



Risk Management Foundation

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2010-11 Robert E. Joseph RMF Award Application

**Delta Psi
Rensselaer Polytechnic Institute**

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 component is a fire and life safety check of the chapter house. Prior to the event, the Risk Manager inspects fire extinguishers for proper charge and checks that emergency lights are functioning. These systems must function in the event of fire and/or power outage. In addition, the House Manager hosts an extensive cleanup of the chapter house prior to the event. This removes potential hazards from the party zone. The second component is a sober monitor and sober driving policy. The entire chapter assumes the duty of sober monitor, with the exception of three brothers who serve as sober drivers. Sober monitors are stationed throughout the house's party zone to monitor guest behavior. Any potential crises are handled in a timely manner by a brother who is in full control of his judgment. The provision of three sober drivers gives the chapter the ability to provide safe transportation for each and every guest. The third component is guest control. All guests are checked against a pre-determined guest list. This ensures that all guests have a direct relationship to the chapter and that the event is limited to a pre-

determined size. Prior to entry, guests are marked by hand stamps according to age that must be verified by valid identification. This eliminates risk of underage serving. The final component is a mandatory pre-party meeting, during which the risk management procedure is explained in detail to the entire chapter. This ensures all brothers follow good risk management practices.

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)

Risk management education is an essential element of Delta Psi's pledge training. During the pledge period, Delta Psi pledges are tasked with behind-the-scenes planning of a social event. Pledges usually enter the chapter with the understanding that social events are all fun and games. They do not realize how much risk management is involved. The purpose of the event planning exercise is to give the pledges hands-on experience in risk management. They must plan a party that fully complies with the risk management policies of Rensselaer, RMF, as well as Delta Psi. This is usually a sobering experience that teaches the pledges how important risk management really is. Once the pledges' plan is fully approved by the Consul and Risk Manager, the initiated brothers execute the event. During the event, pledges are each assigned to shadow a sober monitor to gain experience in proper alcohol-related crisis intervention techniques. Delta Psi wants to ensure that by the time pledges are initiated, they each understand how to host a safe social function.

In addition to the party planning exercise, all pledges are required to receive TIPS training, which provides them formal instruction on how to mediate potential problem situations involving alcohol.

With regard to fire and life safety, pledges are required to attend a seminar hosted by the Risk Manager which details the location of fire extinguishers and evacuation routes within the chapter house, as well as general evacuation procedure.

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)

Smoke detectors: 28 @ \$35 ~ \$1000
Fire panel replacement: \$1500
TIPS training for pledges: 20 @ \$13 = \$260
Professional evacuation diagrams: 4 @ \$100 = \$400
Emergency light batteries: \$300

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

Delta Psi's current smoke detectors are about twenty years old, even though they carry a recommended life span of 10-15 years. The detectors have accumulated so much dust that false fire alarms are common. The detectors must be replaced in order to end false alarms and maintain a good relationship with the local fire department. Please note that this item was deferred from last-year's application in order to address higher-priority life safety issues.

The current fire panel is also twenty years old, and our fire services provider is requiring that we replace it for continued coverage. The current panel cannot distinguish between fire signals and carbon monoxide signals. The chapter would also like to add temperature and flood sensors to monitor the house when it is closed, which the current panel cannot accommodate. Please note that this item was deferred from last-year's application in order to address higher-priority life safety issues.

The chapter house currently lacks posted evacuation diagrams necessary for compliance with New York State Fire Code. Evacuation plans would detail the location of fire extinguishers and evacuation routes. Please note that this item was deferred from last-year's application in order to address higher-priority life safety issues.

Finally, TIPS training is an essential part of the pledge education program. Nearly 100% of the active chapter has received the training, and we desire to continue to provide the instruction to new members. TIPS provides valuable instruction on how to recognize and rectify problem situations where alcohol is to blame.

Section 3: Recommendation Forms

See attached.