



Risk Management Foundation

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2010-11 Robert E. Joseph RMF Award Application

**Alpha Kappa
Hillsdale College**

Section 1: Essay Responses

All existing risk management policies set forth by Sigma Chi Fraternity as well as RMF and the host institution (if applicable) should be incorporated by reference.

1. It is important to review your chapter's risk management plan and update it accordingly at least once a semester.

Does your chapter review and/or update the risk management plan in a chapter meeting each semester? (2 points)

My chapter reviews and/or updates our risk management plan during a chapter meeting each semester.

2. A risk management plan is a key component to effective chapter operations. It is important that the chapter's plan include guidance on proper event planning, safety and emergency protocols including fire safety and evacuation procedures, and crisis management.

In 250 words or less, discuss four (4) key components of the risk management plan and how they impact safe event planning and implementation. (4 points)

The first step towards the planning of any social event, not intended specifically for the whole of campus, is the compilation of a guest list, as dictated by the Risk Management Foundation Policy on Drugs and Alcohol, in order to judge the magnitude of the event and hold it within a safe and controlled environment. The second component of our risk management plan is the presence of sober brothers at the party (i.e. "Sigcurity"), monitoring those taking part in the event and those entering and leaving, to ensure that said guests are on the invitation list and have safe transportation or escort home respectively. Also vital importance to the conduct of any social event is adherence to federal and state alcohol and drug policies and those of Hillsdale College, Sigma Chi Fraternity, and the Risk Management Foundation. Proper guidelines for the safe consumption of alcoholic beverages may be found in The Sigma Chi Policy on Drugs and Alcohol or The Risk Management Foundation Policy on Drugs and Alcohol, which the Alpha Kappa adheres to and is enforced by Sigcurity. Finally, the chapter ensures that the administration and campus security is aware of our activities. A guest list is submitted to

the Dean of Men for prior approval. Campus security periodically checks any social events we hold, with our full cooperation. The phone number for campus security, as well as the police and fire departments, the Poison Control Center, and the local hospital is posted in numerous locations during any event.

3. Your chapter's risk management plan serves as a tool to ensure the safety of your event.

In 250 words or less, describe an experience at your chapter in which the risk management plan was incorporated as a key resource for the planning and development of a pledge program activity. (2 points)

At Alpha Kappa, our pledges exposure to the risk management plan is not limited to a single experience, but rather, they are required to actively take part in our security (i.e. "Sigcurity") at every social event after their initial pickup. At the first pledge meeting, the risk manager briefs them on the details of the risk management policy; therefore, when they proceed to be employed in minor roles as Sigcurity, they are prepared for every exigency. Of course, they work alongside active brothers, who outnumber them on each Sigcurity shift at a ratio of two to one, and are not expected to rely on their own wits and limited experience. Additionally, Alpha Kappa's pledges have been required this year to take part in CPR and fire extinguisher training, which we held in cooperation with campus security and the local fire department respectively. This prepared them for various adverse situations which might occur at social events or other occasions. Alpha Kappa requires its pledges to gain this intimate association with the risk management policy in order to foster a better appreciation for the protection and continuation of the chapter. They engage in these activities alongside active brothers both so that they may be mentored in appropriate procedures in a realistic setting and to develop a sense of our brotherhood and what it requires from them from the earliest stages of their pledgship.

4. Please provide a current electronic copy of your chapter's risk management plan. (2 points)

See attached.

Section 2: Chapter Plan for Award Grant Money

If your chapter receives an award of \$5,000, what will you do with the grant? (2 points)

Should Alpha Kappa receive the Robert E. Joseph RMF Award of \$5,000, we will use the money to completely replace a staircase that leads from the second floor of our chapter house to the third floor. This stairway has been progressively growing unstable over the course of the last several years. Due to our chapter house's nearly 160 years of age, the stairs have begun to separate from the wall and warp, due to the continuous flow of people who walk up and down these stairs leading to the third floor. The stairs have also begun to actually move when people walk up and down the stairs, evidence that their attachments to the second and third floors have become increasingly unstable. All funds from the award, therefore, will be devoted to this single project. Our initial cost estimate states that \$5689 is necessary for the materials incorporated in this repair; \$1910 would be added for labor involved. Attached is the formal documentation of this estimate.

In 250 words or less, explain why you think this will be the most effective use of the funds for your chapter. (1 point)

The Robert E. Joseph award would provide Alpha Kappa with the crucial funds necessary to repair this risk in our chapter house. Repairing these stairs, we believe, is the most effective use of funds due to the vital nature of these repairs in the immanent future, in order to ensure the safety of all those who traverse them. This project is of utmost importance. Failure make these repairs could, at an unfortunate but possible extreme, result in severe injuries or even death; moreover, by replacing our old stairs which are oak and are a very heavy wood with a lighter, more durable wood, we would be reducing the amount of weight our old house would need to support, while simultaneously making the stairs safer for brothers and other people to use to enter and exit the third floor of our chapter house. We have already discussed this risk management problem with our house corporation, and they have decided release the remaining monies necessary for the funding of the project, if we should receive the \$5,000 grant from the Risk Management Fund; based on the cost estimates we have received, the Robert E. Joseph award would cover approximately two thirds of our costs. Should we not be fortunate enough to be deemed worthy of this award, we certainly will seek alternate means of finance, but that would also certainly result in much delay. Thank you all for considering our application for the Robert E. Joseph RMF Award.

Section 3: Recommendation Forms

See attached.