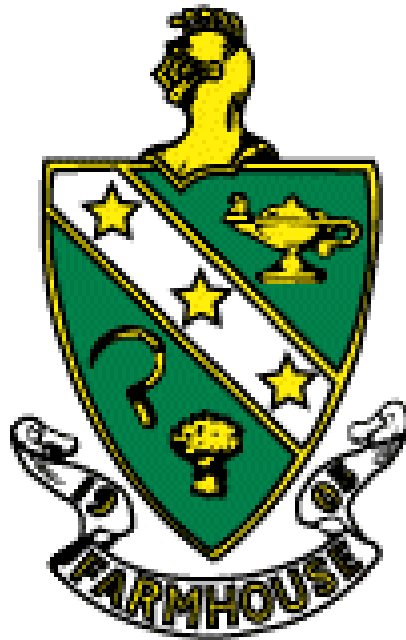


*FarmHouse Fraternity*  
*University of Arkansas*



**Crisis Management Plan**  
Revised February 2007

# EMERGENCY TELEPHONE NUMBERS

FarmHouse Fraternity – 346 Arkansas Ave. – Fayetteville, AR, 71953

**All Emergencies      Police, Fire, Ambulance      Call 911**

## Association

President                      Brett Crumley      Cell      479-387-0007

## International Headquarters

Executive Director              Chad Harris                      1-800-722-1905

## Advisors

Professor                      Doug Karcher              Work      479-575-5723

Professor                      Casandra Cox              Work      479-575-2040

## Officers

*(In Order to be Contacted in Case of Emergency)*

President                      Grant Hunt              Cell      870-319-5222

Director of  
Administration              Clay Lance              Cell      870-703-4777

Director of  
Risk Management              Marcus Looney              Cell      479-234-3533

Dir. Alumni Relations/  
House Operations              Kris Bunnell              Cell      918-698-1058

Social Chair                      R. Siebenmorgen              Cell      479-409-6939

VP of Recruitment              Michael May              Cell      870-897-6666

# PROCEDURES FOR AN EMERGENCY OR TRAGEDY

## MAINTAINING CONTROL:

The Chapter President must be in command of every emergency situation involving serious injury or death. He is the **only** person authorized to speak on behalf of the fraternity. In the absence of the President, members will adhere to the rank of officer authority as follows:

### Order of Command

President – Grant Hunt  
Dir. of Administration – Clay Lance  
Dir. of Risk Management – Marcus Looney  
Dir. of Alumni Relations – Kris Bunnell

By no means does this mean that the person in command cannot consult with other members who have more expertise or insight, but it does mean that the final decisions are his. The person in charge is the only person authorized to speak on behalf of the fraternity to the media or public officials.

## IN THE EVENT OF A FIRE:

1. Pull the nearest fire alarm
2. Call 911 and Retrieve Crisis Management Notebook and First Aid Kit
3. If people are asleep, try to wake as many of them as possible as you make your way to the exits
4. All persons should meet in front of the house on the sidewalk parallel to Arkansas Avenue regardless of what emergency exit they use.
5. An officer should take a head count and report any missing persons to the fire department when they arrive.
6. Do not allow anyone to return to the burning building under any circumstances.
7. Contact should be made with the following officials in this order:
  - a. Chapter Officers as outlined on Page 1
  - b. Chapter Advisor(s)
  - c. Association President
  - d. University Greek Life Office (479-575-5001)
  - e. FarmHouse International Headquarters (see page 4)

## IN THE EVENT OF SERIOUS ILLNESS, INJURY, OR DEATH:

1. Call 911. Briefly and calmly explain the situation so that the appropriate emergency personnel can respond.
2. Contact should be made with the following officials in this order:
  - a. Chapter Officers as outlined on Page 1
  - b. Chapter Advisor(s)
  - c. Association President
  - d. University Greek Life Office (479-575-5001)
  - e. FarmHouse International Headquarters (see page 4)
3. **DO NOT** notify the parents of the person who is involved in the emergency. Police or medical officials will do so. Provide them the Emergency Contact Sheet from pages five and six of the CM notebook.
4. The House **must** close at once. Instructions can not be given if members are leaving and strangers are entering. Only FarmHouse members and appropriate officials will be allowed to enter. Depending on the situation, out-of-house members may be called in.
5. The members will assemble in the Chapter room. The ranking officer, as determined by the order of command on page 2, will explain the situation and inform them that the House is closed. **All outgoing phone calls will be halted**, including calls to parents, girlfriends, etc. Only the ranking officer may make phone calls to the officials only as outlined in this plan.
6. The members will make **no** statements to anyone other than the proper authorities. The president or ranking officer will make any and all appropriate statements to the media after the situation is under control and the content of the statements have been discussed with the Director of Risk Management, appropriate university officials, an advisor, and a member of the association board. The Director of Risk Management should be present at any and all press conferences if he is available.
7. The spokesperson will **only state the facts he knows to be true**. If he prefers not to answer a question, the appropriate response is, "I can not comment at this time until we have all the facts." **Do not** draw conclusions or give personal opinions. **Do not** say "No comment."

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8. In the case of a death, **do not** move any of the deceased student's personal possessions. Roommates should be moved somewhere else temporarily. Be sure that all borrowed items are returned to the deceased's room and, if possible, lock the door before parents arrive. Empty boxes may be provided and help offered once the parents arrive.
9. In the case of a suicide attempt, with or without serious injury, **do not** assemble the members or call parents. Talk with the member while awaiting the ambulance/police.

## CONTACTING INTERNATIONAL HEADQUARTERS

**When contacting International Headquarters, the following information will be needed:**

1. Name and location of the chapter
2. Name of the person reporting the incident
3. Name of the person associated with the emergency
4. Exact time, date, and location of the injury, damage, or other emergency
5. Description of the incident
6. Names of any witnesses
7. The names of all other people who have been notified

# EMERGENCY CONTACT INFORMATION

## MEMBER

## PARENTS

## NUMBERS

Clay W. Lance

Cell  
Father  
Mother  
Home

Joshua W. Evatt

Cell  
Father  
Mother  
Home

Kris A. Bunnell

Cell  
Father  
Mother  
Home

Marcus A. Looney

Cell  
Father  
Mother  
Home

Matthew G. Hunt

Cell  
Father  
Mother  
Home

Michael K. May

Cell  
Father  
Mother  
Home

Nathan Brown

Cell  
Father  
Mother  
Home

# EMERGENCY CONTACT INFORMATION (CONTINUED)

## MEMBER

## PARENTS

## NUMBERS

Ryan Siebenmorgen

Cell  
Father  
Mother  
Home

## Pledges

Chris Scarborough

Cell  
Father  
Mother  
Home