

## Appendix F

### **The University of North Carolina Panhellenic Association Suggested Social Event Risk Management Best Practices Plan**

Adopted 2013, Revised 2015

This best practices plan was voluntarily created with the input of representatives from all regular and associate member chapters of the Panhellenic Association in order to promote the safety and well being of all Panhellenic women. These measures are highly recommended for all chapters to implement in order to minimize risk at functions. The Panhellenic Association recognizes that chapter's national policies take precedent over the recommendations in this document. Because the Panhellenic Association recognizes potential differences in chapters' risk management plans, the chapter Social Chair and Risk Manager, or officers of the like, will meet with the VP Standards to discuss their risk management plan for social events each January following officer transitions.

#### Wristbands

##### Purpose:

- Reducing risk for chapters and members
- Protecting liability of chapters and council
- Best interests of all parties involved

1. Wristbands will be provided to chapters by the Panhellenic Council for all members over 21 for mixers and for all members/members' dates over 21 for cocktails. They will be paid for using the Panhellenic Safety Fund. Wristbands will not be provided for anyone under 21.
2. The wristbands will be ready at least the day before the event. They should be picked up from OFSL by Social Chair, President, Standards/Risk Chair, or Panhellenic Delegate.
3. The number of wristbands needed for an event should be submitted to [uncpanhelwristbands@gmail.com](mailto:uncpanhelwristbands@gmail.com) no later than 3 days before the event. It should be noted that the earlier the request is made the earlier Panhellenic will have the wristbands ready.
4. Chapters are expected to write the member's names and the member's names on the date's wristband.

- a. Wristbands should be plastic/vinyl and will have a snap to fasten them
5. At the event, the risk team is responsible for putting on each member's wristband as she enters the function. No member should put on her own wristband.
6. If a member is not wearing a wristband provided by the chapter she should not be consuming alcohol at the event.
7. When checking out, wristbands will be cut off and stored in a plastic bag which will be dated and kept by the chapter for at least one month. This is to ensure that the chapter has accurate records of attendance and status of the members should any issues arise.
8. Unused wristbands need to be turned back into Panhellenic within 3 days of the event.

### **Best Practices**

1. Check-In Window – Only allow members to check-in until a certain pre-determined time, 30 minutes to an hour is suggested and a maximum of two hours. For events with other organizations chapters are expected to coordinate with the other participating chapters to have the same check-in window for all guests. This will help to reduce pre-partying.
2. Sign In/Out – Members and their guests should sign into the event upon their arrival and receive their wristband if they are 21. Members and their dates should sign out when they leave. The sign in list should include birthdays for members and dates, but indicating the sign in/out time is optional and up to the chapter's discretion.
3. Guest List of Chapter Members – Have members sign up that they will be attending the event at least 24 hours in advance, members should also sign-up dates if applicable. Guest lists should be closed 24 hours prior to the event.
4. IDs – All members and guests will have their ID's checked at the door by the venue's security team.
5. Buddy System – Members will sign-up for each function with a buddy. Should a member or their date be removed from the function, their buddy and their buddy's date will be required to leave with them. This will hold members accountable to each other when at an event, and will also reduce pre-partying.
6. Risk Team – 5-6 sober members of the chapter who will check-in/out members as well as be available to walk members home in pairs if that is the chosen transportation home. Having members available to monitor the function and walk sisters home

will reduce risk and keep chapter members safer.

7. Third Party Security, with at least one female security guard – Chapters should hire a third party security vendor which can work in conjunction with bar security. This will help to monitor the function and decrease underage drinking in the function.
8. Giving rules to Security Team – Chapters should provide a list of their policies and rules to the security at each function. This will ensure that the security team is able to support the Risk Team in enforcing these rules/policies.
9. Coat and Bag check – Security should check bags and coats to ensure that no outside alcohol is being brought into the function.
10. Transportation HOME from the event:
  - a. Group walking – When a chapter member leaves the function, 2 members of the Risk Team should escort her home and return to the function. This will allow a member to get home safely and never have anyone walking alone.
  - b. Taxis – Chapter should provide taxis for chapter members to take home. A Risk Team member should ride in the taxi to ensure that each member is taken to their residence.
  - c. P2P or other safe campus transportation – These options will allow large groups of members to travel home together.

### **Suggestions to Reduce Pre-Partying**

1. Pre-determined meeting time at the house – chapter will walk together to the function after meeting at the house beforehand
2. Check-in window – explained above
3. Holding events earlier – starting events earlier in the evening will allow members less time during which to hold organized pre-parties
4. Buddy System – explained above