

Sigma Pi Mu Chapter Incident Reporting Procedure

In the event of an “incident” at or relating to the Mu Chapter of Sigma Pi, the Resident Advisor (RA) should be notified immediately along with the Sage and appropriate Undergraduate Officers and continue with the notification process below. In the absence of the RA, the highest-ranking undergrad officer available should proceed with notification of contacts in the order below for each type of incident.

Injury, Violence, or Terrorism

Call 911 immediately in the event any brother, employee, or visitor is hurt, threatened, or in danger.

Then notify: Resident Advisor, Alumni Board President, Alumni Board local Rep, Alumni Board Legal Chair, Alumni Board Insurance Chair,

For employees, report a Worker’s Compensation claim to The State Ins Fund ---

<https://www.nysif.com/efroi/reportaninjuryentry.aspx>

Property Damage to the Fraternity House or its Contents

Immediately take steps to control and minimize the damage.

If time critical, and extraordinary clean-up or remediation is required, contact ServPro at **1-800-SERVPRO**.

Notify: Resident Advisor, Property Manager, Alumni Board President, Alumni Board local Rep, Alumni Board Facilities Chair, Alumni Board Insurance Chair

Report a property claim by one of the following:

1. Call 1-800-736-4327, extension 5500, or after the hours of 8-5pm CST at 1-800-736-4327, extension 4189
2. Report online at http://www.holmesmurphyfraternal.com/Claim_Reporting/Property_Claims/Online_Reporting_Form/
3. Call Tompkins Insurance 24/7 at 1-888-261-2688.

Note that the claim deductible on the policy is \$2,500, so do not submit claims for damage less than \$4,000.

Campus/Community Misconduct

Notify: Resident Advisor, Alumni Board President, Alumni Board local Rep, Alumni Board Legal Chair, Alumni Board Insurance Chair, Sigma Pi International Region Director

Liability Claim (including Service of Legal Papers)

Notify: Resident Advisor, Alumni Board President, Alumni Board local Rep, Alumni Board Legal Chair, Alumni Board Insurance Chair. **Board discussions should take place before submitting a liability claim.**

Report a liability claim by one of the following:

1. Call 1-800-736-4327, extension 5500, or after the hours of 8-5pm CST at 1-800-736-4327, extension 4189
2. Report online at http://www.holmesmurphyfraternal.com/Claim_Reporting/Property_Claims/Online_Reporting_Form/
3. Call Tompkins Insurance 24/7 at 1-888-261-2688.

Contacts

Resident Advisor: Luke Williams – (402) 651-8524 lw698@cornell.edu

Property Manager: Ruff Maintenance, Inc.: Contacts listed in rank order:

1. Dave Ruff – Mobile –607-279-1477 –Email – druff@frontiernet.net
2. Jeanne Ruff – Mobile – 607-592-9736
3. Dave Ruff – Home (**only for emergencies**) –607-589-7459
4. Keith Smith – 315-744-3264
5. Nathaniel Moore – 607-351-3288

Alumni Board President: Jarett Wait (917) 364-5500 jwait@jfwaitadv.com

Alumni Board Local Rep: John Haggerty (518) 727-6995 jjh56@cornell.edu

Alumni Board Insurance Chair: Dave D'Orlando (508) 561-5383 ddorlando@comcast.net

Alumni Board Facilities Chair: Liviu Rusu (646) 240-6597 lvrusu@gmail.com

Alumni Board Legal Chair: Peter Muth, (716) 289-1930 pmuth@roadrunner.com

Sigma Pi International Region Director – Scott Andrews (248) 703-9677 sandrews@sigmapi.org

Elevate – Ryan Heasley, Client Manager – cell - 314-566-5588 rheasley@elevateims.com