.

## ACTIONS DURING VARIOUS PHASES

All actions to be coordinated by Continuity of Operations EST Chair

| <b>Pre-Disaster</b>                                                                                                                                                         | <b>Assign</b>                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| Apply basic safety standards for re-entry into damaged facilities.                                                                                                          | PWD & Planning BCU                           |
| Ensure personnel/positions authorized to enter and evaluate conditions and certify safety for the public.                                                                   | PWD & BCU                                    |
| Prioritise areas within the most reliable facilities that could be refurbished quickly in order to recommence essential government services.                                | Lands & Survey / PWD / Facilities Management |
| Advise of the Department's critical records & a 'safe' area for the storage of these records                                                                                | Chief officers and HOD's                     |
| Advise all ministries, departments and agencies on process of safe storage and options for the protection of records.                                                       | National Archive                             |
| Issue advice on critical data and process for backup. Assist data backup solutions.                                                                                         | Computer Services                            |
| Advise, determine and organise the transfer, storage and protection of ministries, departments and agencies vital records to the Archives and Computer Services             | Archive, Computer Services                   |
| Determine recovery methods of information and files after a disaster including the alternative forms in which records may be safeguarded, e.g. Microfiche or computer disk. | Archive, Computer Services                   |
| Ensure the readiness of materials and equipment required during a hurricane, or its aftermath.                                                                              | PWD                                          |
| Order the relocation of government vehicles and equipment to higher ground                                                                                                  | Dept. Heads, DVES                            |

| <b>Alert – 72 hours</b>                                                                                                         | <b>Assign</b>                  |
|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Assemble Department Heads to report on their States of Readiness. Any issues or shortfalls shall be reported to the NHMC Chair. | All COs                        |
| Secure all communication equipment                                                                                              | All CO's, HOD's                |
| Establish lines of communication with government and statutory agencies to advise them on storage of backup tapes               | National Archives and Computer |

| <b>Alert – 72 hours</b>                                                                                                                                                                                                      | <b>Assign</b>        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
|                                                                                                                                                                                                                              | Services             |
| Issue notice that at the advent of an imminent threat all essential personnel shall report to assigned locations and carry out assigned tasks. Those who remain unassigned must be available for assignment on short notice. | All CO's and HOD's   |
| Notify all essential personnel that vacation/leave is rescinded effective immediately upon notification of a threat or event.                                                                                                | PoCS                 |
| Inform the Director of the National Archive when vital records are ready for transfer.                                                                                                                                       | All CO's and HOD's?? |
| Ensure that records not being transferred to the National Archive are moved to a secure area                                                                                                                                 | Computer Services    |
| Secure electronic equipment, as appropriate; back up any vital data held locally on PC hard disks to a server (if the PC is networked) or to a removable electronic medium.                                                  | Computer Services    |
| Confirm with Resource Support EST availability of vehicles and refrigerated container to be used in preparedness and response for storm event                                                                                |                      |
| Run a final full back-up of Department records. Transfer the original set of tapes to the National Archive, and a duplicate set (if possible) to Citrus Grove                                                                | Computer Services    |

| <b>Watch – 48 hours</b>                                                                                                            | <b>Assign</b>                                |
|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| Run a final full back-up of the central government network.                                                                        | Computer Services                            |
| Transfer the original set of tapes to the National Archive, and a duplicate set will (if possible) be transferred to the NEOC.     | Computer Services                            |
| Run final back up and transfer of original and duplicate tapes in the same way. Authorities are urged to follow the same practice. | Government Departments with separate systems |
| Site a refrigerated container adjacent to the National Archive for additional storage and salvage of water damaged records.        |                                              |
| National Archive building and any buildings containing critical and vital records is to be secured.                                |                                              |
| Ensure that government owned buildings are secured and shuttered by contacting with PWD                                            | Dept. Heads                                  |
| Ensure that buildings leased by government are secured and shuttered.                                                              | Lands and Survey (LS)                        |

| <b>Warning – 36 hours</b>                                                           | <b>Assign</b> |
|-------------------------------------------------------------------------------------|---------------|
| Maintain contact with the NHMC and the NEOC when activated for hazard threat update | EST Chair     |

| <b>All Clear - Response</b>                                                                                                                                                                                                                                                                          | <b>Assign</b>                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| Assemble the facility response teams for their reports on conditions, and their recommendations on critical actions and operations. This is to be conducted in the initial damage assessment phase                                                                                                   | PWD                                    |
| Report on condition of leased buildings and property                                                                                                                                                                                                                                                 | LS                                     |
| Organise (or advise on) the salvage of records in the aftermath of a disaster.                                                                                                                                                                                                                       | National Archive??                     |
| Assess damages, as conditions permit; report on Building Access, Building Security, Systems security, Records Preservation, Equipment Relocation, and Cleaning.                                                                                                                                      | PWD / BCU / LS                         |
| Activate government facility plans providing for the safety and protection of employees and the public from any hazard or event threatening life and safety;                                                                                                                                         | EST Chair                              |
| Ensure that agreements for services (contractors and suppliers) are completed to facilitate requisite agencies to restore all or any portion of a critical building to a functional condition, and if not serviceable, make the determination to seal the building, or any portion of it from entry. | PWD                                    |
| Request assistance through the Resource Support Emergency Support Team, to help with the assessment, if necessary;                                                                                                                                                                                   | EST Chair                              |
| Make or authorize emergency purchases of available materials, equipment or supplies required to make critical repairs, when pre-disaster agreements are in place;                                                                                                                                    | PWD                                    |
| Report on staff status / availability to work                                                                                                                                                                                                                                                        | EST Chair,<br>Chief Officers,<br>HOD's |
| If requested by the Resource Support EST, supply essential personnel to assist in any area where assistance is required to support emergency operations.                                                                                                                                             | EST Chair                              |

## RESOURCE SUPPORT

### INTRODUCTION

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. This requires a major pre-disaster effort of identifying the source required to address the request; arranging for the procurement of materials, supplies, equipment and/or personnel required to meet immediate needs, activating pre-disaster agreements/contracts to obtain such provisions from other sources in a timely manner.

In addition the EST makes provisions for securing and safeguarding all available transport vehicles pre-disaster, and the distribution of vehicles to other ESTs after the ALL CLEAR.

The Resource Support function serves the purpose of location, inventory, acquisition and deployment of equipment, supplies, personnel and other resources to support requests from emergency responders during response operations.

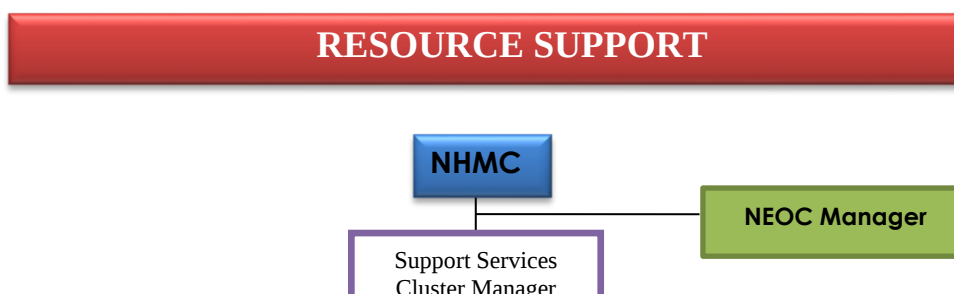
### PURPOSE/POLICY

The purpose of the Resource Support function is to provide a cadre of personnel with the knowledge and skills whose primary responsibility is to locate and access resources needed by other ESTs 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, is a tool to identify gaps for which international resources may be required.

In addition, the Resource Support EST is to manage the acquisition of essential relief resources (water, food, clothing, and local relief supplies) on behalf of:

- the Community Emergency Response Teams EST; and
- The Shelter Management EST.

The Community Emergency Response Teams will distribute to the community through the respective Community Emergency Response Teams (CERTs), and the Shelter Management EST will distribute to those persons from the community accommodated in shelters.



**TASKS**

Develop a system for locating, purchasing, shipping, and receiving resources requested by the NEOC 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 EST members in the processes and use of all forms.

Liaise with the CERTs and the Shelter Management ESTs to obtain their assessments of the resources that they will expect to require.

- Assist all ESTs to 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 NEOC with the coordination of procurement and distribute essential hardware, following a storm.

- Establish pre-disaster contracts and processes

## RESPONSIBILITY

- Convene a meeting of the EST 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 NEOC Executive Team and the NEOC Manager.
- Ensure that all EST Members are oriented to their individual responsibilities.
- Establish a process for organizing and processing requests
- Ensure that the EST understands the need for expedient processing of requests.
- Liaise with the contractors association – establish schedule of rates for hurricane repair work –
- 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.

Overseas relief supplies will be initially received and processed through the Relief Aid Management EST 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 EST in coordination with the Relief Aid Management EST.

## PLAN MAINTENANCE

The Resource Support Emergency Support Team Chairperson will be responsible for the maintenance and revision of this section of the plan annually, and will provide an updated plan to the HMCI for review and approval no later than 1 May.

## ACTIONS DURING VARIOUS PHASES

| Pre-Disaster                                                                                                                                               | Assign          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Develop and review emergency resource acquisition processes with the Director HMCI                                                                         | EST Chair       |
| Prepare forms and formats for all transactions, maintaining simplicity and user friendliness                                                               | EST members     |
| Develop and implement the tracking procedures and guidelines for requestors                                                                                | EST members     |
| Ensure that a list of all designated shelters is obtained.                                                                                                 | EST Chair       |
| Review the Resource Support Plan in its entirety and updated annually by the end of April. All EST contact information shall also be updated at that time. | EST Chair, HMCI |

| <b>Pre-Disaster</b>                                                                                                                                     | <b>Assign</b>           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| All members are to be briefed as to their roles and responsibilities.                                                                                   | EST Chair               |
| Develop a compendium of relief resources including an updated list of suppliers.                                                                        | EST Chair, HMCI         |
| Coordinate with the Chairman, Search & Rescue and Initial Clearance regarding the availability of equipment and operators for post-disaster assistance. | EST Chair, NEOC Manager |

| <b>Alert – 72 hours</b>                                                                                                         | <b>Assign</b>   |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Contact all EST Members.                                                                                                        | EST Chair       |
| Activate the first stage of the Vehicle/Equipment Deployment plan including the movement of vehicles & equipment to safe areas. | EST Chair, DVES |
|                                                                                                                                 |                 |
| Activate delivery of supplies by wholesale suppliers to the agreed locations                                                    | HMCI            |

| <b>Watch – 48 hours</b>                                                                                                                                      | <b>Assign</b>   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Activate stage two of the Vehicle/Equipment Deployment plan including the movement of vehicles & equipment to strategic areas.                               | EST , DVES      |
| Begin actual deployment of all units to the strategic areas as documented on deployment plan checklist.                                                      | DVES            |
| Advise the NEOC when deployment of units has begun.                                                                                                          | EST Chair, DVES |
| Liaise with Utilities EST to ensure water companies fill trucks and proceed to designated stations. These designated stations will be indicated by the NEOC. | EST Chair       |

| <b>Warning – 36 hours</b>                                                                                                 | <b>Assign</b> |
|---------------------------------------------------------------------------------------------------------------------------|---------------|
| Continue the Vehicle/Equipment Deployment plan until all vehicles are in place or there is insufficient time to complete. | DVES          |
| Advise the NEOC Policy Group, at this phase, of the status of the Deployment Plan.                                        | EST Chair     |

| <b>All Clear - Response</b>                                                               | <b>Assign</b>   |
|-------------------------------------------------------------------------------------------|-----------------|
| Receive, research, locate and acquire requested resources which are not readily available | EST Chair, NEOC |
| Maintain records of all transactions                                                      | EST Chair       |

| <b>All Clear - Response</b>                                                                                                                                                                                                                                                                                                 | <b>Assign</b>   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Report issues or problems with procurement of supplies to the NEOC Manager                                                                                                                                                                                                                                                  | EST Chair       |
| Assist with sourcing equipment and operators as needed for response activities when activated through the NEOC                                                                                                                                                                                                              | EST Chair       |
| Ensure the speedy receipt, storage and allocation of all overseas relief services (both resource and personnel) once processed by the Audit Office, in consultation with NEOC Staff, Chairperson of Economic Impact Assessment EST, Allocation Committee, the Director of C.I. Red Cross and the Chief Immigration Officer. | EST Chair       |
| Assist with the transport rehabilitation supplies, from dock and airport to storage depots. (large trucks and tractor trailers)                                                                                                                                                                                             | EST Chair       |
| Provide assistance with the transport of supplies from storage depots to food kitchens and distribution centres. (medium/small trucks, vans)                                                                                                                                                                                | EST Chair       |
| Assist with provision of fuel to service points such as generators at shelters and other government facilities.                                                                                                                                                                                                             | EST Chair, DVES |
| Assist with the delivery of drinking water where required. (water tankers)                                                                                                                                                                                                                                                  | EST Chair       |

## DAMAGE & ECONOMIC IMPACT ASSESSMENT

### INTRODUCTION

This section covers the continuum of immediate damage assessment through a thorough analysis of socio economic impacts of a hurricane on the Nation.

An early damage assessment is essential and requires a rapid assessment to determine where Initial Clearance operations personnel should begin their work.

The prompt submission of damage reports may save lives and minimise suffering. It will provide information to the Governor, Premier, Cabinet, Recovery Manager, NEOC Operations Team and the ESTs from which they can prioritise the deployment of critical resources and seek overseas assistance.

### 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 EST is an integral component of the Infrastructure Group.

This EST 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.

The EST is comprised of members from the Economic and Statistic Office, Department of Environment, Lands and Survey, Planning Department, Public Works Department, Mosquito Research Control Unit, CASE and Department of Agriculture.

The EST Chair is responsible for initiating and coordinating all detailed assessments, which will provide government leaders with critical information for establishing the recovery operation and returning the nation to a fully operational status.

Responders in the field will communicate with the NEOC through the Damage Assessment Coordinator.

## DAMAGE & ECONOMIC IMPACT ASSESSMENT



**TASKS**

Every agency listed in this section shall develop an internal Standard Operating Procedure specifying how tasks for which they are responsible will be carried out. These are due annually to the HMCI no later than 1 May.

- Conduct assessments of damage to all government buildings/ facilities (i.e. shelters.
- Assist Risk Management Post hurricane to estimate the scope and costs of damage to government facilities in coordination with loss adjusters
- Identify populations affected and detail specific effects
- Identify emerging trends as a result of impacts
- Quantify economic losses, short and long term
- Prepare documentation and reports to support senior government officials and business leaders in their decision-making.
- Quantify and prioritize gaps in resources
- Estimate short and long term loss estimates.
- Prepare official reports on behalf of the Governor
- Provide essential information to the JCS for release through the media avenues.

**RESPONSIBILITY**

The full spectrum of impact analyses starts with a Preliminary Damage Assessment which will occur as soon as it is possible to enter any of the impacted areas but must begin within 4 days. The organization and implementation of Recovery Operations also require an assessment for the purpose of determining the scope and

magnitude of the hurricane. A more detailed assessment of the socio-economic impacts will be conducted over a longer period of time using the ECLAC methodology. Each assessment conducted during any stage will roll up into the final National Impact Assessment report.

The stages for assessment are;

| <b>Activities following the<br/>Declaration of ALL CLEAR</b> |                                       |                                 |
|--------------------------------------------------------------|---------------------------------------|---------------------------------|
| <b>36 hours</b>                                              | <b>14 days</b>                        | <b>45 days</b>                  |
| <b>Preliminary<br/>Damage<br/>Assessment</b>                 | <b>Detailed Damage<br/>Assessment</b> | <b>Long Term<br/>Assessment</b> |

### **Preliminary Damage Assessment Stage – within 36 hours of the ALL CLEAR**

The Preliminary Damage Assessment will begin immediately following the declaration of the ALL CLEAR occurs and will be completed within 36 hours. The Planning Department shall have the primary responsibility for conducting the assessment. The purpose is to prioritise the deployment of emergency responders and resources. It is the first representation of damages and losses.

#### **Responsibilities include:**

##### *Planning Department*

Coordinate the deployment and process for the preliminary damage assessment of damages to homes, businesses, and the infrastructure and quantify the findings in terms of "destroyed" "major", "minor", and "affected habitable" to determine the priority structural and infrastructure areas where government should focus attention.

##### *PWD Reps*

Evaluate damage to all publicly own or leased property, small launching ramps and docks and provide a preliminary damage assessment report.

##### *Lands and Survey [L&S] Reps*

Participate in the Preliminary Damage Assessment by providing maps and other data for assessing damages by the damage assessment teams coordinated through planning and PWD.

##### *Mosquito Research and Control Unit [MRCU]*

Provide the aircraft, equipment and personnel to conduct an aerial damage assessment.

##### *CASE*

Provide technical assistance and advice as necessary

*Department of Environment*

Coordinate the deployment and process for a preliminary damage assessment of beach and shoreline erosion.

*National Roads Authority*

Coordinate the deployment and process for a preliminary damage assessment of roads including coastal roads.

*Economics and Statistics Office [ESO]*

Coordinate the compilation of preliminary damage assessment reports for submission to the Infrastructure Cluster Manager 36-40 hours after declaration of ALL CLEAR

**Detailed Damage Assessment Stage – within 14 days of the ALL CLEAR**

This stage requires more in-depth information about damages and losses and provides the basis for requesting or accepting international assistance in terms of financial assistance and donations. The ESO shall have the primary responsibility for coordinating this stage of the assessment. It is also the first detailed representation of the trends recovery may need to face and will start no later than 4 days after the all clear and conclude **within fourteen (14) days of the ALL CLEAR** in order to organize and accelerate the recovery process.

**Responsibilities include:***Planning Department*

Coordinate a detailed damage assessment of damages to homes, businesses, to include Structural, Electrical and Plumbing systems assessment to more accurately determine the extent of the damage and critical areas affecting the well-being of residents.

*PWD Team*

Coordinate with other EST members to conduct a detailed assessment to determine the priority structural and infrastructure areas where government should focus attention for recovery in order to re-establish public services.

*Lands and Survey*

Participate in the Detailed Damage Assessment by providing the data base for assessing damages with the intent of identifying critical areas affecting the well-being of residents and viability of businesses Provide maps indicating location of buildings and roads.

*MRCU*

Perform a supplementary aerial damage assessment if requested, to begin to capture data reflecting the full impact of the hurricane on the islands.

*CASE*

Provide technical assistance for a more in depth assessment and advice as necessary.

*Department of Environment*

Coordinate the deployment and process for the detailed damage and loss assessment to natural resources, with aerial support from RCIPS, MRCU and other sources, and satellite images of damages from HMCI as necessary:

- (a) coastal areas - beach and shoreline erosion, water intake and effluent outlet structures;
- (b) terrestrial environment - forest/watershed, wetlands, scenic landscape, wildlife species and habitat; and
- (c) marine environment - seagrass beds, mangroves, coastal water pollution, coral reefs; sandy shores (beaches).

*Department of Agriculture*

Coordinate the deployment and process for the detailed damage and loss assessment to agriculture - soils/farmlands, loss of crops ready for harvesting, loss of stock (livestock, inputs and harvested products).

*National Roads Authority*

Coordinate the deployment and process for the detailed damage and loss assessment of roads including coastal roads

*L&S*

Provide the data base for assessing damages with the intent of identifying critical areas affecting the wellbeing of residents and viability of businesses and natural resources. Provide maps indicating location of buildings and roads, and satellite images (with the *satellite images before and after the hurricane to be provided for processing to L&S by HMCI*) and/or other spatial representations of damages as necessary.

*ESO*

Assist with the tabulation and calculation of detailed damages and losses 14-16 days after ALL CLEAR;

When requested by the National Hazard Management Council, through the Infrastructure Cluster Manager, ESO shall prepare

- a) the draft letter request for ECLAC assistance for the long-term economic impact assessment to be signed off by the NHMC Chair;
- b) subject to a positive indication of ECLAC's assistance, ESO will coordinate with the ECLAC focal person on the damage and loss (DaL) worksheets that must be completed by various agencies; and
- c) provide the required worksheets to the various agencies, business associations and non-government organizations.

**Long Term Economic Impact Assessment Stage – within 45 days of the ALL CLEAR**

The long-term impact analysis may begin during the other stages. It provides a much more comprehensive reflection of what will be required for the Nation to reconstruct itself to the level it was prior to the hurricane disaster; and, it will provide

indications of opportunities for improvements in both the public and the private sectors. It is anticipated that every effort would be made to complete this more comprehensive assessment **within 45 days of the hurricane**, depending on the resources available to do so. This assessment may be coordinated through The ESO with ECLAC.

**Responsibilities include:***PWD Team*

Participate, if requested, in the more in-depth assessment based on the ECLAC methodology.

*L&S*

Assign appropriate personnel to participate in the in-depth assessment based on the ECLAC methodology using the relevant sectors of an affected population, such as Economic, Social, and Environmental. Update relevant map data indicating long term or permanent changes in data.

*CASE*

Provide technical assistance for a more in depth assessment and advice as necessary.

*ESO*

Liaise with the ECLAC team in collecting data, compiling and reporting of data to inform a macroeconomic impact assessment report. Conduct labour force and Customer Price Index survey six (6) months after the hurricane impact.

**DATA GATHERING PROCESS****Preliminary Damage Assessment**

- Aerial video survey of damage following pre-determined route. This is conducted by MRCU and any other support air assets such as the British naval warship or the RCIPS helicopter.
- Deployment into communities to conduct a windshield survey and quick review of buildings, infrastructure and environment. No technical detail of the damage is required at this phase.

**Detailed Damage Assessment**

- Field deployment of the Planning department to conduct life safety assessment also to begin the process of assigning value to damage

**Long Term Economic Assessment**

- Collate damage assessment and estimates from all sectors
- Convene necessary meetings with Head of Departments, Chief Officers and Head of Agencies to ascertain data on damage and estimate related to their respective ministries, departments and agencies.

**PLAN MAINTENANCE**

The Chairperson shall convene the EST and will be responsible for the maintenance and revision of this section of the plan annually, and will provide an updated plan to the HMCI for review and approval no later than 1 May.

### ACTIONS DURING VARIOUS PHASES

| <b>Pre-Disaster</b>                                                                                                                       | <b>Assign</b>  |
|-------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Initiate contact with ECLAC alerting them of threat and provide ESO contact                                                               | Cabinet Office |
| Establish contact with ECLAC                                                                                                              | ESO            |
| Damage assessment forms are reviewed                                                                                                      | EST            |
| Liaise with HMCI to confirm updated map detailing pre-determined route that plane / helicopter will fly for aerial video survey of damage | MRCU           |

| <b>Alert – 72 hours</b>                                                              | <b>Assign</b>  |
|--------------------------------------------------------------------------------------|----------------|
| Manage personnel resources to cover two 12 hour shifts until the NEOC is stood down. | EST            |
| Contact persons that would assist with preliminary damage assessment                 | Planning / PWD |

| <b>Watch – 48 hours</b>                     | <b>Assign</b> |
|---------------------------------------------|---------------|
| Identify areas of greatest threat of damage | L&S/PWD       |

| <b>Warning – 36 hours</b>                                                                                  | <b>Assign</b> |
|------------------------------------------------------------------------------------------------------------|---------------|
| Allow all EST members to secure property                                                                   | EST Chair     |
| Pre-position persons that will be conducting preliminary damage assessment with necessary assessment tools | Planning      |

| <b>All Clear - Response</b>                                                                                                              | <b>Assign</b> |
|------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Begin all assessment stages as outlined in the plan                                                                                      | EST           |
| As soon as conditions allow, conduct aerial video survey of damage following pre-determined route.                                       | MRCU          |
| Within 48 hours of all clear advise NEOC of preliminary estimate of damage. (Based on information from L&S and MRCU aerial video survey) | EST Chair     |
| As soon as conditions allow, conduct detailed damage assessment survey on the ground.                                                    | EST           |
| As information becomes available, or upon request, update damage estimates and provide regular updates of this to the NEOC               | EST           |
| <i>Extra-ordinary</i> conditions [relative to the conditions at hand] should be reported immediately.                                    | EST           |



## **INITIAL CLEARANCE AND DEBRIS MANAGEMENT**

### **INTRODUCTION**

One of the greatest impediments to all response efforts following a hurricane event 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 transportation routes in order to proceed with emergency response, search and rescue, public safety and law enforcement, and emergency medical relief services. It is also necessary to manage the on-going clean-up and disposition of debris to aid in the ultimate recovery of the areas affected.

In order to ensure an orderly and timely clearance of debris and obstructions and island[s] clean-up, the operations will extend on a continuum from the initial clearance completely through to the final disposition of debris materials in a manner as directed by the Government.

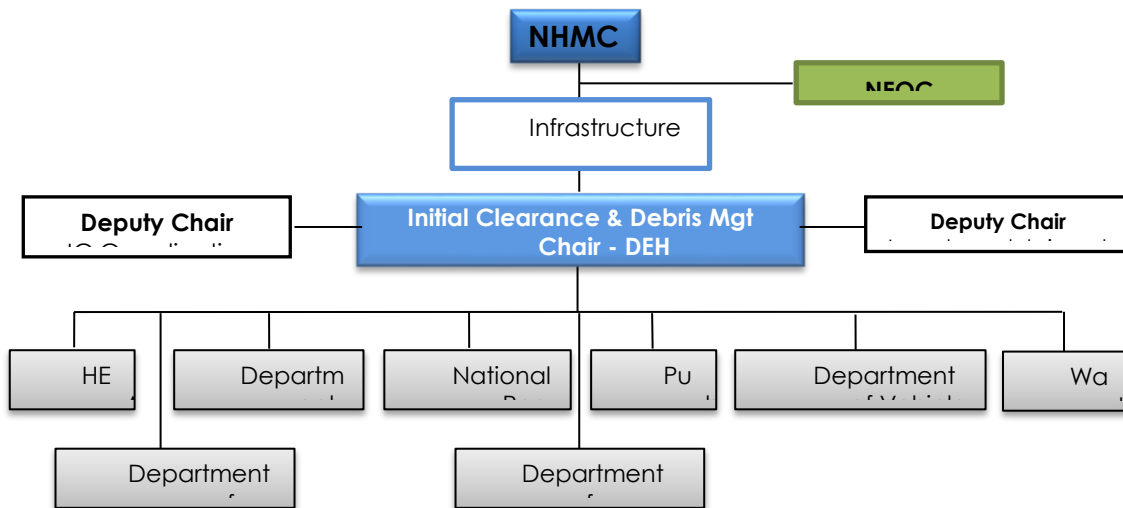
To the greatest extent possible these services will be performed by local public and private resources.

### **PURPOSE/POLICY**

It is the purpose of this document to serve as general guidance for 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.

During the second phase the primary focus of the debris handling is to ensure the safe disposition of debris and to allow property to return to its intended purpose. This will take place over an extended period of time under the direction of the Cayman Islands Recovery Manager. These two activities may overlap for a period of time. However, the contractors with contracts for initial clearance may provide debris removal services during both phases.

## INITIAL CLEARANCE AND DEBRIS



### TASKS

Every agency listed in this section shall develop Standard Operations Procedures indicating how these tasks will be carried out. These are due annually to the HMCI no later than 1 May.

#### EST tasks

- Safely manage the removal or disposal of hurricane caused debris
- Implement the Initial Clearance and Debris Management procedures
- Activate pre-disaster Debris Management contracts
- Develop Action Plan to prioritize high risk areas in coordination with contractors
- Identify temporary storage areas in each District for debris and vehicles rather than the one single processing or holding area
- Activate contracts for pre-identified properties (rental 6-9 months) as debris collection and processing sites
- Monitor the debris collection and dumping of debris at the designated sites

### RESPONSIBILITY

This EST shall have the overall responsibility to coordinate the initial clearance, which will continue into and become an element of the recovery process. It will oversee clearance activities through the response period, and then will transition to the Recovery group. The recovery group will assume responsibility to oversee operations through contracts with private businesses where necessary to manage debris materials which must achieve an acceptable level of clearance and disposition. The EST will also oversee and implement the long term phase of the plan. Its

responsibilities include administrative, oversight, monitoring and special requirements expertise.

Department of Environmental Health (DEH) will have the overall responsibility to designate debris collection sites and provide a monitoring system for the disposal of hazardous materials and hazardous waste.

The primary responsibility for the collection and separation of disaster related debris will be the DEH. DEH will in coordination with the Department of Environment (DoE) and the Water Authority (WA) coordinate the disposition of hazardous materials and other issues related to the public's health and safety and the environment.

This EST will also work with HEAVO and DVES to identify and inventory private sources of heavy equipment on island. In accordance with the initiation of a debris hauling contract and/or by direction of the NEOC Resource Support EST will activate local haulers to collect and dispose of debris on pre-planned district routes, to pre-determined transfer, separation and storage sites.

#### *Department of Environmental Health*

- Manage the collection, separation and disposition of disaster related debris in an authorized landfill.
- Responsible for the management of the pre-identified Temporary Debris Storage and Reduction (TDSR) sites and will require a site manager and enforcement officer.
- Identification of collection sites (along with other agencies) for hazardous waste and a separate collection area for hazardous materials.
- Disposition of materials collected.
- Responsible for the management of the collection areas to include a site manager and enforcement officer.

#### *National Roads Authority*

- Responsible for the initial clearance of emergency transportation routes in coordination with the NEOC and when necessary with Emergency Responders.

#### *Department of Vehicle and Equipment Services*

- Through active participation in the Resource Support EST at the NEOC, the DVES will identify and secure required equipment that is owned by Government and/or the private sector.

#### *Department of Vehicle and Drivers' Licensing*

- Through active participation in the Support Services Group DVL will implement the procedures for tagging abandoned cars from all thoroughfares
- Establish procedures to ensure safe removal of the abandoned vehicles
- Update the relevant databases

*Health Services Authority*

- Address issues related to the public's health and safety in the collection and disposition of storm related debris collected

**Water Authority**

- Assist in the selection of debris sites that preserve the integrity of the water table and environment
- Monitor the impact of debris processing at designated debris sites
- Assessment of incidents caused by an event that may affect water quality island-wide

**Department of Environment**

- Address issues related to the protection of the natural environment and its resources
- Assist with the suitability of debris management sites
- Assist with the monitoring and assessment of activities and end products of the debris sites
- Advise on the management of beach sand or other natural resource that may be dispersed with debris

**PLAN MAINTENANCE**

The Initial Clearance and Debris Management EST will be responsible for the maintenance and revision of this section of the plan annually, and will provide an updated plan to HMCI for review and approval no later than 1 May.

**ACTIONS DURING VARIOUS PHASES**

| <b>Pre-Disaster</b>                                                                                                                                               | <b>Assign</b>    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Develop local and regional resource list of contractors who have been pre-screened to have the capability to assist government in all phases of debris management | Deputy CM        |
| Identify and pre-designate potential debris sites. Prepare and store signage for the sites                                                                        | Deputy DM        |
| Co-ordinate pre-disaster agreement with property owners (Agreements signed by Infrastructure Manager)                                                             | Chair CM & DM    |
| Develop an Initial Clearance Action Plan, which includes collaboration with Search and Rescue                                                                     | Deputy CM        |
| Establish a Collection Action Plan, which identifies areas to be served, including location, date and time frame                                                  | Deputy DM        |
| Develop the necessary right of entry and hold harmless agreements indemnifying all levels of government against any potential claims                              | Deputies CM & DM |
| Review, train and reinforce debris assessment process                                                                                                             | Deputies CM & DM |

| <b>Pre-Disaster</b>                                                                                                            | <b>Assign</b>                           |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Develop pre-scripted Public Service Announcement (PSA) regarding the removal process, collection times, and debris sites.      | Deputies CM & DM and agencies           |
| Establish a fixed source of funding to initiate and maintain a Hurricane Debris Management Program                             | NEOC Manager and Infrastructure Manager |
| Compile an updated list of all members' information including all contact numbers, and e-mails and other relevant information. | Chair and Deputies                      |
| Ensure that radio communication is available to members                                                                        | Deputies CM & DM                        |

| <b>Alert – 72 hours</b>                                                    | <b>Assign</b>    |
|----------------------------------------------------------------------------|------------------|
| Communicate to all EST members the pending event                           | Deputies CM & DM |
| Issues public PSA warning about the dangers and potential impact of debris | Deputies CM & DM |
| Test radios and other means of communications and assigned channels        | Deputies CM & DM |

| <b>Watch – 48 hours</b>                                                                                 | <b>Assign</b>    |
|---------------------------------------------------------------------------------------------------------|------------------|
| Keep members informed about the event's location                                                        | Deputies CM & DM |
| Start to run basic debris PSA's to keep public informed of the debris sites and how to manage the waste | Deputies CM & DM |
| Confirm that all members and teams are informed and ready to respond                                    | Deputies CM & DM |
| Activate the initial clearance and debris management plan and teams                                     | Deputies CM & DM |

| <b>Warning – 36 hours</b>                                                           | <b>Assign</b>    |
|-------------------------------------------------------------------------------------|------------------|
| Confirm that all members are updated on the action plans and procedures             | Deputies CM & DM |
| Continue to run PSA's in the media about how to deal with any debris related matter | Deputies CM & DM |
| Re-confirm radio and other communication test to members                            | Deputies CM & DM |

| <b>Post Event – Initial Response (before all clear)</b>                        | <b>Assign</b>    |
|--------------------------------------------------------------------------------|------------------|
| Try to establish communication with all members                                | Chair            |
| Communicate with the Search and Rescue EST about potential areas to be cleared | Chair            |
| Implement the initial clearance plan                                           | Deputies CM & DM |
| Conduct an immediate assessment and road clearing exercise island-wide         | Deputy CM        |
| Provide the NEOC with an interim initial clearance report                      | Deputies CM & DM |

| <b>All Clear - Response</b>                                                                 | <b>Assign</b>    |
|---------------------------------------------------------------------------------------------|------------------|
| Confirm if all members and operational equipment are safe                                   | Deputies CM & DM |
| Implement the debris management plan and the teams                                          | Deputies CM & DM |
| Conduct an assessment of equipment and its availability to operate                          | Deputies CM & DM |
| Conduct a more thorough assessment of debris to be removed island-wide                      | EST              |
| Report to the NEOC when initial clearance is completed                                      | Deputies CM & DM |
| Conduct meetings and updates to members and the public as to how the debris will be managed | Deputies CM & DM |

# ECONOMIC CONTINUITY

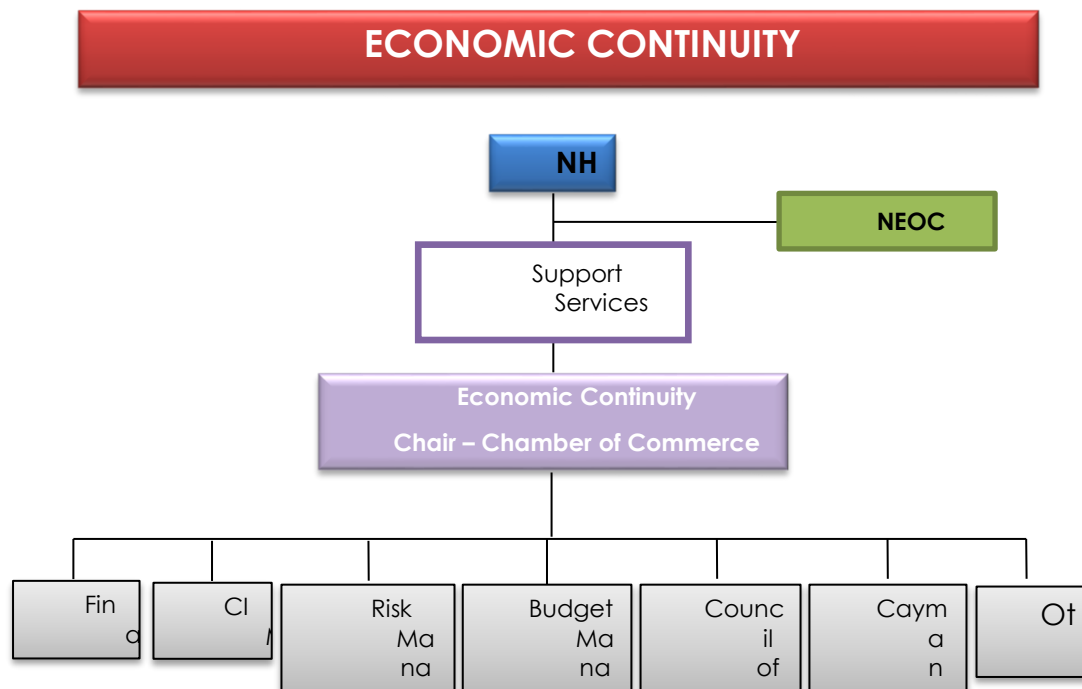
## INTRODUCTION

The Economic Continuity EST 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 EST 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. It will seek to garner all private sector interest financial, commercial, industrial and other key sectors of the economy in order to articulate in one voice of how it can support and facilitate the CIG efforts in disaster risk management to include recovery. It will also advise the CIG, NHMC, HMCI and the NEOC on how to facilitate the speedy recovery of the economic sector.

Business Continuity for the private sector will be a main focus of the EST.



## TASKS

TBD

**RESPONSIBILITY**

- 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 NEOC daily status reports of the impacts on the business community through its Chair
- The Economic Continuity EST is not anticipated to be present at the NEOC this group will provide to the NEOC with regular updates of activities being conducted in the response and recovery process

**PLAN MAINTENANCE**

The Economic Continuity EST will be responsible for the maintenance and revision of this section of the plan annually, and will provide an updated plan to the HMCI for review and approval no later than 1 May.

**ACTIONS DURING VARIOUS PHASES**

| <b>Pre-Disaster</b>                                                                                                                | <b>Assign</b> |
|------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Liaise with HMCI on the state of preparedness for the Private sector                                                               | EST Chair     |
| Initiate any MOU or agreements that will enable the Private Sector participation and contribution in the national response process | EST Chair     |
| Initiate any MOU or agreements that will enable the Private Sector to participate in the recovery process                          | EST Chair     |
| Ensure that the Private Sector has access to necessary information for their preparedness                                          | EST Chair     |
| Act as the liaison between the Private sector and HMCI for guidance in preparedness                                                | EST Chair     |

| <b>Alert – 72 hours</b>                                   | <b>Assign</b> |
|-----------------------------------------------------------|---------------|
| Alert Private Sector to initiate preparedness activities. | EST Chair     |

| <b>Watch – 48 hours</b>                                                              | <b>Assign</b> |
|--------------------------------------------------------------------------------------|---------------|
| Maintain communication with the NEOC for updates and status of pending impact        | EST Chair     |
| Maintain communication with Private Sector with updates and status of pending impact | EST Chair     |

| <b>Warning – 36 hours</b>                                                     | <b>Assign</b> |
|-------------------------------------------------------------------------------|---------------|
| Secure property and other resources in the national interest                  | EST Chair     |
| Maintain communication with the NEOC for updates and status of pending impact | EST Chair     |
| Maintain communication with the NEOC for updates and status of pending impact | EST Chair     |

| <b>All Clear - Response</b>                                                                                    | <b>Assign</b> |
|----------------------------------------------------------------------------------------------------------------|---------------|
| Liaison with the Recovery Coordinator for and to give guidance on the needs of the Private Sector for recovery | EST Chair     |
| Coordinate the Private Sector contribution and resources to aid in the recovery process                        | EST Chair     |

## EVACUATION

### INTRODUCTION

Visitors to the islands accommodated in Tourist facilities that are located on the coast 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**

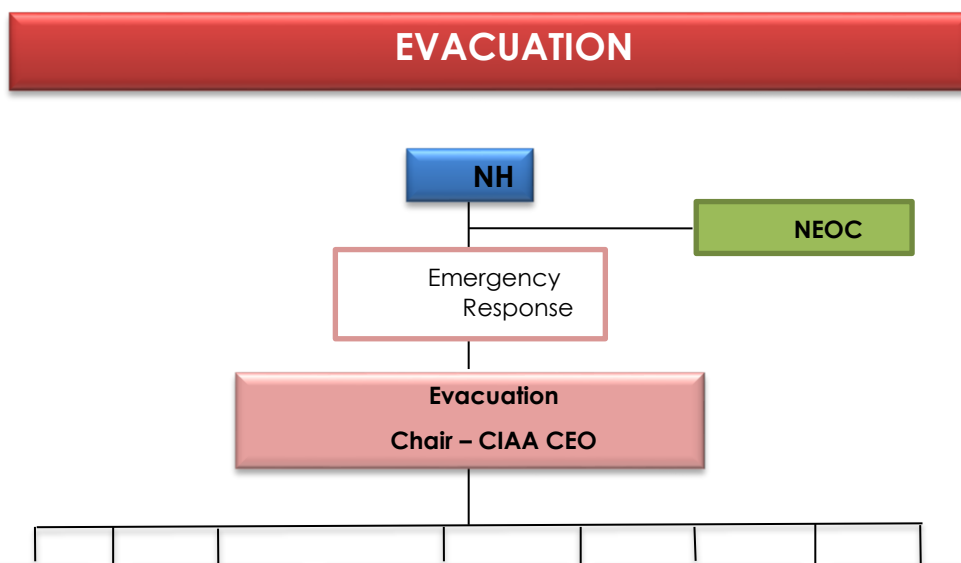
This document provides general guidance to all persons assisting with the evacuation in preparation for, and response to, a hurricane threat.

It should be read in conjunction with the Cayman Islands National Disaster Management Plan and all other publications associated with that document.

Recommendation to the Governor to evacuate a particular area or areas may be made by the Director HMCI after consultations with other members of the NEOC, its Executive and weather officials. The Governor after consultation with the Premier may by Order declare an area unsafe and may direct that it be evacuated by a specified time and in accordance with such procedures as he may specify.

All persons required to evacuate such areas shall do so for the safety and preservation of lives. Evacuation operations will continue until all persons have been evacuated subject to the availability of equipment and safe operating conditions.

It is not intended that public transport be provided to transport evacuees to places of safety, airports or any other area designated as refuge unless circumstances clearly indicate that this would be in the best interest of the public. The Department of Tourism will assist in coordinating and arranging visitor transportation to the Airport through commercial transport companies.



**TASKS**

- Managing the safe evacuation of persons leaving the Islands
- Alerting tourist and non-resident accommodations of the need to evacuate
- Coordinating arrangements for transport of evacuees to the airport
- Providing traffic control on all emergency routes to the airport
- Providing security during transport and evacuation
- Assisting with arrangements to accommodate evacuees while waiting for transport
- Providing information for the JCS to inform residents and evacuees of the process for evacuation.
- Providing information for the JCS to inform the International Media of the status of evacuation
- Developing and maintaining a manifest of passengers and flight
- Providing information to receiving airports of the number, names, country of origin, and other significant information on the evacuees

**RESPONSIBILITY**

During emergencies, this EST will be headquartered at the Cayman Islands Airports Authority (CIAA) conference room at the Owen Roberts International Airport terminal.

***Chairperson***

The Chief Executive Officer of the CIAA as Chairperson is responsible to:

- Co-ordinate actions of the Evacuation EST.
- Arrange for Owen Roberts and Charles Kirkconnell International Airports to remain operational to accommodate continuous evacuation operations throughout any specified window of opportunity.

- Liaise with the airlines with regard to the scheduling of additional flights to evacuate persons from island to island or from these islands to another country, most likely the U.S.A., where tourists are involved.
- Preparing a list, along with the Cayman Airways member, of all persons who have been evacuated from the islands and transmit such list to the Cayman Airways Miami Airport Office, or other designated office, by the most appropriate and expeditious means (If possible, on the last evacuation relief flight.) A copy must also be provided to the JCS who is responsible for ensuring that the information is made available in Miami through the appropriate channels. The mechanics of this will be dealt with by the JCS.
- Liaise through the NEOC of requests for assistance from the Sister Islands Emergency Committee (SIEC) in Cayman Brac. The Chairperson of the committee responsible for Cayman Brac and Little Cayman Evacuation will relay through the DEC, information regarding tourists and others who wish to leave those Islands or to be evacuated to another country.
- Ensuring that all Members are kept informed as to their individual responsibilities and to the status of the EST during the Hurricane Season.
- Reporting any problems encountered to the Chair of the NEOC Policy Group for resolution.
- Ensure that all hurricane phases are recorded as they are declared. NEOC Manager will also ensure that all instructions given by him/her are recorded.

## **EMERGENCY SUPPORT TEAM MEMBERS**

### ***Director of Tourism***

- Assisting the CEO with all those duties and responsibilities indicated under Chairperson above.
- Responsible for the co-ordination of evacuation efforts with regard to all visitors in the Cayman Islands who may wish to, or be advised to leave the island.
- Assisting with the alerting of all hotels, condominiums, etc. operators in the Cayman Islands where visitors may be staying.
- Assisting the Hotel Association with arrangements for the provision of commercial transport operators, (busses, taxis, etc.) to transport their guests to the airport at the appropriate time.
- Arranging hospitality station at the airport for the welfare of passengers.
- Assist in recording the names and essential information of every person being evacuated.

### ***CIAA, Senior Manager Airport Operations***

- Assisting the CEO with all those duties and responsibilities indicated under Chairperson above.

- Liaison with the CEO regarding the operational status of the Owen Roberts and Charles Kirkconnell International Airports, including any encumbrances to proposed evacuation operations.
- Make contingency plans to accommodate the processing of passengers and aircraft, which in these circumstances could overwhelm resources required for normal operations.
- Liaison with the CEO CIAA regarding evacuation operations at the General Aviation terminal.

***CIAA, Senior Manager Safety Management Systems***

- Liaison with the Medical Officer of Health and the Red Cross to arrange for medical services to be available at the airport during evacuation operations.
- Liaison with the CEO to determine when any evacuation order should be issued for aircraft and in fact when all airport operations should cease and the compound evacuated. Evacuation of the compound will be carried out with the assistance of the Airport Security Officers.

***CIAA, Senior Manager Air Navigation Services***

- Liaison between the Meteorological Office and the EST and shall keep the Chairperson appropriately warned of any significant weather in the area.
- Keeping the CEO informed of all aircraft movements associated with the evacuation of visitors and providing statistics on commercial and general aircraft movements from Owen Roberts and Charles Kirkconnell International Airports.

***CIAA, Airport Operations Manager***

- Liaising with Air Operators Committee Chairman, Senior Manager Air Navigation Services, commercial airlines to obtain passenger manifest on commercial and general aviation operators and providing the CEO with statistics on passenger movements from Owen Roberts and Charles Kirkconnell International Airports.
- Liaison with commercial airlines and general aviation operators to ensure passenger manifest and associated aircraft movements information for "evacuation flights" is made available and communicated to the CEO and CIAA Financial Controller.

***RCIPS***

- Providing assistance in matters relating to crowd control at the airports and directing vehicular traffic in the vicinity of the airports.
- Liaison specifically with the Police Department and any other appropriate department, organisation or EST and arrange for the evacuation order to be broadcast by radio, TV and loud hailer or other appropriate means to those areas that will be affected, as determined by the NEOC. Major districts for Police loud hailer broadcasts in Grand Cayman are indicated

on the maps in the HPMP, Appendix Five. Evacuation broadcasts on Cayman Brac and Little Cayman will be handled through the DEC's committee responsible for evacuation on those Islands.

***Cayman Islands Tourism Association (CITA) Representative***

- Assisting the CEO with all those duties and responsibilities indicated under Chairperson above.
- Communicating directly with hotel, condominium and apartment operators and advising them of what decisions have been taken and what action guests should take to secure their safety.
- Advising visitors not able to leave the island and those who choose to stay, of designated shelters and the need to take with them small quantities of food and other necessary stores such as medication, blankets etc. Each year a current list of the designated shelters will be obtained from the CEO.
- Providing the Director of Tourism with the information regarding the number of visitors wishing to leave the island before the hurricane in order that arrangements can be made to shuttle such visitors to a safe haven.

***NEOC Manager***

- Assisting the CEO with those duties and responsibilities indicated under Chairperson above.
- Specifically, assisting the Chief Inspector, RCIPS, with the issuance of the evacuation order by means of Radio and TV broadcasts and loud hailer or other appropriate means.
- Liaison with the Chair, Resource Support EST, regarding stranded persons that are in need of transport to safety.

***CEO, Cayman Airways/Cayman Airways Express***

- Assisting the CEO in matters concerning evacuation of any of the three Islands by aircraft.
- Liaison with the Director of Tourism and Representatives of the Cayman Islands Tourism Association and Sister Island Tourism Association to confirm such matters as to location of visitors, number of visitors on the Islands and times of operation for "evacuation flights".
- Arranging flights, where possible, to Little Cayman and Cayman Brac for evacuation purposes.

***Chairman, Air Operators Committee***

- Liaison with commercial airlines and general aviation operators to ensure passenger manifest and associated aircraft movements information for "evacuation flights" is made available and communicated to the Manager Airport Operations and CIAA Financial Controller.

**Consular Representatives**

- Assisting the CEO with all those duties and responsibilities indicated above.
- Informing the EST on the state of evacuation plan for their nationals and liaising with their respective States to coordinate any evacuation assistance.
- Liaising with the Director of Tourism to confirm such matters as the number of visitors and residents of respective nationalities on island.
- When reporting to the assigned post the EST shall manage personnel resources to cover two 12 hour shifts until the NEOC is stood down.

**CIFS**

- Will be the primary or lead responder in those incidents where fire service training and experience are clearly required to command the response effort, depending on the event.
- Will team with the RCIPS when in those incidents where Fire Service and RCIPS training and experience are both clearly required to ensure a coordinated response effort.
- Will provide support to the RCIPS in manpower, and equipment as required by the incident commander

**PLAN MAINTENANCE**

The Chair of the Evacuation EST shall arrange a meeting by the last week of April annually and regularly during the hurricane season for the maintenance and revision of this section of the plan, and will provide an updated plan to the HMCI for review and approval no later than 1 May.

Other meetings will be held as specified in this Plan or on an as needed basis as determined by the NEOC, the Chairperson or on request by any two members of the Emergency Support Team.

**ACTIONS DURING VARIOUS PHASES**

| <b>Pre-Disaster</b>                                                                                                                                                                                                      | <b>Assign</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Ensure that all departments involved in Evacuation develop, test and update hurricane plans and report on departmental drills to this EST by end March each year. Plans are to conform to the format used in these plans | NEOC Manager  |
| Ensure that departments formulate and implement annual work plans to include adequate training programmes for disaster preparedness and management.                                                                      | NEOC Manager  |
| Test and review this plan in its entirety and make changes as required by the end of April each year.                                                                                                                    | EST Chair     |

| <b>Pre-Disaster</b>                                                                                                                                                   | <b>Assign</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Thoroughly brief members as to their various roles and responsibilities. Any changes are to be forwarded to Director HMCI for the National Hazard Management Council. | EST Chair     |

| <b>Alert – 72 hours</b>                                                                                                                                                                                                                                               | <b>Assign</b>                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Meet at CIAA administration offices and determine what specific actions are to be taken with regards to the threat.                                                                                                                                                   | EST Chair                        |
| Ensure that notification to all concerned will begin and visitors will be advised to leave at their earliest possible opportunity to avoid last minute panic for transport off the Islands by personally notifying rental properties and by bulletin on Radio and TV. | Rep CIHA<br>Director of Tourism. |
| Ensure that evacuation of Little Cayman is organized in a timely manner.                                                                                                                                                                                              | DERT                             |
| Ensure that DOT obtains a copy of the database of visitors in the islands and shares this information with the Red Cross for use in post hurricane victim location.                                                                                                   | DoT                              |

| <b>Watch – 48 hours</b>                                                                                                                                                                                                    | <b>Assign</b>          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Evacuation of visitors will continue until all have been evacuated or there is simply no time or equipment at which time anyone left will be sent to shelters.                                                             | CEO CIAA               |
| Ensure that the DCFO will co-ordinate with the CEO OF HSA concerning the evacuation of relatively fit patients from hospital to places of refuge.                                                                          | EST Chair              |
| Provide assistance for transporting tourists to designated shelters, if required.                                                                                                                                          | NEOC/CITA<br>EST Chair |
| Order evacuation of designated zones. In Grand Cayman and Cayman Brac evacuation will be ordered along with continued evacuation of Little Cayman. These zones will be based on the category of the approaching hurricane. | NEOC Manager           |

| <b>Warning – 36 hours</b>                                                                                                                                           | <b>Assign</b>   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Automatically in effect when notification is received that a hurricane or tropical storm is likely to strike in not less than 24 hours. Personnel to confirm status | All EST members |
| Contact members of the Evacuation EST for confirmation that all possible has been done with regard to the duties and responsibilities assigned to each member.      | EST Chair       |
| Ensure that the CEO CIAA, in consultation with the DGCA will commence evacuation of aircraft and personnel at the airports.                                         | EST Chair       |

| All Clear - Response                                                                                                                                                                                                                                                                                         | Assign                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Issue the order to stand down. Each member of the EST will then be responsible for ensuring that all persons previously warned are so advised and will take such steps as are necessary to restore normal operations.                                                                                        | NEOC Manager                     |
| Consultations with the appropriate Portfolios/ Departments/ Organisations will take place immediately after the hurricane to determine the extent of damage to the infrastructure associated with the Tourism Industry with a view of timely resumption of flights and operations of visitor accommodations. | NEOC Manager                     |
| Determine appropriate time to resume flight operations.                                                                                                                                                                                                                                                      | NEOC Exec.<br>Team & CEO<br>CIAA |

## COMMUNITY EMERGENCY RESPONSE TEAMS

### INTRODUCTION

During the initial hours following the disaster, emergency personnel may be unable to reach areas or were short of personnel to respond. Others often have had to pitch in to help in their immediate neighbourhood.

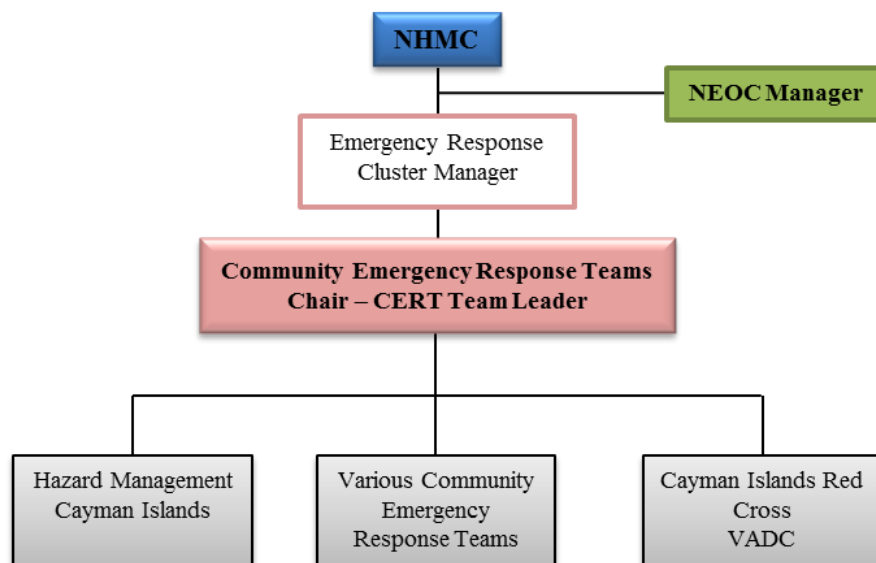
Community Emergency Response Teams (CERT) would assist in the preparation for and response to a disaster.

### PURPOSE

The purpose of the CERTs is to respond before or after a hurricane in their community.

Members should be residents of their respective Communities as they are familiar with their environment and should be able to better conduct needs assessments and assist with response activities. The CERTs will assist communities to prepare for and respond effectively in the aftermath of a hurricane disaster when first responders are overwhelmed or unable to respond.

### EST 8 - COMMUNITY EMERGENCY RESPONSE



### TASKS

When an event occurs the EST will serve as the lead coordinating group of the CERT's to facilitate the preparedness, response and aftermath activities and will maintain open communications with the NEOC to the greatest extent possible to communicate the situation in their area.

1. Evaluate the level of preparedness in the Community.
2. Participate in hurricane training exercises.
3. Render pre-hurricane assistance to residents where needed
4. Serve as a primary point of contact with government agencies following the ALL CLEAR
5. Assist with evacuations and traffic control.
6. Promote community awareness of potential hurricane hazards and preparedness measures.
7. Report obvious damage to buildings and infrastructure to the NEOC.
8. Receive and distribute requested resources and liaise with the Shelter Managers
9. Assist with initial debris clearance of emergency routes
10. Conduct neighbourhood wellbeing checks on residents following the ALL CLEAR
11. Communicate on a regular basis with the NEOC providing critical information about conditions and needs
12. Communicate on a regular basis with other CERT's within respective districts before during and after impact.

## **RESPONSIBILITY**

The NEOC has the overall responsibility to coordinate with the Districts to ensure the needs are prioritized according to the conditions among all affected areas. Resources shall be equitably distributed consistent with identified needs.

The responsibilities of the Community Emergency Response Teams (CERT) include assisting the residents by providing information on preparedness, direction to shelters prior to an event, and assistance following the ALL CLEAR. They will determine needs, request, receive record and distribute resources, and communicate this information to the NEOC.

The Community Emergency Response Teams (CERT) will coordinate specifically with the Relief Aid Management, Resource Support, Shelter Operations Chairpersons, Initial Clearance and Debris Management, and Damage Economic Impact Assessment Emergency Support Teams. Coordination with other Emergency Support Teams shall occur as needed.

## **PLAN MAINTENANCE**

The maintenance of the Community Emergency Response Teams (CERT) plans will be coordinated annually through plan reviews conducted by HMCI in consultation with the CERTs no later than 1 May.

Consideration shall be given to incorporating 'lessons learned' from any event that requires a change in policy or procedure.

### ACTIONS DURING VARIOUS STAGES

| <b>PRE-DISASTER</b>                                                                               | <b>Assign</b> |
|---------------------------------------------------------------------------------------------------|---------------|
| Liaise with existing Community Emergency Response Teams and ascertain their level of preparedness | CERT Team Rep |
| Convene meeting of the EST to determine preparedness needs of the district                        | CERT Team Rep |
| Advocate training for any aspect of preparedness for the district and existing CERT's             | CERT Team Rep |
|                                                                                                   |               |

| <b>ALERT 72 hours</b>                                                                       | <b>Assign</b>   |
|---------------------------------------------------------------------------------------------|-----------------|
| Convene meeting of the EST to discuss threat level and develop any necessary plan of action | HMCI / CERT Rep |
| Mobilize any necessary district resource to assist in the preparedness of the district.     | CERT            |
| Mobilize all existing CERT's to assist in the preparedness process of the district          | HMCI / CERT Rep |
|                                                                                             |                 |

| <b>WATCH 48 hours</b>                           | <b>Assign</b> |
|-------------------------------------------------|---------------|
| Continue Preparedness activities in communities | TBD           |

| <b>WARNING 36 hours</b>                                                                                                           | <b>Assign</b>   |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Deploy any district resources to areas of need.                                                                                   | TBD             |
| Liaise with HMCI / NEOC to indicate actions taken for pending impact of hurricane or storm                                        | CERT            |
| Liaise with CERT's to ensure that all preparedness activities have been completed and persons and resources are being locked down | HMCI / CERT Rep |
| Ensure that all district resources are locked down and are safe for the impact of hurricane or storm.                             | CERT's          |

| <b>WARNING 36 hours</b> | <b>Assign</b> |
|-------------------------|---------------|
|                         |               |

| <b>ALL CLEAR – RESPONSE</b>                                                                              | <b>Assign</b> |
|----------------------------------------------------------------------------------------------------------|---------------|
| Conduct checks via most feasible means (walk, radio, etc.) of the district to determine level of impact. | CERT's        |
| Report to HMCI / NEOC any situation or impact within the district.                                       | CERT's        |
| Render assistance as best as possible to the district.                                                   | CERT's        |
|                                                                                                          |               |

## **SEARCH and RESCUE**

### **INTRODUCTION**

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.

The responsibility for Search and Rescue (SAR) will be shared by the Royal Cayman Islands Police (RCIPS) and the Cayman Islands Fire Service (CIFS). Land based searches will be led by the CIFS, for sea based searches the RCIPS will be the lead agency. Depending on the search requirements international search and rescue resources may be needed and will be coordinated through the RCIPS and CIFS.

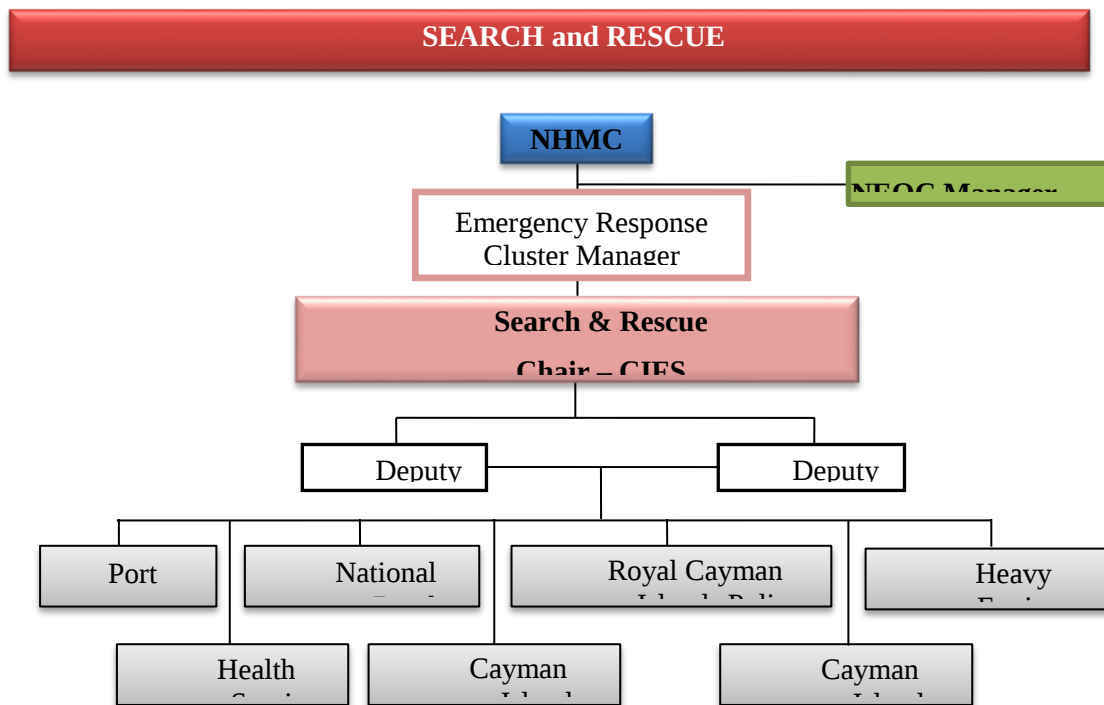
Other local agencies which may be involved in supporting Search and Rescue efforts include; the Port Authority, Health Services Authority (HSA), Cayman Islands Airports Authority (CIAA) and other departments as required.

### **PURPOSE/POLICY**

It is the purpose of this section to set forth general protocols required to provide an effective well-coordinated island-wide search and rescue effort as a response to a hurricane disaster, and to specify the agency with the overall management and responsibility for those particular conditions.

The decision regarding which agency will assume command of SAR operations will be reached after consultation of the NEOC Manager, the RCIPS Commissioner, and the Chief Fire Officer.

The need for external off-island assistance for SAR will be decided after consultation among the NEOC Manager, Director HMCI, the Governor, the Premier, the RCIPS Commissioner, and the Chief Fire Officer when reports of missing persons received at the NEOC are projected to exceed available resources of RCIPS and CIFS and CERTs.



## TASKS

- To locate and rescue missing persons.
- To ensure that once rescued, the victims, if injured and requiring treatment, are transported to hospital or, if not injured, are placed in the care of a responsible person or department.
- To make roads passable in order that emergency vehicles can reach devastated areas and relatives can reach family and friends.
- Designate an incident commander who will have the responsibility of coordinating the response island-wide.
- Determine the need for manpower, equipment and response resources and coordinate with the ESTs and NEOC Manager, if the need exceeds the current available resources.
- Deploy Heads of Departments to the NEOC where strategic decisions involving policy and guidance will be determined.
- Structure the response effort, coordinating decisions and resources at the NEOC, and search area.
- Formal requests for international assistance must be made through the Governor's Office staff, specifying exactly what resources are needed to assist in search, rescue and recovery operations.

**RESPONSIBILITY**

The NEOC Staff shall have the overall responsibility to coordinate and monitor response efforts and routinely report status to the Governor, Cabinet and MLAs. Tactical logistics necessary to perform the tasks as directed by the Incident Commander, will be coordinated with other response agencies and ESTs at the NEOC as required to respond to the scope and magnitude of the event.

**Chairperson**

Lead for the coordinating planning/preparedness activities of the SAR EST.

**Deputy Chairperson**

CIFS – addresses planning and response issues related to SAR operations when CIFS is the lead.

**Deputy Chairperson**

RCIPS - addresses planning and response issues related to SAR operations when RCIPS is the lead; has full command and control for a mass fatality situation with the support from CIFS to the extent that resources and manpower are available.

**RCIPS**

1. Will be the primary or lead responder in those incidents where police service training and experience are clearly required to command the response effort, depending on the event.
2. Will provide security, traffic and crowd control. Will provide support to the CIFS in manpower, and equipment as required.

**CIFS**

1. Will be the primary or lead responder in those incidents where fire service training and experience are clearly required to command the response effort, depending on the event.
2. Will team with the RCIPS when in those incidents where Fire Service and RCIPS training and experience are both clearly required to ensure a coordinated response effort.
3. Will provide support to the RCIPS in manpower, and equipment as required by the incident commander

**JMU/Coast Guard & Port Authority**

1. JMU/Coast Guard will have the primary or lead responsibility in a sea based response effort
2. Will coordinate response activities with the CIFS & Port Authority
3. Will support the incident commander in land based incidents with equipment and manpower as required by the Incident Commander.

**National Roads Authority**

1. Will assist with providing equipment necessary for the initial clearance of emergency routes.

**Health Services Authority**

1. Will provide ambulance and medical support
2. Will as required establish a triage at a location to be determined

**Cayman Islands Airports Authority**

1. Will command operations in the event of a hurricane related Aircraft accident.
2. Will make provision for transport flights bringing resources to assist in a large scale operation.

**Other Departments**

Supporting the Search & Rescue Mission:

1. HEVO, DVS and other departments with specialized equipment and operators
2. Immigration Department
3. Customs Department
4. Department of Environment

As may be activated and directed by the NEOC Manager to support the Incident Commander and operations at the NEOC.

**PLAN MAINTENANCE**

The RCIPS along with the CIFS will jointly will be responsible for the maintenance and revision of this section of the plan annually, and will provide an updated plan to the HMCI for review and approval no later than 1 May.

**ACTIONS DURING VARIOUS PHASES**

| <b>Pre-Disaster</b>                                                                                                                                                                                    | <b>Assign</b>               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Ensure that all necessary communications equipment is readily available                                                                                                                                | HMCI                        |
| Ensure training, testing and review of the Search and Rescue Plan in its entirety is completed by the 1 May annually with any necessary changes to the plan as well as the ESTs members being updated. | SAR EST Chair               |
| Brief all EST members as to their roles and responsibilities.                                                                                                                                          | SAR EST Chairp              |
| Establish Duty/Shift Assignments                                                                                                                                                                       | Deputy Chairs<br>RCIPS/CIFS |

|                                                                                                                                             |                             |
|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Checklist of Response Needs and Inventory                                                                                                   | Deputy Chairs<br>RCIPS/CIFS |
| Confirm Equipment and Operator availability                                                                                                 | Member<br>HEVO/NRA          |
| Identify off-island SAR resources that are available to assist with large-scale Islands-wide searches                                       | CIFS & RCIPS                |
| Establish pre-disaster agreements for external SAR resources which would respond to a request for assistance in a large-scale SAR operation | NEOC Manager                |
| Provide the Resource Support EST with copies of all agreements entered into for external resources                                          | NEOC Manager                |

| <b>Alert – 72 hours</b>                                                                                                                                                                                                                          | <b>Assign</b>                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Initiate the implementation of pre-event checklists                                                                                                                                                                                              | All primary and support agencies |
| Roster Personnel                                                                                                                                                                                                                                 | Deputy Chairs<br>RCIPS/CIFS      |
| Ensure Communications Equipment is operational                                                                                                                                                                                                   | Deputy Chairs<br>RCIPS/CIFS      |
| Report to the EST Headquarters for a briefing on the responsibilities and assignments                                                                                                                                                            | Chair and Deputy Chairs          |
| Meet with district volunteers and brief them on matters relative to their duties.                                                                                                                                                                | District Representative          |
| Provide each district representative with suggested list of miscellaneous tools to be used in search and rescue operations.                                                                                                                      | CIFS                             |
| Liaise with the Chair of the Evacuation EST when it is anticipated that the threatening hurricane will cause very high tides and heavy rains with resultant flooding, and that there are homes which, as a consequence, are likely to be flooded | Evacuation EST Chair             |
| Ensure that the occupants of homes in areas likely to be flooded are warned by means of bulletins to all forms of media as well as Police public address announcements.                                                                          | GIS<br>RCIPS                     |
| Encourage resistant occupants to evacuate when serious a threat exists for a particular area.                                                                                                                                                    | RCIPS                            |
| Document warnings given to resistant occupants who refuse to leave, and note the names and contact information for next of kin or friends.                                                                                                       | RCIPS                            |

| <b>Watch – 48 hours</b>                                                                                                                                           | <b>Assign</b>                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Call meeting of members to brief on the situation and issue radios                                                                                                | SAR Chairperson                  |
| Secure as many small boats and or watercrafts as possible.                                                                                                        | District Representative          |
| Ensure that boat fuel tanks are full.                                                                                                                             | Owners                           |
| Compensate boat owners for fuel if their boat is used.                                                                                                            | NEOC                             |
| Securely tie boats on trailers if possible.                                                                                                                       | Owners                           |
| Tie trailers down and deflate the tyres, to prevent them being blown away.                                                                                        | Owners                           |
| Notify each District Representative of the location within the district where heavy equipment and other vehicles will be assigned by the P.W.D. , V.O. AND N.R.A. | V.O. Representative              |
| Check on the location of equipment and drivers to ensure that everything is in place.                                                                             | District Representative          |
| Ensure that all necessary supplies for search and rescue operations are in place in the District.                                                                 | District Representative          |
| Inform the SAR EST Chairp as soon as all tasks have been accomplished.                                                                                            | All primary and support agencies |
| Implement checklist items for this phase of the pre-event activities.                                                                                             | All primary and support agencies |
| Confirm availability of District Pre-Positing sites                                                                                                               | V.O./N.R.A.                      |
| Initiate pre-disaster agreements & MOU's                                                                                                                          | V.O./N.R.A.                      |

| <b>Warning – 36 hours</b>                                                                                                                                                                                       | <b>Assign</b>           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Determine the location and status of District volunteers and inform the SAR Chairperson and the Deputy Chairpersons                                                                                             | District Representative |
| Coordinate with the Police and Fire in each District to use the Police public address system to warn residents of the Districts of the expected time the hurricane will strike and on the location of shelters. | District Representative |
| Check to ensure that everything is available regarding all EST emergency equipment, including Medical, Red Cross, Fire Service and Police personnel and medical supplies.                                       | SAR Chair               |

| <b>Warning – 36 hours</b>                                                                                                                | <b>Assign</b>                    |
|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Ensure that all hurricane phases are recorded as they are declared.                                                                      | SAR Chair                        |
| Ensure that all instructions given are recorded.                                                                                         | SAR Chair                        |
| Assemble at the EOC [in the office of the Chief Fire Officer] for instructions and shift assignments – be prepared for an extended stay. | SAR EST                          |
| Check communication equipment including redundant systems                                                                                | All primary and support agencies |
| Deploy equipment and operations to pre-determined sites                                                                                  | All primary and support agencies |
| Confirm Personnel shift schedules                                                                                                        | Deputy CIFS/RCIPS                |
| Provide NEOC Manager all telephone numbers                                                                                               | Chairp                           |

| <b>All Clear - Response</b>                                                                                                                                                                 | <b>Assign</b>                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| Coordinate with District Representatives to determine the extent of damage, the well-being of the residents, and identification of persons injured, dead or missing.                        | SAR Chair                                      |
| Identify all radio equipment available within Police and Fire agencies                                                                                                                      | Deputy CIFS/RCIPS                              |
| Identify all available additional handheld radios that can be assigned to SAR volunteers                                                                                                    | HMCI                                           |
| Deploy SAR teams throughout the islands if hurricane damage is widespread.                                                                                                                  | RCIPS/CIFS                                     |
| Assign a Police officer with a radio to each volunteer SAR team to ensure direct communications between search teams, Police Stations in the Districts, and the NEOC and SAR command centre | RCIPS                                          |
| Identify all small boats in the District and request the use of them for wide-spread SAR operation.                                                                                         | Deputy Chair RCIPS                             |
| Manage the deployment of boats in a search, allocating them to particular areas.                                                                                                            | Deputy Chairp RCIPS                            |
| Locate/Deploy heavy equipment to clear roads and foot paths passable after a hurricane.                                                                                                     | Debris Management EST/<br>Resource support EST |

| All Clear - Response                                                                                     | Assign                           |
|----------------------------------------------------------------------------------------------------------|----------------------------------|
| Coordinate with the Resource Support EST to acquire necessary equipment.                                 | SAR Chair                        |
| Take operators to the equipment using small boats is required                                            | Deputy Chair<br>RCIPS            |
| Respond to assigned locations for post-hurricane Search and Rescue operational briefings and deployment. | All primary and support agencies |

## SECURITY and LAW ENFORCEMENT

### INTRODUCTION

The security issues that arise following a hurricane strike will vary according to the extent of the damage sustained. An assessment will be conducted following the all clear to determine the needs in relation to security requirements.

### PURPOSE/POLICY

The RCIPS is charged with the enforcement of the laws of the Cayman Islands and maintaining public safety. The preparatory events leading up to a hurricane are crucial in determining the level of service that will be delivered in the aftermath of the storm.

The Emergency Powers Law and the Police (Amendment) Law 2004 provide for curfews and cordons to be established and stop and search powers to police. These are necessary tools in preventing criminal activity during a time when properties are vulnerable due to the disruption of electricity supply.

To ensure that the RCIPS is prepared to provide the required response, officers will be placed in shelters and other identified key locations to provide adequate policing coverage in the immediate aftermath following a hurricane until the policing/security needs assessments can take place.

This deployment will ensure that officers are located in key areas to carry out policing and security functions as well as to expedite the policing and security needs assessment. It also ensures that there is policing coverage to key areas in the event of communications failures.

### ADMINISTRATION

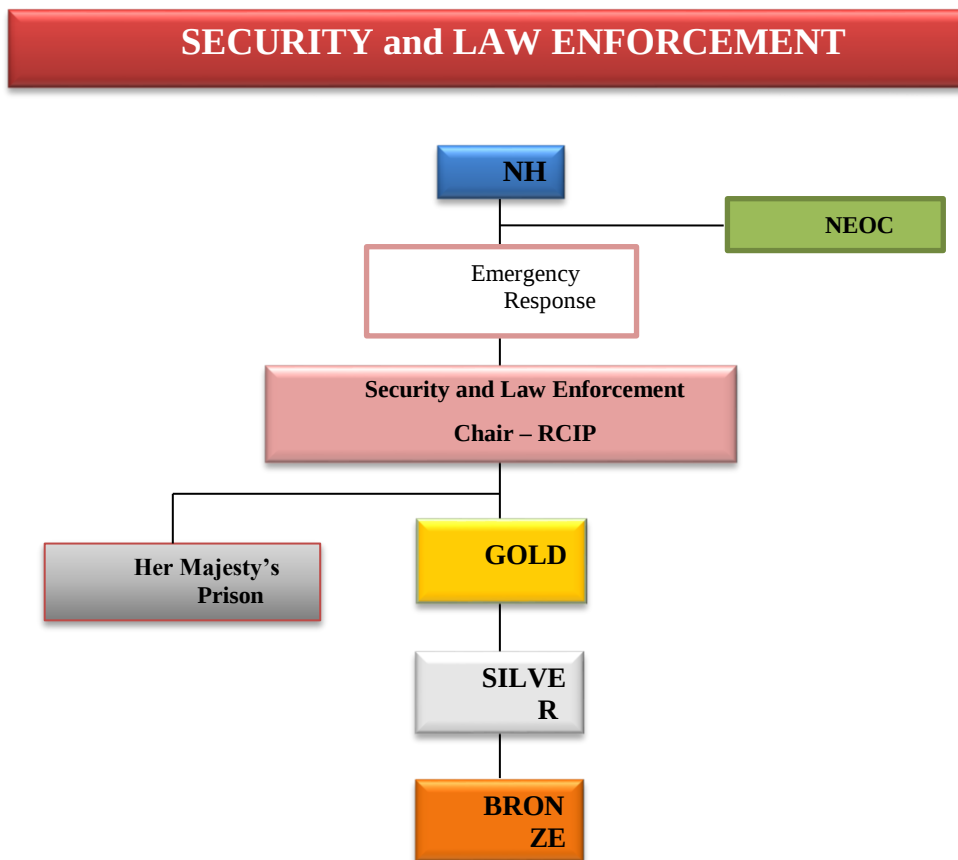
**Platinum** – Works from the Government Administration Building (GAB) location and provides direct contact with the UK Government, also directly responsible for internal security matters.

**HMCI** – Operates from the NEOC and has strategic direction over the entire disaster preparedness and response process

**Gold** – Has strategic direction over the Police and will ensure effective interdepartmental operations; reports directly to Platinum, and works in conjunction with the NEOC. "Gold" officers will be stationed at both the NEOC and with H E the Governor.

**Silver** – Works from the relevant police station and has tactical responsibility for the implementation of policy implemented by Gold.

**Bronze** – Works from the field (identified key areas and shelters). Has operational responsibility for identified areas and reports to Silver.



## TASKS

- The RCIPS will provide police personnel to the key areas to ensure that policing coverage is maintained during the preparation for the impending hurricane.
- Targeted patrols will also be provided to the commercial areas during the preparation stages.
- Shelter deployment will occur as shelters are opened and officers will report to the shelter managers.
- Officers will also be deployed to other locations identified to be used as post hurricane staging areas.

In addition to the official Hurricane Shelters, the RCIPS will provide policing coverage for the following locations post hurricane.

- Wholesale and retail food stores
- Water Supplies

- Fuel – Esso & Texaco and Home Gas
- Communications infrastructure
- Distribution Centres

Enhanced security will be provided to

- HMPS
- Owen Roberts International Airport
- Gerard Smith International Airport
- George Town Hospital
- Faith Hospital
- Government Administration Building (GAB)

In addition to this list other security needs will be assessed and cover provided.

### **High Visibility Mobile Patrols**

- Planned Patrols (Communication Failure)
- Commercial Areas
- Residential Areas
- Traffic Control - Road Junctions
- Roadblocks (curfew enforcement)

### **RESPONSIBILITY**

#### **[Details contained in restricted Police Plan]**

When reporting to the assigned post the Commissioner of Police will manage personnel resources to cover two 12 hour shifts at the NEOC until it is stood down.

### **PLAN MAINTENANCE**

The Commissioner of Police will be responsible for the maintenance and revision of this section of the plan annually, and will provide an updated plan to the HMCI for review and approval no later than 1 May.

### **ACTIONS DURING VARIOUS PHASES**

| <b>Pre-Disaster</b>                                                                                                               | <b>Assign</b>                      |
|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Season pre - briefing to ensure officers have personal plans in place for the hurricane season to expedite their own preparations | Chief Superintendent<br>MSU        |
| Internal Plans are reviewed and tested by May 15 <sup>th</sup> of each year.                                                      | Chief Superintendent<br>Operations |

| <b>Pre-Disaster</b>                                                                     | <b>Assign</b>       |
|-----------------------------------------------------------------------------------------|---------------------|
| Inventory of emergency equipment to be carried out by May 1 <sup>st</sup> of each year. | Superintendent MSU  |
| Hurricane Warning flags to be checked for each district and confirmed.                  | District Commanders |

| <b>Alert – 72 hours</b>                                    | <b>Assign</b>           |
|------------------------------------------------------------|-------------------------|
| Securing high ground for police vehicle storage            | District Commanders     |
| Placement of emergency supplies in each station            | OIC District Operations |
| Briefing of all staff assigned to shelter duties           | District Commanders     |
| Contact to all key infrastructure                          | OIC District Operations |
| Update to Chief Superintendent on available transport      | Silver (Resources)      |
| Update to Chief Superintendent on available Communications | Silver (Resources)      |

| <b>Watch – 48 hours</b> | <b>Assign</b> |
|-------------------------|---------------|
| Continuing as above     |               |

| <b>Warning – 36 hours</b>                                                                                     | <b>Assign</b>                   |
|---------------------------------------------------------------------------------------------------------------|---------------------------------|
| Briefing of all staff in respect of Emergency Powers Law, Police (Amendment) Law and consequent curfew times. | Area Commanders                 |
| Implementation of service wide 12 hour roster system to be followed through until emergency lifted            | Chief Superintendent Operations |
| Storage of patrol vehicles on high ground                                                                     | Silver (Resources)              |
| Placement of staff in shelters                                                                                | Area Commanders                 |
| Placement of staff in key infrastructure                                                                      | Chief Superintendent Operations |

| <b>All Clear - Response</b>                           | <b>Assign</b>      |
|-------------------------------------------------------|--------------------|
| Initiation of planned patrols (Communication Failure) | Station Commanders |
| Security of key infrastructure                        | Chief              |

| All Clear - Response                          | Assign                                |
|-----------------------------------------------|---------------------------------------|
|                                               | Superintendent<br>Operations          |
| Policing needs assessment                     | Chief<br>Superintendent<br>Operations |
| Initiation of patrols – demand policing       | Area<br>Commanders                    |
| Continuing assessment of security requirement | OIC District<br>Operations            |

## SHELTER OPERATIONS

### INTRODUCTION

It is government's role to provide shelter to those members of the community whom are unable to find appropriate shelters for themselves, with a priority on older persons, hospital patients, essential workers and their families. Following an event, the government will continue to provide shelter for those displaced by the event for a limited period of time.

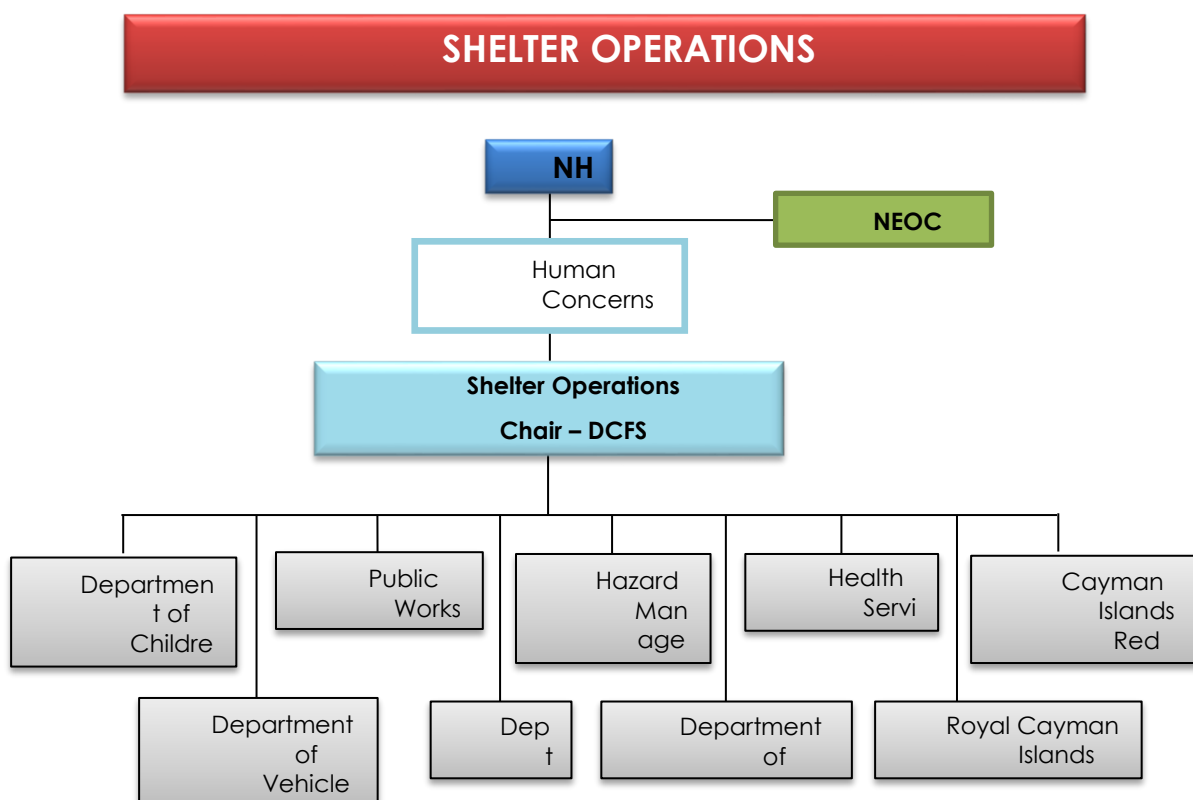
There are two shelter classifications:

- **Category 'A'** buildings suitable for shelter during a storm, and
- **Category 'B'** buildings that are not considered suitable for shelter during a storm but can be activated to increase the number of shelter spaces or relieve category 'A' shelters following the All Clear.

### PURPOSE/POLICY

The purpose of this section is to outline responsibilities, procedures for implementing the actions, and activities required to shelter and provide mass care to the public when a Tropical Cyclone threatens the Cayman Islands.

It is not the intent of the Government to maintain the shelters for an extended period. The policy is to return all facilities to their appropriate functional status as soon as possible.



## TASKS

The designated representative of each agency listed in this section shall develop supporting procedures or checklists indicating how these tasks will be carried out. These are due annually to the HMCI, no later than 1 May, and will be appended to this section.

- Make the necessary physical assessments and preparations ensuring all designated shelters are ready for use
- Establish and maintain communications with CERTs throughout all stages of a hurricane
- Serve as the point of contact between the CERTs EST and the Shelter EST Chairperson in the NEOC for purposes of coordination and execution of resource requests and deployment.
- Provide shelter management including the resource and support to the shelters
- Determine when to close and/or consolidate shelters.
- Pre-determine public schools and/or community centres and other designate structures in the community which will serve as shelters - see attached list.
- Assess necessary capacity and make recommendations to enhance capacity as necessary.
- Work with the private and NGO sectors to increase the overall capacity of shelter space available.
- Ensure priority is given to vulnerable members of the community and essential workers and their families.

## RESPONSIBILITY

Responsibilities of each of the EST members are as follows;

### ***Emergency Support Team Chairperson***

1. Assessing the need for goods, services, supplies and materials necessary to prepare and/or re-supply the shelters.
2. Coordinating the direction and control of sheltering Operations for the citizens of the Cayman Islands
3. Oversight of all shelter operations in consultation with the NEOC Manager

### ***Department of Children & Family Services (DCFS)***

1. Maintains overall responsibility for preparing and managing the individual shelters, from the declaration of ALERT to that time following the ALL CLEAR when all those sheltered can be relocated to temporary alternate housing.
2. Coordinates response to requests received for assistance, materials and supplies made by the Shelter Managers with the NEOC and the District Representative.
3. Recruitment and training of Shelter Managers and District Representatives

***Public Works Department (PWD)***

1. Serves as the lead agency to ensure the necessary preparations of all designated shelters have been completed.
2. Initiate and conduct assessments of damage and structural integrity of all public shelters following the ALL CLEAR.

***RCIPS***

1. Implement the procedures and manage the deployment of resources to provide security personnel at each public shelter.
2. Coordinate the deployment of personnel and material support requirements with the NEOC Manager.

***Department of Vehicle and Equipment Services (DVES)***

1. Coordinate the transportation of those requiring such assistance to an area of safety before during and after the Hurricane through the Logistics element of the Support Services EST.

***Health Services Authority (HSA)***

1. Provide required medical and health services and personnel at the shelters.
2. Identify Emergency Medical Centres to accommodate those requiring special medical assistance and care
3. Coordinate the transport and needs of those medically dependant or requiring special care
4. Provide for an area to quarantine those with infectious diseases
5. Develop a database for those that are medically dependent and identify an area suitable for sheltering that will provide for their medical requirements
6. Develop and maintain MOU's with private clinics and care centres for the sheltering and care of those that are medically dependant

***Cayman Islands Red Cross***

1. Serve in a support role to the Shelter Operations
2. Provide assistance to the shelters for those displaced and homeless
3. Provide training to Shelter staffs in emergency medical and life saving procedures

***Education Department***

1. Serve as a resource for administrative personnel from the school being used as a public shelter, to assist the Shelter Manager in shelter/facility management and oversight, when possible
2. Return Schools to their pre-disaster function for the resumption of classes

**Department of Environmental Health**

1. Inspects water supplies and sanitary facilities at the shelters before, during and after the disaster
2. Ensures proper storage and disposal of garbage at the shelters.

**Hazard Management Cayman Islands (HMCI)**

1. Coordinate and facilitate the annual inspection of designated shelters
2. Maintain shelter supplies to ensure that the shelters are available for use when required
3. Liaise and coordinate with Food Suppliers for supplies for post disaster distribution
4. Coordinate post disaster supplies distribution

**PLAN MAINTENANCE**

The Shelter Operations EST will be responsible for the maintenance and revision of this section of the plan annually, and will provide an updated plan to the HMCI for review and approval no later than 1 May.

**ACTIONS DURING VARIOUS PHASES**

| <b>Pre-Disaster</b>                                                                                                                                                     | <b>Assign</b>   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Ensure that adequate numbers of shelter managers and staff are trained and available for manning shelters                                                               | DCFS            |
| Verify the location and assignment of all keys required for Public Shelter operation                                                                                    | HMCI            |
| Ensure that shelters are inspected including an inventory and restocking of all supplies and materials as required                                                      | HMCI / DCFS     |
| Ensure adequate sanitary facilities are available in all buildings chosen as shelters                                                                                   | HMCI / PWD      |
| Ensure the availability of all EST emergency equipment, including Medical, Red Cross, Fire Service and police personnel and medical supplies                            | NEOC            |
|                                                                                                                                                                         |                 |
| Liaise with ADRA to review any assistance they can provide post-disaster                                                                                                | EST Chair       |
|                                                                                                                                                                         |                 |
| Carry out annual exercise securing all public shelters, checking and starting standby generators, checking water supply, waste disposal systems and general maintenance | HMCI, PWD, DCFS |

| <b>Alert – 72 hours</b>                                          | <b>Assign</b> |
|------------------------------------------------------------------|---------------|
| Ensure Shelter Managers and District Reps. are made aware of the | EST Chair     |

| <b>Alert – 72 hours</b>                                    | <b>Assign</b> |
|------------------------------------------------------------|---------------|
| declaration                                                |               |
| Ensure Food distributors are made aware of the declaration | HMCI          |
| Contact all Shelter Managers                               | DCFS          |
| Contact all District Representatives                       | DCFS          |
|                                                            |               |

| <b>Watch – 48 hours</b>                                                                                                                       | <b>Assign</b>            |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
|                                                                                                                                               |                          |
| Secure identified public shelters and Conduct a final check of stock levels and essential hardware for all public shelters                    | PWD/HMCI                 |
| Ensure shelter Teams are ready to report to and prepare their respective Public Shelters for operation at Hurricane Warning.                  | DCFS / HMCI              |
| Ensure phones and Radios for shelters are available and functional for deployment to each shelter                                             | HMCI/DPSC                |
| Ensure that radios are available and functional for District Representatives. These will be distributed by DCFS                               | HMCI/DPSC                |
| Ensure food suppliers have essential supplies ready for transport at the issuance of a "Warning" when advised by the Chairperson or designate | HMCI                     |
| Establish and maintain contact with District Representatives                                                                                  | EST Chair                |
| Ensure each Shelter Manager completes their checklist of supplies and knows the condition of the Shelter.                                     | DCFS                     |
| Provide each Shelter Manager the keys for their shelters and shelter kits                                                                     | HMCI                     |
| Report to and prepare respective shelters for operation.                                                                                      | Shelter Management teams |

| <b>Warning – 36 hours</b>                                                                                                                                         | <b>Assign</b>            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Open assigned shelters                                                                                                                                            | Shelter management teams |
| Ensure all prescribed shelter forms are available for use in each shelter                                                                                         | HMCI                     |
| Ensure that necessary supplies are provided to the respective Shelter Managers in their districts from the food supplies placed at the designated storage shelter | HMCI                     |
| Maintain contact with the NEOC                                                                                                                                    | Shelter Managers         |
| Ensure food suppliers transport supplies to designated Shelters once advised to do so by Chair or designate.                                                      | HMCI                     |

| <b>Warning – 36 hours</b>                                                          | <b>Assign</b> |
|------------------------------------------------------------------------------------|---------------|
| Report to the main food storage facility to receive, inventory and store supplies. | HMCI          |
| Ensure that records are maintained of the distribution and deployment of resources | HMCI          |

| <b>All Clear - Response</b>                                                                                                              | <b>Assign</b>                          |
|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| Report status of the public shelter, occupancy, needs, and resource shortfalls through the EST Chair                                     | Shelter Managers                       |
| Ensure District Teams assess the need for food and clothing and other supplies and advise the Chair as expeditiously as possible         |                                        |
| Determine the need for food distribution to shelters or other supplies and package such items for distribution                           | EST Chair<br>Resource Support<br>EST   |
| Establish a shift system in coordination with the District Representative to ensure the food supplies are available as long as practical | EST Chair /<br>Resource Support<br>EST |
| Initiate an assessment of damage and structural integrity of all public shelters as soon as conditions allow                             | PWD                                    |

## RELIEF AID MANAGEMENT

### INTRODUCTION

The Relief Aid Management EST will be responsible for coordinating all efforts related to the management of relief aid.

An important element of relief aid is the resources which may be donated by "international sources". Although the intent is to alleviate conditions and to provide essential resources to people in need, the quantity and type of such donations can quickly overwhelm a system which may already be stressed beyond its limits.

The EST is comprised of members from the Office of the Auditor General, Ministry of Home Affairs, Customs, Port Authority, Cayman Islands Airport Authority, Voluntary Agency Responders, Immigration and Hazard Management Cayman Islands.

### PURPOSE/POLICY

All goods and items received by the Cayman Islands Government for disaster relief during a period of Emergency declared by the Governor will be subject to this 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;

For purposes of this procedure "Immediate Distribution Supplies" are defined as food and water;

All other items are defined as "Accountable Items";

To ensure that all goods are properly accounted for, all goods identified for hurricane disaster response or recovery shall be assigned to the CIG/HMCI through this control mechanism;

Distribution to the community will be in accordance with the National Disaster Relief Management Plan.

## RELIEF AID MANAGEMENT



**TASKS**

Obtain manifests for relief supplies if available.

Sort goods into "Immediate Distribution" and "Accountable Items" immediately upon receiving them.

Count Immediate Distribution Items and disburse to the Distribution Centres in accordance with the approved guidelines.

Send Accountable Items to the Main Dispatch Centre to be counted and distributed in accordance with this policy.

Liaise with the CERTs and the Shelter Operations EST to obtain their assessments of the resources that they will expect to require.

Develop a compendium of relief resources including resources that may come through DFID/HMG or other organizations.

Coordinate the sourcing of specified resources, and the identification of local and overseas vendors.

Coordinate with the Resource Support for the pre-disaster procurement, storage and transfer of relief resources.

**RESPONSIBILITY**

Overseas relief supplies will be initially received and processed through the Relief Aid Management (RAM) EST 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 Essential Relief Services/International Aid.

The RAM EST Chair shall appoint a Captain for the Airport and one for the George Town dock. Additional Captains may be appointed for other areas as conditions require.

These posts shall be responsible for the "Initial Control of Goods". Additional Captains will be responsible for any other delivery point including the Sister Islands as required.

Captains will be responsible for liaising with Security & Law Enforcement EST prior to the start of the hurricane season to ensure that provisions exist to ensure the security of goods under the control of the RAM EST.

If, or when, the Customs and Border Control department is able to exercise import control functions, Captains will be responsible for liaising with that department to ensure that only goods for the National Hazard Management Council will be subject to their control. All other items will continue to be under the control of the Customs and Border Control Department.

## PLAN MAINTENANCE

The RAM EST will be responsible for the maintenance and revision of this section of the plan annually, and will provide an updated plan to the HMCI for review and approval no later than 1 May.

## ACTIONS DURING VARIOUS PHASES

| <b>Pre-Disaster</b>                                                                                                                                                         | <b>Assign</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Test and review the Relief Aid Management section in its entirety and make changes as required by the end of April each year.                                               | NEOC Staff    |
| Provide a briefing for members of the EST as to their various roles and responsibilities. Any changes are to be forwarded to HMCI                                           | EST Chair     |
| Ensure a MOU exists with Customs Airport and GT dock for personnel access and storage of donated goods at these two locations. Confirm existing MOU by end of May each year | EST Chair     |
| Ensure MOU exists with RCIPS to provide security for Captains when and if needed after a disaster. Confirm existing MOU by end of May each year                             | EST Chair     |
| Ensure LSS loaded onto computers to be used during disaster recovery stage.                                                                                                 | EST Chair     |
| Chair to appoint captains for airport and George Town dock. Confirm captains by end of May each year                                                                        | EST Chair     |

| <b>ALERT 72 hours</b>                                                                                            | <b>Assign</b> |
|------------------------------------------------------------------------------------------------------------------|---------------|
| Coordinate with the Resource Support for the pre-disaster procurement, storage and transfer of relief resources. | EST Chair     |
| Captains to liaise with security and law enforcement officials to ensure the                                     | EST Chair/    |

| <b>ALERT 72 hours</b>                              | <b>Assign</b> |
|----------------------------------------------------|---------------|
| security of goods under the control of the RAM EST | Captains      |

| <b>WATCH 48 hours</b>                                   | <b>Assign</b> |
|---------------------------------------------------------|---------------|
| Computers with LSS on to be placed in a secure location | EST Chair     |

| <b>WARNING 36 hours</b>                                                                      | <b>Assign</b> |
|----------------------------------------------------------------------------------------------|---------------|
| Continue to monitor the progress of the storm and inform the Emergency Support Team members. | EST Chair     |

| <b>All Clear – Response</b>                                                                                                                                                                                                                                                                                             | <b>Assign</b>        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Overseas relief supplies donated to CI Government to be received, processed and entered into the LSS tracking system                                                                                                                                                                                                    | Captains             |
| Determine the percentage of food and water to be sent to each distribution centre according to prioritised need                                                                                                                                                                                                         | Allocation Committee |
| Send goods to each of the Immediate Distribution Centres indicated and in the proportion indicated.                                                                                                                                                                                                                     | Chair EST            |
| Prioritise the percentage of goods sent to each Centre as reasonably equivalent to the percentage of the population that will be served by that Centre. For example, if a Centre is responsible for 10% of the Island's population, then it should receive 10% of the Immediate Distribution Items as they are received | Allocation Committee |

## MEDICAL RELIEF

### INTRODUCTION

This plan addresses disaster conditions related to the impact of hurricane and severe storms. Hurricanes often result in severe injuries and the significant loss of life.

It is critical that every effort be made to protect all of the medical facilities as they often serve as shelter for those that must remain there as well as for people who make their way there looking for shelter. It is essential that medical facilities are able to receive patients as soon as the ALL CLEAR is declared.

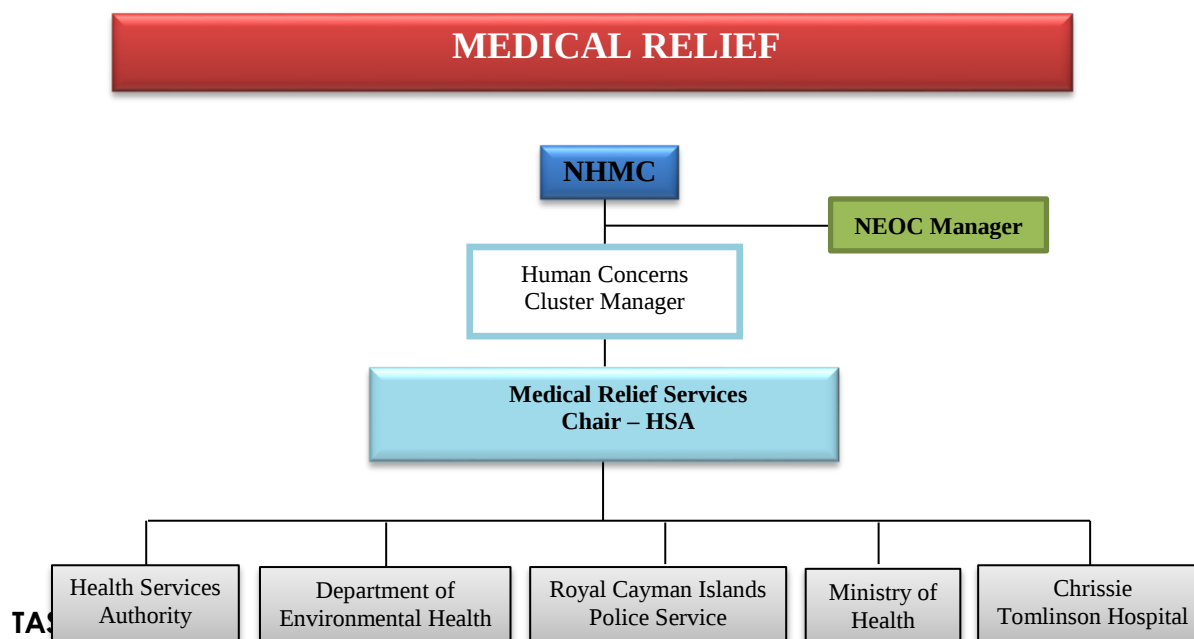
The variety of activities can range from basic first aid to assistance provided to the RCIPS for the management of mass fatalities. It is also necessary to be alert to the possibility of disease soon after a hurricane strikes due to contamination, especially of water supplies, mold, and insect proliferation.

Availability of medical equipment and supplies can be quickly compromised making it difficult to meet medical and health needs. The various ESTs will provide critical support to alleviate the impact on the medical service system.

### PURPOSE/POLICY

The purpose of this Section is for the following:

1. To provide for the medical needs of the community at the Cayman Islands Hospital, Faith Hospital, HM Prisons, and the six Emergency Medical Shelters (EMC's);
2. To monitor the environment to minimize disease outbreaks; and
3. To assist the RCIPS and HM Coroner to determine the identity of any casualties, and the disposal of bodies.



Alerting and assignment of personnel

Preparation of equipment and facilities

Acquisition and maintenance of adequate supplies

Medical Response and fatality management assistance

## **RESPONSIBILITY**

### ***Responsibilities of Chair***

1. Check and approve all medical information being disseminated during all phases
2. Establish and maintain a network of medical personnel and volunteers within the EST to assist with medical care during and post hurricane activities
3. Convene at least one meeting of the Medical Relief EST before the start of the hurricane season and during the season to ensure preparedness measures are in place
4. Coordinate all activities of the Medical Relief EST
5. Ensure that all EST members know their responsibilities, are trained in relevant procedures and are kept informed as to the status of emergency conditions during the hurricane season
6. Maintain regular communication (radio, email etc.) with the NEOC, relevant EST and Medical shelters throughout all phases of the hurricane.
7. Communicate with the Pan American health Organization [PAHO] or other identified agencies, in the event that these services may be required post hurricane
8. Provide regular updates to the Joint Communication Services EST on the status of the organization and its facilities, and request assistance as deemed necessary
9. Ensure recordkeeping of all activities and instructions during the declared hurricane phases
10. Secure the commitment of private practitioners and the Chrissie Tomlinson Memorial Hospital to participate in Post-Disaster Care and Surveillance in collaboration with Public and Environmental Health. This includes the collection, collation, analysis and transmission of information to all concerned in relation to disease occurrence and other medical problem.

### ***Responsibilities of Emergency Support Team Members***

1. Inform the EST Chair of location and contact number whenever an Alert has been declared

2. Be thoroughly knowledgeable regarding the provisions of the Plan
3. Participate in meetings when called by the Chair to brief the group on the status of organizational readiness

### **Responsibilities of Health and Safety Officer (HSO)**

1. Ensure that there is an updated list of Emergency Medical Centres. These centres will be used to provide medical services during a hurricane and post hurricane should the Health Centres be affected
2. Ensure delivery of emergency medical supplies to the Emergency Medical Centres, and hurricane supplies to all Sections/Units

### **PLAN MAINTENANCE**

The Medical Relief EST Chair will be responsible for the maintenance and revision of this section of the plan annually, and will provide an updated plan to the HMCI for review and approval no later than 1 May.

### **ACTIONS DURING VARIOUS PHASES**

| <b>Pre-Disaster</b>                                                                                                                        | <b>Assign</b>                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Review and update medical relief plans and report to the Director of HMCI by end of March each year.                                       | HSO                                           |
| Update plans in the National established format and forward to the Chairperson of Coordination for the National Hazard Management Council. | EST Chair, HSO                                |
| Formulate and implement annual work plans to include adequate staff training in hurricane preparedness and management                      | Unit Managers                                 |
| Review the plan, including assigned roles and responsibilities during a hurricane                                                          | All staff                                     |
| Conduct annual training in hurricane preparedness to ensure timely response in implementing the plan                                       | HSO                                           |
| Ensure that appropriate stock levels of materials/ supplies are available and equipment required is adequately maintained                  | Facilities Management<br>Materials Management |
| Ensure that members of the general public are offered training in public health aspects during the pre and post-hurricane period           | HSO                                           |
| Ensure that materials and equipment required during a hurricane are maintained at high state of readiness                                  | Facilities Management                         |
| Ensure that maintenance, particularly of the external fabric of the buildings (Hospital and Clinics), is given the utmost priority         | Facilities Management                         |

| <b>Pre-Disaster</b>                                                              | <b>Assign</b>                |
|----------------------------------------------------------------------------------|------------------------------|
| Ensure that property is kept free from debris and unsecured objects at all times | Facilities Management        |
| Preparation of EMC hurricane kits and first aid boxes by the end of May          | HSO;<br>Materials Management |
| Preparation of EMC drug kits by the end of May                                   | Chief Pharmacist             |
| Conduct training for staff shelter managers                                      | HSO                          |

| <b>Alert 72 hours</b>                                                                                                                                      | <b>Assign</b>                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Achieve a complete state of readiness within four hours                                                                                                    | EST Chair                       |
| Call a meeting of the Medical Relief EST to brief on the HSA's state of readiness and to provide the EST members information relayed from the NEOC Manager | EST Chair                       |
| Call a meeting to brief and instruct EST members to initiate their predetermined plan                                                                      | EST Chair                       |
| Brief and inform staff assigned to EMCs; advise Nurses-in Charge to contact their respective shelter managers                                              | EST Chair/Chief Nursing Officer |
| Release staff on rotation to secure personal property and make last minute preparations                                                                    | Senior Managers                 |
| Arrange press/media releases in respect of patient discharge and any changes to normal operations of the facilities                                        | Public Relations Officer/JCS    |
| Advise staff of the opening time of staff shelters. Managers to be present at opening for occupant registration and sign-in                                | EST Chair/designate             |

| <b>Watch 48 hours</b>                                                                                                                                                                                                                                              | <b>Assign</b>                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Contact the company responsible for delivering refrigerated containers to the pre-identified sites. These locations are Cayman Islands Hospital, Bodden Funeral Home, George Town, West Bay, Bodden Town, and East End Police Stations, Faith Hospital Cayman Brac | Nurses-in Charge (EMC's)                |
| Designate an Environmental Health Officer to work in coordination with RCIPS and the NEOC to supervise setting up of a temporary morgue in each District                                                                                                           | Chief Environmental Health Officer      |
| Assess all in-patients, and commence discharge planning for those medically fit                                                                                                                                                                                    | Medical Director, Chief Nursing Officer |

|                                                                           |                   |
|---------------------------------------------------------------------------|-------------------|
| Ensure narcotics and refrigerated drugs are readied for delivery to EMC's | Chief Pharmacist  |
| Brief staff shelter managers and provide last minute instructions         | Chair / designate |

| <b>Warning 36 hours</b>                                                                                         | <b>Assign</b>                                        |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| Activate the Hospital Command Centre                                                                            | Chair                                                |
| Require nurses assigned to the EMC to report to the Centres soon after the opening time of the Shelters         | Chief Nursing Officer                                |
| Collect narcotics and refrigerated drugs for EMC's                                                              | In-charge Nurse                                      |
| Ensure EMC assigned nurse is on hand to receive medical supplies and pharmaceuticals                            | Chief Nursing Officer                                |
| Deliver first aid boxes, medical/surgical supplies, and pharmacy kits to designated EMC's                       | HSO/<br>Materials Management                         |
| Alert EST Chairs of the declaration for activation of their staffing plan.                                      | EST Chair                                            |
| Replenish, and deliver medical / surgical supply carts (2) to each in-patient unit                              | Materials Management                                 |
| Complete delivery of hurricane supplies to various sections/units                                               | HSO;<br>Materials Management                         |
| Take all final precautions to prevent injury to patients and staff                                              | EST Chair                                            |
| Ensure that all sections are properly secured                                                                   | EST Chair,<br>Facilities Management                  |
| Ensure that only essential functions are to be undertaken, such as the professional care of patients            | Senior Managers                                      |
| Report to the Orchid room 2 <sup>nd</sup> floor Administration. Volunteers as deemed necessary will assist them | Public Relations Officer & Govt. Information Service |

| <b>All Clear</b>                                                                                                                                       | <b>Assign</b>                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Contact the Chair of the Search and Rescue to be appraised of the extent of deaths and medical problems                                                | Deputy Chair                      |
| Contact the Chair of Information, Communication and Warnings Emergency Support Team to determine the transport situation from districts to George Town | Chief Operating Officer           |
| Organize medical care, and submit requests for internal or external assistance to the NEOC Manager                                                     | Deputy Chair,<br>Medical Director |
| Issue press release to update public on availability of service at the HSA facilities                                                                  | Public Relations Officer/JCS      |
| Report for duty in accordance with assignments                                                                                                         | All staff                         |
| Designate staff not required for duty and direct them to return home until recalled if the situation demands this action                               | Chair, Human Resources Director   |

|                                                                                     |                         |
|-------------------------------------------------------------------------------------|-------------------------|
| Listen to Radio Cayman during the post hurricane period for requests for assistance | All staff               |
| Request assistance through local Police Stations if Radio Cayman is not operational | Chair/<br>designate     |
| Collect first aid boxes and hurricane kits if no longer required by EMC             | Materials<br>Management |
| Return narcotics and refrigerated drugs to Pharmacy Stores                          | EMC Nurse-in-<br>Charge |

**Recovery**

Ensure that all recommendations for hazard mitigation plans are implemented.

## MASS FATALITY MANAGEMENT

### INTRODUCTION

This plan addresses the potential impact of disaster conditions caused by a hurricane which result in substantial loss of life.

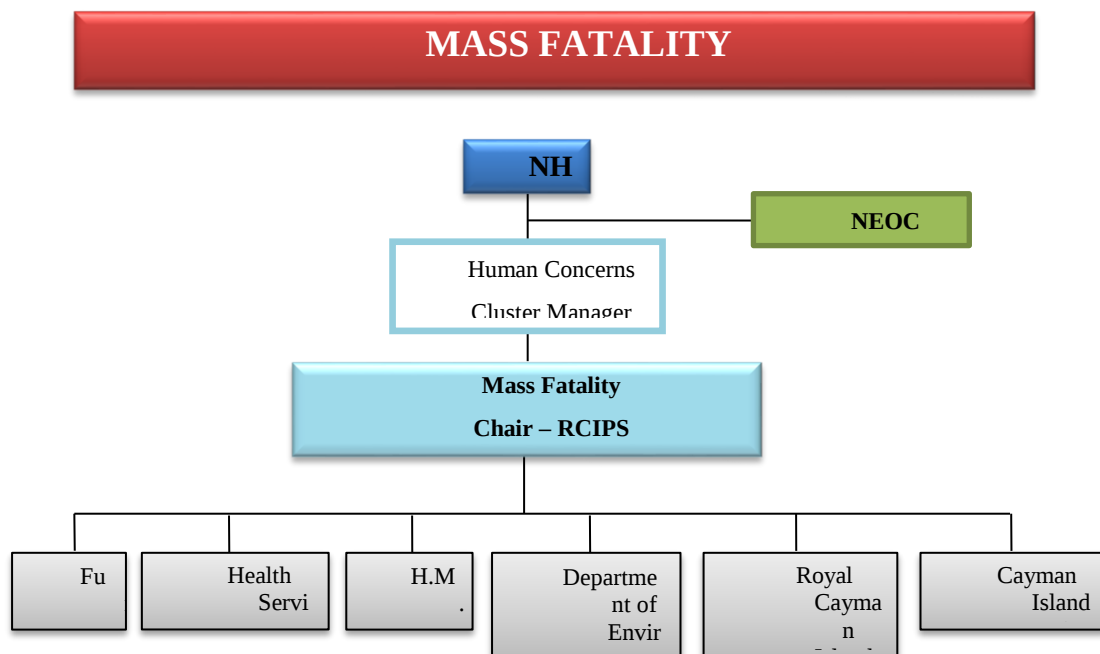
### PURPOSE/POLICY

The purpose of this section of the Plan is to establish the framework for mass fatalities management for which the RCIPS will have responsibility. The activities range from:

- Collection;
- Initial identification;
- Notification of family; and
- Final disposition of victims' bodies, either on the Islands or through repatriation to their country of origin

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

The specific protocols for management of mass fatalities are outlined in RCIPS Casualty Bureau Process Plan.



### TASKS

The MFM EST Chair will assume overall responsibility for mass fatality management.

The MFM EST Chairperson will form a morgue team of appropriate size and with skills to manage the processing of victims.

The MFM EST Chairperson shall coordinate directly with the following:

EOC

HM Coroner

CIFS

Deputy Governor

Chief Officer Ministry of Home Affairs

Hospitals

Chief Officer, Portfolio of the Civil Service

Others as determined necessary

HM Coroner shall determine whether or not dead bodies will be examined in-situ or removed to an appropriate facility for examination.

## **RESPONSIBILITY**

Processing and disposition of fatalities in excess of 15 is the responsibility of the S&LE EST, and if the National Hazard Management Council is stood down, then the RCIPS. This may be supplemented through a Fatalities Management service contract.

It is the responsibility of the Pathologist to perform the necessary examinations and procedures in order to determine cause of death. It may become necessary to call on external Pathologist resources to contend with mass fatalities.

The Pathologist, upon arrival, shall coordinate with the DCI/SSO.

## **RCIPS**

1. Notify HM Coroner and appoint a mortuary team to manage all disaster activities relative to collecting, securing, identifying, and processing bodies for release of deceased victims which exceed the capacity of the normal fatality management system.
2. Mark the dead bodies using the RCIPS labelling procedure.
3. Manage operations from a temporary mortuary situated at a previously identified location in close coordination with the RCIPS representative at the NEOC.
4. Manage the investigation of any unusual circumstances of death which may ensue from the event.
5. Appoint an RCIPS senior official in charge to coordinate with H.M. Coroner and the Chief Officer of Ministry of Home Affairs for the release of victim's bodies to be returned to their country of origin where necessary.

6. Provide evidential continuity to HM Coroner of the handling of a dead body from its location at the incident through its recovery to the post mortem examination.

**HM Coroner**

1. Advise RCIPS regarding the need to view dead bodies in situ or remove them to appropriate facilities.
2. Have the ultimate responsibility of identifying dead bodies and establishing the cause and time of death.
3. Determine the need to conduct an inquest into the cause of death.
4. Request the assistance of pathologists and forensic scientists as necessary and required by the situation.
5. Direct Police officers to make enquiries on behalf of the Pathologist team.

**CIFS**

1. Assist police with the recovery of dead bodies, as requested, and if necessary, label dead bodies on behalf of the police
2. Provide evidential continuity to HM Coroner of the handling of a dead body from its location at the incident through its recovery to the post mortem examination.

**Deputy Governor's Office**

1. Communicate and coordinate directly with PAHO and International Consulates regarding the repatriation of fatalities to their countries of origin where necessary.
2. Serve as the intermediary between Island officials and international consuls assigned to assist with processing victims to their countries of origin.
3. Establish a victim locator information centre to deal with inquiries from overseas regarding missing persons.

**DEH**

1. Coordinate with the RCIPS to organize the logistics for the handling and disposition of victims following identification by HM Coroner.

**HSA**

1. Coordinate with RCIPS and Funeral Homes on processing fatalities, the numbers of which are beyond their capability to manage.

**PLAN MAINTENANCE**

The Mass Fatality Management EST will be responsible for the maintenance and revision of this section of the plan annually, and will provide an updated plan to the HMCI for review and approval no later than 1 May.

**ACTIONS DURING VARIOUS PHASES**

| <b>Pre-Disaster</b>                                                                                                                                                                           | <b>Assign</b>       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Review procedures and essential resources to ensure all components are available and ready for activation as needed.                                                                          | All agencies listed |
| Identify suitable premises for body-holding purposes, ensuring privacy, security, and ease of access and parking.                                                                             |                     |
| Identify temporary mortuaries as agreed between the Coroner, police, relevant agencies and District representatives.                                                                          |                     |
| Prepare facilities needed for reception, continuity, forensic and pathological examination, x-rays and preservation which will also comply with all necessary health and safety requirements. |                     |
| Establish personnel assignments including 12 hour shift assignments at the NEOC of RCIPS senior officers for the purpose of coordination of police forces with other emergency services.      |                     |

| <b>Warning – 36 hours</b>                                                                | <b>Assign</b> |
|------------------------------------------------------------------------------------------|---------------|
| Deploy an officer of commissioner rank to the NEOC on a 24 hour basis.                   | RCIPS         |
| Deploy police officers to hospitals to provide security.                                 |               |
| Maintain communications with between field responders and the NEOC regarding fatalities. |               |
|                                                                                          |               |

| <b>All Clear - Response</b> | <b>Assign</b> |
|-----------------------------|---------------|
| Activate plan if necessary. | RCIPS         |
|                             |               |

## UTILITIES

### INTRODUCTION

The conditions that resulted from Hurricane Ivan challenged the efforts of both government and the private sector. The maintenance of essential utility and communication services throughout the Cayman Islands is the key to successful response to the devastation that can occur with the passing of a hurricane.

### PURPOSE/POLICY

The purpose of this section is to outline the coordinative response efforts of the utilities and communications companies and to delineate the essential communications that must be maintained with the EOC during all phases of activation.

The policy is to accommodate representation from the companies at the EOC in order to coordinate technical responses that will ensure the integrity and/or restoration of communication and utility systems as quickly as possible.

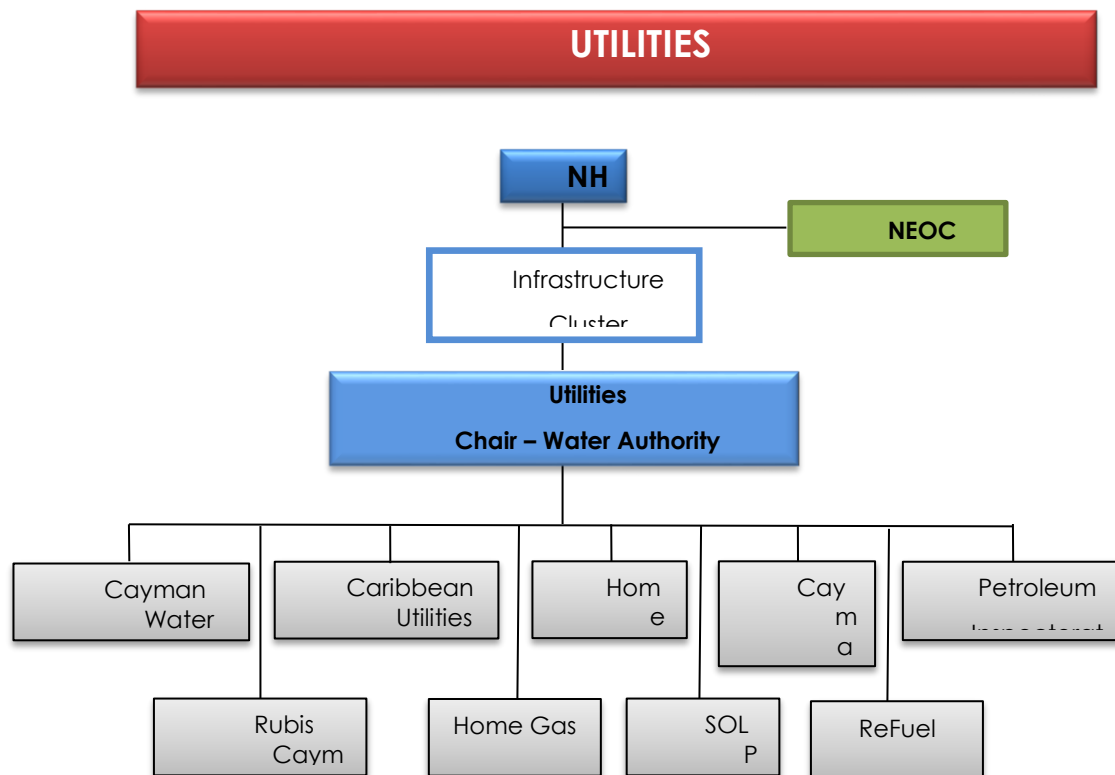
#### Emergency Centres

The following Emergency Centres shall serve as the command headquarters for each utility:

| Emergency Centres               |                                                                             |
|---------------------------------|-----------------------------------------------------------------------------|
| Water Authority-Cayman, Utility | 13G Red Gate Lane, George Town                                              |
| Chief Petroleum Inspector       | 85 North Sound Rd.   Alissta Towers, 3rd Floor                              |
| LIME                            | Shedden Road Site                                                           |
| Caribbean Utilities Co          | Generating Plant, North Sound Road                                          |
| Cayman Water Co                 | Regatta Park, West Bay Road                                                 |
| ESSO                            | Bulk Storage Facility, South Church Street                                  |
| Home Gas Ltd                    | Walkers Road Terminal, George Town                                          |
| Rubis Cayman Islands Limited    | 1. Jackson Point Terminal, South Church Street<br>2. Creek Bulk Storage-CYB |
| Cayman Brac Power and Light     | Bluff Plant off Song Bird Dr - CYB                                          |
| ReFuel                          |                                                                             |
| Clean Gas                       | 277 Sparky Dive, George Town                                                |

The method of communication will be as designated in the NEOC SOPs and the internal communication of the Utility EST will be managed by the chair. A channel, Z15, has been programmed on the UHF radios.

The Chair should have the necessary equipment to communicate to the utilities and the NEOC.



## TASKS

Every agency listed in this section shall develop and maintain a hurricane plan and procedures, indicating the procedures for responding Islands-wide to conditions left from a hurricane. Affirmation that these are up-to-date is due annually to the Emergency Support Team Chairperson no later than 1 May.

1. Water Authority-Cayman (WAC)
2. OfReg Fuels
3. Caribbean Utilities Co (CUC)
4. Cayman Water Co
5. SOL Petroleum
6. Home Gas Ltd
7. Rubis Cayman Islands Ltd.
8. Cayman Brac Power & Light
9. Home Gas
10. ReFuel

The tasks of the Utility EST are to:

- Advise on measures to be taken by the utilities in the event of a hurricane or tropical storm
- Advise on measures to be taken by the utilities after a hurricane
- Maintain a list of contact personnel and provide a copy the NEOC Manager
- Co-ordinate between the NEOC, the Utility EST and the individual utilities
- Assess the need and type of external aid
- Determine priority areas of supply and utilization of utilities after a hurricane

For ease of operation, it was necessary to make this plan as simple as possible and not place an undue burden on the individual utilities who will be struggling to take action to protect their works and later to repair and activate their operations with all due haste. The plan therefore proposes a system of reporting to this Utility EST to keep it fully informed of the situation and individual needs.

### **Chair**

- Update this plan by the 1 May each year
- Inform all members as to the status of the Utility EST during the Hurricane Season
- Convene at least one meeting of the EST before start of the season each year and regularly during the season to ensure preparedness measures are ready
- Inform all members as to their individual responsibilities and to the status of the Utility EST during the Hurricane Season
- Report any problems encountered to the Chair NEOC Policy Group for resolution.
- Report to the NEOC upon activation of this plan
- Record all hurricane phases as they are declared, and ensure that all instructions given are recorded
- Ensure that recommendations for hazard mitigation are implemented

### **Utility Coordinator**

- Revise agency Hurricane Plan by 1 May annually
- Identify the Hurricane Co-ordinator and Deputy, who will be required to advise the status of the utilities to the Utility EST Chair, who then reports to the NEOC Manager.
- Ensure that the Utility EST Chair is made aware of any changes in these designated co-ordinators and reconfirm designees annually

### **RESPONSIBILITY**

The following agencies shall be prepared to report to the Utility EST Chair on a schedule agreed upon during the ALERT stage.

**Electricity Utilities**

- Preliminary estimate of damage to generating equipment and fuel stocks
- Preliminary estimate of damage to distribution equipment, to each of the districts
- Estimate of time required to restore the electricity supply to each district and the extent of this supply, if it is of a temporary nature, and if some form of rationing will be required
- Any assistance required to repair damage, including the provision of external aid in the form of spare parts, materials, manpower and/or equipment as well as priority for international freight, shipping and off-loading
- Any assistance required for Police-level security to protect and secure facilities and stock fuel from looters
- Advice on news bulletins that should be broadcast to inform the public of the available supply or possible dangers caused by the damage
- Fuel stocks reserve, time it will last and recommendation on restocking

**Water Utilities**

- Preliminary estimate of damage to water production equipment including abstraction and disposal wells, pumping facilities and fuel stocks
- Preliminary estimate of damage to reservoirs, water stored in reservoirs, trucking facilities and distribution system. Actions taken to disinfect water to prevent risk of contamination and level of chlorine residual in the water
- Estimate of quantity of water stored which is suitable to be used for human consumption and designation of personnel to ensure that the water is distributed in accordance with the instructions of the NEOC
- Any assistance required to repair damage, including the provision of external aid in the form of spare parts, materials, manpower and/or equipment as well as priority for international freight, shipping and off-loading
- Any assistance required for Police-level security to protect and secure facilities and stock fuel from looters
- Estimate the time required to repair the damage, particularly in the event of damage to the water production equipment and/or distribution system, keeping the Utility EST fully aware of progress and of the production capability as the equipment becomes operational
- Advice on news bulletins that should be broadcast to inform the public of the available supply and progress on restoration of the utility
- Fuel and treatment chemicals stocks, time they will last and recommendation on restocking

**Fuel Suppliers**

- Preliminary estimate of damage to fuel bulk storage tanks, airport storage facilities, flush tanks, tanker trucks, loading rack, firefighting capability, spill response equipment, and other equipment and structures at bulk fuel storage sites inclusive Cayman Brac and Little Cayman
- Preliminary estimate of damage to undersea pipelines and moorings
- Preliminary estimate of volumes and type of fuel spilled, released, or leaked.
- Preliminary estimate of damage to underground pipelines and service stations in each of the districts including Cayman Brac and Little Cayman
- Estimate of time required to restore bulk storage facilities to operational status
- Any assistance required to repair damage, clean up, including the need for external aid in the form of spare parts, materials, manpower and/or equipment as well as priority for international freight, shipping and off-loading
- Any assistance required for Police-level security to protect and secure facilities and stock fuel from looters
- Advice on news bulletins that should be broadcast to inform the public of the availability of fuel or possible dangers caused by the damage
- Fuel stocks reserve, time it will last and recommendations on when will be able to accept fuel from ocean tankers

**OfReg Fuels**

- Coordinate the delivery of fuel to hurricane shelters, essential services as determined by the NEOC
- Any assistance required for Police-level security to protect and ensure safe delivery of fuel to essential services

**PLAN MAINTENANCE**

The Chairperson of the Utility EST shall be responsible for convening the Utility EST to review the plan annually. Any changes to be made in the plan shall be determined by the Chair in consultation with the Director HMCI/DD Preparedness HMCI.

**ACTIONS DURING VARIOUS PHASES**

| <b>Pre-Disaster</b>                                                                                                                                                                                         | <b>Assign</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Ensure that Companies/Departments providing public utilities write, test and update hurricane plans and report on emergency drills to the Utility Emergency Support Team Chairperson by end April each year | EST Chair     |

| <b>Pre-Disaster</b>                                                                                                                                                                     | <b>Assign</b>   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Ensure that Companies/Departments providing public utilities formulate and implement annual work plans to include adequate training programmes for disaster preparedness and management | EST Chair       |
| Ensure that procedures and MOU's are established/updated and rehearsed for speedy purchase or acquisition of supplies locally and maintain an updated list of suppliers                 | Utilities       |
| Ensure that all emergency equipment is available                                                                                                                                        | EST Chair       |
| Test and review this plan in its entirety and make changes as required by 1 May annually                                                                                                | EST Chairperson |
| Issue the requested number and categories of Security Passes to each Utility Co-ordinator or Deputy at the beginning of the hurricane season                                            | NEOC Manager    |

| <b>Alert – 72 hours</b>                                                                                                                        | <b>Assign</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Instruct utilities to activate their hurricane plans                                                                                           | EST Chair     |
| Reaffirm that each Utility Coordinator will report to the Utility EST when action has commenced under his Utility's Hurricane Plan             | EST Chair     |
| Contact water truckers to confirm that equipment is available for deployment after the hurricane in coordination with the Resource Support EST | EST Chair     |

| <b>Watch – 48 hours</b>                                                                                                                                                                                                                                        | <b>Assign</b>   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Reaffirm that each Utility Co-ordinator or Deputy will report to the Utility EST the actions taken under his Utility's Hurricane Plans, including the current status and inform the Chairperson if assistance is required and if so, what type                 | EST Chair       |
| Ensure that WAC, LICUC, Cayman Water Company, SOL Petroleum, Home Gas Ltd, CBPL, OfReg Fuels and Rubis Cayman Islands Ltd each have available a radio and battery charger, programmed to operate on the NHC radio channel frequency using a designated channel | EST Chair       |
| Confirm all data provided on the shelters' generators fuel capacities and locations are correct                                                                                                                                                                | EST Chair       |
| Confirm all data provided on the shelters' bulk water storage capacities and locations are correct.                                                                                                                                                            | EST Chairperson |

| <b>Warning – 36 hours</b>                                                                                                                         | <b>Assign</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Reaffirm that each Utility Co-ordinator or Deputy will report to the Utility Emergency Support Team the actions taken and if all works are secure | Utilities     |
| Report any unsecured works and areas the Utility EST and prioritise those of immediate concern following the hurricane                            | Utilities     |

| <b>Warning – 36 hours</b>                                                                                   | <b>Assign</b> |
|-------------------------------------------------------------------------------------------------------------|---------------|
| Confirm the location of co-ordinators and their deputies as well as the method of communication to be used. | Utilities     |

| <b>All Clear - Response</b>                                                                                                                                | <b>Assign</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Each Utility is to report the results of an internal damage assessment as soon as possible following a hurricane and provide that to the Chair of this EST | Utilities     |
| Continue to report at regular intervals on progress until such time as the Chair advises                                                                   | Utilities     |

## **VOLUNTARY AGENCIES RESPONSE EMERGENCY SUPPORT TEAM**

### **INTRODUCTION**

The Cayman Islands Government (CIG) recognizes the important role played by Non-Governmental Organisations in the country's hazard management programme. Consequently, the CIG is desirous of entering into a more formal partnership with these agencies, through the formation of a Voluntary Agency Responders (VARs) EST which includes any voluntary agency that has a role to play in any phase of hazard management. The EST comprises of a group of public, private, and not-for-profit agencies in which all the participants are equal partners united by the common goal of assisting with emergency response and disaster relief. Membership of the VARs EST will be open to all NGO's and Community Emergency Response Teams. It is envisaged that NGOs strengthen disaster coordination by sharing programs, policies, information, joint planning and training.

### **PURPOSE / POLICY**

The purpose of this section is to outline procedures, roles and responsibilities for immediate preparation for and response by the Voluntary Agency Responders EST to any disaster affecting the Cayman Islands. The primary role is to support humanitarian relief activities of the CIG through the NEOC. The EST will also act as an auxiliary for the Human Concerns Groups functions (and any other function deemed applicable by the NEOC) in the areas of personnel and general resources. Greater details of the VARs EST can be found in the VARs EST plan.

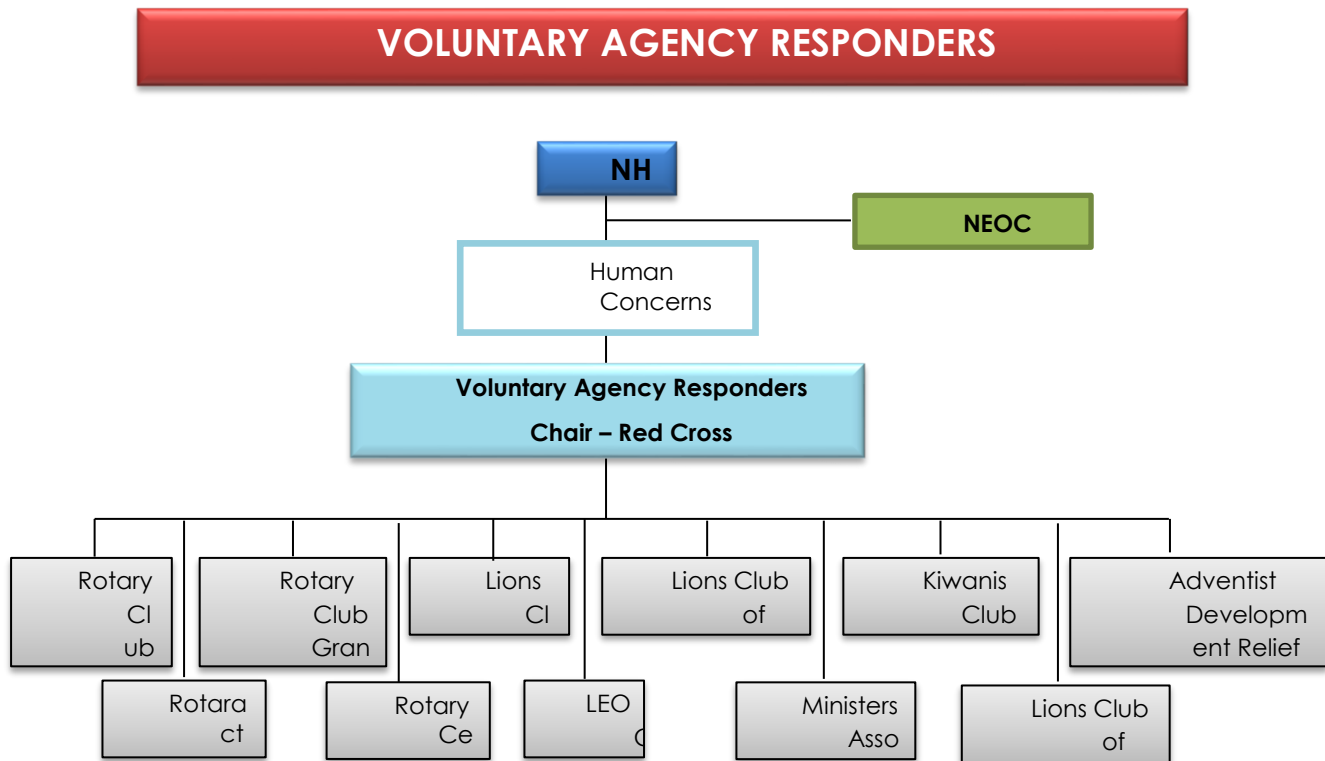
### **ADMINISTRATION**

The EST 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 organisations that wish to play a role in the disaster management process.

The EST is chaired by Cayman Islands Red Cross (CIRC) who will liaise with the Deputy Director of Preparedness, HMCI for administrative coordination. However, the response operational coordination is the lead by Hazard Management Cayman Islands agency through the NEOC.

The EST members are CIRC, Adventist Development Relief Agency (ADRA), Rotary Club Grand Cayman, Rotary Central, Lions Club of Cayman Brac, Lions Club of Cayman, Lions Club of Tropical Garden, Ministers Association (Churches included in membership), John Gray Memorial Church West Bay, Emslie Memorial United (GT).

The EST will act as a volunteer resource pool to the disaster management mechanism especially during a period of response. This volunteer resource pool includes personnel and equipment that the agencies / organisations may have at their disposal. In times of no disaster or incident event the agencies / organisations will liaise and maintain contact with CIRC to review plans and strategy.



It will support CIG efforts by:

- Being a resource to citizens of the local community during all phases of hazard management: mitigation, preparedness, response and recovery
- Providing additional resources to the national preparedness and response efforts
- Providing a single point of contact for the Voluntary Community involved in hazard management activities
- Allowing standardizing of methodologies and approaches to hazard management as well as harmonization with the National Hazard Management Programme

## RESPONSIBILITY

**Cayman Islands Red Cross**

- Provide a Red Cross representative to chair the EST and work with the voluntary organizations membership
- Act as the primary agency to provide year round technical assistance regarding the use of volunteers
- Coordinate with Hazard Management disaster relief operation to identify needs in the community.
- Conduct training for the agency membership
- Provide logistics plan to facilitate the tracking deployment and flow of the voluntary organization relief supplies, fund and information.

**Adventist Disaster Relief Agency**

- Provide volunteers to assist in shelter operation and management
- Provide volunteers to assist with distribution of food, clothing, water and other needed items to all districts
- Maintain close coordination with the Red Cross on the utilization of above resources
- Provide volunteers to assist with food preparation post disaster event
- Coordinate all the activities of the SDA Churches on Islands

**Lions Club of Cayman**

- Will assist when there is a disaster

**Lions Club of Tropical Gardens**

- Will provide volunteers to assist in the NEOC.

**Ministers Association (Churches included in membership)**

- Provide a point of contact for liaison between responders from the religious community
- Provide written resources and training which encourage the various faith based communities to develop congregational disaster plans for readiness, response, recovery, and mitigation
- Facilitate cooperative, coordinated response in relief and recovery by the religious community in affected areas through counsel and assistance to representatives of national denominations and communions on the Island

**CONCEPT OF OPERATIONS**

Once the plan is activated the VARs EST will meet at HMCI Offices for briefing. The Chair VARs EST will decide on the location of the VARs EST EOC and VARs EST operations will be coordinated from that location. The primary role of the VARs EST will be to support humanitarian relief activities of the CIG and as such will be coordinated through the NEOC. The VARs EST Chair will communicate with EST

membership and keep the members briefed on on-going operations. DD Preparedness may assist with this as necessary.

These are some of the areas that the VARs EST may provide assistance

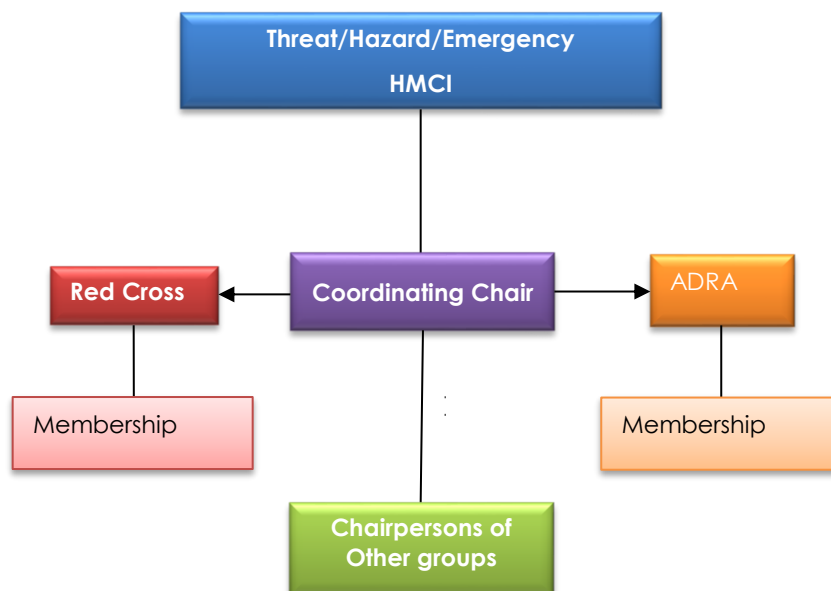
- Shelter management
- First Aid
- Psychologist Support / Counselling
- Food distribution / preparation
- Food stations
- General Equipment – generators, chain saw, cots, hygiene kits, Carpentry tools, etc.

## WARNING, ALERTING, NOTIFICATION

### Activation

This plan will be activated by the Deputy Director of Preparedness, HMCI in consultation with the Director once an alert has been declared for these Islands, or upon impact of a sudden onset disaster. The Deputy Director of Preparedness will notify the chair of the VARs EST who will then notify all participating agencies. All groups will operate from respective offices and meet at HMCI Office for briefing. See notification tree below:

### WARNING AND ALERTING NOTIFICATION CHART



## Deactivation

This plan will be deactivated by Deputy Director of Preparedness HMCI in consultation with the Director and Chair VARs EST. Once the plan is deactivated, Chairman VARs EST will stand down all member organisations. This plan may be deactivated before deactivation of other sub-plans of the National Hazard Management plan.

## LONG TERM PREPAREDNESS

### Responsibility

#### *Chair VARs EST / DD Preparedness HMCI*

- Maintain and distribute as necessary, a roster of agency contacts and support personnel
- Primary and support agencies will participate in disaster operations training
- Update VARs EST Standard Operating Procedures and Plans
- Conduct quarterly meetings of VARs EST
- Liaise with HMCI

## PLAN MAINTENANCE

The Deputy Director of Preparedness in conjunction with the chair and the VARs EST will be responsible for the maintenance and revision of this section of the plan annually, and will provide an updated plan to the HMCI for review and approval no later than 1 May.

## ACTIONS DURING VARIOUS PHASES

| Pre-Disaster                                                                              | ASSIGN          |
|-------------------------------------------------------------------------------------------|-----------------|
| Identify reliable storage facilities                                                      | HMCI            |
| Update resources database                                                                 | HMCI            |
| Purchase and store emergency supplies and Equipment required during and after a disaster. | EST Members     |
| Obtain list and update phone number of all volunteers                                     | Chair VARs EST  |
| Conduct training on the use of all approved communication equipment                       | HMCI            |
| Establish duty/Shifts assignments to cover response and recovery operations.              | Chair VARs EST  |
| Ensure communication equipment is operational                                             | EST Members     |
| Develop and implement tracking procedures for all donated goods                           | See Relief Plan |
| Conduct annual training in disaster preparedness response and recovery                    | HMCI            |

| <b>Pre-Disaster</b>                                                                                                               | <b>ASSIGN</b> |
|-----------------------------------------------------------------------------------------------------------------------------------|---------------|
| Develop procedures to provide timely information to the public and all participants agencies in the response and recovery efforts | JCS/GIS       |

| <b>Alert 72 hours</b>                                                                         |           |
|-----------------------------------------------------------------------------------------------|-----------|
| Request additional communication equipment from HMCI IF needed                                | CVO       |
| Establish duty/Shifts assignments to cover all operations                                     | All       |
| Assemble participating agencies for a meeting following alert notification (Briefing at HMCI) | EST Chair |
| Contact all participating agencies via e-mail / phone.                                        | EST Chair |

| <b>Watch 48 hours</b>                                         |                |
|---------------------------------------------------------------|----------------|
| Establish duty/Shifts assignments to cover 24 hour operations | EST Chair      |
| Contact all volunteers with updates                           | All            |
| Call meeting with all participating agencies                  | EST Chair/HMCI |

| <b>Warning 36 hours</b>                              |             |
|------------------------------------------------------|-------------|
| Contact all volunteers with post event meeting place | EST Chair   |
| Secure all communication equipment                   | EST Members |
| Call in to the NEOC with final updates               | EST Chair   |

| <b>All Clear – Response</b>                                                                                           |           |
|-----------------------------------------------------------------------------------------------------------------------|-----------|
| Conduct personal damage assessment and report to Chair of the voluntary organization                                  | All       |
| Contact the NEOC to determine the transport situation from districts to George Town                                   | EST Chair |
| Determine if necessary to relocate to pre-storage space                                                               | CVO       |
| Liaise with Deputy Director of Preparedness regarding personnel needed for clean-up or other assistance in community. | CVO       |
| Contact NEOC to report damage at emergency shelters                                                                   | All       |

## Information Communications Technology

### INTRODUCTION

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.

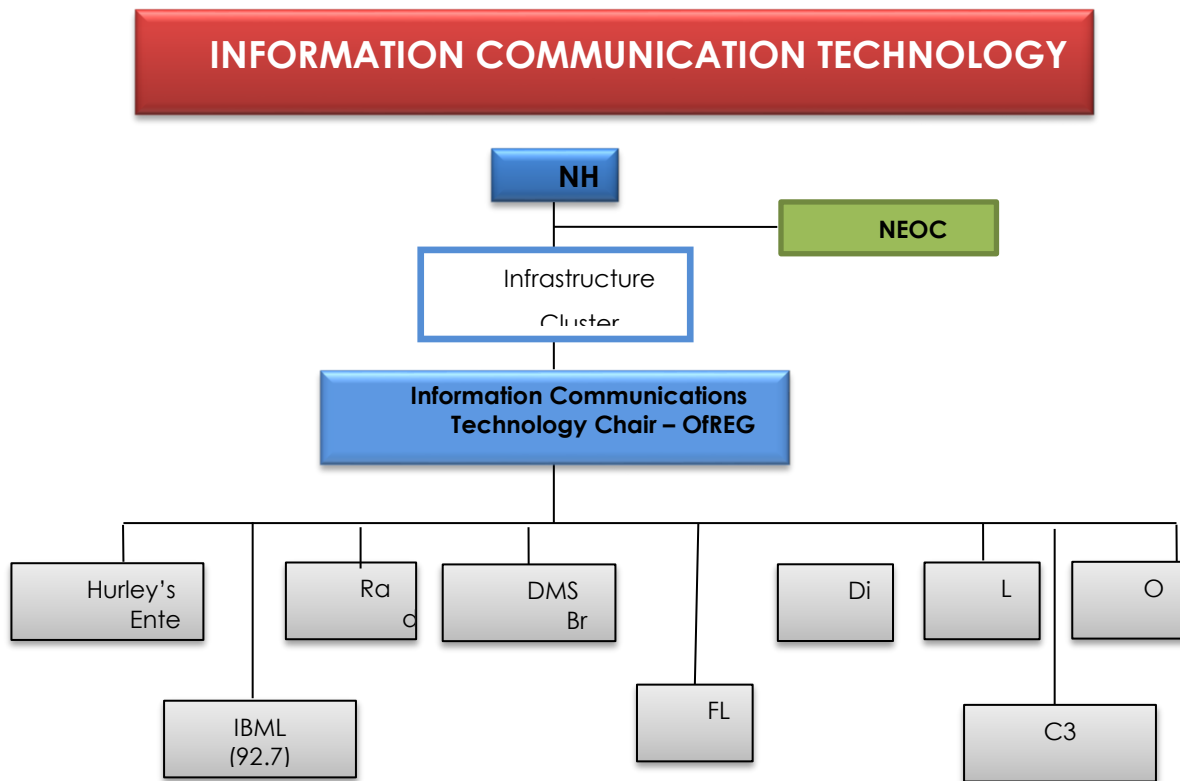
### PURPOSE/POLICY

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:

- OfReg
- C3
- Digicel
- FLOW
- Logic
- DMS Broadcasting
- Hurley's Entertainment
- Radio Cayman
- Star 92.7 (IBML)



### 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

### The Utility Regulation and Competition Office (OfReg)

- Serve as the central contact for telecoms upon activation of the ALERT stage of this Plan

- Serve as the central contact for other private, licenced communication entities (private radio stations, TV station, etc.) upon activation of the ALERT stage of this Plan
- Report to the NEOC status of each telecom and other private licenced communication entities during each stage of this Plan
- Provide preliminary estimate of damage to buildings, network equipment and overseas service
- Provide preliminary estimate of damage to distribution equipment, to each of the districts including Cayman Brac and Little Cayman

### **Telecommunications Providers**

- Estimate of time required to restore the communication service to each district and advice on any temporary measures that might be taken
- Provide any assistance required for Police-level security to protect and secure facilities and stock fuel from looters
- Advise on news bulletins which should be broadcast to inform the public of the status of the communication utility

### **Broadcasting**

- Estimate of time required to restore TV/radio services and advise on any temporary measures that might be taken.
- Advise on news bulletins which should be broadcast to inform the public of the status of the broadcast utility.

## **PLAN MAINTENANCE**

The Chair of the Information Communications Technology EST shall be responsible for convening the EST to review the plan annually. Any changes to be made in the plan shall be determined by the Chair in consultation with the Director HMCI/DD Preparedness HMCI.

## **ACTIONS DURING VARIOUS PHASES**

| <b>Pre-Disaster</b>                                                                                                                                                     | <b>Assign</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Test the ENS (see separate ENS Testing Procedures)                                                                                                                      | Licencees     |
| Ensure that all ICT licencees test and update their disaster recovery plans and report on emergency drills to the EST chair by 30 <sup>th</sup> April each year         | EST Chair     |
| Ensure that procedures and MoU's are established/updated and rehearsed for speedy purchase or acquisition of supplies locally and maintain an updated list of suppliers | EST Chair     |
| Ensure that all emergency equipment is available                                                                                                                        | Licencees     |
| Test & review this plan in its entirety and make changes as required by 1 <sup>st</sup>                                                                                 | EST Chair     |

| <b>Pre-Disaster</b>                                                                                                                           | <b>Assign</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| May annually                                                                                                                                  |               |
| Issue the requested number and categories of Security Passes to each licensee Co-ordinator or Deputy at the beginning of the hurricane season | NEOC Director |

| <b>Alert – 72 hours</b>                                                                                                 | <b>Assign</b> |
|-------------------------------------------------------------------------------------------------------------------------|---------------|
| Confirm licencees have activated their hurricane plans                                                                  | EST Chair     |
| Confirm that each Licencee Co-ordinator will report to the ICT EST when action has commenced under their Hurricane Plan | EST Chair     |

| <b>Watch – 48 hours</b>                                                                                                                                                                                                       | <b>Assign</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Confirm that each Licencee Co-ordinator or Deputy will report to the ICT EST the actions taken under their hurricane plans, including the current status and inform the Chair if assistance is required and if so, what type. | EST Chair     |
| Ensure that Licencees each have a radio and charger programmed to operate on the NHC radio system using a designated channel                                                                                                  | EST Chair     |

| <b>Warning – 36 hours</b>                                                                                               | <b>Assign</b> |
|-------------------------------------------------------------------------------------------------------------------------|---------------|
| Reaffirm that each Licencee Co-ordinator or Deputy will report to the ICT EST actions taken and if all works are secure | EST Chair     |
| Report any unsecured works and areas the ICT EST and prioritise those of immediate concern following the hurricane      | Licencees     |
| Confirm the location of Co-ordinators and their Deputies as well as the method of communication to be used              | Licencees     |

| <b>All Clear - Response</b>                                                                                                                                     | <b>Assign</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Each Licencee is to report the results of an internal damage assessment as soon as possible following a hurricane and provide that to the Chairman of this EST. | Licencees     |
| Continue to report at regular intervals on progress until such time as the Chair advises                                                                        | Licencees     |
| Licencees are to work with the ICT EST to determine priorities for restoration and implement those plans                                                        | Licencees     |

## **APPENDICES**

### **APPENDIX ONE**

#### **NATIONAL HAZARD MANAGEMENT EXECUTIVE**

- (a) The Governor - Chairperson
- (b) Premier
- (c) Leader of the Opposition
- (d) Deputy Governor
- (e) Attorney General
- (f) Minister with responsibility for Hazard Management Cayman Islands
- (g) Minister with responsibility for Finance
- (h) Chief Officer, with responsibility for Hazard Management Cayman Islands
- (i) Director, Hazard Management Cayman Islands
- (j) Police Commissioner
- (k) Cabinet Secretary
- (l) District Commissioner

**APPENDIX TWO****NATIONAL HAZARD MANAGEMENT COUNCIL**

- (a) Deputy Governor - Chairperson
- (b) Chief Officer, with responsibility for Hazard Management Cayman Islands - Deputy Chairman
- (c) Cabinet Secretary
- (d) Solicitor General (or designate)
- (e) All Chief Officers
- (f) Director, Department of Children and Family Services
- (g) Director, Hazard Management Cayman Islands - Secretary
- (h) Deputy Commissioner of Police
- (i) Chief Fire Officer
- (j) Director General, Cayman Islands National Weather Service
- (k) Director, Public Works
- (l) Director, National Roads Authority
- (m) Director, Vehicle and Equipment Services
- (n) Director, Office of Telecommunications
- (o) Chair, Sister Islands Emergency Committee
- (p) Director, Government Information Services
- (q) Director General, Civil Aviation Authority
- (r) Director, Department of Environmental Health
- (s) Director, Department of Environment
- (t) Chief Immigration Officer
- (u) Chief Executive Officer, Airports Authority
- (v) Director, Port Authority
- (w) Collector of Customs
- (x) Chief Executive Officer, Chamber of Commerce
- (y) Director, Red Cross
- (z) Director, Adventist Development Relief Agency
- (aa) Director, Water Authority
- (bb) Director, Tourism
- (cc) Director, Risk Management
- (dd) Director, Needs Assessment Unit

(ee) Director, Her Majesty's Prison Service

(ff) Director, National Archive

(gg) Director, Department of Counseling Services

(hh) Director, Department of Public Safety and Communication

### **APPENDIX THREE**

#### **NEOC POLICY GROUP**

Chair NHMC

Deputy Chair, NHMC

Cabinet Secretary

Representative Ministry with responsibility for Hazard Management Cayman Islands

Governor's Office

Director HMCI

Director GIS

Deputy Police Commissioner

Others as invited by Chair

**APPENDIX FOUR  
EVACUATION ORDER****Evacuation Order****[Draft]**

Whereas a State of Emergency has been declared, as the result of a serious threat to the lives and property of residents of the Cayman Islands from a Tropical Cyclone namely \_\_\_\_\_.

Now, therefore, pursuant to the requirements of Section 13 of *The Disaster Preparedness and Hazard Management Law, 2016*, I \_\_\_\_\_, hereby order the evacuation of \_\_\_\_\_.

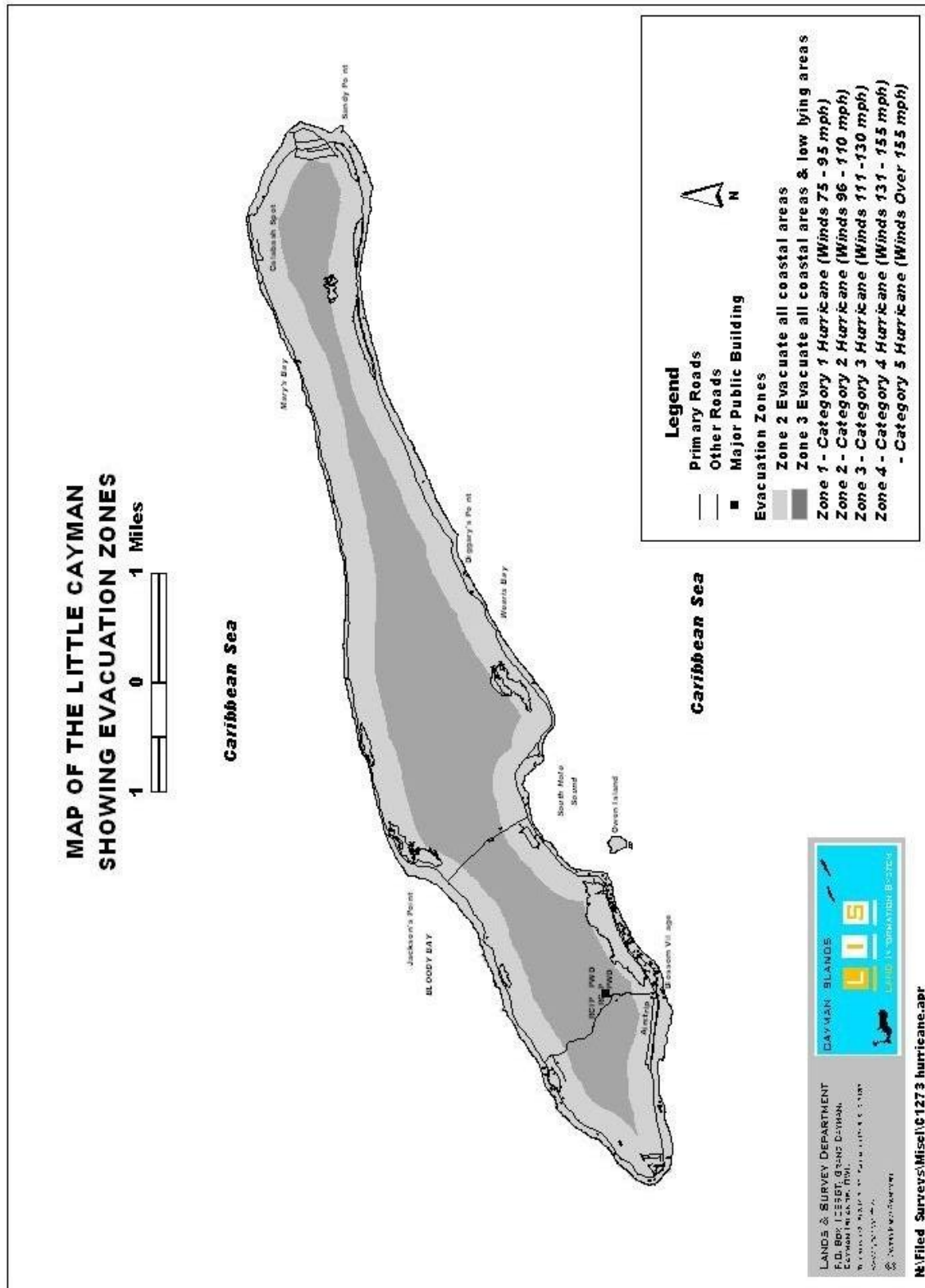
All persons residing in these areas must evacuate immediately and go to a designated emergency shelter or to other place of safety and to remain there until advised that it is safe to return to the area.

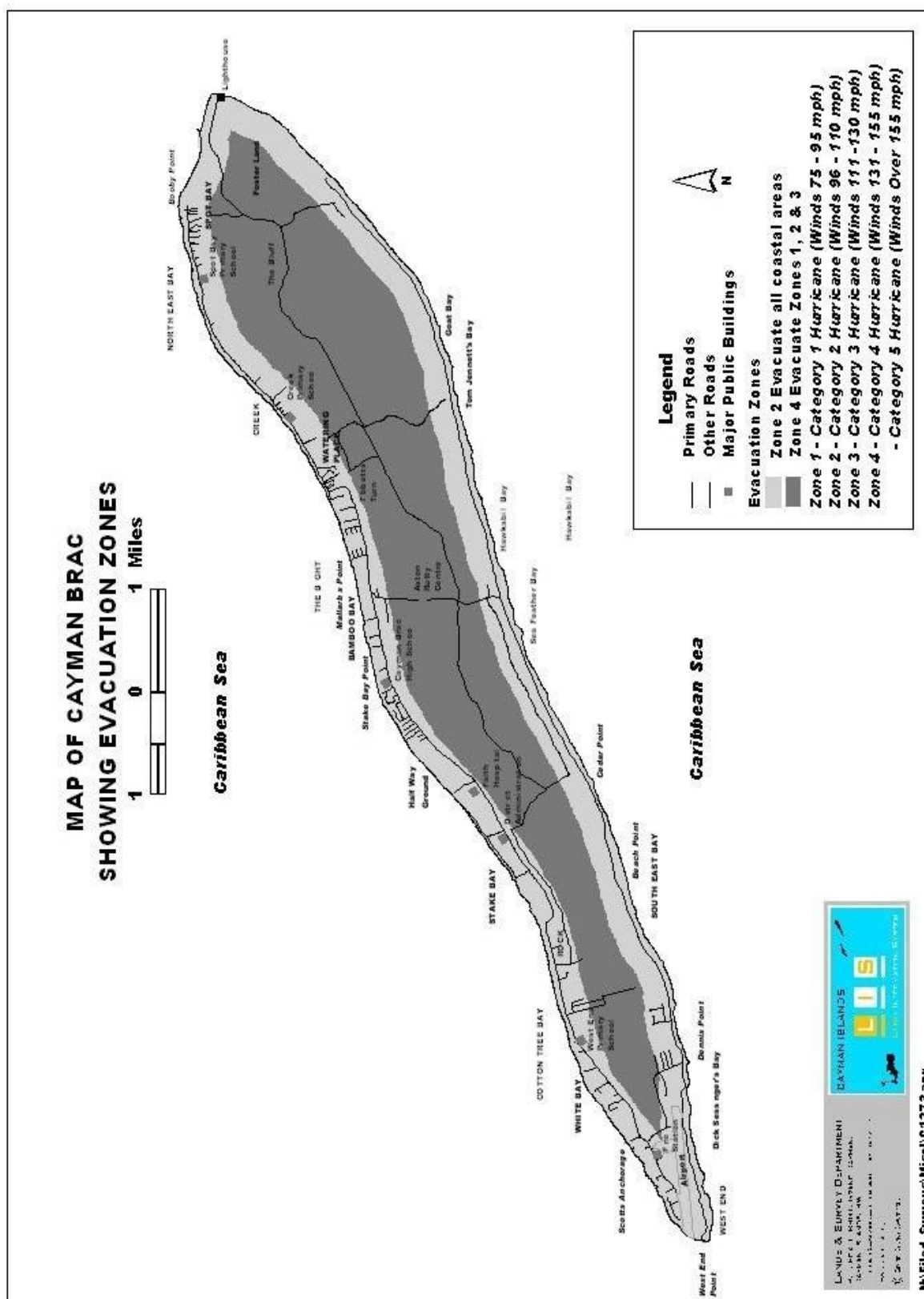
Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX FIVE

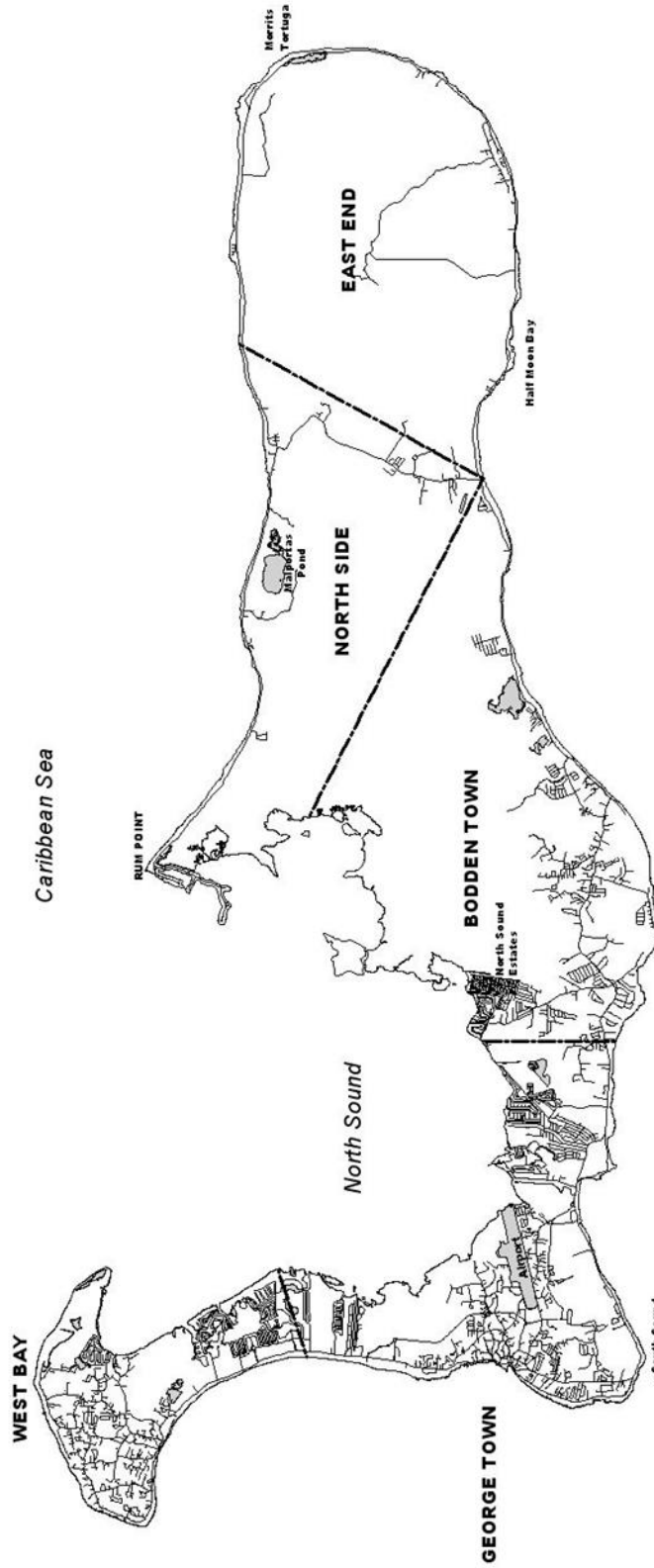
## EVACUATION ZONES MAPS





# GENERAL MAP OF THE GRAND CAYMAN

2 0 2 Miles



Caribbean Sea

Lands & Survey Department,  
P.O. Box 1089GT, Grand Cayman, Cayman Islands.

**CAYMAN LAND INFO**

Tel: (345) 244 3420 Fax: (345) 949 2187  
[www.caymanlandinfo.ky](http://www.caymanlandinfo.ky)

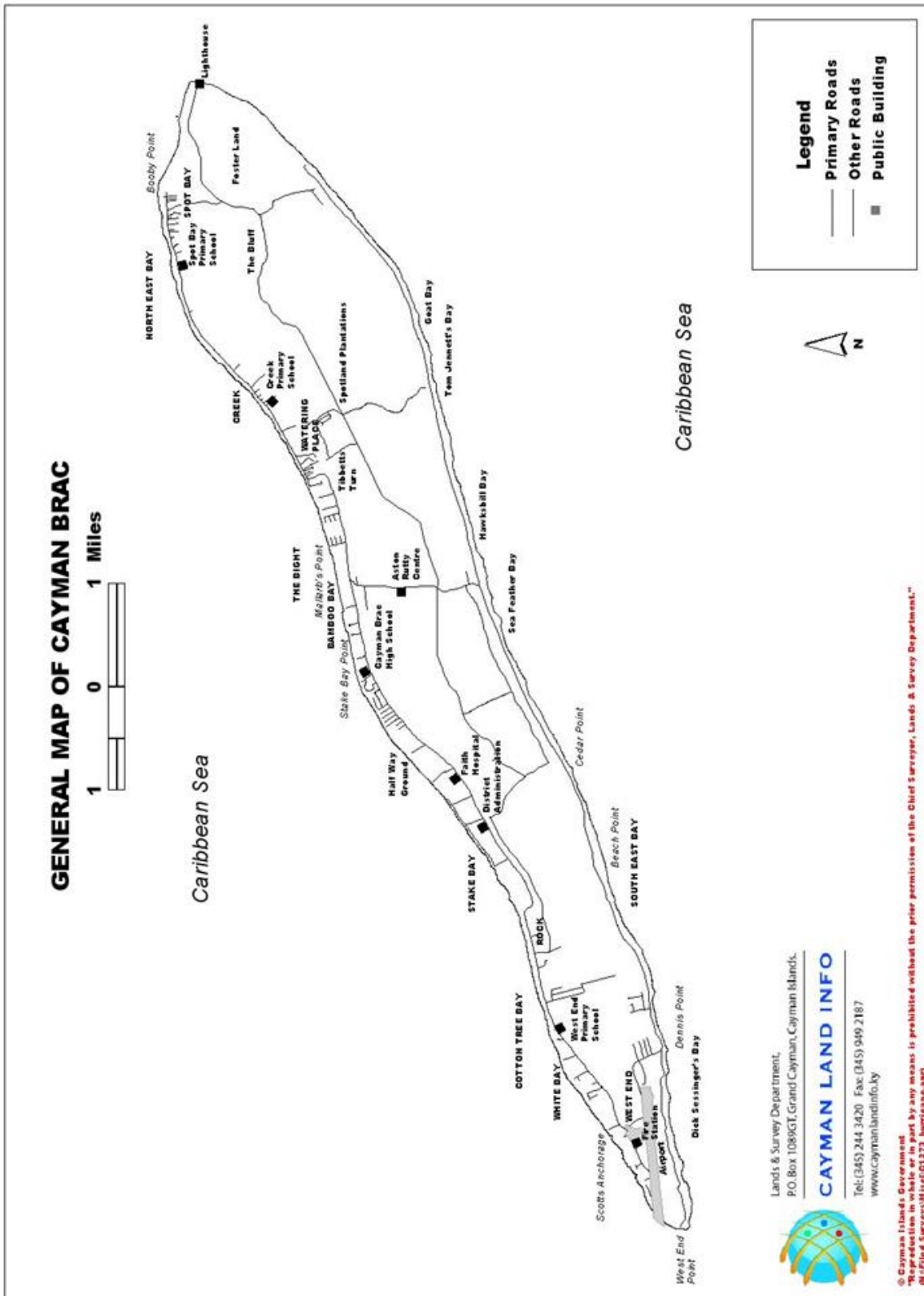


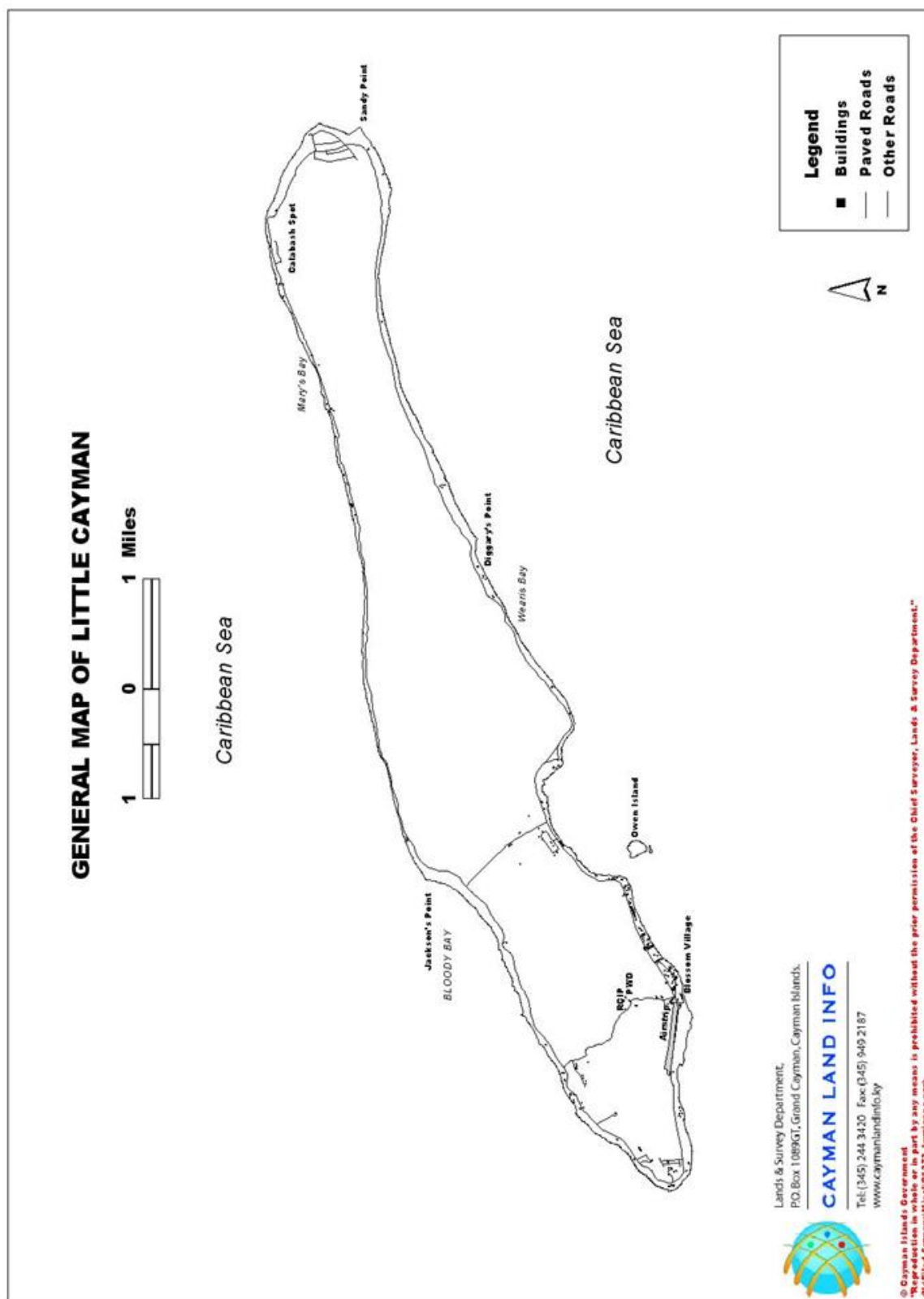
© Cayman Islands Government  
"Reproduction in whole or in part by any means is prohibited without the prior permission of the Chief Surveyor, Lands & Survey Department."  
(Revised Survey Map 01/01/2012, hurricane.apr)

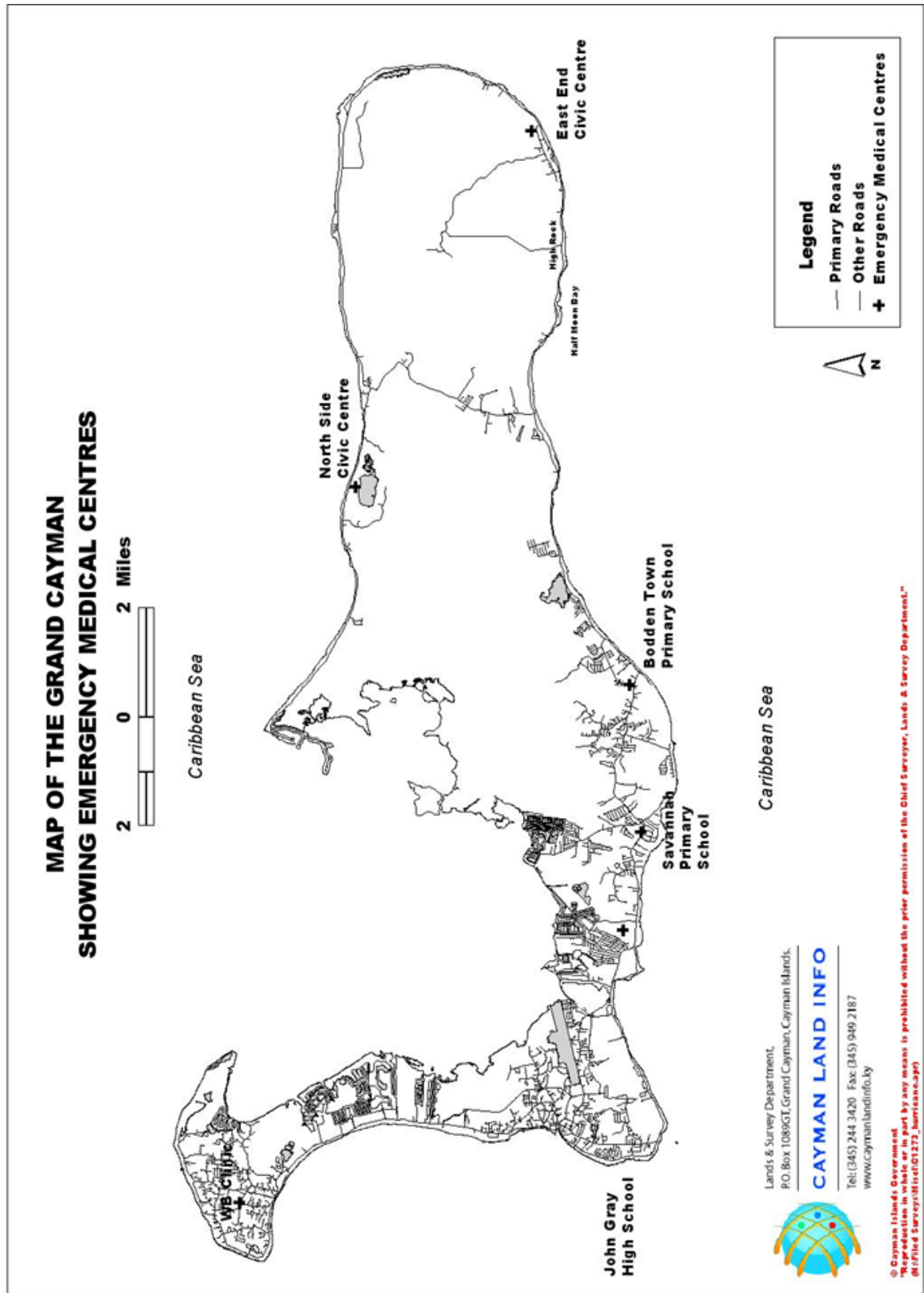
## Legend

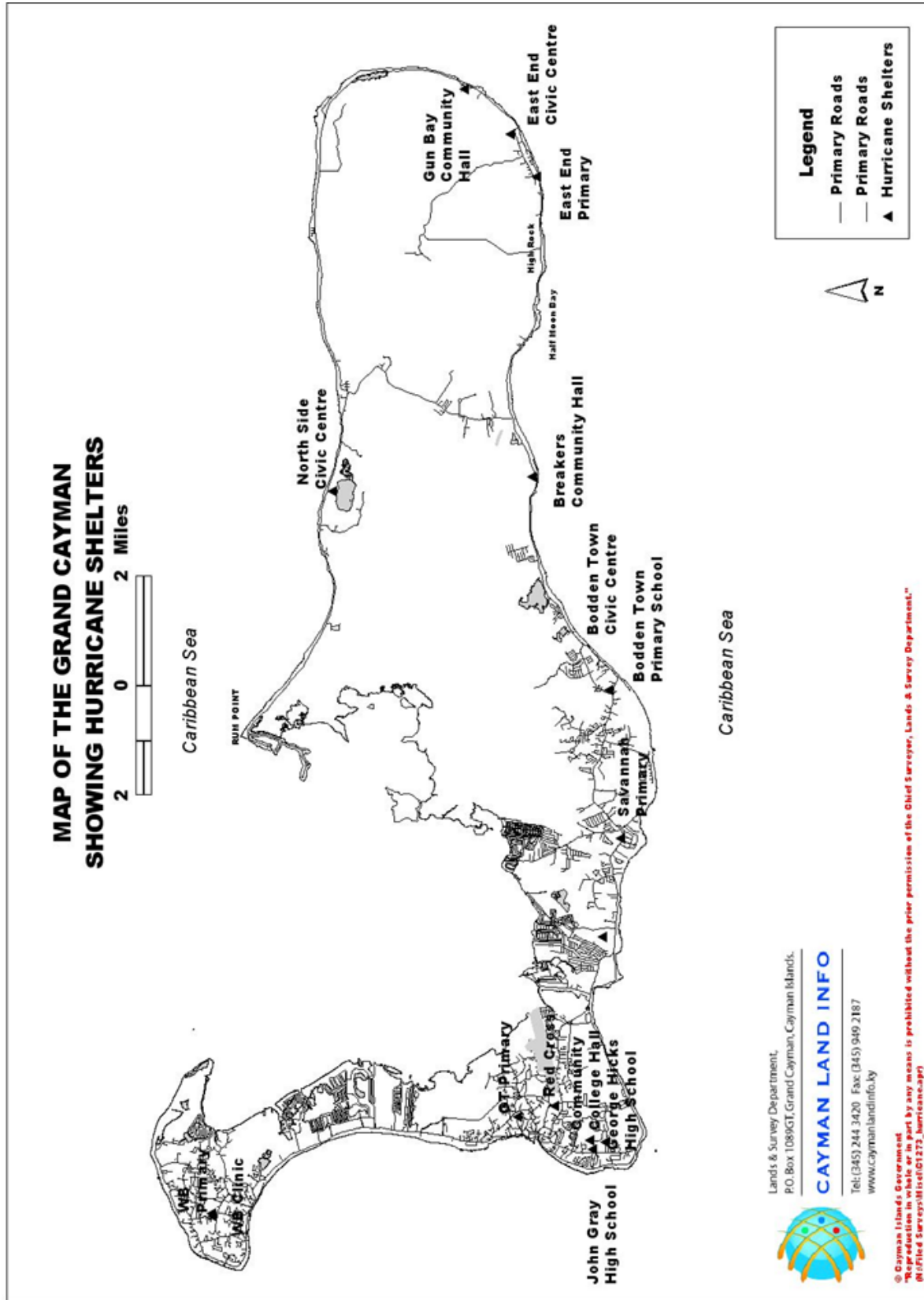
- Primary Roads
- Other Roads
- District Boundaries

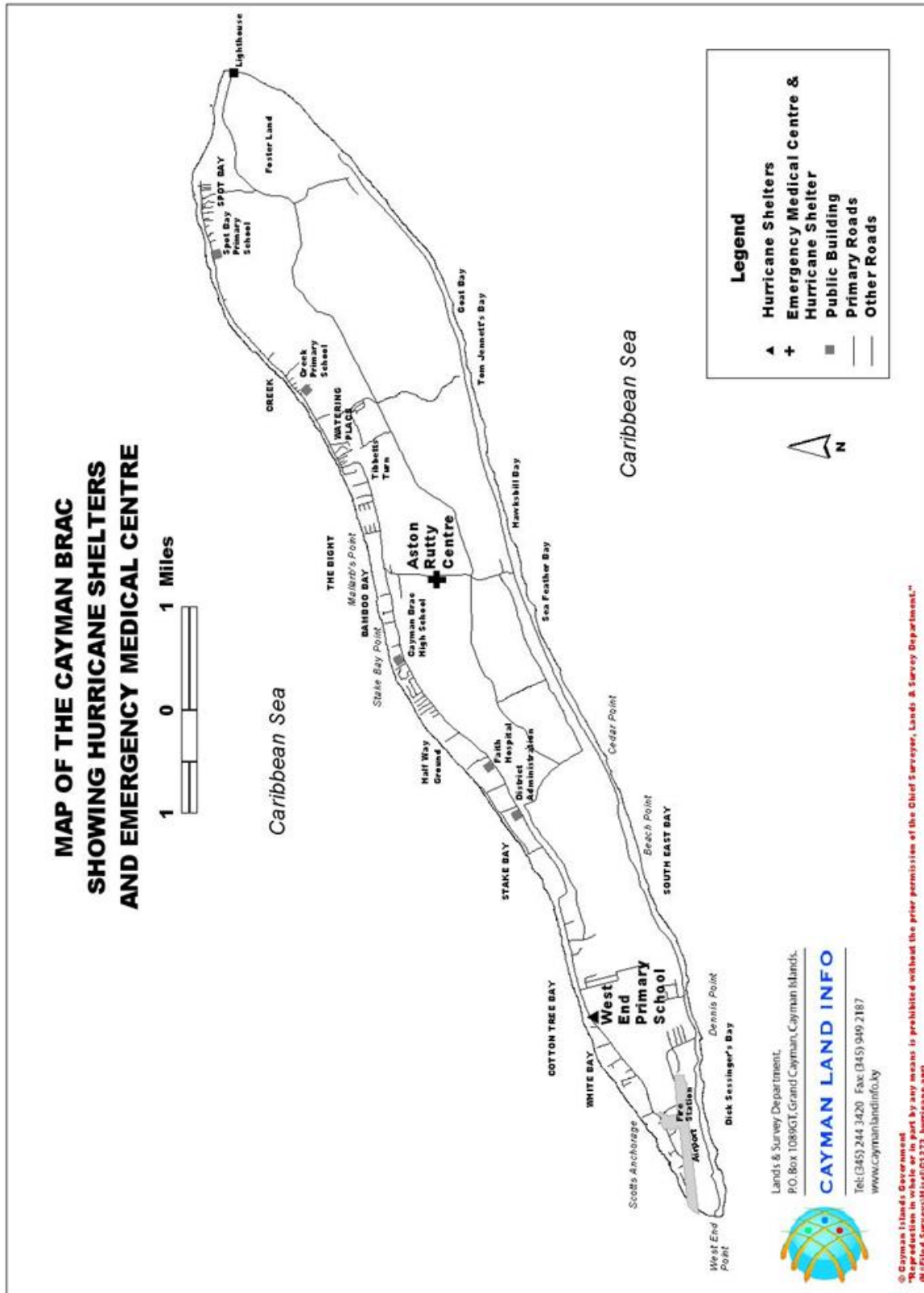


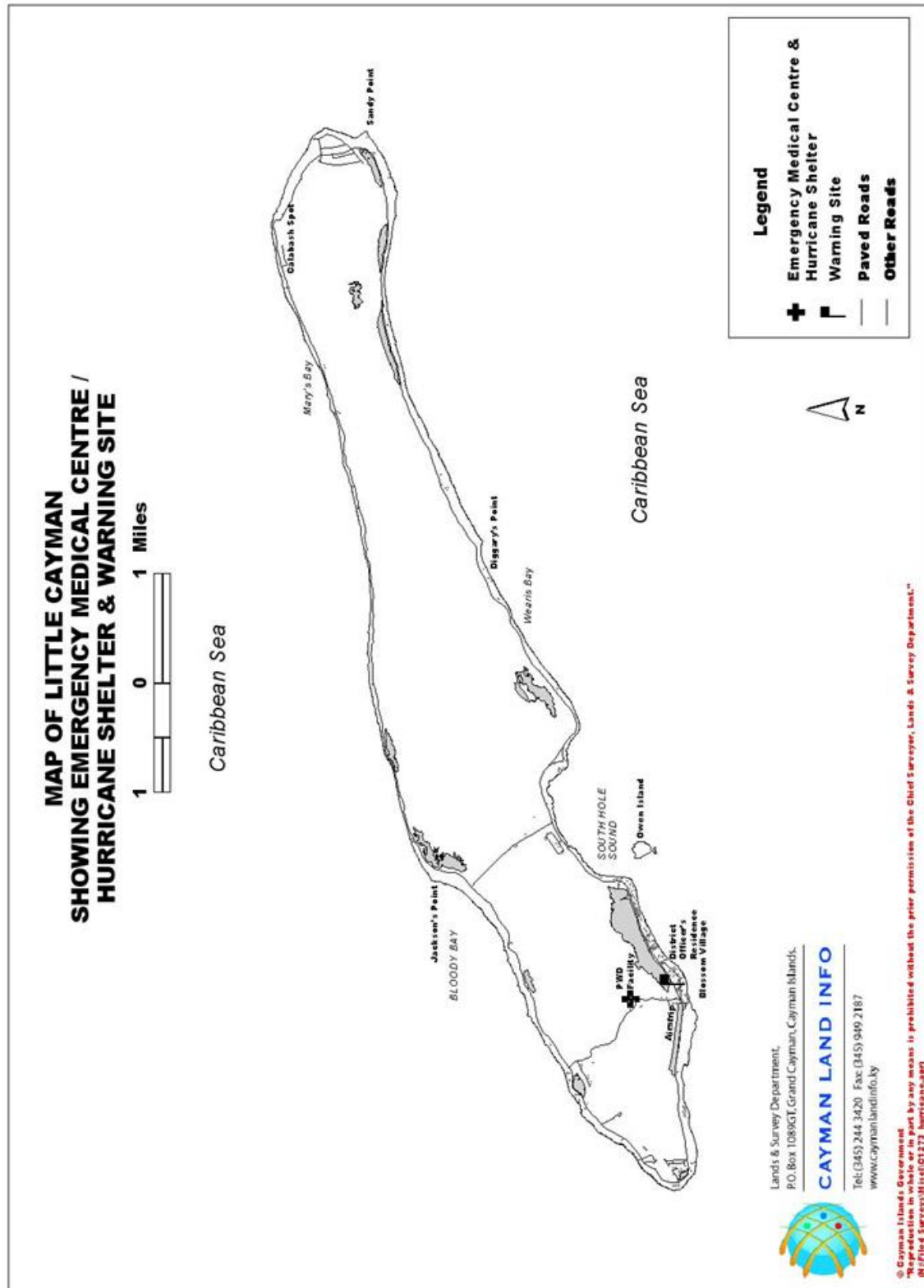


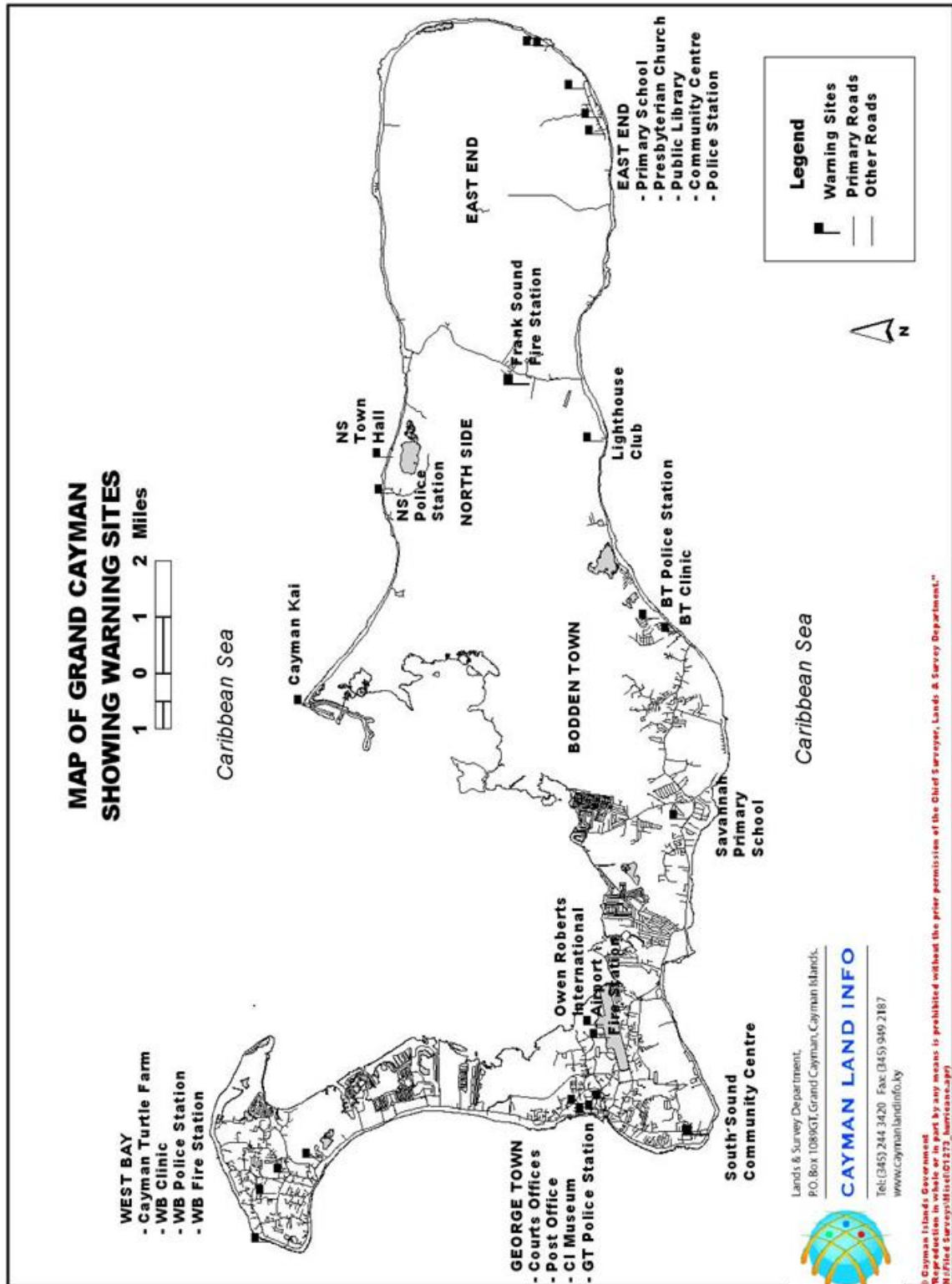


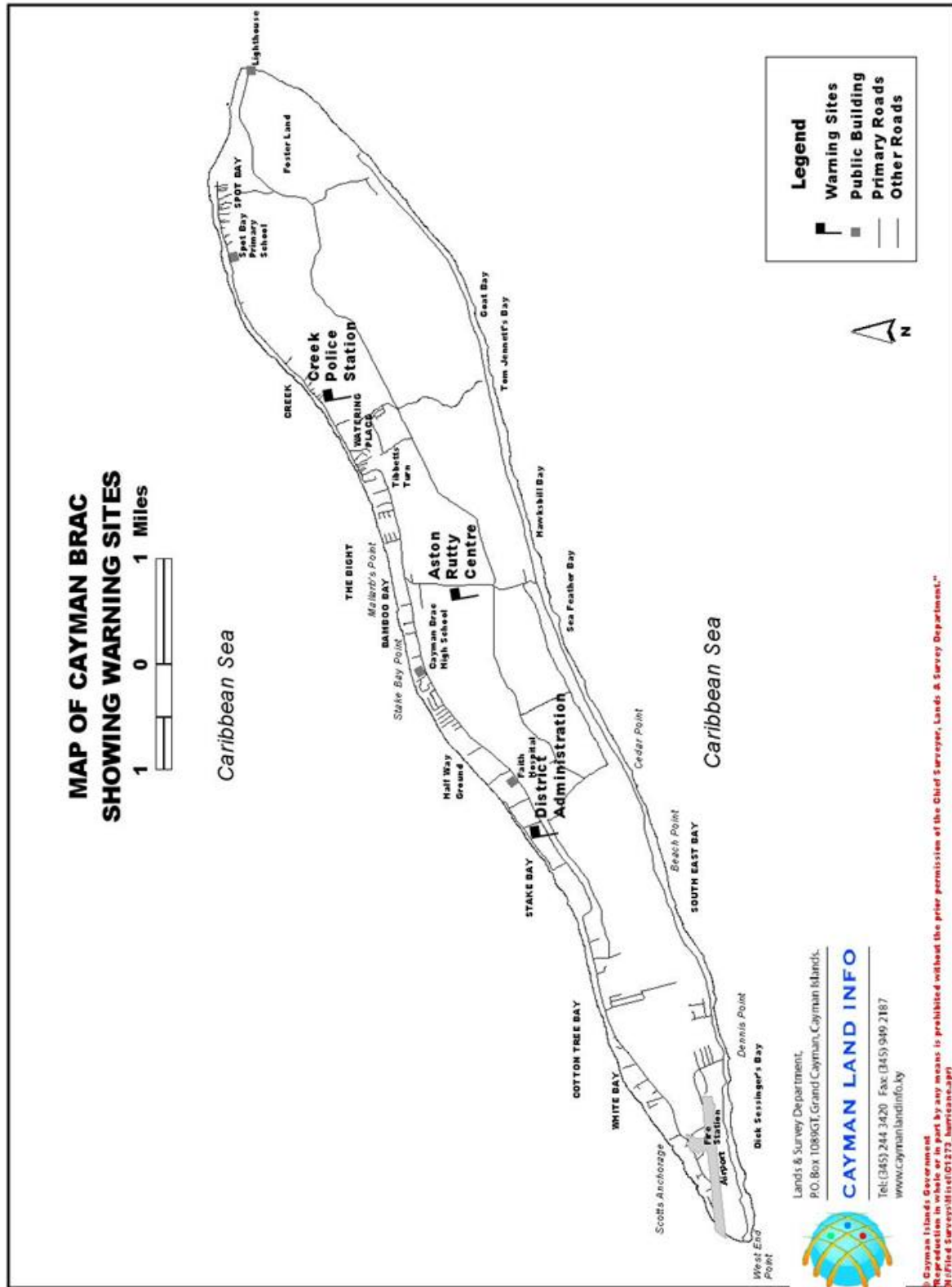












## **APPENDIX SIX**

### **NATIONAL CONTACT LIST**

Refer to NEOC SOPs

**APPENDIX SEVEN****Shelter Listing**

| <b>APPROVED LIST OF CLASS 'A' HURRICANE SHELTERS GRAND CAYMAN</b> |                             |
|-------------------------------------------------------------------|-----------------------------|
| (CLASS 'A' BUILDINGS SUITABLE FOR SHELTER DURING A STORM)         |                             |
| <b>BUILDING LOCATION / NAME</b>                                   | <b>RECOMMENDED CAPACITY</b> |
| <b>GEORGE TOWN:</b>                                               |                             |
| 1 G.T.- New John Gray High School - Gymnasium                     | 1150                        |
| 2 G.T.- Primary School Assembly Hall                              | 240                         |
| 3 G.T.- University College of the Cayman Islands Hall             | 500                         |
| 4 G.T.- Red Cross Building                                        | 95                          |
| 5 Prospect - Primary School (EMC)                                 | 1135                        |
| <b>TOTAL GEORGE TOWN</b>                                          | <b>3,120</b>                |
| <b>WEST BAY:</b>                                                  |                             |
| 6 W.B.- Sir John A. Cumber Primary School (Part Classrooms)       | 135                         |
| 7 W.B.- John A. Cumber Primary School Assembly Hall (EMC)         | 335                         |
| 8 W.B.- John Gray Memorial Church Hall                            | 155                         |
| <b>TOTAL WEST BAY</b>                                             | <b>625</b>                  |
| <b>EAST END:</b>                                                  |                             |
| 9 E.E.- William Allen McLaughlin Civic Centre (EMC)               | 240                         |
| 10 E.E.- Gun Bay Community Hall                                   | 65                          |
| <b>TOTAL EAST END</b>                                             | <b>305</b>                  |
| <b>NORTH SIDE:</b>                                                |                             |
| 11 N.S.- Craddock Ebanks Civic Centre (EMC)                       | 185                         |
| 12 N.S. – Clifton Hunter High School Gymnasium (EMC)              | 630                         |
| <b>TOTAL NORTH SIDE</b>                                           | <b>815</b>                  |
| <b>BODDEN TOWN</b>                                                |                             |
| 13 Breakers.- Community Hall                                      | 40                          |
| 14 B.T.- Primary School multipurpose hall (EMC)                   | 80                          |

|                                                                                                                                                                     |              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 15 Sav.- Primary School Assembly Hall (EMC)                                                                                                                         | 135          |
| <b>TOTAL BODDEN TOWN</b>                                                                                                                                            | <b>255</b>   |
|                                                                                                                                                                     |              |
| <b>TOTAL GRAND CAYMAN</b>                                                                                                                                           | <b>5,120</b> |
| (EMC) = Emergency Medical Centre                                                                                                                                    |              |
| Recommended capacity based on approx.15sq.ft.per person. This is a guideline to provide "reasonable" space but may be increased at the Shelter Manager's discretion |              |

| <b>APPROVED LIST OF CLASS 'A' HURRICANE SHELTERS SISTER ISLANDS</b>                                                                                                 |                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| (CLASS 'A' BUILDINGS SUITABLE FOR SHELTER DURING A STORM)                                                                                                           |                             |
| <b>BUILDING LOCATION / NAME</b>                                                                                                                                     | <b>RECOMMENDED CAPACITY</b> |
| <b>CAYMAN BRAC</b>                                                                                                                                                  |                             |
| 1. Aston Rutty Centre (EMC)                                                                                                                                         | 420                         |
| 2. West End Primary School                                                                                                                                          | 250                         |
| 3 Multi-Purpose Hall (Sports Complex)                                                                                                                               | 382                         |
| <b>TOTAL CAYMAN BRAC</b>                                                                                                                                            | <b>825</b>                  |
|                                                                                                                                                                     |                             |
| <b>LITTLE CAYMAN</b>                                                                                                                                                |                             |
| 4 Public Works Department Building (EMC)                                                                                                                            | 140                         |
| <b>TOTAL LITTLE CAYMAN</b>                                                                                                                                          | <b>140</b>                  |
| (EMC) = Emergency Medical Centre                                                                                                                                    |                             |
| Recommended capacity based on approx.15sq.ft.per person. This is a guideline to provide "reasonable" space but may be increased at the Shelter Manager's discretion |                             |