

FIPG

Risk Management Manual

Produced by FIPG, Inc., a risk management association of men's and women's fraternities.

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FIPG

Risk Management Manual

CONTENTS

Introduction: The changing trends of the Greek system and insurance	4
APPENDIX 1: General Questions	6
APPENDIX 2: FIPG Risk Management Policy	8
FIPG Focus On Implementation	10
The Role of the Chapter President	10
The Role of the Alumnae/Alumni Board	11
The Role of the Chapter Executive Board	11
The Role of Each Chapter Member and the Alumna/Alumnus Risk Management Advisor	12
Appendix 1: Crisis Management Plan	13
FIPG Focus on Alcohol and Social Events	15
FIPG Policy on Alcohol and Drugs	15
Party Planning Basics	15
“Bring Your Own” Events (if permitted by fraternity or sorority and university policy).....	16
Helping the Intoxicated	17
Your Responsibility as a Host	17
Off Campus or “Unofficial” Chapter Events	18
Alcohol and the Law	18
Overview of Common City/State Laws and Regulations	19
“OK! So you have me feeling pretty worried with all of this law stuff	20
Appendix 1: Hosting a Party Within FIPG Guidelines and Some Common Sense	21
Appendix 2: FIPG: Third Party Vendor Checklist	23
Appendix 3: Training for Intervention Procedures®	24
Appendix 4: Chapter Programming: Social Activities Without Alcohol	26
Appendix 5: Dealing With an Intoxicated Person	27
Appendix 6: Effects of Alcohol	28
FIPG Focus on Drugs	32
Common questions concerning substance abuse and chemical dependency	32
What are the progressive phases of substance abuse?	33
The Truth About Club Drugs	34
Appendix 1: Resources for Information and Treatment of Drug Abuse	37
FIPG Focus on Sexual Abuse and Harassment	38
FIPG Policy on Sexual Abuse and Harassment	38
Questions and Answers	38
Appendix 1: Chapter Safety	41
Appendix 2: A Dater’s Bill of Rights	42
Appendix 3: A guide to sexual harassment.....	43
Appendix 4: Resources	44

CONTENES CONTENTS

CONTINUED CONTINUED

FIPG Focus On Hazing	45
FIPG Policy on Hazing	45
Education is our goal	45
Areas of concern	45
Where hazing begins	46
Myths and Facts about Hazing	46
Why hazing doesn't work	47
How to change fraternity education	48
What new members expect from their education	48
Appendix 1: Hazing! It's against the law!	49
Appendix 2: Alternatives to hazing	51
Appendix 3: Chapter programming	53
FIPG Focus on housing	54
FIPG Policy on Fire, Health and Safety	54
A safe house is our goal	54
Areas of concern	54
Basic fire safety suggestions for a fire safety risk management program follow:	55
House maintenance suggestions	55
House Security	56
Outline Expectations	56
Appendix 1: How to survive a fraternity house fire	57
Appendix 2: Chapter House Self-Inspection Guide	58
Appendix 3: Chapter House Pre-Inspection Checklist	63
Appendix 4: Tips for Vacations and Winterizing	64
Appendix 5: Fraternity House Property Insurance Basics	65
Appendix 6: Renters Insurance	66
FIPG Focus on Education	67
FIPG Policy on Education	67
Specific Fraternity/Sorority Policies	67
Chapter Officer for Risk Management	67
An Education Program	67
Program Topics	68
FIPG Resource: Guide & Forms	70
FIPG Resource Guide	71
Form 1: Explanation of General Fraternity Insurance Coverage and Risk Management	72
Form 2: Criminal Liability Education/Basic Legal Concepts Program	73
Form 3: Alcohol and Drug Abuse Program	74
Form 4: Fire Prevention Program	75
Form 5: Sexual Abuse and Harassment Program	76
Form 6: A BYOB Check-Off List	77
Form 7: Third Party Vendor Checklist.....	81
FIPG Form 9: Dealing With an Intoxicated Person	82
FIPG Form 10: A Dater's Bill of Rights	83
FIPG Form 11: Chapter House Self-Inspection Guide	84
FIPG Form 12: Chapter House Pre-Inspection Checklist	89

Introduction

The changing trends of the Greek system and insurance

Always seen as a conservative movement, the Greek system enjoyed tremendous popularity during the 1950s. The 1960s' anti-establishment theme brought disfavor to the Greek system, which was viewed as part of "the machine." The late 1970s and the 1980s saw the beginning of a resurgence in the popularity of Greek life, which has continued into the 1990s and 2000s.

Just as the Greek movement has been cyclical, so too has the insurance industry seen constant change. In the 1970s and early 1980s, fraternities and sororities could easily secure multimillion dollar liability coverage at favorable rates, and any number of underwriters were clamoring for their share of the Greek market.

Yet the 1980s saw a rapid increase in the number of lawsuits filed in our nation's courts. The volume of insurance claims and lawsuits resulting from the activities of college-age men and women mushroomed. Unfortunately, statistics began to show that the Greek system faced even greater risks and dangers. In fact, in the late 1980s, fraternities and sororities were ranked by the National Association of Insurance Commissioners as the sixth worst risk for insurance companies - just behind hazardous waste disposal companies and asbestos contractors.

Insurance companies were forced to respond. The cost of policies offered to Greeks began to soar, while the coverage available plummeted. Many underwriters simply dropped the policies and walked away from the Greek business.

FIPG, Inc.

December 3, 1987 is the date that forever changed the way many Greeks arrange their social calendars. On December 3, 1987, the Fraternity Insurance Purchasing Group adopted its Articles of Incorporation. Terms like risk management, host liquor liability, umbrella policies, duty, standard of care and legal liability became a part of the contemporary Greek vocabulary.

The original Mission Statement of FIPG stated: "FIPG, Inc. is a consortium of men's and women's fraternities and sororities which provides leadership in establishing and developing policies and practices for member organizations, educates and supports undergraduates, alumni/ae and Greek systems in risk management, and works to improve and enhance the image and reputation of all Greek-letter organizations through risk management.

Prior to the formation of this group, most Greeks believed that protection against risk and damage was a simple process: just get liability insurance. Yet as insurance companies became reluctant to provide coverage to Greeks, a new way of looking at insurance was needed. This required two things:

- 1 The best insurance coverage available;
- 2 A comprehensive risk management plan.

Therefore, the original concept behind FIPG was simple and two-fold. First, adopt a risk management plan that would help reduce exposure to risk. Second, use the group buying power of many national organizations as leverage to obtain more extensive coverage at lower premiums. To further this concept, all members in the group adopted the same risk management plan.

Through the policies of FIPG, risk management became a way of thinking, a way of making sure that individual members, chapters, and national organizations were not unnecessarily exposed to risk.

THE CHANGING FUNCTION

In 1995, to reflect a change in the group's purpose and function, the name was officially changed to FIPG, Inc. While not a complete name-change, this alteration preserved what had become a well known acronym while dropping a name that had never been consistent with the organization's achievements.

In 1999, the board of directors determined that the Greek community that FIPG serves had evolved enough to require an extensive review of the organization's mission and future. After several strategic planning sessions, the process culminated in 2001 when the FIPG membership approved a new "name" and mission statement

The letters FIPG now stand for Fraternal Information and Programming Group. The mission is : "To promote sound risk management policies and practices; to be the leading resource of risk management education, programming and information to the broad based constituency involved in all aspects of Greek life." Our goal is to be the one-stop resource for risk management education, beginning first with our member organizations, but eventually extending to undergraduates and college and university professionals.

Today, the organization operates as the nation's premier risk management group for Greeks. Men's and women's fraternities join FIPG, Inc., adopt its risk management policy, agree to self-police themselves, and make every effort to reduce their exposure to claims.

TODAY

Many colleges, universities, Interfraternity Councils and Panhellenic Councils across the country have adopted the FIPG risk management policy as their own, providing a "level playing field" for all Greek organizations on their campus.

As of this writing, 45 men's and women's fraternities, plus the North American Interfraternity Conference, have adopted the FIPG risk management policy. These groups represent approximately 63 percent of all Greeks, and the list of member groups continues to grow. By adoption and enforcement of the FIPG risk management policy, member fraternities are living up to their responsibility to protect their members from harm and ensure the good reputation of the Greek world.

Those letters - FIPG - are now perhaps the most recognizable in the entire Greek world. In a system that looks more like alphabet soup than anything else (NIC, NPC, SEIFC, WRGC, NPHC, AFA, UIFI, etc.), those four letters have changed the Greek movement and have become synonymous with our attempt to make the chapter environment a safer one for all of our members and guests.

That, then, is the object of this manual: making the Greek experience a safer one. As the FIPG Board of Directors has stated, "the FIPG members agree in principle, in spirit, and in fact to the philosophy of becoming their 'interfraternity brothers' keeper." That means that each of us - alumnae/alumni advisor, house corporation member, Greek advisor, staff member, chapter president, or undergraduate member - is called upon to see that the risk management policies established by FIPG are adhered to and enforced. Without such a collective effort, the deeds of a few will erase the good work of the many.

DISCLAIMER

FIPG, Inc. is not an insurance purchasing organization. It serves as a general clearing house for the basic, minimum policy and programming ideas and topics. For specific policy information and programming topics, refer to each member group. This Risk Management Manual was drafted by professional staff members of several FIPG member groups and reflects the policies of FIPG. For answers to specific policy questions, the national fraternity or sorority should be contacted directly. Check with your national fraternity or sorority and/or with local counsel whenever you have questions concerning the coverages under your policies.

APPENDIX 1

GENERAL QUESTIONS

1. Why are insurance rates so expensive for Greeks?

Each year, there are more and more claims and lawsuits stemming from activities occurring in conjunction with fraternity functions. The settlements from these lawsuits are growing larger and larger. One large lawsuit could put any national organization and all of its chapters out of business.

2. Why is everyone “cracking down” on us?

The “Animal House” image of the 1970s can no longer be tolerated. People are fed up. Universities are shutting down their Greek systems, parents won’t let their sons and daughters join, city and county zoning boards won’t grant building variances for chapter houses. Leaders of all men’s and women’s fraternities are being pushed to find solutions to the values-related problems facing fraternal groups. The most distressing concern is the increasing number of men and women who die or are injured each year because of hazing practices and alcohol-related fraternity functions.

3. Why have a risk management program?

Today’s insurance market is not a good place for the college fraternity chapter. At best, insurance is difficult to get, and affordable premiums are almost impossible to find. By adopting a risk management policy and enforcing that policy, we make the Greek environment safer for our guests and members.

Plaintiffs’ attorneys are suing not only the International Fraternities, House Corporations, chapters, officers, and fraternity brothers and sisters, but also the parents of fraternity brothers and sisters. They are looking for “deep pockets” - the ones with the most money.

5. Who else is in FIPG?

The national organizations in FIPG represent approximately 50 percent of all men’s and women’s fraternity members in North America. The current members are: *The National Interfraternity Conference is also a member of FIPG.

Alpha Chi Omega	Delta Kappa Epsilon	Phi Mu Delta
Alpha Chi Rho	Delta Phi Epsilon	Phi Sigma Kappa
Alpha Delta Gamma	Delta Sigma Phi	Pi Kappa Phi
Alpha Epsilon Phi	Delta Upsilon	Pi Lambda Phi
Alpha Epsilon Pi	Delta Zeta	Psi Upsilon
Alpha Kappa Lambda	FarmHouse	Sigma Alpha Mu
Alpha Omicron Pi	Kappa Alpha Order	Sigma Nu
Alpha Phi	Kappa Alpha Theta	Sigma Pi
Alpha Sigma Alpha	Kappa Delta Rho	Tau Epsilon Phi
Alpha Sigma Phi	Lambda Chi Alpha	Theta Chi
Alpha Sigma Tau	Phi Gamma Delta	Theta Xi
Alpha Tau Omega	Phi Kappa Psi	Zeta Beta Tau
Alpha Xi Delta	Phi Kappa Sigma	Zeta Psi
Delta Chi	Phi Kappa Tau	Zeta Tau Alpha
Delta Delta Delta	Phi Kappa Theta	
Delta Gamma	Phi Mu	

6. What does General Liability Insurance cover?

General Liability Insurance policies usually have \$1,000,000 coverage for Bodily Injury and Property Damage as follows:

Premises and Operations. *Covers injury to persons or damage to others on or off the premises of the chapter.*

Owners and Contractors Protective. *Covers claims caused by third persons when it is assessed that the chapter failed to supervise an independent contractor working on the premises.*

Products and Completed Operations. *Covers injury or damage when the chapter serves food or beverage which causes bodily injury or property damage or wrongful death.*

Libel, Slander, Defamation, False Arrest. *Personal injury coverage afforded in the Comprehensive General Liability section of Broad Form Liability for bodily injury and property damage.*

Host Liquor Liability. *Covers the fraternity when it is found responsible for damage through alcohol consumption when not sold and not for profit.*

Blanket Contractual. *Covers the fraternity when it has assumed the liability of another party - e.g., the chapter leases a hall for a dance. The owner will want to be indemnified by the chapter in event of loss.*

Incidental Malpractice. *Covers the chapter when it provides incidental professional medical services, whether on or off the premises.*

Additional Interest. *Of employees and volunteers covered when they are found partially responsible for damage or injury arising out of their activity as employees or volunteers.*

Hired Car, Non-Owned. *Provides coverage for the fraternity for operation of automobiles not owned by it, driven by its employees, members or volunteers. The members', volunteers', or employees' automobile insurance is primary.*

Other types of insurance coverage:

Directors and Officers Liability. *Covers officers and directors of the fraternity, house corporations, alumni/ alumnae groups for claims arising out of misconduct or wrong-doing in the course of performing their duties as directors and officers of fraternity groups.*

Umbrella Liability. *Provides higher limits in \$1-million increments over General Liability and Automobile.*

Workers' Compensation. *Mandatory in some states. Protects for employees' on-the-job injuries. Claim amounts are set forth by statute in each state.*

Fidelity Coverage. *Usually bonds the treasurer or officers who handle money, checks, or funds for dishonest acts of the employee or volunteer.*

Boiler and Machinery. *Special coverage needed when there is a pressure vessel or fire box in a heating or cooling unit, due to exclusion in the Fire Policy or Property contract of insurance.*

APPENDIX 2

FIPG RISK MANAGEMENT POLICY

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

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 in 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, institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.

No alcoholic beverages may be purchased through 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 SOURCES OF SUCH ALCOHOLIC BEVERAGE, I.E., KEGS, CASES, TRASH CAN PUNCH, ETC. IS PROHIBITED.

OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity without specific invitation, where alcohol is present, shall be prohibited.

No Members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (those under the legal drinking age).

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.

No chapter may co-sponsor an event with a distributor of alcohol, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present.

No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups, or organizations.

All rush activities associated with any chapter will be DRY rush functions.

No member shall permit, tolerate, encourage or participate in drinking games.

No alcohol shall be present at any pledge/associate member/novice program activity or ritual of the chapter.

HAZING

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are those defined as:

“Any action taken or situation created, whether on or off fraternity premises, for the purpose of or which is likely to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities may include but are not limited to the following: use of alcohol and/or drugs; paddling in any form; creation of excessive fatigue, including sleep deprivation; physical and psychological shocks; the deprivation of food and/or water; quests, treasure hunts, scavenger hunts, road trips or any such activities carried on outside or inside the confines of the chapter house; kidnappings of any sort, whether by initiated members or pledges; 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 HARRASSMENT

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 which are demeaning to women and men, including but not limited to, date rape, gang rape or verbal harassment.

FIRE, HEALTH AND SAFETY

All chapter houses should meet all local fire and health codes and standards.

All chapters should have posted by common phones emergency numbers for fire, police and ambulance and should have evacuation routes from chapter houses, common areas and sleeping rooms posted in said areas and on the back door of each sleeping room.

All chapters should comply with engineering recommendations as reported by the insurance company.

The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is expressly forbidden.

EDUCATION

Each fraternity shall annually instruct its students and alumni in the Risk Management Policy of FIPG, Inc. Additionally, all students and alumni/alumnae members and national volunteers and advisors shall annually receive a copy of said Risk Management Policy.

FIPG FOCUS

On Implementation

In order to implement an effective Risk Management Program, each chapter should utilize an officer or committee within the chapter to oversee risk management activities and to ensure that necessary precautions are taken to prevent accidents and injuries. Chapter leaders should realize that the ultimate goal of any Risk Management Program is to achieve the safest environment possible for our initiated members, pledged members and guests.

In developing an effective organization for implementing a Risk Management Program, each chapter is expected to comply with federal, state and local laws and university regulations. Member fraternities and sororities are expected to comply with FIPG policies in the situation where the university policies are less restrictive.

The Role of the Chapter President

The chapter president has the ultimate responsibility for a chapter's Risk Management Program. The attitude of the chapter president toward risk management is invariably reflected in the attitude of the members and employees of the chapter. An effective Risk Management Program will result only from announced and demonstrated commitment by the chapter leadership. Without this serious support of the chapter leadership, risk management efforts are useless.

The chapter president oversees the implementation of Risk Management Programs at the chapter level either personally or through the risk manager. The chapter president supports the risk manager, his/her plans, goals and programs. In addition to offering support to the risk manager, the chapter president must understand and be able to execute a Crisis Management Plan and serve as the sole chapter spokesman in any crisis situation.

The chapter president will assist the risk manager with all accident investigations and with all reporting to and communicating with the general fraternity. The chapter president will report to the national fraternity, house corporation, advisory board and insurance company if so directed within 24 hours of their happening, all accidents or injuries occurring on chapter property or at a chapter function. (Insurance companies require notification within 30 days of the accident to provide coverage in case of legal action.)

It is the responsibility of the chapter president to make certain that the national fraternity's policies are reviewed annually with each initiated and pledged member and that the chapter's policies are consistent with federal, state and local laws as well as university requirements.

Finally, it is the responsibility of the chapter president to work with the other officers to make certain all chapter events and activities comply with FIPG policies and procedures.

Summary

The chapter president should:

1. exhibit leadership in risk management efforts;
2. appoint someone or serve as the risk manager;
3. understand and execute a Crisis Management Plan;
4. review annually national policies with initiated and pledged members;
5. make certain chapter policies comply with federal, state and local laws and with university regulations;
6. assist the social chairman with planning; and
7. keep the chapter executive board actively involved with risk management.

The Role of the Alumnae/Alumni Board

It should be the responsibility of the alumnae/alumni board (i.e., house corporation board and/or advisory board) to arrange for periodic inspections of the chapter house and grounds, and develop a plan of action to remedy deficiencies found during physical plant inspections. The alumnae/alumni board should support the chapter officers in enforcing the Risk Management Policy.

Summary

The house corporation board and/or advisory board should:

1. arrange for the inspection of the chapter house and property; and
2. assist the chapter leadership with enforcement of policies.

The Role of the Chapter Executive Board

The executive board plays an essential part in the implementation of an effective Risk Management Policy. As stated earlier, an effective Risk Management Program will result only from announced and demonstrated commitment by the chapter leadership. It is imperative that the chapter officers understand and support a chapter's efforts in the area of risk management and risk reduction. Individual officers serving on the executive board will each have specific responsibilities.

Social Chairman's Responsibilities. The social chairman should know the national fraternity's policies, including FIPG regulations, and plan social events accordingly. The social chairman should complete a social event planning checklist prior to each social function. The social chairman also should be responsible for implementing carding, security and alcohol distribution controls at social events. Finally, the social chairman should be responsible for making plans for member and guest safety during social events.

House Manager's Responsibilities. The house manager should be responsible for the chapter house and should conduct periodic inspections of the building and grounds. The house manager should make written recommendations to the chapter president and the corporation board regarding safety repairs to the physical plant. Finally, the house manager should plan and implement periodic evacuation drills, including procedures to account for all members after an evacuation.

Risk Manager's Responsibilities. The risk manager, either elected by the chapter or appointed by the president, has the responsibility of developing and implementing the Risk Management Program for the chapter. The risk manager should serve as chairman of any Risk Management Committee formed.

She/he is responsible for raising awareness of risk management issues with the members, developing a Crisis Management Plan, meeting regularly with the chapter officers to ensure compliance with FIPG, conducting educational risk management seminars for all members on an annual basis and advising the chapter president of any items or conditions that place the chapter, its members, employees or guests at risk. Finally, it is the responsibility of the risk manager, along with the chapter president, to investigate accidents and within 24 hours of their happening, make an accident investigation report to the general fraternity and the house corporation.

Summary

The officers' responsibilities should be:

1. Social Chairman
 - a. know the national fraternity's policies;
 - b. complete a planning checklist for each social function;
 - c. implement carding and security at events; and
 - d. plan for member and guest safety.
2. House Manager
 - a. conduct periodic inspections of the building and grounds, issuing written recommendations; and
 - b. conduct periodic evacuation drills.
3. Risk Manager
 - a. develop and implement the chapter's Risk Management Plan;
 - b. develop a Crisis Management Plan;
 - c. conduct educational seminars for the chapter;
 - d. advise the chapter president of items or conditions that place the chapter at risk; and
 - e. conduct investigations of and submit reports on all accidents and injuries.

The Role of Each Chapter Member and the Alumna/Alumnus Risk Management Advisor

It is the responsibility of each initiated and pledged member and employee to read and be familiar with the chapter's Risk Management Policy and chapter organization. Members should report unsafe conditions and practices to the risk manager or chapter president. Chapter members (initiated and pledged) should cooperate with officers and alumnae/alumni concerning risk management policies and procedures. Finally, chapter members should attend all chapter-sponsored risk management programs.

The alumna/alumnus Risk Management Advisor works with the chapter's risk manager and president to ensure that the chapter has developed and implemented a Risk Management Policy and communicated the policy to chapter members and employees. It is advised that the advisor make certain that the chapter's social chairman is utilizing an event planning form for each chapter event. The advisor should assist the chapter board in implementing all safety recommendations made as a result of chapter house inspections. Finally, the advisor should assist in an advisory capacity in the event of an accident, assisting with an investigation and with a report to the national fraternity.

Summary

Initiated and pledged chapter members and employees should:

1. become familiar with Risk Management Policy;
2. report unsafe conditions; and
3. attend risk management programs.

The alumna/alumnus Risk Management Advisor should:

1. verify that the chapter has developed, implemented and communicated a Risk Management Policy;
2. verify use of the planning form by the social chairman;
3. assist in implementing safety recommendations; and
4. serve in an advisory capacity in investigating and reporting accidents and injuries.

Although the development and implementation of an effective Risk Management Program falls under the job descriptions of a few officers, it clearly is the responsibility of each member in every chapter. We all have the responsibility to protect our members from harm, ensure the good public reputation of our fraternity and make certain that our leaders and treasuries, both chapter and national, and the families of our individual members are protected against claims. For the continued enjoyment of fraternity life by future generations, it is imperative that today we faithfully observe and enforce FIPG's Risk Management Policy.

APPENDIX 1

Crisis Management Plan

Procedures to be followed by the Chapter President in the event of an emergency or tragedy

There are several recommended steps to follow in the event of a tragedy, with some additional steps to follow in the event of a death of one of your members or new members.

1. Who is in charge during an emergency?

Be certain that each person in your chapter knows that you as president are in command of every emergency situation involving serious injury or death. In your absence, have a ranking order of officers established and be sure they know where to find this written procedure. You should already have arranged with your chapter advisor and housing corporation president as to how they are to be notified. Be sure also that your house mother/father/director is aware of these procedures.

2. If a tragedy occurs:

If a tragedy has occurred within your chapter, close the house at once. You cannot give instructions if your members are leaving and strangers are entering. Permit only your members and appropriate officials to enter.

3. Emergency phone calls to make - and numbers:

You need to make several phone calls immediately.

First: The school's security emergency and/or the local emergency number. If the emergency situation is a fire, your alarms may or may not automatically bring a fire truck; therefore, immediately call the fire department. Do not hesitate to call the campus police regardless of the situation.

Second: Call your national fraternity's administrative office.

Call your chapter advisor

Call your corporation president

Call your risk management advisor

Third: Upon the advise and instruction of the National Office, call the campus Greek Advisor, or This person will discuss the situation with you and in all serious cases will be at the house or chapter meeting place in a matter of minutes. Always call, day or night, if you are in doubt as to whether a situation is serious or not.

Forth: Contact your liability insurance carrier

4. Informing members; making public statements:

Assemble your members in a group. Depending on the situation, out-of-house members may need to be called in. It is important that all members remain calm during the crisis. Explain to them that there is an emergency situation and that the house is closed. Ask them to cooperate in halting outgoing phone calls until the situation is under control. Do not discuss the situation until the National Representative, chapter advisor, or housing corporation president arrives. Instruct your members to make no statements to anyone other than fraternity/sorority officials. As the president, you make any appropriate statements to the media after the situation is under control and you have discussed the content of your statement with school and fraternity/sorority officials and have been given permission by the National Office. Make sure, however, that everyone knows what your statements will be.

5. When a member is injured becomes seriously ill or dies:

Do not notify parents. In the event of a serious accident or illness, the medical personnel will notify parents and advise them of the student's physical condition. In the event of a death, the appropriate school or fraternity official should notify parents.

If the situation is a death outside the house, do not announce it until a fraternity staff member or official has arrived to help. Be very careful about this information. If the member or new member was living in the house, do not move any of the deceased student's personal possessions. Since most members share a room, perhaps you will want to move the roommate somewhere else temporarily. Only with the permission and instructions of your National Office should you call the family to offer sympathy on behalf of the chapter. Ask what their wishes are in regard to the possessions. You may offer to pack them in boxes, but chances are the parents will prefer to do this themselves. Before they arrive, be sure that all borrowed items are returned to the student's room, and if possible, lock it. When the parents do arrive, you may want to have empty boxes available and offer help. This is an emotional trauma for parents so they may not want to be with any of their child's friends.

It is, of course, proper to send sympathy cards and notes, flowers, etc. If a funeral is not too distant, it would mean a great deal to parents for some of the members to attend. Check your ceremony manual for the memorial ritual, and offer it to the parents in advance of final arrangements.

6. If a member attempts suicide:.

In the case of a suicide attempt, with or without serious injury, do not assemble your members or call parents.

All of this, no doubt, seems grim and harsh. Everyone hopes that no chapter president will ever have to use these procedures. But sadly, that hope is not realistic. Tragedies do occur. Usually, they are unpredicted. You can ease the situation for all by being prepared to follow these procedures and guidelines.

FIPG Focus

T on Alcohol and Social Events

The Risk Management Policy of FIPG, Inc. shall apply to all member men's and women's fraternity entities and all levels of fraternity membership. The policy specifically addresses the issue of alcohol and social events as follows:

FIPG Policy on Alcohol and Drugs

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 new with the fraternity, must be in compliance with 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.

No alcoholic beverages may be purchased through 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 sources of such alcoholic beverage, e.g. kegs or cases, is prohibited.

OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, shall be forbidden.

No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age").

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 new with the fraternity, is strictly prohibited.

No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.

No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.

All rush activities associated with any chapter will be a DRY rush function.

No member shall permit, tolerate, encourage or participate in "drinking games."

No alcohol shall be present at any pledge/new member/novice program, activity or ritual of the chapter.

Party Planning Basics

People Make it Happen

A party brings people together to share a good time. Every party creates its own memories. By taking advantage of the suggestions included in this guide and those provided by the national/international headquarters of each FIPG member group, you can ensure the fraternity memories you create are of fun and good times. Your brothers or sisters and guests will appreciate your efforts.

Invite People Who Care

A sure way to bore members or ruin a party is to have the wrong people attend. Other common problems that the wrong people can cause include damage and theft of property and irresponsible behavior that causes neighbor relations problems.

There is one sure way to try to avoid these problems. Do not hold any open parties. An FIPG chapter holds parties by invitation only to a pre-determined number of guests. A ratio of two guests per member (or fire code capacity, whichever is smaller) is suggested. The assumption here is that members and their personal guests will be responsible to the chapter leadership and that poor behavior can be controlled.

Be aware that the majority of claims occur during open parties. The more people present, especially guests that chapter

members do not know or have any control over, the more likely incidents such as fights, sexual assaults, underage drinking and alcohol poisoning will occur.

Where to Party

Pick a place that allows everyone to move around and mingle, but not so large you are lost in the room. Make sure adequate seating is available. If your chapter house does not meet your needs, or your policy says it may not be used for parties, look at renting a party room at a local hall or hotel.

Make a check for basic safety considerations.

Are there potentially dangerous areas that should be secured, or equipment and other items to remove, or that require closely supervised use?

Are interior and exterior lighting satisfactory?

Is there safe and adequate parking?

When your party is held at a distance from campus or in an out-of-the-way or unusual place, consider providing transportation. At least have volunteers to assist guests and members, and provide designated drivers or a shuttle service.

Many FIPG members recommend and may require that you hold your party at an establishment that has a liquor license. The establishment becomes responsible for providing, handling, and serving alcoholic beverages. The liability is therefore transferred to the establishment, and its bartenders are responsible for any guests who may become intoxicated. To be safe, have a written contract stating that responsibility for all service of alcoholic beverages rests entirely with the establishment, and do not allow members to serve or provide any alcoholic beverages. The Third Party Vendor Checklist (Appendix 2) can be used as this contract and requires insurance coverage verification from the vendor.

When to Party

Avoid scheduling parties when you don't have time to make proper plans or your members and guests really shouldn't take time to attend (e.g., during exam time). Be sure you are aware of campus party planning policies before you begin to plan. Check with the Interfraternity, Panhellenic and Pan-Hellenic Councils.

Certain occasions call for parties and the events speak for themselves - Homecoming, Founders' Day, holidays. What they have in common is a theme. For other parties, choose a theme (being aware of sensitivity issues) - decorate and plan activities around the chosen theme. Once the party date has been chosen, set a reasonable starting and ending time. If there is a bar, close it an hour before the party is scheduled to end. Do not allow over-enthusiastic members or guests to extend the ending time.

Choosing Food and Drink

Food and drinks are important because they complement fun, not because they supply fun. To get the most out of your food and drink budget, match refreshments with the occasion and crowd. Cider and hot dogs, for example, go well at autumn events. Keep in mind that the food and drinks you serve make a statement about you, your chapter, and your party. Non-alcoholic party drinks can be attractive and can fit in very well with your theme. Use opaque plastic cups so a person is free to drink what he/she prefers.

Be sure to always serve snacks - light sandwiches, dips, meats, cheeses, pizza. In choosing food, avoid salty items like chips and popcorn. Solid foods that are high in protein do more than satisfy the appetite - they help reduce the effects of alcohol.

"Bring Your Own" Events (if permitted by fraternity or sorority and university policy)

BYOB guidelines are provided in the National Interfraternity Conference publication, *Making Bring Your Own Beverage Events Happen*. Throughout this resource guide are suggestions for safe and practical implementation. Individual chapters must still follow their own national/international policies, if said policies are more specific and/or more stringent. To assist with risk management questions, the *Making Bring Your Own Beverage Events Happen* can be obtained from the National Interfraternity Conference.

If questions arise, be advised the guidelines provided do not supersede the local, city, state, university, general fraternity/sorority or national laws, statutes and policies - or common sense. These guidelines are designed to help you implement a BYOB party. Questions you may have regarding the logistics of a BYOB party are most likely answered throughout this booklet. Before using this resource, be sure to contact your general fraternity to make sure the stipulations are consistent with general fraternity standards.

Enforce Your Party Rules

Plan activities for your party. The more there is to do other than drink, the less people will drink - and your party will be a success. Remember, drinking games are strictly prohibited by the FIPG Risk Management Policy, and should not be permitted.

Assign monitors who will not drink and who will be responsible for making decisions at the party. No one should have the authority to override their judgment. In all cases, at least one Executive Board Officer should be a sober monitor at each function. Additionally, pledges should not be assigned to act as monitors. This is a position of authority and responsibility. The monitors will deal with those whose behavior deteriorates. Party monitors should check IDs, mark of-age drinkers in some distinctive manner, watch entrances and exits, check car and other motor vehicle keys at the door, and be responsible for maintaining a degree of decorum at the party. They should be available to assist bartenders who need to refuse serving members or guests and to make sure the bar is closed on time. Members and guests should not be allowed to re-enter the party after leaving.

Pre-Parties

Pre-parties and “spontaneous events” will likely fall under the rules of a fraternity function. Here are some questions to ask yourself:

1. Is the pre-party on chapter premises or the location of the actual party?
2. Is the pre-party/spontaneous party hosted by a member of the fraternity/sorority?
3. Are half of the people in attendance members of the chapter?
4. Is half of the chapter in attendance?
5. Was the pre-party/spontaneous party discussed at a chapter meeting?
6. Is the party in any way funded by the chapter?
7. Would someone be likely to perceive the pre-party as a chapter event?

If you answered “yes” to any of these questions, then you must follow FIPG Policy for the event. In any case, FIPG Policy exists to assist in keeping our friends, members, and guests safe. Follow the policy no matter what or where the event is and you will be happy when everyone is safe.

Helping the Intoxicated

Even if everything is done to make sure all goes as planned, depend upon Murphy’s Law: if something can go wrong, it will. That “something” will often be a member or guest who has consumed too many drinks.

Since the party should not be open, the intoxicated person probably is a member or a member’s guest. Treat the person as a friend. Give help. Offer food, coffee, or a chance to rest.

Remember, there is no quick way to sober up. A rule of thumb is that it will take as many hours to sober up as the number of drinks ingested.

If a person has passed out, monitor his or her breathing to make sure it is normal. If breathing is irregular and the person appears to be in a coma with a purplish skin tone, try to wake him or her by shaking or gently poking.

If there is no response, call for emergency medical attention at once. In cases where a person has lost consciousness, it is best to seek medical assistance.

If the person responds but is listless and sleepy, place the person on his or her side to sleep so choking does not occur in the case of regurgitation. Keep the person comfortable. Do not leave the person alone; have someone monitor him/her throughout the night.

If a person is not breathing, proceed with mouth-to-mouth resuscitation and call for emergency medical help immediately.

Be very careful with the aggressive drunk who decides to fight everyone. Party monitors should first approach the person carefully and try to calm him or her by using rational reasoning. Attempt to get the problem person to go home with a friend. If the person continues to press for a fight and is hurting others or threatening violence, call police to avoid further damage and to protect all members and guests.

Your Responsibility as a Host

When you and your chapter decide to hold a party, you assume responsibility for the safety and welfare of your members and guests. (Some courts have determined that once inside, even the uninvited person becomes your responsibility.) FIPG member chapters must establish and adopt party policies and procedures conforming with the FIPG Risk Management

Policy. Party awareness is no longer an option or luxury; it may well be a determining factor in the continuing long-term existence of fraternities.

Off Campus or “Unofficial” Chapter Events

Some chapters have intentionally participated in gatherings, functions, parties, or events that were held away from the chapter’s house or off campus in an attempt to circumvent the spirit and intent of the Fraternity’s policies. Most of these events occur at the private residences (apartments, rental houses, etc.) of members or even at the residences of a non-member and are classified as “unofficial” because they are “not chapter sponsored.” The risks posed by such events are often more substantial than “official” chapter events. A discussion of the myths associated with off-campus and “unofficial” events follows.

Myth #1: We’re not liable for events at a member’s apartment.

WRONG. Courts have held that if a certain percentage of members are gathered at any location, that gathering can be interpreted as a chapter activity, whether “official” or “unofficial.” For risk management purposes, use 25 percent of the active chapter (active members and new members) as the percentage. However, keep in mind that many courts are not placing a number on what constitutes a chapter event. The rule of thumb is if someone might consider the event a chapter event, then it probably is.

Myth #2: An individual member can’t be held liable for events he sponsors at his private residence.

WRONG. Most states have laws that incriminate a social host for serving alcohol to minors. If not, civil remedies are available to a person alleging injury after attending an event hosted by a chapter member. In addition, the member’s parents may be held liable for the actions of the member if he hosts a party and someone gets hurt.

Myth #3: We’ll just have the event at a non-member’s residence.

THINK AGAIN. If the event gives the impression of being a chapter sponsored event, any competent attorney will try to prove that the event was sponsored by the chapter.

Myth #4: The International Fraternity/Sorority cannot discipline a chapter for something that happens at an “unofficial” event.

The International Fraternity/Sorority will not hesitate to discipline a chapter if there is an incident of any kind at a social event where participants are violating the FIPG policies. One serious incident could be reason enough to close a chapter.

Myth #5: Only the “host” organization of a multi-group event is responsible or liable for following FIPG policies.

In the case of a function officially or unofficially sponsored by more than one fraternity/sorority, all groups involved are equally responsible for ensuring that FIPG policies, as well as University, state and local rules and regulations, are being followed. Do not assume that since the event may be held at another organization’s house that you are not responsible. If your group is involved, you are liable.

The bottom line: If fraternities and sororities could avoid liability by moving all chapter events off campus or making events “unofficial,” all chapters would have been instructed to do so.

If a chapter wants to practice sound risk management, it will not tolerate “unofficial” events sponsored by members which do not follow FIPG policies. Every chapter should practice sound risk management all the time, regardless of the circumstances.

Alcohol and The Law

LIABILITIES

Negligence – a failure to act with reasonable care.

Example: serving intoxicated people, minors or allowing intoxicated people to leave, without at least trying to insure their safety and the safety of others (the third party which would be the innocent victims injured or killed by a drunk driver.)
Foreseeability – anticipation of an event or probability of an event.

Example: letting an intoxicated person leave your event unattended. Obviously, there’s a pretty good chance someone might get hurt if this person were to drive or he may injure himself trying to make it to his home.

Premise Liability – any injury sustained on or near your premise.

Example: someone is injured by an intoxicated person in or near your chapter house after leaving your house. This person might not have necessarily been served any alcohol by the chapter, but left the chapter house in an intoxicated condition.

The law basically recognizes that a car is no different than a loaded gun. You cannot allow people to become drunk in your chapter house or at your chapter event. You cannot allow people who are intoxicated to be served alcohol. You even cannot allow an intoxicated person to enter your chapter house or event without incurring the legal obligation to get these people home safely.

Chapters, and the individual members, who serve alcohol or allow alcohol to be consumed on their premises or at their events may be liable under state laws for damages resulting from the consumption of those beverages. Liability may be imposed either:

Under specific state laws (“dram shop acts”), or Under the general law of negligence.

Most of the situations where liability has been imposed involved damages caused by drunken driving or alcohol poisoning. Dram Shop Acts Dram Shop Acts, enacted in the nineteenth century, usually impose liability for negligence on the sellers of alcoholic beverages for sales to: persons under the legal drinking age, or those who are obviously intoxicated.

Social Host Liability

Traditionally, under the Dram Shop Laws, liability for damages caused by intoxication was only imposed on sellers of alcoholic beverages. However, since the 1980s, many courts and some legislatures have imposed liability on “social hosts” as well. A social host is an individual who serves alcoholic beverages in a social setting, such as a house or a party. Even a chapter which provides alcohol, or its members provide alcohol, may be liable as social hosts if an intoxicated member or guest causes damage or is harmed.

Example for precedence that has been set:

In December, 1986, the United States Court of Appeals for the Third Circuit held that particular defendants could be held liable if they had an intention to promote or facilitate the consumption of alcohol by minors. Consequently, the court held that the president of the fraternity that sponsored the party, the treasurer of the fraternity who signed a check for the purchase of alcohol, and three individuals who allowed their apartment to be used for the party where minors were served alcohol could all be held liable for injuries to the intoxicated minor and any individuals injured by the minor.

Thus, individuals who furnish alcohol to minors not only commit a violation of the law, but they also render themselves potentially liable for any injuries the minor might sustain and for any injuries that third parties might sustain due to an act of an intoxicated minor. Individuals potentially liable for such damages include not only those who physically furnish the alcohol to the minor but any persons who aid in the furnishing of the alcohol through its purchase or through organizing, hosting, or supporting the event at which the alcohol is made available.

Overview of Common City/State Laws and Regulations

Disorderly House: Excessive noise and/or pedestrian traffic.

Breach of Peace: The assisting in or making of noise, disturbance or breach of the peace or use of language or exhibit behavior of a violent or disorderly character.

Public Intoxication: No person shall be drunk or in a state of intoxication in any public place, or in any private place to the disturbance and annoyance of others.

Unlawful Congregation: No person shall congregate with others on the sidewalks, streets or other public grounds of the city with intent to provoke a breach of the peace; or whereby a breach of the peace may be occasioned by the serious annoyance to pedestrians or by threatening, insulting, or abusive conduct to them.

Permitting Indecency, Drunkenness or Peace Disturbances: No person shall permit the commission in any house, building, room, or premises of any indecent act, any drunkenness, any loud conduct or language, or any other conduct or noises tending to disturb the public peace and quiet.

Carrying a False Identification Card

Misrepresentation of Age to Purchase or Obtain Alcohol

Underage Purchase or Possession of Alcohol

Selling or Furnishing Alcohol to Minors

“OK! So you have me feeling pretty worried with all of this law stuff. How can I prevent this from happening to me?”

You cannot prevent someone from suing you; HOWEVER, you can lessen the probability and you can show REASONABLE CARE by taking the following steps.

Follow the guidelines as outlined in this FIPG Manual.

At no time should you charge for alcohol at any event.

At no time should the chapter fund the purchase of alcohol or provide alcohol for its guests.

Implement a Designated Driver Program.

Don't allow anyone who is visibly intoxicated to consume alcohol.

Don't allow anyone under the legal drinking age to consume alcohol.

Do not allow any member or guest to leave your chapter house or event intoxicated without an escort. Call them a CAB, or if they refuse, call the POLICE.

Appendices:

1. Hosting a Party Within FIPG Policies and Some Common Sense
2. FIPG: Third Party Vendor Checklist
3. TIPS
4. Social Activities Without Alcohol
5. Dealing With An Intoxicated Person

Appendix 1

Hosting a Party Within FIPG Guidelines and Some Common Sense

Have Good Neighborhood Relations:

Inform your neighbors about the party and they will appreciate the courtesy. They will be more likely to be tolerant of REASONABLE noise levels if they know you and if you respond to their needs.

Inform your neighbors of a chapter contact person that they can call in case of a problem.

Take care of your surroundings during and after events – maintain a respectable living environment that will promote positive neighbor relations.

Control the party and your guests. – Keep people from congregating outside your house or in the street.

Host a Closed Party

Members, pledges, and dates.

Limit guests to one couple per member.

Have a guest list.

An open invitation to “anyone who wants to come” puts you in a potentially dangerous situation. Having no notion of the number, ages, or personalities of your guests could cause unwanted problems.

Focus decorations and activities on the theme of the party, not alcohol.

Serve Food.

Appropriate to theme. Avoid salty foods or snacks; serve foods high in protein.

Appoint Party Monitors

Oversee the party to make sure all attending are well behaved.

Agree not to consume alcohol that evening.

Act as sober hosts who agree to make sure party starts and ends on time and that the bar opens and closes on time.

Appoint Designated Drivers

Will check all car and other motor vehicle keys at door as party begins.

Act as sober hosts who agree to provide transportation home to any guest determined to be impaired, and to make arrangements to return keys the next day.

Make arrangements with a cab company for rides home for guests.

Do Not Use Chapter Funds to Purchase Alcohol

Make event a “Bring Your Own” and limit amount allowed. For example, for a four-hour party, limit each person of legal drinking age to a six-pack of beer or six ounces of straight alcohol. Do not allow members to pass the hat to purchase alcohol.

Do Not Sell Alcohol

Charging for admission or a cup and then providing alcohol is no different than selling by the drink.

The chapter cannot provide alcohol under any circumstances, even if it is served free to members and guests.

Do not allow undergraduates or alumni to establish bar tabs for the event.

Conduct “Bring Your Own” Events, Using the National Interfraternity Conference Guide, *Making Bring Your Own Beverage Events Happen*. The BYOB checklist is provided in this document.

Check IDs at the Door, and Identify Those Over the Legal Drinking Age in some unique way, such as wrist bracelets.

It is advisable to hire professional security (e.g., security firms, off-duty police officers) to work the door and check IDs.

Serve Non-Alcoholic Beverages and display them attractively.

Use same cups for alcoholic and non-alcoholic drinks so everyone feels comfortable.

Be imaginative; serve a non-alcoholic drink that goes with the party theme.

Set Starting Time and Ending Time for the party and stick with them, limit the party to four hours.

Do Not Permit Drinking Games

Monitor the Intoxicated

Stay with the person; have the person sleep on his or her side to prevent choking.

If he/she has any breathing problems, check for clear air passage, administer mouth-to-mouth resuscitation and call for emergency medical help immediately.

Avoid problems, limit guests to no more than a six pack of beer or the equivalent.

Be a Responsible Host

If you invite a guest, you are responsible for controlling his or her behavior.

Hosting a party is not a lark; all members and especially the officers are accountable if a problem occurs.

Do Not Allow Bottles

Bottles provide an opportunity for broken glass and injury to your guests. Restrict consumption of any beverages to cans and plastic cups.

Know your university’s alcohol and event policies.

Be Prepared for All Situations!

Appendix 2

FIPG: Third Party Vendor Checklist

The Chapter President:

Your chapter will be in compliance with the risk management policies of your national fraternity and FIPG if you hire a “third party vendor” to serve alcohol at your functions WHEN you can document the following checklist items.

The Vendor Must:

1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held.

Attach Copies of State and Local Licenses to the Checklist.

2. Be properly insured with a minimum of \$1,000,000 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 coverage, “off premise liquor liability coverage and non-owned and hired auto coverage.”

The certificate of insurance should name as additional insured (at a minimum) the local chapter of the fraternity hiring the vendor as well as the national fraternity with whom the local chapter is affiliated.

Attach a Copy of the Certificate of Insurance and Highlight Required Clauses.

3. Agree in writing to cash sales only, collected by the vendor, during the function.
4. Assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:

- A. Checking identification cards upon entry;
- B. Not serving minors;
- C. Not serving individuals who appear to be intoxicated;
- D. Maintaining absolute control of ALL alcoholic containers present;
- E. Collecting all remaining alcohol at the end of a function (no excess alcohol - opened or unopened - is to be given, sold or furnished to the chapter).
- F. Removing all alcohol from the premises.

Attach a Written Agreement Signed and Dated by the Chapter President and the Vendor Stipulating Agreement to the Items Required in #3 and #4 Above

This form must also be signed and dated by both the chapter president and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with FIPG and national fraternity requirements.

Chapter President’s Signature & Date

Vendor’s Signature/Company & Date

Appendix 3

Training for Intervention Procedures®

TIPS/ TIPS for the University

TIPS for the University is a training program which specifically addresses many problems associated with alcohol use by university students. The two-hour program is designed for individual students, residence hall advisors, fraternity and sorority officers, faculty members, servers at campus pubs, and representatives of alumnae/alumni groups or other university organizations.

TIPS uses printed materials, videotapes and role-playing exercises to educate students and university officials about the effects of alcohol consumption; how to recognize potential problem situations; and how to intervene in a tactful, yet effective manner. TIPS workshops also include information on the legal responsibilities of private party hosts and how to minimize the liability associated with serving alcohol.

Strict quality controls ensure that the TIPS training experience is useful. In fact, several insurance companies recognize the importance of TIPS as a risk reduction tool by offering substantial discounts on liability coverage to TIPS-trained establishments. TIPS also is the only server training program proven effective by independent university research.

TIPS for the University is more than an alcohol awareness program. TIPS-trained individuals actually can reduce the incidence of drunkenness and drunk driving on and around campus.

The Following Organizations and Schools are Subject to Change

Greek Organizations with Trainers:

Alpha Chi Omega	Delta Upsilon	Psi Upsilon
Alpha Epsilon Pi	Kappa Sigma	Sigma Alpha Epsilon
Chi Psi	Phi Gamma Delta	Sigma Phi Epsilon
Delta Phi Epsilon	Phi Kappa Theta	Tau Kappa Epsilon
Delta Sigma Phi	Pi Lambda Phi	

Institutions where TIPS trainers are active include:

Adelphi University	California Polytechnic State University	Eastern Illinois University
Agnes Scott College	Canisius College	Eastern Michigan University
Albright College	Central Michigan University	Eastern Nazarene College
Amherst College	Central Missouri State	Endicott College
Ashland University	Centre College	Ferris State University
Babson College	Chicago State University	Florida A & M University
Ball State University	Colgate University	Florida International University
Barry University	College of William & Mary	Fort Valley State University
Bennington College	Colorado Mountain College	Franklin & Marshall College
Bloomsburg University	Colorado School of Mines	Georgetown College
Bradley University	County College of Morris	Georgetown University
Brandeis University	Davidson College	Georgia Institute of Technology
Bucknell University	Denison University	Gettysburg College
Buffalo State College	Dickinson College	Goddard College
Cabrini College	Drew University	Grand Valley State University

Institutions where TIPS trainers are active include: (continued)

Grinnell College	Muskingum College	University of California at Riverside
Hamilton College	Nebraska Wesleyan	University of Central Oklahoma
Hartwick College	New Jersey Institute of Technology	University of Cincinnati
High Point University	Northern Michigan University	University of Houston
Hollins College	Northwest Missouri State University	University of Maryland
Hood College	Northwestern University	University of Michigan
Illinois College	Oakland Community College	University of Michigan at Flint
Indiana University	Oakland University	University of Missouri at Columbia
Iowa State University	Occidental College	University of Nevada at Reno
James Madison University	Ohio Northern University	University of New Mexico
Johnson & Wales at Denver	Presbyterian College	University of North Carolina
Johnson & Wales at Miami	Purdue University	University of North Texas
Johnson & Wales at Norfolk	Queens College	University of Northern Iowa
Kenyon College	Randolph-Macon College	University of Notre Dame
Kettering University	Rensselaer Polytechnic Institute	University of Pennsylvania
Keystone College	Rhodes College	University of Richmond
Kutztown University	RIT	University of Rochester
Logan College of Chiropractic	Roosevelt University	University of Scranton
Lynchburg College	Saint Vincent College	University of South Carolina
Manchester Community College	Salem College	University of Southern Maine at Gorham
Mass. Institute of Technology	Salisbury State University	University of Virginia
Maui Community College	San Juan College	University of Wyoming at Laramie
Miami University	Santa Monica College	UniversityLincoln University
Michigan State University	Sierra Nevada College	Virginia State University
Michigan Technological University	South Dakota State University	Virginia Tech
Middle Tennessee State University	Southern New Hampshire University	Washington & Lee University
Middlebury College	St. John's University	Washington College
Millikin University	St. Lawrence University	Washington University
Millsaps College	Stanford University	Wellesley College
Missouri Southern State College	Stetson University	Wesleyan University
Montana State University	SUNY at Brockport	Western Carolina University
Montclair State University	Susquehanna University	Western Illinois University
Moravian College	Texas A&M University	Western Michigan University
Mount Holyoke College	Towson University	William Woods University
Mount St. Mary's College at Emmitsburg	Triton College	Wofford College
Muhlenberg College	University of California at Davis	Youngstown State University

For more information about TIPS for the University:.

Call: 1-(703)-524-1200 or 1-800-438-8477, Ask for the University Department

Fax: 800-937-8477

Email: univ@gettips.com

Website: www.gettips.com

Health Communications, Inc. / 1101 Wilson Blvd., Suite 1700 / Arlington, VA 22209

Appendix 4

Chapter Programming:

Social Activities Without Alcohol

Some of the following events can be for the group only, with another group on campus, or with dates; some can be used as fund raisers for the group's philanthropy; some can be used as projects to benefit an organization in the community - e.g., senior citizens center, shelter for the homeless, orphanage, etc.

Water skiing	Sledding	Looney-Tunes
Surfing	Bowling	Reach the beach
Card games	Secret Santas, turkeys, spooks, etc.	Crush party
Movie	Picnics, barbecues	Halloween, Christmas, St. Patrick's Day, etc.
Go to plays, musicals	Parents day or dinner/dance	My tie (guys bring over box of ties and members go to party wearing one of the ties)
Go to Parks	Faculty mixer	Dating Game
Frisbee-throwing	Breakfasts or dinner exchanges	Caribbean cruise (can raffle tickets for a weekend trip)
Backpacking, camping	Tie-dye party	Flintstones
Sightseeing tours	Boxer Rebellion	Hay rack rides
Poker	Beach theme	Famous couples party
Visit other campuses, chapters	Reggae (have limbo contest)	Thru the ages (each class given a different decade to dress as 60s, 70s, 80s, etc.)
Lunch with underprivileged children	Sports Illustrated	Hair movie theme
Rafting	60s prom party	Heaven and Hell
Softball, volleyball	Storybook ball	Pajama party
Sing with another Greek group	Mystery date (set up each other)	Square dance
Cookout	Mardi Gras	Visit a theme park
Carwash	M*A*S*H	Progressive dinner
Tennis tournament	Mad for Plaid, Get Plaid	Brotherhood/sisterhood night
Roller skating, ice skating	Prohibition party(20s theme)	Rent out a movie theater
Video night	Valentine's Day theme	Yard sale
Putt-putt golf	Generic (black and white)	Chili cook-off
Campus lecture	Tacky tourist	Church exchange
Potluck dinner	Polyester party	Homecoming displays
Ice cream social	Graffiti party	Game party (TV game show, board game, etc.)
Easter egg hunt	Ski theme	Pumpkin carving
Casino party	Cave man theme	Adopt-a-school (tutoring)
Tricycle race	Hurricane party (get ready for a hurricane)	Theme parties
Haunted house	GI theme (military)	
Comedy night	Circus, Circus	
Beach party	Wedding party	

Appendix 5

Dealing With an Intoxicated Person

Everyone has his own remedy for dealing with a drunk person, and that remedy is usually wrong. When dealing with a drunk person, remember the following guidelines:

- Keep calm so that the person in trouble will remain calm.
- Assess the seriousness of the situation.
- Be prepared for the unexpected.
- Be aware of the main dangers:
- Do not give the person food, drink, or drugs; it could induce vomiting or choking.
- Keep the person still to avoid injury.
- Get immediate medical help if the person is unconscious or having difficulty breathing.

Immediate care you can provide:

DO

- Speak in a clear, reassuring manner
- Keep the person still and comfortable
- Stay with the person who is vomiting
- If the person is lying down, Turn him face down, and Turn his head to the side.
- Monitor the person's breathing
- If it is slowed (less than 12 Breaths per minute)
GET MEDICAL HELP!!!

DON'T

- Don't laugh, ridicule or provoke the person
- Don't exercise the drunk person
- Don't allow the person to drive
- Don't try to keep the person awake
- Don't give food, liquid or drugs to sober them
- Don't give the person a cold shower
- Don't have them lie on their back

REMEMBER THE ONLY THING THAT CAN SOBER A DRUNK PERSON IS TIME

Call for medical help if:

- The person is unconscious.
- The person is having difficulty breathing. Be aware that the person may stop breathing, so be prepared to administer artificial respiration if you are trained in CPR.
- You are in doubt as to what to do.
- The police (or your hired security) can help when:
 - The person is too unruly to handle
 - You need transportation to a health facility
 - The person refuses assistance and may cause harm to himself or others. (Particularly if he/she is behind the wheel of a car).

Appendix 6

Effects of Alcohol

B

lood Alcohol Level (BAL) is the amount of alcohol present in your blood as you drink. It's calculated by determining how many milligrams of alcohol are present in 100 milliliters of blood. But you don't need a breathalyzer, a calculator, or a measurement conversion chart to figure out what BAL you had last night. Use the Table of Blood Alcohol Levels below. This is a generalized chart based on a person who is metabolizing (or breaking down) one drink an hour. For example if you are a 120 lb. female drinking seven drinks in one hour, your BAL is a .30%.

If you're a WOMAN, your Blood Alcohol Content is:

# Drinks per hour	Weight (in pounds)							
	100	120	140	160	180	200	220	240
1	0.05	0.04	0.04	0.03	0.03	0.03	0.02	0.02
2	0.10	0.08	0.07	0.06	0.06	0.05	0.05	0.04
3	0.15	0.13	0.11	0.10	0.08	0.08	0.07	0.06
4	0.20	0.17	0.15	0.13	0.11	0.10	0.09	0.09
5	0.25	0.21	0.18	0.16	0.14	0.13	0.12	0.11
6	0.30	0.26	0.22	0.19	0.17	0.15	0.14	0.13
7	0.36	0.30	0.26	0.22	0.20	0.18	0.16	0.15
8	0.41	0.33	0.29	0.26	0.23	0.20	0.19	0.17
9	0.46	0.38	0.33	0.29	0.26	0.23	0.21	0.19
10	0.51	0.42	0.36	0.32	0.28	0.25	0.23	0.21
11	0.56	0.46	0.40	0.35	0.31	0.27	0.25	0.23
12	0.61	0.50	0.43	0.37	0.33	0.30	0.28	0.25

If you're a MAN, your Blood Alcohol Content is:

# Drinks per hour	Weight (in pounds)							
	100	120	140	160	180	200	220	240
1	0.04	0.04	0.03	0.03	0.02	0.02	0.02	0.02
2	0.09	0.07	0.06	0.05	0.05	0.04	0.04	0.043
3	0.13	0.11	0.09	0.08	0.07	0.07	0.06	0.05
4	0.17	0.15	0.13	0.11	0.1	0.09	0.08	0.07
5	0.22	0.18	0.16	0.14	0.12	0.11	0.10	0.09
6	0.26	0.22	0.19	0.16	0.15	0.13	0.12	0.11
7	0.30	0.25	0.22	0.19	0.17	0.15	0.14	0.13
8	0.35	0.29	0.25	0.22	0.19	0.17	0.16	0.14
9	0.37	0.32	0.26	0.24	0.20	0.19	0.17	0.15
10	0.39	0.35	0.28	0.25	0.22	0.20	0.18	0.16
11	0.48	0.40	0.34	0.30	0.26	0.24	0.22	0.20
12	0.53	0.43	0.37	0.32	0.29	0.26	0.24	0.21
	0.57	0.47	0.4	0.35	0.31	0.29	0.26	0.23
	0.62	0.5	0.43	0.37	0.34	0.31	0.28	0.25
	0.66	0.54	0.47	0.40	0.36	0.34	0.30	0.27

REMEMBER: While this chart is a good general guideline, every individual reacts differently to alcohol. The chart doesn't take into account your individual body composition, your use of medication, your mood changes, or your personal metabolism rate. Therefore, your blood alcohol level may in fact be slightly higher or slightly lower than the chart indicates for the number of drinks you consume. Just keep in mind that your body processes alcohol at a constant rate of .5 oz. per hour, regardless of how many ounces you consume. Therefore, the faster you drink, the higher your blood alcohol level will be.

Did you know...

.08 - .10 blood alcohol level is considered legally drunk.

Most states practice zero-tolerance laws, meaning if you are under 21 any alcohol in your system is against the law.

You've figured out last night's BAL on the table. Now, since you've done the math, we'll explain it to you in English. Below, read all about how you're acting when you think you're being the life of the party.

BAL .02%-.03%

You feel mildly relaxed and maybe a little lightheaded. Your inhibitions are slightly loosened, and whatever mood you were in before you started drinking may be mildly intensified.

BAL .05%-.06%:

You feel warm and relaxed. If you're the shy type when you're sober, you lose your feelings of shyness. Your behavior may become exaggerated, making you talk louder or faster or act bolder than usual. Emotions are intensified, so your good moods are better and your bad moods are worse. You may also feel a mild sense of euphoria.

BAL .08%-.09%:

You believe you're functioning better than you actually are. At this level, you may start to slur your speech. Your sense of balance is probably off, and your motor skills are starting to become impaired. Your ability to see and hear clearly is diminished. Your judgment is being affected, so it's difficult for you to decide whether or not to continue drinking. Your ability to evaluate sexual situations is impaired. Students may jokingly refer to this state of mind as beer goggles, but this BAL can have serious repercussions. See the pages on Sex and Alcohol: A Risky Relationship for how to protect yourself.

BAL .10%-.12%:

At this level, you feel euphoric, but you lack coordination and balance. Your motor skills are markedly impaired, as are your judgment and memory. You probably don't remember how many drinks you've had. Your emotions are exaggerated, and some people become loud, aggressive, or belligerent. If you're a guy, you may have trouble getting an erection when your BAL is this high.

BAL .14%-.17%:

Your euphoric feelings may give way to unpleasant feelings. You have difficulty talking, walking, or even standing. Your judgment and perception are severely impaired. You may become more aggressive, and there is an increased risk of accidentally injuring yourself or others. This is the point when you may experience a blackout.

BAL .20%:

You feel confused, dazed, or otherwise disoriented. You need help to stand up or walk. If you hurt yourself at this point, you probably won't realize it because you won't feel pain. If you are aware you've injured yourself, chances are you won't do anything about it. At this point you may experience nausea and/or start vomiting (keep in mind that for some people, a lower blood alcohol level than .20% may cause vomiting). Your gag reflex is impaired, so you could choke if you do throw up. Since blackouts are likely at this level, you may not remember any of this.

BAL .25%:

All mental, physical, and sensory functions are severely impaired. You're emotionally numb. There's an increased risk of asphyxiation from choking on vomit and of seriously injuring yourself by falling or other accidents.

BAL .30%:

You're in a stupor. You have little comprehension of where you are. You may suddenly pass out at this point and be difficult to awaken. (But don't kid yourself: Passing out can also occur at lower BALs. But, at lower blood alcohol levels, you may decide you've had enough to drink and go "pass out." With an alarming BAL like .30%, your body will be deciding to pass out for you.) In February 1996, an 18-year-old student died of alcohol poisoning with a BAL of .31% after attending two parties the night before.

BAL .35%:

This blood alcohol level also happens to be the level of surgical anesthesia. You may stop breathing at this point. In February 1996, a second student, age 20, died of alcohol poisoning with a BAL of .34% after drinking six beers and twelve shots in two hours.

BAL .40%:

You are probably in a coma. The nerve centers controlling your heartbeat and respiration are slowing down, s-l-o-w-i-n-g d-o-w-n, s-l-o-w-i-n-g d-o-w-n. it's a miracle if you're not dead. In April 1994, a 21-year-old student died of alcohol poisoning with a BAL of .40% after a Hell Night party.

.40% BAL
coma



Home

.30 %

BAL in a drunken stupor

.25 %

BAL emotionally and physically numb

.20 %

BAL vomiting

.15 %

BAL possible blackout (memory loss)

.10 %

BAL lack of coordination and balance (legally drunk)

.05 %

BAL warm and relaxed

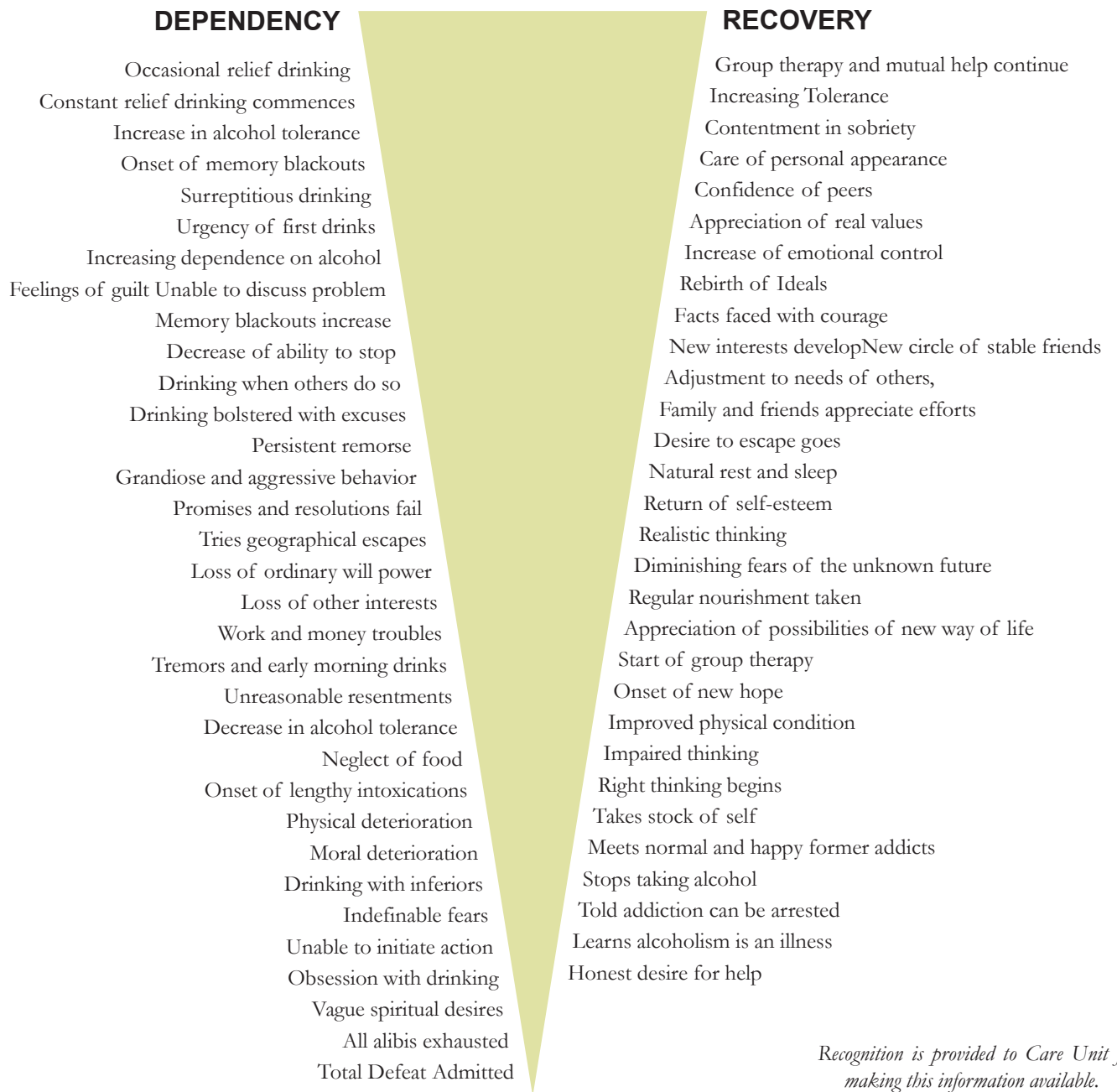
.02 %

BAL little lightheaded

Appendix 7

Progressive symptoms of Alcohol Dependency and Recovery

Alcoholism is a disease with predictable symptoms or phases. The chart below helps pinpoint where an alcoholic is in this process and also will help you to be aware of the symptoms of this devastating disease.



Recognition is provided to Care Unit for making this information available.

T

Focus on Drugs

The Risk Management Policy of the FIPG, Inc. shall apply to all member men's and women's fraternity entities and all levels of fraternity membership. The policy specifically addresses the issue of drugs as follows:

FIPG Policy on Drugs

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 forbidden.

Cops Seize Three Fraternity Houses, Charge 12 in Drug Raid, The Bakersfield Californian, March 23, 1991

The Greek world was jolted in 1991 when three houses at the University of Virginia were seized because of drug activity. Under the Federal and State Asset Forfeiture laws, ANY property that can be linked to the use and/or sale of drugs can be seized by the government. This includes, but is not limited to, the chapter house, chapter bank accounts and vehicles located at the seized residence. It is up to the property owner to prove that the property was not used in or associated with drug activity. Drug activity in the chapter, and most particularly in the chapter house, places the chapter as well as its property, in jeopardy of being seized.

In the Greek world, as in all of society, substance abuse and chemical dependency are terms becoming well known. Substance abuse and chemical dependency are not new and neither is the effort to thwart their occurrence. Over the past few years, the problems inherent in substance abuse and chemical dependency have been addressed by federal, state, and local governments, as well as health and human service agencies. They have dealt with and tried to overcome the problems associated with substance abuse and chemical dependency. Though these efforts have merit, it is critical that members and leaders of our university communities take a stand and become more involved with solving the issue of substance abuse and chemical dependency on our campuses.

Common questions concerning substance abuse and chemical dependency

What is chemical dependency?

It is a disease or illness like any other. It is a primary disease, not a symptom of some other underlying cause. Chemical dependency causes the related problems that occur in the user's or drinker's life.

What causes chemical dependency?

The exact cause remains unknown, but it is not caused by lack of willpower, weakness of character, or some flaw in a person's moral structure. It is impossible to predict who will become dependent when exposed to using drugs or alcohol. Due to the ever-present availability of and exposure to drugs and alcohol in our society, evidence is clearly shown that anyone who can become dependent, in all probability, will become dependent.

Can other problems in a dependent person's life be treated?

No. Not while the dependency remains unarrested. The disease of chemical dependency rests on a human life in such a way that it effectively blocks the receipt of any other care we might want to deliver to whatever else is wrong with the individual.

Once chemically dependent, is a person likely to initiate recovery by himself or herself?

Probably not. Chemical dependency is predictable and progressive. Untreated, it will almost always get worse.

How long does it last?

Once dependent, the person remains so forever. However, dependency can be arrested and will remain so as long as there is abstinence from mood-altering chemicals. Relapse is an ever-present danger. Recovery is a lifelong commitment.

What will happen if it is left untreated?

Chemical dependency is fatal. If the dependency is not arrested, premature death will result.

Can the illness be treated?

Chemical dependency is treatable and intervention is the best and most reliable method for initiating treatment. Over 70% of interventions are successful in leading the chemically dependent individual to accept his or her problem and seek treatment.

What are the symptoms of chemical dependency?

The symptoms are compulsions to use drugs or drink. The compulsion is evident in using or drinking that is inappropriate, unpredictable, excessive, or constant. (e.g., drinking at 8 a.m. before class.)

What is the difference between chemically dependent and non-dependent? I know a friend who used drugs once but hasn't since.

A non-dependent person will stop using drugs or drinking as a result of a brush with the law, reprimand, or an episode with a family problem. A dependent person will not stop. If using alcohol or drugs is causing any continuing disruption in an individual's personal, social, spiritual, or economic life and the person does not stop using, he or she is chemically dependent.

Can a person be helped while continuing to drink or use?

No. Not even the best psychiatric help can have lasting effects until substance use or drinking stops.

Why doesn't a chemically dependent person seek help when bad experiences are continually occurring?

People with this illness generally do not seek treatment on their own volition because they are not aware of their dependency. They remain utterly unaware of the progress of the disease. This is due, in a large part, to rationalization and delusion. Every bizarre behavior is rationalized away, and as a result of delusion (repression, blackouts and/or recall), the person's ability to remember what has happened during any given drinking or drug using episode is destroyed.

What are the progressive phases of substance abuse?

The four phases of substance abuse are listed below:

1. Learns mood swing (Experimentation). *Experiences the effects of transferring from normal feelings to euphoric feelings.*
2. Seeks mood swing (Compulsion). *Growing anticipation of effects; preoccupied with experiencing effects; desires regular use; develops tolerance (requires more of a drug to obtain the same level of effect).*
3. Negative Reactions (Delusions). *Experiences depression after euphoria; rationalizes all negative behavior and feelings; experiences blackouts.*
4. Uses chemicals to feel normal (Dependency). *Reality is distorted to the extent that continual use is required to cope with day-to-day living.*

Who is abusing or misusing drugs?

You may be surprised to learn that drug abuse or misuse is prevalent throughout society. For instance, the problem may be found in adolescents, housewives, businessmen, young adults (including fraternity and sorority members), senior citizens, whites, blacks - all whether rich or poor.

What drugs are being abused?

Alcohol, stimulants, marijuana, narcotics, hallucinogens, sedatives, and inhalants are all substances that are commonly abused. Some of these are legal and some are illegal. For those that are legal, there is a propensity for misuse because they are more widely available. The most commonly abused drugs today are what is known as "club drugs", i.e., ecstasy and GHB. They are known as "feel good" drugs, but their effects can be deadly.

Why are drugs being abused?

There are numerous reasons for people abusing drugs. Many people abuse drugs for their psychoactive (mind-altering) properties. Others have the wish or belief that drugs can solve their problems; they are pressured by peers to experiment; they want to experiment; they derive enjoyment from taking the drug. Aiding and abetting the abuse is the ease of obtaining some drugs (such as alcohol).

What options are available for people who want to help their chemically dependent friends?

- * University counseling services
- * Narcotics Anonymous
- * Alcoholics Anonymous
- * See Appendix for further resources

The Truth

About Club Drugs

Methamphetamine

Street Names: Speed Crystal Ice Crank Chalk
Fire Meth Glass

Description

A central nervous system stimulant, often found in pill, capsule, or powder form, which can be snorted, injected or smoked.

Effects:

- Displays signs of agitation, excited speech, lack of appetite, and increased physical activity.
- Often results in drastic weight loss, violence, psychotic behavior, paranoia, and sometimes damage to the heart or nervous system.

Ketamine

Street Names: Special K K Vitamine K Cat Valium

Description:

An injectable anesthetic used primarily by veterinarians, found either in liquid form or as a white powder that can be snorted or smoked, sometimes with marijuana.

Effects:

Causes reactions similar to those of PCP, a hallucinatory drug
Results in impaired attention, learning, and memory function
In larger doses, it may cause delirium, amnesia, impaired motor function, high blood pressure, and depression.

Rohypnol

Street Names: Roofies Rophis Roche Forget-me Pill

Description

Tasteless and odorless sedative, easily soluble in carbonated beverages, with toxic effects that are aggravated by concurrent use of alcohol.

Effects:

Can cause amnesia, which contributes to Rohypnol's popularity as a "date rape" drug
Can cause decreased blood pressure, drowsiness, visual disturbances, dizziness and confusion

Lysergic Acid Diethylamide (LSD)

Street Names: Acid Boomers Yellow Sunshines

Description

Hallucinogen that causes distortions in sensory perception, usually taken orally either in tablet or capsule form. Often sold on blotter paper that has been saturated with the drug.

Effects:

Are often unpredictable and may vary depending on dose, environment, and the user
Causes dilated pupils, higher body temperature, increased heart rate and blood pressure, sweating, dry mouth, and tremors
Can cause numbness, weakness, and nausea
Long term effects may include persistent psychosis and hallucinogenic flashbacks

GHB: The Facts

What is GHB?

GHB is the acronym for gamma-hydroxybutyrate, and has existed since 1990
 It is a powerful, synthetic drug that acts as a depressant on the Central Nervous System, by over-producing and blocking Dopamine up-take.
 It has no legitimate medical use in the US.
 The FDA has used it in “orphan drug” research, but has never approved it for any other use or manufacturing.
 People abuse it for euphoric, sedative, and anabolic (body building) effects.

Patterns of Abuse:

steroid alternative recreational drug on in
 sexual assaults/rape
 raves/parties in water bottles or small viles

FDA Warnings

1990- declared “no legitimate use”
 1997- declared same thing, classified as “unproved”
 March 2000 – declared illegal to possess, buy, or sell

Characteristics:

Depressant-Central Nervous System Fast-acting Rapidly
 absorbed by body
 Mixed With Alcohol Intoxication Euphoria
 Perceived increase sexual drive Lowered inhibitions Suppresses
 the gag reflex

Effects

Dizziness Nausea Intense
 drowsiness
 Dangerously suppresses breathing Lasts 3-6 hours On-set-
 5-15 minutes
 Not as long lasting as Rohypnol (Roofies) Amnesia effect (not as strong as Rohypnol (Roofies)
 Victim remains conscious, but physically incapacitated (depending upon dose)
 Increases the chances of dehydration, hypertension, heart or kidney failure, and increased body
 temperature, which can lead to death
 Long term effects include confusion, depression, sleep problems, anxiety, paranoia, and loss of memory

Adverse Effects

Seizures Respiratory depression Coma Death

Street Names

GHB Grievous Bodily Harm Liquid X Easy Lay Energy
 Drink
 Mickey Georgia Home Boy Soap Bedtime Scoop Gamma 10

G-Juice (somewhat salty taste reported)

How is GHB Made?

Home Brews (tub, sink, in-home chem labs, kitchens) “Bath Tub Brews”
 Made by mixing “Lactone” (GBL) & Lye
 Basically a Degreasing Solvent/Floor Cleaner mixed with a Drain Cleaner

Dangers

Variation in batches/amounts of ingredients mixed, purity, potency of batches
 Small dose produces adverse effects
 Ingesting caustic substances (solvents, etc.)
 When combined with other drugs (Meth, Alcohol) can cause seizures, breathing is limited, tremors, etc.
 Very narrow margin between the dose that produces intoxication and the dose that causes harmful effects

What It Looks Like

Clear Liquid/Salty-Bitter Taste Colorless/Odorless White crystalline powder
 “Visine” particles

Availability

Internet Recipes Mail-order kits “Home Brews”

MDMA (Ecstasy)

Street Names

Adam	Rolls	Clarity	Love Dust	E Glow
Dust	X	Energy Dust	Love Drug	Mitsubishis,
Nikes, etc. (determined by pattern on pills)		Lovers Speed	Ecstasy	XTC

Catch Phrases

Rolling	Roll	“an X journey”	trance	trip E-bag
“opened up”	“loved up”	afterglow	eating pills	

What does it do?

Duration/Effect: 20-40 minutes for initial onset, intense “rolling” feeling; 2-3 hour plateau-senses heightened, “closeness” to others; 6 hours to baseline

Heightened Senses, Tranquility, Conviviality, Clear Thoughts Often Verbalized

What is it?

Synthetic, psychoactive drug with hallucinogenic and amphetamine-like properties. Found in both pill and powder forms. It is “chemically” an amphetamine & empathogen (ability to communicate and feel empathy toward others). Hallucinogenic (visual, audio) effects are often from other substances sold as or mixed with MDMA.

Forms

Most common form is MDMA (methylenedioxyamphetamine) but also found as MDA & MDEA. Pill (most common) and powder forms. All work similarly as neurotransmitter uptake blockers in the brain, causing overproduction and build up of Serotonin. Tolerance increases occur.

Rare to find pure MDMA

Pills sold as “E” often contain other psychedelic or amphetamine substances (LSD (acid), 2-CB (synthetic psychedelic compound), caffeine, Ketamine (special K), aspirin (often substituted), Atropine (intestinal muscle relaxant). You never know...

Psychological Effects (Can last for weeks after initial dose)

Confusion problems	Depression-long lasting after drug leaves system		Sleep
Drug craving	Severe anxiety	Paranoia	
Distance from others (because of “openness”)	“euphoric recall”	Personality changes	
		Conflicts between values and actions	

Physical Problems

Muscle tension	Depression	Blurred Vision	Chills
Faintness/Nausea	Sweating - Hypertension		
Increased (dangerous levels) heart rate and blood pressure			Appetite loss
Fatigue (after)		Nystagmus (lateral eye wiggle)	
Long-term brain damage			

Destroys the Serotonin-producing neurons in the brain which play a role in:

- Thought
- Memory
- Pleasure
- Aggression-Regulation
- Mood
- Sexual Activity
- Sleep
- Sexual Enjoyment
- Involuntary teeth clenching

Appendix 1

Resources for Information and Treatment of Drug Abuse

For information on and treatment of drug abuse (including alcoholism), look in your local Yellow Pages - "Drug Abuse - Treatment." Another primary source should be your local Campus Counseling or Crisis Center.

Organization

Hazeldon Foundation

Box 176
Center City, MN 55012-0176
1-(800)-328-9000 (U.S.)
1-(800)-257-0070 (MN)
World's largest source of educational materials on chemical dependency.

National Help Line

1-(800)-262-2463
Counselors on duty 24 hours a day - staffed by professionals.

The Johnson Institute

7151 Metro Blvd. #250
Minneapolis, MN 55439-2122
1-(800)-231-5165 (U.S.)
1-(800)-247-0484 (MN)
Provides reference to appropriate agencies in your area.

Narcotics Anonymous

(See local White Pages of telephone directory)
Self-help treatment program modeled on successful AA program.

Alcoholics Anonymous

(Use local telephone directory)
Well-known for a very successful treatment program for alcoholics.

AI-Anon Family Groups

(Use local telephone directory)
Support program for family and friends of alcoholics.

Nar-Anon Family Groups

(Use local telephone directory)
Support program for family and friends of narcotics users.

National Clearinghouse for Alcohol Information

P.O. Box 2345, Dept. #10
Rockville, MD 20852
Write to obtain a listing of counseling and treatment centers in your state.

Look under "Drug Abuse" in local telephone Yellow Pages

Lists many local organizations that work with alcoholics and drug abusers.

PRIDE (Parents Resource Institute for Drug Education)

Provides information on how to deal with abuse problems.

NIDA (National Institute on Drug Abuse)

1-(800)-662-4357
Gives information on local treatment facilities.

Alcohol & Drug Abuse Education Program

U.S. Office of Education
400 Maryland Ave., SW
Washington, DC 20702
Write to obtain information on education and treatment materials.

Books

Roads to Recovery (Ed., Jean Moore)
New York: Macmillan, 1985
Lists and provides description of several hundred residential treatment centers nationwide.

Intervention (By Vernon Johnson)
Johnson Institute, 1986
Complete description of the intervention process.

FIPG Focus

on Sexual Abuse and Harassment

The Risk Management Policy of the FIPG, Inc. shall apply to all men's and women's member fraternity entities and all levels of fraternity membership. The policy specifically addresses the issue of sexual abuse and harassment as follows:

FIPG Policy on 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 which are demeaning to women or men, including but not limited to date rape, gang rape or verbal harassment.

Sexual Abuse

1. A chapter 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 that are demeaning to men or women, including but not limited to date rape, gang rape, and verbal harassment.
2. A chapter will not sponsor or participate in any activity, including competitive games and philanthropic endeavors, that is abusive or demeaning to human beings.
3. A chapter will educate its members on the issue of sexual abuse.

FAQs

Why Should we be concerned about sexual Abuse?

Legal liability is a reality in sexual abuse incidents. It is possible that a victim of sexual abuse or rape may be able to sue the perpetrator, even though criminal charges are not filed or are dismissed. The chapter, chapter officers, and others may be sued if an incident of sexual abuse occurs at a chapter function.

What is sexual Abuse?

In order to understand sexual abuse, we must define both sexual harassment and rape. Sexual harassment is defined as the unwelcome, unreciprocated imposition of sexual attention, usually in the context of a relationship of unequal power. Rape is defined as an act of sexual penetration with a person against his/her will. Both of these actions fall under the definition of sexual abuse.

There are many types of sexual abuse. Recognize that sexually abusive behavior occurs on a continuum ranging from harassment to rape. Sexual abuse usually falls into two categories, verbal and physical.

Verbal abuse may include:

- whistling
- humor and jokes about sex or male or female specific traits
- suggestive or insulting sounds
- sexual innuendoes about your or someone else's personal appearance
- sexual innuendoes about your or someone else's sexual activities
- demands for sexual favors accompanied by implied or overt threats

Physical abuse may include:

- obscene gestures
- staring suggestively
- any inappropriate touching, pinching or patting
- brushing against someone else's body
- coerced sexual intercourse
- assault

Why Does Sexual Abuse Occur?

Although there is not one direct cause for sexually abusive behavior, there are some factors that help build an environment conducive to sexual abuse. Factors such as gender role stereotyping - what our society says is “feminine” and “masculine” - are part of the problem leading to rape and sexual harassment.

Generally, males are socialized to be competitive, aggressive and dominant. Little boys grow up playing games such as “cops and robbers” with a clear winner and clear loser. As they grow older, males are encouraged to experiment with their sexuality as a part of growing up. This environment that encourages males to “win” often leads to the belief in the “right” to have sex.

In contrast, females are generally socialized to be passive, dependent and people-pleasers. They grow up playing games with little or no rules, such as “house.” Unlike males, females are discouraged from experimenting with their sexuality. The double standard for sex prevails.

This social environment that encourages males to be aggressive and females to be passive is ripe for sexual abuse. Sexual harassment and rape are issues of power abuse. If we can understand how gender role stereotyping often leads to power imbalances, we can better understand how the phenomenon of sexual abuse happens in our society.

What Can You do as an Individual to Minimize Sexual Abuse?

Understand that you are responsible for your own actions as an individual and as a member of a group. Understand your own sexuality and be aware of social pressures.

Don't assume that previous permission for sexual activity applies to the current situation.

Don't assume that just because someone dresses in a “sexy” manner and flirts that she/he wants to engage in sexual activity. However, know these actions may be misinterpreted.

Don't get into a vulnerable situation with someone you don't know or trust.

Don't participate in or allow “less severe rapes” to happen. Verbal harassment of women, whistles, snide comments and stares are all assaults on any woman's or man's sense of well being. The underlying intention is to intimidate the person.

Take an equal role in your relationships with the opposite sex.

Reject sexual stereotypes that define women as passive, weak and irrational, and men as aggressive, macho and dominating.

Avoid excessive use of alcohol and other drugs that will impair your judgment and interfere with effective communications.

Don't rape. Sexual intimacy is a free exchange between free people. Intimidation, coercion and force have no place in love-making.

What can we do as a group to prevent sexual abuse?

Review chapter and system “traditions” and eliminate sexist, degrading practices that signal to members that it is OK to demean and not respect others.

Host educational programs for your chapter. Hold a program on human sexuality. Hold another program on alcohol and other drugs. Aggressively address problems of substance abuse that lead to other problems.

Invite a campus counselor to conduct a program on male-female relationships and assertiveness communication.

Take a leadership role in the Greek system to condemn sexual harassment and abuse and to promote a safe environment for all.

What can you do if you or someone you know has been sexually harassed?

Stand up to the harasser. If you are in a situation that doesn't feel right, let your harasser know that you feel uncomfortable. Tell him that you do not like what he is doing.

Keep written details of each incident. It is important to record date, place, time, and the type of harassment and your response to that harassment.

Seek out support from friends with whom you can share your concerns.

Explore your options to file a formal complaint with the university. Most universities have a set procedure to be followed concerning sexual harassment complaints.

What can you do if you or someone you know has been raped?

Contact a close friend or relative with whom you would feel comfortable talking.

If a friend tells you that she/he has been raped, believe her/him. False alarms are extremely rare. It is important to listen to her/him and then encourage her/him to call a crisis center, contact the police and receive medical treatment.

Call a rape-crisis center or rape-crisis hotline. Rape-crisis centers are staffed with professional counselors who will help you begin to sort through your feelings. Counselors are available 24 hours a day and all calls are confidential.

Contact the police. By contacting the police, you will have some flexibility in your legal options. You may or may not decide to prosecute. But if you do, the necessary evidence will have been collected. Confidentiality is also observed by the police.

Get medical treatment. It is important that you receive medical treatment for several reasons. First, you may or may not decide to prosecute. But if you do, evidence will have been collected by medical personnel. Although you may feel very dirty, do not brush your teeth, urinate, or take a shower before receiving medical treatment. It destroys crucial evidence. Secondly, seeking medical help will help prevent any possible consequences of rape such as sexually transmitted diseases or even pregnancy.

What can you do if someone in your chapter has been accused of rape?

The president of the chapter is the spokesperson for the fraternity. He is responsible in an emergency situation and must make all necessary phone calls and important decisions.

The president should contact the advisor and inform them of the situation.

The president should then contact the national headquarters and inform them of the situation. They will be able to give you guidance regarding the next step.

The president should then contact the Greek advisor and inform him/her of the situation.

Only the president, national fraternity and the advisor should make comments to the media regarding this situation. Do not feel as though you must give the media an answer. It is all right to offer them “No comment” and tell them that you may call them when you receive any additional information.

Advise the accused member of the chapter to seek legal advice.

Appendices:

1. Is Your Chapter Safe?
2. How to Keep Your House a Safe Place/How to Be Safe on Campus
3. A Dater's Bill of Rights
4. How Men Can Tell if Their Behavior Is Sexual Harassment
5. Resources

Appendix 1

Chapter Safety

Is your chapter safe?

1. Do your chapter members respect the opposite sex?
2. Do you follow FIPG policies and procedures?
3. Are crude jokes and “awards” permitted during chapter meetings?
4. Are your chapter members afraid to speak out against questionable behavior at parties?
5. Are your chapter members afraid to say something to someone who is demeaning others?
6. Would you be proud to have your family members or national president at a chapter function?

How to keep your house a safe place

1. Always keep your chapter house doors locked. DO NOT leave doors propped open for friends who might be coming over later.
2. Make sure that all windows are closed and locked before turning in for the night.
3. Do not lend your key to anyone. Do not give out the codes for the chapter’s door locks. Regularly change the codes for the chapter’s door locks.
4. Do not use a keychain with your fraternity letters with your keys in the event that you lose your keys.
5. If you lose your keys, be sure to report it to the chapter president and the house manager.
6. Be sure that all entrances to your chapter house are well lighted.
7. Be sure that all bushes and shrubbery are trimmed to discourage someone from hiding in them.
8. Place emergency numbers next to every phone in the house.
9. Question anyone you do not know in your house as to who they are and what they are doing.

How to be safe on campus

1. Try to walk with groups or take public transportation, especially after dark.
2. If you must walk by yourself, choose a lighted, populated route.
3. As you walk, be sure to walk briskly and with confidence. Be Alert! It is also important to be aware of your surroundings - keep looking around and listening carefully.
4. If a person or car seems to be following you, change direction or cross the street. If you’re still followed, run to the nearest lighted building. Scream “Fire” or “Call the Police” as people are more likely to respond.
5. If you jog, it is a good idea to vary your times and routes. Use the buddy system.

Appendix 2

A Dater's Bill of Rights

- I HAVE THE RIGHT - to refuse a date without feeling guilty.
- I HAVE THE RIGHT - to ask for a date without feeling rejected or inadequate if the answer is no.
- I HAVE THE RIGHT - not to act macho.
- I HAVE THE RIGHT - to choose not to act seductively.
- I HAVE THE RIGHT - to say no if I don't want physical closeness.
- I HAVE THE RIGHT - to start a relationship slowly, to say "I want to know you better before I become involved."
- I HAVE THE RIGHT - to be myself without changing to suit others.
- I HAVE THE RIGHT - to change a relationship when my feelings change. I can say, "We used to be close, but I want something else now."
- I HAVE THE RIGHT - if I am told a relationship is changing, not to blame or change myself just to keep it going.
- I HAVE THE RIGHT - to an equal relationship with the opposite sex.
- I HAVE THE RIGHT - not to dominate or be dominated.
- I HAVE THE RIGHT - to act one way with one person and a different way with someone else.
- I HAVE THE RIGHT - to change my goals whenever I want to.

Edited from: Campus Organized Against Rape University of Florida, Gainesville, Florida

Appendix 3

A guide to sexual harassment

How can men tell if their behavior is sexual harassment?

Some men (and women) are confused as to what behaviors constitute sexual harassment. The following questions may be especially helpful in assessing one's own behavior:

Would I mind if someone treated my wife, partner, girlfriend, mother, sister or daughter this way?

Would I mind if this person told my wife, partner, girlfriend, mother, sister or daughter about what I was saying or doing?

Would I do this if my wife, partner, girlfriend, mother, sister or daughter were present?

Would I mind if a reporter wanted to write about what I was doing?

If I ask someone for a date and the answer is "No," do I keep asking?

If someone asks me to stop a particular behavior, do I get angry and do more of the same instead of apologizing and stopping?

Do I tell jokes or make "funny" remarks involving women and/or sexuality? (Such jokes may offend many people.) -Bernice R. Sandler

If the answer to any of these questions is yes, the chances of the behavior being considered sexual harassment are very high. Because such behavior is likely to be high risk, if you have to ask, it is probably better not to do it.

Appendix 4

Resources

For information on sexual assault and harassment, look in your local Yellow Pages index, under “Sexual Abuse Counseling.”

Another primary source of information is your local campus counseling or crisis center. Other helpful resources include:

Santa Monica Rape Treatment Center 310-319-4000

Sexual Assault Crisis Hotline 800-643-6250

Sexual Assault Crisis & Support Center 800-421-4325

FIPG Focus

On Hazing

The Risk Management Policy of the FIPG, Inc. shall apply to all member men's and women's fraternity entities and all levels of fraternity membership. The policy specifically addresses the issue of hazing as follows:

FIPG Policy on Hazing

No chapter, colony, student (pledge or member) or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as:

Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce or causes 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; kidnappings, whether by pledges or active members; 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 such activities that are not consistent with academic achievement, fraternal law, ritual or policy, or the regulations and policies of the educational institution, or applicable state law.

Education is our goal

The purpose of fraternity education is just that - education about the fraternity, about the chapter and about the college or university. It is education about past and present members of the fraternity, and it is education about what makes a good member. The goal of fraternity education is to develop the future leaders of the chapter.

It is the responsibility of every member to educate in a constructive and harmless way. Each member must watch out for new members, whether pledged member, new or provisional in nature. It is the responsibility of every member to see that the anti-hazing standards of FIPG are not violated.

Areas of concern

The senseless act of hazing not only creates liability risk for the chapter and the entire fraternity, but also hinders the development of the friendships that are the basis of brotherhood and sisterhood.

In recent years, a number of states have enacted laws that make hazing an illegal act. This means that, in those states, a lawsuit resulting from a hazing activity might exclude insurance coverage for members who were aware of or condoned a hazing activity. This exclusion would result because you cannot be insured for an illegal act.

Therefore, hazing carries a number of risks, including:

1. A civil lawsuit
2. Criminal prosecution for an illegal act;
3. Discipline by the fraternity;
4. Discipline by the college or university; and
5. Possible loss of insurance coverage.

But what we do is not hazing

Beauty is in the eye of the beholder. So is hazing. What you may consider to be a perfectly harmless way of making your pledged members learn their lessons in education, may, in the view of others, be an act of violence that can be criminal. Hazing is a felony in more than 38 states. In addition, no college administration or fraternity condones nor accepts hazing as a normal part of fraternity education.

A major concern with certain activities is that, although the goals may seem lofty and the activity harmless, the chapter is approaching a slippery slope towards more violent and dangerous activities. The "fun" activities today turn into the disasters of tomorrow. There is no such thing as "Minor" or "Harmless" hazing.

The biggest danger in hazing is that it gets out of hand. What begins as an innocent prank can lead to disaster. You are familiar with the apocryphal story of the pledge who was tied to the railroad track, after the chapter carefully checked the timetable for that particular route - only to discover to their horror that trains do run late.



The role of the undergraduate chapter is to see that the education process is both enjoyable and rewarding, not only for the new members, but also for the active members. This calls for a precise agenda for membership education, including a list of activities and dates and times. New and old members can participate in any activity, and by being knowledgeable, get more out of activities and the educational experience.

Where hazing begins

Answer these questions about each activity in your pledge/new member education program. If there is one question that has a negative answer, then you know that this activity should be eliminated.

- Is this activity an educational experience?
- Does this activity promote and conform to the ideal and values of the fraternity?
- Will this activity increase the new members’ respect for the fraternity and the members of the chapter?
- Is it an activity that pledged and initiated members participate in together?
- Would you be willing to allow parents to witness this activity? A judge? The university president?
- Does the activity have value in and of itself?
- Would you be able to defend it in a court of law?
- Does the activity meet both the spirit and letter of the standards prohibiting hazing?

Myths and Facts about Hazing

Myth #1: Hazing is a problem for fraternities and sororities primarily.

Fact: Hazing is a societal problem. Hazing incidents have been frequently documented in the military, athletic teams, marching bands, religious cults, professional schools and other types of clubs and/or, organizations. Reports of hazing activities in high schools are on the rise.

Myth #2: Hazing is no more than foolish pranks that sometimes go awry.

Fact: Hazing is an act of power and control over others — it is victimization. Hazing is pre-meditated and NOT accidental. Hazing is abusive, degrading and often life-threatening.

Myth #3: As long as there’s no malicious intent, a little hazing should be O.K.

Fact: Even if there’s no malicious “intent” safety may still be a factor in traditional hazing activities that are considered to be “all in good fun.” For example, serious accidents have occurred during scavenger hunts and kidnapping trips. Besides, what purpose do such activities serve in promoting the growth and development of group team members?

Myth #4: Hazing is an effective way to teach respect and develop discipline.

Fact: First of all, respect must be EARNED—not taught. Victims of hazing rarely report having respect for those who have hazed them. Just like other forms of victimization, hazing breeds mistrust, apathy and alienation.

Myth #5: If someone agrees to participate in an activity, it can’t be considered hazing.

Fact: In states that have laws against hazing consent of the victim can’t be used as a defense in a civil suit. This is because even if someone agrees to participate in a potentially hazardous action it may not be true consent when considering the peer pressure and desire to belong to the group.

Myth #6: It’s difficult to determine whether or not a certain activity is hazing—it’s such a gray area sometimes.

Fact: It’s not difficult to decide if an activity is hazing if you use common sense and ask yourself the following questions:

Make the following inquiries of each activity to determine whether or not it is hazing.

- 1) Is alcohol involved?
- 2) Will active/current members of the group refuse to participate with the new members and do exactly what they’re being asked to do?
- 3) Does the activity risk emotional or physical abuse?
- 4) Is there risk of injury or a question of safety?
- 5) Do you have any reservation describing the activity to your parents, to a professor or University official?

6) Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

If the answer to any of these questions is “yes,” the activity is probably hazing.

Adapted from Death By Hazing Sigma Alpha Epsilon. 1988.

Why hazing doesn't work

Listed below are some of the traditional hazing practices and the negative consequences they are likely to produce. If you need reasons why hazing is inappropriate, the following should help:

Note: Various terms have been introduced to replace the term “pledge” which is most commonly associated with hazing practices. Some of these alternatives include “new member,” “associate member,” etc. The term “pledge” is used in the following description because it remains a commonly used and easily identifiable term.

I. Practice: Push-ups, shouting, and/or public embarrassment - used individually.

Purpose:

Generally used for disciplinary purposes — to punish or “shape up” pledges (new members etc.) who are perceived to be dragging down the group or have been disrespectful.

Negative Reactions:

- Can lead to a temporary suppression of the problem. Once the pledge is initiated, will s/he continue to perform in the best interests of the chapter? In most cases, when the kick in the rear end stops, so will the work.
- Will not allow the cause of the problem—if one exists, to surface. At times the pledge has a legitimate complaint which would be in the chapter's best interest to hear.
- Could lead to the voluntary de-pledging of an individual who might otherwise become one of the top members of the chapter, this being a loss no chapter can afford.
- Possible physical injury - many people have physical weaknesses of which sometimes even they are unaware. If injury occurs, current officers, the university, and the organization can be sued and held liable.

II. Practice: The same activities described in Part I, but used on the pledge class as a whole.

Purpose:

As a disciplinary exercise for the pledge class as a whole.

Negative Reactions:

In addition to all those listed above under Part I:

- Can create the attitude that pledgeship is a hardship, not an educational period, and that initiation is the end of one's work for the organization instead of the beginning. This can create a general lack of participating and/or interest in the membership.
- Can lead to the dissatisfaction and possible de-pledging of individuals opposed to this type of discipline. These can, oftentimes, be some of the top individuals.

III. Practice: Excessive physical or mental demands, on the pledge group as a whole.

Purpose:

To instill pledge class unity.

Negative reactions:

- In addition to the same negative reactions noted in Part 11, this system can be so successful in instilling pledge group unity that, in fact, four separate units are created within the chapter, and a true chapter does not exist.

IV. Practice: Pre-initiation or “Hell” weeks with strenuous and excessive programs and events, physical and mental.

Purpose

- To create a climax to the pledge program, and develop a true appreciation of initiation.
- To unify the pledge class for the last time.

Negative Reactions:

- The pledge is in fact glad to be initiated, not so much for the honor of the event, but for the right to be finished with the work. In this instance, the climax really arrives when the pre-initiation week ends, not when initiation begins. This is another way of strengthening the idea, that, “Boy, I'm glad pledgeship is over because now my work ends” instead of the realization that this is just the beginning of one's commitment to chapter membership.
- In programs with a lack of sufficient sleep and strenuous activities designed to make the pledge less cognizant of what is really happening, the new initiate can be robbed of the true meaning and appreciation of the formal ceremony. Also, as scholarship is supposed to have priority, these programs can in fact be very detrimental to one's academic achievement.
- If the chapter needs this week to unify its pledge class, it points to a flaw in the regular pledge program, as this should already have been accomplished.



How to change fraternity education

There always is resistance to change. No matter how imminent the danger or how great the risk, some are always opposed to change. With the fraternity education process it is no different. People will still ask questions and make statements such as:

“We’ve never had any problems or gotten in trouble.”

“What is this fraternity going to be like?”

“The International (or National) Office is doing this to cover themselves.”

“This is not the same fraternity that I joined.”

“What’s the point of being in a fraternity?”

“They’re just doing what I did, and I liked it.”

“It is a bonding experience.”

“The pledges want (or expect) to be hazed.”

“You can’t make it too easy for them to make it into the fraternity.”

“It is necessary to be a good brother (sister) and to understand respect for the brotherhood (sisterhood).”

These questions and statements all miss the point of hazing and of fraternity education. Having someone carry a rock or a brick does not make one respect the fraternity. Having a person wear a dunce cap to class does not inspire honor for the fraternity.

What new members expect from their education

New members desire many things from the fraternity. They expect these things when they become full members, and they expect them during their education period.

They want:

To make friends

To have a positive experience with their chapter

To learn about the organization

To feel wanted and needed

To be informed as to what the chapter expects from them

To join an organization, not a disorganization

To be respected as individuals and members

To be helped in adjusting to campus life, college classes, and chapter responsibilities

To have fair treatment and not be subservient to initiated members

To do only the work that initiated members do

To respect older members

To have initiation requirements, but not to have to earn active status through personal favors, competition or juvenile activities

To have lots of fun. After all, what did everyone tell them during rush?

If the chapter offers these things, it has a successful program; and there are many activities that lead to such a program. Remember, if you have any doubt whether something is hazing or not, don’t do it. Find an alternative!

Appendices:

1. Hazing! It’s Against the Law!
2. Alternatives to Hazing
3. Chapter Programming: During the Pledge Period

Appendix 1

Hazing! It's against the law!

(if you have to ask, it probably is...)

Hazing is a criminal offense in more than 38 states! Insurance does not cover a felonious act! This list of hazing activities, including examples, is intended as a guide. It is NOT complete. Almost anything that pledged members have to do and initiated members don't, is hazing. Would you feel comfortable if the parents of your pledged members were present? Remember, consent by a pledge or chapter member is no defense to hazing.

- Forced road trips off campus, kidnaps of pledged or initiated members. This prohibition is not intended to abolish trips to other chapters, fraternity headquarters, and the like. It is meant to abolish situations in which pledged or initiated members are bound, gagged, or otherwise restrained or left stranded in the middle of nowhere, or any other like activity.
- Any form of forced physical activities and exercise, whether extreme or not (e.g., push-ups, sit-ups or other calisthenics, runs, walks, etc.; whether on a regular surface such as land or a floor, or in some substance such as mud, snow, etc.)
- Squirting pledged or initiated members with hoses or fire extinguishers
- Scavenger hunts, whether or not such hunts promote theft, vandalism, destruction of property, and humiliating public acts
- Paddling, paddle swats, or any other striking, beating, or hitting
- Kidnappings; transporting a pledged or initiated member against his or her will
- All-night work or study sessions
- Forcing or requiring pledged or initiated members to ingest any liquid or solid matter, edible or non-edible (e.g., any alcoholic substance, chewing tobacco, goldfish, raw onions, spoiled food, etc.)
- Dropping food (eggs, grapes, liver, etc.) or any other item into the mouths of pledged or initiated members
- Requiring pledged or initiated members to wear unusual, conspicuous, embarrassing, or uncomfortable clothing, or clothing that is not normally considered to be in good taste (e.g., burlap underwear)
- Uncomfortable or inconvenient sleeping arrangements, including sleeping outdoors
- Pledged member-initiated member games designed to physically harm members of the pledge class
- Pledged member shows performed in front of brothers or sisters
- Sleep deprivation - waking up pledged members repeatedly during the night (pledged members must be allowed at least six continuous, uninterrupted hours of sleep each night, including during pre-initiation and initiation)
- Humiliation in front of non-members by reference to pledgeship
- Verbal abuse such as calling a pledged member "scum" or "maggot"; yelling and screaming at pledged members
- Line-ups of the pledge class, or grilling individuals or groups of pledged members with questions of any kind.
- Preventing a pledged member from practicing personal hygiene, including making him or her wear the same clothes for a week
- Jumping on the "nail" (which actually is a piece of aluminum foil)
- Entering the fraternity house only through a window
- Penalizing pledged members in any way for not having dates to specific events
- Forcing an individual to participate in any activity or become involved in any situation that is in violation of federal, state or local laws; contrary to the person's genuine moral or religious beliefs; or contrary to the rules and regulations of the educational institution or the national fraternity
- Carrying or wearing objects designed to make the pledged or initiated member look foolish
- Physical or mental shocks, regardless of degree or nature
- Unwarranted touching of the body
- Ceremonial burials
- Degrading games and activities
- Public stunts of buffoonery
- Tests of courage, bravery
- Tests of stamina
- Any situation that risks serious harm or damage to an individual, whether physical or mental
- Any activity that might reasonably bring physical harm to the individual
- Any activity that would degrade or otherwise compromise the dignity of the individual
- Any activity that requires an unreasonable or inordinate amount of the individual's time, or in any manner impairs the individual's academic efforts



Home

- Any activity that makes the individual an object of amusement or ridicule
- Subjecting pledged members to rough-house practices
- Dangerous stunts
- Nudity at any time; causing a pledged or initiated member to be indecently exposed or embarrassed
- Wearing or carrying items such as coconuts, helmets, burlap bags, paddles, or rocks
- Throwing whipped cream, water, paint, etc. on a pledged or initiated member
- Extremely loud music or many repetitions of the same music played at any time (including during pre-initiation week or between portions of the ritual)
- Pushing, shoving or tackling pledged members
- Rat Court, Kangaroo Court, or other individual interrogations
- Memorization of stories, poems, or information not directly related to your fraternity
- Putting pledged members in a room that is uncomfortable (noise, temperature, too small) at any time (including during pre-initiation activities or between portions of the ritual)
- Personal errands run by pledged members for initiated members (servitude)
- Assigning pranks such as stealing, painting objects, panty raids, or harassing another organization
- Initiated members intentionally messing up the house or a room for the pledged members to clean
- Pledged members not permitted adequate time for studies (including during pre-initiation or initiation period)
- Deception prior to the ritual designed to convince a pledged member that he or she will not be initiated
- Lengthy work sessions
- Constantly, or many times a day, or routinely every day, asking pledged members to think about what to expect in the initiation ritual
- Keeping information from the pledged members prior to initiation (date of initiation, time required each day for fraternity duties, etc.)
- Pledged members expected to do anything exclusively for the entertainment of the initiated members
- House duties and cleaning for pledged members that would not normally be assigned to members and that are not shared by initiated members
- Pledged members expected to do anything that initiated members will not do with them
- Black books, name lists, paddles, etc. on which signatures must be obtained. If these are solely for the purpose of getting to know each other and for no other purpose, and as long as the time and the place set for getting signatures are reasonable, this activity is not objectionable
- Pledged member final examination or other written tests
- Pledged versus initiated members in athletic contests that are purposefully unfair and do not promote friendly competition, or instead of teams composed from both groups
- Proof that “every man must be a man”
- Instilling humility in pledged members
- Tradition: “We did it, why shouldn’t they?”
- The marking or branding of a pledged or initiated member
- Preventing a pledged or initiated member from attending class
- Running stairs while reciting material
- Purposeless runs for the sake of creating unity
- Pledged or initiated members vehemently booed or hissed at or demeaned when they make a mistake in recitation in front of the chapter
- Having pledged members write lists of their faults, sins, believing they must read them to other members
- Bracing and fingersnapping in pledged members’ ears
- Any violation of Ritual instructions, procedures or statutes
- Blindfolding pledged members (except for initiation if required by your Ritual)
- Use of ice, water, fire, or food in a manner not consistent with their proper use
- Any use of materials (nails, lumber, clothes, silverware, etc.) in any pledged member activity not consistent with their proper use
- Excessive or particularly hard questioning of pledged member over fraternity information; abusive and extremely pressured questioning of any kind
- War games or any other similar games
- Hot or cold (ice) baths
- Creation of excessive fatigue
- Ditches
- Goat rides
- Ridiculous work assignments, e.g., cleaning floors with toothbrushes, etc.
- Harassing other fraternities or sororities
- Not being allowed to eat for any reason
- Memorization of stories, poems, or information not directly related to your chapter (particularly when profanity is included)
- Polling, dunking, or showering any member (pledged or initiated) because of an engagement or birthday
- Any special pre-initiation activities which do not contribute to the development of the member.
- Penalties for hazing are very severe. There is no room for error. If you think it’s hazing, it probably is. Don’t put yourself in a situation that could jeopardize the chapter or any member. This is a very serious matter.

Appendix 2

W Alternatives to hazing

When organizations are challenged to eliminate hazing practices, some members are often resistant to this change. In many cases, those who are most vocal against eliminating hazing are those who are bitter and angry about the hazing that they themselves endured (but don't admit this publicly) and expect that others should be abused in order to gain "true" membership in the group. You will also find that some of these folks are likely to be bullies of the group—people who enjoy a "power trip" at the expense of someone else.

Of course, if you try to eliminate hazing in your organization, you will likely encounter many elaborate reasons for why this will be devastating for your group. While there will be some staunch supporters of the status quo, there will be many who can be convinced of the negative effects and potential risks of hazing. Believers in the supposed "benefits" of hazing may be more likely to change their opinion if they can envision some alternatives. The supposed "benefits" of hazing follow in bold with non-hazing alternatives to accomplish the same goal listed alongside.

Some specific means to eliminate hazing and make pledgship a challenging, positive experience:

1. Develop chapter unity of both pledged and initiated members:

Involve pledged members on chapter committees, attend chapter meetings, hold sports events with mixed teams of pledged and initiated members and have an all chapter/pledge class retreat. Clean the chapter room together. Pledges work together on a community service/ chapter improvement project.

2. Promote scholarship:

Take advantage of university academic and tutoring services, designate quiet hours on your chapter's halls, invite university speakers to discuss test-taking skills, study methods, etc.

3. Develop problem-solving abilities

Have pledged members discuss chapter weaknesses such as poor rush, apathy, and poor scholarship. These solutions should be shared with the initiated members. The pledge class should then be involved in the implementation.

4. Develop social skills

Hold a seminar on table etiquette and other social graces; plan a seminar with college resources on effective communication skills, body language, eye contact, and other aspects of communicating.

5. Instill a sense of brotherhood or sisterhood

Plan special events when the entire chapter gets together, e.g., attend a movie, play, professional sports game, etc.

6. Build awareness of chapter history

Invite an older alumna or alumnus to talk about the chapter's early days, its founding, special chapter traditions, and prominent alumnae or alumni.

7. Develop leadership

Assign each pledged member to a chapter committee. Expect the pledge class to plan and implement its own activities. Encourage participation in campus activities outside of the sorority or fraternity. Have the pledge class elect their own officers.

8. Develop knowledge of the Greek system

Invite the Panhellenic, Pan-Hellenic, IFC President or the Greek Advisor to speak on the Greek system, covering the purposes of fraternities and sororities, the regulations they formulate, and the goals and expectations of the Greek system.

9. Aid career goals

Use college resources for seminars on resume writing, internships, the job search, job interview skills; invite different alumnae or alumni to



speak on various careers.

10. Involve pledge members in the community:

Visit a nursing home or youth center to sing, play games, or just talk; get involved with Project Uplift or other Big Sister/Brother groups. Such involvement should continue well after initiation.

11. Improve relations with other Greeks

Have new member classes get together to plan joint social or service activities; pledged members plan a cook-out with another pledge class, followed by a sports activity (softball, volleyball, etc.).

12. Prohibit all alcohol

Since your pledge members almost certainly are underage, alcohol has no place in any pledged member activity and is specifically prohibited under the FIPG Policy.

Remember: The best pledge education activities are those wherein the pledges and the chapter members are working together in the activity.

Appendix 3

D Chapter programming

uring the education period

- Serenade - All chapter members serenade new members or other Greek groups.
- Attend school football, softball, basketball events together.
- Share-a-Song - Teams get together and write songs to share with the rest of the chapter.
- Pajama Party or Sleepover.
- Each initiated member writes a page about him/herself for new members. Pages are put into a book and can be given out during pledging. New members do the same for initiated members.
- Make banners to welcome the new members.
- Make signs for dormitory doors for new members.
- Have study buddies to encourage new members to make grades for initiation.
- Have secret brothers/sisters - (great way to get to know each other.) (This also can be done within the pledge/new member class to encourage new members to get to know each other.)
- House Buddies - Each new member is paired with an initiated member who lives in the house so that the new member will have a bedroom to put books in when he/she comes over to the house and so he/she won't feel as intimidated about coming over.
- Sponsor a dinner at the house for pledge/new member class presidents of other Greek groups.
- Send letters to the parents of the new members and share with them how joining your chapter can help their son/daughter during his/her college years.
- Invite parents to a "Parents Tea".
- Assign phone buddies to the new members to keep them informed and encourage them to attend.
- Have a picnic and play volleyball or other get-to-know-you games.
- Have a bulletin board with a pocket for each new member for letters, photos, or messages. Put up pledge/new member class pictures and sayings or quotes. Feature your campus map, phone numbers, calendar, sportswear, etc.
- "Build a Crest" - Each new member starts with a blank crest. As he/she learns things about the fraternity, he/she adds to his/her crest.
- Have VIP - Very Important Pledge for the Week award.
- Have pledge/new member class officers lead the class meetings.
- 90210 (or other show) Night - All gather at house or someone's room, with popcorn and soda to watch TV.
- Place an ad in the campus newspaper to welcome the new members. Place another at initiation.
- Use a bulletin board as the pledge/new member class board. Put pictures and captions of them up along with their interests, to help the initiated members learn more about them.
- Have initiated members responsible for planning some type of surprise for the new member meetings each week. (Ex.: refreshments)
- Have planned get-togethers with new members and different people in the chapter. For example, have a party with all sophomores and new members, all juniors and new members, all out-of-house members and new members.
- Have different chapter officers pair up with the pledge/new member class officer once a week to discuss what each is doing with his/her office.
- Have the Pledge Educator and/or the Pledge Committee call each new member once each week just to see how things are going with the program. Ask about suggestions, problems, etc.
- Appoint a Big Brother/Big Sister so each new member has a mentor.

(from Alpha Xi Delta chapters around the country)



FIPG Focus

on housing

The Risk Management Policy of the FIPG, Inc. shall apply to all member men’s and women’s fraternity entities and all levels of fraternity membership. The policy specifically addresses the issue of housing as follows:

FIPG Policy on Fire, Health and Safety

All chapter houses shall, prior to, during, and following occupancy, meet all local fire and health codes and standards.

All chapters must have posted by common phones, emergency numbers for fire, police, and ambulance, and must have evacuation routes from chapter houses posted in the common areas and on the back of the door of each sleeping room.

All chapters shall comply with engineering recommendations as reported by the insurance company.

The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is expressly forbidden.

A safe house is our goal

The responsibility of maintaining a safe and positive learning environment for chapter members is a concern. Our goal in the area of chapter housing must be to make sure that all who live in our chapter houses are protected to the best of our ability.

The responsibility of meeting our housing goals rests with chapter members working in close cooperation with local property-holding alumnae/alumni corporations. The policies and standards that we establish to meet this goal become a risk management program.

Areas of concern

Two major areas of concern have been shown to cause liability and property loss problems for fraternities: fire safety and house maintenance. In both areas, a responsible risk management program can lessen the probability of causing damage to the chapter house.

How we manage risks will determine our ability to obtain liability and property insurance. Insurance provides a basic tool we use to limit or control exposure to loss. It does not take the place of anything else, nor does it excuse anyone for exhibiting a lack of common sense. Insurance is only designed to control the losses of corporation, chapter officers and members in the event of a genuine accident.

Alumnae and alumni set standards

In most chapters, one role of alumnae/alumni is to form a not-for-profit corporation within the state in which the chapter is located. This corporation serves as the landlord when it owns the chapter house, or the leaseholder if it rents. In either case the primary responsibility for operating and overseeing maintenance of the chapter house rests with this group.

Chapter house officers serve as the agent for the corporation. In doing so, chapter officers manage the house on a daily basis, making sure policies and procedures adopted by the corporation are implemented and adhered to by the chapter house residents. While chapter officers and members should regularly have input regarding house policies and procedures, the corporation should have the final voice since it bears the major burden of responsibility.

Fire safety suggestions

Managing our risk requires all alumnae/alumni and chapter members to set high standards for the safety of our houses. In no area of house operations is this more important than in the area of fire safety. An analysis of 260 fraternity and sorority house fires conducted by the National Fire Association determined the leading causes of these fires to be as follows:



24.9%	Careless smoking and match disposal
22.7%	Electrical system misuse and overfusing
19.6%	Defective heating devices, chimneys
9.6%	Arson or other suspiciously caused fires
6.2%	Spontaneous ignition
5.8%	Kitchen and cooking hazards
.8%	Lightning
.8%	Ignition from building next door
4.2%	Miscellaneous

This list clearly demonstrates that the great majority of chapter house fires are preventable. The number of fires (260) shows it can happen to you.

Basic fire safety suggestions for a fire safety risk management program follow:

1. Establish a “No Smoking” policy. Ban smoking in bed and establish other non-smoking areas. Provide plenty of ashtrays in designated smoking areas.
2. Do not overload circuits. Prohibit the use of extension cords, multi-outlet devices, etc. Use power strips, preferably with surge protectors in their place when necessary. Do not permit members to install their own custom wiring.
3. Install alarm systems. Consult with local fire officials to determine the number and preferred location of smoke and heat detectors in sleeping rooms and common areas. All smoke and heat detectors should be hard wired instead of battery operated. Also consider installing an alarm system wired to a central location.
4. Provide and maintain fire extinguishers. Extinguishers should be well marked and readily available throughout the house. Establish penalties for tampering with a fire extinguisher. Make sure extinguishers are checked and serviced regularly.
5. Hold regular fire drills. Plan, design and post your emergency evacuation plan inside each bedroom door. Quarterly fire drills are recommended, with evacuation leaders and a post-evacuation roll call procedure established. Have emergency telephone numbers posted at all house phones.
6. Keep the chapter house clean. Avoid keeping flammable materials in the house. Extra clutter, such as paper, boxes and clothing, provide fuel for a fire. Trash removal is especially important
7. Comply with fire codes and regulations. Local fire department officials and insurance investigators will be willing to provide regular inspections and answer your questions, usually without cost.
8. Install a sprinkler system. While this can be a great expense, it will save lives in the event of a fire.

House maintenance suggestions

A successful risk management program requires a cooperative effort of both alumnae/alumni and chapter members to lessen the likelihood of accidents and hazards that potentially exist in the chapter house. Listed below are some basic suggestions that any chapter and corporation can follow to develop their own local house maintenance risk management policy:

1. Schedule regular inspections. Thoroughly inspect the chapter house every three months, with the chapter president, house manager and a specified alumnae/alumni corporation board member doing the inspection together and completing a written checklist.
2. Pay attention to traffic areas. Particular maintenance attention should be directed toward doorways, railings, stairways, carpet, floors and windows. Outside, regular inspection of fire escapes should be scheduled to check their operation and to make sure they are clear of obstacles.
3. Develop a written maintenance program. Have a written schedule to replace or change furnace filters, light bulbs, exit lights, etc. when needed.
4. Keep halls and stairways cleared. All halls, stairways and exits should be kept clear and well lighted at all times.
5. Service heating and air conditioning equipment. Schedule annual service and inspection of these and other major mechanical systems.



6. Service kitchen equipment. Schedule regular cleaning, service, and inspections of all kitchen equipment, paying particular attention to stoves, deep fryers, exhaust hood filters and fire extinguishing systems.
7. Restrict access to dangerous areas. As appropriate, limit or prohibit access to certain areas of the house such as roofs, furnace rooms, fuse boxes, etc.

HOUSE SECURITY

Chapter leaders must become more aware of the need to limit access to the chapter house. Unfortunately, cases of arson and vandalism are not unknown to fraternities. Some house security suggestions are listed below.

1. A LOCKED HOUSE IS A MORE SAFE HOUSE. The minor inconvenience of maintaining a locked house is justified by the safety benefits to the members and physical structure. Give all members a key.
2. INSTALL DEADBOLTS ON ALL DOORS AND LOCK WINDOWS. Consider installing a timer that automatically sets deadbolts from Midnight to 7:00 a.m. Lock all ground access windows during the same hours.
3. LET PEOPLE KNOCK. No one enters your family home without knocking. Keep it that way at your chapter house. The only exception should be during social events with door monitors greeting guests.
4. DESIGNATE “KEY ALUMNAE/ALUMNI”. Give keys to alumnae/alumni, such as your advisor and corporation officers, who require access to the house.
5. HAVE “KEY ALUMNAE/ALUMNI” CHECK HOUSE DURING BREAKS. Whenever the house closes for holidays, term breaks, etc., establish a schedule of “Key Alumnae/Alumni” who will regularly check house security and make sure all mechanical systems function.
6. INSTALL OUTDOOR LIGHTING. Floodlights in front and security lights in back are the best way to deter chapter house vandalism and arson.
7. GREET UNESCORTED STRANGERS. Don’t let strangers roam the house. Confront them, student or not, and ask if you can help them.

OUTLINE EXPECTATIONS

The alumnae/alumni board should meet at least annually (or whenever chapter officer elections occur) with the chapter executive board to clearly outline the expectations of the corporation as landlord, or leaseholder. Incorporate these expectations into a written contract between the corporation and chapter. Rent payment schedules should be included along with statements that the chapter shall adhere to the FIPG risk management policy and procedures adopted by the corporation. Basic fire safety and maintenance suggestions should be included in the referenced risk management guidelines, which are not limited to just these items. For example, guidelines on alcohol policies, bans on open parties and standards of acceptable member behavior should be included in a well-developed risk management policy.

APPENDICES

Additional materials to assist chapter and corporation members in developing and implementing a risk management program in the area of housing:

1. How to Survive a Fraternity House Fire
2. Chapter House Self-Inspection Guide
3. Chapter House Pre-Inspection Checklist
4. Tips for Vacations and Winterizing
5. Fraternity House Property Insurance Basics
6. Renter’s Insurance

Appendix 1

How to survive a fraternity house fire

If a fire begins in your room, yell “Fire!” and then try to put it out only if you’re sure you can handle it. If you have any doubt, get out of your room and close the door behind you to keep smoke and flames out of the corridor. Sound the alarm and arouse other members.

If the fire starts in another part of the building, you probably will be aroused by an alarm, yelling in the corridor, or the sound of fire engines outside. Here’s what to do in easy steps.

1. Make for the door. If there is smoke in the room, roll out of your bed, with your pillow over your mouth and crawl to the door. Don’t stand - smoke and deadly gases rise. You can die from smoke inhalation.
2. Feel the door with the palm of your hand. If the door or knob is hot, don’t open it. If the door is not hot, open it slowly and be ready to slam it shut if necessary.
3. Check the hall. If everything is clear, walk to the nearest exit. If there is any smoke in the corridor, crawl into the hallway. Close the door behind you to protect your belongings. Stay close to the wall so you can count the doorways to the exit. If the nearest exit or stairway is blocked, use the alternate one.
4. Walk down to the ground level. Fires generate heat, smoke, and panic, so hold onto the handrail for guidance and protection against being knocked down by exiting occupants. If fire or smoke is dense at lower levels, walk back up to clearer air or to the roof if it is accessible.

If you cannot get out of your room because the room door is hot or smoke is dense in the hall, don’t panic. You can stay in your room and still survive a fire. Here are some things to do.

1. Open window to vent room if there is any smoke. If you are on the first or second floor, you may be able to drop to the ground safely. If you are up any higher, you usually are better off staying put. Although some people survive jumps from 35 feet or more, they are usually seriously injured.
2. Let someone know you are in the room. If the phone works, call for help. Hang a bed sheet out the window to signal fire fighters, but don’t try to climb down.
3. Fill the sink with water. It might be needed for fire fighting. Turn on the bathroom fan if it helps to clear your room of smoke.
4. Wet towels and sheets. You’ll need them to put around doors and cracks if smoke seeps in.
5. Get fresh air. Make a tent over your head with a blanket at a slightly opened window to get fresh air. If the windows do not open, break out one with a chair or drawer. If heat and flames are rising outside from a lower floor, don’t breathe smoke-laden air.
6. As a last resort. If your room becomes untenable, you may be forced to make for the best exit, but remember to keep low.

Remember that few people are burned to death in fires. Most people who die do so from smoke, poisonous gases, and panic. Panic is usually the result of not knowing what to do. If you have an escape plan and adapt it to the emergency, you can greatly increase your chances of survival.

Appendix 2

Chapter House Self-Inspection Guide

Chapter _____

School _____

Inspection Date _____

By Whom _____

Number of persons sleeping in building:

Basement _____

1st Floor _____

2nd Floor _____

3rd Floor _____

Other _____

Total _____

Checking Procedure

Circle appropriate letter:

S=Satisfactory

N/A=Not Applicable

U=Unsatisfactory

All unsatisfactory conditions require action for correction ranging from immediate to five day maximum. Questions are designed for “yes” answers to be understood as satisfactory and “no” answers as unsatisfactory and requiring corrective action.

Exit Facilities

1. Do all rooms have access to two separate means of exit?

S N/A U

2. Are all exit paths clear of storage?

S N/A U

3. Are doors in stairways properly self-closing?

S N/A U

4. Are wedges and other means used to hold back required stairway enclosure doors, to the detriment of fire safety of upper floors, prohibited?

S N/A U

5. Are heating plant and fuel supply areas cut off from the rest of the building by fire resistive construction in ceiling and walls?

S N/A U

6. Are exit routes readily accessible through doors of full height?

S N/A U

7. Can exit doors be opened from the interior without a key or special device?

S N/A U



8. If the building is protected by an automatic sprinkler system, is it in working condition?
S N/A U
9. If the property is completely protected by a standard automatic fire alarm (detection) system, is it in working condition?
S N/A U
10. If the building does not have either automatic sprinklers or fire alarm (detection) equipment, does it have a manual fire alarm system?
S N/A U
- a. Are smoke detectors in working order?
S N/A U
- b. Is emergency lighting operational?
S N/A U

(NOTE: A fire officer's or fire equipment company's help should be solicited for requirements 8, 9, and 10.)

Heating Equipment

11. Are boilers equipped with pressure relief valves and water level gauges?
S N/AU
12. Are boilers and water tanks checked regularly by a qualified inspector for cracks, corrosion and other defects? Requirements should be checked with the House insurance company.
S N/A U
13. Is the furnace enclosed in a separate room with fire resistive partitions, with the ceiling similarly protected?
S N/A U
14. Is a self-closing fire door provided at the inside entrance of the furnace room?
S N/A U
15. Are metal containers with metal covers provided for the disposal of ashes?
S N/A U
16. Are all necessary automatic limit controls provided on heating equipment, including duct systems, breaching and others, in good working order and checked annually?
S N/A U
17. Is all heating equipment, including chimneys, flue connectors, vents from gas appliances and hot air ducts:
a. In good serviceable condition and well maintained?
S N/A U
- b. Properly insulated and separated from combustible storage by safe distance?
S N/A U
- c. Serviced by a qualified service man at least once each year?
S N/A U
18. Does the oil burner have a remote control switch?
S N/A U
19. Are exposed oil lines protected from physical damage?
S N/A U
20. Is the location of the main gas valves known and are the means and knowledge provided for closure in emergencies as well as opening and relighting gas appliances?
S N/A U



Kitchen

21. Is the range safely installed away from combustible material and the nearby floor protected?

S N/A U

22. Is there a hood above the range and is it equipped with an exhaust duct to the outside?

S N/A U

23. Is the hood kept free of grease accumulations?

S N/A U

24. Are filters used and kept clean?

S N/A U

25. Is the exhaust duct insulated or separated from combustible material by a safe distance (18 inches is required for combustible materials)?

S N/A U

26. Is the proper type of fire extinguisher for grease fires provided and is it in good working order? Dry chemical extinguishers containing sodium bicarbonate or potassium bicarbonate are recommended with at least a 20 "B" rating.

S N/A U

27. Is the refrigeration equipment serviced by a qualified service man at least once a year?

S N/A U

Emergency Action Measures:

28. Are there fire extinguishers of the proper type for the area protected? Do you know how to use them properly? Dry chemical extinguishers with "A B C" ratings are recommended in minimum 10-pound size and located not to exceed 50-foot travel distance.

S N/A U

29. Are extinguishers serviced and dated at least annually?

S N/A U

30. Is parking restricted so that the fire department would always have free access to the building?

S N/A U

31. Has an emergency plan been set up? Are fire drills held quarterly?

S N/A U

32. Are fire emergency instructions conspicuously published and up to date?

S N/A U

33. Do they include prompt reporting and alarm of even minor or incipient fires?

S N/A U

Electrical

32. Is temporary wiring with extension cords prohibited?

S N/A U

35. Are all major appliances, especially laundry and kitchen equipment, properly grounded?

S N/A U

36. Are lighting fixtures in good physical condition and shock proof in bathrooms?

S N/A U



Home
37. Are electric fuses properly maintained and not overloaded with appliances, such as electric blankets, radios, clocks, coffee makers, heaters, etc., making necessary use of larger fuses than proper?

S N/A U

38. Are all known electrical problems corrected?

S N/A U

Special Hazards

39. Is housekeeping good in storage area? Basement? Attic? Garage and outbuildings?

S N/A U

40. Are smoking fire hazards under control? Is smoking prohibited in bed?

S N/A U

41. Are stairways adequately lighted?

S N/A U

42. Are paints and flammable materials stored in fully-enclosed metal cabinets or in well-ventilated outbuildings while being used and then discarded?

S N/A U

43. Are flammable liquids such as gasoline prohibited in the house?

S N/A U

44. Are kitchen facilities maintained and operated in a sanitary manner?

S N/A U

45. Is there an emergency number for medical help and fire departments at each telephone?

S N/A U

46. Are decorations required to be non-combustible when provided in any room or space used for assembly purposes?

S N/A U

47. Is the collection and disposal of trash safely handled in a manner to avoid hazardous accumulations of combustible material, such as the use of closed metal cans?

S N/A U

48. Are spaces beneath stairs free from accumulations of combustible material?

S N/A U

49. Are stairwells lighted and banisters provided where needed?

S N/A U

50. Are all Christmas decorations non-combustible?

S N/A U

51. Are all Christmas electrical decorations UL listed and identified as such?

S N/A U

52. Are live Christmas trees prohibited?

S N/A U

53. Are fireplaces and chimneys (where present) inspected and cleaned annually?

S N/A U



Copies should go to:

- Fraternity Headquarters
- Chapter President
- Alumnae/Alumni advisors and corporation boardmembers as appropriate

Appendix 3

Chapter House Pre-Inspection Checklist

The items on this list should be checked before any Fire or Insurance Inspection. Each item is easy to fix and, in many cases, at no cost or very little cost. This list is by no means complete; however, these are the basics.

- No candles in any room.
- No extension cords in any room.
- Surge protectors are acceptable as long as no extension cords are plugged into them.
- No Christmas or rope lights in any room.
- All bedrooms should be numbered.
- Emergency exit maps should be posted throughout the house. You may know how to exit your house in case of fire, but your guests may not.
- Emergency phone numbers (as well as the chapter crisis management plan) should be posted next to the phones.
- The chapter should have fire drills and discuss emergency procedures in case of a fire.
- All hallway doors should be closed. **DO NOT KEEP ANY DOOR PROPPED OPEN.**
- All bedroom doors should be able to close and latch on their own.
- All hallways and staircases must be free of all trash and any obstruction.
- Nothing can be stored underneath any stair case.
- All exit signs and emergency lights must be operational. There must be an illuminated exit sign at each exit.
- Change the batteries to the smoke detectors every 6 months.
- Each bedroom must have an UNOBSTRUCTED secondary means of exit. Bedroom windows cannot be obstructed by lofts or furniture.
- If the secondary means of egress is a double window, mark the side of the window that opens with an exit sign.
- No combustibles can be stored in the house or unventilated areas.
- Nothing can be stored near the hot water heater or furnace. **ESPECIALLY** gasoline, paint, cleaning supplies and other combustibles.
- Clean the lint traps in the clothes dryer. Do not let it build up.
- Have regular inspections and maintenance on the following:
 - Fire Extinguishers
 - Fire Alarm System
 - Sprinkler System
 - Kitchen Hood System
- All cable, telephone & Ethernet wires should not be running along hallway floors. All wires should be organize in bunches.
- KEEP YOUR HOUSE CLEAN AND FREE OF DEBRIS AND GARBAGE.**

Appendix 4

Tips for Vacations and Winterizing

What are the leading risks to a chapter house during holiday breaks? Water pipes that freeze and burst; Fire; and Vandalism and theft.

What can you do to avoid these types of losses?

- Service your furnace: Routine maintenance is critical and relatively inexpensive. In the long run it will save you money. Your furnace will run more efficiently and be more dependable, which is critical during periods when there will be no one around to monitor its performance.
- Leave your furnace on and maintain the heat at 60 degrees.
- Shut off the water supply at the main valve and open the faucets. If your property is equipped with a fire sprinkler system, this step is not recommended!
- If you leave the water on, open the faucets to a slow drip. By keeping the water flowing through the pipes, it takes more severe cold weather to cause the lines to freeze.
- Make sure all hoses are removed from exterior water spigots.
- Leave the doors to cabinets that contain water lines open. This will allow heat to enter the area.
- Check all rooms and unplug all non-essential appliances and electronics. The source of many fires was an improperly used, unattended or malfunctioning appliance or space heater. If they are not plugged in, they are not a threat.
- Hire someone or utilize a responsible member or alumni to check on the property, at a minimum, every 24 hrs. Controlling the extent of a loss after an occurrence is critical. Make sure this designated person has the appropriate contact information. We recommend the person is provided with:
 - Alumni Contact
 - A company such as ServiceMaster that can respond to extract the water and/or secure the property from sustaining further damage. You can locate a ServiceMaster franchise in your area by calling 1-800-RESPOND.
 - Insurance claim reporting information.
 - Make sure the chapter house is securely locked and ask the local police department to check on it periodically to deter vandals and thieves. Don't forget to securely store all valuables!
 - Clean the chapter house before the break. This will ensure that no heat registers are blocked and will reduce any potential fire hazards.
 - Replace the glass in all broken windows. A number of freeze losses happened because a broken window allowed a near by pipe to freeze.
- This list of precautions is not intended only for chapters in the North. An unexpected cold spell can hit most any region and if no preventive measures are taken, disaster can strike. Weathermen and women prove every day that weather is unpredictable; regardless of geographical location every chapter should follow the steps outlined above.

Why should you take the time to do this?

- The deductible for a freeze related claim can at times be much more than the damages.
- All the recommended preventative steps are relatively inexpensive or cost nothing more than a little of your time and effort. You could incur the expenses associated with each step listed above for the next ten years and not even come close to the deductible amount.
- Dealing with an insurance claim is time consuming and a hassle.
- Dealing with displaced tenants is a nightmare and can result in decreased revenue when they don't come back.
- Avoid a premium surcharge for a loss at renewal. A loss or a combination of losses over a three-year period exceeding \$25,000.00 could result in a premium surcharge up to 70%. Ouch! Talk about a budget killer.

Appendix 5

Fraternity House Property Insurance Basics

P

roperty insurance is an essential part of any strong risk management program. When covering a fraternity house,

some coverage options that should be considered are listed below:

- Replacement Cost Coverage on Building provides for the full replacement if the chapter house is totally destroyed, not just for a specified cash value. The replacement structure may not be identical, but will be of similar square footage and type of construction.
- Replacement Cost Coverage for Contents provides for the replacement of destroyed contents at full cost, rather than at a depreciated amount, up to the cash limit of the contents coverage purchased.
- Rental Income Coverage provides for the payment of rental income to the corporation that would otherwise be lost if the house can no longer be occupied due to a fire or other extensive damage that prohibits occupancy.
- Extra Expense Coverage provides for the payment of additional expenses that a chapter or corporation might incur if a fire or extensive property damage requires extraordinary expenditures for temporary housing in hotels or other rental property.
- Earthquake and/or Flood Coverage is optional coverage for earthquake or flood damage, and is normally excluded from most standard property insurance policies. This coverage will likely carry a separate deductible.
- Contingent Building Law Liability Coverage provides the additional funds necessary to bring damaged structures up to current building code requirements following a fire or other extensive damage to a chapter house. Standard property insurance policies only require the insurance company to return the property to its original state and likely will not provide the additional funds needed to bring the property up to code.
- “All-Risks” of Physical Loss or Damage extends protection of physical loss or damage to include vandalism, malicious mischief, burglary, theft, earthquake, and flood.
- Boiler and Machinery Coverage is normally written as a separate insurance policy. This coverage provides protection for losses suffered as a result of accidental damage or mechanical or electrical system failure in a chapter house from boilers, heating and cooling systems, hot water supply tanks, compressors, pumps, transformers, etc.
- Deductible is the amount of out-of-pocket expense that your corporation must first pay toward repairing, replacing, or restoring damaged property before the insurance policy provides coverage.
- When determining the types of coverage to purchase and the value of coverage to carry, it is advisable to consult your own insurance agent for more complete advice and counsel.

Appendix 6

T Renters Insurance

The corporation's property insurance does not cover the personal items of chapter members who reside in the chapter house; the corporation's liability insurance does not cover members when they are acting as individuals, independent of chapter affairs. Many chapter members will already be covered by their parents' homeowners insurance policy. All members should be advised that they need to find out if their property and liability are covered while they are away at school.

To protect a member's personal items and liability not included in parents' homeowners insurance, the insurance industry offers renter's insurance. Renter's insurance provides coverage for personal items such as clothing, stereos, bicycles, computers, etc., when stolen or damaged. Without coverage, theft or damage could represent substantial financial loss for a member. A liability lawsuit could be financially catastrophic.

Some basic information on renter's insurance for chapter members

Minimum Policy Amount.

First assess the value of the property to be insured to determine the amount of coverage needed. Most insurance companies require purchase of a minimum amount of coverage, which can range from \$10,000 to \$25,000. Ask if the policy includes full replacement cost, which will cover depreciation of property over time. Most companies offer policies with replacement cost at an additional charge.

Coverage.

In general, policies cover theft, fire, smoke, vandalism, windstorm or water damage, lightning, and personal liability. Personal liability includes bodily injury or property damage claims for which you are liable. For example, such a claim could arise if a friend hurts herself/himself on your property due to your negligence. Be sure to read policies carefully to determine the exact scope of coverage and ask questions regarding any aspect that you don't understand.

Premium.

The cost of insurance, or the premium, varies among insurance companies and can depend upon factors such as the amount of coverage, whether you live in a house or apartment, the safety and security of the premises, and length of residence. Some companies offer a discount if you already have a policy, such as auto insurance, with them. Currently, the range is \$115 to \$250 per year.

Deductible.

The deductible is the amount of loss you pay. Deductibles can range from \$100 to \$500. In general, the higher the deductible, the lower the premium for similar coverage.

Restrictions Insuring Students.

Many companies place restrictions on coverage of households with two or more unrelated roommates. Restrictions include requiring each roommate to have an individual policy and placing a limit on the number of unrelated occupants per household. Let your agent be aware you live in a fraternity chapter house so that the issue of unrelated occupants per household is addressed prior to securing coverage.



FIPG Focus

on Education

The Risk Management Policy of the FIPG, Inc. shall apply to all member men's and women's fraternity entities and all levels of fraternity membership. The policy specifically addresses the issue of education as follows:

FIPG Policy on Education

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all student and alumni members shall annually receive a copy of said Risk Management Policy.

Preventing, reducing and eliminating risk within our fraternity chapters can be accomplished through the process of education. Only a very low percentage of our members is keenly aware of the necessity for Risk Management. With these thoughts in mind, educating our members is critical and must be ongoing.

Specific Fraternity/Sorority Policies

Though all members of FIPG have adopted FIPG policies as their own risk management policies, most members maintain policies that are more restrictive or more complete than are the FIPG policies. This is especially true of the women's fraternity members. Women's fraternities support FIPG by their membership for several reasons:

1. Basic risk management policies are needed to protect all Greek members and groups for human reasons - protection of life, and for liability reasons - protection of the fraternity;
2. Knowledge of FIPG policies by Greek women provides support for implementation of these policies by the men's groups on a campus; and
3. FIPG policies are basic risk management policies and can be followed by all, even if a group has more restrictive policies.

The basic contradiction in policies occurs with Bring Your Own (Booze) parties. Though BYO is allowable under FIPG policies, several women's fraternity members prohibit their own chapters from sponsoring BYO parties. They require a cash bar in a licensed facility, which is also allowable and encouraged by FIPG. It is felt by some other women's fraternities that their members are safer attending a controlled BYO party under FIPG guidelines than a totally uncontrolled open alcohol event. Again, the feeling is that of cooperation and education.

Chapter Officer for Risk Management

The best way to guarantee a successful chapter risk management program including an education component is to make a chapter officer responsible for the entire program. This can become the main focus for the vice president or a separate risk management officer.

An Education Program

Although not all national fraternities require risk management educational programming, FIPG strongly recommends that each fraternity subscribe to an ongoing educational program. A year-round agenda should feature topics in risk management that address and explain current issues faced by the university's students. Topics should be reviewed on an annual basis to keep your chapter programming up to date as issues change. Upon completion of each educational program, a report should be submitted to your fraternity headquarters to verify completion. (See Appendices) If programs are not completed by the national fraternity's deadlines, it is recommended that all chapter programming that creates liability be suspended until such educational programs have been completed and reported to your fraternity headquarters.

Whenever possible, educational seminars held for your chapter should be open to all Greek organizations - or even the entire student body. Specific invitations should be extended to other FIPG members. Promotional and publicity assistance should be solicited from the office of the Greek Advisor. Also, university personnel should be invited to attend these programs - and should be used as educational program speakers and panelists.



The following topics are recommended as part of your educational programming, although the list certainly is not all-inclusive. Most colleges and universities have programs and presenters on these topics. If yours does not, contact your fraternity's headquarters. These programs should be conducted annually for the chapter's entire membership and included as part of the new member/pledge education program. They should be presented as early in the school year as possible.

1. Explanation of General Fraternity Insurance Coverage and Risk Management Policy.

Topics to address:

- The fraternity's general risk management policy should be read to the chapter and each section discussed.
- The risk management committee should evaluate the chapter's overall programming in all areas and discuss how it relates to the risk management policy.
- The required educational programs should be discussed as well as each member's participation in these programs.
- The fraternity's general insurance policy should be discussed including coverages, limitations, exclusions, cost and named insured.

(See enclosed Resource Guide)

2. Criminal Liability Education/Basic Legal Concepts Program.

Topics to address:

- Criminal liability associated with a fraternity
- Alcohol misuse
- Hazing
- Sexual abuse and harassment
- Date rape
- Drunk driving
- Illegal drug use
- Serving/buying for minors
- Party accidents/deaths
- Explanation of how an officer would be criminally liable for the actions of the chapter
- Loss of chapter house to Federal government

(See enclosed Resource Guide)

3. Alcohol and Drug Abuse Program.

Topics to Address:

- Drug addiction
- Alcoholism
- How substance abuse can affect your future life and career
- How to identify a member who has a substance abuse problem
- How to deal with a member who has a substance abuse problem
- Effects of drugs and alcohol on the body
- Myths of alcohol

(See enclosed Resource guide)

4. Fire Prevention Program. This program is important to all members - those who live in the chapter house, those who do not live in the house but are in and out, and those who move into the chapter house later in the year.

Topics to address:

- Proper fire prevention procedures for your facility
- A quarterly fire drill for the entire chapter (vary the time of day for each drill)
- Facility evacuation routes - established, discussed, and posted throughout the house
- Standard fire prevention and escape tips
- How - and when - to use fire extinguishers

(See enclosed Resource Guide)

5. Sexual Abuse and Harassment Program. The school's health department and medical officials can be of assistance. A county public health person is another possible resource. For a program that emphasizes morality and ethics, you might find help with a local ministerial association or a particular church.

Topics to address:

AIDS and other sexually-transmitted diseases

- Date rape; acquaintance rape
- Chapter attitude toward sexism/sexist remarks
- Are chapter events sexist? Do they promote sexist attitudes in members? Do party shirts depict sexist attitudes?
- The living environment of your fraternity - cleanliness, food service center, bathrooms
- Hygiene - group and personal

(See listing of available videos and information resources on page 71)



Topics to address:

- Types of dangerous firearms
- Why firearms should not be allowed in the house or at an event
- Hazing/Pledge Education
- Topics to address:
 - The dangers of hazing and the legal liabilities
 - The goals of pledge education and proper programming to reach those goals
 - The problems with hazing and why hazing does not work
 - Positive team building exercises
 - Intertwining ritual and fraternity history into your pledge education program



FIPG Resource

Guide & Forms

Within the following pages, you will find a listing of materials and resources to add to the information presented throughout this manual. The following information is in no way complete. Every day, new information and programs are becoming available. Use your International Headquarters, University, local police, fire department and building inspectors as well as the library and internet.

The forms included are recommendations – not mandatory. These forms may not completely meet the requirements of your International Fraternity, University, insurance provider, or local or state governmental agencies. Please check with your International Headquarters or University for any clarifications.

Resource Guide

INFORMATION RESOURCE	General Insurance & Risk Liability	Civil & Criminal Legal Liability	Alcohol & Drug Abuse	Fire Prevention & House Safety	Sexual Abuse & Harassment	New Member Education
Local Lawyers, Alumnae/Alumni	X	X	X		X	X
Campus Student Legal Services	X	X	X		X	
Greek Advisor or Dean of Students' Office	X	X	X	X	X	X
Fraternity Headquarters	X	X	X	X	X	X
Fraternity Regional Directors & other volunteers	X					
Campus/Community Crisis Center		X	X		X	
Campus, Local & State police department		X	X		X	
Local Fire Department				X		
Campus Student Counseling Centers		X	X		X	
Planned Parenthood/Pro-life Organizations				X		
FIPG Risk Management Manual	X	X	X	X	X	X
National Council on Alcoholism, Washington DC (202) 986-4433		X	X		X	
National-American Interfraternity Conference, www.nicindy.org		X	X		X	X
Chemical Abuse Through Preservation of Peers University of Minnesota (612) 986-4433				X		X
Channing L. Bete Co. (publications), 200 State Rd.; South Deerfield, MA 01373-0200				X	X	
BACCHUS & GAMMA - www.bacchusgamma.org				X	X	
Rape Treatment Center, Santa Monica Hospital Medical Center 1225 15th St. Santa Monica, CA 90404 (213) 319-4000					X	
Event Planning Manual - produced by Lambda Chi Alpha	X		X			
Alpha Nine new member guide - produced by Theta Xi						X
Substance Free Housing Manual - produced by Phi Kappa Sigma	X		X	X		
VIDEOS & POWERPOINT PRESENTATIONS						
Hazing on Trial - produced by Alpha Tau Omega		X				X
The Case of Gamma Nu Pi - produced by Alpha Tau Omega		X				
Liability and Risk Management - produced by Sigma Phi Epsilon	X	X				
Hazing - A Greek Tragedy - Eileen Stevens		X				X
Campus Rape - produced by the Santa Monica Rape Treatment Center					X	
You're Not Immune - produced by Kappa Alpha Theta					X	
AIDS: A Decision for Life - produced by Health Visions					X	
Fraternity Men on Date Rape: a Candid Conversation - produce by NIC					X	
Greeks and Aids: What We Need to Know - funded by Kappa Delta Rho					X	
Hazing Lies - produced by Phi Kappa Tau						X
Who Wants to Be A Millionaire-produced by Pi Kappa Phi (PowerPoint)	X					
The Ladder of Risk - produced by Pi Kappa Phi (PowerPoint)	X					
The Choice is Yours - produced by Pi Kappa Phi	X		X			
Graduation: Fatally Denied - produced by Kirklin & Company				X		
Substance Free Housing - produced by Phi Kappa Sigma	X		X		X	
Check your Greek Advisor's office, fraternity headquarters, or the National Interfraternity Conference (NIC) for availability and content of videos. See NIC order for further listings or Email the NIC at nicindy@iquest.net.						
NIC Programs						
Breaking Down Hazing & Building Up Brotherhood						X
Confrontation 101 Guide/Worksheet			X		X	X
INTERSECTIONS: Exploring Health & Safety Issues			X		X	
Alcohol-Free Housing Resource Kit	X		X	X		
BYOB Resource Kit			X			
Theme Party Kit (Third Edition)			X			
Event Management Wristbands	X	X	X			
Our Chapter, Our Choice	X		X			
Web sites						
www.gettips.com			X			
www.gettips.com/TIPS-law-book.html		X	X			
www.outsidetheclassroom.com			X			
www.stophazing.org						X
www.stophazing.org/laws.html (State Laws on Hazing)	X				X	
www.madd.org/laws/ (State Laws on Alcohol)		X	X			
www.collegedrinkingprevention.gov (University Alcohol Policies)			X			



Risk Management Educational Certification Form 1

Explanation of General Fraternity Insurance Coverage and Risk Management

Due: _____

Chapter/Colony _____

Date _____

Program to be completed by and then integrated into each new member/pledge educa

Date of Presentation _____

Presented by _____

Title _____

Signature _____

Must be presented to 100% of current chapter membership, including current new me

Nature of Presentation - e.g., Lecture, Video, Demonstration, etc.

Comments:

Verification Signatures - Two signatures required:

Chapter President _____

Alumnae/Alumni Advisor _____

Did Did Not attend pr

Greek Advisor _____

Did Did Not attend pr

***This program must be presented by a qualified professional.
It may not be conducted by a chapter member.
After completion, send a copy to your national office.***



Risk Management Educational Certification Form 2

Criminal Liability Education/Basic Legal Concepts Program

Due: _____

Chapter/Colony _____

Date _____

Program to be completed by and then integrated into each new member/pledge educa

Date of Presentation _____

Presented by _____

Title _____

Signature _____

Must be presented to 100% of current chapter membership, including current new me

Nature of Presentation - e.g., Lecture, Video, Demonstration, etc.

Comments:

Verification Signatures - Two signatures required:

Chapter President

Alumnae/Alumni Advisor

Did Did Not attend pr

Greek Advisor

Did Did Not attend pr

***This program must be presented by a qualified professional.
It may not be conducted by a chapter member.
After completion, send a copy to your national office.***



Risk Management Educational Certification Form 3

Alcohol and Drug Abuse Program

Due: _____

Chapter/Colony _____

Date _____

Program to be completed by and then integrated into each new member/pledge educa

Date of Presentation _____

Presented by _____

Title _____

Signature _____

Must be presented to 100% of current chapter membership, including current new me

Nature of Presentation - e.g., Lecture, Video, Demonstration, etc.

Comments:

Verification Signatures - Two signatures required:

Chapter President _____

Alumnae/Alumni Advisor _____

Did Did Not attend pri

Greek Advisor _____

Did Did Not attend pri

***This program must be presented by a qualified professional.
It may not be conducted by a chapter member.
After completion, send a copy to your national office.***



Risk Management Educational Certification Form 4

Fire Prevention Program

Due: _____

Chapter/Colony _____

Date _____

Program to be completed by and then integrated into each new member/pledge educa

Date of Presentation _____

Presented by _____

Title _____

Signature _____

Must be presented to 100% of current chapter membership, including current new me

Nature of Presentation - e.g., Lecture, Video, Demonstration, etc.

Comments:

Verification Signatures - Two signatures required:

Chapter President _____

Alumnae/Alumni Advisor _____

Did Did Not attend pri

Greek Advisor _____

Did Did Not attend pri

***This program must be presented by a qualified professional.
It may not be conducted by a chapter member.
After completion, send a copy to your national office.***



Risk Management Educational Certification Form 5

Sexual Abuse and Harassment Program

Due: _____

Chapter/Colony _____

Date _____

Program to be completed by and then integrated into each new member/pledge educa

Date of Presentation _____

Presented by _____

Title _____

Signature _____

Must be presented to 100% of current chapter membership, including current new me

Nature of Presentation - e.g., Lecture, Video, Demonstration, etc.

Comments:

Verification Signatures - Two signatures required:

Chapter President _____

Alumnae/Alumni Advisor _____

Did Did Not attend pr

Greek Advisor _____

Did Did Not attend pr

***This program must be presented by a qualified professional.
It may not be conducted by a chapter member.
After completion, send a copy to your national office.***

A BYOB Check-Off List

All BYOB guidelines provided throughout this checklist are suggestions for safe and practical implementation. Individual chapters must (and are still required to) follow their national fraternity/sorority risk management guidelines if, in fact, their requirements are more stringent. If questions arise, be aware that the suggestions in this guide do not supercede the local, state, university, national fraternity/sorority or national laws, statutes and policies.

General Suggestions:

- Remember the mission of your fraternity is to augment your education... no social event should ever run later than 1:00 a.m.
- To better neighborhood relations, be sure to discourage “after hours” social events... liability and poor public relations are increased during these events.
- Students come to college to get a degree... there should be no alcohol-related social events during the academic week, Sunday night through Thursday night, or near any exam periods.
- Provide alternative beverages and non-salty foods appropriate to a theme
- These make a social event special... be sure to use common sense and good taste.
- The percentage of non-alcoholic beverages should be at least equal to the number of underage guests.
- Many of “of age” guests will prefer alternative, non-alcoholic beverages.
- Several non-salty snacks and other food items should be available for all guests during the duration of the social event.
- Breads, meats, cheeses. Vegetables, brownies, pizzas, subs, etc.... are considered appropriate foods.
- Food, alternative beverages, and alcohol should be placed in the same centralized area.
- Water fountains and coin-operated vending machines DO NOT qualify as acceptable non-alcoholic beverages.
- Non-alcoholic beverages should be dispensed from closed containers (cans, plastic bottles or dispensing machines).
- During the last forty minutes of the party, a non-alcoholic drink should be served with a new type of snack/food so that people who choose to do so can switch beverages and begin winding down.

Types and amounts of alcohol per person (for a typical 4/5 hour event)

- 6 – 12 oz. cans of beer (maximum)
- 4 – 12 oz. wine coolers (maximum)
- absolutely no hard liquor
- no “squeeze bottles”
- no beer/booze in members’ rooms during social events
- no bottles, except wine coolers (poured into plastic cups by the bartenders before consumption)

All individuals arriving at the entrance to the social event must have their name on a pre-printed invitation guest list. If a person is not on the list prior to the event, no access should be allowed (to ensure that men and women are treated equally at the entrance, monitors also should be both male and female when possible).

Entrance to the social event

- One (well lit) entrance, controlled and monitored, is suggested.
- Monitors check to see if those entering are either members or on the invitation guest list.
- Members and guests with alcohol are required to show proof of legal drinking age (picture ID with birth-date is acceptable).
- A guest’s name is checked off the list once she/he has entered the social event.
- Hired security guards are also suggested in addition to members who will serve as monitors.
- Several exits should be available due to fire codes/laws; however, exits cannot be used as exits.

Invitation guest lists

- Guest lists should be generated for each function with specific names of all non-members who have been invited.
- A group invitation or a box of invitations to an entire sorority, for example, is still considered an “open party” (unless the event is strictly between the fraternity and sorority).
- Social events (with alcohol) open to the entire Greek community are also considered “open parties.”
- Many groups also include their member’s birth-date on the guest list to further distinguish who is not of legal drinking age.
- Guest lists should be completed four hours (or equally reasonable time limit) prior to an event in order to adequately prepare.
- All members and guests bringing alcohol to a social event should be carded at the entrance to provide proof of legal drinking age. At this time those members and guests who have established proof of legal drinking age will be distinguished in some way, (usually with a non-adjustable, hospital-type wristband and a hand stamp).

Wristbands

- Members and guests who are of legal drinking age and who have checked alcohol into the social event receive a wristband (non-adjustable, hospital-type wristband).
- Precision Dynamics Corporation markets a product called a VISA BAND... call (800) 847-0670 for more information.
- Many IFCs have purchased these in bulk and re-distribute bands to their member fraternities.
- An individual checking alcohol into the social event also receives a stamp on the hand. (This procedure will stop guests/members from leaving the social event and trying to return sometime later with more alcohol).
- Members and guests without wristbands/stamps are not allowed to possess or consume alcoholic beverages.
- Members and guest unable to provide proof of legal age are not allowed to bring alcohol into the social event. Two decisions can be made. First, the underage guest or member may enter the social event without the alcohol and without a wristband and stamp. Second, the social event monitors may refuse entry to any individual, even if the individual’s name is on the invitation guest list. This guideline is important, especially if the underage person already shows signs of intoxication. The host/sponsoring groups must not assume the liability of underage drinkers. Moreover, these individuals may try to secure alcohol once inside the event. Use good sense at the entrance... any person, regardless of age, who shows signs of intoxication must not be allowed into the social event.

Monitors

- Monitors are charged with regulating social events and maintaining policies.
- One monitor for every 25 guests is suggested.
- Both males and females should serve as monitors (from host chapter and sponsoring group(s)).
- Monitors do not consume alcohol either before or during the social event.
- Wearing specialty clothing will distinguish monitors from others.
- New members and older members should be paired as monitors so that the new members may learn how best to fulfill the role as social event monitor.
- Pledges should not serve as monitors... this is a role of responsibility.
- Although chapter presidents and social chairpersons are not necessarily monitors, they should remain sober during social events so that they can effectively handle situations that may arise throughout the event.
- When the individual brings alcohol to the social event she/he will receive a punch card. On this punch card the host chapter/sponsoring group(s) will note the quantity and brand of the alcohol (the brand identification is for reference purposes of the host chapter/sponsoring group(s)).

Punch Cards

- Punch cards should be collected at the exit of the social event.
- Punch cards should not have your chapter name on them.
- Punch cards should be difficult to counterfeit.
- Punch cards should be easily identifiable by your chapter and the other sponsoring group(s).

- Punch cards should have the date of the social event as well as the tasteful social event theme printed clearly on the card.
- The punch cards should be approximately credit card size.
- The alcohol is then taken by a designated monitor to a “holding tank” (usually a large rubber garbage can, or two, filled with ice that will hold the guest’s alcohol). The bartender will “check in” the alcohol and place it in ice.
- In order for a member or guest to receive alcohol, she/he must approach the bartender with the punch card ready and with the wristband and stamp clearly displayed. The bartender will check to see if the member or guest does indeed have the distinguishing mark/band and a punch card with spaces remaining.

Licensed and insured bartender

- A licensed and insured bartender, not associated with your chapter, who distributes alcohol may further reduce chapter liability.
- This unaffiliated individual should conduct himself properly.
- Hired professionals are usually educated and trained about alcohol usage and intoxication and as such are reliable resources.
- If everything seems appropriate, the bartender will retrieve one can of beer and then proceed to punch a hole on the punch card (one punch per can/bottle). You may decide to mark the punch card numbers with a marker instead of using a hole-punch. Either option works.

Service Area

- One centralized location for the distribution of all foods and beverages is suggested.
- No other location (including members’ rooms) may be used for distribution purposes.
- No bar worker will serve an intoxicated person, even if that person has alcohol left.
- A member or guest desiring alcohol should present a card to the bartender which in turn will be hole-punched / or marked with a marker.
- Individuals must return an empty can in exchange for a full one.
- After the member or guest has received the initial can of beer, another cannot be requested unless the individual also returns the empty can (this applies only to beer since the wine coolers will be poured into a cup before being served). In this way, the host/ sponsoring group(s) can help ensure that individuals are drinking their own alcohol (and doing so one at a time with moderation).
- Returning the empty cans will also assist the groups with post social event clean-up and recycling efforts.

Special Note: No alcohol leaves the social event once it has been checked into the bar area. If a guest does not finish her/his alcohol during the allotted time, it will remain on site until the following morning at which time the guest may return for the remaining alcohol. If the guest does not return, the alcohol must be discarded.



Risk Management Educational Certification Form 7

Hazing/Pledge Education Program

Due: _____

Chapter/Colony _____

Date _____

Program to be completed by and then integrated into each new member/pledge educa

Date of Presentation _____

Presented by _____

Title _____

Signature _____

Must be presented to 100% of current chapter membership, including current new me

Nature of Presentation - e.g., Lecture, Video, Demonstration, etc.

Comments:

Verification Signatures - Two signatures required:

Chapter President _____

Alumnae/Alumni Advisor _____

Did Did Not attend pr

Greek Advisor _____

Did Did Not attend pr

***This program must be presented by a qualified professional.
It may not be conducted by a chapter member.
After completion, send a copy to your national office.***



Third Party Vendor Checklist

The Chapter President:

Your chapter will be in compliance with the risk management policies of your national fraternity and FIPG if you hire a “third party vendor” to serve alcohol at your functions WHEN you can document the following checklist items.

The Vendor Must:

1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held.

Attach Copies of State and Local Licenses to the Checklist.

2. Be properly insured with a minimum of \$1,000,000 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 coverage, “off premise liquor liability coverage and non-owned and hired auto coverage.”

The certificate of insurance should name as additional insured (at a minimum) the local chapter of the fraternity hiring the vendor as well as the national fraternity with whom the local chapter is affiliated.

Attach a Copy of the Certificate of Insurance and Highlight Required Clauses.

3. Agree in writing to cash sales only, collected by the vendor, during the function.
4. Assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:

- A. Checking identification cards upon entry;
- B. Not serving minors;
- C. Not serving individuals who appear to be intoxicated;
- D. Maintaining absolute control of ALL alcoholic containers present;
- E. Collecting all remaining alcohol at the end of a function (no excess alcohol - opened or unopened - is to be given, sold or furnished to the chapter).
- F. Removing all alcohol from the premises.

Attach a Written Agreement Signed and Dated by the Chapter President and the Vendor Stipulating Agreement to the Items Required in #3 and #4 Above

This form must also be signed and dated by both the chapter president and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with FIPG and national fraternity requirements.

Chapter President’s Signature & Date

Vendor’s Signature/Company & Date

Dealing With an Intoxicated Person

Everyone has his own remedy for dealing with a drunk person, and that remedy is usually wrong. When dealing with a drunk person, remember the following guidelines:

- Keep calm so that the person in trouble will remain calm.
- Assess the seriousness of the situation.
- Be prepared for the unexpected.
- Be aware of the main dangers:
 - Do not give the person food, drink, or drugs; it could induce vomiting or choking.
 - Keep the person still to avoid injury.
 - Get immediate medical help if the person is unconscious or having difficulty breathing.

Immediate care you can provide:

DO

- Speak in a clear, reassuring manner
- Keep the person still and comfortable
- Stay with the person who is vomiting
- If the person is lying down, Turn him face down, and Turn his head to the side.
- Monitor the person's breathing

Don't have them lie on their back

If it is slowed (less than 12 Breaths per minute)
GET MEDICAL HELP!!!

DON'T

- Don't laugh, ridicule or provoke the person
- Don't exercise the drunk person
- Don't allow the person to drive
- Don't try to keep the person awake
- Don't give food, liquid or drugs to sober them
- Don't give the person a cold shower

REMEMBER THE ONLY THING THAT CAN SOBER A DRUNK PERSON IS TIME

Call for medical help if:

- The person is unconscious.
- The person is having difficulty breathing. Be aware that the person may stop breathing, so be prepared to administer artificial respiration if you are trained in CPR.
- You are in doubt as to what to do.
- The police (or your hired security) can help when:
 - The person is too unruly to handle
 - You need transportation to a health facility
- The person refuses assistance and may cause harm to himself or others. (Particularly if he/she is behind the wheel of a car).

A Dater's Bill of Rights

- I HAVE THE RIGHT - to refuse a date without feeling guilty.
- I HAVE THE RIGHT - to ask for a date without feeling rejected or inadequate if the answer is no.
- I HAVE THE RIGHT - not to act macho.
- I HAVE THE RIGHT - to choose not to act seductively.
- I HAVE THE RIGHT - to say no if I don't want physical closeness.
- I HAVE THE RIGHT - to start a relationship slowly, to say "I want to know you better before I become involved."
- I HAVE THE RIGHT - to be myself without changing to suit others.
- I HAVE THE RIGHT - to change a relationship when my feelings change. I can say, "We used to be close, but I want something else now."
- I HAVE THE RIGHT - if I am told a relationship is changing, not to blame or change myself just to keep it going.
- I HAVE THE RIGHT - to an equal relationship with the opposite sex.
- I HAVE THE RIGHT - not to dominate or be dominated.
- I HAVE THE RIGHT - to act one way with one person and a different way with someone else.
- I HAVE THE RIGHT - to change my goals whenever I want to.

Edited from: Campus Organized Against Rape University of Florida, Gainesville, Florida

Chapter House Self-Inspection Guide

Chapter _____

School _____

Inspection Date _____

By Whom _____

Number of persons sleeping in building:

Basement _____ 1st Floor _____ 2nd Floor _____

3rd Floor _____ Other _____ Total _____

Checking Procedure

Circle appropriate letter: S=Satisfactory N/A=Not Applicable U=Unsatisfactory

All unsatisfactory conditions require action for correction ranging from immediate to five day maximum. Questions are designed for “yes” answers to be understood as satisfactory and “no” answers as unsatisfactory and requiring corrective action.

Exit Facilities

1. Do all rooms have access to two separate means of exit?
S N/A U
2. Are all exit paths clear of storage?
S N/A U
3. Are doors in stairways properly self-closing?
S N/A U
4. Are wedges and other means used to hold back required stairway enclosure doors, to the detriment of fire safety of upper floors, prohibited?
S N/A U
5. Are heating plant and fuel supply areas cut off from the rest of the building by fire resistive construction in ceiling and walls?
S N/A U
6. Are exit routes readily accessible through doors of full height?
S N/A U
7. Can exit doors be opened from the interior without a key or special device?
S N/A U
8. If the building is protected by an automatic sprinkler system, is it in working condition?
S N/A U
9. If the property is completely protected by a standard automatic fire alarm (detection) system, is it in working condition?
S N/A U



Home
10. If the building does not have either automatic sprinklers or fire alarm (detection) equipment, does it have a manual fire alarm system?

S N/A U

a. Are smoke detectors in working order?

S N/A U

b. Is emergency lighting operational?

S N/A U

(NOTE: A fire officer's or fire equipment company's help should be solicited for requirements 8, 9, and 10.)

Heating Equipment

11. Are boilers equipped with pressure relief valves and water level gauges?

S N/AU

12. Are boilers and water tanks checked regularly by a qualified inspector for cracks, corrosion and other defects? Requirements should be checked with the House insurance company.

S N/A U

13. Is the furnace enclosed in a separate room with fire resistive partitions, with the ceiling similarly protected?

S N/A U

14. Is a self-closing fire door provided at the inside entrance of the furnace room?

S N/A U

15. Are metal containers with metal covers provided for the disposal of ashes?

S N/A U

16. Are all necessary automatic limit controls provided on heating equipment, including duct systems, breaching and others, in good working order and checked annually?

S N/A U

17. Is all heating equipment, including chimneys, flue connectors, vents from gas appliances and hot air ducts:

a. In good serviceable condition and well maintained?

S N/A U

b. Properly insulated and separated from combustible storage by safe distance?

S N/A U

c. Serviced by a qualified service man at least once each year?

S N/A U

18. Does the oil burner have a remote control switch?

S N/A U

19. Are exposed oil lines protected from physical damage?

S N/A U

20. Is the location of the main gas valves known and are the means and knowledge provided for closure in emergencies as well as opening and relighting gas appliances?

S N/A U

Kitchen

21. Is the range safely installed away from combustible material and the nearby floor protected?

S N/A U

22. Is there a hood above the range and is it equipped with an exhaust duct to the outside?

S N/A U

23. Is the hood kept free of grease accumulations?

S N/A U

24. Are filters used and kept clean?

S N/A U

25. Is the exhaust duct insulated or separated from combustible material by a safe distance (18 inches is required for combustible materials)?

S N/A U

26. Is the proper type of fire extinguisher for grease fires provided and is it in good working order? Dry chemical extinguishers containing sodium bicarbonate or potassium bicarbonate are recommended with at least a 20 "B" rating.

S N/A U

27. Is the refrigeration equipment serviced by a qualified service man at least once a year?

S N/A U

Emergency Action Measures:

28. Are there fire extinguishers of the proper type for the area protected? Do you know how to use them properly? Dry chemical extinguishers with "A B C" ratings are recommended in minimum 10-pound size and located not to exceed 50-foot travel distance.

S N/A U

29. Are extinguishers serviced and dated at least annually?

S N/A U

30. Is parking restricted so that the fire department would always have free access to the building?

S N/A U

31. Has an emergency plan been set up? Are fire drills held quarterly?

S N/A U

32. Are fire emergency instructions conspicuously published and up to date?

S N/A U

33. Do they include prompt reporting and alarm of even minor or incipient fires?

S N/A U

Electrical

32. Is temporary wiring with extension cords prohibited?

S N/A U

35. Are all major appliances, especially laundry and kitchen equipment, properly grounded?

S N/A U

36. Are lighting fixtures in good physical condition and shock proof in bathrooms?

S N/A U

37. Are electric fuses properly maintained and not overloaded with appliances, such as electric blankets, radios, clocks, coffee makers, heaters, etc., making necessary use of larger fuses than proper?

S N/A U

38. Are all known electrical problems corrected?

S N/A U

Special Hazards

39. Is housekeeping good in storage area? Basement? Attic? Garage and outbuildings?

S N/A U

40. Are smoking fire hazards under control? Is smoking prohibited in bed?

S N/A U

41. Are stairways adequately lighted?

S N/A U

42. Are paints and flammable materials stored in fully-enclosed metal cabinets or in well-ventilated outbuildings while being used and then discarded?

S N/A U

43. Are flammable liquids such as gasoline prohibited in the house?

S N/A U

44. Are kitchen facilities maintained and operated in a sanitary manner?

S N/A U

45. Is there an emergency number for medical help and fire departments at each telephone?

S N/A U

46. Are decorations required to be non-combustible when provided in any room or space used for assembly purposes?

S N/A U

47. Is the collection and disposal of trash safely handled in a manner to avoid hazardous accumulations of combustible material, such as the use of closed metal cans?

S N/A U

48. Are spaces beneath stairs free from accumulations of combustible material?

S N/A U

49. Are stairwells lighted and banisters provided where needed?

S N/A U

50. Are all Christmas decorations non-combustible?

S N/A U

51. Are all Christmas electrical decorations UL listed and identified as such?

S N/A U

52. Are live Christmas trees prohibited?

S N/A U

53. Are fireplaces and chimneys (where present) inspected and cleaned annually?

S N/A U

Copies should go to:

- Fraternity Headquarters
- Chapter President
- Alumnae/Alumni advisors and corporation boardmembers as appropriate

Chapter HousePre-Inspection Checklist

The items on this list should be checked before any Fire or Insurance Inspection. Each item is easy to fix and, in many cases, at no cost or very little cost. This list is by no means complete; however, these are the basics.

- _____ No candles in any room.
- _____ No extension cords in any room.
- _____ Surge protectors are acceptable as long as no extension cords are plugged into them.
- _____ No Christmas or rope lights in any room.
- _____ All bedrooms should be numbered.
- _____ Emergency exit maps should be posted throughout the house. You may know how to exit your house in case of fire, but your guests may not.
- _____ Emergency phone numbers (as well as the chapter crisis management plan) should be posted next to the phones.
- _____ The chapter should have fire drills and discuss emergency procedures in case of a fire.
- _____ All hallway doors should be closed. **DO NOT KEEP ANY DOOR PROPPED OPEN.**
- _____ All bedroom doors should be able to close and latch on their own.
- _____ All hallways and staircases must be free of all trash and any obstruction.
- _____ Nothing can be stored underneath any stair case.
- _____ All exit signs and emergency lights must be operational. There must be an illuminated exit sign at each exit.
- _____ Change the batteries to the smoke detectors every 6 months.
- _____ Each bedroom must have an UNOBSTRUCTED secondary means of exit. Bedroom windows cannot be obstructed by lofts or furniture.
- _____ If the secondary means of egress is a double window, mark the side of the window that opens with an exit sign.
- _____ No combustibles can be stored in the house or unventilated areas.
- _____ Nothing can be stored near the hot water heater or furnace. **ESPECIALLY** gasoline, paint, cleaning supplies and other combustibles.
- _____ Clean the lint traps in the clothes dryer. Do not let it build up.
- _____ Have regular inspections and maintenance on the following:
 - _____ Fire Extinguishers
 - _____ Fire Alarm System
 - _____ Sprinkler System
 - _____ Kitchen Hood System
- _____ All cable, telephone & Ethernet wires should not be running along hallway floors. All wires should be organize in bunches.

KEEP YOUR HOUSE CLEAN AND FREE OF DEBRIS AND GARBAGE.