

# **Crisis & Risk Management Policies**

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## **Pi Alpha Chi - Alpha Chapter**

Risk and Crisis Management Policies

Pi Alpha Chi – Alpha Chapter

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December 21st, 2016

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**NOTES ON DOCUMENT**

All policies within this document shall be actively enforced and followed by all members of Pi Alpha Chi Sorority. In addition to the policies held within this document, all Federal and State Laws and mandates supersede those set forth by the Sorority even if they are not accounted for within the document. Furthermore, all policies established by the University of Nebraska-Lincoln in regards to risk management, crisis management, and student conduct supersede those policies established by the Sorority. The Sorority and Housing Corporation shall update the policy as necessary.

# **Crisis & Risk Management Policies**

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**Pi Alpha Chi - Alpha Chapter**

## I. ABNORMAL OR ILLEGAL BEHAVIOR

### 1A. ALCOHOL AND DRUGS

1. The possession, sale, use or consumption of alcoholic beverages, while on Chapter premises or during a Sorority event, in any situation sponsored or endorsed by the Chapter, or at any event an observer would associate with the Sorority, 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 (appendix 1).
2. No alcoholic beverages may be purchased through or with Chapter funds nor may the purchase of alcohol 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. Hosting open parties, meaning those with unrestricted access by non-members of the Sorority, without specific invitation, where alcohol is present, is forbidden.
4. No member(s), collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age),
5. All members shall observe the legal drinking age of whichever state or country in which she is visiting and representing the Sorority.
  - a. Photographs of a member consuming alcohol in a state or country with laws varying from those in the United States may be posted to social media sites at the member's discretion without penalty by the Sorority. However, it is encouraged to each member to be reminded that she is upholding and presenting the image of the Sorority at all times.
6. The possession, sale, or use of any illegal drugs or the illegal use of controlled substances while on Chapter premises or during a Sorority event or at any event that an observer would associate with the Sorority is strictly prohibited.
7. The Chapter may not co-sponsor an event with an alcohol distributor or tavern<sup>1</sup> 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 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 policy and does not take place on Chapter premises, (according to the provisions provided by the Housing Corporation, when that entity is established.)
8. The Chapter may not co-sponsor, co-finance, attend or participate in a function at which alcohol is purchased by any of the host Chapters, groups, or organizations.

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<sup>1</sup> Tavern is defined as an establishment generating more than half of its annual gross sales from alcohol.

- a. Events sponsored by the University of Nebraska-Lincoln, the St. Thomas Aquinas Newman Center, or the Pi Alpha Chi Alumnae Chapter are an exception to this stipulation.
9. All recruitment activities associated with the Chapter will be non-alcoholic. No recruitment activities associated with the Chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
10. No member or new member, shall permit, tolerate, encourage, or participate in Sorority sponsored "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", "tippy cup", or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
11. No alcohol shall be present at any New Member activities, programs, ceremonies, or rituals of the Chapter.

#### **IA.i: Facts and signs of alcohol poisoning**

The following list represents **some potential** signs of alcohol poisoning:

- Slow, shallow, or irregular breathing
- Confusion
- Difficulty awakening the person
- No withdrawal from painful stimuli (for instance from pinching)
- Unconsciousness
- Blue-tinged skin or pale skin
- Absent reflexes
- Seizures

If an individual is exhibiting the above signs, stay with the person and immediately seek professional help. Do not put yourself in the position of making a life or death decision. Get the person to the hospital. If he/she has any breathing problems, check for clear air passage, have someone who is certified administer first aid, and call for emergency medical help immediately.

In accordance with Nebraska Legislative Bill 439, Section 4b:

**“There shall be no penalty imposed under this subsection if the person:**

**(i) Requested emergency medical assistance in response to the possible alcohol overdose of himself or herself or another person as soon as the emergency is apparent after such violation;**

**(ii) Was the first person to make a request for medical assistance under subdivision of this subsection as soon as the emergency is apparent after such violation;**

**(iii) If the person requested emergency medical assistance for the possible alcohol overdose of another person, such person:**

- a. Remained on the scene until the medical assistance arrived; and**
- b. Cooperated with medical assistance and law enforcement personnel.”**

**N.B. This exemption falls under the category of Good Samaritan Laws as described by Nebraska Legislative Bill 439, linked here:**

**<http://nebraskalegislature.gov/FloorDocs/104/PDF/Intro/LB439.pdf>**

#### **IA.ii: Responsibility of the Sorority**

1. All official events sponsored in the name of the Pi Alpha Chi Alpha Chapter shall not specifically include the consumption of alcohol or in any way include the use of illegal drugs. Furthermore, those members who are of legal age and so choose to consume alcohol shall do so on their own time in a legal and responsible manner that is not harmful to the reputation of the Sorority. Furthermore, no one under the legal age shall be forced or encouraged to consume alcohol at such events and no Sister shall provide alcohol for these individuals.
2. Any individual who is within the Sorority house or on Sorority property, shall follow all Sorority and University rules and obligations concerning the consumption of alcohol and drugs. Additionally, any individual on Sorority property exhibiting signs of alcohol poisoning or drug overdose shall immediately be taken to a medical facility or an ambulance shall be called for the individual. Even if the Sorority may be at risk due to such action, the life of the individual in question takes priority.
3. Finally, should a Sister be unable to drive due to alcohol consumption, a member who has not consumed alcohol at the event should drive the Sister home. If the Sister in question refuses to accept a ride, her keys shall be confiscated and only returned once she is sober.
4. If a member is concerned about the behavior of another member, i.e she suspects alcohol or drug abuse or the breaking of Federal or State laws or University Policies, she should proceed in the following manner:
  - a. If the issue is a private matter of legality, the member should consider speaking with the member personally, or ask for the intervention of the Chapter Advisor. This is an extremely difficult situation and must be solved at the member's discretion. However, while it is advised that another's illegal activities are the

individual's responsibility and not your own, one must consider whatever action may be for the common good and proceed accordingly.

- b. If the issue is a matter of legality in which the member is endangering the name or image of the Sorority publicly, the concerned member is obligated to contact the Chapter Advisor, Vice President of Risk Management, President and Vice President of Standards so that corrective action may be immediately taken.

## **IB. Facts and Signs of Drug Abuse**

The following list represents **some potential\*** signs of drug abuse, controlled or otherwise:

1. Physical Signs:
  - Bloodshot eyes, pupils larger or smaller than usual
  - Changes in appetite or sleep patterns
  - Sudden weight loss or weight gain
  - Deterioration of physical appearance, personal grooming habits
  - Unusual smells on breath, body, or clothing
  - Tremors, slurred speech, or impaired coordination
2. Behavioral Signs:
  - Drop in attendance and performance at work or school
  - Unexplained need for money or financial problems; may borrow or steal to get it
  - Engaging in secretive or suspicious behaviors
  - Sudden change in friends, favorite hangouts, and hobbies
  - Frequently getting into trouble (fights, accidents, illegal activities)
3. Psychological Signs:
  - Unexplained change in personality or attitude
  - Sudden mood swings, irritability, or angry outbursts
  - Periods of unusual hyperactivity, agitation, or giddiness
  - Lack of motivation; appears lethargic or "spaced out"
  - Appears fearful, anxious, or paranoid, with no reason

\*N.B. Many of these occurrences may also be a symptom concerning unstable mental health. If a member is privately concerned about another member's mental health, please see the



following sections.

## **1C. Other Forms of Concerning Behavior**

No list can easily be exhaustive of all the signs regarding the various types of concerning behaviours. If a member is concerned about her own or another's health, she is encouraged to speak to the member out of compassion and concern. The Chapter Advisor and Vice President of Risk Management should also be contacted if the member is afraid or worried but does not know how to proceed. Finally, know that YOU are NOT ALONE in your struggle and that there IS help.

### **1C.i: Eating Disorders - Some Signs and Facts**

1. Frequently skips meals/has excuses for not eating or refuses to eat in front of others
2. Frequent or drastic changes in diet that do not reflect balanced, healthy requirements
3. Reads food labels religiously or is excessively concerned about fat intake, Or:
4. Leaves clues to binge eating- empty boxes, lots of junk food
5. Vomits to purge after eating- may be detected by frequent running of water to cover the sounds, or by foul smells in the bathroom.
6. Frantic fears of obesity or weight gain
7. Excessive or compulsive exercising at a level which is unable to be maintained healthily
8. Harshly, excessively and constantly criticizes her body

### **1C.ii: Self Harm - Some Signs and Facts**

1. Scars.
2. Fresh cuts, scratches, bruises or other wounds.
3. Excessive rubbing of an area to create a burn.
4. Keeping sharp objects on hand.
5. Wearing long sleeves or long pants, even in hot weather.
6. Difficulties in interpersonal relationships.
7. Persistent questions about personal identity, such as "Who am I?" "What am I doing here?"
8. Behavioral and emotional instability, impulsivity and unpredictability
9. Statements of helplessness, hopelessness or worthlessness

### **IC.iii: Mental Health Concerns**

Some mental health concerns besides the above include, but are not limited to, depression, anxiety, bipolar disorder, schizophrenia and paranoia, panic attacks and phobias.

1. If a member is concerned that she is troubled with any mental health issue, she is encouraged to seek professional help immediately. However, if she is afraid or unsure of where to go, the member is encouraged to meet privately with the Vice President of Risk Management who should be able to provide assistance in finding a professional to help.

### **Suicide**

Should a member make references to desiring to end her life, the hearer is encouraged to immediately try to speak with her personally. If the member is uncomfortable doing so, she may seek help from the Chapter Advisor or Vice President of Risk Management, or any sister. It is critically important to reach out to the sister that is struggling.

Should a member take her life on Chapter premises, see Crisis Management Plan below.

### **IC.iv: Sexual Discretion**

1. A member shall not engage in behavior that is sexually promiscuous or otherwise contrary to the doctrines of the Catholic Faith while on Chapter premises. This includes but is not limited to homosexual or heterosexual erotic relations with any other member of the sorority or non-member individual.
2. No individual of the opposite sex may spend the night in a member's room at the Chapter House, according to the dictates of Catholic morality which prohibits scandal especially regarding sexual intimacy before marriage.
  - a. If a member is found to be housing a member of the opposite sex or engaging in sexual relations on Chapter Premises, she will be summoned to a Special Standards Hearing attended by the President, Vice President of Standards and Vice President of Risk Management to discuss the consequences of such behavior.

3. All members, whether living on or off Chapter premises are encouraged to live in a manner that is reflective of Catholic teaching, as Catholicism is at the heart of the Sorority's ideals. However, a member who chooses to live in a manner that is contrary to Catholic morals and ethics off campus or otherwise outside of Chapter premises may do so without penalty from the Sorority.
  - a. The Chapter Advisor, Vice President of Risk Management, Vice President of Standards should only be notified of a member's concern for off-campus situations only if the member in question's behavior is damaging the image or name of the Sorority, so that corrective measures may be taken.
  - a. If a member is personally concerned out of compassion for another member's behavior in regard to sexual lifestyle, she is encouraged to speak to the member individually as a friend and sister.

#### **IC.iv: Pornography**

1. The use or promotion of pornography is strictly prohibited within the Chapter House at all times, in compliance with Catholic morality and ethics regarding chastity and sexual practices. (Catechism of the Catholic Church, Article 6, #2331-2359)
2. If a member is found to be using pornography at the Chapter House, she will be summoned to a Special Standards Hearing attended by the President, Vice President of Standards and Vice President of Risk Management so that the consequences may be determined.

#### **ID. General Guidelines for Addressing Concerning Behavior**

If a member is concerned on a personal level about the behaviors of another, here are several guidelines to follow when going about addressing them in a calm, compassionate manner:

\*Please note, there is no Sorority defined obligation on the part of an individual member to speak with another member about concerning personal habits, however, as sisters in Christ, members may wish to give words of compassion and advice to help in a situation of concern.\*

1. Speaking up is good. Talk to the member about your concerns, and offer your help and support without being judgmental. List specific examples of behaviors

that concern you and perhaps offer a few ideas of ways to change.

2. It is important to remember that you are not responsible for another member's actions. Each member is encouraged to support and help one another, but sometimes greater help from a counselor, psychologist, physician or lawyer is necessary to effect great change. Finally, a member struggling with some addiction or personal issue must ultimately take responsibility for themselves.
3. Try not to become too involved in another's problem. It can be difficult to stay objective and healthy yourself if you are wrapped up in another's struggles. Do your best to have others to talk to and support you, and keep yourself away from dangerous situations.

## **IE. Conclusion**

1. All members of the Sorority, alumna or otherwise, are asked to remember that she is a representative of the Sorority at all times. Her behavior should reflect the four pillars of Pi Alpha Chi: Scholarship, Fellowship, Citizenship and Leadership, as well as the ideals of the Catholic Faith. A member may freely use her rights to the consumption of alcohol and controlled substances according to the law, as well as the manner of lifestyle which she chooses to live while remembering the importance of behaving with propriety reflective of the Sorority's values.

## **II. HAZING**

### **IIA. Definition**

Pi Alpha Chi - Alpha Chapter defines hazing (using the definition provided by the University of Nebraska-Lincoln) as:

“Any activity by an organization or by a member of an organization in which a member, prospective member, pledge or associate of the organization is subjected to acts which cause harm or create the risk of harm to the physical or mental health of the member, prospective member, or pledge. Hazing includes, but is not limited to, any act or activity which causes or might reasonably be expected to cause fear or intimidation, extended deprivation of sleep or rest, forced consumption of any substance, physical exhaustion, physical harm (beating, boarding, paddling, branding or exposure to weather), or damage to property” (Student Code of Conduct, Page 6, Definition 2.6). The University also stipulates that, “The intent of any person engaging in hazing activity or the consent or cooperation of any person who is a victim of hazing will not constitute a defense to an allegation of misconduct for hazing” (Student Code of

Conduct, Page 8, Section 4.21)

All rules and regulations concerning hazing according to the University of Nebraska-Lincoln can be found at the Office of Greek Affairs and online at:

[http://www.unl.edu/greek/pha\\_bylaws.shtml](http://www.unl.edu/greek/pha_bylaws.shtml)

## **IIB. Responsibility of the Sorority**

All members, active and new, are to take an active role in preventing hazing from occurring within the Sorority and also on campus in general. All members of the Sorority are to be educated on what constitutes hazing and New Members of the Sorority are to be notified on what constitutes hazing by the Vice President of Risk Management within one week of the beginning of the semester. The results of the Sorority being accused and found guilty of hazing in a court of law include but are not limited to:

- A civil lawsuit
- Criminal prosecution for an illegal act
- Discipline by the college or university
- Possible loss of insurance coverage
- Loss of Charter

## **IIC. If Someone in the Sorority is Accused of Hazing**

1. The Executive Board shall be immediately notified if any member of the Sorority is accused of hazing. If a member is accused of hazing she shall be required to explain her case before the sisterhood of the Sorority at the next regular meeting with the Vice President of Risk Management speaking on behalf of the individual who has made the accusation.
2. If the member is an officer of the Sorority, the Sisterhood may choose to have the member removed from her office until such a time as she is either acquitted or found guilty of the accusation. If the member is removed from office, a temporary officer shall be selected by the Sorority, as outlined by the Bylaws, until the former officer's case is concluded.
3. If the member who has been accused of hazing is the President and she has been removed from office by the Sisterhood, the Vice President of Chapter Affairs will be selected to temporarily fill the office of the Presidency and a new Vice President of Chapter Affairs will be selected by an emergency discernment procedure.
4. Any member who has been accused of hazing shall be required to fully cooperate with the authorities and University Officials. Failure to do such will result in disciplinary actions as decided by the Chapter including, but not limited to, fines, suspension, and expulsion. The accused member may also choose to remain silent upon the accusation if she so chooses.

5. In the case where the next chapter meeting would fall during the summer or Christmas break, the President will decide whether or not to call a special meeting of the Sorority at the request of the accused or to allow the member to plead or not to plead her case at the beginning of the next term. The Sorority member and her family shall also be advised to seek an attorney.

## **IID. Result of a Member Being Found Guilty of Hazing**

Any member who believes they have been hazed by a fellow member of the Sorority should take the following steps:

1. Approach the assailant and tell her your concern.
2. If the above does not immediately stop the action, the member is to inform the Vice President of Risk Management who is then to inform the Executive Board of the member's concern.

Following this, the Executive Board will act upon the victim's concern and inform the accused in writing that her actions are not in line with the Sorority's moral standards.

1. The victim and the assailant shall be required to attend the next Executive Board meeting and discuss the situation in an attempt to end it permanently.
2. If the accused continues or the victim feels like her plight has not been adequately handled the victim may petition the Sisterhood in writing to act upon the situation.
3. If the Executive Board believes that the victim's plight is severe enough they may move the situation to the Sisterhood by a majority vote of the Executive Board. The Sisterhood then will act upon the victim's concern and assign the accused's action to fall within one of the following tiers:
  - Tier 1. Verbal Hazing
    - Verbal hazing shall be defined as any sort of vocal abuse that makes the individual feel belittled or put down or any language that makes a member feel discomfort in their status within the Sorority. Verbal hazing shall be seen as a major affront to the moral standards of the Sorority and will result in the hazer having to submit a written apology to the Sorority and to the victim. Additionally the assailant will be fined a \$50.00 PAX Tax, required to do five hours of community service, and attend a Judicial Hearing.
  - Tier 2. Continuing Verbal Hazing and Physical Hazing
    - Continuing verbal hazing and/or any form of unnecessary assigned tasks, such as undue cleaning, shall result in a Judicial Hearing resulting in an automatic suspension of the assailant from the Sorority for a period of one month. Additionally, the member will be required to submit a written apology to the Sorority, Housing Corporation., and the victim. The

member will also be subjected to a \$50.00 PAX Tax and ten hours of community service.

- Tier 3. Major Physical Hazing and any Bodily Injury
  - Any form of major physical hazing, as stated in section IIa., will result in the assailant being immediately and indefinitely suspended from the Sorority and the case for her expulsion shall be discussed at a mandatory Judicial Hearing. Also, she will be required to move from the house within seven days of the decision of expulsion. Her housing contract will then be subject to the ruling of the Housing Corporation.
- 4. Any member who has an office whose offense falls within the 2<sup>nd</sup> or 3<sup>rd</sup> tier shall permanently lose her office. Elections for the position will follow the process set forth in the Bylaws.

### **III. SEXUAL ABUSE AND HARASSMENT**

1. The Chapter 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 that are demeaning to men or women, ranging from assault to harassment or the objectification of an individual.

2. The Chapter will not sponsor or participate in any activity, including competitive games, community service or philanthropic endeavors, activities associated with recruitment, social events, or events related to activities such as Homecoming that are abusive or demeaning to human beings.

3. The Chapter will remain educated upon these issues and respond to new developments on these issues in a timely manner.

#### **IIIA. What is Sexual Harassment:**

The Pi Alpha Chi - Alpha Chapter defines sexual harassment as any unwelcome, unreciprocated imposition of sexual attention, usually in the context of a relationship of unequal power. Sexual assault, malicious conduct, or rape is defined as an act of sexual contact or penetration with a person against his/her will. Additionally, any derogatory or slanderous term referring to anyone's sexual prowess or sexual orientation will not be tolerated by the Sorority with the member being subject to fines and community service. Types of sexual harassment are listed below:

Verbal abuse or sexist behavior may include but is not limited to:

1. Suggestive Whistling
2. Humor and jokes about sexual activity or male or female specific body parts or traits

3. Suggestive or insulting sounds, such as cat-calling
4. Sexual innuendoes about your own or someone else's personal appearance
5. Sexual innuendoes about your own or someone else's sexual activities
6. Demands for sexual favors accompanied by implied or overt threats

Physical abuse may include but is not limited to:

1. Any inappropriate touching, pinching or patting
2. Brushing against someone else's body in a suggestive manner
3. Coerced sexual intercourse, or intercourse under the influence of alcohol or drugs where one or more of the parties is unable to give consent
4. Assault

### **IIIB. Policies for the Minimization of Sexual Harassment**

1. Understand that you are responsible for your own actions as an individual and as a member of Pi Alpha Chi. Understand your own sexuality and be aware of social pressures.
2. Do not assume that previous consent for sexual activity applies to the current situation.
3. Do not assume that because someone dresses in a "sexy" manner and flirts that she/he wants to engage in sexual activity. Understand that these actions may be misinterpreted.
4. Do not get into a vulnerable situation with someone you don't know or trust.
5. Do not participate in or allow sexist behavior to occur. Verbal harassment of individuals, whistles, snide comments and stares are assaults on any woman's or man's sense of well-being. The underlying intention is to intimidate the person. Example: a man is running without a shirt on and the women whistle or cat-calling or something similar would be considered inappropriate and degrading behavior.
6. Take an equal role in your relationships with the opposite sex.
7. Reject sexual stereotypes that define women as passive, weak and irrational, and men as aggressive, macho and dominating. Remember that in requesting better or different treatment, it is counterproductive to put others down in order to bring yourself up.  
*Empowerment should be for everyone's betterment.*
8. When considering chivalry, do not take advantage of a man's willingness to treat you with respect. Be kind and accept or gently refuse his service if you are uncomfortable.
9. Do not degrade a man for a lack of chivalry. It is never acceptable to demand or mistreat a man for not opening a door or pulling out your chair.
10. Avoid excessive use of alcohol and other drugs that will impair your judgment and interfere with effective communication. Any individual who has consumed a level of alcohol which impairs their judgment is no longer legally a consenting individual.
11. Sexual assault is an extremely serious crime. Sexual intimacy is a free exchange between free people. Intimidation, coercion and force have no place in sexual activity.



REMEMBER RESPECT. Under every circumstance, the women of Pi Alpha Chi are encouraged to respect themselves, one another and those of the opposite sex as humans beings with dignity- a body and soul created in the image and likeness of God.

### **IIIC. The Chapter is committed to the following steps in order to prevent sexual abuse:**

1. Host educational programs for the Chapter. Aggressively address problems of substance abuse that lead to other problems.
2. Invite a campus counselor to conduct a program on male-female relationships and assertive communication and invite a men's or women's group to join the Chapter in the discussion.
3. Take a leadership role in the Greek system to condemn sexual harassment and abuse to promote a safe environment for all. Additionally Pi Alpha Chi will take an active part in bringing groups to the campus to educate the student body and Greek community on the subject.
4. Conduct activities that promote preparedness and awareness in campus situations as well as providing opportunities for the Chapter to learn about self-defense.

### **IIID. Your Responsibility if you are Sexually Harassed or Witness Sexual Harassment**

1. Stand up to the harasser. If you are in a situation that doesn't feel right, let your harasser know that you feel uncomfortable. Tell him or her that you do not like what he/she is doing or saying.
2. Keep written details of each incident. It is important to record date, place, time, and the type of harassment and your response to that harassment.
3. Seek out support from friends with whom you can share your concerns.
4. Explore your options to file a formal complaint with the university. The University of Nebraska-Lincoln has a set procedure to be followed concerning sexual harassment complaints.
5. If you have witnessed a friend, classmate or coworker who is being sexually harassed it is your responsibility to encourage that person to pursue the above measures.

### **IIIE. Your Responsibility if you are Sexually Assaulted**

1. Contact a close friend or relative with whom you would feel comfortable talking.
2. Contact the police. By contacting the police, you will have some flexibility in your legal options.
  - a. *The sooner that the police are contacted, the more likely you will be to receive legal help. Many rape cases are dismissed because the victim waited too long to contact the police department.*
3. Call a rape-crisis center or rape-crisis hotline.
4. You may or may not decide to prosecute. But if you do, the necessary evidence will have

been collected. Confidentiality is also observed by the police.

5. First, you may or may not decide to prosecute. But if you do, evidence will have to be collected by medical personnel. Although you may feel very dirty, do not brush your teeth, urinate, or take a shower before receiving medical treatment. Such activities will destroy crucial evidence. Secondly, seeking medical help will help prevent any possible consequences of rape such as sexually transmitted diseases.
6. Get medical treatment. It is important that you receive medical treatment even if you are not certain that something is wrong. STDS and basic infections can be better recognized and helped early in the process.
7. If a friend tells you that she/he has been raped, believe her/him. False claims are rare. It is important to listen to her/him and then encourage her/him to call a crisis center, contact the police and receive medical treatment.

### **IIIF. If Someone in the Sorority is Accused of Sexual Assault**

1. The President and the Executive Board shall be immediately notified if any member of the Sorority is accused of sexual assault. If a member is accused of sexual assault she shall be required to explain her case before the sisterhood of the Sorority at the next regular meeting with the Vice President of Risk Management speaking on behalf of the individual who claims they have been sexually assaulted.
2. If the member is an officer of the Sorority, the Sisterhood may choose to have the member removed from her office until such a time as she is either acquitted or found guilty of such an accusation. If the member is removed from office, a temporary officer shall be selected by the Sorority as per the Chapter By-laws, Article III, Section 4.
3. If the member who has been accused of sexual assault is the President of the Sorority and she has been removed from office by the Sisterhood, the Vice President of Chapter Affairs of the Sorority will be selected to temporarily fill the office of the Presidency and a new Vice President of Chapter Affairs will be selected.
4. Any member who has been accused of sexual assault shall be required to fully cooperate with the legal authorities and University Officials. Failure to do such will result in an automatic judicial hearing with disciplinary actions as decided by the jury and presiding officers including, but not limited to, fines, suspension, and expulsion. The accused member may also choose to remain silent upon the accusation if she so chooses.
5. In the case where the next meeting would fall during the summer or Christmas break, the President of the Sorority will decide whether or not to call a special meeting of the Sorority at the request of the accused or to allow the member to plead or not to plead her case at the beginning of the next term.
6. The Sorority member and her family shall also be advised to seek an attorney especially if the event in question took place on Sorority property.

### **IIIG. Result of a Member Being Found Guilty of Sexual Assault**

1. If an individual is found in a court of law to be guilty of rape or sexual assault, she shall be immediately suspended from the Sorority and shall be subject to expulsion at the next general meeting of the Sorority. A special meeting may be called by the president of the Sorority in the case of the next general meeting falling in the next school term.
2. If the Sorority expels the member from the Sorority, she shall be required to move out within seven days. All matters relating to their housing contract shall be subject to the decision of the Housing Board.
3. If the guilty member is a Sorority officer, she shall immediately be removed from her office and Discernment for the position the member held will follow the Emergency Discernment process set forth in the Chapter Bylaws Article III, Section 4.

### **IV. ROLE OF OFFICERS IN POLICY IMPLEMENTATION**

The following officers have a primary responsibility in the implementation of the Chapter Risk and Crisis Management Policy. That being said, all members, whether officers or not, should take an active role in the implementation of these policies.

#### **IVA. The Chapter President must:**

1. Exhibit leadership in risk management efforts;
2. Understand and be prepared to administer a crisis management plan;
3. Make certain Chapter policies and bylaws comply with federal, state and local laws and with University regulations;
4. Keep the Chapter Executive Board actively involved with risk management and setting an example of positive behavior.

#### **IVB. The Vice President of Risk Management must:**

1. Develop and implement the Chapter Risk Management Plan with a committee and develop a Crisis Management Plan;
2. Update the Risk and Crisis Management Policies as needed;
3. Review policies with all members each semester;
4. Coordinate educational sessions for members and recruits;
5. Assist various officers with safe event planning;
6. Assist the President or others in conducting investigations and preparing reports regarding accidents, injuries, and situations;
7. Organize and conduct periodic emergency and/or evacuation drills.
8. Have an up to date copy of the University of Nebraska-Lincoln Student Code of Conduct and Disciplinary Procedures.

**IVC. The House Management Chair must:**

1. Conduct yearly inspections of the building and grounds and provide reports to the housing corporation
2. Organize and conduct emergency and/or evacuation drills with the Vice President of Risk Management.

**IVD. The Alumnae Relations and Community Outreach, Social and Sisterhood Chairs must:**

1. Know and understand the Chapter Risk Management policies;
2. Coordinate the planning of social events with the Vice President of Risk Management, the House Management Chair, the president, and other officers;
3. Plan and execute any necessary procedures to ensure the security of members or guests at any of their scheduled events.
4. Keep a watchful eye and remind those under the legal age to respect the law and Bylaws of Pi Alpha Chi concerning alcohol, and to encourage the proper behavior of all members that are present at any University of Nebraska-Lincoln, St. Thomas Aquinas Newman Center and Alumnae sponsored events where alcohol is present.

**IVE. All members of the Leadership Team must:**

1. Know and understand the Chapter Risk Management policies;
2. Coordinate the planning of all events with the Vice President of Risk Management, the House Management Chair, and other necessary officers in order to assure maximum safety.

**IVF. The House Corporation Board must:**

1. Arrange or coordinate an inspection of the Chapter house and property as needed;
2. Assist the Chapter leadership with education about and enforcement of policies.

**V. RECRUITMENT POLICY**

All recruitment events done by Pi Alpha Chi - Alpha Chapter at Lincoln, Nebraska must meet the following requirements:

1. Men shall not be involved in the recruitment process of Pi Alpha Chi. This includes the wearing of recruitment tee-shirts, bracelets or other paraphernalia, and/or the Sorority letters.
2. All recruitment events shall have at least one Executive Officer or member designated by the Executive Board at them. The Executive Officer or other member shall be tasked

with the implementation of the risk management policy and Chapter policies at such events;

3. If recruitment events are held outdoors, measures shall be taken to reduce the effects of the weather on the participants;
4. All recruitment activities associated with Pi Alpha Chi will be non-alcoholic. No recruitment activities associated with Pi Alpha Chi may be held at or in conjunction with a tavern or alcohol distributor as defined in the above alcohol policy.

## **PART II: CRISIS AND EMERGENCY MANAGEMENT POLICIES**

All crisis and emergency management policies apply to all members of the Sorority who are living on campus or are on campus at the time of the emergency and all guests who are on the Sorority property or within the house during an emergency. Additionally, during a disaster the Sorority members are to take every necessary step to ensure the safety of the Sisterhood and guests of the Sisterhood over the property of the Sorority.

### **VIA. Natural Disasters**

#### **1. Tornadoes**

In the event of the following tornadic activities, the following steps will be taken in order to ensure safety of the members and guests while they are on Sorority property:

1. Tornado Advisory: In the event of a tornado advisory members of the Sorority shall exercise caution while on campus and while on Sorority property
2. Tornado Watch: In the event of a tornado watch members of the Sorority are to seek shelter or be within close proximity to a building that they can seek shelter within
3. Tornado Warning: All members of the Sorority who are campus are to seek proper shelter immediately and all members and their guests who are within the Sorority house are to seek shelter within the lowest level of the house until after the event passes. If the house should become damaged due to a tornado, after the event passes, all individuals within the house are to leave the house and go to a place that has been designated by the University.

#### **2. Earthquake**

In the event of an earthquake all members of the Sorority or all guests of individuals within the Sorority who are on Sorority grounds are to immediately go to main floor of the house, stay away from windows, and cover their head. Remain in the same position until all tremors have concluded and until you are told that you may leave.

#### **3. Flood**

In the event of a flood, all Sorority members are to remain within the house until instructed to do otherwise by university or local authorities. In the case of a severe flood, where the basement of the Sorority house begins to fill with any measurable quantity of water, no Sorority members are to enter the basement until the water level is no longer rising and/or the water and damaged

material can be safely removed and disposed of.

#### **4. Winter Storms**

In the case of a severe winter storm where roads become impassable, classes are canceled due to a snow emergency, the outside temperature is too low to ensure that an individual will safely make it to their destination, or any combination of the above factors put in doubt the safety of any member or guest of the Sorority, all members and guests will be advised to remain in the Sorority house until weather conditions improve or the threat of winter storms has subsided.

### **VIB. Manmade Disaster**

#### **1. Fire**

In the case of a fire within the Sorority house all members will immediately evacuate the property and go to a safe location away from the property. Additionally, all members living within the house are to be accounted for through the use of a roll call by the Vice President of Risk Management or a member of the Executive Board. No one is to re-enter the structure in order to retrieve personal belongings until after the building has been deemed safe by the proper authorities. Finally under no circumstance is a member of the Sorority to re-enter the house under any circumstance while the structure is still ablaze.

#### **2. Mass Power Outage or Downed Lines**

In the case of downed power lines surrounding the house all members are to stay within the house. Additionally, in the case of power outages throughout the house all members are to remain in a safe location until power is restored.

#### **3. Water Outage or Water Contamination**

During a loss of water or if the water coming to the house becomes contaminated by natural or unnatural sources, members of the Sorority are to drink bottled water or drinks that are in a sealed container. Should the supply of these beverages run out, all water must be boiled in order to decontaminate it or iodine tablets are to be used to make the water safe for human consumption.

#### **4. On-Campus Violence**

In the case of on campus violence, members of the Sorority will seek safe shelter immediately in one of the buildings on campus or preferably within the Sorority house. During the situation, members will not be allowed to leave the Sorority house. All members of the Sorority will be

accounted for as either being within the house, on campus, or off of campus. This will be done by the Vice President of Risk Management with the assistance of the Secretary. Until such a time as the situation is under control by the proper authorities, the decisions of the Executive Board will be final and not debatable by the Sisterhood.

## **5. Campus Wide Evacuation**

During a campus wide evacuation all members of the Sorority are to immediately leave campus and proceed to an area either predetermined by the University or a safe distance from the campus. A roll call will then be taken with members of the Executive Board attempting to contact all members of the Sorority. Until such a time as the evacuation is over, the decisions of the Executive Board will be final and not debatable by the Sisterhood.

## **6. Armed Individual Enters Sorority Property**

If an armed individual enters Sorority property the following procedures are to be taken in order to ensure the safety of the membership. Until such a time as the situation is over, the decisions of the Executive Board will be final and not debatable by the Sisterhood.

1. Remain Calm
2. Call the University Police and local authorities immediately
3. If possible leave the Sorority house and proceed to a safe location away from the house. This location will be decided by the University, Local Authorities, or Executive Officers of the Sorority as the need arises
4. If flight is impossible, the members of the Sorority are to barricade themselves within either their rooms or the basement of the Sorority.
5. No one is to allow anyone to enter the house under any circumstances unless they can be identified as members of law enforcement or a member of the Sorority. Any individual who is not a member of the Sorority but was with a member at the time of the incident will be permitted to remain in the house until the emergency has concluded.

## **VIC. Emergency Drills**

All emergency drills only pertain to those members who are either within the house or on Sorority property at the time of the drill. Members who are not present are not subject to any of the penalties do to their lack of participation.

### **1. Fire Drills**

Pi Alpha Chi is to conduct at least one fire drill each semester. Over the course of the academic year, one fire drill will be scheduled on a weekday and one on a weekend. They will be planned and ran by the Vice President of Risk Management and the House Management Chair of the



Sorority. All members are to participate in the drill if they are present within the house any member who intentionally does not participate is to be subject disciplinary actions of the Executive Board which may include up to two hours of community service and or/a PAX Tax of \$20.00

## **2. Tornado Drills**

Pi Alpha Chi is to conduct at least one tornado drill each semester. Over the course of the academic year, one tornado drill will be scheduled on a weekday and one on a weekend. They will be planned and ran by the Vice President of Risk Management and the House Management Chair of the Sorority. All members are to participate in the drill if they are present within the house any member who intentionally does not participate is to be subject disciplinary actions of the Executive Board which may include up to two hours of community service and/or a PAX Tax of \$20.00

## **3. Lockdown Drills**

Pi Alpha Chi is to conduct at least one lockdown drill each year. The Sorority Executive Officers are to schedule at least on lockdown drill a year held on a weekend during the fall semester when a majority of the Sisterhood living in the house is present. The drill includes the following of the on-campus violence procedures. All members are to participate in the drill if they are present within the house any member who intentionally does not participate is to be subject disciplinary actions of the Executive Council which may include up to two hours of community service and/or a PAX Tax of \$20.00.

## **VID. Tragedy Procedures**

There are several recommended steps to follow in the event of a tragedy, with some additional steps to follow in the event of a death of a member or new member.

1. In an emergency, first contact local emergency services.
2. In any emergency taking place on Chapter Premises, the President of Pi Alpha Chi, in cooperation with the Chapter Advisors, is in command of every emergency situation involving serious injury or death. In her absence, the Vice President of Risk Management and Vice President of Chapter Affairs will proceed in command of the situation and should follow this written procedure. The house mother/father/director should also be aware of these procedures.
3. If a tragedy has occurred within the chapter, close the house at once. It is difficult to give instructions if members and others are coming and going. Permission to enter the chapter house should be granted only to members and appropriate officials.
4. Make these phone calls immediately:
  - a. First: The school's security emergency and/or the local emergency number. If the

emergency situation is a fire, the alarms may or may not automatically bring a fire truck; therefore, immediately contact the fire department. Do not hesitate to contact the campus police regardless of the situation.

- b. Second: Contact Chapter Advisors.
- c. Third: Contact the University Advisor and the Campus Greek Advisor (if the Chapter is incorporated into Panhellenic)
- d. Fourth: Contact Father Matya and notify him of the situation.
- e. Fifth: Contact the liability insurance carrier

### **1. Informing Members and Making Public Statements:**

1. Assemble the 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 that there is an emergency situation and that the house is closed. Ask all members to cooperate in halting outgoing phone calls until the situation is under control.
2. Do not discuss the situation until the Chapter Advisors, or Father Matya arrives.
3. Instruct the members to make no statements to anyone other than sorority officials.
4. The president, along with the Public Relations and Technology Chair, is to make any appropriate statements to the media after the situation is under control and the content of the Chapter's statement has been discussed with school and sorority officials, and has been approved by the Executive Board. Ensure that the public statement is also read during Chapter Meeting or dispersed to the Chapter electronically so that all members are aware of what has been officially stated.

### **2. Serious injury or death:**

1. When a member is injured, becomes seriously ill, or dies: **Do not notify parents.** In the event of a serious accident or illness, the medical personnel will notify parents and advise them of the student's physical condition.
2. If the situation is a death outside the house, do not announce it until a sorority staff member or official has arrived to help.
3. If the member or new member was living in the house, do not move any of the deceased student's personal possessions. If the deceased member shared her bedroom, it is highly encouraged to temporarily move the roommate(s) of the deceased person to another bedroom.
4. The family may be called on behalf of the Chapter after the initial calls have been made by medical officials, if the Executive Board has voted and decided that this is the best course of action. The phone call may be made by the Vice President of Risk Management, the Chapter Advisors, or whichever member of the Executive Board feels the most able and comfortable with doing so.

- a. Discretion is recommended when contacting the family in regards to the deceased member's possessions. The Chapter should be willing to help pack boxes if the family wishes for any assistance. Before they arrive, be sure that all borrowed items are returned to the student's room, and if possible, lock it. When the parents do arrive, empty boxes and assistance to help should be available if the family makes this request. This is an emotional trauma for family members so they may not want to be with any of their child's friends. It is, of course, proper to send sympathy cards and notes, flowers, etc.
5. If a funeral is not too distant, it would mean a great deal to the family for some of the members to attend. Check the Ritual Binder for the Parting Ceremony, and offer it to the family in advance of final arrangements.
6. If a member attempts suicide: In the case of a suicide attempt, with or without serious injury, do not assemble the members or call the family. Notify the local authorities and inform the University. The Chapter Advisor or an appropriate school official will notify the family.

#### **VIE. Further Information Regarding the Death of Collegiate Member**

The death of any member of the Sorority by natural or other causes will be a traumatic event for the entire Sorority to deal with. In the case of death of a Sister, all members should make an honest effort to attend the individual's funeral as a sign of support for the family and solidarity for the entire Sisterhood. The Sorority as a whole will assist the family of the deceased member in packing and moving her belongings, if the family asks for this assistance.

1. If the member lived within the Chapter House, the details regarding her housing contract and roommate arrangements will be handled on a case by case basis by the Housing Corporation and the Executive Board of the Sorority.
2. Additionally, if the member was initiated into the Sorority, the Parting Ceremony may be performed, with the family's permission.
3. If the member was an officer of the Sorority elections for the position the member held will follow the process set forth in the Bylaws.
4. The Emergency Discernment Procedure will not occur until two weeks following the death of the member to allow members of the Sorority the opportunity to mourn the loss of their Sister.

#### **PART III: POLICY FOR THE AMENDING OF THE RISK AND CRISIS MANAGEMENT DOCUMENT**

In order to amend the Risk Management and Crisis Policies, a member of the Sisterhood is to present her idea or policy to be changed to the Vice President of Risk Management who will then inform the Executive Board of the members petition to alter the policy. The Executive Board will then select which meeting to have the changes presented. The policies may be

changed by a majority vote of the membership of the Sorority. All policy amendments will then be presented to the Housing Corporation. If the amendment in question is about the policy itself, the Housing Corporation will have the final say in either approving or rejecting the amendment. If the amendment to the policy is rejected, the Chair of the Housing Corporation will notify the Sorority in writing. An example of this would be the addition of new duties to the Sorority President Section in IV. ROLE OF OFFICERS IN POLICY IMPLEMENTATION. If the policy amendment deals with fines or penalties, the Chapter will have the final say with the Housing Corporation having the ability to originally reject the amendment and the Sorority being able to overturn the decision of the Housing Corporation with a two thirds vote. An example of this would be the elimination of fines attributed to ignoring a scheduled fire drill.

If a member of the Housing Corporation wants to change the policy they may, at the next Housing Corporation meeting, present the amendment to the members of the Housing Corporation who will then vote on it. If the amendment in question is about the policy itself, the Housing Corporation will have the final say in either approving or rejecting the amendment. If the amendment to the policy is approved, the Chair of the Housing Corporation will notify the Sorority in writing. An example of this would be the addition of new duties to the Sorority President Section in IV. ROLE OF OFFICERS IN POLICY IMPLEMENTATION. If the policy amendment deals with fines or penalties, the Chapter will have the final say in the policy. If the members of the Housing Corporation vote to amend the document, the Chair of the Housing Corporation will then inform the Sorority in writing who will, at the next possible meeting, discuss the policy to be amended and vote on the new policy. The Sorority may either vote to approve the changes with a two thirds vote or reject the amendment. An example of this would be the elimination of fines attributed to ignoring a scheduled fire drill.

If the Sorority or the Housing Corporation amends the document in any way, changes to the document take effect one week after the document has been amended. This way both sides have the opportunity, if need be, to amend the amendments that have been made to the document.

If at any point in time the Housing Corporation is dissolved, non-existent, or otherwise not a participating governing body of the Sorority, amendments may be made to the risk management policies according to the amendment procedure spelled out in the Constitution and Bylaws.