

# AEP

## *Emergency Plan for Tropical Weather Alpha Epsilon Pi Fraternity*

### **Preparing for the Tropical Weather**

1. The House Manager/Master will be considered the primary point person for the chapter during a hurricane/tropical weather emergency. These persons will be responsible for making or coordinating decisions such as closing/evacuating the house (in conjunction with Esponda Associates, our housing corporation) and relaying updates to Alpha Epsilon Pi staff.
  - a. If a decision is made to close/evacuate the chapter house, the point person must notify the following parties from the International office and Esponda Associates with any updates throughout the duration of the hurricane/tropical weather emergency:
    - i. Executive Director Andy Borans: 317-281-7294
    - ii. Assistant Executive Director Jim Fleischer: 317-236-8279
    - iii. Director of Chapter Service Jason Kirschtel: 845-323-2433
    - iv. Director of Housing Rob Derdiger: 847-372-6113
  - b. If a chapter directory does not exist, assemble all brothers and pledges to collect the following information and do the following:
    - i. Phone number (preferably cell phone).
    - ii. Location of where each brother and pledge will be for the duration of the storm.
    - iii. Create a phone tree system of communication so the whereabouts and safety of all brothers can be checked daily.
  - c. All chapter brothers are advised to monitor the local news/weather stations for local advisories and real time updates.
2. Please be advised that the fraternity's insurance coverage only extends to chapter property. This means that personal items are not covered so you need to secure all personal belongings.
  - a. All furniture, including beds, should be pulled away from the windows. Stereo equipment, TVs and other electronics should be placed off the floor, preferably in a closet. All electrical items should be unplugged.
  - b. All articles such as shoes, rugs, clothes, etc. should be placed off the floor on closet shelves or above the floor.
  - c. All valuables should be locked in a safe or placed in dresser drawers.
  - d. Bring in any outdoor furniture such as tables and chairs.
  - e. Secure historical chapter valuables that cannot be replaced.

# AEP

- f. Fill your car gas tank early and be sure no vehicle maintenance is necessary in case of travel.
  - g. Close and lock all windows as appropriate and take preventative action (sandbags, etc.) if necessary.
  - h. Make a visual record of the house using a camera or video recorder. This will help when making a claim for damage later.
3. Likewise, you should prepare the following supplies for all members of the house throughout the duration of the storm:
- a. First aid kit.
  - b. Cash in case an ATM is not working after the threat has passed.
  - c. Non-perishable food with a can opener.
  - d. At least 1-2 gallons of water per person per day.
  - e. Disposable silverware, plates, napkins and plastic zip-lock bags.
  - f. Battery powered radio, flashlights and spare batteries.
  - g. Written instructions on how to turn off the electricity, gas and water if you are advised to do so by Esponda Associates.
  - h. Garbage bags, toilet paper and other essentials (kept dry in zip-lock bag).
  - i. Portable cell phone charger (in case you lose power).

## **During the Tropical Weather**

1. Stay indoors throughout the duration of tropical weather. To protect yourself, close all doors and bunker down in a hallway.
  - a. Keep the battery-powered radio close so you can listen to local authorities and news outlets for any updates.
2. The "eye" of the storm can be deceptive. When the eye arrives, do not go outside. Once it passes, further damage can occur.

## **Following the threat of Tropical Weather**

1. Using the phone tree communication system, check the status and location of all brothers.
  - a. Contact the appropriate International Headquarters and Esponda Associates staff to confirm the status of all brothers and pledges.
2. Continue listening to the advice of local authorities and news outlets.
  - a. If you evacuated, return to the house only when Esponda Associates staff members advises the point person to do so.
  - b. Inspect the home for damage, document with photos.
  - c. Water may be contaminated so be sure to boil it and check with local authorities and news outlets to determine is drinking water is safe.