

	<h2>Policies and Procedures</h2>	
Subject: Crisis Communication Plan	Document Number: 611 Version Number: 01	Effective Date: April 6, 2019 Last Revision: April 6, 2019

1. This policy shall be implemented when any incident requires communication with the public on behalf of Oklahoma Swimming. Only the individuals listed in this policy and acting within the scope and procedure below are authorized to make any statements. All other individuals shall refer the media to the General Chair.

2. Crisis Communication Team:
 - 2.1. 1st Team
 - 2.1.1. General Chair
 - 2.1.2. USA Swimming Legal Counsel
 - 2.1.3. USA Swimming (Club Development Representative and if needed Director of Communications & PR)
 - 2.2. Back Ups:
 - 2.2.1. Administrative Vice Chair
 - 2.2.2. USA Swimming Back-up Legal Counsel
 - 2.2.3. Situational-General Chair may include other individuals/specialists as appropriate for given situation

3. Stakeholders to be notified:
 - 3.1. Board of Directors – contact emails and phone numbers through OKS website
 - 3.2. Clubs – contact emails and phone numbers through OKS website
 - 3.3. Coaches –contact emails through OKS website
 - 3.4. OKS Membership – use OKS website
 - 3.5. Media/Public – contact local newspaper and television networks as appropriate

4. Process:
 - 4.1. General Chair gathers and confirms all the information from relevant sources
 - 4.1.1. Determine what happened, when and where
 - 4.1.2. Determine who is affected
 - 4.1.3. Identify cause
 - 4.1.4. Determine reaction to incident and possible repercussions
 - 4.1.5. Determine when there will be more information/update

- 4.2. General Chair convenes Crisis Communication Team via conference call. Team will be alerted by phone call to home number and cell number.
- 4.3. Team determines appropriate response to crisis and develops plan and timetable
 - 4.3.1. Determine what needs to be done and when it needs to be done
 - 4.3.2. Determine what to say, who will say it, to whom it will be said, when it will be said, and by what means it will be said, as well as determining whether to take a proactive or reactive approach
 - 4.3.3. Spokesperson makes any necessary statements to news media, membership or others as appropriate.
 - 4.3.4. Team monitors situation and reacts accordingly.
 - 4.3.5. Spokespersons informs appropriate stakeholders of situation and response
 - 4.3.5.1. Description/background of situation and the response are communicated to stakeholders by established timetable
 - 4.3.5.2. Stakeholders are given contact information for Spokesperson as well as other contact information that may apply in the situation
 - 4.3.5.3. Spokesperson makes any necessary public statements to news media, direct meetings of membership, or others as appropriate.

Contacts:

See Current Board of Directors Listings on OKS Website

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Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	04-06-19	Restructure of P&P / whole document Modified Contacts / contact list	D. Mink	BOD	OKS-0001