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.

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.

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