



# PHI GAMMA DELTA

BUILDING COURAGEOUS LEADERS

## Undergraduate Chapter Emergency Response Tips

- REMAIN CALM!
- Call the local emergency number (e.g. 911).
- The Chapter President, other responsible officer, or a leading graduate brother should assume leadership authority in dealing with an emergency.
- Call your Purple Legionnaire (“PL”) or other leading graduate advisor(s) if they are not already involved. The undergraduate and graduate leaders should agree on who will call other key graduates and how to notify and work with appropriate college/university administrators.
- Call Executive Director Rob Caudill at (859) 255-1848, REGARDLESS OF THE TIME OF DAY! (Listen for the emergency mailbox information if calling after regular business hours).
- In the event of a serious accident, illness or death, medical or police authorities will notify the family.
- Close the chapter house to visitors other than parents and appropriate officials. Gather the brothers and explain that the house is closed and why. Brothers should not talk, email, or post on social media about the emergency. Design a “phone-tree” or similar system to notify out-of-house brothers of basic information.
- Only the Chapter President or designated graduate brother should speak to the media, if at all. Consult with your PL, the Executive Director, and the Public Relations Director for the Fraternity to formulate a statement. Stick with your statement.
- In the event of a death of someone who lives in the house, do not remove or disturb personal items from the room. Let in only the police or other appropriate officials. If possible, keep the room locked.
- If appropriate, coordinate the assistance of counseling staff or other campus professionals for brothers.
- If individual brothers or the chapter are accused of conduct that may be illegal or a serious violation of college/university policy, the chapter, involved brothers and their parents should consider consulting independent legal counsel.
- For tips on non-emergency incidents consult the [Undergraduate Chapter Incident Management Tips](#).