

## ROTARY DISTRICT 7545 CRISIS MANAGEMENT PLAN

In conjunction with Rotary International (RI) Code of Policies dated January 2022 Article 2.120.4(4) and the Rotary Youth Protection Guide, Rotary districts and clubs are to establish a Crisis Management Plan (hereinafter "CMP") if district or clubs participate in, or sponsor, any projects or activities in which adults engage with minors, regardless of whether the activity is or is not a Rotary activity. For RI certification, Rotary districts participating in the Rotary Youth Exchange program must adopt a CMP and as Rotary districts often engage with minors in other Rotary programs, such as RYLA, Interact and other community programs; this CMP applies to all such activities.

This CMP has been adopted by Ohio-Erie Rotary Youth Exchange Program, Inc. (hereinafter "O-E") and Rotary District 7545. Its provisions are designed to make clear what actions should be taken by the district, in the event a crisis occurs involving Rotary Youth Exchange students and/or other minors (hereinafter collectively "minors") with whom the district and adults engage.

A "crisis" may involve material or significant injuries or accidents, health or emotional emergencies, serious crimes, or violence; and may be caused by such things as natural disasters, ongoing political or social unrest, transportation accidents, etc.

District 7545 will establish and maintain a District Crisis Management (DCM) Committee composed of the District Governor (DG), the DCM Officer and additional DCM Committee members as necessary, but not less than two. The DCM Committee members are listed in Addendum A attached to this policy and will be updated annually or sooner with any change in roles.

All DCM Committee members must be given a copy of this CMP and be familiar with the RI and district policies on Crisis Management as well as the Youth Protection Policy adopted by the district. All DCM Committee members must also be familiar with RI Code of Policies on Youth Protection and Youth Exchange, *i.e.*, Articles 2.120 and 41.050 and the Uniform Privacy Policy. This information can be found at [www.oerve.org](http://www.oerve.org) under the Resources tab.

### I. DUTIES OF THE DCM OFFICER AND DCM COMMITTEE MEMBERS

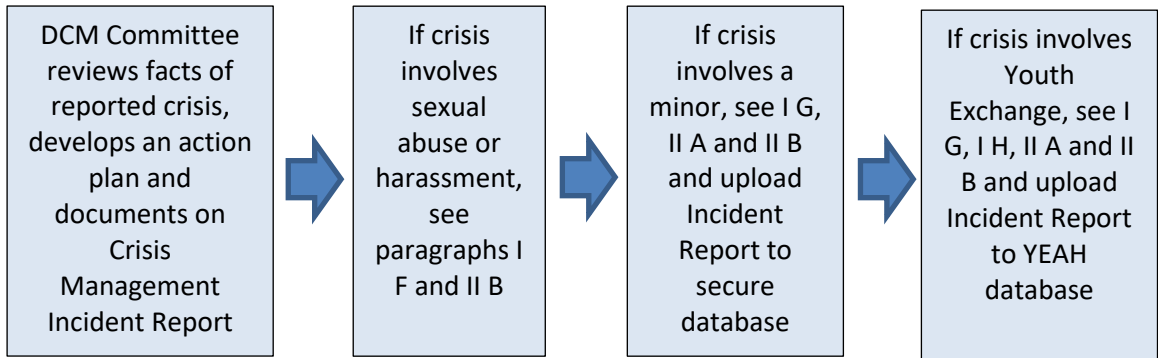
- A. Upon receiving notification of a crisis, the DCM Officer (or any other DCM members if the DCM Officer is not immediately available) must promptly acknowledge receipt of the notice, in writing or by email, to the individual transmitting the information, with copies to the DCM Committee and the DG.
- B. After receipt of notice of a crisis, the DCM Committee will promptly review available facts and document the incident using the **O-E Crisis Management Incident Report** which can be found at [www.oerve.org](http://www.oerve.org) under Resources or in the YEAH Document Library.

- C. Based on the facts, the DCM Committee may take and/or authorize any emergency actions that may be necessary and correct any previous emergency actions as may be necessary.
- D. The DCM Committee will promptly advise the DG of the crisis and continue to keep the DG aware of all actions being taken and documents received.
- E. If it has been or is necessary to remove a minor to emergency housing, the DCM Committee will obtain the contact information for the emergency location and ensure that the removal has been effected.
- F. In the event the crisis involves claims of sexual abuse or harassment:
  - 1. RI requires an immediate report to the appropriate law enforcement agency; inquire if a report has been filed, and if so, obtain contact information for the agency to which the crisis has been reported and obtain a copy of any report.
  - 2. If an immediate report has not been made, obtain contact information for the appropriate agency, and report the crisis to that agency.
- G. Event regarding any minor in crisis:
  - 1. Contact the parents or legal guardians of the minor, advise them of the nature of the crisis and the actions being taken to resolve the crisis.
  - 2. Devise a plan to resolve the crisis, in cooperation with other DCM Committee members, the DG, Rotary club crisis committee and parents or legal guardians of affected minors, with sensitivity to the role of parents' or legal guardians who need to be involved in the solution.
  - 3. Solutions shall be tailored based upon the severity of the crisis and may range from support or medical attention to preventing repetition of the offense including removal from youth programs.
- H. If the minor involved in the crisis is a Rotary Youth Exchange Student:
  - 1. Promptly contact the appropriate O-E Country Contact and O-E Responsible Officer and advise them of the crisis, all known facts, and emergency actions taken.

2. In cooperation with the O-E Country Contact and O-E Responsible Officer, determine whether the minor's embassy or consulate and/or the Department of State should be notified of the crisis and the manner in which the minor's parents or legal guardians should be advised of the crisis.
  3. If the crisis is such that an embassy or consulate or the Department of State should be made aware of the crisis, ONLY the O E Country Contact and O-E Responsible Officer should implement such a step, while keeping the DCM Officer, DCM Committee and DG aware of such contacts.
  4. Devise a plan to solve the crisis, in cooperation with other DCM Committee members, the DG, Rotary club crisis committee and parents or legal guardians of affected minors, with sensitivity to the parents' or legal guardians who need to be involved in the solution.
- I. In the event there is media interest in the crisis, the District Governor or individual specifically designated by him/her will be the sole individual responsible for communication with the media.

## II. NOTIFICATION AND REPORTING

- A. No later than 30 days after a crisis is resolved, the DCM Committee must complete a written report stating the facts, how the crisis was resolved, if any issues remain unresolved, and analyzing what was done in the process of handling the crisis, with a view to correcting any missteps for the future. A copy of the report should be given to the DG. A copy of the report and any documentation gathered during an investigation shall be uploaded to a secure site with limited accessibility (D7545 utilizes the Youth Exchange Administrative Hub (YEAH)). RI should also be provided a copy of the report if the crisis involved sexual abuse or harassment. The standard **O-E Crisis Management Incident Summary Report** will be used for reporting. It can be found at [www.oerve.org](http://www.oerve.org) in Resources tab or in the YEAH Document Library.
- B. All significant incidents, including, but not limited to death, early returns, serious crimes, and any allegations of sexual abuse or harassment, shall be reported to RI within 72 hours of the time the DCM Officer or other DCM Committee member learns of the incident.
- C. Except for limited emergency actions that may be taken by the initial reporting person, or requirements of appropriate law or governmental agencies, or except as required by RI or O-E, NO PERSON OTHER THAN A D M MEMBER, O-E COUNTRY CONTACT or O-E RESPONSIBLE OFFICER is authorized to take any action in regard to the crisis, or to send or receive any information about the crisis that could reasonably be considered confidential or private.



**ROTARY DISTRICT 7545**  
**CRISIS MANAGEMENT PLAN**  
**ADDENDUM A**

- I. The District Crisis Management (DCM) Committee for District 7545 is composed of the following individuals:

**District Governor:**

Name	Justin D. McCarthy
Home Phone	304-574-6469
Mobile Phone	304-719-5206
Email Address	mccartjd@gmail.com

**District Crisis Management Officer (DCMO):**

Name	Dennis Shreve
Home Phone	304-622-3161
Mobile Phone	304-669-9666
Email Address	dmsshreve12@gmail.com

- II. Any additional DCM Committee members and contact information:

**Youth Exchange Chair:**

Name	JR Wolfe
Home Phone	304-379-4772
Mobile Phone	304-680-3296
Email Address	jr_wolfek@msn.com

**Interact Chair:**

Name	Sam McDaniel
Home Phone	304-265-4374
Mobile Phone	304-672-2464
Email Address	sjmac1@comcast.net

**RYLA Chair:**

Name	Dennis Shreve
Home Phone	304-622-3161
Mobile Phone	304-669-9666
Email Address	dmsshreve12@gmail.com

**District Public Image Chair**

Name	Amanda Ream
Work Phone	304-745-0051
Mobile Phone	304-549-4187
Email Address	executivedirector@southcharlestonchamber.org

**District Governor-elect**

Name	Jordan Feathers
Home Phone	304-319-2694
Mobile Phone	304-319-2694
Email Address	Feathersj78@gmail.com

III. OE Responsible Officer who is designated to make any necessary contact with U.S. Dept of State

**OE Responsible Officer:**

Name	Steve Youtz
Home Phone	248-561-1973
Mobile Phone	248-561-1973
Email Address	docyoutz@msn.com