



## **Risk Management Foundation**

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### **2010-11 Robert E. Joseph RMF Award Application**

#### **Epsilon George Washington**

##### 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 Epsilon Chapter's Crisis Management Plan was rewritten in January of 2011 to stress four fundamental values: education, organization, communication and simplicity. Education is the heart of crisis management, providing the knowledge that brothers need to plan events while ensuring safety. For example, all brothers are instructed about the basic precautions needed for hosting a social event with alcohol (ex- third party security and alcohol vending) and trained, in conjunction with University resources, on how to properly respond to overly intoxicated individuals. The plan provides additional information about how to deal with incidents such as campus shootings. Education serves as a preventive measure that seeks to mitigate risky situations before they become crises. Organization ensures that brothers clearly know the chain of command and the duties of respective officers in the event of a crisis. This ensures a prompt and orderly response to any problems that could potentially arise during a Chapter event. Thirdly, the Crisis Management Plan provides access to the communications information of all top Chapter officers, advisors and housing trust officials to guarantee the proper individuals are

notified swiftly during a crisis. Additionally the plan provides a wealth of additional recourses for dealing with specialized risks, such as psychological counseling services and hazardous material cleanup. Simplicity ensures that every contingency is addressed by a clearly delineated and easy to follow step by step plan. In the event of an emergency it is imperative that brothers can execute the procedures of the plan even while under duress.

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)**

The Epsilon Chapter believes that risk management education should start from the day a member joins the organization. This is critical to fostering a culture within the Chapter that understands the unique challenges that Fraternities face and how to properly address them. The day each pledge class is pinned the Risk Manager and the Magister host a joint-lecture on the high standards that the Chapter sets for new members. Central to this lecture is the introduction of elements of the crisis management plan and emphasizing personal responsibility. Every pledge is given the contact information for the Consul, Pro Consul, Risk Manager and Magister so that they are able to contact the appropriate officers in the event of an emergency. The Risk Manager walks them through the procedures to properly handle a crisis, for instance a fire in Chapter housing, and instructs the new members on where to locate the Crisis Management plan. Most importantly, at the meeting the Risk Manager and House Manager instruct the pledges on the procedures regarding social events with alcohol. All security precautions as well as the duties of sober monitors/officers are explained. Additionally the Risk Manger oversees the pledge's participation in University programs regarding responsible alcohol consumption and how to properly cope with manage a situation involving overly intoxicated individuals.

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)**

The following is an itemized report of potential applications of a five thousand dollar RMF grant. Costs are subject to change based on the materials chosen at the actual time of installation. Estimates for the replacement of the basement stairs and flood proofing measures are not possible to estimate without professional consultation. Any surplus could be put towards labor costs or upgrades in materials.

Closed-circuit television system	1 x \$999.00	=	\$999.00
Electronic locks	3 x \$200.00	=	\$600.00
Basement floor			
Materials	750 ft2 x \$0.88	=	\$660.00
Installation	750 ft2 x \$1.99	=	\$1,492.50

Crash bar door exits	2 x \$98.00	=	\$196.00
Balfour subsidy	4 x \$100.00	=	\$400.00
Total		=	\$4,347.5

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

If the Epsilon Chapter were awarded a five thousand dollar grant the security measures at the main chapter house would be the first area improved. A closed-circuit television system to monitor both entrances to the house and grounds would greatly improve the ability of the Chapter to monitor the surrounding area. In the previous year the Chapter has had incidents of vandalism against Chapter property. The addition of a CCTV system would greatly improve the ability of the Chapter to provide information to law enforcement officials as well as help deter petty crime. In conjunction, an upgrade of chapter house locks from the traditional key style to electronic number pads would greatly improve security while ensuring the access of members to Chapter facilities. Additional life-safety upgrades to the chapter house include replacing the stairs leading into the basement refinishing the floor in the same area. Replacing the staircase would mitigate any risk of personal injury from falls and prevent an expensive emergency repair in the future. Secondly, the basement floor currently consists of bare concrete which can easily become slippery. To prevent injuries to members and guest, the Chapter wishes to overlay the floor with a moisture resistant no-slip laminate material. The installation of this product would also protect the foundation from moisture damage ensuring the continuing structural integrity of the house. Emergency crash bar exits on the basements doors and further flood proofing measures are also options which the Chapter could explore.

Section 3: Recommendation Forms

See attached.