

Crisis Management Plan

This Crisis Management Plan has been developed to assist a chapter in case of an emergency. A chapter emergency can occur in many situations, including but not limited to, at the chapter facility, during a chapter event, during transportation to or from a chapter event, during congregations before or after a chapter event, vacations, road trips, spring break, college/university functions, and at member's private residences.

An emergency may be prompted by any of the following occurrences:

- An accident resulting in severe or fatal injuries
- A member attempting or committing suicide
- A fire or explosion at the chapter facility
- A natural disaster (flood, hurricane, tornado, earthquake, etc.)
- Deliberate damage to the chapter facility
- An active shooter or bomb threat situation
- A chapter member, members, or the entire chapter being accused of violating local, state, federal, or university/college laws, rules, or regulations
- A member suffering from mental distress
- An aggressive or agitated member, guest, parent, or alumnus

There may be other types of emergencies not identified above. In all emergency situations, these guidelines should be consulted.

ADDITIONAL RESOURCES

The Emergency Scenario Response Plan items located within this Crisis Management Plan were compiled from the following resources:

- [Department of Homeland Security – Ready.gov](#)
- [Pi Kappa Phi Crisis Management Plan](#)
- [Indiana University Emergency Management Plans](#)

Consult the United States Government, Fraternity and Sorority Life, and University resources above as necessary while completing this Crisis Management Plan.

Preparing for and Responding to an Emergency

BEFORE AN EMERGENCY

- Establish a Risk Reduction Committee to develop and complete a [Values Congruent Environments Action Plan](#). The chapter should utilize the action plan, along with the Crisis Management Plan included within this document, for guidance in creating safe and healthy environments for members, preventing incidents where possible, and responding to crises when they occur.
- Ensure that all members have been educated on both the Values Congruent Environments Action Plan and the Crisis Management Plan.

DURING AN EMERGENCY

- 1. Contact the proper authorities immediately** (i.e., police, fire, ambulance, campus security, etc.). The authorities should be provided with all available information including the nature of the emergency and location.
- 2. The Chapter Commander is in charge** during all emergency situations until he is relieved by an Alumni Advisory Board (AAB) member, House Corporation (HC) officer, or General Fraternity representative. In the absence of the Commander, the next-highest ranking chapter officer should assume these duties.
- 3. The chapter facility should be closed and secured at once** if the emergency has occurred in or around the chapter facility. Only members, appropriate supporting personnel (AAB, HC, or General Fraternity representatives), and proper authorities should be allowed admittance.
- 4. Do not tamper with any area involved in the incident.** Leave the scene as-is to not tamper with any evidence or cause additional accidental injury.
- 5. The Commander should notify each of the following individuals or officers within one hour of the emergency – Director of Risk Reduction at Sigma Nu Fraternity, Inc., Chapter Advisor, House Corporation President, and Fraternity/Sorority Life Advisor.**
- 6. Call a chapter meeting immediately** to account for all members and review the chapter Crisis Management Plan.
- 7. All members should be instructed to make no statements, comments, suggestions, or remarks to the media.** The Commander should work in consultation with the General Fraternity on handling media inquiries.
- 8. In the event of an accident resulting in serious or fatal injury, the family will be notified by medical or law enforcement personnel.** No chapter member shall contact family members directly. Please allow for trained personnel to make the initial contact. In consultation with the General Fraternity, the Commander or another designated chapter member may contact the parents or other family members of the impacted member(s), once deemed appropriate to do so.

REPORTING AN INCIDENT OR CRISIS

Chapter members have a responsibility to promptly report to the General Fraternity all incidents that could result in an insurance claim or is a potential violation of the [Risk Reduction Policy](#) or [The Law of Sigma Nu Fraternity, Inc.](#) Collect and report on the facts of the incident (who, what, when, where, why, how). Do not attempt to hide or alter the facts in any fashion.

What to Report?

- Any incident that causes or contributed to an injury or death.
- Any demand for compensation, whether verbal or written.
- Any lawsuits or subpoenas served on the chapter by an officer of the court.
- Any contact by an attorney or investigator asking about an occurrence involving the chapter or chapter members.
- Any potential violation of the [Risk Reduction Policy](#), [The Law of Sigma Nu Fraternity, Inc.](#), college/university policy, or state, local, or federal laws.

Important Contact Information

Campus Contact Information

Emergency Services	911
Campus Security/Police	
Local Police	
Crisis and Suicide Hotline	
Health Center	
Campus Residential Services	
Campus Counseling Services	
Local Power/Gas (Utilities)	
Local Water (Utilities)	
University Information Line	
General Fraternity	(540) 463-1869

Chapter-Specific Contact Information

Chapter House Name:	Chapter House Address:
House Corporation President:	HCP Phone Number:
Chapter Advisor:	Chapter Advisor Phone Number:
Fraternity and Sorority Life Advisor:	FSL Advisor Phone Number:
Commander:	Commander Phone Number:
Resident Advisor:	RA Phone Number:
Severe Weather Shelter Location:	Designated Meeting Place Location: (inside)
Evacuation Route:	Designated Meeting Place Location: (outside)
Automated External Defibrillator (AED) Locations:	Fire Extinguisher Locations:

Emergency Scenario Response Plans

IN CASE OF NATURAL DISASTER / WEATHER EMERGENCY:

Monitor local media and college / university advisories for updates.

Severe Thunderstorm:

- Avoid outdoors and windows until storm passes.

Tornado:

- Seek shelter immediately. Stay away from windows and exterior doors.
- Basements, interior hallways on lower floors, and small interior rooms offer the best shelter.
- Watch out for flying debris.
- Cover your head and neck with your arms, put materials such as furniture and blankets around you.
- Listen to emergency services like EAS, NOAA, or local alert systems.

Winter Weather / Blizzard Conditions:

- Stay indoors or find shelter.
- If outdoors: cover exposed parts of the body, limit your time outside, wear layers of warm clothing.
- Watch for signs of frostbite and hypothermia and begin treatment right away.

Fire:

- Report all fires to emergency services – report the incident, give your name, house address, and type of emergency.
- If fire is smaller than a small trash can, locate the nearest fire extinguisher and utilize it.
- Evacuate building, activate fire alarm, and warn others.
- Use stairways. Do not use elevators unless directed to do so by emergency personnel.
- Crawl low under any smoke to the exit.
- Feel the doorknob before opening a door.
- Tell responders immediately about unaccounted for people or animals that may be inside the home.
- Stop, Drop, and Roll immediately if clothes catch fire.
- Have a predetermined escape plan.

Earthquake:

- Drop, Cover, then Hold On.
 - Drop to your hands and knees.
 - Cover your head and neck with your arms, a pillow, etc.
 - Hold On to any sturdy furniture until the shaking stops. Crawl only if you can reach better cover without going through an area with more debris.
- Stay inside until the shaking stops.
- Be alert for falling debris.

Flood:

- If outdoors, climb to higher ground, avoid walking through flood waters.
- If indoors, be ready to evacuate if directed, do not put yourself or chapter members in danger to save property.
- Evacuate if told to do so.
- 6 inches of moving water can knock you down and one foot of moving water can sweep a vehicle away.
- Do not walk, swim, or drive through flood waters. Turn around and find an alternate route.

Hurricane:

- If told to evacuate, do so immediately.
- If trapped in a building by flooding, go to the highest level. Do not climb into a closed attic.
- Listen for current emergency information and instructions.
- During high winds, go to a FEMA safe room; ICC 500 storm shelter; or small, interior, windowless room or hallway on the lowest floor not subject to flooding.

Extreme Heat / Cold:

- If experiencing extreme heat:
 - Find air conditioning or shade.
 - Avoid strenuous and high-energy activities.
 - Watch for heat illness.
 - Wear light clothing and a hat.
 - Drink plenty of fluids.
 - Never leave people or pets in a closed car.
 - Watch for heat cramps, heat exhaustion, and heat stroke.
 - If the temperature outside is above 95 degrees do not use an electric fan. Fans create air flow and a false sense of comfort but do not reduce body temperature.
- If experiencing extreme cold or a winter storm warning:
 - Stay off roads.
 - Stay indoors and dress warmly.
 - Prepare for power outages.
 - Use generators outside only and away from windows.
 - Listen for emergency information and alerts.
 - Look for signs of hypothermia and frostbite.
 - Avoid overexertion.

IN CASE OF CRIMINAL ACTIVITY:

- Call 911 if you feel threatened or observe a crime in progress.
- Do not attempt to apprehend person(s) involved.

IN CASE OF AN EVACUATION:

1. If the situation warrants, evacuate the area immediately and call appropriate authorities.
2. Notify others on your way out.
3. Follow appropriate evacuation routes to the nearest safe exit and evacuation meeting site.
4. Notify responders of the location and names of all people that are unaccounted for.
5. Follow this Crisis Management Plan.
6. Do not re-enter until given an "all clear" signal from authorized emergency personnel.

IN CASE OF AN ACTIVE SHOOTER:

The following recommendations are options to be considered. Select the best course of action according to the situation you find yourself. Notify members of the dangerous situation, tell those in the house of the danger, and those not in the house to not return.

1. Run and escape, if possible

- Getting away from the shooter(s) is top priority, if a safe path is available.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of if others agree to follow.
- Try to prevent others from entering the area where the active shooter(s) may be.
- Keep hands visible for law enforcement.
- Call 911 to report the incident and description and location of shooter(s).

2. Hide, if escape is not possible

- Find a place to safely hide and be silent.
- Turn out lights, close windows, lock doors, and silence your cell phone.
- Barricade doors and windows with furniture and other objects.
- Stay low to the ground but be prepared to move.
- If safe to do so, call 911, communicate with police silently. Use text messages or social media.
- Be prepared to fight by developing a plan if the shooter should enter your area.
- Gather items for self-defense.
- Identify methods of evacuating if the opportunity to escape occurs.
- Render first aid to injured if safely able to do so.
- Remain in place until "All Clear" is released.

3. Fight, as an absolute last resort

- Act with aggression and use improvised weapons to distract and/or disarm shooter.
- Throw objects at shooter's head – aim for their eyes.
- Work together as a team if others are present.
- Upon use of distraction device, immediately attempt to escape or take down the shooter.
- Commit to action as your life is at risk.
- Remove the weapon from the shooter's reach and safely hide it – do not handle it.
- If taking down the shooter, immobilize all limbs until law enforcement arrives.