



# MINERVA'S SHIELD

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THE HEALTH & SAFETY POLICIES OF SIGMA ALPHA EPSILON

FALL 2018 EDITION



## INTRODUCTION

If you made a list of rules that you follow on any given day, you'd quickly realize that most are put in place to keep you safe. To live and function well, our Sigma Alpha Epsilon community needs rules, too. Some are common sense; others are mandated by the law or the terms of our insurance coverage. We ask that you respectfully follow all these policies for the health and safety of all.

To qualify for coverage under SAE's insurance program, you must follow the guidelines that are contained in this manual. If you don't, you may void your coverage. Of course, anything illegal, like hazing or sexual assault, is not covered by SAE's insurance. Your personal insurance always stands ahead of SAE's insurance. You may read the full insurance policy at <http://www.sae.net/insurance-policy>.

No Chapter or local entity can contract or act in the name of Sigma Alpha Epsilon Fraternity, Inc. Local entities can only act and contract in their own name. For more information, see section 50 of the Fraternity Laws.

You should also be aware that our Scope-of-Association/Membership Agreement is a condition of your membership in SAE. The agreement requires that you defend and indemnify (pay back) the fraternity against any expense incurred if your conduct does not comply with the agreement. You can find that agreement in the members-only section of our website at [www.mysae.net](http://www.mysae.net)

We have attempted to write this handbook in plain English and avoid "legalese." That's harder in some instances than others. For ease of reading, we often use "you" and "your chapter" interchangeably. Understand that these rules apply to you as an individual member and to your chapter collectively.



# Your Membership Agreement

We expect you and all of our members to comply with our health-and-safety policies and guidelines and our crisis-management procedures. You also have other obligations you took as an oath in ceremony as a new member and in our Scope of Association/ Membership Agreement. This document is your obligation to Sigma Alpha Epsilon Fraternity and is signed electronically upon your entering the members-only section of our website. It is a condition of your membership and needs to be read carefully and understood.

## **Agreement Defining Member's Association with Sigma Alpha Epsilon Fraternity**

The mission statement of Sigma Alpha Epsilon Fraternity ("SAE") is to promote the highest standards of friendship, scholarship and service for our members based upon the ideals set forth by our Founders as specifically enumerated in our creed, "The True Gentleman." The member recognizes his membership with SAE is at all times voluntary and consensual. In consideration of being provided benefits commensurate with his status as a member of SAE, the member agrees to explicitly define the scope of his association with SAE as follows:

*Members are also expected to read and agree to this agreement digitally online at [www.mySAE.net](http://www.mySAE.net) when claiming a members-only account upon acceptance into Sigma Alpha Epsilon.*

### **1. Financial Responsibility.**

The member is personally responsible for and promises to pay all debts incurred arising from his association with SAE, including, but not limited to, Fraternity dues, health-and-safety fees, province dues, local dues and/or housing association fees. The member hereby agrees to pay all costs, such as reasonable attorney's fees, whether suit is filed or not, if legal counsel is employed to collect any unpaid debt arising from his association with SAE.

### **2. Personal Conduct.**

The conduct and/or activities specifically enumerated on the next page, regardless of the time, place and/or manner in which they occur, fall outside the scope of the member's responsibilities, duties and association with SAE. Should the member engage in the conduct and/or activities specifically enumerated on the next page, the member understands and agrees (1) he is acting outside the scope of his responsibilities, duties and association with SAE, (2) he accepts sole responsibility for his conduct and (3) he agrees SAE is not, and shall not be, considered legally liable or vicariously liable for his conduct.

- a. Further the member agrees that, in the event SAE makes any payment upon a claim, is required to defend itself, or incurs any expense arising out of or resulting from the member engaging in the conduct and/or activities specifically enumerated below, the member shall fully cooperate with SAE in pursuing recovery under any policy of insurance available to the member. If no policy of insurance is available, the member shall indemnify SAE for all expenses, including attorney's fees and costs, reasonably incurred by SAE.
- b. The following conduct and/or activities expressly fall outside the scope of a member's responsibilities, duties and association with SAE:
  - i. Any act by the member which constitutes a violation of any criminal or civil law in the state in which the act occurred.
  - ii. Any act by the member which constitutes a violation of (a) SAE's Fraternity Laws and/or policies, (b) the Chapter Collegiate by-laws, (c) the university regulations and/or policies governing student conduct where the chapter is domiciled, and (d) the laws of the state where the chapter is located.
  - iii. Any act by the member which constitutes hazing as that term is defined by (a) SAE's Fraternity Laws and/or policies, (b) the Chapter Collegiate by-laws, (c) the university regulations and /or policies governing student conduct where the chapter is domiciled, and (d) the laws of the state where the chapter is domiciled.
  - iv. Participating in or submitting to hazing in any form. The member agrees not to submit to hazing. The member will not allow himself or anyone else to be hazed by any person. The member agrees to report to the Fraternity Service Center any activities that could potentially constitute the hazing of any person associated with SAE.
  - v. Any intentional conduct by the member which results in physical or mental injury or property damage.
  - vi. Attendance or sponsorship of any event by member(s) of SAE, where (a) the event is not planned, promoted and approved by SAE at either the local or Fraternity level, (b) the event does not strictly conform with all of SAE written health-and-safety policies governing the sale and/or distribution of alcohol, and (c) the event does not strictly conform with all the law of the state where the event was held.
  - vii. Participating in, sponsoring, organizing or condoning any pledge or new-member process. The member and SAE agree that there is no pledge process or new-member process in SAE. The member specifically acknowledges that there is no membership classification known as "pledge" in SAE. The member agrees to report to the Fraternity Service Center any attempt by any chapter or individual to conduct a pledge or new-member process or any attempt by any chapter or individual to treat or refer to any person associated with SAE as a pledge. The member acknowledges that any person who accepts an invitation to join a chapter of SAE will be initiated no later than 96 hours after he accepts his invitation to join SAE, unless that invitation is rescinded prior to initiation. A newly initiated member shall have all the rights and privileges of membership.

c. Further the member and SAE agree that any provisions of this document which are prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability, without invalidating the remaining provisions hereof or affecting the validity or enforceability of such provision in any other jurisdiction. This document, including all matters of construction, validity and performance, shall be governed by and construed and interpreted in accordance with the laws of the State of Illinois without giving effect to choice of law or conflicts of law provisions thereof. The member agrees to cooperate fully and execute any and all supplementary documents and to take all additional actions which may be necessary or appropriate to give full force and effect to the terms of this document.

d. As a member of SAE, I understand this is a legally binding document. I warrant I have reached the legal age of majority in the state where this contract was executed. I further warrant I have the capacity to read and understand each and every provision of this document.



## YOUR GUIDE TO REDUCING RISK

Over the many decades since SAE's founding, we've learned that a little precaution is far more desirable than lots of remediation after a crisis. While the Sigma Alpha Epsilon Fraternity and the Fraternity Service Center act as an informational and educational resource for our chapters and members, we cannot and do not control or supervise the daily activities of our chapters and members. As adults, we expect you to follow our health-and-safety policies, as well as our Fraternity Laws, as a condition of your continued membership. If you elect to ignore these, you risk chapter and/or individual disciplinary action and loss of any general liability insurance coverage that may be available to you under our insurance program.

If you have any questions about any guideline or need clarification, never hesitate to contact the Fraternity Service Center. Staff contact information can be found on our website at [www.sae.net](http://www.sae.net).

**NOTE:** *If your university has a stricter policy than SAE, you must follow the stricter policy. If there is a direct conflict between a university and SAE policy, please contact the Fraternity Service Center. As a general rule, Sigma Alpha Epsilon endorses the strictest policy.*

## INCIDENT REPORTING

Any time there is an incident or someone is injured, your chapter must complete an incident report within 24 hours. This is for your protection and helps preserve potential insurance coverage for the incident in the event of a claim or lawsuit. If you're unsure if you should complete an incident report, you probably should, but feel free to contact the Fraternity Service Center to double check. Common examples of times you should complete an incident report include: bodily injury to a member or guest, citation by your host institution or law enforcement, and property damage.

To complete an incident report form, visit [www.sae.net/incident-report](http://www.sae.net/incident-report).

# Alcohol

**1. THE POSSESSION, USE, AND/OR CONSUMPTION OF ALCOHOLIC BEVERAGES MUST BE IN COMPLIANCE WITH ANY AND ALL APPLICABLE FEDERAL, STATE, AND CITY LAWS AND UNIVERSITY REGULATIONS.**

It is each member's responsibility to familiarize themselves with the drinking-age laws, regulations-of-sale laws, open-container laws, and other laws pertinent to the local jurisdiction, specifically social-host liability.

- a. Members or guests under the legal drinking age may not consume, possess, or be provided alcohol.
- b. The chapter cannot use funds to purchase or provide any alcohol, regardless of age.

**2. "SLUSH FUNDS," "PASSING THE HAT," OR ANY COLLECTION OF MONEY FROM BROTHERS TO PAY FOR ALCOHOL IS PROHIBITED BECAUSE IT FALLS UNDER THE RULE AGAINST USING CHAPTER FUNDS TO BUY ALCOHOL. BAR MINIMUMS MAY NOT BE COVERED USING CHAPTER FUNDS.**

**3. THE SALE OF ALCOHOL DIRECTLY THROUGH THE CHAPTER TO ANY INDIVIDUAL IS PROHIBITED. THIS INCLUDES SELLING TICKETS OR CHARGING ADMISSION TO ANY SOCIAL EVENT OR ANY OTHER DIRECT OR INDIRECT MEANS OF DISTRIBUTION.**

The chapter exposes itself and all of its members to a high level of risk if it sells alcohol, and many problems can arise. The insurance that bars carry is very expensive, even though they have hired security and have all necessary permits. **Your chapter is not insured to sell alcohol.** More importantly, your chapter does not have a license to sell alcohol and would be breaking state and local laws by selling alcohol. If a tragedy does occur, and the chapter or members have purchased the alcohol, the chapter and every individual member may be held responsible in a lawsuit, which can lead to jail time and/or fines. In addition, all parties responsible for purchasing the alcohol will likely not be covered under insurance.

**4. ALCOHOL ABOVE 15% ABV (30 PROOF) OF ANY VARIETY IS PROHIBITED AT ANY SAE EVENT OR ANY FRATERNITY-RELATED FACILITY OR PROPERTY.**

This includes, but is not limited to, BYOB events, events using third-party vendors, events at chapter facilities and or satellite houses, and alumni/parent events where undergraduate members are present.

**5. NO FRATERNITY EVENTS THAT INCLUDE ALCOHOL SHALL OCCUR DURING THE SEVEN CALENDAR DAYS FOLLOWING THE START OF EACH ACADEMIC YEAR OR THE FIVE CALENDAR DAYS PRECEDING FINAL EXAMS, DURING FINAL EXAMS AND DURING THE ONE CALENDAR DAY AFTER FINAL EXAMS.**

**6. RECRUITMENT EVENTS MUST BE DRY. THIS INCLUDES ANY EVENT WHERE POTENTIAL RECRUITS MAY BE IN ATTENDANCE.**

**7. MEMBER-EDUCATION ACTIVITIES MUST BE DRY. EACH CHAPTER MUST INCLUDE ALCOHOL AWARENESS IN ITS MEMBER-EDUCATION PROGRAMMING EACH SEMESTER.**

**8. NO ALCOHOL MAY BE SERVED OR PRESENT AT A PHILANTHROPIC OR SERVICE EVENT SPONSORED BY THE CHAPTER. NO INDIVIDUAL IN ATTENDANCE SHOULD BE UNDER THE INFLUENCE OF ALCOHOL.**

**9. COMMON-CONTAINER (PUNCH, KEGS, CASES OF BEER, ETC.) AND COMMON-SOURCE ALCOHOL DISTRIBUTION IS PROHIBITED ON CHAPTER PROPERTY AND AT ANY CHAPTER EVENT NOT AT A THIRD-PARTY ESTABLISHMENT LICENCED AND INSURED TO PROVIDE ALCOHOL.**

**10. HIGH-RISK DRINKING IS NOT TO BE CONDONED AND DRINKING GAMES ARE PROHIBITED.**

High-risk drinking is the act of consuming alcohol that causes increased risk to the member's health or the safety of others. This includes but is not limited to: beer bongs/funnels, keg stands, binge drinking, etc. Drinking games create an environment of competition and aggression, and can lead to increased alcohol consumption and potential violence. If a member observes high-risk drinking, they should intervene and stop the behavior.

**11. DO NOT SERVE ALCOHOL TO ANYONE WHO APPEARS INTOXICATED. IF SOMEONE IS OVERLY INTOXICATED, DON'T IGNORE THE SITUATION OR TRY TO CARE FOR HIM OR HER YOURSELF. UTILIZE SAE'S GOOD SAMARITAN POLICY AND SEEK MEDICAL ATTENTION. CALL 911 AND STAY WITH THE INDIVIDUAL UNTIL HELP ARRIVES.**

**12. NO PERSON CAN BE FORCED TO DRINK.**

If someone does not want to drink, do not force him or her to do so. It is the individual's right to refuse, and you are obligated to respect that decision. This includes, but is not limited to, any form of coercion or peer pressure.

**13. WHEN ALCOHOL IS PRESENT, FOOD AND NON-ALCOHOLIC BEVERAGES SHOULD BE AVAILABLE.**

It is good practice to have ample food and non-alcoholic beverages available when people choose to drink alcohol. If guests do not want to drink, they will have another option readily available. Food can also help reduce the adverse effects of alcohol.



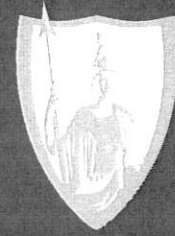
# Health & Safety Fine Structure

Chapters that do not follow the health-and-safety guidelines spelled out in this Minerva's Shield handbook or the Fraternity Laws related specifically to health and safety are subject to a fine authorized by the Supreme Council. The fine shall be \$100 per man on a group's rosters as noted in the Fraternity Service Center database at the time of the incident. Violating in of the rules contained in this handbook can result in a fine.

Some of the common violations include:

- Providing alcohol to minors
- Using common-container alcohol, such as kegs
- Hosting recruitment events with alcohol present
- Purchasing alcohol with chapter funds
- Having hard alcohol or alcohol above 15% ABV present at any event where undergraduates are present
- Participating in drinking games or other high-risk drinking
- Hazing or observing hazing without intervention
- Having events with alcohol:
  - within the first seven calendar days following the start of each academic term
  - the five calendar days preceding final exams, during final exams, and during the one calendar day after final exams

It is the responsibility of our individual members to read communications, such as e-mails, bulletins, magazines and other general posts from the Fraternity Service Center, for changes or updates to Sigma Alpha Epsilon's health-and-safety fines.



## EVENT PLANNING

The best chapter events are the result of advance preparation and good planning. Event planning is thinking of situations that may occur during your event that may give rise to an unexpected turn of events. The key to any good event is planning and preparation.

# Defining a Chapter Event

Let's be clear: there is no black-and-white rule about what constitutes a chapter event. Let common sense dictate. Ask yourself whether any of the statements below apply to your activity. If you answer yes to any one of them, then it is likely considered a chapter event. If you are not sure, contact your university or the Fraternity Service Center for advice. It is always better to ask before the event rather than after.

- 1. THE EVENT APPEARS TO BE OR IS PLANNED BY THE CHAPTER.**
- 2. THE EVENT OR INFORMATION CONCERNING THE EVENT WAS ANNOUNCED AT A CHAPTER MEETING OR DISCUSSED AND ORGANIZED AS A CHAPTER EVENT WITH THE MEMBERS THROUGH ANY MEANS, INCLUDING EMAILS, CHAPTER MINUTES, SOCIAL-NETWORKING WEBSITES, APPS OR TEXT MESSAGES.**
- 3. THE EVENT WAS FORMALLY SPONSORED BY A CHAPTER, WHETHER UNDERGRADUATE OR ALUMNI.**
- 4. INFORMATION CONCERNING THE EVENT WAS PUBLICLY POSTED OR POSTED IN THE CHAPTER HOUSE OR MEMBERS' LIVING AREAS.**
- 5. THERE WILL BE PLANNED ENTERTAINMENT (E.G., A DJ, LIVE BAND, ENTERTAINMENT, ETC.) THAT WAS EITHER PLANNED OR PAID BY THE CHAPTER.**
- 6. THE CHAPTER HAS EITHER PLANNED OR PAID FOR SECURITY SERVICES.**

## Event Types

### **IN-HOUSE EVENT (HELD AT CHAPTER FACILITIES)**

In-house events, or invites, are restricted to chapter members and a set number of personal guests. The maximum number of guests is determined by the fire marshal based on the size of the chapter house. A list of the guests should be prepared at least one week before the event or more as required by the university. Guests are the responsibility of the member who invited them. Only individuals on the list should be allowed into the event. All events with alcohol must be bring-your-own-beverage (BYOB), unless the chapter is using a third-party vendor according to the terms of these policies. Regardless of whether the event is BYOB or has a third-party vendor, any alcohol present or consumed must be below 15% ABV. Your in-house event should comply with the [Social Event Planning Worksheet](#).

### **THIRD-PARTY ESTABLISHMENT EVENTS**

A third-party establishment is any place that serves alcohol with the proper license and permission from the city and the state, such as bars and banquet halls. Sigma Alpha Epsilon strongly encourages its chapters to have third-party events rather than social events on their own property. Every third-party event should have a cash bar, which may only be operated by a properly licensed and insured third-party vendor. A chapter, and its members, cannot operate a cash bar. There are generally three different types of events that a chapter may have. They include:

- Invite
- Date or Couple
- Formal Dance

Your event shall comply with the [Social Event Planning Worksheet](#).

### **SOCIAL EVENTS WITH ALUMNI AND PARENTS**

Sigma Alpha Epsilon events that involve or include alumni or parents are subject to the same guidelines and regulations as those spelled out for chapter-sponsored social events. This guide details social policies for events at which both underage and those who are of the legal drinking age will be in attendance. Examples of these events include homecoming, parents' weekends, barbecues and tailgating. Note that if collegiate members are present, all of the provisions in this guide apply.

For social events involving alumni and parents at which all of the attendees are 21 years or older, members should follow the BYOB or third-party vendor guidelines for alcohol distribution the other regulations set forth by our social-event policies.

Your event shall comply with the [Social Event Planning Worksheet](#).

### **NON-ALCOHOLIC EVENT**

Non-alcoholic events are those that focus on an activity or theme where alcohol is not present. These events are a good way to build relations with other students or members of the community.

### **COMMUNITY SERVICE AND PHILANTHROPIC EVENTS**

Philanthropic events are a great way to raise awareness and money for a specific cause. It is important that you are well prepared if you are hosting or that you follow the hosting organization's guidelines if you will be attending or participating in such an event. No alcohol may be present at philanthropic events.

### **EVENT SIZE**

The size of a chapter's event has important insurance implications. Your chapter risks voiding its insurance coverage when the ratio of guests to members exceeds 3:1. However, the ratio may be smaller for larger chapters. If you have questions about the size of your event, we encourage you to be proactive and seek advice from the Fraternity Service Center.





## CRISIS MANAGEMENT

Part of any complete health-and-safety plan is to have crisis-management procedures and protocols in place. Although active risk management and appropriate planning reduce the chance of problems, accidents still do happen. Crisis-management plans ensure that in the event of an emergency, a chapter can respond appropriately. Examples of incidents include, but are not limited to:

- Death or serious injury of a member or guest
- Fire in the chapter house
- Any injury or incident involving alcohol or social events
- Any injury or incident involving a member or non-member or both at or during a chapter event or on chapter property

Although some incidents that occur may not escalate to a serious incident, sound practice dictates that you start the crisis management procedure as soon as something occurs. Do not wait until it becomes a serious concern. For example, if you learn an incident or injury has occurred, take action before it becomes a formal complaint. Provide emergency services as needed and gather the factual information to prepare an incident report. At the onset, you should gather the most complete information possible to complete the incident report form for the Fraternity Service Center. The report should be directed to your Chapter Development Team Member with copies to the Province Archon, Chief Operating Officer, chapter advisor and, if applicable, house corporation president. The incident report form can be found online at [www.sae.net/incident-report](http://www.sae.net/incident-report). A detailed report is necessary to assist all concerned parties in responding appropriately and gathering additional information.

# Crisis-Management Guidelines

The following is a list of suggestions that will help you prepare yourself for a crisis. Take the time to familiarize yourself with them and build a solid foundation for your crisis-management skills.

**1. ESTABLISH COMMUNITY AND UNIVERSITY MEDIA CONTACTS.**

Compile a list of all your local daily newspapers, weekly newspapers, radio stations and television stations. Have this list in the Eminent Archon officer notebook and be prepared to give this information to your Coordinator/Manager of Chapter Development, the Fraternity Service Center, your Province Archon, chapter adviser and, if applicable, house corporation president.

**2. DEVELOP A QUICK-REFERENCE CRISIS-MANAGEMENT PLAN DESIGNED FOR YOUR CHAPTER.**

Having a crisis-management plan ready to go could be the difference between positive impressions and negative press coverage that damages your chapter's public image. No matter what you do to prepare for a tragedy, it is important to deal carefully, factually and courteously with the media. Prepare to deal with the media by first discussing the matter with the Fraternity Service Center staff. A sample crisis-management plan can be found [HERE](#).

**3. CONTACT A STAFF MEMBER OF THE FRATERNITY SERVICE CENTER TO REVIEW YOUR CHAPTER'S CRISIS-MANAGEMENT PLAN PERIODICALLY, BUT NO LESS THAN ONCE PER YEAR.**

**4. PERIODICALLY REVIEW YOUR CHAPTER'S CRISIS-MANAGEMENT PLAN TO MAKE CERTAIN CONTACT INFORMATION IS UP TO DATE.**

**5. AS WITH ALL HEALTH-AND-SAFETY PROTOCOLS, PREPARATION IS KEY.**

Having a good crisis-management plan is an important tool that we hope you will never have to use.

**6. A CRISIS-MANAGEMENT PLAN ALONE IS NOT ENOUGH.**

The chapter needs to be aware of the plan and know how to implement and follow the plan if something does occur. The more people who are aware of and understand the plan, the greater the likelihood for successfully handling problems.

**7. EXPECT ANYTHING TO HAPPEN AT ANY TIME.**

You should not walk around in a state of constant worry, but be familiar with the plan and be ready to put it into action immediately, as needed. The results are better, the quicker and more positively you respond.

- 8. IF A CRISIS EVER DOES TAKE PLACE, DO NOT MAKE ANY ANNOUNCEMENTS UNTIL YOU ARE SURE THAT THE PROPER PEOPLE HAVE BEEN NOTIFIED AND THE CHAPTER IS INFORMED AS TO WHAT HAS HAPPENED.** For example, you do not want to announce anything until you are sure the necessary officials and all family and friends have been appropriately notified. It is important that you use courtesy, good judgment and sensitivity when dealing with a crisis. Stick to the facts, and do not make assumptions or speculate.

Some chapters have created their own crisis-management procedures by working with their host institution, chapter advisers and house corporations. For chapters with a crisis-management plan, this document supplements those procedures by providing names and phone numbers of Fraternity Service Center staff who can be of assistance and some helpful guidelines. For chapters that do not have a crisis-management plan, this document provides a sound set of general crisis-management guidelines.

## Responsibilities of Members

- 1. THE ENTIRE EXECUTIVE COUNCIL SHOULD REVIEW YOUR CRISIS-MANAGEMENT PLAN AND ITS PROCEDURES EACH TERM AND BE FAMILIAR WITH KEY ASPECTS RELATED TO MANAGING A CRISIS.** Every officer should have a copy of the crisis-management plan. The chapter should also provide a copy of the crisis-management plan to the chapter adviser and Province Archon.
- 2. BE CERTAIN THAT ALL MEMBERS IN THE CHAPTER KNOW THE EMINENT ARCHON IS IN CHARGE OF ANY EMERGENCY SITUATION.** The Eminent Archon should consult with Fraternity Service Center staff members who have more experience, expertise and insight. Final decisions, however, rest with the Eminent Archon.
- 3. IF THE EMINENT ARCHON IS ABSENT, THE NEXT-HIGHEST-RANKING OFFICER ASSUMES CONTROL.** Chapters should define officer rankings and include them in the chapter by-laws and crisis-management plan. If a ranking does not exist, a good default order is the Eminent Archon, Eminent Deputy Archon, Health & Safety Officer, Eminent Treasurer and Member Educator. All officers should have reviewed a copy of the chapter's crisis-management plan upon assuming office.
- 4. ALL MEMBERS MUST KNOW WHO IS IN CHARGE AND BE PREPARED TO FOLLOW INSTRUCTIONS.** Include a review of the chapter's crisis-management plan in the chapter's member education program each term.

# Crisis-Management Protocol

**1. IN ALL POTENTIALLY DANGEROUS OR HARMFUL SITUATIONS, THE EMINENT ARCHON'S FIRST CALL WILL BE 911.**

Briefly and calmly explain the situation so that the appropriate emergency personnel can respond. The Eminent Archon's first task should always be to ensure the safety of our members and guests. In some cases, the first course of action is a call to 911, and the Eminent Archon should never hesitate to make the call. In other cases, calling for assistance may require restoring order and ending an event.

**2. IF A CRISIS OCCURS, CLOSE THE CHAPTER HOUSE IMMEDIATELY.**

The Eminent Archon cannot establish and maintain control or communicate information if members are leaving or strangers are entering. Permit only chapter members, alumni and appropriate personnel to enter. Assign a few responsible members to courteously and calmly control access to the chapter house.

**3. GATHER ALL FACTS.**

One of the keys to good crisis management is to know all the facts. Once the chapter is calm, start fact-finding to get all the information possible. Knowledge is one of the best tools in a crisis, so gather as many facts as quickly as you can.

**4. THE EMINENT ARCHON WILL THEN NOTIFY:**

- The Fraternity Service Center
- Host Institution
- Chapter Advisor and House Corporation
- Province Archon
- Others as needed and appropriate

**5. SEEK ADVICE FROM THE AFOREMENTIONED CONTACTS.**

A crisis is always a challenge. The Eminent Archon may not be prepared to meet with the chapter and communicate information to others immediately. Make sure you are calm, utilize the Fraternity's resources and have a solid game plan when you speak to the chapter, the media or others. Use the above resources to guide you in communicating with members.

**6. ASSEMBLE THE MEMBERS FOR A CHAPTER MEETING.**

Explain that there has been an incident and that the chapter house is temporarily restricted to members only. Advise members that after consulting with the Coordinator/Manager of Chapter Development and Chapter Adviser, the Eminent Archon will be the official spokesperson for the chapter regarding the incident. In the interest of communicating factually and consistently, urge members to avoid speculation and discussing the incident with others until all the facts are known. Stick to the facts and avoid confusion by not speculating about the incident or potential outcome until the police, university officials and chapter adviser have been consulted.



**7. WHEN THE NEWS MEDIA CONTACT THE CHAPTER, DIRECT THE INQUIRY TO THE SPOKESPERSON AT THE FRATERNITY SERVICE CENTER, WHO WILL KNOW HOW TO HANDLE THE REQUEST.**

The spokesperson for the Fraternity Service Center will consult with all parties involved and prepare a formal statement to be released upon request. *Do not comment or say anything else to the media.* Your only response should be, "We cannot comment on the incident, but we have a spokesperson at our national headquarters who can." Then, proceed to give the media representative the necessary contact information.

**8. THE EMINENT ARCHON SHOULD CONSULT WITH ADVISORS AND FRATERNITY SERVICE CENTER TO APPOINT AN ACCIDENT INVESTIGATION TEAM.**

The team should consist of:

- a. Fraternity Service Center staff
- b. Chapter Advisor
- c. House Corporation member
- d. Health & Safety Officer

The accident investigation team should follow these guidelines:

- a. Investigators are to use the prepared questions from the incident report form.
- b. All chapter members are required to cooperate in the investigation. Those refusing to do so should state their reasons for not cooperating.
- c. All detailed summaries should be developed as an addendum to the incident report. Include all names, addresses and phone numbers of witnesses, as well as a statement from each witness.

**9. THE WRITTEN REPORT OF THE INVESTIGATION SHOULD BE SUBMITTED TO THE FRATERNITY SERVICE CENTER OR MANAGER OF CHAPTER DEVELOPMENT AS QUICKLY AS POSSIBLE AND NOT LATER THAN 24 HOURS AFTER THE INCIDENT.**

A copy of the incident report form can be found at [www.sac.net/incident-report](http://www.sac.net/incident-report).

**10. THE FRATERNITY SERVICE CENTER WILL REVIEW THE REPORTS AND REQUEST CLARIFICATIONS OR SUPPORTING DOCUMENTATION, IF NECESSARY.**

A final report will then be submitted to the Fraternity Service Center within 24 hours.

**11. THE FRATERNITY SERVICE CENTER WILL REVIEW THE REPORTS AND ASSIST IN ADDRESSING THE CRISIS.**

The Fraternity Service Center will review the incident and provide resources to assist in addressing the incident with all constituents in mind. The goal of the Fraternity Service Center is to assist the chapter in responding effectively and dealing appropriately.