

The University of Iowa Fraternity and Sorority Life Community Crisis Management Quick Reference Guide

Officer in Charge

The president is the Officer In Charge of every emergency. Final decision rests with the Officer In Charge

President:

1. _____ Ph _____

If the President is not available, contact the following officers in rank order.

2. _____ Ph _____

3. _____ Ph _____

4. _____ Ph _____

5. _____ Ph _____

No action should be taken without the consent of the Officer in Charge.

If Necessary Call 911

- Be calm and concise
- Provide complete information to the dispatcher

Contact Officer in Charge

- Contact the President
- If the President is not available, contact the next responsible Officer in Charge
- The Officer in Charge has final decision making authority and should refer to all Emergency guidelines (both University & International).

Restrict Access and Phone Use

- Assign members to restrict individuals from leaving or entering the location of the incident, depending on the situation
- Assign a responsible member to answer phone calls and take messages
- Keep members off personal phones to avoid rumors.

Advisor and Headquarters Information

Contact the following individuals as soon as possible.

Chapter/Graduate Advisor

Ph _____

Inter/National or Regional Officer

Ph _____

Corporation Board Contact:

Ph _____

Contact University and Organization Officials

- Call through the list of University Officials until someone has been reached.
- Call Advisor as soon as possible
- Do not discuss the situation with the public until University and organization officials have arrived to help

Coordinate Chapter Response

- Assemble members to explain the situation. In the case of an attempted suicide, wait for a University or organization official to arrive.
- Explain that the Officer in Charge is the sole spokesperson for the chapter.
- Ask members to decline comment until the situation is under control.

University Officials

If necessary, call 911, then contact a University Official. Proceed through this list, in order, until you reach someone. Explain that there is an emergency and provide details.

Center for Leadership and Engagement.....319-335-3059

ShirDonna Lawrence256-651-5573

Meghan Bullard.....417-631-5775

Address Public Interest

- Only the Officer in Charge should speak on behalf of the chapter
- With the help of University and organization officials, prepare an official written statement before commenting to the press

Follow-Up

- Do not contact parents until notified by University officials.
- In the event of a death, relocate roommates and restrict access to the member's room/possessions
- University officials may arrange for group/individual consultations.
- Refer to Emergency Procedures document for more specifics.

Additional Phone Numbers:

Iowa City Fire Department (non-emergency)319-356-5260

UI PD (non-emergency)319-335-5022

IC PD (non-emergency)319-356-5275