

Sigma Pi Fraternity



Gamma Eta Chapter Risk Management Plan



Rutgers State University

Last Edited August 13, 2018 by Andy Val

Emergency Telephone Numbers

!!!!CALL 911 FOR ANY EMERGENCY THAT NEEDS IMMEDIATE ATTENTION!!!!

Ambulance	(732) 828-3000
Fire Department	(732)745-5169
Police	(732) 745-5200

Role of the Risk Manager

1. Provide event chairman with appropriate liability/ risk management forms, if any, for each event.
2. Make sure all documentation is given to the appropriate person.
3. Oversee all events, making sure all activities are running with as little risk as possible.
4. Make sure every chapter event whether planned or impromptu has an “event plan” that is completed far in advance as possible to the actual event to ensure a smooth, reduced risk social event.

Maintaining Control

The chapter president must be in command of every situation involving serious injury or death. In the absence of the president, members will adhere to the rank of officer authority as follows:

Executive Board

President-	Harry Buscher (856)938-8740
Vice President-	Todd Martin (919)606-3619
Third Counselor-	Waleed Khan (973)864-7110
Fourth Counselor-	Andy Val (908)937-1274
First Counselor-	Max Landau (908)962-0622
Herald-	Keeyan Haghshenas (201)961-2356

- By no means does this mean that the person in command cannot consult with other members who have more expertise or insight but it does mean that the final decisions are his.
- In the event of any of the following situations occurring, or any situation that could be damaging to the chapter's legal or public standing the first action after contacting emergency personnel should be to contact the Executive Office or a representative therein.

Executive Office:

Main Line: (615)373-5728
ELC: Cory Bosco (618)691-5007

IN THE EVENT OF A FIRE:

1. Call 911
2. Wake as many members and close as many doors as you can while exiting the house.
3. All members should meet at the front doors of building.
4. Take a head count and report anyone missing to the fire department.
5. Do not allow anyone to return to a burning building.
6. As soon as reasonably possible, notify the person in command or someone on the executive board.

IN THE EVENT OF A SERIOUS ILLNESS, INJURY, OR DEATH:

1. Call 911. Briefly and calmly explain the situation so that the appropriate emergency personnel can respond.
2. Do not notify the parents of the person who was involved in the emergency. Police or medical officials will do so.
3. Notify the appropriate officials as outlined on page 2.
4. The event must close at once. Only Sigma Pi brothers and appropriate officials will be allowed to enter.
5. Following emergency personnel handling of issue, all members will assemble. The ranking officer will explain the situation and inform them that the venue is closed. All outgoing phone calls will be halted, including calls

to parents, girlfriends, etc. This is to control what information is being released to stop potential miscommunications or potential panic.

6. The members will make no statements to anyone other than the proper authorities. The president or ranking officer will make any appropriate statements to the media after the situation is under control and the content of the statements have been discussed with the Executive Office represented by the Executive Director, Assistant Executive Director, Director of Chapter Services, of the fraternities insurance company.
7. The spokesperson will only state that which he is told to by the Executive Office or representative therein. If he does not know the answer or was not given a statement to say, the spokesperson is not to answer the question. The only appropriate response is, "I can't comment at this time, all questions should be directed to the Executive Office." Do not draw conclusions or give personal opinions.
8. In the case of a death, do not move any of the deceased student's personal possessions. Roommates should be moved somewhere else temporarily. Be sure that all borrowed items are returned to the deceased's room or to an EC member and, if possible, lock the door before parents arrive.
9. In the case of a suicide attempt, with or without serious injury, do not assemble members or call parents. Talk with the member while awaiting the ambulance/ police and try to calm him down and prevent anything from happening until the proper authorities arrive on the scene.

FIPG, INC. RISK MANAGEMENT POLICY

The Risk Management Policy of FIPG, Inc. includes the provisions, which follow and shall apply to all fraternity entities and all levels of fraternity membership.

ALCOHOL AND DRUGS

1. The possession, sale, use or consumption of **ALCOHOLIC BEVERAGES**, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the **BYOB** or **Third Party Vendor Guidelines**.
2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
3. **OPEN PARTIES**, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are forbidden.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. The possession, sale or use of any **ILLEGAL DRUGS** or **CONTROLLED SUBSTANCES** while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
9. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games". The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong", "century club", "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night", "big brother/big sister night" and initiation.

HAZING

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

SEXUAL ABUSE AND HARASSMENT

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions that are demeaning to women or men, ranging from but not limited to verbal harassment to sexual assault by individuals or members acting together.

FIRE, HEALTH AND SAFETY

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is expressly forbidden.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

EDUCATION

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the fraternity website.

Social Functions and Alcohol

All social events will at all times abide by FIPG policy.

Guidelines for Reasonable Social Functions

1. Make all social events for members and approved guests only
2. Never host open parties
3. Establish starting and ending times and stick firmly to them
4. Arrange for food and snacks to be given out
5. To be courteous, inform neighbors when a social event will be held
6. Pre-event crew will be set prior to event day. They are responsible for setting up the house/facility and ensuring all valuable or risk-enabling items are removed.
7. Observing crew- Sober workers who will watch out for possible risks developing during the social event.
8. Post-event crew: Responsible for cleanup after event. Ensure the house/facility is returned to the same condition prior to the event. Teams will be assigned for post-event crew. If you are assigned, but unavailable, you must find a replacement.

Security

1. A system of either cards, wristbands, or stamping will be used to identify:
 - a. Members and invited guests permitted at the event
 - b. Legal drinkers (if the event allows alcohol)
2. Security Committee: In charge of only allowing guests on the list into the event and checking guests and members for ID at the door and keeping an eye on the grounds
3. All private rooms and non-common areas are to be locked during events

Alcohol Control

1. Alcohol should never be the central focus of a social event
2. Drinking games are never allowed during a chapter event
3. No one, whether a member of the chapter or an approved guest, should be allowed entrance to an event if they are already intoxicated.

Classifying an Event

- A. Dry event: A chapter event, whether social or business oriented, in which alcohol is not permitted to be consumed or possessed.
- B. BYOB Event: A chapter event in which alcohol is permitted to be consumed under the “Bring Your Own Beverage” guidelines. These include:
 - a. Alcohol may only be brought to the event by members and guests of legal drinking age
 - b. Only persons of legal drinking age may consume or possess alcohol
 - c. The amount of alcohol per person is limited to a six pack of beer or four wine coolers
- C. Cash Bar Event/ Third Party Vendor: A chapter event in which alcohol is permitted to be consumed if “Cash Bar” or “Third Party Vendor” guidelines are followed, which include:
 - a. Only persons of legal drinking age may possess and consume alcohol
 - b. The “Cash Bar” must be contracted with a licensed and properly insured company, ex. Perle.
 - c. All bartenders must be licensed and properly insured
 - d. The amount of alcohol consumed is under the bartender’s discretion
- D. Co-sponsoring an Event: The chapter may not fund or attend any events that do not abide by FIPG rules.
 - a. As little as one brother being seen at a party can make the chapter “represented” at an event
 - b. If something goes wrong, a “represented” chapter can be held liable

Special Guidelines for Dry Events

- A. Food/ Drinks
 - a. All refreshments must be non-alcoholic
 - b. A designated area for food distribution may be arranged
- B. Entrance
 - a. Ensure all people are brothers or approved guests
 - b. Ensure all event goers are sober and do not have alcohol on them
- C. Event Start and Finish
 - a. All events must have a designated start and stop time
 - b. Never schedule or continue an event past 2:00 am.

Special Guidelines for BYOB Events

- A. Food/ Drinks
 - a. A designated area for non-alcoholic drinks will be set

B. Entrance

- a. Only members and approved guests will be permitted to enter
- b. The security committee must check ID
 - i. Identification will be either an in-state license or two other picture ID's that the security committee approves to be sufficient
- c. Stamps, cards, or wristbands will be given to identify an approved guest and people who are over the legal drinking age

C. The Bar

- a. A single area in the event will be designated where sober servers of legal drinking age holding members'/guests' beverages
- b. Upon entrance, attendees must immediately bring alcohol to the bar
- c. A person may receive only one beverage at a time
- d. The Observing Crew for the event is responsible for making sure no one without a wristband is drinking alcohol or holding more than one beverage at a time

D. Alcohol Types and Amounts

- a. Limited to a maximum of:
 - i. Six 12 ounce cans of beer
 - ii. Four 10 ounce wine coolers
- b. No hard alcohol is ever allowed
- c. No glass bottles
- d. No common source of alcohol
- e. No drinking games
- f. No drinking in individual rooms or non-common areas

E. Ending

- a. Always end at the pre-determined designated time
- b. An announcement 30 minutes prior to event's end will be made to increase punctuality or allow for arrangement of transportation
- c. Leftover alcohol must be picked up the next day and an ID must be presented
- d. Any alcohol left past the next day must be immediately discarded

F. Advertisement/ Announcements

- a. No reference of alcohol is permitted in any event advertising. This includes texting, Facebook, Twitter, Snapchat, Instagram or any other form of social media.