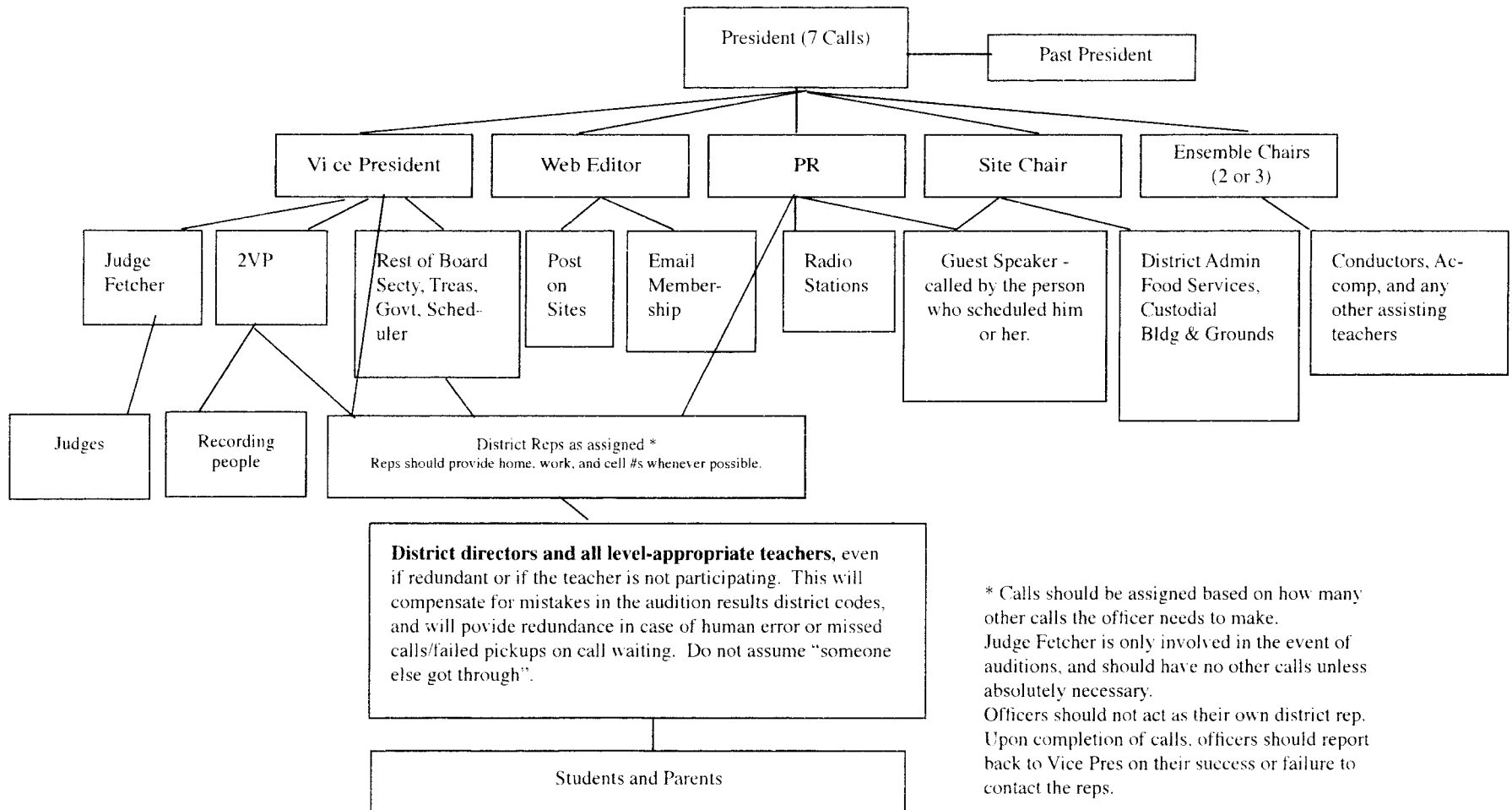


OCMEA EMERGENCY COMMUNICATION TREE

To Be used to disseminate information to the Board, Membership, and all other involved parties
Has been used in cases of illness, death, and snowrelated changes/cancellations



* Calls should be assigned based on how many other calls the officer needs to make. Judge Fetcher is only involved in the event of auditions, and should have no other calls unless absolutely necessary. Officers should not act as their own district rep. Upon completion of calls, officers should report back to Vice Pres on their success or failure to contact the reps.

PRESIDENT-Consult with Past President, make decision, draft statement.

Call:

VP - relay statement via calling chain, reports back to Pres when complete

WEB EDITOR - send statement out via list serve, post on OCMEA site and other sites

PR - Call Radio stations with statement

SITE CHAIR -relay statement and confirm contingency plan

ENSEMBLE CHAIRS - relay statement and confirm contingency plans

PAST PRESIDENT call:

anyone the President needs called

watch and report on the weather

VICE PRESIDENT calls (in this order unless it's not auditions):

Judge Fetcher (move to last if not auditions)

2 VP

Secty

Treas

Ed Director

Scheduler

Assigned district reps - see emergency contact list

2nd VICE PRESIDENT calls:

Assigned district reps

Recording people (audio and video) if not an audition

Vice President to report contact with reps

SECRETARY calls:

Assigned district reps

Vice President to report contact with reps

TREASURER calls:

Assigned district reps

Vice President to report contact with reps

GOVT RELATIONS calls:

Assigned district reps

Vice President to report contact with reps

PUBLIC RELATIONS calls:

Radio Stations

Assigned District Reps

Guest Speaker

Vice President to report contact with reps

WEB EDITOR

post on site

send out emails

Contact President to report posting complete, emails complete

JUDGE FETCHER calls:

Judges

Vice President to report contact with judges

SCHEDULER

adjusts schedule if going to a two night audition scenario

SITE CHAIR calls:

District Administration (confirm contingency plan)

Buildings and Grounds

Custodians

Food Services

Guest Speaker if applicable

ENSEMBLE CHAIRS call:

conductors - have cell #s ready in case they are en route
accompanist

Any other assisting teachers (drummer, bass player, etc.)

DISTRICT REPRESENTATIVES call:

every member of their district represented in or affected by the delay, rescheduling or cancellation
of the festival