

Risk Response Plan and Planning

I. Policy Rational

- 1) Though emergency situations are rare, District program participants are susceptible to a variety of natural and human-caused crises. A crisis can develop when least expected and demands an immediate response, so preparation is essential. Awareness of threats to participants is necessary to evaluating potential risks and developing crisis management procedures in advance.
- 2) Emergencies are variable. A crisis may be widespread or may directly affect just one person. People may even be affected by a crisis far away or in a distant location connected to the individual. What is common to all crises is that they cause stress, disruption, and pain for those affected.

II. Types of Crisis

- 3) Accidents
 - a. Transportation accidents, poisoning, house fires, falls, etc., that require serious medical attention.
- 4) Violence
 - a. Violent physical or verbal acts that may target individuals or groups based on their gender, ethnicity, background, or associations, or can be random.
- 5) Natural disasters
 - a. Different regions of the world are susceptible to various natural hazards, including wildfires, tsunamis, and earthquakes.
- 6) Political instability
 - a. Ongoing government instability, or a sudden rebellion or revolution, can lead to riots and other violence.
- 7) Outbreak of illness
 - a. An epidemic is an outbreak of a contractible disease that spreads at an abnormal rate. A pandemic is an epidemic whose spread is global.
- 8) Death
 - a. A death has occurred to a Rotarian, guest or customer at a Rotary event or on a Rotary approved project.
 - b. A death has occurred of an immediate family member.

III. Response

- 9) It is highly recommended that all districts have a crisis-management plan, and this is especially relevant for youth programs, given the vulnerability of their participants. Preparation helps Rotarians effectively and efficiently respond to an event, minimize its impact, reassure all who are involved, and recover. Consider the range of crises that may occur in your district and develop procedures to address them.
- 10) Management team
 - a. Designate a crisis-management team composed of district leaders, club representatives, and experts who will respond quickly in an emergency. Ensure



that the team members understand their responsibilities and discuss coordination. Give the team access to all necessary data, such as participant and emergency contact information, insurance documentation, and policy documents. Everyone who works with youth programs should know whom to contact in an emergency.

11) Communication

- a. Establish a procedure for disseminating and gathering information and status updates. Depending on the situation, it may also be necessary to immediately inform youth participants' parents or legal guardians, the district governor, law enforcement, Rotary International, embassies, and insurance companies.

12) Procedures

- a. Establish procedures for managing foreseeable emergencies. For example, have RYLA camp administrators review fire, emergency, and other disaster response plans with their volunteers and program participants, designate disaster shelters, research which medical facilities can best provide emergency services, consider whether translation services will be needed, and research what government resources are available.

13) Media communication

- a. The District Governor is the designate person to work with the media. Respond to requests promptly and provide only factual information. View interviews as an opportunity to communicate key points and convey a reassuring message. Make sure to notify RI to get assistance with any media inquiries.

14) Expenses

- a. Coping with an emergency can entail costly, immediate expenses. The District shall determine how crisis expenses will be paid.

IV. The Plan

15) The crisis management team members.

- a. The Response Coordinator is the District Governor.
 - i. The Coordinator shall have final say for all crisis responses.
 - ii. The District Governor may delegate this function.
- b. The crisis team is composed of:
 - i. The District Governor
 - ii. The District Governor Elect
 - iii. The Treasurer
 - iv. The Risk Officer or Designate
 - v. Communication Officer
 - vi. Counsel (if available)
- c. The team shall include the appropriate Committee Chairs if and when the Coordinator requires their participation. The Committee Chairs shall respond and assist.
- d. Succession
 - i. In a general response the succession will be the District Governor, then the District Governor Elect, then the Risk Officer.
 - ii. With Youth the succession will be the District Governor then either the Youth Exchange Chair or the Youth Services Chair, then the Risk Officer.



- 16) The criteria that will be used to determine if a crisis has occurred.
 - a. The District will use all Rotary International documents.
 - b. A complaint is made.
 - c. An event has happened.
 - d. An injury or death has occurred.
 - e. A declaration is made by a jurisdiction where District operations are located.
- 17) These monitoring systems and practices will be used to detect early warning signals of any potential crisis situation.
 - a. The event is reported within the District.
 - b. All committees shall have risk response plans.
 - c. Mandatory training for personal for risk identification.
 - d. Prudent restrictions on actions inherently risky.
 - e. A death rate is above 0.5% per confirmed illness in the area where District operations occur.
 - f. A declaration the health system in the location where the District has operations states they can no longer deliver normal delivery of health care.
 - g. A local authority in the area where District operations occur announces plans to restrict inter-area travel.
- 18) Spokesperson in the event of a crisis.
 - a. The Chief Spokesperson for the District is the District Governor.
- 19) Provide a list of key emergency contacts.
 - a. TBA
- 20) Document who will need to be notified in the event of a crisis and how that notification will be made.
 - a. Each Committee will establish this list and review it twice a year.
- 21) Identify a process to assess the incident, its potential severity and how it will impact the building and employees.
 - a. Each Committee will conduct this assessment once per year.
- 22) Identify procedures to respond to the crisis and emergency assembly points where employees can go.
 - a. TBA
- 23) A strategy for social media posting and response.
 - a. The Communication Officer will execute key messages to relevant stakeholders.
- 24) Provide a process for testing the effectiveness of the crisis management plan and updating it on a regular basis.
 - a. This shall be done at least twice per year.



