

ΣX Risk Management Plan

This document will serve as an all-encompassing risk management plan for the Beta Sigma Chapter of Sigma Chi for the vast majority of events we have both on and off campus (barring specific circumstances for atypical events). All events will abide by the guidelines provided by the University of Tennessee Office of Sorority and Fraternity Life (OSFL), the Interfraternity Council (IFC), and our fraternity's headquarters.

ON CAMPUS EVENTS

Tailgates:

- All tailgates will be located at our chapter house
- No outside alcohol will be allowed to enter the house at any time during the tailgate.
- Food will be provided at all tailgates, along with a soft drink option and bottled water.
- The tailgate will begin no earlier than four (4) hours prior to kickoff and alcohol sales will end thirty (30) minutes prior to kickoff, ending the tailgate.
- Third-Party Vendor
 - o Tailgates will feature a third-party vendor that is approved by the University for use.
 - o The third-party vendor will set up at our clearly distinguished bar area.
 - o The third-party vendor will use a cash bar operated by only licensed bartenders. The bartenders will be responsible to serving alcohol to only those who are 21 or older.
 - o All alcohol served must be below 15% ABV.
- Guest List
 - o Each brother will be allotted three (3) guest list spots to invite a non-brother.
 - o The guest list will be followed strictly to limit the number of people present at the tailgate, allowing for a safe environment for those present.
- Security
 - o Security will be present at all tailgates to assist us in keeping the environment as safe as possible for those in attendance.
 - o Security will be placed at the entrance, next to the bar, near electrical gear, and will also be intermittently stationed in areas we deem to be of "high traffic."
 - o Security will be hired through an University-approved company.
- Sober Monitors
 - o Per OSFL guidelines, for every fifteen (15) people present at the event there will be one (1) sober monitor.
 - o Sober Monitors will be asked if they would like to volunteer starting a week before the tailgate. If there is not enough sober monitors who have volunteered, the remaining number will be randomly selected and informed at least two (2) days prior to the tailgate.

- Sober monitors will adhere to the training they have received in sober monitor training.
- Sober monitors will arrive no less than fifteen (15) minutes prior to the event start time in order to receive instruction on where to monitor.
- We will have at least two (2) sober monitors at the front entrance. They will be responsible for allowing entrance to any non-brother and will adhere strictly to the provided guest list.
- We will have at least one (1) sober monitor in each of the hallways of our house.
- We will have at least one (1) sober monitor in the vicinity of any fire alarm that could be used.
- The remaining sober monitors will roam the party to ensure that the environment of the tailgate is safe and that any brother or guest is in a safe situation. These remaining sober monitors will be given instruction by a sober executive committee member, typically the risk manager, as the event changes in size throughout the day.

House Parties:

- All on-campus house parties will take place at our chapter house.
- No outside alcohol will be allowed to enter the house at any time during the party.
- Food will be provided at all parties, along with a soft drink option and bottled water for those under 21.
- Third-Party Vendor
 - Parties will feature a third-party vendor that is approved by the University for use.
 - The third-party vendor will set up at our clearly distinguished bar area.
 - The third-party vendor will use a cash bar operated by only licensed bartenders. The bartenders will be responsible to serving alcohol to only those who are 21 or older.
 - All alcohol served must be below 15% ABV.
- Guest List
 - Each brother will be allotted three (3) guest list spots to invite a non-brother.
 - The guest list will be followed strictly to limit the number of people present at the tailgate, allowing for a safe environment for those present.
- Security
 - Security will be present at all parties to assist us in keeping the environment as safe as possible for those in attendance.
 - Security will be placed at the entrance, next to the bar, near electrical gear, and will also be intermittently stationed in areas we deem to be of “high traffic.”
 - Security will be hired through an University-approved company.
- Sober Monitors
 - Per OSFL guidelines, for every fifteen (15) people present at the event there will be one (1) sober monitor.
 - Sober monitors will adhere to the training they have received in sober monitor training.

- Sober monitors will arrive no less than fifteen (15) minutes prior to the event start time in order to receive instruction on where to monitor.
- We will have at least two (2) sober monitors at the front entrance. They will be responsible for allowing entrance to any non-brother and will adhere strictly to the provided guest list.
- We will have at least one (1) sober monitor in each of the hallways of our house.
- We will have at least one (1) sober monitor in the vicinity of any fire alarm that could be used.
- The remaining sober monitors will roam the party to ensure that the environment of the party is safe and that any brother or guest is in a safe situation.

OFF-CAMPUS EVENTS

Date Parties (A local-semi formal would abide by these rules as well):

- A date party takes place at an off-campus venue that is approved by OSFL.
- A brother will be allowed to invited no more than one (1) guest as their date to the event.
- All brothers and their dates will be ID checked upon arrival by the host venue to ensure that only legal drinking occurs.
- Sober Monitors
 - Per OSFL guidelines, for every fifteen (15) people present at the event there will be one (1) sober monitor.
 - Sober monitors will be responsible for checking brothers and their dates in per the provided guest list, ensuring that only those on the list are allowed entry to the date party.
 - A sober monitor is allowed to bring a date, however they must be able to perform their responsibilities provided by the OSFL Sober Monitor Training.
- Transportation
 - If the date party takes place at a venue outside of the Cumberland Ave/Fort Sanders area, there will be transportation provided to the venue.
 - Each bus will not be overfilled, which will be guaranteed by assigning a bus to a brother and their guest ahead of time.
 - Buses will have sober monitors equally dispersed, and they will be responsible for checking people in at the front of the bus and ensuring that those on the bus are acting in a safe manner.
- Security
 - Security will be provided by the venue in most cases.
 - Brothers and guests must abide by the rules of the venue to ensure the safety of all who are present.

Mixers:

- Mixers will follow similar rules to date parties, however no one is to bring a date.

- All of our brothers will have their ID checked at the door by the venue before they are served alcohol.
- Mixers will require communication with the other participating Greek organization(s). A case-by-case plan will be made for specific mixers.
- Sober Monitors
 - o Per OSFL guidelines, for every fifteen (15) people present at there event there must be one (1) sober monitor.
 - o As a common courtesy, it is expected that we will provide an adequate number of sober monitors for our participants, and the other participating organizations will do the same for their participants.
 - o At least one (1) sober monitor will be at the entrance checking the provided guest list, ensuring that only our brothers who have signed up prior to the event are allowed entrance.
 - o During an event with another organization, liability is inherently shared amongst the groups. Our sober monitors must not only look out for our own brothers, but of everyone present at the event, regardless of affiliation. Both the president and risk manager will be in communication with the other organizations representatives to ensure that the event is safe for all those participating.

IN THE EVENT OF A CRISIS:

1. The risk manager and/or president must be notified immediately, with one of the two taking charge. If neither is present, it will be the next officer in line after the president's duty to take charge.
2. The area of the crisis must be immediately cleared. Only appropriately permitted brothers will be allowed to enter the area prior to emergency services' arrival. Sober monitors will be responsible for restricting the area.
3. The risk manager must properly assess the situation and immediately call any emergency number that is needed (typically 9-1-1).
4. After emergency services has been called, our chapter advisor will be immediately notified.

5. Following notification of the chapter advisor, the appropriate OSFL officials will be notified.
6. Everyone at the event will be grouped and moved to a safe location away from the crisis (i.e. if the event was at the house, all guests would gather across the street in the grassy area). This will allow emergency services to efficiently provide whatever services are necessary.
7. No speculation, details, or statements should be made to anyone about the crisis unless told to do so by an authority. Because of the nature of crises, there is often legal matters that follow. Statements made surrounding the event would be used later in court.
8. Full cooperation is required by all persons present at the event.
9. All information regarding the crisis will be provided to our Headquarters staff in a timely manner after the incident. This will be submitted by the present with the assistance of the risk manager and social chairman.

EMERGENCY CONTACT:

- Chapter President:
- Risk Manager:
- Social Chairman:
- Chapter Advisor:
- OSFL: John Keith
- Headquarters Regional Support:
- Housing Corporation:
- UTK Crisis Hotline Number: 947-HELP
- Nearest Hospital (for all on-campus events and most off-campus events):
 - o Fort Sanders Regional Medical Center (865) 331-1111
 - o Address: 1901 W Clinch Ave, Knoxville, TN 37916



The Delta Sigma Chapter of Delta Delta Delta and the Tennessee Kappa Chapter of Sigma Alpha Epsilon at the University of Tennessee, Knoxville are committed to creating a safe joint event.

Both organizations (Delta Delta Delta and Sigma Alpha Epsilon) will act according to their risk reduction procedures which were developed together and in collaboration with the University of Tennessee Office of Sorority and Fraternity Life (OSFL).

EMERGENCY CONTACT:

- DDD Advisor-
- DDD Regional Advisor-
- DDD Executive Office Representative-
- DDD President-
- DDD House Director-
- SAE President-
- SAE Chapter Advisor-
- SAE House Corporation-
- SAE Fraternity/Sorority Headquarters-
- University Official- John Keith (865) 974-2236
- UTK CRISIS HOTLINE NUMBER: 974-HELP
- Nearest Hospital Address: FORT SANDERS REGIONAL MEDICAL CENTER
 - 1901 W Clinch Ave, Knoxville, TN 37916
 - Phone # - (865) 331-1111

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
8. Contact appropriate University of Tennessee OSFL and SCCS officials
9. 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.
10. Do not discuss details, speculate on events, or otherwise elaborate on the situation. Often, litigation follows a crisis. Statements made would later be used in court.
11. Fully cooperate with appropriate authorities, Headquarters, and Fraternity & Sorority Life staff
12. All clothing with the Fraternity & Sorority name should not be worn during the investigation period following the incident
13. Submit all requested information about the incident to the Headquarters staff in a timely manner (fill out the Incident Form provided below).

BREAKDOWN OF THE EVENT

- **WHO?** The members of Delta Delta Delta and Sigma Alpha Epsilon
- **WHEN?** Saturday April 30, 2022
 - 1PM- 7PM
 - Alcohol will be served from 2PM- 6PM
 - Band will be 5PM-7PM
- **WHERE?** Sigma Alpha Epsilon -
 - Event will take place in the common areas. All rooms and hallways will be blocked off from entrance by a hired security guard.
- **WHAT?**
 - This is an annual event hosted by DDD and SAE. Everyone dresses up in silly clothes and we have a fake wedding between an SAE member and a DDD member.
 - Third-party vendors and security will be provided.
 - Band provided.
 - Food will be prepared by both the SAE and DDD chefs.
 - DDD will provide non-alcoholic beverages such as water and soft drinks in cans.

- NO OUTSIDE ALCOHOL WILL BE PERMITTED. Security will be checking IDs and belongings at the door. No outside cups will be permitted (including jugs.)
- Alcohol sales will begin an hour after start time and end an hour before end time.
- There will be one (1) sober monitor for every fifteen (15) DDD attendees and one (1) sober monitor for every fifteen (15) SAE attendees.
- Sober monitors will be properly educated at OSFL hosted sober monitor training on April 18, 2022.

PROCEDURES FOR THIRD-PARTY VENDOR EVENT

A third-party vendor will be serving alcohol with a proper license and permission from the city and state. OSFL requires chapters to have a third party vendor event. All alcohol served by the third-party vendor will be under 15% ABV. This third-party vendor will have a cash bar operated by licensed bartenders and security. Members will not be allowed to operate the cash bar. Having a third-party vendor event is a great way to lower the risk and to have a safe event.

Procedures for third party venues with a bar are as follows: i. there should be only one bar area where beverages are distributed. ii. Clean the bar area and separate it from the rest of the party. iii. Alcohol service must end one (1) hour before the event ends. iv. Alcoholic beverages should be distributed only to guests with a wristband distinguishing them as 21 or older. Wristbands may be provided to those 21 and older.

PROCEDURES FOR EXECUTING A GUEST LIST

For this specific event, only DDD and SAE active members will be permitted to attend. This is to ensure the safety of all members. We do not want to be held liable for any non-members in case of emergency.

Guests will check in with a QR code. The code is linked to an excel file that tracks the exact time a member arrives and departs from the event. If guests arrive intoxicated, they will be asked to leave. If they are unable to leave on their own, a sober monitor will take the member home and stay with them. If a guest arrives with alcohol, security will confiscate the beverages.

PROCEDURES FOR IDENTIFYING GUESTS OF LEGAL DRINKING AGE

This should always be conducted by a third-party vendor and never a member of Delta Delta Delta or Sigma Alpha Epsilon.

PROCEDURES FOR IDENTIFYING THE OFFICER IN CHARGE

1. THE ENTIRE EXECUTIVE COUNCIL SHOULD REVIEW YOUR CRISIS-MANAGEMENT PLAN AND ITS PROCEDURES EACH SEMESTER AND BE FAMILIAR WITH KEY ASPECTS RELATED TO MANAGING A CRISIS. Every officer

should have a copy of the crisis-management plan and should be stored in the chapter's files accordingly. 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 VP CHAPTER PROGRAMMING AND DEVELOPMENT OR EMINENT ANCHOR WHO IS IN CHARGE OF ANY EMERGENCY SITUATION. The Eminent Archon & VPCPD should consult with OSFL staff members who have more experience, expertise, and insight. Final decisions, however, rest with the Eminent Archon. 3. IF THE VPCPD OR EMINENT ARCHON IS ABSENT, THE NEXT-HIGHEST-RANKING OFFICER ASSUMES CONTROL. The default order is the Eminent Archon, Eminent Deputy Archon, Health & Safety Officer, Eminent Treasurer and then Member Educator for SAE and the default order for DDD is VPCPD, Director of Risk Management and Wellness, and then the President or any VP. 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.

PROCEDURES FOR IDENTIFYING SOBER MONITORS AND THEIR RESPONSIBILITIES

At least one week prior to an event, designated monitors must be established. The chapter must have in place one (1) monitor for every twenty (15) guests at the event. Monitors must be sober throughout the event and may not consume any alcohol before or during the event. They should be clearly identified as designated monitors. Sober monitors will be wearing glow sticks on their wrists for easy identification. BOTH CHAPTERS WILL BE ATTENDING A REQUIRED SOBER MONITOR TRAINING ON APRIL 18, 2022 HOSTED BY OSFL.

Monitor's Responsibilities i. Be obvious throughout the party. ii. Report to security if a problem is observed. iii. Be aware of and understand the crisis-management plan. iv Be prepared to implement the crisis-management plan, if needed. v. Be able to answer questions about the event. vi Do not serve as the security for the event.

SAE and DDD will have a joint group message for their sober monitors. The presidents and VPs will be included in this group message. This will be the main source of communication for the sober monitors to quickly communicate issues that may arise.

EXPECTATIONS FOR HIRED SECURITY

Hiring professional security at third-party vendor events is required. The Executive Council should have a security review before the event. Even with hired security, you need to have designated monitors. Chapter members may not serve as security. Security will be hired by a third-party provider.

PROCEDURES FOR ALTERNATIVE TRANSPORTATION

Any individual who drives or provides transportation in conjunction with this function shall obey all applicable motor-vehicle laws, including, but not limited to, those concerning vehicle safety, vehicle operation, financial responsibility and/or insurance, and the transportation and consumption of alcoholic beverages. Operators shall ensure that vehicles are properly maintained, not overloaded, and are operated in a safe manner. Use of personal vehicles shall be strictly voluntary and the sole responsibility of the vehicle owner/operator. Sober monitors will have vehicles onsite incase of emergency.

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.

Both SAE and DDD have agreed on the terms of this event and have worked together to plan a safe event in conjunction with OSFL.