50 Questions Every Chapter Risk Management Plan Should Answer

A truly comprehensive and relevant Chapter risk management plan should include answers to all of the 50 questions listed below. If you already have a risk management plan, feel free to cut and paste sections of it directly under the appropriate questions below. However, only providing the generic information from your National’s risk management plan will not be enough. Your risk management plan should be created or modified to be specific to the UC Davis campus and account for your Chapter’s unique physical and administrative organization. If your Chapter does not have a risk management plan, the process of answering the 50 questions below will get you there.

Potential resources you can use to answer the questions include:
- Search the UC Davis website and directory: [http://www.ucdavis.edu/index.html](http://www.ucdavis.edu/index.html)

Important Contact Information
1. What is the name, email, and telephone number of the person member who keeps a copy of your Chapter’s current membership roster and emergency contact information? It should list include every member’s name, local address, phone number, email address, and contact information for at least one emergency contact.

2. Who is your primary contact at your National, if applicable? Provide name, title, phone number, and email address.

3. Who is your primary local Chapter advisor, if applicable? Provide name, title, phone number, and email address.

Risk Management Policy
4. What is your national’s policy regarding alcohol and drug use by its members?

5. What is your local chapter’s/colony’s/interest group’s policy regarding alcohol and drug use?

6. What is your national’s policy regarding hazing?

7. What is your local chapter’s/colony’s/interest group’s policy regarding hazing?

8. What are your national’s policies regarding sexual, verbal, and physical abuse by its members?

9. What are your local chapter’s/colony’s/interest group’s policies regarding sexual, verbal, and physical abuse?

Chapter Officers Description and Roles Regarding Risk Management
10. What are your President’s roles and responsibilities regarding risk management for your Chapter?

11. What other officers hold responsibility regarding risk management for your Chapter? List Officers by title and responsibilities.

12. When will new officers receive risk management training? Who will provide the training? What is included in the training?
Crisis Management Plan

13. What steps will your organization take if your Chapter house sustains serious fire damage?
   At a minimum, a satisfactory answer includes:
   - Contact information for local emergency services
   - Plans for ensuring all residents are accounted for and safe
   - Instructions for informing appropriate National and University officials including names and contact info

14. What steps will your organization take if a member is injured, becomes seriously ill, or dies?
   At a minimum, a satisfactory answer includes:
   - Contact information for local emergency services
   - Plans for ensuring all members are accounted for and safe
   - Names and contact/location information for relevant campus offices and services
   - Instructions for informing appropriate National and University officials including names and contact info

15. What steps will your organization take if a guest is seriously injured or killed during an event organized, produced, or sponsored by your organization?
   At a minimum, a satisfactory answer includes:
   - Contact information for local emergency services
   - Plans for ensuring all members are accounted for and safe
   - Names and contact/location information for relevant campus offices and services
   - Instructions for informing appropriate National and University officials including names and contact info

16. What steps will your organization take if a lawsuit is filed against your Chapter/organization?

17. What steps will your organization take if a member goes missing?
   At a minimum, a satisfactory answer includes:
   - Information on which local, University, and National offices and people will be contacted, including names and contact information.
   - Contact information for local emergency services
   - Names and contact/location information for relevant campus offices and services
   - Instructions for informing appropriate National and University officials including names and contact info

18. What steps will your organization take if a member is arrested?

Risk Management Rules and Regulations Regarding Alcohol and Drug Use

19. What specific steps will your organization take to prevent underage drinking at social events where alcohol is served?
   At a minimum, a satisfactory answer includes specific strategies that will be used to determine each guest’s age, restrict underage guests from drinking, and deal with underage guests caught consuming alcohol. If your organization has a Chapter house, include actions to be taken at social events at the Chapter house as well as at non-Chapter House locations.

20. What is your organization’s policy on the consumption of alcohol or drugs at the chapter house, if applicable?

21. What alcohol and other drug education will you provide for new members and continuing members?
   At a minimum, a satisfactory answer includes:
   - Frequency and time periods when the training will be held,
   - Duration of the training,
   - What actions will be taken to ensure all members receive training,
   - Information on who will provide training and her or his qualifications to do so.
   - What topics will be covered?

22. What steps will your organization take if a member overdoses on alcohol or drugs?
   At a minimum, a satisfactory answer includes:
23. What steps will your organization take if a guest overdoses on alcohol or drugs?
   At a minimum, a satisfactory answer includes:
   - The signs of an alcohol and drug overdose.
   - Instructions on when and how to contact local and campus emergency services.
   - Instructions on when and how to contact National and/or campus officials, as well as which ones to contact.

Event Planning

24. Who is responsible for planning social events in your organization?

25. What is your organization’s policy on providing alcohol at social events?

26. What are your local Chapter’s guidelines and policies regarding social event planning?
   At a minimum, a satisfactory answer includes:
   - Policies for planning and scheduling social events
   - Information on what constitutes a ‘social event’
   - Policies on who can be invited and who can participate
   - Summary of policies on guest list management; guest control; when event security is needed, how it will be coordinated, and contact information; policies regarding on-campus, in-house, and third party locations; etc.
   - Information on the following:
     o Procedures for maintaining control of all entrances
     o Procedures for maintaining control of all exits
     o Procedures for maintaining control of alcohol distribution and consumption (when applicable)
     o Procedures for ensuring food and non-alcoholic beverages are freely available
     o Procedures for when and how to contact police and/or medical services

27. What are the main recurring social and philanthropic events your organization holds each year? When will they be occurring in the current academic year?

28. What permits do you need to obtain for your social and philanthropic events and how do you obtain them? Provide names, emails, and phone numbers if possible.

29. In addition to the required permits, who do you need to inform about your event? How and when do you need to inform them?

Chapter Safety

30. Who is the member/officer with primary responsibility for overseeing member safety?

31. What training will you provide to members/officers regarding member safety? When and how frequently? Who will conduct the training and what will it cover?

Abuse & Harassment

32. What training do new and continuing members receive on sexual and physical abuse and sexual harassment? Who provides it? How frequently do they receive it?

33. What steps will your chapter take if a member is harassed or abused?
   At a minimum, a satisfactory answer includes:
   - Definitions of sexual and physical abuse and sexual harassment.
   - Contact information for University and city emergency services and instructions on when and how to contact them.
   - Information on University and city resources for victims of abuse and harassment and how and when to contact them.
   - Instructions on when and how to contact National and/or campus officials, as well as which ones to contact.
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34. What steps will your organization take if a guest or non-member accuses a member of harassment or abuse?
   At a minimum, a satisfactory answer includes:
   - Contact information for University and city emergency services and instructions on when and how to contact them.
   - Information on University and city resources for victims of abuse and harassment and how and when to contact them.
   - Instructions on when and how to contact National and/or campus officials, as well as which ones to contact.

Hazing
35. Provide a summary of your National’s, California’s, and UC Davis’ policy on hazing, including its definition and potential consequences for perpetrators.

36. What training do new and continuing members receive on hazing? When and how frequently do they receive it? Who provides the training and what information is covered?

37. What procedures do you have in place to ensure that hazing does not occur?

38. What actions should a member take if she or he witnesses or experiences hazing?
   At a minimum, a satisfactory answer includes:
   - A list of common actions that could be hazing
   - Names and contact information for local Chapter, National organization, and campus officials who could and/or should be notified by a witness to or victim of hazing.
   - Actions that will be taken by the local Chapter when notified of a potential hazing incident.

39. What is your national hazing hotline number?

New Member Education
40. Who is the Officer with primary responsibility for new member education?

41. Provide a prose description of the New Member Education process including requirements, duration, contents, structure, main activities, and officers involved plus their responsibilities.

42. What are the requirements to be a new member?

Housing (if applicable)
43. What is your Chapter’s plan for maintaining house safety and security during the summer and winter/spring break, when the house will be empty or mostly empty?

44. What is your National’s policy regarding the ownership and consumption of alcohol by members who live in the Chapter House?

45. What are the name and contact information of the property owner, manager, and leaser?

46. What is your house’s policy on fire, health and, safety?

47. Do you have regular health and safety inspections? If yes, how frequently and who conducts them?

48. What are the names and phone numbers of the main point of contact at each of the buildings adjoining your houses property?
49. Is renter’s or liability insurance required for the property you own or lease? If so, who provides insurance coverage for your house and who do you contact to file a claim?

50. What does your insurance cover and what doesn’t it cover?