

**THETA PHIALPHA**  
**NATIONALEMERGENCYPROCEDURES**

Despite our best efforts to minimize risk associated with participation in not only Fraternity events but also daily living, situations may arise where sisters need to utilize the Fraternity's emergency procedures. Emergencies are characterized as death of a member, physical or sexual assault, fire, drug overdose, serious injury, natural disaster, or car accident resulting in hospitalization. This list is intended to be illustrative and not exhaustive.

The following procedures have been established to assist the Chapter, Emerging Chapter or Alumnae Association in the management of an emergency.

The president or the next highest ranking officer takes charge of the situation immediately.

- 1) If necessary, or directed by emergency response personnel, evacuate the building and gather at a predetermined meeting place.
- 2) Call appropriate emergency response agencies (e.g., paramedics, fire department) and campus police if the event is on campus.
- 3) In the case of an injury, sisters should form an outward facing, large circle around the injured person(s) to prevent her from being trampled and to protect her dignity. The injured person(s) should not be moved or disturbed by untrained people.
- 4) Assign sisters to all entrances to seal the building or room to only emergency response personnel and advisors.
- 5) Sisters and guests should be gathered into as few rooms as possible. Everyone should be reminded to remain calm. Explain that the building or room is closed to everyone but emergency response personnel and advisors. Stress that all necessary measures have been taken, limiting your comments to facts. Opinions are not appropriate and should not be shared.

Chapter members should be reminded NOT to discuss the situation with anyone. All questions should be directed to the president or spokesperson. An appropriate answer to inquiries would be "The best person to speak with on that issue would be our Chapter president."

- 6) Assign a sister to the highest-ranking emergency response official to attend to any questions or needs that arise without speculating as to the case.
- 7) Assign another sister to the hospital until family arrives.
- 8) After the immediate managing of the crisis, the president should begin telephoning advisors per the attached chart until she reaches someone. If an unsolicited call is received and their voice is not recognized, the president should verify their phone number and return their call. This person will help advise the president and develop the statement for the media, consulting with The Grand Council or National Officers, if possible. The statement should be concise and limited to the facts.
- 9) Provide the sister's yellow emergency card to emergency response personnel. They will notify the family.
- 10) Determine a plan for informing sisters and new members who are not present.
- 11) Ensure that all necessary reports (e.g. police report) are completed and filed with emergency personnel.
- 12) After the emergency has been resolved, the Chapter will assemble to evaluate the events that took place and ensure that all steps were taken.

- 13) Contact M-J Insurance at (888) 442-7470 and follow requested steps.
- 14) An incident report will be filed with the National Office within 48 hours of the incident.
- 15) When appropriate, utilization of campus resources (e.g. counseling center, health center, etc.) is recommended.

EMERGENCY NUMBERS FOR *ADVISORS *cell numbers for emergency use only			
Title	Name	Phone #	Cell #
Theta Phi Alpha National Office, Executive Director	Kathryn Hartmann	(440) 899-9282, Ext 101	
Director of Collegiate Services	Ashley Crews	(440) 899-9282, Ext 103	
Chapter Advisor			
Chapter Risk Manager Advisor			
Housing Corporation President			
Conference Director			
Conference Administrator			
Counselor on Call			
Campus Police/Security			
Campus Security Emergency			
Campus/Local Fire Dept.			
Faculty Advisor			
Greek Advisor			
Dean of Students			
MJ Insurance	Tiffany Maurovich/ Cindy Stellhorn	(888) 442-7470	(317) 374-5039

- 16) \*please insert names and phone numbers as needed