

ORC:
OAC:
CFSR:
Board:
Other: _____

Next Review Date: November 2021
Last Reviewed: November 2018
Review Responsibility: Director of Communications Division

FCCS PROCEDURE

NO.: 2C

SUBJECT: CRISIS MEDIA RELATIONS

Approved by: Executive Council

Effective Date: 1991

Date(s) of Revision: 1998, 2003, 4/2004, 11/2008, Mar 12, 2013

Responsible for Implementation: All Staff and Communications Division

Procedures:

Crisis Situation: When a crisis is declared by the Executive Director, the Communications Division Director serves as a Crisis Protocol Team member; prepares news releases; coordinates media contacts, RAVE Alert messages, establishes ongoing media deadlines and documents all information given to media; coordinates initial and subsequent media contacts by the Executive Director; and prepares written statements for distribution to the Children Services Board and staff.