

Acacia Fraternity Incident Action Plan

Step 1) **Ensure safety** - Make sure everyone is safe, call 911 if necessary.

Step 2) **Ensure appropriate privacy & process** - Make sure the entire chapter understands to not talk about the incident to anyone except for the Venerable Dean (including zero tolerance policy for any type of social media postings or discussions) and to direct all media / communication requests to the fraternity headquarters - communications@acacia.org.

Step 3) **Immediate notification** – The Venerable Dean must communicate if any situation that involves the chapter or the chapter’s members, and any of the circumstances listed below, for which there is a possibility of a claim against Acacia Fraternity. Make a phone call to your Chapter Advisor and the Acacia Fraternity Assistant Executive Director, Michael Weber at (317) 872-8210 or (515) 291-8718 and provide all necessary details via the incident report form ([acacia.org/incidentreport](https://www.acacia.org/incidentreport)). Also make a phone call to your campus Greek advisor.

- Physical fight or altercation
- Physical injury (accidental or not)
- Alcohol or drug transport (underage or of legal age)
- Property damage
- Allegations of the chapter or its members violating the law, or university or IFC policies (including hazing, underage drinking, & any sort of sexual misconduct)

For the following items, **immediate notification** with a phone call to your Chapter Advisor and the Acacia Fraternity Assistant Executive Director, Michael Weber at (317) 872-8210 or (515) 291-8718. **(No need to fill out an incident report)**

- Any media inquiries
- Any communications from university administrators regarding any investigatory or disciplinary matters
- Any communications from the university or IFC regarding any sort of "system-wide suspension"
- Any meetings scheduled with university staff, including the topic of the meeting

Step 4) **One spokesman** - Direct all media inquiries to the International Headquarters by saying,

“I can’t give you any answers right now but can appreciate your desire to know more. I ask you to direct all inquiries to our International Headquarters who will give you more information when it becomes available. You may direct your inquiries to communications@acacia.org.”

Step 5) **Be truthful & Be patient** - As Acacians, we value Virtue, Knowledge, & Truth. Be truthful in dealing with any crisis. Wait for more information from the International Headquarters and instruct all members again to not speak to anyone about the incident except by stating the above statement.