

First Supervisory District of Suffolk Cou

201 Sunrise Highway Patchogue, New York 11772



**Crisis Management** 

When a crisis arises, immediate, effective and responsible management and communication can resolve the crisis and maintain the organization's integrity and credibility. Therefore, Eastern Suffolk BOCES shall develop and maintain a unified position by:

- 1. preparing, maintaining, and distributing an Emergency Handbook and
- 2. identifying a media liaison who will be briefed on all details. The spokesperson shall be the Chief Operating Officer or designee. Only the designated spokesperson(s) shall speak to, and maintain a timely flow of information to, the media.

The administration shall be responsible for informing employees of the procedures in the handbook.

## **References:**

- Board Policy 7110 Safety Conditions and Programs
- Board Policy 7111 Fire Drills and Bomb Threats
- Board Policy 7112 Prevention Instruction
- Administrative Regulation 2140R.1 Crisis Management Plan

First Adopted: 7/1/03 Readopted: 2/28/07 Readopted: 7/11/07 Readopted: 11/1/07