**{Insert Organization Name}**

**Crisis Management Plan**

Last Updated: {Insert Date}

**IMPORTANT CONTACT INFORMATION**

|  |  |
| --- | --- |
| **Local Hospital**  Kendall Regional Medical Center  11750 SW 40th Street  Miami, FL 33175 | **Local Pharmacy**  Student Health Services (SHC) Pharmacy  11200 SW 8th Street  Miami, FL 33199 |
|  |  |
| **Chapter President**  {Name (PID)  Telephone Number  Email Address} | **Chapter Vice-President**  {Name (PID)  Telephone Number  Email Address} |
|  |  |
| **Risk Management Officer**  {Name (PID)  Telephone Number  Email Address} | **Chapter Advisor**  {Name  Telephone Number  Email Address} |
|  |  |
| **Regional Representative**  {Name  Telephone Number  Email Address} | **National Representative**  {Name  Telephone Number  Email Address} |
|  |  |
| **FIU FSL Staff Advisor**  {Name  Telephone Number  Email Address} | **FIU Director of Campus Life**  {Jose Toscano  305.348.2138  toscanoj@fiu.edu} |

**MEDICAL EMERGENCY**

In the event that emergency medical attention is needed, the responding member will follow the following protocol:

1. Call 911 to report the situation
2. Notify {Insert Name}, Chapter Advisor {Insert Telephone Number}
3. Notify {Insert Name}, FIU FSL Staff Advisor {Insert Telephone Number}
4. Notify {Insert Name}, Chapter President {Insert Telephone Number}
5. After the situation is resolved and everyone is safe, the Chapter President should submit a *Fraternity & Sorority Life Incident Report* (via Engage), and whatever Incident Reports may be required by the inter/national organization.

The Chapter Advisor is responsible for notifying other recognized advisors, as well as the applicable national or regional representative for the organization. The FIU FSL Staff Member is responsible for notifying other pertinent FIU employees, like the Director of Campus Life, for example.

*Protocol for calling Emergency Personnel (911):*

1. State your Name
2. Location
3. Give brief description of the situation

In the event that non-emergency medical attention is needed, the responding member will follow the following protocol:

1. Notify {Insert Name}, Chapter Advisor {Insert Telephone Number}
2. Notify {Insert Name}, Chapter President {Insert Telephone Number}
3. After the situation is resolved and everyone is safe, the Chapter President should submit a *Fraternity & Sorority Life Incident Report* (via Engage), and whatever Incident Reports may be required by the inter/national organization.

**HURRICANE OR OTHER INCLEMENT WEATHER**

In the event of a Hurricane or other inclement weather, the University will likely close campus and cancel any on-campus events that day. Should this occur, you will be notified in.

After the hurricane or other inclement weather has passed, {Insert Chapter Officer or Advisor} will be responsible for {initiating a phone tree/initiating a GINSystem response/verifying the safety of all members/etc.}. {Feel free to add details here.} Chapters will update FIU Fraternity & Sorority Life on the chapter members’ wellbeing within 72 hours.

**FIRE AT EVENT**

In case of a fire, remember to remain calm. Panic only causes confusion.

* Set off the alarm.
* Call 911, no matter how minor you consider the fire to be. Don’t take a lot of time looking for the fire beforehand.
* Make sure you have accounted for all members/attendees once you have exited the building. If you are missing anyone, make note of it and notify an emergency official. Do not go back into the building and look for them.
* After the situation is resolved and everyone is safe, the Chapter President should submit a *Fraternity & Sorority Life Incident Report* (via Engage), and whatever Incident Reports may be required by the inter/national organization.

**ACTIVE SHOOTER**

**MENTAL HEALTH RESOURCE**

In the event you encounter member in need of mental health support, call FIU Fraternity & Sorority Life for referral guidance.

**MEDIA RELATIONS**

Please direct all crisis-related media inquiries to FIU Fraternity & Sorority Life and/or your inter/national organization.

**POST-CRISIS**

After the situation is resolved and everyone is safe, the Chapter President should submit a *Fraternity & Sorority Life Incident Report* (via Engage), and whatever Incident Reports may be required by the inter/national organization.

Make sure you have received copies of all applicable reports (i.e. police reports) for the chapter and inter/national organization’s records.

Review the incident with chapter members to learn from the situation, update the chapter’s crisis management plan, if necessary, and assess the chapter’s response.

Support impacted members with compassion and help them connect to applicable campus or community resources (i.e. CAPS, VEP, etc.).