

Appendix M: Sample Emergency Action Plan

NATURAL ELEMENTS

FIRE IN THE CHAPTER HOUSE

BASIC PROCEDURE:

1. In the case of a fire, remain calm. Panic will only cause confusion.
2. If the fire alarm has not yet been sounded, sound the alarm.
3. Call 911, no matter how minor you consider the fire to be. Do not take time to assess the size of the fire beforehand.
4. Find a fire extinguisher and find the Consul or an Executive Board officer.
5. Check as many rooms as you can without sacrificing your own safety to ensure that all members have evacuated the house. Shut all doors to all rooms on the way out.
6. Meet in the parking lot behind the house and report to the Executive Board officer who is accounting for members.

IF YOU ARE IN A ROOM WHEN THE FIRE ALARM SOUNDS:

1. Feel the doorknob to see if the heat is intense. If hot, do not open it.
2. If the doorknob is cool and you think it is safe, open the door slowly with your shoulder against it to see if the fire is in the hallway.
3. If possible, it is best to crawl out of the building to avoid toxic fumes that fill the highest levels of the air.
4. Cover your face with a cloth, preferably damp.
5. If the fire is in the hallway exit through a window, but be sure to crack the top of the window first to let the smoke draft out. Most people are injured/killed by smoke before they have the chance to jump.
6. Meet in the parking lot behind the house and report to the Executive Board officer who is accounting for members.
7. Once you have exited the house **NEVER** go back in to attempt to rescue anyone.

IF YOU ARE AN EXECUTIVE BOARD OFFICER:

1. Gather all other Executive Board Officers.
2. Divide up the officers to accomplish the different tasks listed below. Do not perform tasks that will sacrifice one's own safety.
 - a. Call emergency contact list located in the back of this guide.
 - b. Turn off electricity and gas.
 - c. Move cars out of the way for fire engines to get in.
 - d. Search all floors and rooms of the house for stranded members.
 - e. Account for all members in the parking lot behind the Chapter House.

HUMAN NATURE/MEDICAL

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ALCOHOL POISONING

THE SIGNS OF ALCOHOL POISONING:

- Mental confusion or the person is not responding
- Vomiting
- Seizures
- Slow or irregular breathing (10 seconds or more between breaths or fewer than 8 breaths per minute)
- Hypothermia (low body temperature)
- Bluish skin color or pale skin color

WHAT TO DO IF YOU SUSPECT SOMEONE IS SUFFERING FROM ALCOHOL POISONING:

1. Call 911 immediately. Do NOT wait for all symptoms to be present. *If the question about whether or not the individual has Alcohol Poisoning even flickers into your mind, call 911.* This is not a situation where you can afford to guess. If you feel that the individual is too intoxicated, immediately contact emergency services.
2. Gently turn the individual on his or her side and maintain that position by placing a pillow behind the individual's back.
3. Keep the individual warm.
4. **Stay with the individual** and instruct someone nearby to inform the Consul or an Executive Board Officer.
5. Instruct another person to clear the room of all other members or guests.
6. If a friend is passed out and "sleeping it off" there is a danger he could vomit and choke. Placing him in the recovery position will help to ensure that if he does vomit, he will not choke. If the person cannot be roused at all, however, or if you are in doubt about his safety, call an ambulance, as acute alcohol poisoning may be occurring. This can be fatal if medical attention is not obtained.

Here's how to put a friend into the recovery position:



1. Raise the person's closest arm above her head. Prepare to roll them towards you.

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2. Gently roll as a unit. Guard his head as you roll him.



3. Tilt head to maintain airway. Tuck nearest hand under cheek to maintain head tilt.
4. Monitor the person for signs of alcohol poisoning, such as unconsciousness, or "sleeping", person cannot be awoken, cold/clammy/pale or bluish skin, slow breathing (less than 8 times per minute) or irregular breathing, with 10 seconds or more between breaths, and vomiting while "sleeping" or passed out, and not waking up after vomiting.

MEDICAL EMERGENCIES

1. Obtain the first aid kit (one is located on the wall on each level of the chapter house).
2. Call the paramedics, if necessary, and give essential information regarding the sickness/accident. While on the phone find the Consul or Risk Manager to obtain the emergency contact cards.
3. If the situation calls for Poison Control (1-800-222-1222) or Detoxification (303-436-3500) call the numbers listed or consult your emergency contact card to receive more appropriate numbers.
4. If the situation requires you to drive the individual to the hospital consult pages six and seven for directions to the nearest hospitals.
5. In the event of a serious illness or injury, do NOT notify the parents immediately.

MENTAL HEALTH CRISIS

1. In the event of a mental health crisis (i.e. suicide threat or attempt,) call the appropriate emergency services (i.e. 911 or DU Counselors on call 24/7, 303-871-3000.)
2. Notify the Consul or an Executive Board officer and brief them on the situation. Be very discrete when notifying an Executive Board member. Under no circumstances inform or assemble any other members.
3. Talk with the member involved and provide him with reassurance. Do not play the role of a psychologist—just be a friend and make him feel comfortable.

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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. 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.

1. Determine what kind of medical or psychological counseling attention the member has sought. What kind of care has been described?
2. If the ailing individual continues to ignore his/her physical or psychological condition, contact the Consul or Risk Manager.

It is extremely important that you 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.

ACCIDENTAL OR NATURAL DEATH

1. In the event of death, notify the Consul and Executive Board officers immediately.
2. In the event of death, do NOT notify the parents; this act will be performed by emergency or campus officials.
3. Do not announce the death until your chapter advisor has arrived to help. Be sure that the death is not announced until all members of the immediate family have been notified.
4. If the member lived in the house, do not remove any of the items.
5. At this point the chapter advisors and emergency personal will instruct you on the proper action to take.

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IF AN INDIVIDUAL IS TRYING TO DRIVE UNDER THE INFLUENCE OF ALCOHOL/DRUGS

1. DO NOT aggressively argue with the individual. This will only cause them to become more upset and enraged.
2. Instruct an individual to notify the Consul or an Executive Board officer.
3. Calmly tell the individual what is at risk and inform them that you care for them and do not want to see anything bad happen.
4. Have them blow into the key chain breathalyzer located on the spiral of this guide and show them that they are too intoxicated to drive.
5. If at all possible, attempt to confiscate their keys.
6. Inform them that you have called a designated driver and there is no reason they need to risk it when they have an available driver.

In this situation, physical proof is the most effective way to stop an individual from driving. Administer the keychain breathalyzer on the spiral of this guide to physically prove to them that they are too intoxicated to drive

IF AN INDIVIDUAL IS CHOKING

1. Ask the choking person to stand if he or she is sitting.
2. Place yourself slightly behind the standing victim.



3. Reassure the victim that you know the Heimlich maneuver and are going to help.
4. Place your arms around the victim's waist.



5. Make a fist with one hand and place your thumb toward the victim, just above his or her belly button.



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6. Grab your fist with your other hand.



7. Deliver five upward squeeze-thrusts into the abdomen.



8. Make each squeeze-thrust strong enough to dislodge a foreign body
9. Understand that your thrusts make the diaphragm move air out of the victim's lungs, creating a kind of artificial cough.
10. Keep a firm grip on the victim, since he or she can lose consciousness and fall to the ground if the Heimlich maneuver is not effective.
11. Repeat the Heimlich maneuver until the foreign body is expelled

CRIMINAL OR AUTHORITATIVE ACTIVITY

AUTHORITIES ATTEMPTING TO ENTER THE CHAPTER HOUSE

Legally, the police cannot enter the chapter house unless they have sufficient probable cause to perform such an act; therefore, do not allow them to enter during a party unless they present you with a warrant to do so.

1. If you know police are at the door, DO NOT answer it. Immediately find the Consul or an Executive Board Officer and let them do the talking. If an individual has already opened the door, make sure to close the door behind them or close it slightly to prevent the authorities from seeing inside and obtaining sufficient probable cause to search the residence.
2. Instruct everyone to remain inside and be quiet. Instruct members to close shades if they have not already been closed and to turn off the lights. It would also be best to instruct all individuals to go to the basement.

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IF AN INDIVIDUAL IS REFUSING TO LEAVE THE CHAPTER HOUSE

1. DO NOT overreact and start making threats. Remain calm and politely ask the individual to leave.
2. Instruct a member to go and inform the Consul and Executive Board members of the situation.
3. If you have continued to inform the individual to leave and he has not, tell him or her that you are going to contact the proper authorities to arrive and escort him off of the premises.
4. By this point the Consul or an Executive Board officer should arrive and determine if the situation permits calling emergency services.

DO NOT engage in physical contact with the individual unless it for your own self defense (i.e. he made contact first.) If you must defend yourself, only defend yourself the necessary amount (i.e. once the individual has been subdued, discontinue defending yourself.)*

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RAPE/SEXUAL ASSAULT

If you have heard that someone has been sexually assaulted in the chapter house immediately inform the Consul and Risk Manager

If possible inform the individual not to shower or do anything that would disturb the evidence on the body.

When someone discloses a sexual assault to you:

1. Allow and encourage the victim to make decisions whenever possible.
2. Encourage sharing of feelings, but do not press for details or force a discussion.
3. Communicate your understanding, acceptance, and support.

What to say to someone who has been assaulted:

1. “No one deserves to be assaulted. This was not your fault. You did not deserve to be sexually assaulted.”
2. “Whatever you did to survive the situation was the right thing to do.”
3. “I believe you. It was not your fault. This was something that someone did TO you.”
4. “Regardless of _____, (how you were dressed, how much you drank, if you were flirting, what you did prior to the sexual assault, etc.) there is no excuse for sexual assault. You did not deserve this.”
5. “That must have been a very unsettling/scary/confusing/uncomfortable/frightening experience.”
6. “You are not crazy. You are reacting normally to a difficult situation.”
7. “It doesn’t make a difference if you consented to do other things sexually with this person. You said ‘no’ to this part, and that person did not respect you. You have the right to change your mind at anytime when you are with someone.”

Referring Someone to the Sexual Assault Response and Prevention Coordinator or SASA:

1. We’re really fortunate to have a team on our campus to help students with this kind of concern. They can assist you in accessing resources and looking at your academics. Let’s give them a call.
2. We have a sexual assault response and prevention coordinator here at DU. She is trained to understand the reactions that you may experience. Have you thought about calling her?
3. The sexual assault response and prevention coordinator or the Sexual Assault Survivor Advocate Network can assist you in getting connected with other services on and off campus to make sure you are getting what you need after this serious situation.
4. Advocates can make sure that you are able to deal with any possible legal or academic concerns.
5. I’d really like to call the SARPC or SASA to work with us here if that is ok with you. I can stay here with you, but they are a good resource to have.
6. Do you want me to call them for you?
7. Do you want to use my phone?

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8. Do you want the advocate to meet you here?
9. The SARPC's phone number is 871-3853 and the SASA Network is 303-871-3456.

If possible, contact a brother who is a member of GLASA (e.g. Jim Francescon or Chris Blackett).

Contact Information (REPLACE WITH YOUR LOCAL CONTACTS!)

Campus Safety Emergency	303-871-3000
Campus Safety Non-Emergency	303-871-2334
Sexual Assault Response and Prevention Coordinator	303-871-3853
Lisa Ingarfield, Nelson Hall Room 103 www.du.edu/studentlife/Sexual_Assault	
Student Health and Counseling Center	303-871-2205
RAINN (National Rape Hotline)	1-800-656-HOPE
RAAP (Denver Rape Hotline 24hrs)	303-322-7273
DPD's Victim Assistance Unit (M-F 9-5)	720-913-6035
Police Non-Emergency	720-913-2000

LOCAL HOSPITALS

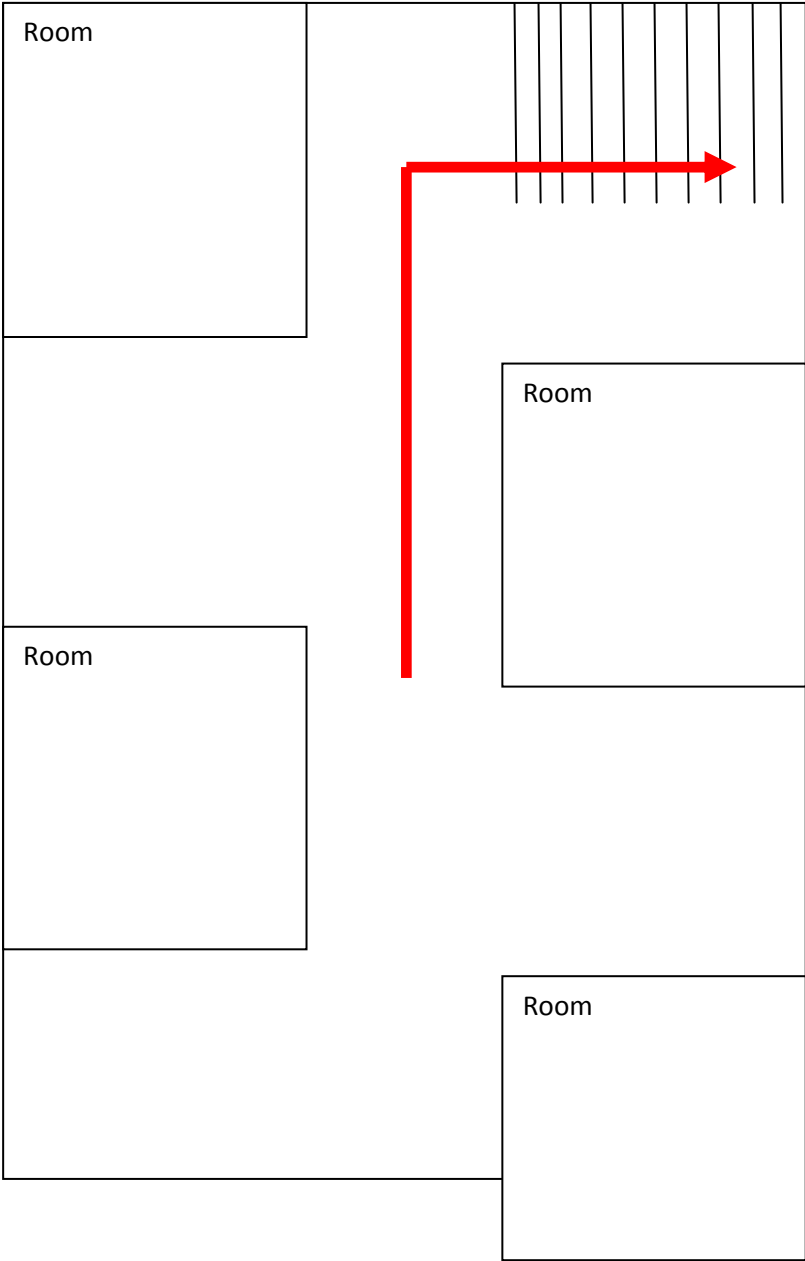
Get MapQuest locations and contact info here.

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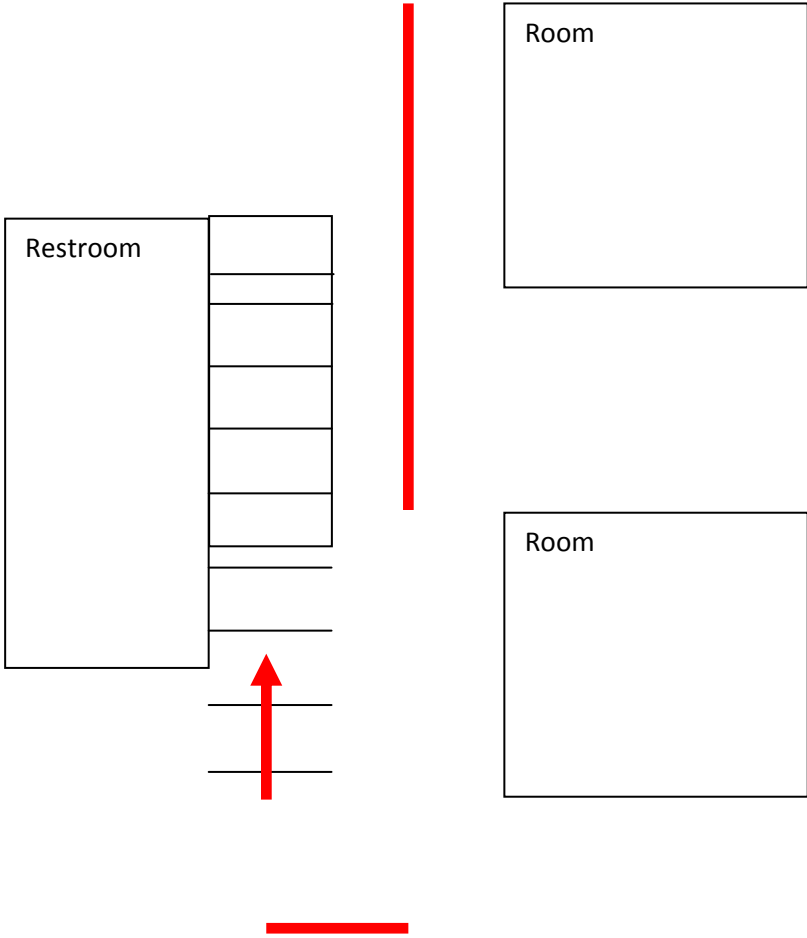
HOUSE EVACUATION PLANS

Adjust for plans for your House/Dorm/Apartment

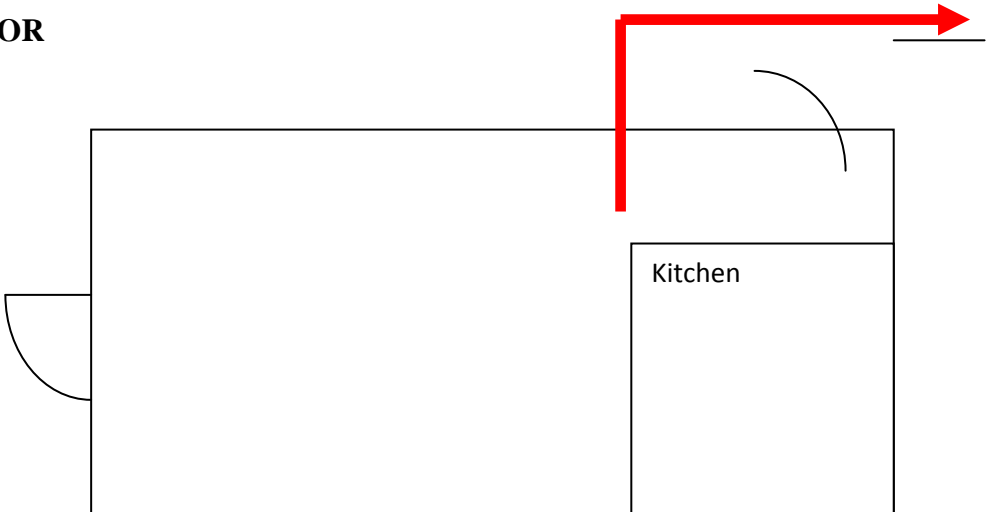
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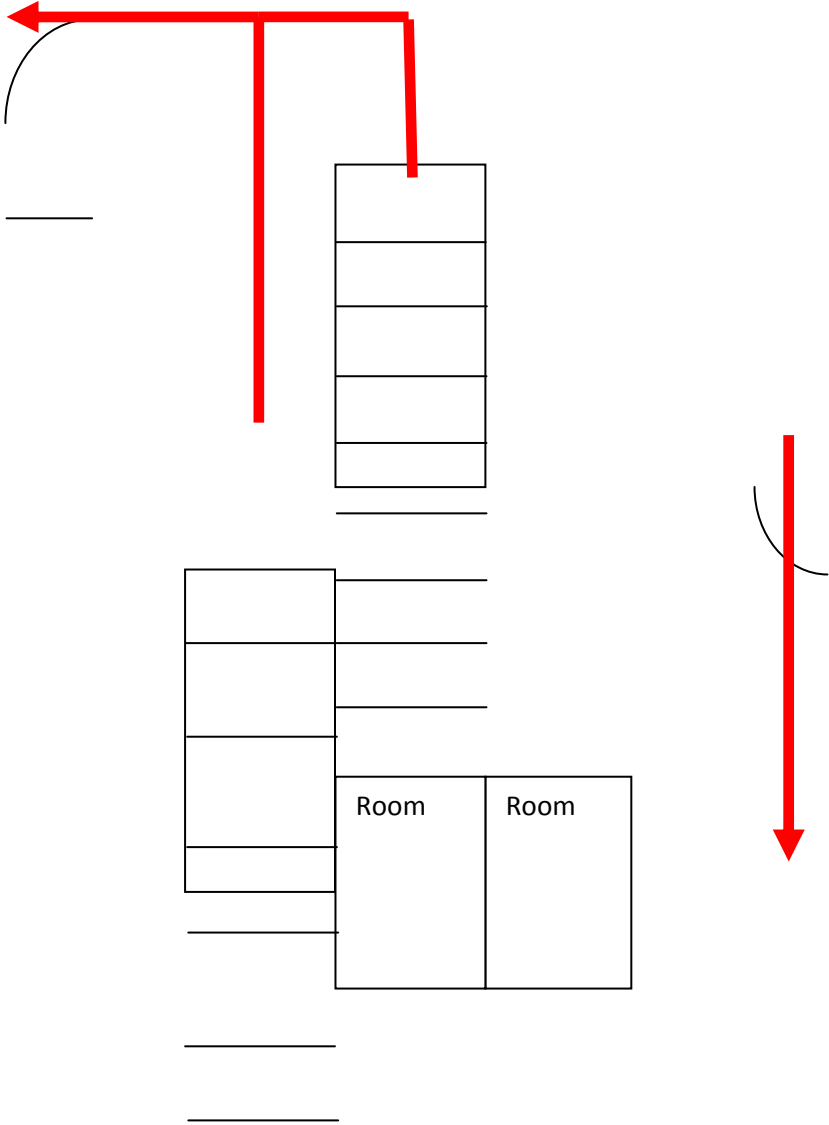
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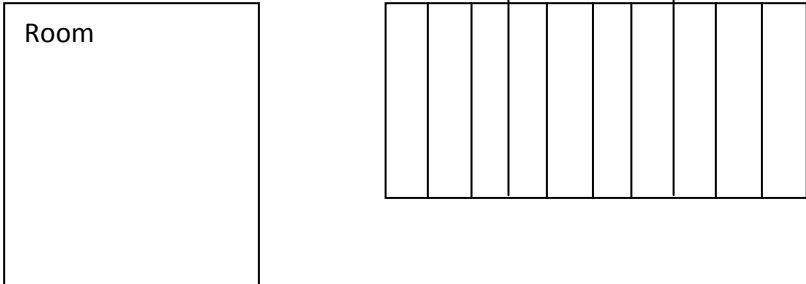
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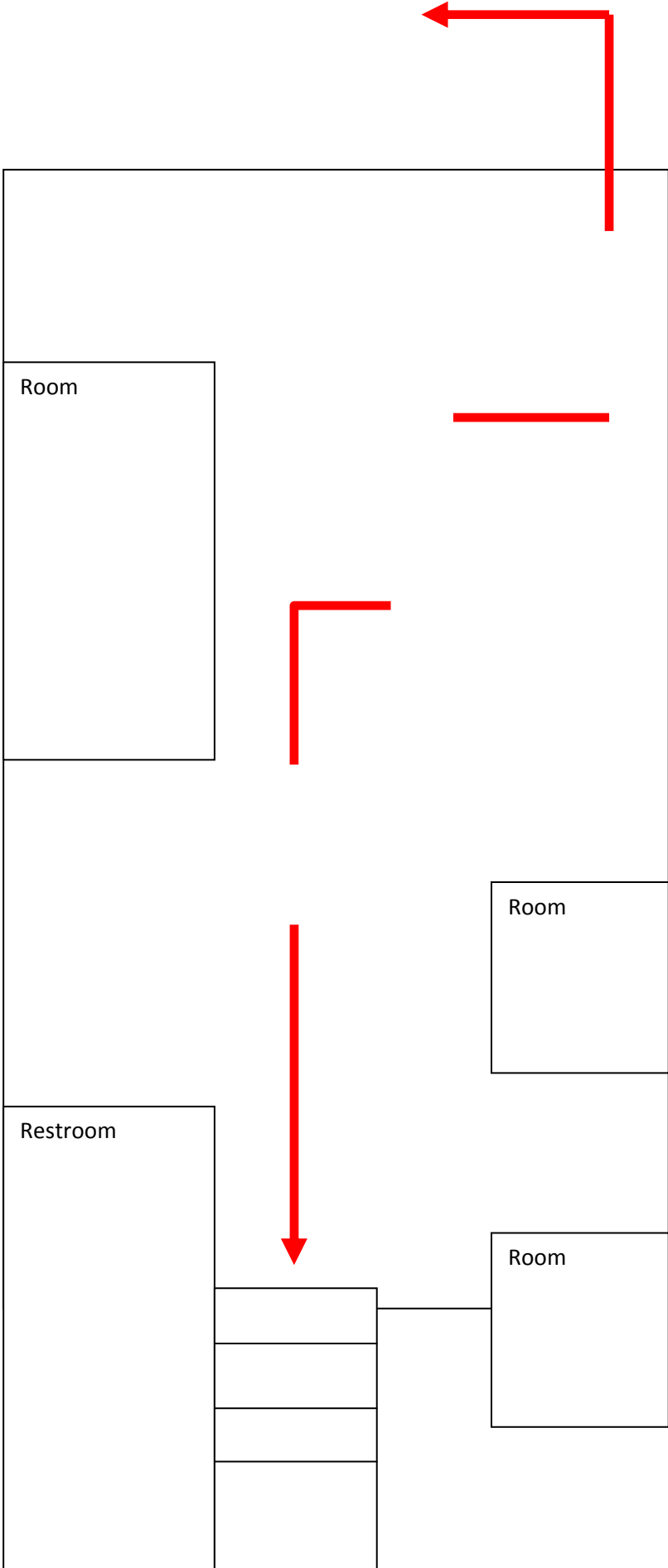
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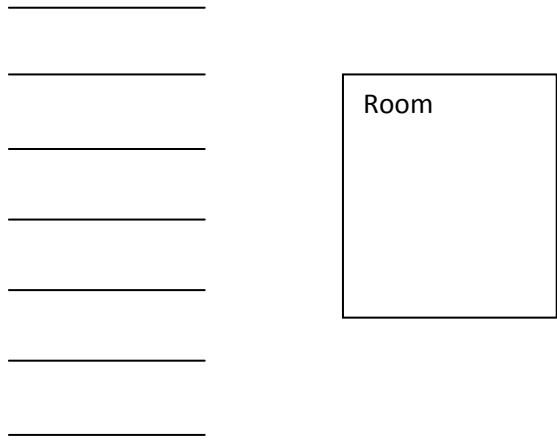
BASEMENT



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***This is a rough drawing of the basement of 1959 S. Columbine. It is meant to give a general idea of where to evacuate but should not be relied on as an exact representation of the floor plan.**

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EMERGENCY CONTACT LIST

(Phone Numbers to be inserted)

Adjust the numbers for your Chapter EACH YEAR!

CHAPTER ADVISOR—

LIVE-IN ADVISOR—

CHAPTER CONSUL—

CHAPTER PRO CONSUL

CHAPTER RISK MANAGER—

SIGMA CHI HEADQUARTERS 847-869-3655 ext. 235

GREEK ADVISOR—

LOCAL POLICE—

CAMPUS SAFETY

POISON CONTROL CENTER 1-800-222-1222

HEALTH COMMUNITY DETOXIFICATION

HEALTH AND COUNSELING CENTER

University ON CALL COUNSELOR