



A MORAL COMPASS FOR THE
**MODERN
GENTLEMAN**

For more questions regarding Kappa Alpha Order's Crisis Management Plan or assistance with developing your chapter's plan, contact your associate director for chapter services or Jesse Lyons, assistant executive director for advancement at (540) 463-1865, or jlyons@ka-order.org.

**Chapter, Member
& Volunteer
Crisis Management Plan**

www.KappaAlphaOrder.org/Crisis

SEMI-ANNUAL REVIEW

Chapters should review the Crisis Management Plan with the entire chapter once a semester, and determine an Emergency Meeting Place in case of fire, lock-down of chapter house, or other emergency.

MEDIA INQUIRIES

The National Administrative Office seeks to maintain the best reputation of the Order, our chapters, and our alumni and active members. Therefore, no one should speak to the media unless authorized. The response if questioned is a polite answer of, "Please contact the National Administrative Office for any questions or a statement."

Direct ALL media inquiries to the National Administrative Office

CRISIS STEPS

1. Get emergency help, if needed, by calling 911.
2. The Number I, or next available officer, collects all pertinent information (involved parties, time, location, hospitalizations, etc.).
Simultaneity, visit KappaAlphaOrder.org/Risk and contact the proper staff that are listed and complete the crisis notice form.
3. Assess situation with appropriate staff and volunteers.
4. Complete and submit Incident Report given by the NAO.
5. Continue to follow instructions as given by the NAO.

