



Risk Management, Standards, and Insurance Manual

**Education and Policy Manual
January 2019 Edition**

INTRODUCTION

The purpose of *The Risk Management, Standards, and Insurance Manual* ("Manual") is to provide our undergraduate and alumnus members with an outline of expectations regarding activities, behavior, and conduct – as individuals and as chapters. It will also assist chapters in carrying out their responsibilities in administering a risk management program at the chapter level.

The policies stated in this Manual are the International Fraternity's positions on and endorsement of acceptable behavior, safety and discipline within the chapters of Theta Chi Fraternity. Every member should be fully acquainted with the positions, expectations, and sanctions outlined in this Manual. Every member should understand that without positions and expectations, we jeopardize the existence of Theta Chi Fraternity.

Finally, every member must realize that he represents his colony or chapter, at all times and in all ways through his behavior.

When necessary, additional guidelines or modifications will be issued for inclusion in the Manual. Chapters are invited to submit guideline subjects to the International Headquarters at:

P.O. Box 503
Carmel, IN 46082
Phone: 317-848-1856
E-mail: ihq@thetachi.org

CONCEPTS AND PRACTICES

Delegation of Duties

Although the entire chapter, including the Executive Council, is responsible for implementing and adhering to risk management policies, it is the duty of the Chapter or Colony President to ensure that the policies are enforced. Each Chapter and Colony President is required to submit each year to the International Headquarters a Risk Management Verification Form stating that he has read and understands *The Constitution and Bylaws of Theta Chi Fraternity, Inc*, as well as, this *Risk Management, Standards, and Insurance Manual* ("Manual"). The President's duties are as follows:

- Read *The Risk Management, Standards, and Insurance Manual* ("Manual")
- Assist the chapter in implementing the risk management policies of Theta Chi Fraternity as outlined in this Manual
- Be prepared to implement the chapter's crisis management plan by developing a possible scenario of an emergency and working through the situation at a chapter and/or Executive Council meeting
- Ensure the investigation of any violation and/or incident and reporting the incident to the alumni corporation officers, the International Headquarters, and the university according to the instructions and advice on how to report an incident or potential claim contained in this Manual
- Seek advice from the International Headquarters staff or the institution's Greek life office
- Educate the members about the risk management policies of Theta Chi Fraternity*
- Complete the Crisis Management Phone List and distribute it to all members and officers and post the list by telephones in the chapter house*
- Meet regularly with the Social Chairman and House Manager to ensure compliance with the risk management program*
- Complete the checklists from this Manual and the Social Event Guide with the other chapter officers to ensure that all chapter social events comply with the risk management program*

*During the Fall 2013 semester, Theta Chi Fraternity removed the risk manager as a separate rank within the Fraternity. The President may delegate day-to-day duties to another chapter member, although the President still maintains ultimate responsibility for ensuring compliance with Fraternity policy. The duties or tasks denoted with an asterisk can be delegated to another chapter member to assist in the duties of the Chapter President. If these duties are not delegated, the Chapter President retains responsibility.

CONCEPTS AND PRACTICES

Delegation of Duties (Continued)

In conjunction with policy education and enforcement, it is important that the chapter is further educated on their health and that the chapter provides a safe environment for its members. The following duties are to be completed by the Vice President of Health and Safety:

- Read *A Resource Guide for the Vice President of Health and Safety*
- Post an emergency evacuation plan on the back of each room door
- Assist the House Manager in developing and maintaining a fire safety and preparedness program that includes fire drills, fire alarm, and fire extinguisher inspections
- Assist the House Manager in using the house inspection checklist, which can be found in this Manual, prior to, during, and following occupancy each fall and spring
- Ensure that the House Manager and house corporation correct any safety hazards discovered through safety inspections or by other means
- Organize and sponsor a program concerning alcohol and other drug abuse prevention, diversity education, and hazing programs to raise membership awareness at least once a year

STANDARDS OF THETA CHI

Hazing

Theta Chi is based on the belief that true fraternalism is nurtured in an atmosphere of social and moral responsibility, respect for duly constituted authority, and loyalty to the principles and values of higher education.

Theta Chi is also based on the understanding that while social behavior cannot be legislated, a fraternity without morally sound precepts and practices is not a constructive influence upon college men.

Theta Chi is further based on the belief that a fraternity has a solemn obligation to develop its new members, initiates, and alumni, and that this responsibility extends alike to the institutions where the fraternity is represented. This obligation also extends to parents and others who make possible the education of new members and initiates as well as the communities where chapters are accountable for good citizenship. This obligation is also owed to the college fraternity system of which Theta Chi is a part.

Finally, Theta Chi is based on the firm conviction that one of the most damaging instruments to the fraternity system is the employment of a new member education program which includes hazing, and that this unproductive, ridiculous, and hazardous custom has no place in the fraternity system.

Hazing as defined by FIPG RISK MANAGEMENT POLICY (January, 2013):

HAZING

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as: "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

Bylaw Against Hazing:

ARTICLE V, SECTION 11. HAZING PROHIBITED.

The Fraternity prohibits absolutely all physical hazing, paddling, uncalled-for humiliation, and public display in connection with New Member education and pre-initiatory activities, and subscribes to the North-American Interfraternity Conference resolutions and the Fraternity Executives Association's "Statement of Position on Hazing and Pre-initiatory Activities" which condemn all forms of hazing in connection with New Member education and pre-initiatory activities. The active chapters shall carry out the Fraternity's policy and conform strictly to this policy, not only to escape the danger of bringing discredit to the Fraternity and injuring the entire fraternity cause, but also to build higher respect for the chapters and the Fraternity in the minds of New Members and to instill a finer type of loyalty thereby. The Fraternity prohibits all forms of public initiation, and pre-initiatory and initiation activities shall not be permitted to interfere in any way with the scholastic obligations or class attendance of those involved.

Prohibited Hazing Activities

The following activities are hazing and will not be tolerated. This list is by no means all-inclusive; many other activities could be added. Keep in mind that the intent of the activity is as significant as the activity itself.

- Forced or coerced consumption of any beverage, alcoholic or nonalcoholic, or food
- Calisthenics of any type, or at any time
- Paddling, striking or any form of physical abuse
- Any type of abandonment (e.g., kidnaps, “ditches,” or “bags”)
- “Road trips” or any transportation with no educational experience
- Scavenger hunts or treasurer hunts, including hunts for nonexistent items
- Any form of “line-ups” or interviews
- Requiring new members to collect signatures from initiated members
- Prevention or deprivation of sleep or study time
- Duties not shared equally with members (e.g., house clean ups, answering telephones, giving rides, or serving meals)
- Requiring new members to carry items or objects (e.g., paddles, matches, books, change, bricks, or *The Manual of Theta Chi*)
- Any act of personal servitude
- Verbal harassment or yelling at any time
- Requiring or endorsing pranks that break the law or reflect poorly on the chapter (e.g., theft, destruction, or harassment)
- Requiring uncomfortable, inappropriate dress or conforming dress
- Restricting or requiring the use of certain doors, entrances, or public rooms or furniture in the chapter house
- Interrogations and testing that is inconsistent with normal testing of educational material (e.g., threatening or harassing new members through psychological or verbal intimidation including the use of pledge courts or pledge reviews)
- Requiring certain forms of address or greetings to members when answering the telephone
- Requiring new members to recite the Creed or Greek alphabet “to a match” or in any other manner that is designed to denigrate or intimidate the new members
- Misleading new members to believe that they are brothers or “active”
- Use of blindfolds
- Requiring new members to recite information, phrases, or spiels with no useful or educational purpose
- Keeping vigil over any object or device

Alcohol and Other Drugs

The illegal use and abuse of alcoholic beverages is widely recognized as a major problem in our society and particularly on college campuses. As responsible organizations in the higher education community, college fraternities are concerned about alcohol abuse. The Risk Management Policy includes the following provisions that shall apply to all Fraternity entities and all levels of Fraternity membership in Theta Chi Fraternity.

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with a fraternity, 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.
2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same 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. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) 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 as defined above 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.
7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups, or organizations.
8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
9. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "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" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother – little brother" events or activities, / "big sister – little sister" events or activities, "family" events or activities and initiation.

Bylaw on Alcoholic Beverages:

ARTICLE V, SECTION 13 ALCOHOLIC BEVERAGES.

- (a) The rules and regulations governing the use of alcoholic beverages in the active Chapters and at all Fraternity functions shall be in conformance with the rules, regulations and policies of the institution at which the Chapter is located, with the State and local laws pertaining to same, and with the Risk Management, Standards and Insurance Manual of Theta Chi Fraternity.

Resolution adopted by the Grand Chapter:

POLICY ON ALCOHOL PRODUCTS ABOVE 15% ABV.

Effective February 1, 2019, Theta Chi Fraternity prohibits the presence of alcohol products above 15% ABV in any chapter/colony facility or at any chapter/colony event, except when served by a licensed third-party vendor.

Resolution adopted by the Grand Chapter:

GOOD SAMARITAN POLICY.

A chapter or individual member that seeks immediate and appropriate medical assistance for a person in need related to the use or consumption of alcohol, drugs, or to another medical emergency, may be eligible for mitigation of charges related to violations of organizational policies. To be eligible for this potential mitigation, the chapter or individual member may be required to meet in person or by phone with an International Headquarters staff member or volunteer designated by the Fraternity. A chapter or individual member may benefit from this policy more than once, though repeated use of the policy may receive stricter scrutiny.

Sexual Abuse

The members of Theta Chi, while aspiring to a lofty set of morals, regard all men and women as equals worthy of significant respect. It is because of the strict adherence to such morally righteous values that the members of Theta Chi deplore any and all instances of sexual harassment.

Recognizing that sexual harassment is a problem plaguing campuses as well as the rest of society, Theta Chi Fraternity will not tolerate any form of sexual harassment or abuse.

Examples of sexual harassment or activities which fall within this definition include: the use of strippers; posters, books, shirts, or advertisements which portray women in a demeaning way; and the use of women at recruitment events in a subservient or demeaning fashion. Additionally, Theta Chi Fraternity seeks to:

1. Educate its members about the varied forms which sexual harassment can take
2. Ensure adherence to the Fraternity's ideals by every member
3. Promote human dignity and respect for others
4. Encourage growth and development of our brothers
5. Foster proper attitudes towards sexual roles

The Fraternity will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions that are demeaning to women and/or men including but not limited to date rape, gang rape, or verbal harassment.

Human Dignity

Theta Chi's position has been and will always be that all people are to be treated equally. Every person is due the same amount of respect and dignity no matter what race, creed, color, sex, religion, handicap, or sexual orientation.

No member or new member should be required, coerced, forced, or influenced in any way to do anything that would be unbecoming of a member of Theta Chi Fraternity.

It follows that any activity or action that would cause a member to lose dignity might involve hazing. As stated in this document, Theta Chi Fraternity is unequivocally opposed to hazing in any form.

Risk Management Training and Resources

Each undergraduate member and new member shall be instructed annually on Theta Chi Fraternity risk management policies and each chapter will certify all chapter members and new members have been provided and have been instructed to read *The Risk Management, Standards, and Insurance Manual*.

Additional resources on risk management may be found in the following locations, along with *The Risk Management, Standards, and Insurance Manual*.

FIPG, Inc. (www.fipg.org)

North-American Interfraternity Conference ("NIC") (www.nicindy.org)

CRISIS MANAGEMENT

From time to time a serious accident or illness may occur in a chapter. The following suggestions are made to assist you in responding appropriately to such a situation. The information provided in this Manual should be reviewed with all chapter officers to prepare them for an emergency. Such preparation can save lives and minimize any loss that may occur.

The Chapter President or another designated officer or brother must take charge of every emergency situation involving serious injury or significant property damage. This does not mean that he cannot consult with other members who may have more expertise or insight, but it does mean that any final decision rests with the President or his designee. In the absence of the President or designated member, a predetermined hierarchy or the hierarchy of officers stated in our Ritual (President, Vice President, Vice President of Health and Safety, Secretary, Treasurer, and Marshal) should be followed in order to determine who is in charge in an emergency situation.

IN THE EVENT OF A FIRE:

- Pull the house fire alarm
- Dial 911
- All members should meet in a predetermined area
- Take a head count and report missing individuals to the fire department
- Do not allow anyone to return to a burning building
- As soon as reasonably possible, notify the appropriate campus officials, chapter alumni officers, and the International Headquarters

IN THE EVENT OF AN EMERGENCY:

(Serious illness or injury)

- Dial 911
- Notify the International Headquarters and Alumni Corporation President
- Inform members of the Fraternity's procedures for a crisis
- Close the house and only permit entry to members, law enforcement, emergency personnel, and campus officials
- Assemble all the members, including new members, in a group
- Instruct the members to make no statements to anyone other than law enforcement, emergency personnel, and campus officials during an investigation
- Instruct the members to direct all inquiries to the Chapter President and/or spokesman

Individual and group counseling is strongly recommended following a crisis situation. There should be people available on campus that can assist in crisis management. The Vice President of Health and Safety should have these resources readily available. Your Greek adviser will be a valuable resource in dealing with any issues following a crisis and he or she should also be able to assist the chapter in finding a counselor.

CRISIS MANAGEMENT PHONE LIST

Ambulance: 911

Fire Department: 911

Police: 911

International Headquarters: (317) 848-1856

Alumnus Adviser: (____)_____

Alumni Corporation President: (____)_____

Counselor: (____)_____

Greek Adviser: (____)_____

***After hours contact for International Headquarters at: (602) 888-1856

Property Insurance Agent: (____)_____

When contacting the International Headquarters for an emergency, have the following information available:

- Name, telephone number, and location of the chapter/colony
- Name, address, and telephone number of person reporting the incident
- Name, address, and telephone number of injured persons (if known)
- Exact time, date, and location of injury or damage
- Description of the incident
- Names of any witnesses
- A list of all of the people or agencies that have been notified

NOTE: Obtain the full legal name, home address, and telephone number for any injured person or witness.

Copy this Crisis Management Phone List and provide an updated copy to all of the chapter officers and members. Also, keep an updated list near any telephone and a copy should be placed inside this Manual.

CHAPTER SOCIAL EVENTS

Social Functions and Alcohol

Social activities are part of fraternity life. A fraternity chapter can have a successful social event by adopting a mature, responsible, and lawful approach to events and activities.

Alcoholic Beverages

All members and officers must be aware of and follow their local, state, federal, and host institution drinking laws.

Generally, any risk involved in the use of alcohol is created primarily by two illegal actions:

- Consumption of alcohol to persons not of legal drinking age
- Allowing someone to continue to consume alcohol when already intoxicated

If alcoholic beverages will be consumed at a social function this risk can be minimized and managed by utilizing the following options that comply with the Risk Management Policy:

- Allow members and guests, who are of legal drinking age, to bring their own beverages
- Monitor individual's consumption of alcohol
- Have the event at a hotel with a cash bar or use a facility and third party vendor to operate a cash bar and check identification

Compliance with the law will reduce the risk for you, your chapter, and Theta Chi.

To ensure the safety of your members and guests and to avoid violating Theta Chi risk management policies, please follow the guidelines that are provided in this Manual.

Hosting a Successful Function within Risk Management Guidelines

The following guidelines will help chapters plan and host a safe and successful event. Guidelines are not limited to those listed below. Keep in mind that all chapter activities must be in accordance with all federal, state, local, and university laws and regulations. Following these guidelines will help your chapter plan a responsible event:

- Plan and organize the event well in advance
- Complete the Social Event Planning Guide prior to each event
- Establish and abide to a starting and ending time for the event
- Appoint all brothers who will be responsible for set up, clean up, and event monitoring
- If a theme event, be sure the theme is in good taste and not offensive to any special interest or cultural group. The theme should also not be related to alcohol
- Keep a record of old Social Event Planning Guides for no less than three months

Alcohol must be managed in a responsible manner –

- Chapter funds or “pass the hat” may not be used to purchase alcohol
- All functions must make use of a third party vendor or **Bring Your Own Beverage (B.Y.O.B.)** for those of legal drinking age is also allowed
- No one under the legal drinking age shall be allowed to consume alcohol in any circumstance
- Common source containers (kegs, party balls, jungle juice, etc.) are prohibited
- Drinking games are prohibited
- Open distribution of alcohol is prohibited
- Do not sell or advertise alcohol at any alcoholic event
- Provide food and non-alcoholic beverage alternatives
- Do not encourage alcohol consumption

Managing the event and participants –

- The number of guests at any event is two (2) per member or new member
- Prepare the guest list at least 24 hours prior to the event and post it at the event
- Do not permit a person not on the guest list to enter/participate in the event
- Only permit members, new members, and guests of the legal drinking age to bring alcohol into the event and consume alcoholic beverages within the event
- Do not allow individuals to become intoxicated
- If at any time you are concerned about life, safety, or the well-being of an individual, provide them with assistance and seek medical assistance immediately

Include support personnel to help monitor the event –

- Hire security guards to check identification and assist with crowd control
- Identify a group of members to be sober event monitors during the whole event
- Identify those of the legal drinking age with a wristband or hand stamp
- Provide a professional taxi service for members and guests or use designated drivers

Use a safe facility –

- Identify any possible fire hazards and unsafe conditions that may cause problems
- Prepare an emergency evacuation plan and know the location of all fire alarms and extinguishers
- Be sure the facility is easily accessible for emergency and medical personnel
- Do not host or attend an event where alcohol is provided by any of the co-hosts
- Utilize one entry/exit to control who enters and exits the event
- Do not block fire exits: emergency escape routes must be maintained

Guidelines for the Use of Third Party Caterers/Vendors

The following guidelines will help chapters plan and host a safe and successful event where a caterer or other licensed vendor will distribute alcoholic beverages. It is best to utilize such vendors at a hotel or rented facility.

- ❑ Both state and local authorities must properly license the caterer. This may involve both a liquor license and a temporary license to sell on the premises where and when the function is to occur
- ❑ The caterer must be insured with a minimum of \$1,000,000.00 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. The above "certificate of insurance" must also show evidence that the vendor has, as part of his insurance coverage, "off-premise liquor liability coverage and non-owned and hired auto coverage"
- ❑ The local chapter and the Grand Chapter of Theta Chi Fraternity must be named as additional insured on the vendor's certificate of insurance
- ❑ The caterer must agree, in writing, to cash sales only to be collected by the caterer during the event
- ❑ The caterer must agree, in writing, to assume all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to the following:
 - o Checking identification upon entry
 - o Not serving to minors
 - o Not serving to persons who appear intoxicated
 - o Maintaining control of all alcohol containers
 - o Collecting all alcohol remaining at the end of the event
 - o Removing all remaining alcohol after the event
- ❑ Third party vendors may not encourage the consumption of alcohol through drink specials or other promotions, nor should third party vendors serve shots of hard liquor
- ❑ The local chapter may not purchase or provide alcohol, including any payment to lower the per drink price

Off Campus and “Unofficial” Chapter Social Events

Some members incorrectly believe social events held off campus or away from the chapter house are not subject to risk management guidelines. Likewise, they believe that there is little or no risk exposure from “unofficial” events held at the residence of a member, friend, or other location.

An off-campus or “unofficial” event is subject to risk management and standard guidelines if any of the following conditions exist:

- The chapter pays for any part of the event or participates in the planning or organization of the event. This could include purchasing beverages, food, entertainment, the room or hall rental, cleanup or anything else associated with the event
- A chapter officer, officers or Social Chairman plans the event
- The chapter advertises the event by producing flyers, posters, emails, website postings, or maps of the location of the event, general “invitations,” or by distributing handouts or posting notices. This may also include announcements at chapter meetings of the chapter or other fraternities or sororities or telephone invitations
- The event is attended by mostly members and/or new members of the chapter
- The event takes the place of a normally scheduled event

Chapters may be disciplined for incidents of any kind that violate Theta Chi’s risk management policies. If you have any questions concerning the status of a social event, please contact the International Headquarters or the Greek adviser on your campus.

An attorney for an injured person from such an event will make every effort to demonstrate in court that this “event” was a chapter function. He/she will do so in order to enhance the possibility of having the chapter held accountable and thus tapping into the chapter’s liability policy and assets as well as the members’ parents’ liability policies.

For example, if two seniors host an event in their off-campus apartment, this may become a Theta Chi event. They will invite their friends, many of whom are members. If enough members are in attendance, and it can be construed as a Theta Chi event, it becomes a Theta Chi event. Other factors; was the event announced at a chapter meeting? Was it publicized in the chapter house with a flyer or poster on the bulletin board? Was the event promoted on an email or website posting to the chapter members? Were officers present during the announcement? Were any of the officers present at the event? Were new members present at the event, or encouraged to attend? Any, some, or all of these factors can serve as a basis for naming the chapter as a defendant in a lawsuit.

Water Features

Temporary self-constructed swimming pools, bodies of water, whether self-constructed or professionally constructed, or any other temporary water feature (including “slip-and-slides” and similar features) are prohibited for use on chapter/colony property or at any chapter/colony-sponsored or co-sponsored event.

Special Events

In addition to regular social functions, many chapters often conduct or sponsor special events involving large numbers of people. Examples include a fundraising project for a charity, or alumni events such as Homecoming.

No chapter shall host open parties at which alcohol is present. But even if alcohol is not consumed at a special event, the large number of people usually involved at these activities can create risks for the chapter.

Precautions should be taken for:

- Traffic control
- Crowd control
- Safety of the facility, including fire safety-know the evacuation route(s)
- Risk of injury resulting from any activities or games in which attendees might participate

Also, if an event is held away from the chapter house, an attorney for the chapter should review any contract signed with the property owner.

Alumni Events

Your chapter will be able to host more successful alumni events if they are planned in association with your alumni corporation. Be sure the corporation officers are familiar with the policies and procedures of this Manual when planning the event. This will help to eliminate any confusion. Additionally, you will want to ensure that the appropriate alumnus members will help to explain and enforce these guidelines with other alumnus members prior to the event.

The alumnus brothers who attend your Homecoming or other event will most likely be above the legal drinking age. Nonetheless, all of the procedures regarding consumption of alcohol and concern for your guests still apply. The chapter may not furnish alcohol to alumni. Ideally, members of your alumni corporation or chapter advisory board will be on hand to greet alumni and deal with any issues that may arise.

If you become concerned about an alumnus who has had too much to drink, seek the help of the local authorities or other alumni to ensure that this brother avoids injury.

CHAPTER HOUSE SAFETY

A house corporation member should review the chapter property with the House Manager or Vice President of Health and Safety once a semester for a maintenance assessment and to identify opportunities for projects which would reduce risk for the chapter. A report should be prepared by the House Corporation member, with copies of the report mailed to the members of the House Corporation, the undergraduate officers, and a copy to be included in *The Risk Management, Standards, and Insurance Manual*. If there is an area that does not meet these regulations, the Chapter President should coordinate with the property owner to develop an action plan that ensures that the issue is corrected within a timely manner.

Fire Safety

At the beginning of each semester, the chapter should make an assessment of fire safety devices and the following procedures:

Emergency Evacuation Preparedness

- All halls, stairways, and other escape routes are free from obstructions/debris
- All halls, stairways, and other escape routes are well-lit
- All stairways have secure banisters/railings
- Fire drills are practiced every six months
 - Date of last drill: _____
- A written emergency evacuation plan has been established and is reviewed by members regularly
- An escape route map is posted in all bedrooms and at the main entrance to the facility
- Exits and escape routes are clearly marked with lighted signs
- Interior and exterior doors along escape routes are easily opened without keys or special devices
- Self-closing fire doors are present to reduce potentially rapid-spreading fire
- Fire doors remain closed and are kept clear of door stops or obstructions
- Exterior exit doors open outwards/exteriorly

Fire Detection System and Fire Extinguishers

- A working smoke/carbon monoxide detector is installed in each room
- The facility is fully protected by a hard-wired, automatic fire detection/alarm system that is linked to an alarm monitoring agency (which can alert the fire department)
- The system has been serviced and tested by a licensed contractor within the last year
 - Date of last inspection: _____
- Manual fire alarm pull boxes are in all hallways and next to all exits
- If smoke detectors are battery operated, detectors are tested monthly and batteries are changed every six months
 - Date of last battery change: _____
- An emergency lighting system is present
- Emergency lighting system is tested monthly
 - Date of last test: _____
- There is one fire extinguisher for every 3,000 square feet of the building, or there is at least one extinguisher on each floor

- Fire extinguishers are in the kitchen and laundry room
- Fire extinguisher locations are accessible and clearly marked
- Fire extinguishers are checked monthly and fully charged
 - Date of last monthly inspection: _____
- Fire extinguishers are inspected annually by licensed professional
 - Date of last annual inspection: _____

Sprinkler System (if applicable)

- Fire sprinklers are installed (recommended)
- All sprinkler heads are free from obstruction
- The sprinkler system has been inspected by a licensed contractor within the last year (some states require inspections every 6 months)
 - Date of last inspection: _____

Electrical

- All circuits are correctly fused and grounded
- There is no evidence of temporary wiring or tampering
- Electrical covers are in place with none broken
- A “no multiple plug/appliance” policy is in effect and enforced
- The use of extension cords is restricted, especially with high voltage appliances
- Power lines to the facility are clear of obstructions such as tree limbs
- Grounded Fault Interrupters are functional and installed in bathrooms, kitchens, and other wet areas

Kitchen

- All cooking areas and equipment are protected by a fire hood extinguishing system
- The fire hood extinguishing system has been serviced within the last six months by a licensed professional
 - Date of last service/inspection: _____
- Removable grease filters are cleaned regularly (daily)
- The kitchen is well-supervised, cleaned daily, and operated in a sanitary manner

Furnace and Water Heater

- The furnace and water heater are located in a separate, fully-enclosed room
- All doors to the room close and latch properly
- The room is free of combustible materials
- Equipment has been inspected within the last year by a licensed contractor
 - Date of last inspection: _____
- An emergency shut-off is installed and is labeled and accessible

Storage

- Fuels, flammable liquids, and other explosives are prohibited and not stored in the building
- Gas-powered motors are prohibited and not stored or operated in the building
- All cleaning supplies, paint and other chemicals are stored in a secure, well-ventilated area

Security

- Facility access is restricted to members only by key, electronic keyed entry (recommended), or code
- There is adequate exterior lighting
- There is a specific person (i.e. House Manager) responsible for securing the facility at a specific time each evening
- The property is secured and supervised during periods of vacancy (i.e. student breaks)
- Campus security/local police patrol the property regularly for increased security, especially during periods of vacancy

Other Building Maintenance

- The roof is in good condition with no leaks
 - Last roof inspection by licensed contractor: _____
- All interior and exterior walls are in good condition; there are no holes in the drywall
- All interior and exterior doors and windows are in good condition; doors/windows close and latch
- Gutters are attached securely and are unobstructed, discharging water away from facility
- Floor surfaces are free of slip, trip and fall hazards
- Non-slip surfaces are provided in entrances, bathrooms, stairwells, exit areas, kitchen, fire escapes, and other areas
- Laundry dryer filters are cleaned regularly
- Areas behind the dryer and washer are clear of lint and debris
- Floors and walls are clean throughout the building
- Trash is removed from the building daily
- Exterior exit doors are kept free from obstruction, including snow and ice

Other House Policies

- The use and storage of firearms, bows, and other weapons is prohibited in the facility and elsewhere on the property
- Smoking is prohibited inside
- If smoking is allowed inside:
 - It is confined to designated areas and is prohibited in bedrooms
 - Ashtrays with large lips are used
 - Butts are collected in metal containers
- Roof access is prohibited
- Emergency phone numbers are clearly posted at each phone

Inspection

- Campus/City fire marshal has inspected the building within last six months
 - Date of last inspection: _____
- A self-inspection is performed monthly
- Procedures are in place for correcting code violations or other deficiencies

Appendix A

FIPG RISK MANAGEMENT POLICY

January, 2013

The Risk Management Policy of FIPG, Inc. includes the provisions, which follow and shall apply to all fraternity entities and all levels of fraternity membership.

ALCOHOL AND DRUGS

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, 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.
2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same 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. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) 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 as defined above 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.
7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
9. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "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" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother – little brother" events or activities, / "big sister - little sister" events or activities, "family" events or activities and initiation.

HAZING

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

SEXUAL ABUSE AND HARASSMENT

The fraternity 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, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

FIRE, HEALTH AND SAFETY

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house is prohibited.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

EDUCATION

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the fraternity website.