

Emergency Communication Plan

The District Governor announces implementation of the Emergency Communication Plan to the Leadership Team (Chief of Staff, Senior AG, AGs and Family of Rotary Chair) via email. A call also goes out to the Senior AG. The Senior AG calls each AG as a backup plan in case email is not working.

Assistant Governors contact Club Presidents via phone call and email within 24 hours. If it is too early to gather sufficient information, they make contact again within 48 hours.

The Assistant Governors then compile the information and call the District Governor with information about affected clubs. The AGs also send an email to the DG, copying the Chief of Staff, the Senior AG, and the Family of Rotary Chair.

The District Administrator will provide the Chief of Staff with any supplementary information that they receive during the event.

The District Governor also contacts the RI Zone Director to inform them of the situation.

The District Governor calls affected Club Presidents.

The District Governor issues a memo to the District within 48 hours of implementation. The purpose of this memo is to make people aware that work is being done. It may include an official position on how assistance can be provided to those in need (if that is known at this early stage).

The Senior AG compiles a complete list of affected clubs and members, if appropriate. This information is then shared with the DG, Chief of Staff, and the Family of Rotary Chair.

The Assistant Governors visit their affected clubs as soon after the event as possible. The District Governor will try to visit as many affected clubs as possible.

The District Governor issues a summary newsletter to the District at the conclusion of the event. This action will close out the Emergency Communication Plan.