

# DELTA CHI BRIEF

Delta Chi believes in the value of the fraternity experience and, because of that belief, the Fraternity offers many educational opportunities, programs, and written materials to assist in that experience. This Crisis Management Manual has been created to help chapters/colonies when an emergency occurs. No one can predict when such an event will happen. When something does happen though, it is easy to make an already bad situation worse, especially when time is short and emotions are high. This manual has been created because Delta Chi cares about its members, associate members, and guests. By following the procedures outlined in the following pages and adhering to the Risk Management Policy of Delta Chi, our chapters/colonies can reduce the risk of a regrettable incident.

Two areas can help a chapter/colony prevent and handle a crisis situation: planning and education. Planning is a simple, yet often overlooked strategy to help handle a crisis. Planning takes two forms. One form is planning an event in compliance with all policies and procedures of Delta Chi and the host institution. The second is planning for what to do in case of an emergency. If a chapter/colony properly plans an event that adheres to the policies of both the school and Delta Chi, its odds of having a crisis occur drop dramatically. Of course, there is never any guarantee that risk can be totally eliminated from any event. In addition, a chapter/colony can properly plan for an emergency and what its members should do in the event of a crisis. By planning both for the event and how to handle a crisis, a chapter/colony can be confident that it has made a strong effort to provide a safe environment for its members, associate members, and guests.

The second area is to educate its members on the risk management policies and procedures of the school and Delta Chi. At least once per term the chapter/colony should review these policies and clarify what they mean and how they will be enforced. All members, initiated and associate members, must be knowledgeable of the risk management policies. These policies are not intended to be restricting but rather, are intended to reasonably provide the assurance of a safe environment to its members and their guests. Chapter/colony members must also be knowledgeable of the consequences of their actions should a policy be violated. If a chapter/colony violates Delta Chi's Risk Management Policy, the Fraternity will investigate the incident and render a decision accordingly. The outcome may range from being placed on Corrective Action-Level I to being ordered

to cease operation and having the charter suspended. Individuals may also face personal consequences from the Fraternity, the university, and even possibly from local authorities. Education is vital to help ensure the safety of our members and guests.

Education is a key component to the fraternity experience. A member should never stop engaging in educational activities, even if a member has been initiated or has witnessed a particular presentation or participated in an activity in the past. Chapter/colony members have an obligation to continue their education throughout their time in school. Many opportunities are available to help in this process. It would be beneficial for a chapter/colony to organize an annual CPR training session for its members (and even the Greek Community); to have the chapter/colony hold fire drills once a month; to review fire safety procedures once per semester; to conduct a fire self-inspection (located in Appendix B of this manual) once a semester; to have an alcohol and substance abuse workshop once a semester; to discuss men's health issues and STDs; etc. Each chapter/colony has a great opportunity (and responsibility) to address these issues and help our members to be positive influences in the community. Delta Chi, university faculty and staff, and local community resources are available to help chapters/colonies incorporate these educational opportunities into their membership education programs. Those chapters/colonies that have these activities in place will be better prepared to handle an emergency.

Learning what to do and what not to do may mean the difference between life and death, between a catastrophe and a minor situation, or between an incident and a non-incident. It is a rare situation indeed for which taking preventive measures or learning what to do "just in case" would not have helped or even totally avoided a crisis. A chapter/colony may never fully know what impact it had by educating its members and planning events accordingly, but it is far better to not know that impact than to know what might have happened if these guidelines were not followed. Every choice has a consequence, and those consequences must be considered before any choice is made. Delta Chi, its volunteers and staff are ready and willing to assist our chapters/colonies in providing a beneficial and positive fraternal experience to their members.

The following pages will help to educate your members and assist in future planning.

# **BASIC EXPECTATIONS OF A DELTA CHI**

1. I will strive for academic achievement and practice academic integrity.
2. I will respect the dignity and worth of all persons. I will not physically, mentally, psychologically or sexually abuse or haze any human being.
3. I will protect the health and safety of all human beings.
4. I will respect my property and the property of others; therefore, I will neither abuse nor tolerate the abuse of property.
5. I will meet my financial obligations in a timely manner.
6. I will neither use nor support the use of illegal drugs; I will neither abuse nor support the abuse of alcohol.
7. I will acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore, I will do all in my power to see that the chapter property is safe, properly cleaned and maintained.
8. I will know and understand the ideals expressed in my fraternity Ritual and will incorporate them into my daily life.
9. I will exercise compassion and understanding in dealing with all persons.
10. I will challenge all my fraternity members to abide by these fraternity obligations and will confront those who violate them.

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as adopted by the Board of Regents on July 24, 1988

## **SECTION I: CRISIS MANAGEMENT PROCEDURES “An Ounce of Prevention is Worth a Pound of Cure.”**

The following suggestions are intended to help in the event a tragedy or crisis occurs on, or off, chapter property. Examples of such situations include, but are not limited to, the death or serious injury of a member, fire at the chapter house, an accident at a chapter social function, etc.

Here are some points to consider before reading through the Crisis Management Manual and prior to developing a crisis management plan for the chapter:

### **I. Accidents happen!**

Accidents occur involving death, fire, and personal injury. Often these accidents result in lawsuits against chapters, alumni, individuals, and Delta Chi.

### **II. While specific accidents may not be predictable, the probability for an accident and its severity when it does occur can normally be reduced.**

The best way to avoid tragedy is to use common sense, planning, education, and follow the Fraternity's Risk Management Policies. Develop educational programs that address CPR, FIPG, Fire Inspection, Rape Awareness, etc.

When prevention efforts are not enough...

### **I. You must be prepared for when accidents happen.**

#### **A. Develop a crisis management plan now.**

Each chapter should formulate a crisis management plan of its own.

#### **B. Educate members about what to do in the event of an accident.**

Every member should be educated about crisis management each academic year.

#### **C. Remember that a crisis eats time.**

Delegate tasks and use all available resources (i.e., Fraternity staff, legal counsel, Greek Advisor, chapter advisors, and University and local police). Utilize conference calls to save time and ensure that the same message is heard.

#### **D. Be prepared to interact with the media...and remember:**

If it is good news, they need you to write the story. If it is bad news, they will write the story.

Take control of the situation, set time to talk when you are prepared, outline your objectives in advance, move from negatives to positives as quickly as possible, and be wary of student press; they are not always professionals. Student press may misquote, publish unconfirmed facts, and/or editorialize.

#### **E. Assemble the facts as quickly as possible.**

Request police reports and school investigation reports.

Within 48 hours of the incident, an Incident Report (located in Appendix A of this manual) should be completed and returned to Delta Chi.

Cooperate with all appropriate authorities.

### **II. Pitfalls to avoid:**

- Do not believe rumors; get the facts.
- Do not speak “off the record” in any interview situation. (There is no such thing.)
- Secure legal representation at the scene as quickly as possible.
- Do not attempt to explain away a crisis by referring to community service and philanthropy, alumni influence, etc. Rights do not justify wrongs.
- **Do not say “no comment;” report what you are doing to obtain facts.** Possible statements could include, “I will have a comment when I have all of the facts,” or “It would be inappropriate for me to comment while there is an official investigation in progress.”

## SECTION II: WHEN A CRISIS DOES OCCUR

1. The "A" is in charge. If the "A" is not present, the next highest-ranking officer should assume control until the "A" returns. This is no time to argue over who is in charge. The first step, if necessary, would be to contact the appropriate emergency personnel. If your community does not have a 911 emergency number, post all individual emergency numbers by the phone. Be sure to include fire, police, hospital, paramedics, and poison control center numbers. If you get caught in an emergency situation without phone numbers, call the operator and tell him/her you have an emergency and you need the \_\_\_\_\_. The operator will connect you.
2. The house should be closed immediately. Permit only your members and appropriate officials to enter. The "A" cannot give instructions and maintain control if members are leaving and strangers are entering. All members must know who is in charge and be prepared to follow instructions. Include a review of the crisis management procedures in your membership education program.

3. Call the "BB" and ABT President, and make them aware of the situation.

"BB": \_\_\_\_\_ Telephone #: \_\_\_\_\_

ABT President: \_\_\_\_\_ Telephone #: \_\_\_\_\_

4. Call Delta Chi Headquarters, and make the Director of Chapter Development aware of the situation.

Telephone: 319-337-4811

5. Call the Greek Advisor, and make him/her aware of the situation.

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

6. Assemble your members in a group. Explain to them that there is a crisis, and the house is closed to visitors. Ask them to cooperate in halting all outgoing calls until the situation is under control. Instruct the members to make no comment to anyone: good intentions will not make up for faulty statements. The "A" will make an appropriate statement after the situation is under control and he has discussed the content of the statement with the chapter advisor and the university advisor. Do not jump to conclusions or speculate. Be aware that any comments made by any member have the potential to do serious damage to those involved and to the chapter as a whole.

While the members are assembled, there are several things that need to be accomplished. It is important to remain calm until the situation is under control. Depending on the situation, out-of-house members may need to be called in. This task can be delegated to a responsible member. Have him use another phone to keep the house phone free.

In the case of a suicide attempt, with or without serious injury, do not immediately assemble your members or call parents. Quietly discuss what to do with qualified personnel on the scene.

7. Have trained professionals notify parents/family of any injury or death. In the event of a serious injury or death, medical or police personnel (who are trained in this) will notify the family. Parent/guardian information should always be on file and available for proper authorities. After you know that the entire family has been contacted, it is appropriate then, and only then, for a chapter representative to call and share the chapter's concern.
8. An Incident Report Form (located in Appendix A of this **BRIEF**) should be filled out and sent to Headquarters within 24 hours of the incident.
9. Disable the chapter's website.

## SECTION III:

### A. IN THE UNFORTUNATE EVENT OF A DEATH

DO NOT DO ANYTHING WITHOUT CONSULTING LOCAL AUTHORITIES (NORMALLY THE POLICE).

Normally, the following will be appropriate:

1. Do not announce it until you are positive all of the immediate family have been notified. University staff can assist you in this area.
2. Do not remove any personal items from the member's room, and do not allow other members to enter the room.
3. If there are roommates, move them to another room temporarily until the situation is under control.
4. Allow only authorized personnel to enter the room, and keep the door locked.
5. Ask the family what its wishes are in regards to the member's possessions. You may offer to pack them in boxes, but it is more likely the family members will want to do this themselves.
6. Before the family arrives, be sure that any borrowed items have been returned. Have some empty boxes available and offer your help.
7. Understand that this is a difficult time for the family and that they may want privacy.
8. In the case of an attempted suicide, do not assemble your members or call parents.

### HOW TO COPE

Someone close to you, your brother, has died. As you struggle to accept this difficult loss, you may find yourself consumed by pain, fear, and grief. It is also important to understand that different people will react, cope and grieve differently. Be sensitive to those differences, and be willing to assist in a manner that is appropriate.

Grief is a natural response to losing someone who was important to you. Grief hurts, but it is necessary. When a death tears your world apart, grieving is the process that helps put it back together.

Grief runs through stages, and even if you do not experience all of them, chances are you will experience some of them. That is why it is important to understand the stages of grief.

1. **Denial** - This response is nature's way of protecting you and of insulating you from what happened.
2. **Anger** - You may feel angry toward the doctors or nurses who couldn't save your brother. You may even be mad at the deceased for leaving you. These feelings of anger may lead you to feel guilty.
3. **Guilt** - You may feel guilty for simply being alive when someone else has died. You might feel guilty for not saying good-bye, or you may remember a fight or argument you had with the deceased.
4. **Depression** - Even if you are normally a committed, caring person, you may find that you don't care about anything or anyone. This is a common feeling as are the others.
5. **Acceptance** - Hopefully, the grieving will accept the death eventually. That does not mean you have to forget the deceased. It just means it is time to go on living.

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One of the best ways to begin working through the grief is to attend the funeral. A funeral confirms the reality of death and serves as a focus for expressing feelings of loss. You begin to help the family of the deceased, and yourself, by attending the funeral. Being there demonstrates that although someone has died, friends like you remain, and it demonstrates that you care. Both before and after the funeral, it is important that you express your feelings. Crying is both normal and healthy. It may also help to hold a discussion to help members with accepting the loss. Delta Chi's Memorial Ceremony may also be conducted in conjunction with the funeral if the family approves. If not, the Ceremony may still be conducted at a local chapel, the chapter house, or university facility to help in the grieving process. Also, Delta Chi Law provides that for at least 60 days after the death of a member of an undergraduate chapter, all members of that chapter shall wear the badge draped in black.

## **B. IN THE EVENT OF A SERIOUS ILLNESS**

There are several procedures and precautions that group members should take in the event one of your fellow members develops what appears to be a serious illness. An ill member may ignore his condition and may not take the initiative to seek proper medical attention. As responsible adults, we must be sensitive to our members' physical and psychological welfare. If you become aware of a member who is suffering from a serious illness, please take action immediately by following these guidelines and by contacting the appropriate people who can help.

1. Initially bring your concern to the attention of the ill member. Tell the member you are concerned about his condition and that you would like to help him seek assistance.
2. Determine what kind of medical attention the member has sought. What kind of care has been prescribed?
3. If the ailing individual continues to ignore his physical or psychological condition, the initial contact a concerned member should make (outside of the house) should be to the chapter advisor. Information about the situation should be brought to the advisor's attention, consultation should take place and a specific plan of action should be established. University psychological services and counseling services would be a good resource to utilize in this case.

It is extremely important that members be understanding and sensitive in dealing with cases of serious illness. There may be some cases when an ailing person will not want your assistance and will strongly object to any contact with his parents. It is important to respect the wishes of the person; however, you may find yourself in a situation in which respecting a person's wishes may not be medically wise or sound. The realities of the situation should not be ignored.

## **C. EMERGENCY PROCEDURES FOR SOMEONE WHO HAS HAD TOO MUCH TO DRINK**

Of course, the best procedure is prevention. Don't allow social functions to get out of control. Pay close attention to the behavior of all members and guests.

Look for signs and symptoms

- Unable or difficult to arouse.
- Slowed, stopped or irregular breathing.
- Bluish fingernails, lips and gums.

### **Action to be taken:**

- If there is any doubt as to whether or not the individual is passed out or seriously overdosed, GET MEDICAL HELP, AS SOON AS POSSIBLE!!!
- Lay person on side if sleeping or passed out. Do not allow the person to sleep on his/her back. Have someone stay with the person until he/she awakes or needs additional assistance. DO NOT HESITATE TO CONTACT MEDICAL HELP!
- Induce vomiting, if conscious and feeling sick. Never try to induce vomiting in a semi-conscious or unconscious person.
- Monitor breathing; proceed with artificial respiration (by certified person) if not breathing.
- Always keep emergency numbers for ambulance, hospital and police posted by the chapter house phone.

### **Other things to remember about alcohol:**

- Only time will eliminate alcohol from someone's body. Black coffee, cold showers, fresh air and exercise will not sober a person up!
- Alcohol may exaggerate or change the mood a person is in (i.e., if a person is depressed when he or she starts drinking, that person will get more depressed; if angry, the person will get angrier; if happy, the person will get happier). If someone drinks enough the person will eventually pass out.
- Alcohol is a depressant. It slows down bodily functions and the body's ability to respond.

## **D. IN THE EVENT OF A FIRE**

1. In case of a fire, remain calm. Panic only causes confusion.
2. Set off the alarm.
3. Call the Public Safety Emergency Number or 911, no matter how minor you consider the fire to be. Don't take a lot of time looking for the fire beforehand.
4. Use an extinguisher if possible, but only if it can be accomplished safely.
5. Check as many rooms as possible on the way out to see if everyone is alerted to the fire. Shut the doors to all rooms, after they have been cleared, on the way out.
6. When you are in a room and the alarm goes off, feel the doorknob to see if the heat is intense. If it is hot, do not open it. If you think it's safe, then open the door slowly with your shoulder against it to see if the fire is in the hallway. Because toxic fumes and high temperatures usually fill the highest levels of the air, it is best to crawl out of a burning building. Cover your face with a cloth, preferably damp. If the fire is in the hallway, exit through a window, but be sure to crack the top of the window first to let the smoke draft out. Most people are killed by smoke before they have a chance to jump.
7. Have a plan to account for members. A roommate check system may work best. Have a pre-determined spot where members are to congregate in the event of a fire. Take a head count to make sure everyone is out of the house. NEVER go back into the house to attempt to rescue anyone.
8. Turn off electricity and gas if there is time.
9. Move cars out of the way for fire engines to get better access.

## **SECTION IV: INTERACTING WITH THE MEDIA**

1. As soon as practical, prepare a statement to be released to the press. This statement should be developed with the input of alumni and campus advisors, as well as Delta Chi Headquarters.

2. Instead of “No Comment,” try an initial statement such as:

“We can confirm that (describe incident briefly) occurred on (day) at (time) at (location). We will do all we can to provide information as it becomes available. Currently, we are working with the authorities. Subsequent comments will be made when we are certain of all the facts. In the interim, feel free to call me or give us your name and phone number. We will forward information as soon as we have more details available.”

When talking with the media, be honest, factual, and prompt. Never say “no comment;” it conveys guilt. Saying “I don’t know” is the preferred reply. Don’t get mad or frustrated, and don’t lay blame. Remember, nothing is ever “off the record.”

3. Keep the house locked so as to keep out unwanted guests.

4. Consider holding a press briefing away from the chapter house. Of course, involve your alumni advisors, Headquarters staff and the Greek Advisor.

5. Call a special chapter meeting to explain events and all procedures to members.

6. Establish a distribution list for one-page updates or releases to alumni, other IFC members, media, Headquarters, etc.

7. Other considerations:

a. Again, have one designated spokesman, preferably the “A”. Introduce this person to the media and refer all calls to the spokesman.

b. Do not release any names until an alumni advisor, the institution or Delta Chi Headquarters has advised that the timing is appropriate.

c. Seek the advice of the campus public relations staff.

d. Update the media consistently, but, only when there is something to say.

e. Request that chapter members not discuss the incident with anyone outside of the chapter (i.e. girlfriends, friends, family members, media personnel, etc.) It is appropriate to discuss the incident with the appropriate University officials, Headquarters’ staff, and local authorities.

8. These are some of the Dos and Don’ts for interacting with the media in a crisis situation. Make sure the Fraternity Headquarters and your legal counsel have been contacted before you issue any statement to the media.

### **The Dos:**

Do follow the Risk Management Policies of the Fraternity to reduce the possibility of a crisis occurring.

Do recruit a competent public relations person (chapter officer or alumnus) NOW -- before a crisis occurs.

Do have a crisis communications plan spelled out for all members and key alumni.

Do consult your legal counsel.

Do alert the Director of Chapter Development at the Delta Chi Headquarters (319-337-4811) immediately when a crisis develops.

Do assemble facts, verify them, and have an appropriate statement ready as soon as possible once a crisis occurs.

Do settle on an official spokesman. In most cases, this spokesman should be the chapter "A".

Do keep all members and alumni advised of all developments.

Do be judiciously cooperative with the media. If appropriate, confirm a person's association with Delta Chi, for example, but remember that you do not have to answer all questions in detail.

Do have amenities for the media. If they come to a press conference or on-site location, make certain they have access to telephones, drinking water, restroom facilities, and other necessities.

If an individual is a member, admit it. If the person is in good standing, say so. Do not comment on past unfavorable records or on information that should be confidential.

### **The Don'ts:**

Don't panic.

Don't assume anything, especially that a conversation is "off the record."

Don't play hard to get by not being available (at any hour) or try to hide behind "no comment." This only leads to speculation by the media and the public. If you are not yet prepared to issue a statement, inform the media that complete information has not been prepared, and promise to contact them immediately once it is available. Assure the media that you are working with them and that they will get the most accurate information as quickly as possible.

Don't try a cover-up.

Don't try to quash a story or write protest letters to the editor.

Don't lie to anyone about anything for any reason.

## **SECTION V: CRISIS MANAGEMENT SUMMARY**

1. Make certain your chapter, especially the executive board, is prepared to manage a crisis if it happens.
2. The "A", or the highest-ranking officer if the "A" is not available, should take charge of the immediate situation.
3. Alert emergency officials, alumni advisors, the Delta Chi Headquarters, and campus officials, in sequence.
4. Remember to stay calm; protect the safety and health of all members and guests.
5. The "A" should be the sole spokesman for the chapter. In turn, he should consult with the Delta Chi Headquarters and alumni.
6. Express and convey sympathy; however, never admit, or assign to others, liability or fault. Again, seek the advice of the Delta Chi Headquarters, the institution and legal counsel.

Hopefully, these guidelines will help the chapter to deal with a situation in a considerate and helpful manner. Do not hesitate to contact your chapter advisor or the proper university officials if you need assistance.

All of this, no doubt, sounds rather gruesome and harsh. It is not realistic to think Delta Chi Chapters will never have to use these procedures. Tragedies do occur and cannot be predicted. What we have, however, is a procedure to follow to ease the situation for all concerned.

## APPENDIX A INCIDENT REPORTING FORM

When an incident arises at the chapter causing any bodily injury or property damage to any person, the following information must be obtained immediately. This report is being prepared for submission to our attorney, so please be thorough and, upon completion, send a copy of the report to the Delta Chi Fraternity Headquarters, Attn: Karl Grindel, Director of Chapter Development, P.O. Box 1817, Iowa City, IA, 52244-1817 or send the form via fax to (319) 337-5529. If the bodily injury is of a serious nature, a telephone call to Mr. Grindel at (319) 337-4811 should also be made.

Date of Incident: \_\_\_\_\_

Fraternity / Chapter Name: \_\_\_\_\_

Chapter Address: \_\_\_\_\_

Chapter President: \_\_\_\_\_

Telephone # of President: \_\_\_\_\_

Chapter Advisor: \_\_\_\_\_

Telephone # of Advisor: \_\_\_\_\_

Name of Injured Party: \_\_\_\_\_

Telephone # of Injured Party: \_\_\_\_\_

Names & Telephone # s  
of Witnesses:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Description of Incident: \_\_\_\_\_  
(What, When, Where,  
How, How Much)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## APPENDIX B SELF-INSPECTION GUIDE

Chapter: \_\_\_\_\_

Inspection date: \_\_\_\_\_ By whom: \_\_\_\_\_

Number of persons sleeping in building: \_\_\_\_\_

Basement: \_\_\_\_\_ 1st Floor: \_\_\_\_\_ 2nd Floor: \_\_\_\_\_ 3rd Floor: \_\_\_\_\_ Other: \_\_\_\_\_

### Checking Procedure

Circle the appropriate letter:

S=Satisfactory

N/A=Not Applicable

U=Unsatisfactory

All unsatisfactory conditions require action for correction ranging from immediate to five-day maximum. Questions are designed for "yes" answers to be understood as satisfactory and "no" answers as unsatisfactory and requiring corrective action.

### EXIT FACILITIES

- |  |   |     |   |
|--|---|-----|---|
| 1. Do all rooms have access to two separate means of exit?   | S | N/A | U |
| 2. Are all exit paths clear of storage?  | S | N/A | U |
| 3. Are all doors in stairways properly self-closing?   | S | N/A | U |
| 4. Are wedges and other means used to hold back required stairway enclosure doors, to the detriment of fire safety of upper floors? Are they prohibited? | S | N/A | U |
| 5. Are heating plant and heating fuel areas cut off from the rest of the building by fire resistive construction in ceiling and walls?                   | S | N/A | U |
| 6. Are exit routes readily accessible through doors of full height?  | S | N/A | U |
| 7. Can exit doors be opened from the interior without a key or special device?   | S | N/A | U |
| 8. If the building is protected by an automatic sprinkler system, is it in good working condition?   | S | N/A | U |
| 9. If the property is completely protected by a standard automatic fire alarm (detection) system, is it in good working condition?                       | S | N/A | U |
| 10. If the building does not have either automatic sprinklers or fire alarm (detection) equipment, does it have a manual fire alarm system:              | S | N/A | U |
| a. Are smoke detectors in working order?   | S | N/A | U |
| b. Is emergency lighting operational?  | S | N/A | U |

(NOTE: A fire officer's help should be solicited for requirements 8, 9, and 10.)

### HEATING EQUIPMENT

- |   |   |     |   |
|---|---|-----|---|
| 11. Are boilers equipped with pressure release valves and water level gauges?   | S | N/A | U |
| 12. Are boilers and water tanks checked regularly by a qualified inspector for cracks, corrosion and other defects? Requirements should be checked with the insurance company that is providing property insurance. | S | N/A | U |
| 13. Is the furnace enclosed in a separate room with fire resistive partitions and the ceiling similarly protected?  | S | N/A | U |
| 14. Is a self-closing fire door provided at the inside entrance of the furnace room?  | S | N/A | U |

- |  |   |     |   |
|--|---|-----|---|
| 15. Are all the necessary automatic limit controls provided on heating equipment, including duct systems, breaching and others in good working order and checked annually? | S | N/A | U |
| 16. Is all heating equipment, including chimneys, flue connectors, vents from gas appliances and hot air ducts:  |   |     |   |
| a. In good serviceable condition and well maintained?  | S | N/A | U |
| b. Properly insulated and separated from combustible storage by a minimum distance of 36 inches?   | S | N/A | U |
| c. Serviced by a qualified service person at least once a year?  | S | N/A | U |
| 17. Does the oil burner have a remote control switch?  | S | N/A | U |
| 18. Are exposed oil lines protected from physical damage?  | S | N/A | U |
| 19. The location of main gas valves should be known and means and knowledge provided for closure in emergencies as well as opening and relighting gas appliances.          | S | N/A | U |

#### KITCHEN

- |  |   |     |   |
|--|---|-----|---|
| 20. Is the range safely installed away from combustible material and the nearby floor protected?   | S | N/A | U |
| 21. Is there a hood above the range, and is it equipped with an exhaust duct to the outside?   | S | N/A | U |
| 22. Is the hood kept free of grease accumulations?   | S | N/A | U |
| 23. Are filters used and kept clean?   | S | N/A | U |
| 24. Is the exhaust duct insulated or separated from combustible material by a safe distance, 18 inches is required?  | S | N/A | U |
| 25. Is the proper type of fire extinguisher for grease fires provided, and is it in good working order? Dry chemical extinguishers containing sodium bicarbonate or potassium bicarbonate are recommended with at least a 20 "B" rating. | S | N/A | U |
| 26. Is the refrigeration unit serviced by a qualified service person at least once a year?   | S | N/A | U |

#### EMERGENCY ACTION MEASURES

- |   |   |     |   |
|---|---|-----|---|
| 27. Are the fire extinguishers of proper type for the area protected? Do you know how to use them properly? Dry chemical extinguishers with "A B C" ratings are recommended in minimum 10-pound size and located not to exceed 50' travel distance. | S | N/A | U |
| 28. Are extinguishers serviced and dated annually?  | S | N/A | U |
| 29. Is parking restricted so that the fire department would always have free access to the building?  | S | N/A | U |
| 30. Has an emergency plan been set up? Are fire drills held quarterly?  | S | N/A | U |
| 31. Are fire emergency instructions conspicuously published and up to date?   | S | N/A | U |
| 32. Do they include prompt reporting and alarm of even minor incipient fires?   | S | N/A | U |

#### ELECTRICAL

- |  |   |     |   |
|--|---|-----|---|
| 33. Is temporary wiring with extension cords prohibited?   | S | N/A | U |
| 34. Are all major appliances, especially laundry and kitchen equipment, properly grounded?   | S | N/A | U |
| 35. Are lighting fixtures in good physical condition and shock proof in bathrooms?   | S | N/A | U |
| 36. Are electric fuses properly maintained, sized and not overloaded with appliances, such as electric blankets, radios, clocks, coffee makers, heaters, etc.? | S | N/A | U |
| 37. Are all known electrical problems corrected?   | S | N/A | U |



**FIPG, INC.**  
**RISK MANAGEMENT POLICY**  
**REVISED December 2007**

The Risk Management Policy of FIPG, Inc. includes the provisions which follow and shall apply to all fraternity entities and all levels of fraternity membership.

**ALCOHOL AND DRUGS**

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises, or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age").
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on the chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
9. No member or pledge, associate/new member or novice, shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong", "century club", "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother-little brother" events or activities, / "big sister-little sister" events or activities, "family" events or activities and initiation.

**HAZING**

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as: "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

**SEXUAL ABUSE AND HARRASSMENT**

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together.

**FIRE, HEALTH AND SAFETY**

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should post by common phones and in other locations, emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is prohibited.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

**EDUCATION**

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the fraternity website.

### THIRD PARTY VENDOR CRITERIA

**THE VENDOR MUST:**

1. Be properly licensed by the appropriate local and state authority. This may involve both a liquor license and a temporary license to sell on the premises where the function is to be held.
2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provided.

The certificate of insurance must also show evidence that the vendor has, as a part of his/her insurance coverage, "off premises liquor liability coverage and non-owned and hired auto coverage."

Named insureds included on the certificate of insurance must as a minimum include the local chapter hiring the vendor as well as the international fraternity that the local chapter is affiliated with.

3. Agree in writing to cash sales only, collected by the vendor during the function.
4. Assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
  - a. Checking identification cards upon entry;
  - b. Not serving minors;
  - c. Not serving individuals that appear to be intoxicated;
  - d. Maintaining absolute control of ALL alcoholic containers present;
  - e. Collecting all remaining alcohol at the end of a function (no excess alcohol – opened or unopened – is to be given, sold or furnished to the chapter).
  - f. Removing all alcohol from the premises.

### POLICY GUIDELINES

(According to FIPG)

1. Closed parties (meaning those events with alcohol present) should have a guest list prepared at least 24 hours in advance. A ratio of two guests per member (or fire code capacity, whichever is smaller) is suggested.
2. "Non-alcoholic" keg beer is not permitted because it can contain up to .05 percent alcohol. Therefore, serving it would be a violation of our policy.

#### (According to the Delta Chi Risk Management Manual)

1. At chapter social events, signs should be posted that indicate the chapter complies with and enforces the laws and policies with respect to alcohol, illegal drugs, and controlled substances.
2. All persons present should not be allowed access to alcohol if they are intoxicated, regardless of age.
3. Alcohol should only be used as an adjunct to the event rather than its focus.
4. The use of alcohol on the premises should be stopped at least one hour before the end of the function.
5. Plenty of non-salty foods and non-alcoholic alternative beverages should be provided.
6. Adequate professional security should be provided to deal with uninvited guests and monitor any other potential problems.
7. Trained party monitors should be present to respond to situations. A ratio of one party monitor for every 20 attendees is suggested. Party monitors should agree to the following:
  - a. Not to consume alcohol, and remain sober for the duration of the event.
  - b. Make sure the party starts and ends on time and that the bar opens and closes on time.
  - c. Wear distinctive clothing to identify themselves at all times.
8. Buses, taxis, phone numbers, etc. should be provided for any event to promote the safe return of members and guests.
9. "Hard" liquor (alcohol rated by proof rather than percentage) should be prohibited from all parties. For "bring your own" parties, a six pack of beer (or the alcoholic equivalent), or less, per person is allowed.
10. Glass bottles of any sort should not be allowed. Restrict consumption of any beverages to cans and plastic cups.

Chapter/Colony \_\_\_\_\_ Date of Review \_\_\_\_\_

"A" \_\_\_\_\_ Social Chair \_\_\_\_\_  
 (Print Name) (Signature) (Print Name) (Signature)

"F" \_\_\_\_\_ A.M. Counselor \_\_\_\_\_  
 (Print Name) (Signature) (Print Name) (Signature)

Fraternity Rep. \_\_\_\_\_  
 (Print Name) (Signature)

*The Delta Chi Fraternity*  
(319) 337-4811

IN CASE OF EMERGENCY, CALL:

Fire/Police: \_\_\_\_\_

Medical: \_\_\_\_\_

Univ. Official: \_\_\_\_\_  
Name and Phone Number

House Corp. Pres.: \_\_\_\_\_  
Name and Phone Number

"BB": \_\_\_\_\_  
Name and Phone Number

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