



Emergency Preparedness Plan

If an Emergency Occurs

If an emergency has occurred within your house, close the house at once. You cannot give instructions if your members are leaving and strangers are entering. Permit only your members and appropriate officials to enter. Do not stop emergency personnel from entering to assist.

Emergency Phone Calls to Make

You need to make several phone calls immediately.

1st: Call 911 and request Police, Ambulance etc. If the emergency situation is a fire, your alarms may or may not automatically bring a fire truck; therefore, immediately call the fire department.

Do not hesitate to call the campus police regardless of the situation.

- School's Security Emergency Number
- Local Emergency Number: 911
- Fire Department
- Campus Police

2nd: Call the Fraternity, Sorority and Cooperative (FSCL) Advisor. This person will discuss the situation with you and in all serious cases will be at the house or chapter meeting place in a matter of minutes. Always call, day or night, if you are in doubt as to whether a situation is serious or not.

3rd: Call you advisor. For fraternities and sororities, call your inter/national fraternity/sorority's administrative office. Call your housing corporation president. Call your risk management advisor.

Types of Emergencies:

- Weather
 - Tornados, Heat , Severe Thunderstorms, High winds
- Safety
 - Fire
 - Power Outages
 - Hazardous material spill or release o Building/structure failure
 - Automotive/Transportation
 - Walking late at night
 - Vehicle capacity
 - Missing Person
 - Criminal Behavior
 - Active Shooters
 - Sexual Assault
 - Physical/Domestic Assault/Abuse
- Alcohol and Drugs
 - Drug use and abuse
 - Alcohol poisoning
- Health/Medical
 - Fainting
 - Illness
 - Dietary issues
 - Physical Injury (sprains, strains, cuts, etc.)
- Psychological
 - Depression
 - Anxiety
 - Suicidal Ideation (Thoughts of Suicide)

Medical Emergencies

1. In chapter houses, be sure your chapter has a complete first aid kit in an accessible place in your chapter room. Take the kit with you at chapter retreats and other out-of-town functions.
2. Call the paramedics and give necessary information regarding the sickness/accident.
3. In the event of a serious illness or injury, do not notify the parents immediately. The medical officials may wish to notify parents and advise them of the situation.

If a Member Attempts Suicide

In the case of a suicide attempt, with or without serious injury, do not assemble your members or call parents. Call 911.

Member in Distress

- Sometimes your organization may have a member that is experiencing a mental health crisis or difficulties, or a member that is exhibiting disturbing behaviors.
- In the event of a dangerous member, where safety for self or others is an immediate concern (i.e. verbal or physical threats to harm others or self; active threats of suicide), call 911

- If the member is disruptive or acting in a disturbing manner, where safety is not an immediate concern (i.e. the person is willing to accept help, demonstrates bizarre behavior or communication; disruptive to the living/learning environment), call the Crisis Hotline 765-742-0244. The Lafayette Crisis Center collaborates with Purdue University to offer 24/7 availability for services. If a member is in distress do not assemble the whole organization. Discuss with the campus officials the steps that you should take to handle the situation. Campus officials will also determine if parents need to be contacted. When in doubt contact your FSCL Advisor.

Serious Illness

There are several procedures and precautions that group members should take in the event one of your fellow members develops what appears to be a serious illness (including substance addiction or eating disorder). An ill member may ignore his or her condition and may not take the initiative to seek proper medical attention. As responsible adults, you must be sensitive to your members' 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:

- Initially bring your concern to the attention of the member. Tell the member you are aware of his/her condition and that you are concerned.
- Determine what kind of medical attention or psychological counseling the member has sought. What kind of care has been described?
- If the ailing individual continues to ignore his/her physical or psychological condition, contact your chapter advisor.
- Information about the situation should be brought to the advisor's attention, and consult the campus counseling center for guidance on establishing a specific plan of action to help the member.

It is extremely important that members be understanding and sensitive in dealing with cases of serious illness. There may be some cases when an ailing person will not want your assistance and will strongly object to any contact with his parents. It is important to respect the wishes of the person; however, you may find yourself in a situation where respecting a person's wishes may not be medically wise or sound. The realities of the situation should not be ignored.

Death

1. In the event of a death, do not notify the parents; this will be done by emergency or university officials.
2. Be very careful that the death is not announced until all members of the immediate family have been notified.
3. Do not announce the death until your advisor has arrived to help. You will also want to have a bereavement counselor (the Office of the Dean of Students will arrange this) present when you make the announcement to help your members deal with the shock.
4. If the member lived in the house do not remove any of the deceased student's personal possessions. If the member had a roommate, the roommate should be moved.
5. After the family has been notified, the advisor and/or president may wish to call the family to offer sympathy on behalf of the organization, and ask what their wishes are in regard to the possessions. You may offer to pack them in boxes, but chances are the parents will prefer to do this themselves.
6. Before the family arrives, be sure that all borrowed items are returned to the deceased's room and if possible, lock it. When they do arrive, you may want to have empty boxes available and offer to help. This is an emotional trauma for parents and other family members, so they may want privacy.
7. It is of course proper to send sympathy cards and notes, flowers, etc. If the funeral is nearby, it could mean a great deal to the parents for members to attend. Offer to make a statement on behalf of the fraternity at the memorial service. If the funeral will be out of town, you may want to arrange a local memorial service.

You can contact the Fraternity, Sorority and Cooperative Life Office or Office of the Dean of Students for assistance in making arrangements.

8. Check to see if your ritual contains a ceremony for memorial services.
9. For some of you members, this may be their first experience in dealing with the death of someone close to them. Keep an eye out for members who appear to be having difficulty coping with the situation and encourage them to talk with a counselor.
10. The Office of the Dean of Students (ODOS) will take care of notifying the deceased student's instructors and other campus offices of the death.
11. When someone close to you dies, it is difficult to accept the loss and you and your members may find yourselves consumed by pain, fear, and grief. Grief is a normal response to losing someone who was important to you. Grief hurts, but it is necessary. When death tears your work apart grieving is the process that puts it back together.
12. Grief runs through stages, although not everyone experiences every stage, and your members will pass through the stages at their own rate. That is why it is important to understand the stages of grief:
 - a. Denial - This response is nature's way of protecting you and insulating you from what happened.
 - b. Anger - You may feel angry toward the doctors and nurses who couldn't save the life of the deceased. You might even feel angry at the deceased for leaving you. These feelings of anger may lead you to feel guilty.
 - c. Guilt - You may feel guilty for simply being alive when someone else has died. You might feel guilty about not saying goodbye, or you may remember a fight you had with the deceased.
 - d. Depression - Even if you are normally a committed, caring person, you may find that you don't care about anything or anyone. This is a common feeling as are the others.
 - e. Acceptance - Hopefully, the grieving process will accept the death eventually. That does not mean you have to forget the deceased. It just means it is time to go on living.

How do we determine and coordinate our response?

1. Identify and Assess the Issue/Problem
2. Determine the appropriate response to maximize health and safety
3. Communicate your plan
4. Execute your plan

If a medical emergency is reported:

- Dial 911 and request an ambulance.
- Provide the following information:
 - Your name
 - Number and location of victim(s)
 - Nature of injury or illness
 - Hazards involved
 - Nearest entrance (emergency access point)

Response Procedures for Physical Injuries:

- Only trained responders should provide first aid assistance.
- Do not move the victim unless the victim's location is unsafe.
- Control access to the scene.
- Take "universal precautions" to prevent contact with body fluids and exposure to blood borne pathogens.
- Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s)

Response Procedures for Fire:

- Evacuate building occupants along evacuation routes to primary assembly areas outside.
- Redirect building occupants to stairs and exits away from the fire.
- Prohibit use of elevators.
- Evacuation team to account for all employees and visitors at the assembly area.
- Meet Fire Department Incident Commander (IC). Inform the IC if everyone has been accounted for and if there are any injuries. Provide an update on the nature of the emergency and actions taken. Provide building floor plans, keys and other assistance as requested.
- Assign personnel to verify that fire protection systems are operating normally and to operate building utility and protection systems as directed by the fire department.

Response Procedures for Shelter in Place:

- Direct personnel outside to enter the building; then close exterior doors; secure doors if possible
- Shutdown ventilation system and close air intakes
- Move employees to interior spaces above the first floor (if possible)
- Person to monitor news sources for updated emergency instructions
- Assembly Area Monitors (to account for evacuees at the assembly area)

Be Prepared

Teach Risk Management and Crisis Management to the membership.

All risk management policies and procedures should be taught during the new member period for members. Review these policies and procedures with the entire membership in the beginning of each semester. The first concern should be the health and safety of each member, and the organization in general. All members must know who is in charge and be prepared to follow instructions.

Identify the leader BEFORE the problem happens.

The President of the organization should take charge in any crisis. The President should consult with advisors, staff, and other members who possess more expertise or insight. The final decision, however, must rest with the President. If the President is absent, the next ranked officer is in charge. All officers should know where to find a copy of the chapter's emergency procedures. It is helpful to distribute a chain of command to the members of the organization.

**If you have a house, be sure that your House Director is aware of these procedures.

Emergency Information Cards

Keep on file with the president, an emergency card or page for each member and aspirant/pledge/associate/new member.

Included on the card should be:

- Member's full name and birth date
- Member's local address and telephone number (if other than the house)
- Name, address, telephone numbers and email addresses of parents or guardians. Be sure to get this information for both parents when possible. Include parents' residence, work and cellular telephone numbers.
- Name, address, and telephone numbers of another person to notify in the event the parents cannot be reached (Examples: neighbor of parents, relatives)
- Medical information (allergies, medical conditions, etc.)
- Name and telephone number of the family physician
- Insurance information
 - This information can be extremely helpful to emergency responders. It may not be used often but when you need it you will want to have it available.

Informing Members and Making Public Statements

Assemble your members in a group. Depending on the situation, out-of-house members may need to be called in. It is important that all members remain calm during the crisis. Explain to them that there is an emergency situation and that the house is closed. Ask them to cooperate in halting outgoing phone calls until the situation is under control. Do not discuss the situation until the FSCL advisor, chapter advisor, or housing corporation president arrives. Instruct your members to make no statements to anyone other than school or your organization officials. As the president, you make any appropriate statements to the media after the situation is under control and you have discussed the content of your statement with school, advisors, and inter/national headquarters staff or representative. Make sure, however, that everyone knows what your statements will be.

Presidents' Guide to: Make the Call and Student of Concern Report



Make the Call

Fast Facts:

- Members of recognized organizations that call to report intoxication incidents will be exempt from alcohol related disciplinary sanctions
- If it is found that an intoxicated student is in need of medical attention:
 - CALL 911
 - STAY with the student
 - COOPERATE with medical staff

CALL.

STAY.

COOPERATE.



Student of Concern Report

Fast Facts:

- Student of Concern reports are for concerning student behaviors, not emergencies
- In emergency situations, dial 911
- Student of Concern Reports are submitted directly to the Office of the Dean of Students
- An SCR should be submitted in the event that a student's behavior is interfering with their ability to be successful or function well in their environment
- The SCR website lists several warning signs of this behavior
- An SCR can be submitted directly through the website, which can be found by clicking the report icon or going to: <https://bit.ly/2cqgoYl>



KNOW YOUR RESOURCES:

- Emergency: 911
- CARE: 765-495-2273
- CAPS: 765-494-6695
- Lafayette Crisis Center: 765-742-0244
- National Suicide Prevention Lifeline: 800-273-8255

Campus & Community Resources:

Police:

Purdue Police Department

Emergency: 911

Non-Emergency: 765-494-8221

West Lafayette Police Department

765-775-5200

Fire and Ambulance:

Purdue Fire Department

(765) 494-6919

Possible Poisoning:

Poison Control Center

(765) 449-1525 or 1-800-222-1222

Counseling- Sexual Aggression, Sexual Assault,

Domestic Violence, General Counseling:

Lafayette Crisis Center

765-742-0244

877-419-1632 (toll-free)

**YWCA Domestic Violence Intervention
and Prevention Hotline**

765-423-1118 (accepts collect calls)

888-345-1118 (toll-free)

**Center for Advocacy Response and
Education (CARE)**

765-495-2273

**Counseling and Psychological Services
(CAPS)**

765-494-6995

Office of the Dean of Students - Student

Assistance Center

765-494-1747

**Indiana Campus Sexual Assault Primary
Prevention Project (INCSAPPP)**

765-496-3363

Purdue University's Title IX Officer

765-494-5830

**Purdue University Student Health Center
(PUSH)**

765-494-1700

Women's Clinic

765-494-1700

Urgent Care

765-494-1724

St. Elizabeth Hospital-East

765-502-4000

St. Elizabeth Hospital-Central

765-423-6271

IU Health Arnett Hospital

765-448-8000

Non-Emergency Medical Services: