

## **CRISIS MANAGEMENT PLAN**

### **References:**

Rotary Code of Policies, Article 2.120, Youth Protection  
Rotary Code of Policies, Article 41, Rotary Programs

### **General:**

The purpose of a crisis management plan for youth programs is to establish a framework for Rotarians to respond to medical and non-medical emergencies involving youth participating in Rotary Youth Exchange (RYE), Interact, and Rotary Youth Leadership Awards (RYLA) or some other local program involving Rotarians providing service to youth. The plan framework recognizes the different levels of activity required to support youth involved in Interact, RYLA, and RYE.

This plan addresses different threats applicable to youth in District 6510, and provides recommended actions for mitigating the immediate crisis, notification of parents and/or guardians, and returning custody of the minors to their parents and/or guardians.

The district governor has the responsibility for the supervision and control of all programs and activities organized within the district that involve minors traveling outside their local community or involve overnight stays. Once apprised of a crisis involving youth, the district governor will decide whether to activate the district's crisis management team. The D6510 Crisis Management Team for youth programs consists of the DG, DGE, D6510 Youth Services Director, and D6510 youth program chairs for RYE, RYLA, and Interact.

### **Scope:**

The procedures contained herein apply to all Rotarians in Rotary District 6510 who may interact with minors whether frequently or infrequently, regardless of Rotary capacity - official or in casual support.

### **Types of Crises/Emergencies Applicable to District 6510**

Medical emergencies  
Public Health Threats  
Natural disasters  
Other

## Medical Emergency (all programs)

When a minor participating in any Rotary event experiences a medical emergency and their parents are not present, on-scene Rotarians will render first aid, and determine whether minor can be safely and immediately transported to the nearest medical facility or requires emergency medical service (EMS) response and transportation. If EMS response is necessary, immediately **dial 911**. Other Rotarians present should be posted outside the building or at the roadside to direct EMS upon arrival.

### Notifications:

D6510 District Governor

D6510 Youth Services Director

Applicable D6510 youth program chair (if not already present)

Parents directly if minor lives locally

For RYE hosted foreign students: Notify appropriate Central States RYE Country Correspondent and/or sponsor district RYE chair in home country using the most current Rotary International RYE Directory.

## Public Health Threats

Public health threats can emerge from various sources, i.e. infectious diseases, toxic chemicals causing sudden changes in air and/or water quality, poisons, etc. Public health threats may also be contained in a small geographical area or widespread. Rotarians have no responsibility for mitigating the public health threat and have no responsibility for minors not actively participating in a Rotary program event. The primary response for Rotarians is to get all youth participants back to their homes with their parents or legal guardians in the most expeditious manner possible.

For Interact, RYLA, and RYE students actively participating in a Rotary-sponsored event when the public health threat initially emerges, on-scene Rotarians will request participating students contact their parents for immediate transportation home. Hosted foreign RYE students should contact their host parents. Should parents/host parents not be available to retrieve their children, on-scene Rotarians will organize carpools or commercial transportation if necessary to ensure all students are returned home as soon as possible.

## Notifications:

D6510 District Governor

D6510 Youth Services Director

Applicable D6510 youth program chair (if not already present)

Parents directly through students

D6510 Youth Services Director and D6510 RYE Chair will monitor local news media and [public health service](#) websites for updates on mitigations and forecasts for the public health threat. They will advise the District Governor of changes that might affect hosted RYE foreign exchange students.

If the public health threat is likely to persist and result in mass cancellations of public events or school for a prolonged period, the DG in conjunction with the District Youth Services Director and YE Committee Chair should begin the process for returning the hosted inbound RYE foreign exchange students to their native home and terminating the exchange. Coordination with each foreign student's host club, host parents, and natural parents is required to ensure travel arrangements are completed smoothly and all other pre-travel preparations are handled properly. Each student's sponsor Rotary district in their home country must also be informed along with the applicable Central States RYE correspondent. The appropriate report for early returns will be submitted to Rotary International.

## Natural Disasters

Natural disasters like tornados or earthquakes can happen with little or no notice. Alternatively, some natural disasters like floods may be predicted. Rotarians should monitor local news broadcasts and [government websites](#) for reliable updates to the emergency situation and instructions for residents.

For Interact, RYLA, and RYE students actively participating in a Rotary-sponsored event when a natural disaster is imminent, on-scene Rotarians will move students to the nearest shelter immediately and remain until the disaster event subsides or passes. Once the immediate threat subsides, on-scene Rotarians should request participating students contact their parents for immediate transportation home. Hosted foreign RYE students should contact their host parents. Should parents/host parents not be available to retrieve their children, on-scene Rotarians will organize car pools or commercial transportation if necessary to ensure all students are returned home as soon as possible.

Additional considerations: After a natural disaster event, the student's home may be destroyed and their parents/host parents cannot retrieve their child. Rotarians should attempt to look for temporary shelter for the student with fellow Rotarians living near the student's home. Additionally, local county and state emergency management agencies will already be active and responding to the needs of the general population. Rotarians must monitor local news media for information and follow emergency instructions. The DG should activate the District Crisis Management Team.

If the natural disaster resulted in widespread damage with recovery expected to span a prolonged period, the DG in conjunction with the District Youth Services Director and YE Committee Chair should begin the process for returning the hosted inbound RYE foreign exchange students to their native home and terminating the exchange. Coordination with each foreign student's host club, host parents, and natural parents is required to ensure travel arrangements are completed smoothly and all other pre-travel preparations are handled properly. Each student's sponsor Rotary district in their home country must also be informed along with the applicable Central States RYE correspondent. The appropriate report for early returns will be submitted to Rotary International.

### Notifications:

D6510 District Governor  
D6510 Youth Services Director  
Applicable D6510 youth program chair (if not already present)  
Parents/host parents  
Natural parents of hosted RYE exchange students

## Other

For other types of crises that might arise, the District Governor in collaboration with other members of the District Crisis Management Team will use their judgment to recommend actions for mitigating the immediate crisis, notification of parents/host parents and/or legal guardians and returning custody of the minors to their parents and/or guardians.

## Illinois State Resources:

Illinois Emergency Management Agency: <https://www2.illinois.gov/iema/Pages/default.aspx>

Illinois State Police: <https://isp.illinois.gov/>

Illinois Dept of Public Health: <https://www.dph.illinois.gov/>

Crisis Management Gov't Agency Contacts:

**D6510 CRISIS MANAGEMENT GOV'T AGENCY CONTACTS**

**Primary Contact: Illinois State Police - Dial 911**

D6510 Counties	County Sheriff's Department	County EMA (Emergency Management Agency)	County Health Dept.
	Telephone	Telephone	Telephone
<b>State of Illinois</b>		<b>(217) 782-2700</b>	
Alexander	(618) 734-2141	n/a	(618) 734-4220
Clay	(618) 665-3316	(618) 662-8211	(618) 662-4406
Clinton	(618) 594-4555	(618) 594-4455	(618) 594-2723
Edwards	(618) 445-2721	(618) 445-2721	(618) 445-2615
Franklin	(618) 438-8211	(618) 439-4362	(618) 993-8111
Gallatin	(618) 269-3137	(618) 269-3040	(618) 273-3326
Hamilton	(618) 643-2511	(618) 643-3744	(618) 643-3522
Hardin (Calhoun)	(618) 287-2271	(618) 287-3621	(618)576-2428
Jackson	(618) 687-3822	(618) 684-3137	(618) 684-3143
Jefferson	(618) 244-8004	(618) 244-0123	(618) 383-3025
Johnson	(618) 658-8264	(618) 658-8264	(618) 684-3143
Lawrence	(618) 943-8094	(618) 945-3322	(618) 943-3302
Marion	(618) 548-2141	(618) 548-9162	(618) 548-3878
Massac	(618) 524-2912	(618) 524-2002	(618) 524-2657
Monroe	(618) 939-8651	(618) 939-8681 Ext. 214	(618) 939-3871
Perry	(618) 357-5212	(618) 571-0020	(618) 357-5371
Pope	(618) 683-4321	(618)683-5541	(618) 285-6564
Pulaski	(618) 748-9374	(618) 748-9437	(618) 634-9405
Randolph	(618) 826-5484	(618) 826-5007, ext 227	(618) 826-5007
Richland	(618) 395-7481	(618) 395-7481	(618) 392-6241
Saline	(618) 252-8661	(618) 252-3732	(660) 886-3434
St. Clair	(618) 277-3505	(618) 825-2684	(618) 233-7703
Union	(618) 833-5500	(618) 833-7200	(618) 833-8561
Wabash	(618) 262-2706	618-263-3111	(618) 263-3873
Washington	(618) 327-8273	(618) 327-4800 Ext. 340	(618) 327-3644
Wayne	(618) 842-6631	(618) 842-3884	(618) 842-5166
White	(618) 382-5321	(618)383-1883	618-382-5170
Williamson	(618) 997-6541	(618) 998-2123 Ext. 373	(618) 993-8111
<b>American Red Cross</b>		<b>(618) 529-1525</b>	

**Primary Contact: Illinois State Police - Dial 911**

View the local IEMA contacts- <https://www2.illinois.gov/iema/Contacts/Pages/Contacts-localEMA.aspx>