



UNIVERSITY OF  
**TEXAS**  
ARLINGTON

GREEK LIFE  
& UNIVERSITY EVENTS  
DIVISION OF STUDENT AFFAIRS

# Emergency Information and Crisis Management Procedures

## *Emergency Information*

While you members and now members are gathered, there are several things to be done. It is important that they remain calm until the situation is under control. Dependent upon the situation, out-of-house new members and members may need to be called in. We will discuss the situation and formulate statements making sure everyone knows that you're the Greek Advisor is informed of the situation. Dependent upon your chapter advisor's wishes, he/she should be notified of the event and of the steps you are taking.

If the situation is a death outside of the house, do not announce it until a College or University staff members has arrived to help. Be very careful about this information, as we will call the University media office to release a statement only after all members of the immediate family have been notified. If the member or new member lived in the house, do not move any of the deceased student's personal possessions. Once those parents have been notified, you should 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 these themselves. Before they arrive, make sure that all borrowed items are returned to the deceased's room and, if possible, lock it. When they do arrive you may want to have empty boxes available and offer to help. This is an emotions trauma for parents and they may not want to be with any of their son's/daughter's friends. The Vice President of Student Affairs Office will process the necessary forms with the College Registrar.

It is, of course, proper to send sympathy cards and notes, flowers, etc. If a funeral is in state, it will mean a great deal to parents for some of the members to attend. Most of our national groups have a memorial ritual pertaining to the chapter. Check your individual procedures and offer it to the parents in advance of final arrangements.

In the case of a suicide attempt, with or without serious injury, do not assemble your members or call parents. Appropriate fraternity and College official will quietly discuss further steps to take in this instance.

**Note:** All of this, no doubt, sounds rather gruesome and harsh. We would like to hope none of you ever have to refer.