

HOW TO REPORT AN INCIDENT

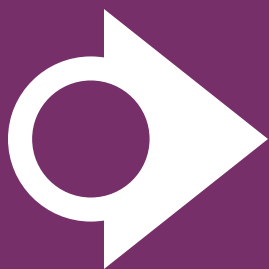
PREVENT THE INCIDENT

- Teach risk and crisis management to your membership.
- Prioritize the health and safety of each member and your chapter.
- Identify the leader before the incident occurs.
- If the chapter president is absent, the next ranked officer is in charge.

HANDLE THE INCIDENT

MAINTAIN PRIVACY

Do not discuss details or speculate on the events. Stay professional; rumors can make the situation worse.



PRESIDENT TAKES CHARGE

The president or the next ranked officer takes charge of the situation quickly, calmly, and professionally.

CALL EMERGENCY SERVICES

Call 9-1-1 and request the appropriate personnel respond. Cooperate fully with the needs of the public safety organization. Contain the area, and restrict access to maintain control of the situation. Do not tamper with any part of the area involved in the incident.



CALL THE FRATERNITY AND UNIVERSITY LEADERSHIP

Notify your chapter advisor, section director, regional director, and the Heritage Center immediately. If the Heritage Center is closed, please leave a message for Brian Parker, Chief Operating Officer at 317.872.1553 ext. 105. Also, send an email to JCLeadership@akpsi.org. Contact the appropriate campus officials.

REPORT THE INCIDENT

Complete the "Chapter Incident Report Form" and submit it immediately in the event of bodily injury, property damage, or a general liability claim.

