

CLVEN EMERGENCY PROCEDURES

WHAT SHOULD I DO IN THE EVENT OF A NATURAL DISASTER?

- Complete a count of brothers and individuals on the property and make sure everyone is accounted for.
- If the structure has sustained damage or you can smell gas, make sure everyone is evacuated from the building and brought to a safe location.
- Call 911 to report injuries and if immediate response is needed.
- Have the Chapter President give a call to their CLVEN Housing Liaison and report the damage as well as condition of individuals at the property.

WHAT SHOULD I DO IF AN INDIVIDUAL IS UNRESPONSIVE AT OUR CHAPTER HOUSE?

- If someone is unresponsive, the Chapter should follow our four-step process:
 - Call 911 to immediately report the incident.
 - Continue to remain with the individual(s) needing medical assistance, so long as it is safe.
 - Cooperate with emergency personnel.
 - Complete a detailed Incident Report in myAlphaSig within 24 hours.

WHAT SHOULD I DO IF THERE IS A MENTAL HEALTH EMERGENCY?

- If a member of guest is experiencing a mental health emergency, any member should contact 911.
- If the College/University has a reporting mechanism for mental health concerns, the Chapter President should complete that form within 24 hours.
- The Chapter President should complete a detailed Incident Report in myAlphaSig within 24 hours.

WHAT SHOULD WE DO IF OUR CHAPTER HAS RECEIVED AN OFFICIAL NOTICE FROM THE CITY?

- The Chapter President/House Director/House Manager should report the notice to CLVEN staff immediately.

WHAT SHOULD WE DO IF THERE AN ACTIVE SHOOTER ON OUR PROPERTY?

- Any member should contact 911 immediately.
- Any individual in the Chapter house should immediately go to the nearest room that can be locked from the inside. Members and guests should not be near any door.
- As soon as it is safe to do so, the Chapter President should contact their CLVEN staff member to report the active shooter.

WHAT SHOULD WE DO IF OUR CHAPTER IS THE SUBJECT OF NEW COVERAGE (SUCH AS AN ALLEGED SEXUAL ASSAULT)?

- If there is a protest at the property, the Chapter should follow these steps:
 - The Chapter President should contact the Police to notify them of the gathering. If there are any threats, vandalism or harassment, the Chapter President should re-contact Police and file a report.
 - The Chapter President should communicate via Chapter GroupMe that an important email will be sent. The GroupMe should be monitored at that time. The Chapter President will send an email that is approved by Fraternity Headquarters.
 - No out-of-house members are permitted to visit the Chapter facility.
 - No guests are permitted at the Chapter house.
 - No member should speak to the media and the Chapter or members should not post on social media (including Snapchat) regarding the protest. All official statements are required to be approved by Fraternity Headquarters.
 - The doors to the property should be locked.
 - All window coverings should be closed and remain closed. There should be no flags or signage in the windows.
 - If feasible, the property should immediately be cleared of any visible trash.
 - In-house members should only leave the Chapter house for class or other essential activities. Members are encouraged to use a back entrance to the facility.
 - No member should interact with protesters, in-person or on social media, including but not limited to taunting them.