

# The Event Risk Management Policy of Phi Delta Theta Illinois Beta



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# Article I: Preamble

## I. Section I: Introduction

- A. The Brothers of Phi Delta Theta Illinois Beta are committed to providing a safe and fun environment for all Guests and Brothers at all our events.
- B. This Event Risk Management Policy was published for accountability and transparency.
- C. The focus of this document is to establish a procedure for both risk prevention and crisis response in the instance of these policies being breached.

## II. Section II: Application

- A. This Event Risk Management Policy shall be applicable for all Phi Delta Theta Illinois Beta events including invited Guests.
- B. This policy shall remain in force on Chapter property and all spaces rented by the Chapter for event usage.
- C. In the case of a breach of our risk management policy, appropriate actions will be taken in accordance with these policies, and these policies will be revisited to evaluate the Chapter's effectiveness of upholding such policies.
- D. Amendments to this policy may be made at any time to reflect the most relevant and effective risk management procedure of our Chapter, with consideration of proposals given by the University of Chicago, the Panhellenic Council, other Greek organizations or any other interested party.

# Article II: Risk Management Team

## I. Section I: Overview

- A. The Chapter's Executive Board consists of the President, Vice President, Operations Manager, Secretary, Treasurer and Warden.
- B. The Chapter's Standards Committee consists of the Warden, Risk Manager, Parliamentarian, President and Vice President.
- C. The Executive Board and the Standards Committee oversee the Risk Management Team and are responsible for upholding these Risk Management policies.
- D. All events shall have a Risk Management Team consisting of multiple Sober Monitors. The Sober Monitors shall be easily identifiable by their clothing.

## II. Section II: Number of Sober Monitors

- A. At minimum, the Risk Management Team shall consist of two (2) Sober Monitors.
- B. Between one (1) and forty (40) invited Guests, there shall be two (2) Sober Monitors.

- C. Between forty-one (41) and one hundred (100) invited Guests, there shall be one (1) Sober Monitor appointed for every twenty (20) invited Guests in excess of forty (40).
- D. If there are greater than one hundred and one (101) invited Guests, there shall be one (1) Sober Monitor appointed for every forty (40) invited Guests in excess of one hundred and one (101).
- E. If non-prepackaged alcohol is served or present at the event, a Sober Monitor shall operate as the Bartender. This Sober Monitor shall hereby be known as “the Bartender”.
- F. In the case of an external organization being involved in an event, designated individuals from their organization are welcome and encouraged to be appointed Sober Monitors and help out with any duty of a Sober Monitor. With the approval of the Executive Board, these external Sober Monitors may serve as official Sober Monitors for the duration of the event. If external Sober Monitors are approved by the Executive Board, at least two (2) Sober Monitors must be Brothers of Phi Delta Theta Illinois Beta.

### III. Section III: Duties

- A. All Sober Monitors shall be sober before and during each event. If the Sobriety of a Sober Monitor is called into question by any Guest or Brother, an investigation by the Executive Board will occur. If a Sober Monitor is found guilty of failing to complete their shift, they will receive a three (3) event suspension.
- B. Sober Monitors shall manage the entrance into the event. This includes but is not limited to operating as a doorman and monitoring the total number of Guests. Guests and Brothers may be denied entry into the event at the discretion of any Sober Monitor.
- C. Sober Monitors shall be knowledgeable of the Chapter’s banned persons list and deny entry or remove those individuals from the event. The Chapter will consider banned person proposals given by the University of Chicago, the Panhellenic Council, other Greek organizations or any other interested party.
- D. Sober Monitors shall oversee all spaces that Guests and Brothers are occupying during the event. Guests and Brothers may be removed from events at the discretion of any Sober Monitor.
- E. The Bartender shall oversee the distribution and consumption of alcohol by Guests and Brothers. Individual alcohol consumption may be cut off at the discretion of any Sober Monitor.
- F. The Bartender shall display the alcohol by volume (ABV) of any non-prepackaged alcohol that is served or present at the event.
- G. After the event, all Sober Monitors shall discuss their experience during the event with the Risk Manager. All serious incident reports will result in an investigation by the Executive Board.

# Article III: Consumable Substances

## I. Section I: Alcohol

- A. There is a zero-tolerance policy on outside drinks at all events. Sober Monitors shall deny entry to Guests and Brothers who attempt to bring outside drinks to an event.
- B. All non-prepackaged alcohol shall only be served by the Bartender. The Bartender shall be solely responsible for the distribution of alcohol at an event, and all beverages will be served in front of the Guests. Unattended or abandoned beverages will be disposed of by Sober Monitors and Brothers.
- C. All mixed beverages served will be less than (<) fifteen percent (15%) ABV. In the case of non-prepackaged alcohol being served, the Bartender is solely responsible for calculating the percent (%) ABV of the mixed beverage to ensure that the value is below our risk threshold.
- D. All mixed beverages that are served or present at the event shall remain in a sealed container. The Bartender shall seal and monitor the container. Each batch of the mixed drink shall be solely prepared by the Bartender. After refilling the container with a new batch, the container must be sealed for the entirety of the event unless a new batch is prepared. The ABV of the mixed beverage shall be displayed on the container.
- E. Sober Monitors shall observe the consumption of alcohol by all individuals. At their discretion, Sober Monitors can deny any individual further consumption of alcohol.
- F. The Chapter shall provide pre-packaged water at all events where alcohol is served or present.
- G. At every event, the Chapter will have date rape drug test kits present. Any individual may request to have their drink tested. Sober Monitors may test any drink at the event based on allegations or their judgment.

## II. Section II: Drugs and Illicit Substances

- A. Hard drugs are explicitly banned at all events. Hard drugs shall hereby be defined as any substance apart from alcohol, nicotine, caffeine or any medically prescribed substances.
- B. Failure by a Guest to follow this rule shall result in their permanent barring from all events, Chapter property and all spaces rented by the Chapter for event usage.
- C. Failure by a Brother to follow this rule shall result in a disciplinary process over their continued Chapter membership.

# Article IV: Misconduct, Harassment and Violence

## I. Section I: Sexual Misconduct and Violence

- A. The Chapter maintains a zero-tolerance policy on sexual misconduct.
- B. If a Guest witnesses an act of sexual misconduct, the Guest is greatly encouraged to report the act to any Brother. The notified Brother will be immediately responsive and will either intervene in the situation himself or notify the Sober Monitors or the Executive Board to immediately intervene.
- C. Every Brother who suspects or witnesses an individual pose a threat to safety or behave in an inappropriate manner will remove that individual from the event.
- D. If Brothers become aware of an instance of sexual violence at any event, the event will be immediately shut down. The Executive Board will immediately begin an investigation. The Chapter will do its utmost to assist in any other investigations, legal or otherwise. Such assistance is dependent on the wishes of the survivor(s) and the requirements of law enforcement. The Chapter will not hesitate to contact and coordinate with law enforcement on matters as serious as sexual violence. In most cases, this will only happen with the permission of the survivor(s). Certain extreme situations will warrant immediate action by the Executive Board, in which case consulting the survivor(s) may not be possible. In these cases, measures will be taken by the Executive Board to preserve the privacy of the survivor(s), if possible.
- E. If a Brother is accused of sexual assault, that Brother is to be suspended effective immediately from the Chapter, pending the results of the Chapter's investigation and any law enforcement or University investigations. The Executive Board will immediately begin an investigation if a Brother is accused of sexual assault.
- F. Every Brother will be receptive to hearing an allegation of sexual misconduct. The notified Brother will relay all relevant information to the President, Vice President or Warden.
- G. All allegations shall be treated seriously and a proper investigation will occur that will ultimately decide the validity of such allegations.
- H. An allegation can include but is not limited to any message, conversation, photo, or any other piece of evidence that explicitly mentions or alludes to sexual misconduct.
- I. Any person who submits an allegation will remain anonymous unless they agree to release their identity.
- J. After the Chapter's investigation, the Chapter will review all relevant information and decide on a punishment. Any Brother found guilty or complicit in sexual assault by the Chapter, law enforcement or the University will be expelled from the Chapter.

## II. Section II: Violence and Assault

- A. The Chapter maintains a zero-tolerance policy on physical violence.

- B. Guests who engage in physical violence at an event shall be removed from the event and permanently barred from all events, Chapter property and all spaces rented by the Chapter for event usage.
- C. Brothers who engage in physical violence at an event shall be removed from the event and be subject to a disciplinary process over their continued Chapter membership.

## Article V: Crisis Management

### I. Section I: Crisis Recognition

- A. Any breach of this Event Risk Management Policy shall be considered a potential crisis.
- B. Sober Monitors shall monitor the event to recognize any breaches of this Event Risk Management Policy.
- C. All Guests are greatly encouraged to report any suspicious activity or potential crisis to any Brother. The notified Brother will be immediately responsive and will either intervene in the situation himself or notify the Sober Monitors or the Executive Board to immediately intervene.

### II. Section II: Crisis Response

- A. The Sober Monitors shall immediately intervene or take appropriate actions to handle a crisis. Appropriate actions may include but are not limited to removing individuals from the event, shutting down the event, notifying the Executive Board or contacting emergency services or law enforcement.
- B. In the case of an evacuation, all Sober Monitors shall be knowledgeable of the locations of the emergency exits as well as how to coordinate an evacuation from Chapter property.

### III. Section III: Transportation

- A. During an event, we understand that Guests or Brothers may become overly intoxicated.
- B. If a Sober Monitor assesses an individual and determines that the individual is suffering from alcohol poisoning, then they will arrange for that individual to be hospitalized. At the Sober Monitor's discretion, an ambulance may be required. Sober Monitors can call an ambulance against the wishes of the affected individual or their friends.
- C. If hospitalization is required, the affected individual can be accompanied by one (1) or more friends on their trip to the hospital. In the case that the affected individual does not have any friends to accompany them to the hospital and they want to have company for the trip, a Sober Monitor shall accompany them.
- D. There are also situations in which an individual needs to be sent home from an event due to over-intoxication, but they are not so intoxicated as to require a hospital trip. In such a case, the strongly preferred outcome is that they travel

home with a group of two (2) or more less-intoxicated friends. If this is possible, a Sober Monitor will give their phone number to one (1) or more of the affected individual's friends with instructions to contact them if there are any problems or once the affected individual is returned home safely. In the case that an individual only has one (1) friend willing and able to escort them home, the Sober Monitors will need to make a judgment about that friend.

- E. If an individual is over-intoxicated and is without friends to accompany them home, it becomes the Chapter's responsibility to keep them safe. The Sober Monitors will make a judgment on whether to order transportation for the affected individual or walk them home. The Sober Monitors will only walk an affected individual home if the affected individual vehemently argues against a car ride and they live within an appropriate distance. No less than two (2) Sober Monitors will accompany an affected individual on this walk home.

## Article VI: Breach of Risk Management Policy

### I. Section I: Accountability

- A. If a Brother or Guest has breached this Event Risk Management policy, the Sober Monitors or Executive Board will take immediate action.
- B. Depending on the severity of the breach, the Sober Monitors or Executive Board will make the Brother or Guest aware of the breach and demand them to cease and desist.
- C. If the breach reoccurs or the initial breach is severe, the Brother or Guest shall be removed from the event and an investigation by the Executive Board will occur.
- D. All allegations against a Brother or Guest shall result in an investigation.

### II. Section II: Discipline

- A. The Bylaws of Phi Delta Theta Illinois Beta describe the disciplinary process in detail. Below is an excerpt of the Chapter's disciplinary process.
- B. When the Executive Board hears an allegation of a Brother failing to uphold the Bylaws of Phi Delta Theta Illinois Beta or this Event Risk Management Policy, the Executive Board will immediately begin an investigation.
- C. After the investigation, a meeting of the Chapter shall then be held to decide upon such discipline and any vote to discipline the Brother shall only be effective if passed by a two-thirds (2/3) majority vote of the Chapter who are present, provided that at least a majority of the Active Brothers who are entitled to vote are present.
- D. The President of the Chapter shall promptly report any action of discipline in writing to General Headquarters.



# Article VII: Publicity of Risk Management Policy

## I. Section I: Chapter Awareness

- A. At the beginning of each academic quarter, this Event Risk Management Policy shall be read at a Chapter meeting. All Brothers are expected to be knowledgeable of this Event Risk Management Policy.
- B. All Brothers shall know the current Sober Monitors at each event and shall be responsible for leading Guests to a Sober Monitor if asked.

## II. Section II: Transparency

- A. During each event, this Event Risk Management Policy shall be readily available for any Guest or Brother.
- B. Any individual may request a copy of this Event Risk Management Policy before, during or after an event.