

**Rotary District 5360: Crisis Management Plan**

**Crisis Management Bullet Points for Clubs**

* Be Pro-active. Identify, rectify and avoid potential crisis situations before they flare.
* Keep it simple. In a crisis, no one has time to read a 60 page document.
* Club Officers are the front-line reporters. If in doubt, report.
* Reporting to District is not a substitute for reporting to law enforcement when appropriate. If a crime is suspected, always ensure that law enforcement is immediately notified. **NEVER COVER UP.**
* Have your crisis contact resources pre-arranged and in your phone.
* Prepare contact information sheets, for District and AG. Don’t depend solely on the Internet.
* Taking immediate action to protect personal safety and property is the first priority.
* Clubs should not ‘wing’ a crisis. Instead, they should immediately inform District, which has the resources and the legal responsibility within Rotary.
* Clubs should avoid any media or other discussion and stand down from further action unless and until DG requests them to take some action.
* Prepare and use a notification sheet which provides the DG with basic information about what happened and whom to contact, and how to do so. Rotary Youth Exchange incidents should use Rotary’s Youth Exchange specific form.
* Get prompt professional assistance as needed, such as legal, psychological intervention, media relations and RI through the DG.
* Take stock of the situation, contact the District Governor, District Governor – Elect, or District Governor Nominee as promptly as possible and generally take a deep breath before reacting.
* Avoid making media comments. Refer to the District, which has trained professionals available.

**Rotary District 5360**

Rotary District 5360 has adopted a Crisis Management Policy. Our approach is proactive, not reactive wherever possible.

**Avoiding Crises**: As responsible Rotarians, we should all recognize, avoid and help correct possible problems before they result in an emergency or crisis situation, and to report any developing emergency or pending crisis before it becomes unmanageable. **If you recognize a situation or procedure that could result in a problem, if not corrected ahead of time, please bring it to your Club President’s attention, who in turn should inform the District Governor promptly by email.**

**Generally, District 5360 considers as possible crisis situations**:

• Any potentially criminal activity in connection with Rotary activities, particularly Youth protection.

• Financial or other legal wrongdoing in connection with Rotary activities

• Non-compliance with legal and Rotary International policies, including but not limited to Youth Protection, discriminatory conduct integrity, etc.

* Any natural, environmental disaster occurring during a Rotary activity.

• Any other action or inaction in connection with Rotary that foreseeable might result in injury to persons, or result in financial or property damage in civil liability or other financial harm, data reach/identity theft, or otherwise damage Rotary, its membership and public image.

**General Club Level Reporting Guidelines. If in doubt, report. Here’s how.**

If a Rotarian becomes aware of a potential crisis, report it immediately to your Club President. If you are unable to contact your Club President, then report it to your Club’s President Elect. Your primary reporting channel is to your club President and then from the Club President to the District Governor.

**Rotarians – Club Officers – Club President and/or Club President Elect – District Governor and/or District Governor Elect, and/or District Governor Nominee, AND Assistant Governor. IF this involves youth protection, ALSO immediately contact your Club’s Youth Protection Officer, District Youth Protection officer and law enforcement.**

Non crisis concerns that can be resolved by private discussion at the club level should be dealt with in a cooperative, problem-solving manner mediated by the Club President, keeping in mind the Four Way Test. The District Governor should be informed promptly and kept informed of situations that may develop into a membership or negative publicity crisis or that might otherwise damage Rotary.

In the event that any harm may come to any person or damage/injury to property, or if the matter involves an exchange student, RYLA or RYPEN attendee or other minor in Rotary’s care, **first get that youth to a safe situation immediately** and then contact your Club’s Youth Protection Officer and your Club President/President Elect as above. **First take action to reduce immediate injury and damage.**

**1.What should be reported to District 5360? If in doubt, report it to District.**

A) Any potentially criminal activity or other legal wrongdoing occurring with Rotary activities. If possibly criminal, DO NOT make accusations, do not discuss with the involved person, do not disturb evidence nor question witnesses. Contact and wait for the police.

B) Any concerns regarding potential abuse, violations of RI youth policy, or inappropriate actions involving youth, exchange students, and minors by Rotarians or in Rotary activities.

C) Actions or inactions in the course of Rotary activities that would likely result in injury to persons, financial, or property damage, or civil liability, or other financial harm to Rotary.

D) Any actions or inactions that would likely reflect poorly upon Rotary’s public image or might adversely affect Rotary membership.

E) Anything else that you believe is likely to be seriously and foreseeably damaging to Rotary.

F) Any trend, act or omission, or other long-term situation likely to cause harm to Rotary unless corrected. Report through your Club President and AG.

2. **First, take immediate action to reduce imminent damage, risk, and severity. If harm threatens or if minor children and exchange students are involved first get them to a place of safety.**  Then, await further instructions from District or law enforcement when they are involved.

3. **Do not discuss the situation with anyone**, or speculate. Do not make club announcements. Do not make statements to the media nor do any interviews. **Refer all media inquiries to the District Governor.**  Do not post anything to social media of any sort. Identify witnesses but do not discuss with minor or potential witnesses unless directed to do so by District and or law enforcement.

4. **Report any of the above concerns as promptly as possible to Club President or Club President Elect and to District Leadership using the attached form**. Incidents involving youth and exchange students should contact the DG for the appropriate Youth process.

5. **Communicate with District quickly, accurately, and completely** but do not make important long-term decisions before getting all the facts and first consulting with District 5360 and legal counsel. **Promptly notify District if there is any change in the situation**. Be deliberate and cautious in your words, actions and decisions after taking immediate protective steps as the situation requires. The District Leadership level is legally responsible for making major decisions in crisis situations in consultation with Rotary International.

6. **How should reports be made?**

A) Advise and consult with your Club President ASAP and AG and DG. For anything involving youth, also advise your Club Youth Protection Officer and the District Youth Protection Officer Doug MacDonald.

B) **Send an initial alert to District 5360 by text messaging (list as subject “Rotary 911” or by Email to District leadership, starting with the District Governor. Send all contact information**.

C) If you do not receive a direct in person response within60 minutes from the first contact, then contact the next people on the list until you know that your report has been received, and is being aced upon. It is important to verify that the District has your report and is acting upon it.

D) Follow up as soon as possible with a completed incident report form by Email or by fax.

7. **To whom should reports to District be made?** (In this order).

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| --- | --- | --- | --- |
| Club President/Club President Elect |  |  |  |
| District Governor | Steve Leavitt | Cell  403-915-3315 | Email  ssamleavitt@gmail.com |
| District Governor – Elect | Kurt Kowalchuk | Cell  403-852-7686 | Email  kurtyyc@gmail.com |
| District Governor – Nominee | Christina Hassan | Cell  403-826-1916 | Email  christinahassan.rotary@gmail.com |
| District Youth Protection Officer | Doug MacDonald | Cell  403-245-8540 | Email  drmacdonald245@gmail.com |

**District 5360 Incident Reporting Form (General)**

1. Does the reported incident involve youth exchange or other youth activities? **IF YES**, then do not use this form. Contact District Youth Protection officer and follow District and Rotary International process.
2. Date of Report:
3. Date of Incident:
4. Person making report:
   1. Name:
   2. Email:
   3. Cell Phone:
   4. Alternate Phone:
5. Rotary Club Involved:
   1. Club President Name:
   2. Email:
   3. Cell Phone:
6. Nature of Incident:
   1. Was anyone injured? YES NO (Please circle).
   2. Was there a financial loss? YES No (Please circle).
   3. Is a lawsuit or claim being made? YES NO (Please circle).
      1. If YES, who?
      2. What are the claimed injuries or financial loss?
   4. Criminal concerns? YES NO (Please circle)
      1. If YES, what happened and who was involved?
      2. If YES, has law enforcement been contacted? YES NO (Please circle).
      3. Law Enforcement agency involved:
      4. Contact Person and Phone number:
      5. Persons involved:
         1. Name and Contact Phone:
         2. Name and Contact Phone:
         3. Name and Contact Phone:
7. Has the media contacted anyone about this? YES NO (Please circle).
   1. Name of Media
      1. Contact Person and Phone:
8. Has anything been posted on social media? YES NO (Please circle).
   1. If YES, where and by whom?
   2. URL:
9. What has been said in the media or on social media?
10. Witnesses/persons with knowledge (list of names and cell numbers).

Please complete this information using additional paper as needed and email or fax to Club and District leadership as appropriate.