Emergency Procedure Plan for

*Interfraternity Council at Ohio Northern University*

**STEP 1**: Member(s) involved will inform the President or any Vice President (if President is not available for the situation immediately). Below is the chain of command for who is in charge:

**President:** DJ Schroeder **Phone:** (513)-373-3093

**VP Administration and Public Relations:** Ryan Kelley **Phone:** (216)-905-9394

**VP Leadership Development:** Andrew Ickes **Phone:** (419)-606-2748

**VP Recruitment:** Preston Johanns **Phone:** (419)-796-8016

**VP Finance:** Jonathan Brazell **Phone:** (740)-341-4776

**VP Risk Management:** Sean Dagg **Phone:** (440)-479-8311

**VP of Campus and Interfraternal Relations:** Vacant **Phone:** N/A

**STEP 2:** President or available Vice President will close the facility immediately. Let only residents, emergency personnel, and University/College staff in or out of the facility.

**STEP 3:** President will telephone the following:

**Public Safety** **Phone:** (419)-772-2222

**Ada Police** **Phone:** (419)-634-0010

**Fire Department** **Phone:** 911 or (419)-634-8070

**Health Center** **Phone:** (419)-772-2086

**Director of Student Involvement:** Jen Lambdin **Phone:** (419)-772-3968

**IFC Advisor**: Hailey Holke **Phone: (**419)-261-4263

**DO NOT TALK TO A STUDENT’S PARENTS OR SPEAK TO THE MEDIA**

**STEP 4:** President will assemble all members

Explain the situation, including anticipated follow-up procedures. Clarify that the President will be the only spokesperson; he will be assisted with his decision making by the IFC Advisor.

**STEP 5**: President will assemble all Executive Council members to remind them of their responsibility.