



PHI GAMMA DELTA

BUILDING COURAGEOUS LEADERS

Undergraduate Chapter Incident Management Tips

- For tips on incidents that are emergencies, consult the [Undergraduate Chapter Emergency Response Tips](#).
- Ensure the Purple Legionnaire (“PL”), other key graduate advisors, and the Fraternity’s International Headquarters (“IHQ”) are informed about the incident as soon as possible. The undergraduate and graduate leaders should agree on how to notify and work with appropriate college/university administrators.
- Brothers should not talk, email, or post on social media about the incident (this includes no responses). Remember that in the event of a criminal or civil trial, whether true or not, all communications can be discovered and may be used as evidence in court.
- The chapter should speak to the public or media about the incident with one voice, 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.
- Do not attempt to contact any alleged victim(s) or their associates.
- Coordinate mental health or other counseling resources for brothers, if appropriate.
- Consider facilitating programming or training opportunities for the chapter or campus/community at large.
- Consult with graduate advisors and the IHQ on the appropriate timing and manner of any chapter or Fraternity discipline of brothers.
- If individual brothers or the chapter is 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.