

## TKE Crisis Management Plan

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### Who's in charge? Who should speak to the police at the front door?

1. Daniel Kerwin - Prytanis
2. Ethan Moss - Int Epiprytanis
3. Caleb Foster - Cryso
4. Austin Walker - House Mger

Do not go outside if you have been drinking as you may be arrested for public drunkenness. Send someone sober out to speak to the police if they request that you step outside.

### 1<sup>st</sup> Call

	<b>911</b>	<b>Phone Number</b>
1.	<b>Maryville Fire Department:</b>	<b>(660) 562-3209</b>
2.	<b>Maryville Police Station:</b>	<b>(660) 562-3209</b>
3.	<b>Nodaway County Sheriff's Office:</b>	<b>(660) 582-7451</b>
4.	<b>Nodaway County Ambulance:</b>	<b>(660) 582-3311</b>
5.	<b>St. Francis Hospital:</b>	<b>(660) 562-2600</b>
	Campus Police:	(660)-562-1254
	Safe Ride:	(660)-562-1245
	Poison Control:	(800)-222-1222
	Suicide Hotline:	(800)-784-2433
	Vehicle Towing:	(660)-582-4711
	Animal Control:	(660)-562-2296

### Other Calls

Local Greek Life Professional	Brooke McBride	(660)-562-1226
TKE International Office	John Deckard	(317)-872-6533 x222
TKE International Office	Patrick Gleason	(317)-872-6533 x235
Chapter Advisor	Rex McAliley	(361)-877-6803
Faculty Advisor	Rex McAliley	(361)-877-6803
Housing Corporation Contact	Mark Witthar	(602)-672-2591 cell
House Director	Bob Cooper	(660)-853-9457 cell
Local Counseling Center	Student Health	(660)-562-1348
Alumni Relations	Brad Shelton	(630)-416-9924 cell

## **Chapter Communication of Meeting**

Grammateus/Cap Fergen

Drafts the Message

- Sends email
- Sends text message

Prytanis/ Daniel Kerwin

Initiates phone tree

## **Gathering Place (non-fire or natural disaster)**

The House and if the House is unavailable then the **Vlk lounge bottom floor**

### **Gathering Place**

**Fire:** Across the street (9<sup>th</sup> street) In the public parking on the west side of Sigma Phi Epsilon south of the TKE house we will all meet in case of a fire.

**Tornado:** Downstairs into the conference room bathrooms and usage of rooms 1-6 bathrooms

**Other Disaster:** The House and if the House is unavailable then the house on 520 N Buchanan

**Threat:** The House and if the House is unavailable then the house on 520 N Buchanan

### **Steps to take if an incident occurs:**

1. Call the proper authorities immediately
2. Call other officials to notify them of the occurrence
3. Close the activity/event, keep guest in attendance and calm until the authorities arrive
4. Gather the following information:
  - a. Time and location of emergency
  - b. Names and contact information of individuals involved
  - c. Names and contact information of witnesses
  - d. Seriousness of the emergency
  - e. Specific details of what occurred prior to, during and after the event
  - f. The names of emergency response team members
  - g. If a police report was filed the case or file number
  - h. Other pertinent information
5. Clean the exterior of the chapter house/facility
6. Call an emergency meeting
  - a. Allow the chapter's alumnus advisor, university official, regional volunteer, or representative of the International Office to conduct the meeting
  - b. Re-emphasize who is in charge and that **NO ONE IS TO SPEAK TO ANYONE WHO IS NOT A MEMBER OF THE CHAPTER ABOUT THE MATTER.** Absolutely **NO ONE** should make comments to the **media**; the proper response if any member is approached is to say "Please contact our International Office." A spokesman from the International Office will field all media inquiries.
7. Instruct members to refrain from wearing any fraternity letters
8. Instruct members to cooperate with the university and International Office investigation. Each member should consult with their legal guardian and/or attorney if they were involved in the occurrence.

## Specific Event Procedures:

### Fire:

1. Do not be a hero!!!
2. Assess the situation
  - a. Where it is
  - b. Size (if able to extinguish with a fire Extinguisher)
3. **CALL FIRE DEPARTMENT 911 (\*SHOULD BE DONE ASAP\*)**
4. If possible make sure everyone is out of the house
5. Meet everyone at the Fire gathering place
6. Make sure everyone is there (go through roster)
7. Talk to the authorities
8. If a fire contact Chapter Advisor and Landlord after the situation
9. Also follow “*Steps to Take If An Incident Occurs*” if applicable

### Tornado:

1. Once a warning is issued notify everyone in the House
2. Everyone should proceed to the designated area until the tornado warning expires ( Have doors shut to stairwell, kitchen and white room)
3. **If any injuries happen contact 911 IMMEDIATELY!!**
4. If any damages to the House contact Landlord and Chapter Advisor
5. Also follow “*Steps to Take If An Incident Occurs*” if applicable

### Police Called to the House:

1. Address the situation with the Police
2. Don't lie
3. If alcohol involved have someone who is sober or 21 to talk to the Police outside
4. Everyone who is a minor go inside an actives room and lock the door
5. Do not go outside if you have been drinking (arrested for drunk in public)
6. If anyone is under 21 have them go inside a members room until police leave
7. Refer to *Social Event Guidelines* if necessary
8. Also follow “*Steps to Take If An Incident Occurs*” if applicable

### Alcohol Related Incidences:

1. Fight:
  - a. Separate and mediate the situation once alcohol is not present
  - b. If necessary take to MQB
2. Person who has had too much to drink:
  - a. If passed out make sure they are in a position that they don't choke on their own vomit
  - b. Keep an eye on the person and depending on the situation and how much they have had to drink, the person may need to go to the Hospital
  - c. **DO NOT HESITATE TO TAKE SOMEONE TO THE HOSPITAL OR TO CALL 911!!!**
  - d. It is always better to error on the side of caution. Be Safe and care for your fellow Fraters!

### Damage to fraternity house property

- 1.) If the suspect has been seen by multiple individuals damaging the house, that person needs to be escorted out of the house immediately
  - If area is unsafe to be around block off that said area until it is made fit to be around
- 2.) A formal write up should be written to take that person to MQB
  - If the person is not a part of the fraternity, contact the authorities if necessary

### Fraternity Lock-down

- 1.) If there is a shooter on campus or outside the fraternity house threatening members.
  - **CALL 911 IMMEDIATLEY!!**
  - Lock yourself and anyone that is near in an actives room.
  - Block all windows with dressers or anything that could provide better protection
  - Stay low to the ground and do **NOT** be a hero

### Bomb threat

- 1.) **CALL 911 IMMEDIATLEY!!**
- 2.) Get everyone out of the house and meet at the designated spot in case of a fire

### Sexual harassment

- 1.) Get a statement from the victim of what happened and who was involved
- 2.) See if there was any witnesses
- 3.) Interview the accused
- 4.) If necessary contact the police

## Membership Roster

Scroll	First Name	Last Name	School email	Cell Phone
1659	Chase	Ahlers	s519910@mail.nwmissouri.edu	402-689-5949
1640	Coleman	Anderson	S517165@mail.nwmissouri.edu	816-520-8931
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# Phone Tree

