

Rotary International District 7505 Crisis Management Plan
March 5, 2024

Using This Plan: Important

- *Who Should Know?* Rotary Club Presidents, Leaders, Chairs, and Members District Leadership, Committee Chairs and Committee Members
- *What Should be Shared?* Provide a full copy of the plan to every Club Member and District Staff person.
- *What Should be Done Before a Crisis?* Read the entire plan. Clubs as well as District Committees should hold a meeting dedicated to discussing and understanding the plan. All new Club members and new District Committee Members should be educated on the plan.
- *If You Have Questions Before a Crisis?* Ask your Club President, Assistant Governor, 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.

The following attachments are important and integral to this Plan:

- **A. Media Strategy Checklist**
- **B. Crisis Management Best Practices for Clubs**
- **C. Rotary Code of Policies sections re harassment**
- **D. District Youth Exchange Crisis Management Plan**
- **E. Contact list (updated annually)**

Introduction

A crisis can strike at any time. Natural disasters like fires, hurricanes, earthquakes and floods; manmade tragedies such as shootings or terrorist activities; financial debacles like embezzlement or theft; and events caused by an action or inaction of a Rotarian or non-Rotarian such as a violent crime, a traffic accident, a youth protection issue, harassment, discrimination or simple bad judgment may place a Rotary Club officer or board member, an entire club, the District Governor or other Rotarians in a situation that requires serious and immediate attention.

When a crisis occurs, it is important to have a Crisis Management Plan in place. It is a set of procedures applied to assure a response with accurate information reflecting Rotary's sincere concern and resolution of an emergency in planned and coordinated steps that can be understood, followed and managed so that those involved are protected, that communication is timely and professional, and that necessary action is taken.

In our internet-driven and social media information age, written and video content can be transmitted instantly and be misunderstood or intensified which is why our Rotary District must

respond with a clear message that is presented honestly, accurately, timely, consistently, and in a manner that is appropriate for the situation.

Clubs, District Committees and individuals should NOT handle any crisis alone! District 7505 and Rotary International have first responders who can help and relieve you of the worry of facing the media when your attention is needed dealing with the actual crisis. The District Governor may decide what is the most appropriate course of action.

IMPORTANT: WHERE IT IS APPLICABLE, THE ROTARY YOUTH EXCHANGE CRISIS MANAGEMENT PLAN SHALL APPLY AND BE FOLLOWED. Your first contact should be the District Youth Exchange Chair and the District Youth Protection Officer,

If a crisis involved the District Rotary Youth Exchange follow that Plan first.

A Complete Copy is appended as Attachment D.

What Constitutes a Crisis?

A "crisis" is a critical event or point of decision which requires an appropriate and timely response. For purposes of District 7505, it probably will be an unexpected or unusual event, often tragic, that impacts Rotarians and/or Rotary in a negative manner. Examples include an untimely death or injury stemming either from natural (such as fire, flood or earthquake) or unnatural (such as accidents or mass casualties) events; illegal activities where the victim or suspected perpetrator is a Rotarian, a Rotary club, or the District; or another event that involves a Rotarian, a Rotary club, or the District that impacts persons or property in a negative manner.

These events may, but do not necessarily, involve youth involved in Rotary functions and

activities, such as RYLA students, Interactors, RYE students, or REGL participants. District youth programs have carefully designed youth protection plans which take precedence over this plan and which are to be followed prior to following this plan.

Policy and Parameters

1. The District Governor currently in office is the only officer of Rotary International in the District. As such, when a crisis occurs, the District Governor is the main contact between the District and Rotary International and between the District and the event or activity manager, if applicable (such as a camp director). He or she will ensure that Rotary International is notified and kept informed, as needed.
2. The District Governor is the person in charge for Crisis Management in District 7505 unless and/or until he or she appoints someone else. If the District Governor is absent, unavailable or unable to take charge, the District Governor-Elect, Immediate Past District Governor, the District Governor Nominee, or another Rotarian may be appointed by the District Governor or by the District Finance Committee while the District Governor is absent, unavailable or unable to take charge.
3. The District Governor shall appoint a Crisis Management Team as part of the District Leadership Team to provide support, information and guidance as needed.
4. The District Governor or his/her appointee will activate the Crisis Management Team or individual members of the team as needed.
5. If the event involves a Rotary Club or Rotarian, that Rotary Club's President or the Club's designated appointee will represent the individual Club as needed and as requested by the District Governor.

Crisis Management Team

A Crisis Management Team will be appointed by the District Governor for that Governor's term, prior to the start of the term, which should include:

1. The District Governor who will serve as Chair.
2. The District Governor-Elect, Immediate Past District Governor, or District Governor Nominee who will serve as the Assistant to the District Governor
3. District 7505 Youth Protection Officer or, if none, a member of the District Youth Protection Committee
4. A legal professional who is familiar with local law and can give immediate advice as to confidentiality, exposure, liability, and related legal implications
5. The District Public Image Chair
6. The District Insurance Chair
7. A District Spokesperson who serves as liaison to the media, who may or may not be the District Public Image or District Communications Chair
8. The Assistant Governor if the incident reported happens in a community where local presence is important
9. The chair of the committee responsible for the activity from which the incident originated, if applicable
10. Others at the request of the District Governor

When a Crisis Develops

1. Contact and consult with the District Governor or, if the District Governor is absent, unavailable or unable to take charge, the designated appointee as set forth above.
2. The District Governor or designated appointee 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. For example, depending on the situation, the activated team members might consist of the Club president, a committee chair, an attorney, the Spokesperson, the youth protection officer and/or the public information chair.
3. Immediately provide information, such as social media posts, voicemail messages, emails or other written documentation, bearing on the crisis to the District Governor, designated appointee or Spokesperson so that they may determine how best to respond. Avoid responding, posting or sharing the information yourself.
4. Rotary is committed to maintaining an environment that is free of any form of harassment, broadly defined as any conduct, verbal or physical, that denigrates, insults, or offends a person or group based on any characteristic* (age, ethnicity, race, color, disability, religion, socioeconomic status, culture, sex, sexual orientations, or gender identity).
5. The Crisis Management Team will cooperate with Law Enforcement and will direct individuals in the gathering of facts.
6. The District Governor will contact Rotary International and the Rotary International Zone Director.
7. The District Governor will confirm that Law Enforcement has been contacted, if applicable and not already involved.
8. The District Governor will designate a District Spokesperson. This should be someone who is on top of the issue, communicates well, and is comfortable interacting with the media.
9. The District Governor will direct Presidents and Assistant Governors to communicate appropriate and approved information to affected Clubs and/or affected Rotarians and instruct all Club members to refer press inquiries to the District Spokesperson.
10. The District Governor may communicate with Assistant Governors, District Leadership Team members, Clubs and/or individual Rotarians as needed.
11. The District Governor will direct the District Spokesperson to prepare a statement, that is in writing, made available to the media, and posted on the District 7505 website, that accurately states the facts, expresses Rotary's position, conveys the appropriate tone (sympathy, apology, commitment, etc.) and develops key messages to help the Spokesperson convey Rotary's position consistently and accurately. The Spokesperson will update the statement as needed with input and advice from the District Governor. **NOTE: It is important to determine WHAT MAY BE COMMUNICATED in the first place. Legal rights of those affected must be considered.**
12. The District Governor will seek further assistance from Rotary International regarding media inquiries as needed.
13. For any allegation of harassment involving an adult, follow these steps: (see

attachment C below)

- If anyone's safety is in doubt, contact local law enforcement.
- Notify a club officer (club president or secretary), district leader (district governor or district governor-elect), or zone leader (RI director).
- Report the incident to Rotary International's Club and District Support team by contacting cds@rotary.org.
- Any allegation of harassment or abuse that involves young people must be reported to Rotary International at youthprotection@rotary.org within 72 hours

If the Media Contacts You

If a Club President, Club Event or Activity Chair, Club Member, District Chair or District Leadership Team Member or some other person is contacted by the Media, please keep the following guidelines in mind:

1. Follow the protocols set out above. Do not issue a statement or make any comment 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 Spokesperson.
4. Refer the media contact to the District Governor or, in an on-going situation, 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. NOTE: It is important to determine WHAT MAY BE COMMUNICATED in the first place. 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.
8. Utilize the attached Media Strategy Checklist (Attachment A) if appropriate.

MEDIA STRATEGY CHECKLIST

Attachment A

- Alert the Spokesperson
- Gather who, what, where, when and why of the situation
- Confirm the facts
- Clarify and verify technical information
- Prepare a summary statement
- Prepare a fact sheet
- Notify stakeholders (people key to the organization)
- Tell volunteers and clients about changes in services/operations
- Respond to the media
- Keep a log of callers and questions
- Update media as situation develops
- Follow up implications; prevent backlash
- Evaluate and tweak the system

CRISIS PREPARATION BEST PRACTICES FOR CLUBS

“an ounce of prevention = a pound of cure”

Attachment B

None of us like to consider or plan for disasters (eg natural disasters, death or disability of key people, hacking, loss of computers or data that the club depends on). Even less, since these events seem unlikely to happen. But a few precautions can save an enormous amount of time, money, downtime and aggravation. So with that said, here are some things to consider:

- Keep hard copy of this plan and important documents where they can be easily found by key people.
 - Insurance policies and records
 - Bank account information
 - Bank statements and reconciliations
 - Logins and passwords for important computer files and applications
- For financial or other records maintained on a computer, regularly back these up to an external USB hard drive or to a cloud location. Run a test from time to time recovering those documents.
 - If the computer crashes or is corrupted or hacked this may be the only records you can rely on.
- Keep a secure record of all important passwords. A paper record is a good idea if kept in a secure location, but you can also use a good password manager such as Lastpass, or Keeper or Dashlane
- Make sure the management team knows where these records are or can be located.
- Designate a backup person for club treasurer.
- Make sure the officers know all the above arrangements.

ROTARY CODE OF POLICIES PROVISIONS

Section 26.120”

Attachment C

26.120. Harassment-Free Environment at Meetings, Events, or Activities

Rotary is committed to maintaining an environment that is free of harassment. Harassment is broadly defined as any conduct, verbal or physical, that threatens, denigrates, insults or offends a person or group based on the following characteristics: age, ethnicity, race, color, disability, religion, socioeconomic status, culture, sex, sexual orientations, or gender identity.

All members and individuals attending or participating in Rotary meetings, events or activities should expect an environment free of harassment and shall help maintain an environment that promotes safety, courtesy, dignity, and respect to all. Adults who work with youth are subject to policies outlined in Rotary Code of Policies section 2.120.

District leaders, including governors, assistant governors, and committee chairs are encouraged to work with their clubs to create a harassment-free environment. District leaders should also work with their clubs to establish a code of conduct and policies for how to address and prevent harassment within their clubs, among their membership, and with other participants in Rotary.

All allegations of criminal activity should be referred to appropriate local law enforcement authorities.

The Rotary or Rotaract club board, district, or zone leadership shall promptly address allegations of harassment and shall not retaliate against those making the allegation.

For Rotary or Rotaract clubs, allegations of harassment at Rotary events or activities shall be reviewed by the Rotary or Rotaract club board and responded to within a reasonable timeframe, typically one month. If the alleged offender is a member of the Rotary or Rotaract club board, the individual is expected to remove oneself from the discussion. The review and/or investigation shall be dependent on the circumstances including the severity and pervasiveness of the behavior. Concerns that allegations of harassment were not adequately addressed by the Rotary or Rotaract club, may be referred with appropriate documentation to the district governor.

For districts, allegations of harassment at Rotary events or activities shall be reviewed by the governor, or a committee appointed by the governor for this purpose, and responded to within a reasonable time-frame, typically one month. If the district governor is the alleged offender, the immediate past district governor (or most recent past governor), directly or by appointment of a committee for this purpose, shall review and respond to the allegation. The general secretary shall be informed within two weeks of any allegations of harassment by district governors, governors-elect, and governors-nominee. The review and/or investigation shall be dependent on the circumstances including the severity and pervasiveness of the behavior. Concerns that allegations of harassment were not adequately addressed by the district, may be referred with appropriate documentation to the RI Director whose zone includes the district.

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Any person involved in Rotary against whom any allegation of sexual abuse or sexual harassment is made must be removed from all contact with youth until the matter is resolved.

A non-Rotary volunteer who admits to, is convicted of, or is otherwise known or found to have engaged in sexual abuse or sexual harassment must be prohibited from working with youth in a Rotary context.

A Rotary or Rotaract club must terminate the membership of any individual who admits to, is convicted of, or is otherwise known or found to have engaged in sexual abuse or sexual harassment or severe and/or pervasive harassment.

A Rotary or Rotaract club may not grant membership to a person who admits to, is convicted of, or is otherwise known or found to have engaged in sexual abuse or sexual harassment, or severe and/or pervasive harassment. Upon obtaining information that a club has knowingly failed to terminate the membership of such an individual, the RI Board may terminate the club for failure to function.

Rotary and Rotaract club, district, and zone leaders must promptly report sexual abuse, sexual harassment, and severe and/or pervasive harassment and any resulting membership terminations to the general secretary. Failure to adequately address findings of harassment will be reported to the RI Board for appropriate action, which may include club termination or other sanctions.

As it pertains to Rotary Alumni Associations, Rotary Action Groups, and Rotary Fellowships, the Alumni Association, Rotary Action Group, and Rotary Fellowship leadership shall promptly address allegations of harassment and shall not retaliate against those making the allegation. Allegations of harassment at an Alumni Association, Action Group, or Fellowship event or activity shall be reviewed by the Alumni Association, Action Group, or Fellowship, or a committee appointed by the chair of the Alumni Association, Action Group, or Fellowship for this purpose, and responded to within a reasonable time-frame, typically one month. If the chair or other leaders of the Alumni Association, Action Group, or Fellowship is/are the alleged offender, the immediate past chair (or most recent chair), directly or by appointment of a committee for this purpose, shall review and respond to the allegation. If the alleged offender is a member of the board of the Alumni Association, Action Group, or Fellowship, the individual is expected to remove oneself from the discussion. The review and/or investigation shall be dependent on the circumstances including the severity and pervasiveness of the behavior. Concerns that allegations of harassment were not adequately addressed by the Alumni Association, Action Group, or Fellowship may be referred with appropriate documentation to the RI president.

Rotary Alumni Associations, Rotary Action Groups, and Rotary Fellowships must report allegations of harassment to the alleged offender's club president and district governor. If a Rotary Alumni Association, Rotary Action Group, or a Rotary Fellowship fails to adequately address findings of harassment, the RI president shall notify the RI Board for appropriate action. Such action may include termination or other appropriate sanctions. *(April 2023 Mtg., Bd. Dec. 114)*

Source: January 2019 Mtg., Bd. Dec. 119;

Amended by October 2019 Mtg., Bd. Dec. 48; April 2020 Mtg., Bd. Dec. 132; June 2021 Mtg., Bd. Dec. 177

From section 26.140: Report Adult Harassment Issues

Per the Rotary Code of Policies, Rotary currently maintains the following to report issues of harassment involving Rotarians or Rotaractors at meetings, events, or activities:

Rotary is committed to maintaining an environment that is free of any form of harassment, broadly defined as any conduct, verbal or physical, that denigrates, insults, or offends a person or group based on any characteristic* (age, ethnicity, race, color, disability, religion, socioeconomic status, culture, sex, sexual orientations, or gender identity).

If you are notified of any allegation of harassment involving an adult, or you feel you have been harassed, follow these steps:

1. If anyone's safety is in doubt, contact local law enforcement.

2. Notify a club officer (club president or secretary), district leader (district governor or district governor-elect), or zone leader (RI director).
3. Report the incident to Rotary International's Club and District Support team by contacting cds@rotary.org.

Any allegation of harassment or abuse that involves young people must be reported to Rotary International at youthprotection@rotary.org within 72 hours

Attachment D to District 7505 Crisis Management Plan

Rotary District 7505



YOUTH EXCHANGE PROGRAM

CRISIS MANAGEMENT PROTOCOL

CRISIS MANAGEMENT PROCEDURES

A crisis involving Rotary District 7505 Youth Exchange (RYE) may involve international students hosted in our District or students hosted in Districts overseas. A crisis may involve an individual student or a group of students within a region. A crisis may involve the death of a student; a transportation accident, food poisoning, building fire, and many other possibilities. Even if there are no serious injuries or illnesses, a crisis may exist because of public perception, especially in the case of an Inbound student's home embassy and the press.

One of the most important points to remember is Safety First! Take action immediately to protect the student, family or other person who needs protection. This may involve calling for medical or public safety assistance, removing the student from the home or situation or some other immediate action.

THE ROTARY DISTRICT 7505 RYE COMMITTEE CRISIS MANAGEMENT TEAM

The District 7505 Chair acts as the District Crisis Management Officer (DCMO). Additional team members may include the following:

- District Outbound Coordinator
- District Inbound Coordinator
- District Country Coordinator
- Other District YE Committee member(s), as assigned by the Chair
- Club YE Committee members, if appropriate

See the Contact page information details provided in Appendix B.

ROLES/RESPONSIBILITIES OF THE ROTARY DISTRICT 7505 RYE COMMITTEE CRISIS MANAGEMENT TEAM

Procedures proposed in this Crisis Management Plan incorporate many of Rotary International's "Guidelines for Youth Exchange Emergencies", which are included as Appendix A.

All persons should recognize and appreciate that timely, accurate and concise information is critical to effectively manage a crisis.

Unless otherwise noted, the DCMO will be the point person for contact during the course of the crisis. All inquiries shall be directed to the DCMO. Depending on the seriousness of the crisis, other individuals may be named to assist.

If the DCMO will not be accessible via the listed contact information, the DCMO will provide temporary contact information to the District Crisis Management Team. In the event the DCMO will be inaccessible, the District YPO will become the contact person and leader of the District Crisis Management Team. In the event that neither the DCMO or District YPO are available, then the District Inbound or Outbound Coordinator will be appointed.

The DCMO or designee will be the spokesperson for the media. **NO ONE should speak to the media except the DCMO or their designee!** Simply provide the media with the name and contact information of the DCMO or their designee.

District Crisis Management Team Members are expected to respond to the crisis **immediately** upon notification. If circumstances prohibit an immediate response, the DCMO shall be notified so these duties can be reassigned to other available individuals.

Additional District Crisis Team Members will endeavor to remain accessible in the event of an emergency. If members will be away and not accessible (i.e. not checking phone messages and/or e-mail), they will notify the DCMO of their absence.

INBOUND CRISIS PROCEDURE – for one or more students

This guideline addresses an emergency involving an individual student or a group of the District's inbound students.

In the event of a crisis such as death, serious injury, serious illness, natural or other disaster or other problem deemed serious by the Host Club, the **Host Club Youth Exchange Officer (HCYEO)** shall contact the DCMO immediately and provide the following details at a minimum:

1. Name of student(s) involved.
2. Home country(ies) of student(s) involved, including sponsor district number(s), if possible.
3. Host Club name(s).
4. Name and contact information for local Rotarian(s) to be contacted in this specific emergency.
5. Sufficient details involving the crisis.
6. Be sure to take a few moments to document and make written notes of what happened (answer the questions of who, what, when, where, why and how as specifically as possible) and to outline next steps. Thinking through a plan of action before anything further is done will help to avoid problems later.

Upon notification of the crisis, the **DCMO** will immediately take over management of the crisis, including:

1. Make all necessary internal (within District) communications:
 - Contact all members of the District Crisis Management Team and relay crisis information and status updates throughout the crisis.
 - Request any necessary assistance from team members relative to the crisis. This may include research or other procedures. The DCMO may also include or ask for assistance from the Club and others outside of the District Crisis Management

Team. All parties will work together to create solutions. The team should use the Rotary International “Guidelines for Youth Exchange Emergencies” as a baseline.

- Communication should also be extended to the current District Governor and all other members of the Rotary District 7505 Youth Exchange Committee (RYE) not affected by the crisis.
2. Make all necessary external (out of District) communications:
 - Contact and relay crisis information to Rotary International and provide status updates throughout the crisis.
 - Contact and relay crisis information to ESSEX and provide status updates throughout the crisis.
 - Contact and advise others such as Embassy/Consulate for the student.
 - Contact and advise counterpart officers in student’s Sponsoring District.
 - Contact insurance companies, if appropriate
 3. Others who may need to be informed and not necessarily identified previously above include:
 - Parents/Legal Guardians
 - Host family(ies), club counselor(s)
 - Host and Sponsoring District Governors
 - Host Rotary Club
 - Local Rotary Club (if crisis occurs while away from the host area)

OUTBOUND CRISIS PROCEDURE – for one or several students

This guideline addresses an emergency involving a District 7505 student(s) hosted by a District overseas.

In the event someone is notified of a crisis such as death, serious injury, serious illness, natural or other disaster or other serious problem involving a District 7505 Outbound Student, the person who receives the information shall contact the **DCMO** immediately and provide the following details at a minimum:

1. Name student(s) involved.
2. Name of Sponsor Rotary Club in District 7505.
3. Name of Host Rotary Club(s) of student(s) involved, including Host District Number, if possible.
4. Name and contact information for the Responsible Officer for the overseas region where crisis is occurring and who should be contacted in this specific emergency.
5. Sufficient details involving the crisis.
6. Be sure to take a few moments to document and make notes of what happened (answer the questions of who, what, when, where, why and how as specifically as possible) and to outline next steps. Thinking through the plan of action before anything further is done will help to avoid problems later.

Upon notification of the crisis, the **DCMO** will immediately take over management of the crisis, including:

1. Make all necessary internal (within District) communications:

- Contact all members of the District Crisis Management Team and relay crisis information and status throughout the crisis.
 - Request any necessary assistance from team members relative to the crisis. This may include research or other procedures. The team should use the Rotary International “Guidelines for Youth Exchange Emergencies” as a baseline.
 - Communication should also be extended to the current District Governor and all other members of the District 7505 Youth Exchange Committee not affected by the crisis.
2. Keep in contact with the Responsible Officer for the region where the crisis is occurring and work through the Responsible Officer to resolve the crisis.
 3. Others who may need to be informed and not necessarily identified previously above include:
 - Parents/Legal Guardians
 - Host family(ies), club counselor(s)
 - Host and Sponsoring District Governors
 - Host Rotary Club
 - Local Rotary Club (if crisis occurs while away from the host area)

POST CRISIS REPORTING AND WRAPUP

The DCMO will determine when the crisis has ended and will notify the District Crisis Management Team. While the immediacy of the crisis may have passed, there remains a need for additional follow through.

Within one month after the crisis has ended, the District Crisis Management Team, along with others (if needed), will review the effectiveness of the District Crisis Management Plan. The team should determine what worked well and consider any improvements which may be necessary in the event of any future crisis. In addition, the DCMO, with the help of the Crisis Management Team, will write a report summarizing the incident and submit to the District Governor.

Any proposed/recommended changes to the Crisis Management process should be summarized and presented to the Rotary District 7505 (RYE) Committee at their next regularly scheduled meeting.

APPENDIX A

ROTARY INTERNATIONAL GUIDELINES FOR YOUTH EXCHANGE EMERGENCIES

Although they are rare, unfortunate emergency situations do occasionally arise during Youth Exchange activities. Preparation for any possibility is an essential part of a Youth Exchange program. How the student's family and the media perceive the emergency was handled will have a direct impact on the program. The following guidelines outline how to prepare in advance for a possible emergency, the individuals to contact should an emergency occur, and the steps to follow during an emergency.

Tips for Emergency Preparedness

- The District Inbound Counselor should have copies of the airline ticket and passport should the student be traveling or in case the student's documents are not accessible through the club counselor.
- The District Inbound Coordinator should obtain consent from the student's parents or legal guardians to reissue a student's passport in the event it is lost, stolen, or inaccessible at time of departure.
- The District Inbound Coordinator should share with the sponsoring Youth Exchange Officer the student's itinerary and know who will meet the student at the airport upon arrival.
- District 7505 will pay for the student to return to finish the exchange after being evacuated in the case of political or civil unrest.
- The District Inbound Coordinator and current host family should know details regarding all of the student's travel plans and should ascertain that these travel plans have been approved by the natural parents/legal guardians of the student, especially if the student is traveling to another city or country during the exchange.
- The student's parents should issue a written authorization letter (or powers of attorney) naming the host Rotarian counselor, host families, and another Rotarian of the host/receiving club (preferably the host club president), any of whom is to act for the parent in the event of injury or death. This is very important because most government departments and local authorities require it. Some districts have the parents/legal guardians sign a number of parental consent forms separate from the application form to ensure that each host family and counselor has a copy of the form. The letter should also authorize the incurring of:
 - Funeral expenses (cost of claiming body, embalming, casket, compliance with legal and government fees, and transportation of casket/body, cremation cost, etc.) to be reimbursed from the insurance policy;

APPENDIX A (continued)

- Expenses of authorized persons (Rotarian counselor and/or host parent) to act on behalf of parent (transportation and hotel charges for travel to place of accident, etc.), to be reimbursed from the insurance policy. The handling of expenses is

important as not every host club can afford to incur such immediate expenses. The ability of the club or district to handle immediate costs can prevent a tragic situation from becoming worse. The host Rotarian is committed to treat the student as though he/she is his/her own child and will do everything a natural parent would do if faced with similar circumstances.

- However, if a host Rotarian has to spend a substantial amount of money for immediate needs, other Rotarians may be discouraged from becoming host parents and counselors in the future.

It is therefore recommended that District 7505 establish an emergency fund to cover immediate expenses in the event of a tragedy. The insurance money received will reimburse this fund. Many hosting districts require the students to have an emergency fund to assist in the event of an emergency.

APPENDIX B

EMERGENCY CONTACT INFORMATION FOR DISTRICT 7505

This information should be updated any time positions change and reviewed at least annually for accuracy.

	Name	1Phone	2Phone	email
Rotary International	Carissa Coons	847-866-3421		Carissa.Coons@rotary.org
ESSEX	Rich Friedman	612-202-1995		richefriedman@yahoo.com
DCMO/Chair	Melanie Druziako	609-774-3671		madruziako@gmail.com
Youth Protection Officer	Doreen Goldberg	856-816-5368		goldberg32@gmail.com
Inbound Coordinator	Diane Rotondelli	732-740-7428		drotondelli@optonline.net
Outbound Coordinator	Jack Kammer	+1 609-408-2875		jtkammer@aol.com

APPENDIX C

CLUB ROLE AND INVOLVEMENT IN CRISIS RESPONSE

The Club plays an important role in responding to a crisis. Each club's RYE Committee will act as the Crisis Management Committee. Each committee member should be given a copy of the Crisis Management Protocol and all should be aware of the District Policies on Crisis Management.

When a tragic event occurs, things need to be done quickly. Tasks should be assigned to the various members of the club/district committee. The important thing is to document the crisis details and inform the DCMO immediately, so the DCMO can take over the management and handling of the crisis.

Suggested Club Crisis Management Team members are listed below. Your Club may choose to add other persons to your Committee as the need arises.

- Club Youth Exchange Officer (CYEO)
- Club Counselors (both inbound and outbound)
- Other Club Youth Exchange Committee members
- Club President
- Current Host Parents

Finances

The Club should work with the District Crisis Management Team to ensure payment for any expenses incurred are paid immediately. The DCMO should approve the expenses to be incurred. The District Youth Exchange Committee will support the Club, as long as the DCMO is involved in the decision to incur the expense.

The goal is to not add burden to the student's family in the midst of the crisis. The matters need to be handled and after the immediacy of the crisis situation has been resolved, the Club and District can work together to resolve the financial matters, such as pursuing insurance reimbursements, and requesting additional funds from the parents, or other suitable resolution.

APPENDIX D

DEATH OF A STUDENT

When a tragic event occurs, things need to be done quickly. Tasks should be assigned to the various members of the club/district emergency committee.

Procedures to follow when the death of a student occurs:

- Ascertain that the deceased is the student.
- Contact all of the individuals noted above for immediate internal or external communications
- Contact the student's Parents/Legal guardians. Obtain clear instructions (ideally written) concerning burial, cremation or return of body. Ask about memorial services and give consideration to the religion of the deceased.
- Check with local police for local regulations and obtain a copy of the police report. Reclaim the deceased's possessions, especially the passport.
- Check with the local hospital and mortuary for the claiming of the body and regarding an autopsy. Obtain the death certificate.
- Contact a local undertaker and embalmer. Ensure that the embalmer possesses an internationally recognized practice license so that the embalmed body may cross national borders. (This is to prevent the spread of disease.) Obtain the embalmer's certificate. Order a suitable casket and arrange transportation to student's home country, or arrange for burial or cremation, according to the parents' wishes.
- Obtain the "sealing certificate." For the casket to cross national borders, the inside must be metal-lined and sealed. Sealing must be officially witnessed, to prevent smuggling. In order for a sealed casket to leave the country, an export permit is required. For the sealed casket to enter the student's home country, an import permit is required. An established undertaker should be able to deal with these matters. The embassy can assist in obtaining the two permits.
- Appoint a reputable air-transport agent to airlift the casket to the student's home country. This is to ensure that all connecting flights are correctly scheduled without risk of the casket being accidentally off-loaded at an intermediate airport. The arrival flight details should be provided to the deceased's parents/guardians so they can make arrangements to receive the casket. Give copies of the death certificate, embalming certificate, casket sealing certificate, import and export permits, and passport to the transport company. These documents must accompany the casket on the airplane.
- Hold a memorial service for the student. Remember to write a complete report to your District Governor. Send copies to Rotary International, ESSEX, and to the student's Home District and Rotary Club.

Attachment D: CRISIS MANAGEMENT TEAM AND CONTACT INFORMATION- ROTARY DISTRICT 7505

UPDATED TO

2/13/2024

Title	Name	Cell number	Landline	Email
District Governor	Thomas Kozempel	856-340-2844		tkozempel@verizon.net
District Governor- Elect	Steven Neuner	609-230-0040	856-751-8903	sneunerdg2025@gmail.com
Immediate Past District Governor	Michael Thompson	215-870-2326	856-267-5356	michaelthompson@ThompsonGroupIns.com
District Governor Nominee	Eli Berkowitz	(609) 605-5456		Rotaryeli7505@gmail.com
Youth Exchange Chair	Melanie Druziako	609-774-3671	856-205-9600	Office@rotarydistrict7505.org
Youth Protection Officer	Doreen Goldberg	856-816-5368	856-751-6178	goldbergd32@gmail.com
Legal Advisor				
Public Image Chair	Ralph Cooper	609--464-0920		cooperr71@gmail.com
Communications Chair				
Spokesperson				
RI Zone Director	Drew Kessler	845-461-3883		kessler.rotary@gmail.com
RI Club & District Support	Mallori Ori	847.424.5241		mallory.ori@rotary.org
RI Risk Manager		833-376-8279		insurance@rotary.org
Rotary Insurance Broker	Hylant Group		(419) 259-2710	rotary@hylant.com
	Julita Brzozowska, Risk Manager	Carol Dietz, Risk Management Senior Specialist	Jacob Kolar, Insurance & Risk Management Analyst	Ann Berdahl, Claims & Insurance Manager
	1-847-424-5394	1-847-424-5245	1-847-866-3138	1-847-866-3125
Insurance and Risk Management Website	U.S. Rotary Insurance Portal: rotary.hylant.com Username: rotary@hylant.com Password: Rotary1905			claims@rotary.org
District Insurance Representative	Michael Thompson	215-870-2326	215-870-2326	michaelthompson@thompsongroupins.com