



# DELTA CHI

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## EMERGENCY MANAGEMENT

## BRIEF

Updated July 2025

An emergency or crisis situation can refer to a situation that takes place on or off chapter property. Examples of such situations include (but are not limited to): the death or serious injury of a member, an accident at a chapter/provisional chapter event, injury of a member or guest, house fire involving members, or other natural disaster. This BRIEF includes information, direction, and resources related to the management of these crisis situations.

## DEVELOPING A CRISIS MANAGEMENT PLAN

The chapter should have an established crisis response or Emergency Management Plan (EMP). All members should be regularly trained on the EMP. The Chapter's EMP should be updated annually, typically during a period of officer transition, to ensure accurate contact information.

You are encouraged to use the Delta Chi [Emergency Management Plan](#) as a foundation and add to it as you deem appropriate, or review the outline below.

## IF AN EMERGENCY HAPPENS

1. Call emergency number(s), usually 9-1-1 (for US and Canada) so appropriate emergency personnel (police, fire, ambulance) can respond. Cooperate fully with the needs of any public safety officials seeking to help you or protect your safety.
2. The "A" (or officer next in line if the President is not present) takes charge.
3. Restrict access to chapter premises or location of the incident immediately. The officer in charge must have complete control of the situation, and be aware of who is in the area. Permit only your members and appropriate officials to enter.
4. Assign one or more responsible members to calmly guard the entrance to the premises or location of the incident.
5. Do not tamper with any part of the area involved in the incident, specifically things that may be construed as evidence or areas involved in the incident.
6. Notify Delta Chi's International Headquarters (typically the Director of Member Safety) and your "BB" - Chapter Advisor as soon as possible.
7. Assemble your members in a group (in case of fire, assemble outside, in front near the street). Remain calm. Explain that there is an emergency, but that it is under control.
8. Remind members that only the "A" or the "BB" - Chapter Advisor can speak for the chapter. Members are not to speak with anyone (including friends, family, or the media) about the incident.
9. Do not discuss details, speculate on events, or otherwise elaborate on the situation - including on social media. Often, litigation follows. Statements made could be used later in court.
10. Contact appropriate campus officials (ex. Fraternity/Sorority Advisor) to notify them that an incident has occurred.
11. Fully cooperate with authorities.
12. Submit all requested information about the incident to IHQ within 24 hours via the [Incident Report Form](#) on the Delta Chi website.

## BEST PRACTICES

No one can predict when such an event will happen. If something does happen, it is easy to make an already challenging situation worse, especially when time is short and emotions are high. Preparation will assist you in appropriately managing an emergency.

Here is a list of best practices that will aid your chapter in preparation:

- Executive Committee should review the Emergency Management Plan (EMP) with their ABT prior to the start of each academic year.
- Chapter/provisional chapter members should have a list of on-campus resources that are available in the event of an emergency.
- The “F” should schedule a review of the EMP with the chapter/provisional chapter multiple times throughout the year, including what to do in specific scenarios (ex. fire drills to review what to do in the event of a fire). The “A” should routinely meet with the chapter/provisional chapter members following an emergency situation to keep all members educated on the current status or outcome.
- Members should be educated that any media inquiries should be directed to the “A,” “BB” - Chapter Advisor, or in most cases, IHQ, and member should not provide any comment.
- Members should not admit or assign liability or fault to others.
- Reach out to the Director of Member Safety if you have any questions.

## IN THE EVENT OF A DEATH OR SERIOUS INJURY

In the event of a serious injury or death, medical or police personnel (who are trained in this scenario) should notify family members. Parent/guardian information of members and Associate Members should always be on file and available for proper authorities if requested.

Regardless of the situation, understand that this may be a difficult time for the family - they may want privacy or need time to grieve. In the case of a suicide attempt, with or without serious injury, you should discuss what to do with a qualified professional before contacting the parents/guardians.

## INTERACTING WITH THE MEDIA

You should consult with the Delta Chi International Headquarters (IHQ) Director of Communications before responding to any media requests (including campus, local, or national inquiries). The Headquarters staff will provide direction and resources for your response, if applicable.

Members should not provide comment if they are contacted by any media source, and instead be educated that any media inquiries should be directed to the “A,” “BB” - Chapter Advisor, or in most cases, IHQ. The “A” is the only member that should speak to the media on behalf of the chapter.