**DISTRICT 7670 CRISIS MANAGEMENT**

 **PURPOSE**

The health, safety and security of our volunteers and program participants is our highest priority. As such, this document provides designated personnel to assist District 7670 volunteers and participants to respond effectively when an incident occurs in order to minimize risk and help ensure the safety of all, to the greatest extent possible. The district is not responsible for civic crisis management but rather responsible for managing situations involving Rotarians, Rotary Clubs (including Rotaract and Interact clubs), and participants in Rotary events.

**Training**

Every member of the district crisis management team (CMT) will complete Rotary International’s youth protection training program and provide the completion certificate to the committee chair and the District Governor. Each CMT member will ensure their training is current prior to the beginning of each Rotary year.

**CRISIS MANAGEMENT TEAM (CMT)**

The district will have a standing Crisis Management Team consisting of the following members and include the outlined responsibilities. In the event of a vacancy, temporary leave of absence, or incapacitation of any member, the district governor shall designate a trained replacement.

1. District Governor (DG): The DG is responsible for overseeing all aspects of crisis response. Represents the district and serves as the appointed spokesperson when answering media inquiries. The DG has ultimate decision-making authority when determining actions to take in response to a situation. The vice-governor should also be available in case the governor is impacted by the incident or otherwise unable to perform management duties.
2. District Crisis Management Officer (DCMO). The DG will appoint a DCMO who should be a past district governor when possible. The DCMO consults with local experts for guidance, when necessary, monitors developments of the situation, and coordinates communication and actions within the district and its clubs. The DG will be the single point of contact with Rotary International. The DCMO will oversee the crisis management team and keep the DG informed and/or involved, as necessary.
3. District Youth Protection Officer (DYPO): Serves as the vice chair of the crisis management committee.
4. District Youth Exchange Chair (DYEC): Serves as the main point-of-contact for students and families involved in Rotary Youth Exchange, coordinating communication with them. The Youth Exchange Chair is responsible for ensuring all students are safe and accounted for in the event of a crisis. The chair is also responsible for reporting updates to all members of the CMT.
5. District Youth Services Chair (DYSC): Serves as the point-of-contact for youth and families involved in Rotary youth activities (except Rotary Youth Leadership Academy/Awards (RYLA), coordinating communication with them. The chair is responsible for ensuring all students are safe and accounted for in the event of a crisis. The Chair is also responsible for providing updates to all members of the CMT.
6. District RYLA Chair: Serves as the point-of-contact for youth and families involved in Rotary Youth Leadership Academy/Awards, coordinating communication with them. The chair is responsible for ensuring all students are safe and accounted for in the event of an incident. The chair is also responsible for providing updates to all members of the CMT.
7. Additional Crisis Management Team members: The DCMO, in consultation with the CMT, may provide nominations to the DG of a law enforcement official and a medical/counselor to serve as advisors to the committee.

**Incidents and Accidents:**

Incidents involving youth participating in a Rotary activity. Such incidents are likely to be the most common ones managed by the CMT. Safety of the youth is our highest priority.

1. If injury is involved, immediately alert the on-site or responsible health, safety, or medical personnel to assess the injury/accident. Have a qualified/trained volunteer administer first aid to the injured person(s) and safely transport them to the designated area of refuge if needed. Continue to monitor the affected person(s) and contact emergency medical assistance if necessary.
2. Ensure any youth program participants are supervised while attending to the needs of the injured person(s)
3. As soon as emergency medical services arrive, contact the parent/guardian and District Youth Protection Officer if a young person is involved.
4. If a youth participant is transported to a hospital or emergency medical facility, designate an adult volunteer to accompany them and other adult volunteers to supervise remaining youth program participants.
5. If the incident involves inappropriate behavior toward the young person, immediately remove the youth from the situation. Contact law enforcement if necessary. Contact the parent/guardian immediately or as soon as possible after ensuring the young person is safe.
6. The District Youth Protection Officer and/or DG will report the incident to Rotary International within 72 hours of the injury/accident.
7. If the incident involves inappropriate behavior toward a Rotarian or by a Rotarian, the Club president should contact law enforcement if necessary and immediately notify the DG. The DG will convene the CMT.
8. The CMT will oversee an investigation into the incident. The DCMO will keep the DG and RI informed of the status of the investigation.

Accidents involving people attending a Rotary sponsored event. Immediately alert the on-site or responsible health, safety, or medical personnel to assess the injury/accident. Contact emergency medical services if warranted.

1. Safely transport participants to an area of refuge if needed.
2. Report the injury/accident to Rotary International within 72 hours of the injury/accident.
3. The CMT will convene and oversee an investigation into the incident. The DCMO will keep the DG and RI informed of the status of the investigation.
4. Contact the designated person responsible for insurance-related questions or claims to determine what steps may be required to report to insurance provider(s)
5. If the DCMO anticipates media coverage, the CMT will confer with the DG on appropriate responses.

Follow on actions: The DG will declare the incident resolved when there is no immediate risk to young people, Rotarians, or volunteers, and there is no need to maintain a level of crisis awareness or response.

* + 1. Immediately following the resolved incident, the CMT shall conduct a debriefing. The purpose of the debriefing is to ensure the response was appropriate, and if there are any action steps needed as a result of the resolution.
		2. Update this action plan, if the debrief indicates a need. Regardless, the CMT should review the plan regularly. As a minimum, update this plan annually prior to the start of the new Rotary year (prior to 1 July), and following any changes to leadership or youth protection policies.

Supporting Young People During a Crisis

Young people may require additional support, mental health counseling, or medical attention during or immediately following an incident. It is important to check-in with the parents/guardians of young people who have experienced an incident as well as others who may have been present during an in-person emergency or who may also be indirectly impacted (friends, family, or others close to someone involved in the incident). The DG will authorize any additional action if warranted.

Administrative

1. Record-keeping: The DCMO will maintain a comprehensive record of an incident response, including debriefing, along with any other relevant materials (press/media releases, media coverage, insurance claim application forms, official letters, email correspondence, police reports, private and confidential reports). This record should be accessible only to those with a need to review the record.
2. Insurance and Expenses: The district maintains liability insurance which can include coverage for bodily injury and/or property damage incurred in an emergency/crisis. The DCMO will review the policy coverage/limits for additional information and policy reporting guidelines.
3. Expenses: The district will pay DG approved expenses that require immediate payment to provide for the safety and well-being of youth and volunteers, including expenses that may be later reimbursed by a liability insurance provider and those that may not be reimbursed. To the extent possible, the DG or DCMO will submit all receipts to the District Finance Chair for reimbursement and record-keeping.
4. Media Guidelines In the event of a media inquiry, request for comment, interview, or other details related to a crisis, the media spokesperson shall be the district governor, unless otherwise designated. All volunteers should be instructed as part of their event training not to respond to or otherwise comment on a crisis situation but to refer all inquiries to the designated spokesperson. All volunteers should refrain from commenting on or otherwise sharing published content involving an incident and refer the content to the designated spokesperson.
5. Team Data:

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| Name | Email address | Telephone |
| DG Connie Molland | conmolland@frontier.com | 828-450-8456 |
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