

Rotary International District 7475 Crisis Management Plan 2024 – 2025

Overview

A “crisis” for the purpose of this plan is an unanticipated event or action that has or is likely to result in physical or psychological harm to a participant involved in a Rotary function or activity.

A crisis can strike at any time. It can be an event outside of our control, such as a natural disaster, accident, war, or crime. Or it can be within our control, such as a youth protection issue, harassment, discrimination, or simply bad judgment.

Whatever the cause, a crisis may place Rotarians and program participants in a situation that requires an active response. It may be a situation that demands immediate action by trained emergency responders, intervention to remove a participant from a dangerous environment, or it may require longer term treatment and care.

When a crisis occurs, it is important to have a Crisis Management Plan in place. The plan is a set of procedures applied to assure a fast and professional response. The plan defines coordinated steps that can be understood, followed and managed so that those involved are protected, the communication is timely and professional, and the necessary action is taken.

In our information age, written and video content can be transmitted in a matter of seconds, which makes it important that if a crisis occurs Rotary responds with a clear, honest, and timely information to everyone involved. This plan has been created so that our clubs and members can address a crisis as a team in a planned and professional manner.

This plan may be updated during the year. The latest plan version is available on the District website at www.njrotary.org/sitepage/crisis-management.

Policies

1. The District Governor is the person in charge of Crisis Management within the District, unless he or she appoints an alternate. The District Governor is the primary contact between District 7475 and Rotary International.
2. On an annual basis, the District Governor shall appoint a Crisis Management Team as part of District Leadership to help prepare for and provide support during a crisis as needed.
3. If a crisis occurs, the District Governor or his/her appointee will activate the Crisis Management Team or individual members of the team as needed. It is the responsibility of the Crisis Management Team to support those most directly impacted by the crisis.
4. If the District Governor is absent, unavailable, or unable to take charge during a crisis, the District Governor-Elect will coordinate with the Crisis Management Team to manage the process.

5. If the event involves a Rotary Club(s), the Club President(s) or designated appointee will represent the individual Club(s) as needed and as requested by the District Governor.
6. **Youth Programs:** For any crisis involving youth there are specific procedures defined in *District Youth Participant Crisis Management Plan*, also available at www.njrotary.org/sitepage/crisis-management. These guidelines apply specifically to Rotary Youth Exchange (long-term and short-term), Rotary Youth Leadership Awards (RYLA), Interact and other Rotary youth events.

Crisis Management Team

To provide support and guidance as needed, a Crisis Management Team (CMT) will be established annually as part of the District Leadership Team,

The core Crisis Management Team shall be composed of:

- District Governor, as Chair
- District Governor-Elect
- District Governor-Nominee
- Vice Governor

Depending on the nature of the crisis, the CMT may include any or all the following as determined by the District Governor:

- Youth Protection Officer
- Youth Exchange Chair
- Risk Management Committee – Insurance Chair
- Risk Management Committee – Legal Chair
- Website and Information Chair
- District Legal Counsel
- District Treasurer

In addition, others may be asked to serve on the Crisis Management Team for a specific incident as required and determined by the District Governor:

- The Assistant Governor of the area of the incident
- District Committee Chair(s) involved in the incident.
- Club President(s) of specific club(s) involved in the incident.
- Crisis experts as required at the request of the District Governor

Crisis Management Contact List 2024 - 2025

Title	Name	Phone #	Email
District Governor	Jeannie Tsukamoto	973.410.0723	jeannietsukamoto@gmail.com
District Governor Elect	Bob Law	862.432.7096	bob.law.7475@gmail.com
District Governor Nominee	Joe Nastus	908.227.1464	jnastus150@gmail.com
Vice Governor	Ray Freaney	908.803.4602	rayfreaney@gmail.com
Youth Protection Officer	Barbara Frantz	908.347.6635	bdfrantz@pfowlawfirm.com
Youth Exchange Chair	Mark Wright	732.713.8990	thgrnw@gmail.com
Risk Management Insurance Chair	Bill Shuler	973.476.5549	wshuler22@gmail.com
Risk Management Legal Chair	Todd Murphy	908-413-6144	tmurphy00@icloud.com
Website & Information Chair	Barry Kroll	973.476.2772	barry@barykroll.com
District Legal Council	Paul Daly	908.377.2247	pdaly333@gmail.com
District Treasurer	Laura Lannin	973.525.8778	jlannin@gmail.com
RI Zone Director	Chris Etienne	231.838.2031	chris@harborsir.com
RI Club & District Support	Mallori Ori	847.424.5241	mallori.ori@rotary.org
RI Risk Management	Julita Brzozowska	847.424.5394	julita.brzozowska@rotary.org
RI Youth Protection	Karen Segura-Medina		youthexchange@rotary.org
ESSEX Chair	Betsy Manzelli	978.979.7834	btzmnz1@gmail.com
RI Insurance Portal	rotary.hylant.com User Name: rotary@hylant.com PW: Rotary1905		claims@rotary.org

When a Crisis Develops That Involves a Rotary Activity

EMERGENCY RESPONSE

1. If the crisis is a localized emergency situation, take decisive action to attend to or protect those in immediate need. Alert the on-site or responsible health, safety, or medical personnel to assess the injury/accident. Do not hesitate to call 911 and request police or first responder support if the situation warrants. This is Step 1, whether adults or youth are involved.
2. In the event of a widespread natural disaster, weather emergency, violence, or health emergency follow government advisories or credible news media and move participants to a safe location.
3. If the crisis is a youth protection issue caused by abuse, harassment, lack of care, or any issue that may impact the youth's well-being, ensure that the youth is immediately moved to a safe environment and protected from further harm.
4. If the crisis is an adult harassment or discrimination issue, do your best to defuse the situation and determine what occurred. Do not hesitate to call 911 and request police support if you or others do not feel safe.

IMMEDIATE FOLLOW UP

1. Contact the District Governor or designated appointee as set forth in the Policies section above. Provide as much detail as possible related to the crisis to the District Governor. This information should include social media posts, emails, voicemail messages or other documentation.
2. The District Governor will confirm that Law Enforcement has been contacted or is involved if applicable. If Law Enforcement is involved, the Crisis Management Team will cooperate with Law Enforcement as requested.
3. The District Governor determines the need to notify and consult with the Crisis Management Team and decides if the team or certain members of the team should be activated.
4. The District Governor may communicate with Assistant Governors, District Leadership Team members, Clubs and/or individual Rotarians as needed and may direct Presidents and Assistant Governors to communicate appropriate and approved information to affected Clubs and/or affected Rotarians.
5. For any crisis involving youth there are specific procedures defined in District Youth Participant Crisis Management Plan, which is included in this document. These guidelines apply specifically to Rotary Youth Exchange (long-term or short-term), Rotary Youth Leadership Awards (RYLA), Interact and other Rotary youth events.
6. The District Governor will contact Rotary International and the Rotary International Zone Director as necessary.
7. All press inquiries are to be directed to the District Governor. The District Governor will seek assistance from Rotary International regarding media inquiries as needed. Rotarians should refrain from responding, posting or sharing any information on an individual basis.
8. The District Governor may designate a District Spokesperson. This will be someone who is on top of the issue, communicates well, and is comfortable interacting with the media.

9. The District Governor, in coordination with Rotary International as required, will approve the content and release parameters of all statements and written information regarding the event. The District website and social media channels will be used if appropriate.

If the Media Contacts You

1. Follow the protocols set out above. Do not issue a statement or make any comments on behalf of Rotary to the media.
2. Immediately contact the District Governor or designated appointee, even if in doubt of the urgency or importance of the matter. Let those responsible make the decisions as to urgency and importance.
3. Respond to all media inquiries promptly. Ignoring media can contribute to unnecessary speculation. A media interview is a good opportunity to convey the facts and Rotary's position to the public, but this is the responsibility of the District Governor or Spokesperson.
4. Refer the media contact to the District Governor or the designated District Spokesperson. If you need time to confirm or determine the District Governor or Spokesperson's contact information, tell the media you will respond promptly.
5. The District Governor and/or Spokesperson will be completely honest and truthful, will not say anything he/she is unsure of, and will not cover up or make excuses. It is important to determine what may be communicated. Legal rights of those affected must be considered.
6. The District Governor or Spokesperson will represent Rotary. When they speak, they ARE Rotary. No personal observations or speculations will be issued.
7. Monitor the media's local coverage of the issue for accuracy and tone. If Rotary is misrepresented, let the Spokesperson know who will convey the concern to the District Governor for action, if needed.

Using This Plan:

- *Who Should Know?* District Leadership, Club Leadership, Rotarians and Rotaractors involved in Rotary youth programs (Youth Exchange, RYLA, Interact), event planners and event leaders.
- *What Should be Shared?* The entire plan is available on the District website at www.njrotary.org. A summary of the plan will be presented at District meetings and training events.
- *What Should be Done Before a Crisis?* Clubs should make members aware of the plan during club meetings and training. District Leadership will be trained on the plan at district meetings and training.
- *If You Have Questions Before a Crisis?* Ask your Club President, District Governor or any individual on the Crisis Management Team.
- *What Should Be Done During a Crisis?* Carefully re-read and follow this plan.
- *If You Still Have Questions During a Crisis?* Don't guess or try to fix it yourself. Ask any individual on the Crisis Management Team for help.
- *If You Have Suggestions After a Crisis?* Share them with any individual on the Crisis Management Team.