Phi Sigma Pi National Honor Fraternity

**[CHAPTER NAME] Chapter Crisis Management Plan**

This crisis management plan has been developed to aid chapters in case of an emergency. A fraternity emergency situation may be prompted by any of the following occurrences:

 • An accident resulting in severe or fatal injuries, or a Member attempting or committing suicide.

 • A fire or explosion in the fraternity Chapter facility.

 • Substantial damage to the Chapter facility caused by a storm, flood, tornado, or earthquake.

 • Deliberate damage to the Chapter facility from malicious mischief, sabotage, or a riot.

 • Chapter Member, Members, or the entire Chapter being accused of violating local, state, federal, or university/college laws, rules, or regulations.

There may be other types of emergencies not identified above, but in all cases, follow these guidelines.

**G U I D E L I N E S:**

1) **The Chapter president is in charge** during all emergency or crisis situations until he is relieved by a National Office Staff Member. In the absence of the president, the next highest-ranking chapter officer should assume these duties.

2) **Contact the proper authorities** (i.e. police, fire, ambulance, etc.) immediately. These emergency telephone numbers should be posted by each chapter house telephone.

3) **The building should be closed and secured immediately** if the emergency has occurred in or around the chapter facility. Only Members, appropriate supervisory personnel, and the proper authorities should be allowed admittance.

4) **The president should notify each of the following individuals** **or offices within one hour of the emergency.**

## CRISIS MANAGEMENT CONTACT NUMBERS

#  Name: Business Phone: Home Phone:

 Phi Sigma Pi National Office: Suzanne Schaffer (717) 299-4710 -

 Fraternity Insurance Agent: James R. Favor & Co. (800) 344-7335 -

 Greek Advisor/University Official:

5) **The President should call a meeting of all Members to inform them of the emergency** and to review this crisis management plan.

6) **All Members should be instructed to make no statements, comments, suggestions, or remarks to the media.** The President is the only spokesman for the chapter until he is relieved of those duties as described in guideline #1 above. Refer to “How to Work with the Media in a Crisis” for assistance.

7) **Sample Media Statement which can be used:** “This is an unfortunate and regrettable event. The Fraternity is cooperating fully with all interested parties. Further information will be given promptly when we have fully completed our investigation.”