

Sigma Phi Rho Fraternity, Inc.

Risk Management Plan

Enacted January 2012



I. INTRODUCTION

The Mission of Sigma Phi Rho Fraternity, Inc. is to promote the fulfillment of Strong Character and Good Moral Judgment through student development by providing opportunities in higher academic achievement, Community Involvement and Lasting Brotherhood. To fulfill this goal Sigma Phi Rho Fraternity, Inc., strives for continuous improvement in all aspects of scholarships, services, programs and operations; ensuring all members receives a high quality and safe Undergraduate/Alumni experience.

The National Executive Council of Sigma Phi Rho Fraternity, Inc., has adopted the policies stated below, as a consolidated statement of the Fraternity's major exposures to risk. The Risk Management Guidelines of Sigma Phi Rho Fraternity shall govern and apply to all members and all levels of Fraternity membership.

This document will serve in addition to Federal, State, and local laws.

II. ALCOHOL AND DRUGS

1. The possession, sale, use or consumption of alcoholic beverages, while on chapter premises or during a Fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the Fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.

2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of it for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.

3. Open social events, meaning those with unrestricted access by non-members of the Fraternity, without specific invitation, where alcohol is present, are prohibited.

4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

5. The possession, sale or use of any illegal drugs or controlled substances while on chapter premises or during a Fraternity event or at any event that an observer would associate with the Fraternity is strictly prohibited.

6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this plan.

7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.

8. All recruitment or interest activities associated with any chapter will be non-alcoholic and drug-free. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

9. No member associate/new member, interest shall permit, tolerate, encourage or participate in “drinking games.” The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, “beer pong,” “century club,” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

10. No alcohol shall be present at any associate member/new member/interest program, activity or ritual of the chapter. This includes but is not limited to activities associated with “bid night,” “Big Brother - Little Brother” events or activities, / “Big Sister - Little Sister” events or activities, “Family” events or activities and initiation.

Registration of Social Events:

1. All events where alcohol is present must be registered with the Alumni Chapter and Regional director before the event is to take place. Forms and notices should be sent to the aforementioned parties.

2. All social events where alcohol is present must be either closed functions that are BYOB (bring your own beverage) or closed functions using a third party vendor to handle the alcohol. Open parties, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.

3. Undergraduate chapters must create a guest list for each social event. Guest lists are due to the Regional Director and Alumni chapter.

Social Events Guidelines:

1. Event themes should not have any suggestion of being disrespectful towards an ethnic group or culture, alcoholic, sexist, dangerous, or insensitive to any group.

2. The unauthorized possession, sale, and or use of illegal drugs or controlled substances are strictly prohibited.

3. The number of people at the event must not exceed fire code as defined by the respective building code.

4. All recruitment or interest event will be non-alcoholic and drug-free.

III. HAZING

1. No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as: “Any action taken or situation created, intentionally, whether on or off Fraternity

premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law.”

2. All Chapters are required to have its Membership and Potential Candidates sign and comply with the “Potential Candidate Anti- Hazing Pledge”, set forth by the membership of Sigma Phi Rho Fraternity, Inc.

3. No applicant for membership in the fraternity is required to subject himself to any form of hazing; the members are specifically prohibited from tolerating or going along with any improper conduct towards a membership intake candidate in the form of hazing; and the members are expected and requested to immediately contact a local, regional and or national representative of the fraternity by telephone, email, or regular mail and notify of any such conduct. The contact information is as follows:

Sigma Phi Rho Fraternity, Inc.
Post Office Box 8527, JAF Station, New York, NY 10116-8527
Sigmaphirho.org
Email: Chapterinfo@sigmaphirho.org, Contact Person: Michael Andrade II

IV. SEXUAL ABUSE AND HARASSMENT

The Fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which is demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur; at a Fraternity event as defined in this plan is prohibited.

V. FIRE, HEALTH AND SAFETY

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of firearms, airguns, explosive or incendiary devices of any kind within the confines and premises of the chapter house are prohibited.

5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

VI. ENFORCEMENT

1. When a chapter or fraternity entity is notified about an incomplete form they have 24 hours from the time of notification to correct/complete the form.

2. Chapters or fraternity entities that violate any policy in this Risk Management plan will be subject to sanctions set forth by the Regional Director and/or Director of Chapters, and host institution.

- a) A member or fraternity entity may initiate a complaint against another chapter suspected of violating any policy aforementioned this Risk Management plan by contacting their supervising Alumni Chapter. The Regional Director should also be formally notified.
- b) In response to a report or policy violation, the Alumni Chapter shall conduct an investigation. Upon completion of the investigation, the Alumni Chapter council will determine whether or not there is sufficient evidence to pursue further action.
- c) Findings from the initial investigation may lead to one or more of the following: dismissal of charges, mediation, or meeting with a Rho court.

3. The host institution of higher education or law enforcement entity has the right to close any sponsored function by a chapter if the event has the potential of threatening the health and safety of its members or other in attendance by recommendation from an Alumni Chapter representative.

VII. EDUCATION

Each chapter shall annually instruct its students and alumni/alumnae in the Risk Management Plan of Sigma Phi Rho Fraternity, Inc. Additionally, all members and stakeholders shall annually receive a copy of the Risk Management Plan.

VIII. INCIDENT RESPONSE AND CRISIS MANAGEMENT

Effective immediately, all levels of membership will abide by this official Crisis Management Plan for Sigma Phi Rho Fraternity, Inc. In the event of a crisis, all levels of the membership must be prepared to respond quickly and appropriately. It is the Regional Director's responsibility that all members in his respective region read and understand this Crisis Management Plan. A copy of this plan should be kept in an easily accessible place and distributed to all Regional Directors, Chapter Advisors, Undergraduate and Alumni officers.

This Crisis Management Plan covers the following:

- a) Crisis Management Procedure for Undergraduate Membership
- b) Crisis Management Procedure for Alumni Membership
- c) Mandatory Emergency Meeting/Conference Call

- d) Emergency Information Cards
- e) Crisis Management Procedure for Specific Individuals

This Crisis Management plan has been developed to aid Sigma Phi Rho Fraternity, Inc. in the prevention of risk management crisis, as well as outline the basic steps needed in case of an emergency.

1. What is a Crisis?
 - a) A crisis is defined as any critical incident that involves a serious injury, death, threat to people/ability to carry out a mission, damage to environment/property and or threat to the overall financial welfare, operation, reputation and image of a person or organization as a whole.
2. What is Crisis Management?
 - a) Crisis management involves identifying and planning a response to the crisis;
 - b) Organizations should always plan ahead and project likely outcomes in the event of a crisis; and
 - c) The Sigma Phi Rho Fraternity Inc, Crisis Management plan is designed to address such contingency planning in the event of a crisis.

Policy and Procedures for Undergraduate Membership

1. During an emergency/crisis, the Undergraduate Chapter President is in command of every situation involving a crisis, serious injury or death. In the absence of the Undergraduate President, a ranking order of officers should be established, and these Officers must know where to find this written procedure.
2. If there is an emergency situation where emergency personnel are needed, call 911. The Undergraduate President must contact their Chapter Advisor. The Chapter Advisor's contact numbers should be made available to all brothers in the chapter. The Chapter Advisor will then inform the Regional Director of the emergency/crisis. It is the Regional Director's responsibility to immediately inform the National President of the emergency/crisis.
3. All chapter members should review and be familiar with important concepts of handling a crisis.
4. Assemble your members in a group. All should remain calm. Explain that there has been an emergency, but that everything is under control.
5. Instruct your members that no statement should be made in no shape or form unless directed to school, police or fraternity officials.
6. It is important that all members do not tamper with any part of the area involved with the incident, which might be construed as evidence.
7. Do not hesitate to call campus police, regardless of the situation.

8. All Chapter members must know who is in charge and be prepared to follow protocol.

Policy and Procedures for Alumni Membership

1. During an emergency/crisis, the Alumni President is in command of every situation involving a crisis, serious injury or death. In the absence of the Alumni President, a ranking order of officers should establish, and these Officers must know where to find this written procedure.

2. If there is an emergency situation where emergency personnel are needed, call 911. The Alumni President or his designee must contact their Regional Director. The Regional Director's contact numbers should be made available to all brothers in the chapter. The Regional Director will then inform the National President of the emergency/crisis.

To Report an Incident or potential Insurance claim

- i. While on the scene of an incident, get the names, addresses, and phone numbers of all parties and witnesses involved.
- ii. It is important to submit a written summary (within 48 hours of the incident) to be submitted to Fraternity Headquarters which include:
 1. The names of all the individuals involved or on the scene of the incident.
 2. Phone numbers and addresses of those individuals.
 3. An in depth analysis of the incident describing the time of day, whether or not alcohol was used and if the incident was during an official chapter activity.
 4. If any follow up procedures were taken.
 - a. Was a police report made?
 - b. Were any arrest made?
 - c. Was anyone taken to the hospital for any medical treatment?
- iii. In addition to the summary, you should attempt to obtain a copy of any emergency report filed by police, EMS, or the fire department. Which can be forwarded to fraternity Headquarters.

Mandatory Emergency Meeting or Conference Call

1. Once the National President is made aware of a crisis, he must immediately call a mandatory emergency meeting or conference call. The Chapter Advisor, Alumni President and Regional Director must be present.

At this emergency meeting/conference calls:

- a) Explain the situation and gather facts.

- b) Project a strong leadership image to let your members know everything is under control so they will remain calm.
- c) Clarify who is the spokesperson. No one in the membership should make statements or answer questions about the situation.
- d) Instruct members not to discuss the incident with anyone.
- e) Detail the plan for the next several days.
- f) Instruct your members to cooperate with campus or law enforcement officials investigating an incident.
- g) The National President or designated spokesperson should make appropriate statements to the media after the situation is under control.

Emergency Information Cards

It is mandatory that an Emergency Information Card be kept on file with the National Secretary, Regional Directors, Chapter Advisors, Alumni and Undergraduate Presidents. Included on the card should be:

- a) Member's full name and birth date.
- b) Member's local address.
- c) Name address and telephone numbers of Member's parents (Undergraduate Only).
- d) Name, address and telephone numbers of a secondary contact.
- e) Medical information (allergies, medical conditions, etc.).
- f) Name and telephone number of the family physician.
- g) Insurance information.

CRISIS MANGEMENT PROCEDURES FOR SPECIFIC INCIDENTS

Chapter Member in Distress

1. In the event of a member is experiencing a mental health crisis or difficulties, or a member that is exhibiting disruptive or disturbing behaviors, where safety for self or others is an immediate concern (i.e., verbal or physical threats to harm other; active threats of suicide and resists help, call 911.

2. If the member is disruptive or acting in a disturbing manner, where safety is not an immediate concern (i.e. threaten harm to self or others, but will accept help; demonstrates bizarre behavior or communication; disruptive to the living/learning environment), call you school Wellness Center for a mental health consultation or referral. Alumni Chapters seek professional help for the member.

Serious Illness

There are several procedures and precautions that group members should take in the event of our brothers develop what appears to be a serious illness (including substance addiction or eating disorder). An ill member may ignore his condition and may not take the initiative to seek proper medical attention. As responsible brothers, you must be sensitive to your brothers' physical and psychological welfare. If you become aware of a member who is suffering from a serious illness, take immediate action by following these guidelines and contacting appropriate people who can help:

1. Bring your concern to the attention of the member. Tell the member you are concerned about his welfare.
2. Seek professional help for the member.

Death

1. In the event of a death of a member at your on-campus, do not notify the parents; this will be done by emergency or campus officials.
2. Be very careful that the death is not announced until all members of the immediate family have been notified.
3. After the family has been notified, the Chapter Advisor or Regional Director may wish to call the family to offer sympathy on behalf of the chapter.

IX. INVESTIGATIONS

No member of this organization will speak to law enforcement without an attorney. Refer all law enforcement officials to the National President or his designee.

X. MEDIA RELATIONS

Only the National President or his designee may provide a prepared statement to the media.

Follow Up

1. It is important to note that University officials are always available for counseling and other type of assistance in the case of college chapters.
2. It is strongly recommended following any crisis situation that Individual and or group counseling be utilize from your university counseling center.
3. No matter how well things may appear counseling and or other support services are appropriate.

XI. LIABILITY COVERAGE

Please be advised that no insurance policy in the world provides any coverage for violations of the law. The Sigma Phi Rho Fraternity, Inc. Insurance program is no exception. Individuals who choose to violate any of the rules may void their insurance protection under the fraternity's insurance program; and that their actions may in fact jeopardize other members and or entities protected by Sigma Phi Rho Fraternity, Inc. General Liability Policy.

XII. INSURANCE PROGRAM OVERVIEW

Sigma Phi Rho Fraternity, Inc. has partnered with Conklin and Kraft Insurance Agency to provide all of its active chapters with an insurance policy for chapter events, as well as any additional coverage that may incur.

In the event in which an incident and or claim is present, the National Governing Council and Conklin and Kraft Insurance Agency will oversee all of the most effective way to handle any incident and or claim investigation.

Conklin and Kraft Insurance Agency strives to provide high quality insurance and financial products and services to provide maximum benefit and protection among its clients. Please visit <http://www.conklinandkraft.com> to review a number of risk management resources that can assist you in achieving insurance protection.

AFFIRMATION OF COMPLIANCE WITH RISK MANGAMENT PLAN

Sigma Phi Rho Fraternity, Inc. has a high regard in protecting its membership from any form of harm by providing a safe fraternal environment for all members. Therefore, I the undersigned have read and understood the Risk Management Plan of Sigma Phi Rho Fraternity, Inc. I hereby affirm my acknowledgement of this Risk Management Plan and its recognition in which noncompliance of these policies has no place in Sigma Phi Rho Fraternity, Inc.

Signature

Position

Region

Date

Note: This Risk Management Plan was established to protect the Fraternity, Chapters, and all participants involved in any fraternal events.