

# Tax Information Authority



CAYMAN ISLANDS

## **Government Continuity Plan Tax Information Authority 2012**

### **I. INTRODUCTION**

“Continuity of Government” 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 in law, policy, and plans.

### **II. PURPOSE**

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.

This Plan covers the **Tax Information Authority**.

### **III. POLICY**

It is the policy of the Cayman Islands Government to return government to an operational capability as soon after a hurricane or other catastrophic event as is possible. The Deputy Governor is responsible for establishing a process that prioritizes facilities to be opened, designates personnel responsible for specific buildings, 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 or an emergency has occurred, all personnel deemed essential will report to assigned locations, and all vacation/leaves will be immediately rescinded. Any exceptions shall be considered and decided on a case by case basis by the Deputy Governor.

### **IV. CONCEPT OF OPERATIONS**

Development of a National Continuity of Government [CoG] Plan is the responsibility of the Deputy Governor and Head of the Civil Service. As directed by him, all Chief Officers shall establish a plan of action which shall be their Ministry or Portfolio Continuity of Government Plan. The Chief Officer of the Portfolio of the Civil Service [PoCS] is designated to oversee the CoG planning of all Ministries and Portfolios [to be identified as MCoGs or PCoGs] on behalf of the Deputy Governor. Each of the plans for the **Ministries and Portfolios** constitutes one element, and collectively they constitute the Cayman Islands Government Continuity of Government Plan [CICoG]. The Director of each department/agency is responsible for development of the [Department CoG - DCoG] plans, which will be one component of the Ministry/Portfolio plan.

The Director/Head of each department shall establish a team and process to prepare/update this CoG plan. This plan addresses:

- A roster of essential personnel to assist in any area where assistance is required to support emergency operations of the NHC.
- CIG policy in the event the Islands are threatened by a hurricane or have experienced an emergency or disaster. The department Director/Head shall ensure that designated personnel are aware of their roles and responsibilities and are available to perform the function as assigned.

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- The activation of government facility procedures providing for the safety and protection of employees and the public from any hazard or event threatening life and safety.

**Pre Event**

When the "Alert" Phase is declared (a hurricane is likely to strike in the next 48 hours):

1. The Director, Tax information Authority will liaise with the Chief Officer (Financial Services) for the Ministry of Finance, Tourism & Development regarding the updates received from the National Hurricane Centre on the Alert phase of the hurricane.

Name	Contact numbers
Chief Officer, Dax Basdeo	██████████

2. The Director will contact all staff of the Authority regarding the implementation of this Plan.

Name	Contact numbers
Director, Tax Information Authority Duncan Nicol	244-2215 / ██████████
Deputy Director, Tax Information Authority Marlene Carter	244-2447 / ██████████
Assistant Director, Tax Information Authority Iain Blackwell	244-2354 / ██████████

3. Staff should ensure that:
  - a. Personal effects are removed from desk tops and book cases and placed in desk drawers and / or plastic containers
  - b. Files are saved on network drives and not on C drive.
  - c. Hard files are placed in filing cabinets or stored in hard plastic containers

When the "Watch" Phase of the hurricane has been declared (a hurricane is likely to strike in the next 36 hours):

4. Ensure all steps in the "Alert" phase have been completed.
5. Wrap office supplies (photocopy paper, etc) in plastic garbage bags and store in plastic containers or in empty filing cabinet drawers.
6. Ensure items of electrical, computer or other specialty equipment are unplugged from electrical outlets, wrapped in heavy duty plastic bags and where possible moved away from windows.
7. Empty all garbage bins.
8. Ensure all windows and blinds are closed.
9. Take such other steps as are necessary to secure the premises.

When the "Warning" Phase of the hurricane has been declared (a hurricane is likely to strike in the next 24 hours):

10. Ensure that all steps as listed in the "Alert" and "Watch" phases have been completed.
11. If Government issues instructions, all non-emergency staff will be released from duty.

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**Landfall or Impact**

Prior to the onset of hurricane conditions all essential personnel shall report for duty at their assigned locations. This includes any personnel designated and trained to oversee and monitor activities to secure critical facilities, systems, equipment, records, etc.

**Post Event**

When the "All Clear" is issued (a hurricane has passed, or no longer poses a threat):

12. If necessary, the Director will assess the extent of any damage and devise a relevant plan of action in order to deploy the essential staff and 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 department to a functional condition.
13. The Director will contact all essential staff to advise them of the plan of action and assign them their responsibilities.
14. The Director will liaise as necessary with the Deputy Disaster Reaction Coordinators for the Ministry of Finance, Tourism & Development.

Useful telephone numbers:

Name	Contact numbers
National Hurricane Co-ordination Committee - Central Fire Station	949-2276 / 949-6555
Disasters & Records Committee - National Archive	949-9809
Computer Services	244-2000 / [REDACTED]
Lands & Survey	244-3420 / 244-3432

**V. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

The organization and assignment of responsibilities existing in this Plan are part of the Plan for the Ministry of Finance, Tourism & Development and provide guidance for specific tasks and activities, and will supplement the assignments as indicated above. They shall be updated annually as directed by the Deputy Governor and Head of Civil Service.

**VI. ADMINISTRATION & LOGISTICS**

As deemed necessary, Chief Officers shall organize teams of essential personnel trained and authorized to function under emergency conditions for extended periods of time, as required by conditions. At the advent of an imminent threat or the occurrence of a destructive event, all personnel deemed essential will report to assigned locations and carry out assigned tasks. All vacation/leave for essential personnel is rescinded, effective immediately upon notification of a threat or event. Waiver of this policy must be submitted to the Deputy Governor for a decision.

When conditions allow, the Deputy Governor and Head of the Civil Service or the Chief Officer of the PoCS acting on his behalf shall, if or when it is required, notify the Chief Officers to assemble the facility response teams at an appropriate location in order to brief them on conditions, and provide guidance and direction on critical actions and operations necessary to restore specified Cayman Islands Government functions. Times for reassembly and reporting will be established at which status reports will be given by team members. The Deputy Governor (or the Chief Officer of the PoCS acting on his behalf) shall report situation status to the NHC Executive Team as directed by the NHC Chair.

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**VII. PLAN DEVELOPMENT & MAINTENANCE**

**Plans Maintenance:**

- The Chief Officer of the Portfolio for Civil Service shall coordinate the development and maintenance of all Cayman Islands Government M/PCoGs on behalf of the Deputy Governor and Head of the Civil Service.
- The Deputy Governor shall direct Chief Officers to review and update D/M/PCoGs by 1 April every year. Any significant changes to the plans must be approved by the Deputy Governor by 1 May every year.
- All M/PCoGs shall be sent to the Chief Secretary through the office of the Chief Officer of the Portfolio for Civil Service by 15 May every year.

The updated National CoG plan, including all M/PCoGs shall be sent by the Chief Officer of the Portfolio of the Civil Service (on behalf of the Deputy Governor) to the NHC Chair by 1 June every year.