

PREVENTION PLAN

PRE · VEN · TION [pri-ven-shuhn] *n.*

- (1) the act of going, or state of being there, before
- (2) the anticipation of needs, hazards, and risks; forethought

This resource was created to help you develop a Prevention Plan for your individual organization events. This document is best used for those events you know need to change but are unsure how to create that change. You are encouraged to include your Executive Board officers, Advisor, and Governing Council Advisor in the discussion of this plan, which should be facilitated by either the President or Risk Management Chairman. Involving the chapter in all or some of these steps can also be beneficial.

STEP #1

Familiarize yourself with the all relevant student organization social policies (Purdue University Student Regulations, Joint Risk Management policy for IFC and Panhellenic Association at Purdue University, FIPG, Individual organization policies, etc.)

What questions do you have about the policies?

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

STEP #2

Identify your riskiest events or activities.

What events are not safe, i.e. events that may result in physical, emotional and/or psychological harm, for your members (new members or active members)?

Can these events be improved OR do they need to be eliminated? Consider the purpose and intended outcome of the event. If it has no connection to the values or purpose of your organization then it should be eliminated.

1. _____ Improve
-OR-
Eliminate
2. _____ Improve
-OR-
Eliminate
3. _____ Improve
-OR-
Eliminate
4. _____ Improve
-OR-
Eliminate
5. _____ Improve
-OR-
Eliminate
6. _____ Improve
-OR-
Eliminate
7. _____ Improve
-OR-
Eliminate

STEP #3

Choose an event or activity that needs to be **ELIMINATED** and create a plan.

Event/Activity:

List 10 specific steps your organization can take to eliminate this event or activity. This would include the communication of clear expectations to your members, policy education and enforcement, use of resources, etc. Make sure your plan is in chronological order. For each item, be sure to assign a point person and any relevant due dates.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Are there any additional steps?

STEP #4

Choose an event or activity that needs to be IMPROVED. What is the event or activity that needs to change?

Event/Activity:

Describe how the event or activity is currently run.

What is problematic about the way the event or activity is currently run? What are the specific negative outcomes?

What could happen if the event or activity continues to occur the same way it has in previous years?

STEP #5

An accurate description of the problem is 90% of the solution.

What specific policies are not being followed that are putting members (new members and/or active members) at risk?

What about this event or activity is not safe for members (new members and/or active members)?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

STEP #6

Focus on what you can control. Create a plan.

Be specific. What **expectations** do you have for how members and guests will behave before, during, or after the event?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Are there any additional expectations?

How will you **intervene during the event** if there is a situation that does not align with the established expectations? Who will be responsible for confronting behavior?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Are there any additional steps you would take?

How will you **hold members accountable after the event** if they've violated the established expectations?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

What are the consequences for members who do not adhere to the Prevention Plan?

How will the Standards Board be utilized?

STEP #7

Utilize your resources.

Make a list of the staff, advisors, campus offices, and groups that can assist you in creating a safer event or activity.

1. *Student Activities and Organizations*
(765) 494-1232
sao@purdue.edu
2. *Advisor (Alumni or Faculty)*
3. *Governing Council Advisor*
Fraternity, Sorority and Cooperative Life
(765) 494-5990
4. *Leadership Consultant or Inter/National Representative*
5. *Office of Institutional Equity*
(765) 494-7253
equity@purdue.edu
6. *Office of Student Rights and Responsibilities*
(765) 494-1250
osrr@purdue.edu
7. *Purdue University Police Department*
(765) 949-8221
police@purdue.edu
8. *Purdue University Fire Department*
(765) 494-4600
fire@purdue.edu

Who will you contact to assist you with creating a safer event or activity?

Who will reach out to this person?

What questions do you have for the person you are contacting?

STEP#8

Communication.

How will you communicate this new plan to the chapter? (i.e. discussion at chapter, e-mail, emergency meeting, etc.)

STEP#9

Be a leader.

Prevention makes events and activities safer for everyone. Prevention can save lives. Prevention, however, is hard work and your average member might not understand the importance of your new plan. Stay focused on your role as a leader in your organization who cares about the safety of the other brothers and the associate members.

ADDITIONAL RESOURCES

Student Regulations

http://www.purdue.edu/studentregulations/student_conduct/regulations.html

Staff Contact Information