

7 Risk Management

7.1 Alcohol Use at Events

Student organizations are permitted to have social functions where alcohol is served. However, because of the university's interest in the intellectual, physical and psychological well-being of the campus community, it is important that the university take steps to curtail the abusive or illegal use of alcoholic beverages. The following sections provide more detail regarding events where alcohol is served.

7.1.2 *Legal Liability*

Student organizations are liable for the actions of their guests before, during and after the event. Liability may be to the university, city, county, state or federal government. It is expected that all laws governing the consumption and sale of alcohol be strictly followed. This includes university risk management guidelines, city, county, state and federal laws/regulations.

7.1.3 *Guidelines for service of alcohol*

1. The possession, sale, use or consumption of alcoholic beverages, while on organizational premises or during an organizational event, in any situation sponsored or endorsed by the organization, or in any event an observer would associate with the organization, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education and must comply with the third party vendor guidelines. (See Appendix).
2. A **third party vendor must be used** at all functions where alcohol is available. Common sources of alcohol and BYOB events are not permitted. This includes allowing members to bring their own alcohol to the event and kegs. Only a licensed bartender who is not a member of the sponsoring organization(s) will be allowed to serve alcohol.
3. No alcoholic beverages may be purchased through organizational or university funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the organization. The purchase or use of a bulk quantity of common sources of alcoholic beverage such as kegs or cases is strictly prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (those under 21).
5. The possession, sale or use of any illegal drugs or controlled substances while on organizational premises or during an organizational event or at any event that an observer would associate with the organization is strictly prohibited.
6. No organization may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
7. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host groups or organizations.
8. Alcohol may not be given away as a prize.
9. No member or guest shall permit, tolerate, encourage or participate in drinking games.
10. No alcohol shall be present at any new member/associate/novice program, activity or ritual of the organization.
11. Non-alcoholic beverages and adequate food will be available at the same place as where the alcoholic beverages. Food and non-alcoholic beverages will be featured as prominently as the alcoholic beverages.

12. It is highly recommended that the organization provide each person at the party a plastic wristband to wear to indicate whether or not they are of legal drinking age.
13. One designated driver per 50 attendees (members + guests) must be present at the front entrance to provide safe transportation home as needed. Under no circumstances will the drivers consume alcohol during the party.
14. One door monitor per 100 attendees must be present during the duration of the event. The door monitor shall receive prior to the function a typed guest list designating all the members and guests of members attending the function. Valid photo identification must be presented to confirm the name on the list. Once confirmed the monitor must cross the name off the list using either a highlighter or a mark beside the name of the attendee.
15. One security guard per 100 attendees must be present during the duration of the event. The security guard is responsible for verifying attendee's age, looking for intoxicated individuals as attendees come to the event and during the event and maintaining general order.
16. One sober patrol per 50 attendees must be present at the event. Sober patrols are responsible for ensuring that this policy and inter/national policies are followed. In addition, sober patrols assure that the distribution of alcohol is executed properly and they take the proper action should a negative situation arise.
17. All recruitment activities associated with all organizations will be dry.

7.1.4 Advertising Guidelines for Events with Alcohol

Since organizations must submit a guest list and open parties are prohibited, events with alcohol may not be advertised to the public. Organizations may send invitations to their members or guests. The invitations should not:

1. Encourage the misuse/abuse of alcohol.
2. Promote drinking as the purpose of the event.
3. Must not refer to the amount of alcohol that will be available (i.e.: 5 keg party)
4. Must not portray drinking as solutions to problems.

7.1.5 Planning the event

1. All sponsoring organizations must complete the **Social Event with Alcohol** form, See Appendix, (with other necessary documentation) and submit it to University Center and Student Activities at least 21 days prior to the event. Each organization's president and advisor must sign the form.
2. The executive board officers of all involved organization must take and pass the Risk Management Test before the event occurs. The test is available in University Center and Student Activities.
3. Organizations cannot have more than three times the organization size of people at the event. Example: organization has 30 members, each member can invite 2 people for a total of 90 guests (30 members plus 60 guests).
4. If two organizations co-sponsor an event, each member in each group can only invite two other people to be put on the guest list.
5. A guest list with first and last names (not nicknames) must be turned in to University Center and Student Activities no later than two business days before the event. The list must have the member's name and their guest's names (example: member John Smith – guests are Jane Doe and Joe Smith).
6. **Only invited guests may attend.** Events may not be open to the public. Organizations must provide a guest list of all people attending the event.
7. All members and guests must be checked in to the event. It is important to keep an accurate record of who actually attended the event. These records should be kept for three years.

8. Plan how to mark minors or those of legal drinking age. The use of wristbands is strongly suggested. Markers are easy to wash off.
9. Members of the sponsoring organization cannot serve alcohol at the event, even if they are licensed bartenders.
10. All organizations must comply with all participating organization's rules and regulations, which means complying with the stricter rules and regulations of all the organizations sponsoring the event.
11. All organizations must abide by the university's Risk Management Guidelines.

7.1.6 During the event

1. Check all members and guests in at the front door/entrance. Do not allow anyone into the event who is not on the list. It is recommended that only one simultaneous entrance/exit way is allowed at functions.
2. Security guard will mark minors and those of legal drinking age.
3. There must be one sober Executive member or risk manager from each chapter at every event.
4. If a member or guest appears intoxicated, do not allow him/her into the event.
5. Once someone leaves the event location, that person is not allowed back.
6. Alcohol may be served at a function for a maximum of three and half hours and may not be served again for a minimum of six hours.
7. A function must end by 2:00 a.m. and may not begin before 6:00 a.m.
8. Serving of alcohol must conclude 30 minutes before the ending of the function.
9. Any alcohol that remains at the conclusion of the event may not be sold or given to any attendee or the organization.
10. Post-parties are not permitted. A post-party is defined as an event that is publicized to the attendees as something to do after the "official event" is over. Publicized refers to any technique used to communicate information to others, including but not limited to flyers, email and word of mouth.

7.1.7 Penalties for Non-Compliance

1. An individual found responsible of non-compliance with these guidelines or local, state, or federal laws has committed a violation of university regulations and is subject to sanctions commensurate with the offense and any aggravating and mitigating circumstances.
2. Actions of all recognized student organizations are subject to review by the Vice President of Student Affairs or his/her designate. Failure to comply with these guidelines and university regulations may lead to the revocation of recognition privileges or any other sanction.

7.1.8 What is an organization event?

In order to assist you in understanding what could be considered an organization event by a court of law or the university, consider the following questions:

1. Would an outsider (non-member) perceive the event as being sponsored by the organization?
2. Was it pre-planned or pre-meditated? Was the event publicized with flyers, or through email, Facebook, MySpace, etc.?
3. Was it discussed during a meeting?
4. Did the majority of the organization know about the event?
5. Were a significant number of members present at the event (Probably greater than 50% of the organization)?

6. Were organization funds used in any way (i.e., entertainment, transportation, food, beverages, decorations, advertisement, etc.)?
7. Did the organization officers help plan the event?
8. Were a significant portion of those who attended the event invited by members?

7.2 Guidelines for Events Not Involving Alcoholic Beverages

1. Events that are social in nature and involve people other than organization members must be approved by University Center and Student Activities at least seven days prior to the event (see Appendix).
2. Organizations cannot have more than three times the organization size of people at the event, and one security guard must be present for every 100 people attending. If less than 100 attendees, one security guard must be hired.
3. There must be 1 door monitor for each organization in attendance to check in members and guests on the typed guest list provided. The monitor must cross the name off the list using either a highlighter or a mark beside the name of the attendee.
4. There shall be at least 1 member patrolling the event to assure that all policies listed in this manual are being enforced.
5. Security guards are not required if the event is held in the University Center, Center for the Arts or the Harte Performing Arts Center.

7.3 Drugs and Controlled Substances

The possession and/or use of any illegal or controlled substances, including but not limited to drugs, narcotics, marijuana, or any hallucinogen is illegal and contrary to the Student Code of Conduct of Texas A&M University-Corpus Christi, and the State of Texas. There will be no possession and/or sale of any illegal or controlled substances at any student organization event or at any event possibly associated with a student organization. Any illegal possession of drugs and/or use of illegal or controlled substances is subject to disciplinary action by Texas A&M University-Corpus Christi. For more information you can view the Student Code of Conduct at <http://falcon.tamucc.edu/~police/UPD/conduct.htm>.

7.4 Inappropriate Behavior and Vandalism

Inappropriate behavior and vandalism is contrary to the Student Code of Conduct of Texas A&M University-Corpus Christi. Any illegal activities of inappropriate behavior or vandalism shall be subject to disciplinary action by Texas A&M University-Corpus Christi. For more information you can view the Student Code of Conduct at <http://falcon.tamucc.edu/~police/UPD/conduct.htm>.

7.5 Hazing

Hazing is against the laws of the State of Texas and Texas A&M University-Corpus Christi regulations. University Center and Student Activities, the Division of Student Affairs, and the university will enforce all legislation, laws and regulations pertaining to the issue. Please read the following information carefully before planning your organizational activities.

On August 31, 1987, a law went into effect in the State of Texas regarding hazing.

Below is an abbreviated summary, in question and answer form, of the contents of that law and the applicability and implications for students, faculty and staff at Texas A&M University-Corpus Christi. THIS IS ONLY A SUMMARY. Certain points in the new law have been omitted for editorial purposes. For the full text of the law, please see University Rules at:

www.tamucc.edu/provost/urules/gopher/general/pol824.html

7.5.1 What is the Definition of Hazing?

Hazing means any intentional, knowing, or reckless act occurring on or off the campus of Texas A&M University-Corpus Christi, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at Texas A&M University-Corpus Christi.

This term includes, but is not limited to:

- A. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
- B. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student.
- C. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects the student to unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student.
- D. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection.
- E. Any activity that induces or requires the student to perform a duty or task which involves a violation of the Penal Code.

In addition, Texas A&M University-Corpus Christi has also defined hazing to include:

- 1) Misuse of authority by virtue of one's class rank or leadership position.
- 2) Any form of physical bondage of a student.
- 3) "Road Trips" or taking a student to an outlying area and dropping him/her off.
- 4) Any form of "Quadding". (Quadding includes but is not limited to throwing a person into water or holding a student down and pouring water on him/her.).

7.5.2 How do I commit a hazing offense?

A person commits an offense if he/she...

- 1) Engages in hazing;
- 2) Solicits, encourages, directs, aids or attempts to aid another in hazing;
- 3) Intentionally, knowingly or recklessly permits hazing to occur;
- 4) Has firsthand knowledge of the planning of a specific hazing incident involving a student of Texas A&M University-Corpus Christi or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to University Center and Student Activities, Recreational Sports or Student Affairs.

7.5.3 Penalties for Hazing

- **Does it matter if I did not intend to harm anyone?** No. Texas A&M University-Corpus Christi guidelines state that if one of the above occurs, it is hazing, regardless of your intent.

- **Does it matter if the person being hazed agrees to the activity?** No. The law and Texas A&M University-Corpus Christi's guidelines state that if one of the above occurs, it is hazing, regardless of the consent or cooperation of the recipient. CONSENT is not a defense.
- **What is the penalty if I am found guilty of hazing?** The student may be subjected to university disciplinary action, up to and including removal from the university, in addition to or regardless of any penalty imposed by the courts.
- **Are there state penalties for hazing?** Yes, they are:
 - A. Failing to report hazing. Fine up to \$1,000 and or up to 180 days in jail.
 - B. Hazing resulting in no serious bodily injury: Fine of \$500-1,000 and /or 90-180 days in jail.
 - C. Hazing resulting in serious bodily injury: Fine of \$1,000-5,000 and/or 180 days to 1 year in jail.
 - D. Hazing resulting in death: Fine of \$5,000-10,000 and/or 1-2 years in jail.
 - E. Except where the hazing results in death, the student may be required to perform community service in lieu of confinement in jail.
- **Can an organization be found guilty of hazing?** Yes. An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing. If an organization is found guilty of hazing, it may lose its recognition and ability to re-group on campus for a period of time. The individual members may also face penalties for their actions.
- **Can I get in trouble for reporting hazing?** No. Any person who reports a specific hazing incident involving a student to University Center and Student Activities or other appropriate officials is protected from civil, criminal liability, or university judicial sanctions. A person who reports in bad faith or with malice, however, is not protected by this section.

7.5.4 Where do I report hazing?

- Sorority/fraternity violation: Greek Life Advisor, 825-2706.
- General student organization violation: University Center and Student Activities, 825-2707.
- Sport Club violation: Recreational Sports, 825-2455.
- All other violations: Student Affairs, 825-2612.

7.5.5 Alternatives to hazing

Sometimes, organizations that haze new members are confused about how to change these practices. There are many creative ways to change from a hazing to a non-hazing organization. The following are some specific examples of ways to eliminate hazing and make membership a challenging but positive experience:

When organizations are challenged to eliminate hazing practices, some members may be resistant to this change. In many cases, those who are most vocal against eliminating hazing are those who are bitter and angry about the hazing that they themselves endured (but don't admit this publicly) and expect that others should be abused in order to gain "true" membership in the organization.

You will also find that some of these folks are likely to be bullies of the organization – people who enjoy a “power trip” at the expense of someone else.

Of course, if you try to eliminate hazing in your group, you will likely encounter many elaborate reasons for why this will be devastating to your organization. While there will be some staunch supporters of the status quo, there will be many who can be convinced of the negative effects and potential risks of hazing. Believers in the supposed “benefits” of hazing may be more likely to change their opinion if they can envision some alternatives. The supposed “benefits” of hazing follow in bold with non-hazing alternatives to accomplish the same goal listed alongside.

1. **Foster Unity:** Have the members of your group/organization work together on a community service project. Visit a ropes course to work on group cohesiveness, communication and leadership skills. Another option for fostering unity without hazing is for the members to work together to plan a social or athletic event with another organization.
2. **Develop Problem Solving Abilities:** Have new members discuss chapter weaknesses such as poor recruitment, apathy, and poor scholarship, and plan solutions that the organization might then adopt.
3. **Develop Leadership Skills:** Encourage participation in campus activities outside of the organization. Encourage new members to get involved in organizational committees and/or leadership roles. Develop a peer mentor program within your organization for leadership roles. Invite university/community/business leaders into the organization to share their experiences.
4. **Instill a Sense of Membership:** Plan special events when the entire organization gets together to attend a movie, play, or religious service.
5. **Promote Scholarship:** Invite University or community experts to discuss test-taking skills, study methods, time management, etc. Announce when workshops are happening on campus to assist organization members with their test-taking skills, study methods, time management, etc. Invite someone from the Tutoring and Learning Center to be a guest speaker at a meeting.
6. **Build Awareness of Organization’s History:** Invite an older member to talk about the organization’s early days, its founding, special traditions, and prominent former members.
7. **Knowledge of the Greek System (for Fraternities and Sororities):** Invite leaders of IFC, Panhellenic, and/or Advisors to speak on Greek governance, including their goals and expectations of the Greek system.
8. **Aid Career Goals:** Use university resources for seminars on resume writing, job interview skills, and for information on various careers.
9. **Involve All Members in the Community:** Get involved with campus and community service projects. Plan fundraisers for local charitable organizations.

10. **Improve Relations with Other Organizations:** Encourage new members to plan social or service projects with other organizations; work together to plan joint social or service activities.

7.5.6 Hazing “Myths and Facts”

Myth #1: Hazing is primarily a problem for fraternities and sororities.

Fact: Hazing is a societal problem. Hazing incidents have been frequently documented in the military, athletic teams, marching bands, religious cults, professional schools and other types of clubs, and/or organizations. Reports of hazing activities in high schools are also on the rise.

Myth #2: Hazing is no more than foolish pranks that sometimes go awry.

Fact: Hazing is an act of power and control over others – it is victimization. Hazing is pre-meditated and NOT accidental. Hazing is abusive, degrading and often life-threatening.

Myth #3: As long as there’s no malicious intent, a little hazing should be O.K.

Fact: Even if there’s no malicious “intent” safety may still be a factor in traditional hazing activities that are considered to be “all in good fun.” For example, serious accidents have occurred during scavenger hunts and kidnapping trips. Besides, what purpose do such activities serve in promoting the growth and development of group team members?

Myth #4: Hazing is an effective way to teach respect and develop discipline.

Fact: First of all, respect must be EARNED – not taught. Victims of hazing rarely report having respect for those who have hazed them. Just like other forms of victimization, hazing breeds mistrust, apathy and alienation.

Myth #5: If someone agrees to participate in an activity, it can’t be considered hazing.

Fact: In states that have laws against hazing, consent of the victim can’t be used as a defense in a civil suit. This is because even if someone agrees to participate in a potentially hazardous action it may not be true consent when considering the peer pressure and desire to belong to the group.

Myth #6: It’s difficult to determine whether or not a certain activity is hazing – it’s such a gray area sometimes.

Fact: It’s not difficult to decide if an activity is hazing if you use common sense and ask yourself the following questions:

7.5.6 Questions to ask to determine whether it is hazing

- Is alcohol involved?
- Will active/current members of the group refuse to participate with the new members and do exactly what they’re being asked to do?
- Does the activity risk emotional or physical abuse?
- Is there any risk of injury or a question of safety?
- Do you have any reservation describing the activity to your parents, to a professor or university official?
- Would you object to the activity being photographed for the school newspaper or filmed by a local TV news crew?

7.6 Travel

7.4.1 Overview

Texas A & M University-Corpus Christi is supportive of University Center and Student Activities both on and off campus, and recognizes that the safety of its students is of utmost importance. The requirements outlined in this section apply to student travel that is more than 25 miles from campus to an activity that is organized, sponsored and funded by a Texas A&M University-Corpus Christi component, using a vehicle owned or leased by the university, or student travel that is required by an organization registered with an Texas A&M University-Corpus Christi component. Students traveling on behalf of Texas A&M University-Corpus Christi must obtain prior approval through the appropriate university department. This section applies to travel by cars, trucks, vans or buses.

7.6.2 Travel Safety Guidelines

During travel situations specified above, students must abide by the following safety guidelines:

1. Drivers and passengers must abide by all federal and state laws.
2. Drivers must possess a valid driver's license that is appropriate for the classification of vehicle being driven.
3. Drivers, occupants and their luggage should not exceed the official maximum capacity of the vehicle used.

Division of Student Affairs Procedures

7.6.3 Paperwork

All forms are due at least three (3) business days in advance to appropriate departmental office. Organizations must turn in the following forms (See Appendix):

1. **Trip Itinerary**
2. **List of Travelers**
3. **Student Activity Release** for each traveler
4. **Emergency Information** for each traveler
5. **Driver Release** (if driving) for each driver agreeing to abide by risk management policies for travel.
6. Drivers will provide driver's license, license plate number, and proof of insurance to department for copying before being authorized.
7. The organization must take a copy with them of all **Emergency Information** sheets, a copy of the **Incident Report** and **List of Travelers** in the event of an emergency.
8. A copy of the Trip Itinerary, List of Travelers, Emergency Information Forms, and the Student Activity Release Forms will be hand carried to UPD three days prior to the trip.

7.6.4 Risk Management & Travel

1. Travelers must abide by all federal and state laws.
2. Clubs cannot drive for over 14 hours in any given 24-hour period. The majority of the hours must be during daylight.
3. Clubs may not depart after 4 p.m. for trips exceeding 8 hours.
4. Drivers must change every 4 hours to avoid driver fatigue and ensure the safety of the passengers.
5. Drivers must be at least 18 years old.
6. If a breakdown occurs, immediately notify a member of the department sponsoring the travel activity.
7. No alcoholic beverages are allowed in vehicles at any time. All drivers must have refrained from alcohol and drug use for at least 12 hours before a trip departure.

8. A first aid kit must be taken for the trip, along with copies of Emergency Information forms, a blank Incident/Accident Report and List of Travelers.
9. Only organization members and the advisor may travel together. Family, friends and other non-members may not travel in the same vehicle due to liability issues.

7.6.5 Vehicle Options

Student organizations should be aware of the advantages and disadvantages of various modes of travel. Listed below are the basic means of traveling available to students groups and the advantages/disadvantages associated with each:

Fifteen (15) Passenger Vans: Fifteen passenger vans may be used only under the following conditions: only nine occupants or less may ride in a van; the driver must be a university employee; nothing may be loaded on the top of the van; cargo limit must meet safety requirements.

Personal Vehicles: most flexible method, least expensive, fewer arrangements necessary, individual driver is responsible for passengers, drivers must carry own insurance to cover liability. If a university staff member drives their personal vehicle regularly for business purposes, it is recommended that you investigate changing your insurance to reflect this, although the costs will be increased. The car owner is responsible for monetary damages or personal injuries incurred by accidents.

Enterprise on campus: Enterprise has a branch on campus that will rent to student organizations at a discounted rate. All guidelines and procedures set forth by Enterprise must be followed, in addition to all university requirements. The Optional Personal Accident Insurance (PAI) and Optional Supplement Liability Plan (SLP) need to be accepted, and the Optional Damage Waiver (DW) can be declined. The driver must be a university employee.

Commercial Carrier (bus, car rental, etc.): Car rental companies do not provide insurance automatically. Renters must decide whether to purchase insurance when renting a vehicle. It is recommended that the driver(s) check with their own insurance company before purchasing the additional insurance because insurance coverage varies from policy to policy. Bus carriers provide their own insurance and assume liability, so this is the most expensive option. Usually, organizations must pay in advance or make a deposit, make arrangements early and usually require a written agreement. This is the lowest level of liability both for the organization and the driver. Inquire about what responsibilities the company assumes.

Please consider these options carefully as you plan your trips. Having more control over the total trip may be worth a little more money. If personal cars are to be used, make sure drivers have a good driving record, have adequate insurance coverage and that the cars are in good driving condition.

7.6.6 Long Distance and International Travel

For travel more than 500 miles or eight hours from campus:

1. A representative from the organization must meet with either the UCSO Coordinator or Sports Club Director to discuss travel plans and ensure that the organization is taking steps to reduce the likelihood of an accident or other problems associated with long distance travel at least one week prior to travel.

2. For international travel (including Mexico & Canada)
 - a. A representative from the organization must meet with the department head of University Center and Student Activities or Recreational Sports at least **two weeks prior to travel**. This includes day trips into either country, even if walking across the border.
 - b. If driving into Mexico, the following items are needed:
 - 1) Notarized photocopies of vehicle title
 - 2) Photocopy of declaration of liability insurance
 - 3) Use of a credit card to make a deposit
 - 4) Signed affidavit that the vehicle will be returned
 - 5) Proof of citizenship (passport required as of January 1, 2007)
 - 6) Proof of Mexico Tourist Insurance (Gonzales & Bogard Insurance Agency at 888-8882 is the preferred company by Texas A&M-Corpus Christi because they meet the minimum requirements)
 - 7) The vehicle's receipt proving registration
 - 8) Please check international travel guidelines regarding immunizations, political conditions and other health and safety issues before traveling to a foreign country.

7.6.7 Emergency Procedures

1. In the event of a minor emergency:
 - a. Handle the emergency by calling **911**, Emergency Medical Services and/or local law enforcement.
 - b. Upon return to campus, file an Incident Report with appropriate sponsoring department and UPD.
2. In the event of a serious emergency:
 - a. Handle the emergency by calling **911**, Emergency Medical Services and/or local law enforcement.
 - b. Contact **Texas A&M University-Corpus Christi University Police (825-4444)** with details of the incident. Based on the situation (state of the victim, location of accident, etc.), determine who will contact the individual listed as the emergency contact for the victim. Initiate contact. In the event of a death, refer to section 3.
 - c. Determine with the police who will contact the organization's advisor. Initiate contact. (If the organization's advisor can not be reached, the University Police will contact the appropriate department director or chair who will fulfill the duties of the advisor in his/her absence.)
 - d. Do not talk to the media about the event. Refer all questions to the university.
 - e. Complete an **Incident Report** and return it to the sponsoring department. Upon return to campus, meet with the organization's advisor to discuss details of the incident.
3. In the event of a death:
 - a. Handle the emergency on site with **911**, Emergency Medical Services and/or local law enforcement
 - b. Contact the **University Police** with details of the incident at **825-4444**. The University Police will contact a university official (i.e. Vice President of Student Affairs, Provost, or President). The university official will notify the family of the victim.
 - c. Do not talk to the media about the event. Refer all questions to the university.

- d. Complete an Incident Report and return it to the department sponsoring the travel. Upon return to campus, meet with the organization's advisor to discuss details of the incident.

7.6.8 Procedures for On-Campus University Personnel

- A) University Police will be the initial contact for the student organizations in the event of an emergency. The police will have the hand carried copy of the **Trip Itinerary, List of Travelers, Emergency Information Forms, and the Student Activity Release Forms** (See Appendix) on file.
- B) The student organization or University Police will contact the advisor based on the severity of the situation. In a serious or life threatening situation, the advisor should be contacted. If the advisor cannot be reached, the University Police will contact the appropriate department director or chair who will fulfill the duties of the advisor in his/her absence.
- C) The advisor will act as a liaison between the student organization and the appropriate campus offices.
- D) Upon return to campus, the advisor will meet with a club or organizational representative to discuss the details of the incident and document all information. The advisor will forward all information to the appropriate campus offices.

7.7 Crisis Response

While student organizations are advised to plan their activities and events in such a way as to avert crisis, it is important to proactively plan how to respond in the event one should occur. Intentional development of a crisis response plan prior to an event or activity will empower the organization to effectively respond. *Educating members prior to a crisis is crucial.* All organization members must know who is in charge and be prepared to follow the plan. The following information is intended to assist students in the development of a crisis response plan, but should not be considered a complete plan, rather a guide for designing a protocol that fits the organization's needs.

As a student leader, it is important to understand that a crisis can happen to you and your organization. If this happens, know that you are not alone. Call on the resources in the Division of Student Affairs to assist you. It is important to be aware of your own feelings, perceptions, and issues so that you can monitor your ability to cope with the difficult situation.

7.5.1 General Crisis Response Plan

- Develop a crisis response strategy for your organization prior to your event or program.
- Create a step by step process for what to do in case of a crisis.
- Designate organizational officers and crisis team who can take charge of a crisis situation.
- Review your crisis response plan on a regular basis and update the plan as needed.
- Inform and/or educate organizational members of your crisis response plan at least once per semester.

7.5.2 What to do if there is an emergency.

- If off-campus call 911
- On-campus contact 911 (825-4444 for non-emergency calls on-campus) or get appropriate help.
- There is a network of outdoor emergency phones around campus. These phones are mounted in white towers, have a blue light on top, and are clearly marked "EMERGENCY." Pushing the call button activates a direct phone line with the Texas

A&M University-Corpus Christi Police Department that will automatically pinpoint the caller's location.

- If medical attention is needed, attend to those needs before doing anything else.

7.5.3 Contact the appropriate authorities

- Notify the Texas A&M University-Corpus Christi Police Department (UPD) at 825-4444. The Texas A&M University-Corpus Christi Police Department is located in the Physical Plant/UPD building.
- Notify your advisor if he/she was not present.
- Notify all organization members in a meeting (Follow 9.5.4 & 9.5.5) and inform them of what to expect regarding the press and possible investigation. Direct members to not discuss the incident with anyone.
- Notify the Dean of Students (UC 318) at 825- 2612 in the event of a serious injury or death.
- ***In the case of a student death, do not contact parents. This is best done by the appropriate authorities, such as the Dean of Students, UPD, or other law enforcement.***

7.5.4 Statements about the incident

- Appoint an organizational spokesperson and create an organization statement for media inquiries. You do not have to provide the media with a statement.
- Following the accident, empathize with victims/families but avoid saying anything other than "We sympathize for those affected by this. The situation is under investigation and more information will be shared when it is available."
- When more information does become available to you, your organization spokesperson should decide what information will be released (The decision should be made with consultation with the university).
- Consult with your university advisor and/or national representative to discuss what things you should discuss in a post-incident press conference or release.

7.5.5 Post-Incident

- Cooperate fully with those investigating the incident.
- Gather as a group together as soon as possible. Lack of pertinent and accurate information can contribute to the critical nature of the situation.
- Covering up or ignoring information is never the recommended manner for handling a post-incident situation.
- Learn from the event.
- ***You are not alone. The Division of Student Affairs is always available to help you through difficult situations by providing support and referrals. Contact us at 825-2612 or visit us in person at UC 318.***