



SIGMA PI

CRISIS MANAGEMENT PLAN

The Crisis Management Plan should be posted in all chapter facilities, and the Sage and Risk Management Chairman should have a copy readily available at all Sigma Pi events.

1. The Sage (or officer next in line if the Sage 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 or official seeking to help you or protect your safety.
3. Restrict access to the chapter house immediately. Permit only your members and appropriate officials to enter.
4. Assign one or more responsible members to calmly guard the door.
5. Contact your Chapter Management Associate or call the Executive Office at (615) 921-2300.

6. Notify your Chapter Director and your Province Archon.
7. Do not tamper with any part of the area involved in the incident, specifically, that which might be construed as evidence or involved with the incident.
8. Assemble your members in a group (in case of fire, assemble outside, in front near the street). Explain there is an emergency, but that it is under control. Remind members that only the Sage or Chapter Director can speak for the chapter—members are not to speak to anyone about the crisis.
9. 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. If you think you are being investigated or accused of a crime, ask for advice from a lawyer before answering any questions.
10. Contact appropriate campus officials.
11. No clothing with the Fraternity's name should be worn during the investigation period.
12. Complete the 'Chapter Incident Report' and submit within 24 hours of event if the incident involved bodily injury or property damage.