

Officer-In-Charge

The President is the Officer-In-Charge of every emergency. Final decision-making authority rests with the Officer-In-Charge.

President:

1. _____ Ph. _____

If the President is not available, contact the following officers in rank order.

2. _____ Ph. _____

3. _____ Ph. _____

4. _____ Ph. _____

5. _____ Ph. _____

No action should be taken without the consent of the Officer-In-Charge!

University Officials

If necessary, call 911, then contact a University Official. Proceed through this list, in order, until you reach someone. Explain that there is an emergency and provide details.

OSAL Office.....683-3446

Kelly Jo Karnes.....343-9250

Don Stansberry.....537-4956

Dr. Geneva Walker-Johnson...483-5752

Do not hesitate to call at any hour, regardless of the seriousness of the situation!

Alumni/ae Officials

Contact the following individuals as soon as possible.

Chapter Advisor:

_____ Ph: _____

Additional Alumni Advisor:

_____ Ph: _____

Inter/National/Regional Officer:

_____ Ph: _____

EMERGENCY GUIDELINES



- Be calm and concise.
- Provide complete information to the dispatcher.
- Contact the President.
- If the President is not available, contact the next responsible Office-In-Charge.
- The Office-In-Charge has final decision making authority.
- Assign members to restrict individuals from leaving or entering the chapter house (if applicable).
- Keep members off personal phones to avoid rumors.
- Call through the list of University Officials until someone has been reached.
- Call Alumni/ae Officers as soon as possible.
- Do not discuss the situation with the public until University and Alumni/ae Officials have arrived to help.
- Assemble members to explain the situation (unless an attempted suicide is involved).
- Explain that the Officer-In-Charge is the sole spokesperson for the chapter.
- Ask members to decline comment until the situation is under control.
- Only the Office-In-Charge should speak on behalf of the chapter.
- With the help of University and Alumni/ae Officials, prepare an official written statement before commenting to the press.
- Do not contact parents until notified by University Officials.
- In the event of a death, relocate roommates and restrict access to the member's room/possessions.
- University Officials may arrange for group/individual consultations.
- Refer to Emergency Procedures document for more specifics.