



## **EMERGENCY MANAGEMENT PLAN UPDATED JANUARY 2021**

### **IF AN EMERGENCY OCCURS...**

### **Call 911 immediately.**

**After 911 has been called, follow these additional steps when appropriate.**

- The designated officer (e.g. Archon, officer next in line if the Archon is not present, etc.) takes charge.
- Cooperate fully with the needs of any public safety organization (police, medical or fire personnel).
- Contact appropriate officials (Headquarters Contact, Advisor, & University Contact).
- Restrict access to the chapter house. The President (or officer in charge) must have complete control of the situation and be aware of who is in the area. Permit only your members and appropriate officials to enter. Assign one or more responsible members to calmly guard the door.
- Do not tamper with any part of the area involved in the incident, specifically things that might be construed as evidence or areas involved with the incident.
- Assemble your members in a group (in case of fire, assemble outside, in front near the street). All should remain calm. Remind members that only the President or Chapter Advisor can speak for the Fraternity – members are not to speak to anyone (including friends, girlfriends, parents, the university) about the emergency.
- Do not discuss details, speculate on events or otherwise elaborate on the situation.
- Submit all requested information about the incident to the proper authorities.
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### **CONTACT INFORMATION**

- National Fraternity Contact Information:
  - Mark E. Timmes, Pi Kappa Phi Chief Executive Officer, (704) 907-8586.
  - Brooke Kingsley Isbell, Assistant Executive Director, (804) 389-4439.
  - Zack Cockerham, Director of Standards & Accountability, (985) 300-4519

## **SERIOUS INJURY OR DEATH OF A MEMBER**

- **DO NOT NOTIFY THE FAMILY.** Medical or police personnel who are trained in this will notify the family. After you know that the family has been notified, it may be appropriate to contact the family.
- 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.
- If allowed, Coordinate members' attendance at the funeral or memorial service. Along with your Chapter Advisor, discuss with the family or their designee the possibility of conducting Pi Kappa Phi's Memorial Service or Burial Ritual, both of which are in The Gold Book.
- In the case of serious injury or illness, find out the visitation wishes of the family and coordinate this with members of the chapter.

## **RESPONDING TO THE MEDIA**

- If contacted, only the Archon or Chapter Advisor should speak for the chapter.
- Questions from the media should be immediately referred to Victor Tran, Assistant Executive Director of Communication, at [vtran@pikapp.org](mailto:vtran@pikapp.org) or (517) 677-7926. The National Headquarters will provide direction on any media statements.
- Avoid "no comment," as it leads to speculation. Instead, simply state: "I do not have any information to share. I suggest you contact Victor Tran at (517) 677-7926."
- Keep repeating the above statement if you are pursued further. Do not give in because you are asked the same question several different ways.
- Do not discuss details, speculate on events or otherwise elaborate on the situation.

## **FOLLOW-UP**

University staff is usually available for member counseling and general assistance. Individual and group counseling is strongly recommended following any emergency situation. Members can also utilize the Fraternity's counseling resources provided by Health Management Systems of America.

## **HOTLINES TO CALL FOR HELP**

- Emergency 9-1-1
- CDC Health Topics (Immunizations, STDs, and more) 800-CDC-INFO (232-4636)
- Find Substance Abuse and Mental Health Treatment 800-662-HELP (4357)
- National Domestic Violence Hotline 800-799-SAFE (7233)
- National Suicide Prevention Lifeline 800-273-TALK (8255)
- National Sexual Assault Hotline 800-656-HOPE (4673)