



First Supervisory District of Suffolk County  
201 Sunrise Highway  
Patchogue, New York 11772

# Board Policy

## 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