

## Section 7 Sample Emergency Procedures

### Delta Kappa of Alpha Phi International Fraternity

Post this plan at the President's and all Vice Presidents' telephones.

If an emergency situation occurs, the following steps are recommended:

STEP 1: Member(s) involved will inform Chapter President (or any Vice President if President is not available) of the situation immediately.

STEP 2: President will close the facility. Let only residents, emergency personnel, and college staff in or out of the facility. If the premises are unsafe, direct inhabitants to leave and reassemble at \_\_\_\_\_.

STEP 3: President will telephone, in this order:

#### EMERGENCY PERSONNEL (list name and telephone numbers):

Police: 911

Fire: 911

Ambulance: 911

Campus Security: 789-9999

Greek Adviser: Kaye Schendel 786-4611 (home) or 785-8869 (work)

Chapter Adviser: Patty 608-780-8430

Alpha Phi Contact: Laura 847-337-4025

(Located at the Alpha Phi International Executive Office)

Counseling Center of Campus Chaplain: 785-8073 (Campus), 791-4344 (La Crosse)

**\*\*\*DO NOT TELEPHONE A STUDENT'S PARENTS\*\*\***

**\*\*\*DO NOT SPEAK DIRECTLY TO THE MEDIA\*\*\***

STEP 4: President will assemble all available members (including new members and members living away from the facility.) Explain the situation, including anticipated follow-up procedures. Clarify that the president will be the only spokesperson

STEP 5: President will assemble all Executive Council members to remind them of their responsibility.

Chapter President \_\_\_\_\_ Date \_\_\_\_\_

Approved by Advisory Board  
Chapter Adviser \_\_\_\_\_ Date \_\_\_\_\_

Approved by the College  
Greek Adviser \_\_\_\_\_ Date \_\_\_\_\_