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**Risk Reduction Plan Activity for Sanctioned Organizations**

The intent of this document is to support students and organizations in a thoughtful and diligent process to review the execution of social, philanthropic, service, recognition, and celebratory events that may be hosted or supported by the organization or any portion of its members. This differs from the risk management policies of an inter/national organization in that this activity is to provide the organization with an action plan of how the local organization will ensure it is operating in line with risk management policies of its inter/national organization.

Sorority & Fraternity Life staff do not expect perfection in the execution of events. However, they do expect organizations and members to reduce as much risk as possible for all members and guests.

If you and/or your officers have any questions about this resource, please contact Trey Robb, Assistant Director for Sorority & Fraternity Life. He can be reached at (865) 974-3440 or at treyrobb@utk.edu.

This activity is only a resource for completing the sanctioning received from the University of Tennessee based on insurance provider requirements, inter/national organizations’ resources, and best practices within the profession of fraternity and sorority advisement. You should always observe and understand federal law, state law, local law, inter/national organization policies, and University of Tennessee policies.

**RISK MANAGEMENT POLICIES OF ALPHA BETA GAMMA FRATERITY**

ALPHA BETA GAMMA FRATERNITY

Lambda-Beta Chapter/Colony

RISK REDUCTION PROCEDURES

Texas Tech University

December 10th, 2015

This area is for your inter/national organization’s risk management policies. Having your inter/national organization’s policies in your new risk reduction plan will ensure that you, your members and the organization recognize the framework provided to you that you should be operating in.

You should copy and paste all of your inter/national organization’s risk management policies here. Information in this area should include, but not be limited to, policies on:

* Alcohol & Drugs
* Hazing
* Sexual Misconduct, Assault, & Abuse
* Physical Assault & Abuse
* Fire, Health, & Safety

You also need to provide a Statement of Liability Insurance Coverage from your insurance provider or inter/national organization. The sample statements from Phi Delta Theta and Sigma Phi Epsilon are provided for guidance only:

“*Remember the risk management policies of Phi Delta Theta must be followed at all times,*

*including the alcohol-free housing policy.* ***Remember: Your insurance coverage is void if***

***violations of the risk management policies occur.*** *Any other insurance available to*

*you is primary at all times*.”

**“*Liability for brothers living outside of the chapter facility:***

*Those brothers living outside of the chapter facility need to be aware of the potential liability they face by hosting any type of social event whether it is fraternity related or not. This is called “social host liability” which requires the host of an event to provide a safe atmosphere for his guests. This would include following local and state laws (not serving minors, etc.) and providing your guests safe transportation home after the event. By ignoring these duties the host may be found negligent and could be held liable in a court of law*.”

“*Individuals in violation of the Risk Management Policies of Sigma Phi Epsilon; those acting outside of the scope of their membership duties; and/or those in violation of federal, state, county, city, local or institutional laws and regulations may void their protection under the Fraternity’s insurance program. These individuals will be personally liable and must retain their own attorneys for their defense. Additionally, their actions may jeopardize other members, individuals and/or other entities protected by SigEp’s General Liability Insurance Policy*.”

**LAMBDA-BETA CHAPTER/COLONY RISK REDUCTION PROCEDURES**

This area is where you will create or edit your local organization’s risk reduction plan and procedures. Resources in this area come from the Office of Sorority & Fraternity Life at the University of Tennessee. You are encouraged to utilize any resources from your inter/national organization as well.

The organization should complete the “Social Event Planning Guide”. Information in the Social Event Planning Guide should assist you in creating your local organization’s procedures. Additional resources are also listed under some of the categories below and can be found on the Office of Sorority & Fraternity Life’s website.

**PROCEDURES FOR BYOB**

Organizations should determine if its inter/national organization’s policies allow for the organization to host BYOB events. This area is provided for the organization to provide BYOB procedures in detail.

Additional Resources: “Social Event Planning Guide”

**PROCEDURES FOR THIRD PARTY VENDOR EVENT**

This area is provided for the organization to provide procedures in detail for events it hosts with a Third Party Vendor contracted to vend alcohol to members and guest.

Additional Resources: “Social Event Planning Guide”

**PROCEDURES FOR BUILDING A GUEST LIST**

All inter/national organizations require guest lists to be utilized at social events. Use this space to explain how you will create your guest lists and how many guests members are able to invite.

Additional Resources: “Social Event Planning Guide-Guest List”

**PROCEDURES FOR IDENTIFYING GUESTS OF LEGAL DRINKING AGE**

How is your local organization going to ensure that your members and guests of legal drinking age? Who is responsible for checking IDs? Will there be wristbands for those of legal drinking age? Outline here how you plan to identify members and guests who are of legal drinking age.

Additional Resources: “Social Event Planning Guide”

**PROCEDURES FOR WORKING THE DOOR**

Who is working the door? Is there an executive officer at the door? How many security officers are at the door? Is there a table? Tent? Will there be one line for those above the legal drinking age, and another for those that are not? How many guest lists will be available to sober members working the door? In this section, answer these questions regarding how members and guests will enter/exit your event in a safe and organized manner.

Additional Resources: “Social Event Planning Guide - Guest List” and “Social Event Planning Guide”

**PROCEDURES FOR IDENTIFYING THE OFFICER IN CHARGE**

Who is the executive officer in charge of this event? Are they sober? Do the security officers and third-party vendor know who this person is? Are they able to be identified easily by members and guests? What are they wearing? Make a plan for how members, guests, third-party vendors, and security will identify and keep in contact with the member in charge of your event.

**PROCEDURES FOR IDENTIFYING SOBER MONITORS AND THEIR RESPONSIBILITIES**

Are they sober? Do the security officers and third-party vendor know who they? Are they able to be identified easily by members and guests? What are they wearing? Sober monitors should be easily identifiable to members and guests. Outline how they will be distinguished, a policy in place to ensure their sobriety, and how they will maintain contact with the member in charge of the event as well as security and third-party vendors.

Also outline their responsibilities during the event. Make a plan for how you will communicate the responsibilities to each sober monitor/officer and how you will keep them accountable.

Additional Resources: “Social Event Planning Guide-Sober Monitors”

**EXPECTATIONS FOR HIRED SECURITY**

Use this area to plan how you will enter into a relationship with hired security, whether they are a security firm, off-duty officers, or security personnel provided by the venue or third-party vendor.

Additional Resources: “Social Event Planning Guide-Security Vendor”

**CONDUCT EXPECTATIONS AT SOCIAL EVENTS**

Your organization should have in place a set of guidelines and expectations for members and guests to follow during sanctioned events. Expectations should outline what types of behaviors are acceptable, types that need to be closely monitored, and types of behaviors that will not be tolerated at the event.

**PROCEDURES IF A MEMBER/NEW MEMBER/GUEST VIOLATES THE CONDUCT EXPECTATIONS**

If a member or guest violates your set of expectations during an event, have in place procedures for how to handle their behavior. This should outline how to approach the member or guest in question, how they should be removed from the event if needed, how to ensure they have a safe ride home from the event, and any procedures that need to occur with members after the event.

**PROCEDURES FOR ALTERNATIVE TRANSPORTATION**

Will your organization be using designated drivers? How will they be identified to members, guests, security, and officers? How do members and guests contact designated drivers when they need a safe ride home? Create a plan that outlines how designated drivers will be assigned, how many are appropriate for the size of your event, how they will be identifiable to guests, proper contact information and procedures, as well as a plan in place to keep designated drivers accountable to sobriety.

Additional Resources: “Designated Driver Guidelines (Willis Insurance)”

**PROCEDURES FOR CO-SPONSORING EVENTS WITH OTHER ORGANIZATIONS**

When co-hosting an event with another organization, it is important to review and agree upon the organization of the event. It is important to outline who will be contributing what to the event and to review any contracts that may be presented.

Additional Resources: “Social Event Planning-Co-Sponsoring Events”

**REVIEW AND SIGNING OF CONTRACTS**

Organizations should follow all inter/national organization policies for signing contracts. In general, the president of the organization should review and sign any contract on behalf of the organization. The contract should be executed in the name of the local chapter/colony/group (i.e. The Lambda-Beta Chapter of Alpha Beta Gamma Fraternity NOT Alpha Beta Gamma Fraternity.

Additional Resources: “Social Event Planning-Event Contract”

**ADDITIONAL RISK REDUCTION PROCEDURES**

You may also want to complete the “Prevention Plan Activity” to assist you with your events with more risk. Work with your executive council and advisors to determine which events you host that may require more attention and risk prevention planning.

**CRISIS MANAGEMENT PROCEDURES OF *Alpha Beta Gamma Fraternity***

Fraternities are not immune to the tragedies and crises that have struck the college community over the past decade. This area is dedicated to your crisis plan. If your inter/national organization has a specific crisis plan, please place it here. If you organization does not have one, feel free to adopt the one provided below. In general, your council advisor within the Office of Sorority & Fraternity Life should be your 4th phone call after 9-1-1, your inter/national organization, and chapter/colony advisor.

**EDUCATE MEMBERS ON RISK/CRISIS MANAGEMENT**

All your risk management policies and procedures should be reviewed with new members as part of the new member education program. Review these policies and procedures with the entire membership at the beginning of each semester. The first concern should be the health and safety of each member, and the chapter/colony in general. All members must know who is in charge and be prepared to follow instructions.

**IDENTIFY THE LEADER BEFORE THE PROBLEM OCCURS**

At the chapter/colony level, the president should take charge in the event of a crisis. The president should consult with key volunteers, Headquarters staff, University of Tennessee Sorority & Fraternity Life staff, and other members who possess more expertise or insight. The final decision, however, must rest with the president. If the president is not present, the next ranked officer is in charge. All officers should know where to find a copy of the emergency procedures and the chain of command/communication.

**HQ CRISIS HOTLINE NUMBER:**

**WHEN A CRISIS OCCURS**

1. The president (or officer next in line if the president is not present) takes charge.
2. Call emergency number(s), usually 9-1-1, so appropriate emergency personnel (police, fire, and ambulance) can respond. Cooperate fully with the needs of any public safety organization seeking to help you or protect your safety.
3. Restrict access to the area at once. The president must have complete control of the situation, and be aware of who is in the area. Permit only appropriate members and officials to enter.
4. Assign one or more responsible members to calmly guard the door.
5. Do not tamper with any part of the area involved in the incident specifically which might be construed as evidence or the scene.
6. Call the Crisis Hotline number or your inter/national headquarters.
7. Notify your chapter/colony advisor (insert information):

**Chapter advisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Home/work/cell telephone:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Contact appropriate University of Tennessee Sorority & Fraternity Life officials (insert information):

**Campus official name/title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Home/work/cell telephone:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Assemble your members in a group (in case of fire, assemble outside, in front near the street). All should remain calm. Explain there is an emergency, but that it is under control. Remind members that only the president or advisor can speak for the Fraternity—members are not to speak to anyone (including friends, girlfriends, parents, press or the university) about the crisis.
2. Do not discuss details, speculate on events, or otherwise elaborate on the situation. Often, litigation follows crisis. Statements made could later be used in court.
3. Fully cooperate with appropriate authorities, Headquarters, and Sorority & Fraternity Life staff.
4. All clothing with the Fraternity’s name should not be worn during the investigation period following the incident.
5. Submit all requested information about the incident to the Headquarters staff in a timely manner (fill out the Incident Form provided below).

**Dealing with the media**

If contacted, only the president or advisor should speak for the chapter.

Avoid “no comment” as it leads to speculation. Instead, make a simple statement: “We are aware that an incident occurred and are cooperating fully with the police and university officials who are investigating.”

Keep repeating the above statement if you are pursued further. Do not give in because you are asked the same question several different ways.

Never release names or details concerning the incident. Do not admit liability.

Depending on the circumstances, the Headquarters staff may take over any direct contact with the media including the issuance of a press statement.

**Serious injury or death of a member**

DO NOT NOTIFY THE PARENTS. Medical or police personnel who are trained in this will notify the family. You should always have parent/guardian information on file available to provide proper authorities. After you know that the family has been notified, it is appropriate for a chapter representative to call and share your concern.

In the event of a death, do not remove any personal items from the room. Do not let members enter the room. Allow only authorized personnel to enter the room. If possible, keep the door locked. Ask the family what their wishes are in regard to the member’s possessions. You may offer to pack them in boxes, but it is more likely that the family will want to do this themselves. Before they arrive, be sure that any borrowed items are returned. When the family arrives, have empty boxes available and offer your help. Understand that this is a difficult time for them and they may want privacy.

Coordinate member attendance at the funeral or memorial service. Along with your advisor, discuss with the family or the family’s clergyman the possibility of conducting memorial service that is appropriate from your Ritual, which is available through Headquarters.

In the case of serious injury or illness, find out the visitation wishes of the family and coordinate this with members of the chapter.

**Follow-up**

University staff is available for member counseling and general assistance. Individual and group counseling is strongly recommended following any crisis situation.

**Alpha Beta Gamma Fraternity**

**Incident/Crisis Report Form**

|  |  |
| --- | --- |
| **Chapter Name:** | **School Name:** |
| **Chapter Address:** |  |
| **Person making report:** | **Your Title or Relationship to Fraternity:** |
| **Your Phone No.:** | **Your Mailing Address and Email Address:** |
| **DATE OF INCIDENT:** | **TIME OF INCIDENT:** |
| **DATE REPORTED TO HEADQUARTERS:** |  |

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| --- |
| **Location and Street Address of Incident:** |
| **On premises or off-premises:** |
| **Was alcohol involved in this incident?:** |
| **Was this a new member activity?:** |

**DESCRIPTION OF WHAT HAPPENED AND WHO WAS INVOLVED: (Use additional page if necessary.)**

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**INJURED PERSON(S): (Use additional page if necessary.)**

|  |  |
| --- | --- |
| Name: | Name: |
| Sex: | Sex: |
| Age: | Age: |
| Member or Non Member?: | Member or Non Member?: |
| Street Address: | Street Address: |
| City/State/Zip: | City/State/Zip: |
| Email address/ Cell phone number: | Email address/ Cell phone number: |

**WITNESS(ES): (Use additional page if necessary.)**

|  |  |
| --- | --- |
| Name: | Name: |
| Street Address: | Street Address: |
| City/State/Zip: | City/State/Zip: |
| Email address/ Cell phone number: | Email address/Cell phone number: |

**CONTACT PERSON: (At Chapter)**

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| --- |
| Name: |
| Phone: |
| Mailing Address and Email Address: |

|  |  |
| --- | --- |
| **WAS A POLICE REPORT MADE:** | **CHAPTER ADVISOR or KEY VOLUNTEER:** |
| Police Department: | Name: |
| Police Department Telephone: | Street Address: |
| Officer Name: | City/State/Zip |
| Report #: | Email address/ Cell phone number: |
| **SEND 1 COPY TO HEADQUARTERS** | **KEEP 1 COPY FOR CHAPTER** |
|  | **SEND COPIES TO ADVISOR AND UNIVERSITY SORORITY & FRATERNITY LIFE ADVISOR** |
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*This document is a resource to help interpret policy and best-practices; they should be read as recommendations only. Always observe federal, state, local law in addition to national organization policies. Information borrowed heavily from Pi Kappa Phi Fraternity resources [http://www.pikapp.org] and Sigma Phi Epsilon Resources [http://www.sigep.org].*