

### 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.

Office of Campus Activities....562-1226  
 Angel McAdams Prescott.....541-2711  
 Kristen Alley.....541-1849  
 Jackie Elliott.....816-645-7979  
 Dr. Jerry Wilmes.....582-1248

Do not hesitate to call at any hour regardless of the seriousness of the situation! It is important to keep the campus informed.

### Alumni/ae Officials

Contact the following individuals as soon as possible.

Chapter Advisor:

\_\_\_\_\_ Ph: \_\_\_\_\_

Corp. Board/Alumni Board President:

\_\_\_\_\_ Ph: \_\_\_\_\_

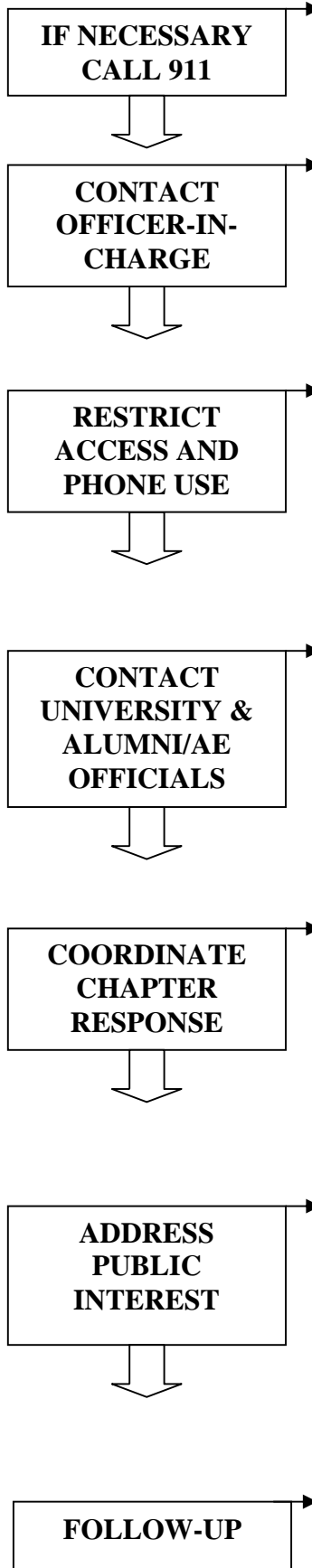
Inter/National/Regional Officer:

\_\_\_\_\_ Ph: \_\_\_\_\_

\_\_\_\_\_ Ph: \_\_\_\_\_

\_\_\_\_\_ Ph: \_\_\_\_\_

# EMERGENCY GUIDELINES



*Most Inter/National Organizations already have similar emergency procedures that have been developed by their general fraternity or sorority headquarters. These recommendations are designed primarily as an additional resource to these inter/national procedures.*

- 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.
- Assign a responsible member to answer the chapter phone and take messages.
- 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 Officer-In-Charge should speak on behalf of the chapter, until further notified by Alumni/ae or National Organization.
- 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.