



Reporting an Incident or Crisis

In order to help you understand what needs to be reported and how to go about reporting it, we have compiled a short list of important ideas to use as general guidelines. Chapter Members have a responsibility to promptly report all incidents that could result in an insurance claim. Prompt reporting often can prevent minor incidents from developing into major problems.

Remember, DO NOT admit liability or responsibility for any occurrence or accident. In general, liability claims are a result of conditions on your premises (i.e. slip and fall on ice) and/or general operations (i.e. a temporary structure put up falls and injures someone) that are likely to involve someone other than Members, employees or Officers.

What Do I Report?

- Any incident that caused or contributed to an injury or death.
- Any demand for compensation, whether verbal or written.
- Any lawsuits or subpoenas served on you or your Chapter by an officer of the court.
- Any contacts by an attorney or investigator asking about an occurrence that happened at the event facility or that involved Chapter Members.
- While on the scene of the accident or occurrence get names, addresses and telephone numbers of all parties involved and of all witnesses.

What Do I Do After I Report?

- Do not admit responsibility or liability in any accident or occurrence.
- NEVER discuss an incident with an attorney or investigator without clearance from the Phi Sigma Pi National Office or James R. Favor & Company.
- Appoint one spokesperson (usually the Chapter President) to handle any questions from outsiders about the occurrence.
- Instruct the Chapter Members not to discuss the incident with anyone outside of the Fraternity.
- Within 48 hours, submit a detailed written narrative to the Phi Sigma Pi National Office, with as much information as possible including witnesses, circumstances leading to the occurrence, whether alcohol was involved and if it was a Chapter-sponsored event to riskmanagement@phisigmapi.org. See the Crisis Incident Report.
- Continue constant communication with Phi Sigma Pi National Office and James R. Favor & Company.

What Can I Do To Protect My Chapter, My Fraternity and Myself?

- Use common sense and good judgment.
- Contact the Phi Sigma Pi National Office at riskmanagement@phisigmapi.org or 717-299-4710 and/or James R. Favor & Company at (800) 344-7335 with any questions.
- Report all the facts as they happened. Do not attempt to hide or alter the facts no matter how damaging they may seem. Investigations are based on the facts as reported.