

# How to Host a Safe Event

## Facilitation Guide



## Purpose of the program

*How to Host a Safe Event* is a four-minute animated video created by the Gordie Center in partnership with the Fraternal Health & Safety Initiative. The video illustrates important guidelines for hosting a safe and fun event, identifies appropriate responses to unsafe situations, and provides tips for recognizing and responding to an alcohol emergency.

## Learning Objectives

- ✿ Identify the legal guidelines for hosting an event where alcohol will be served
- ✿ Identify strategies for hosting a safe event that limits risk
- ✿ Identify appropriate responses to unsafe situations
- ✿ Recognize the PUBS signs of alcohol overdose

## Before you show the video to your chapter:

- ✿ Watch the video yourself before showing it to your chapter or new members.
- ✿ Review the discussion questions below and think about how you want to focus the conversation.
- ✿ For additional ideas, see [Gordie.org](http://Gordie.org); [tinyurl.com/FHSI21](http://tinyurl.com/FHSI21); or use this QR code:



## Hints for an effective discussion:

- ✿ **Set a positive tone.** Set the expectation that the video topic and discussion are important to your chapter.
- ✿ **Are there any key points to emphasize about the content?** Are there areas you'd like the chapter to focus on or improve?
- ✿ **Be comfortable with a little silence.** If chapter members don't immediately respond to a question, it can be tempting to immediately move to the next question. Instead, try to count to 5 in your head before moving on. You can also try to rephrase the question or provide one of the sample responses listed below to get the conversation going.

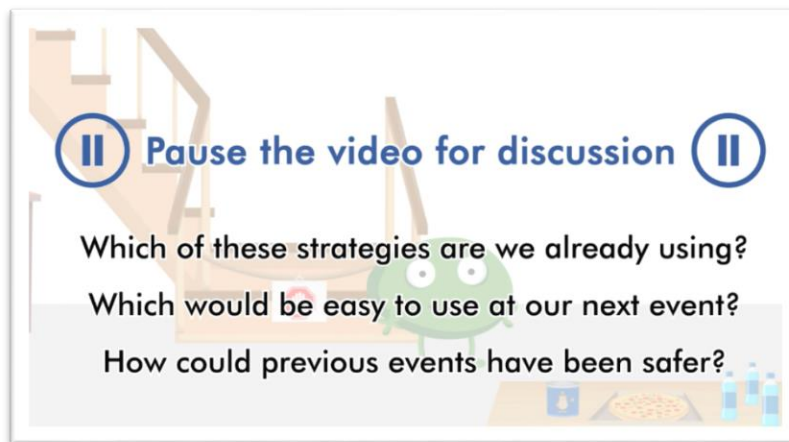
## Step-by-Step Facilitator Guide

### Review the purpose of the program.

“Today, we are watching a short animated video created by the Gordie Center in partnership with the Fraternal Health & Safety Initiative. It is my hope that we’ll use it to identify additional strategies for hosting a safe event if alcohol is present, as well as more effective ways to respond to intoxicated people who are causing problems. We’ll also learn the PUBS signs of an alcohol overdose so we’ll know when we need to call 911 for a brother or a guest.”

### Start the video.

- After 1 minute and 50 seconds, you’ll see a pause screen with several questions.
- Pause the video and facilitate a brief discussion.



### Question 1: Which of these strategies are we already using?

*Potential responses:*

- ✿ “Making sure people sign the guest list.”
- ✿ “Using hand stamps.”
- ✿ “Designated sober brothers.”

### Question 2: Which would be easy to use at our next event?

*Potential responses:*

- ✿ “Have snacks with protein.”
- ✿ “Make sure we have enough water.”

### Question 3: How could previous events have been safer?

*Potential responses:*

- ✿ “Block off the upstairs.”
- ✿ “Lock our rooms.”

### Restart the video.

- After another minute (2 minutes and 52 seconds after the start of the video), you'll see a second pause screen with several questions.
- Pause the video and facilitate a brief discussion.



### Question 1: **How reasonable are the tips for handling an intoxicated guest or brother?**

*Potential responses:*

- ✿ "I hadn't thought about getting one of their friends to help us calm them down."
- ✿ "I'm not sure when I would call 911. That seems pretty extreme."

### Question 2: **What other strategies could diffuse a situation AND help everyone stay safe?**

*Potential responses:*

- ✿ "Use humor. Try to joke with the student a little."
- ✿ "Talk about something unrelated to distract them – sports, food, anything."

### Question 3: **At what point should someone call 911?**

*Potential responses:*

- ✿ "If the person gets really aggressive and refuses to leave the event."
- ✿ "If they assault anyone."
- ✿ "If they are clear they are getting ready to drive and they are drunk."
- ✿ "If they have an alcohol overdose."

### Restart the video.

- After 45 seconds (3 minutes and 45 seconds after the start of the video), you'll see a final pause screen with a question.
- Pause the video and facilitate a brief discussion.

**⏸ Pause the video for discussion ⏸**

**What are ways we can make our next event safer?**

Additional Resources



**Question: What are ways we can make our next event safer?**

Potential responses:

- ❁ “Make sure we close off rooms.”
- ❁ “Try to monitor guest better to notice when someone is getting out of control so we can intervene earlier.”
- ❁ Any response that references something illustrated in the video is great! Encourage everyone to expand the conversation to other ideas.

### Wrap Up

“Thanks for your participation. I hope this video and our discussion helps us have safer events. Specifically, we talked about [mention any risk management strategies that the chapter has agreed to use.] Please let me know if you have other ideas.”

### Short evaluation survey

Please take 3 minutes to complete a 5 question survey to provide feedback on the video and offer suggestions for additional tools to promote chapter safety. The QR code or URL will take you to the survey: <https://www.surveymonkey.com/r/FHSIvideo>



**Video Script:** Below is a transcript of the video voice over.

Are you thinking about hosting an event? Will there be alcohol? Here are some guidelines for keeping the event fun AND safe.

As the event host, you are in charge. And it’s your responsibility to take all necessary steps to follow local, state, and federal laws as well as school and organization policies. Following these guidelines can reduce your liability, should a problem occur.

Having a game plan is the best way to promote safety while having fun. But you don’t have to do it alone.

- Ahead of time, choose several members to help out.
- Designated sober members should represent all membership levels, not just new members, and should agree not to drink before OR while working the event.
- Having only one event entry and exit point makes it really easy for them to check IDs, make sure guests who are 21 or older are marked with wristbands or hand stamps, and ensure all guests sign in when they enter.
- Use a licensed third-party vendor to reduce liability.
- Otherwise, have guests bring their own beverages, which sober members will provide back to them during the event.
- Never purchase alcohol with pooled or chapter funds or provide high alcohol content drinks like jungle juice or trash can punch.
- Discourage drinking games.

That covers the alcoholic drinks, but what else can you do?

- It's a good idea to have water or other non-alcoholic beverages available, as well as protein snacks.
- Close off balconies and rooftops, and lock all private member rooms so guests will not have access.
- Sober members can also help monitor the event to prevent and deal with any problems.

Sometimes -- despite your best game plan -- you may have to deal with a drunk person who won't follow your house rules, is being aggressive, or intends to drive.

Here are some tips to manage problems while minimizing your personal risk.

- Remain calm and discuss the problem privately if possible.
- Keep your voice low, and explain what specific actions are unacceptable at your event.
- Listen and acknowledge their anger or frustration, while reminding them that it is your house, and you are responsible.
- If needed, enlist another sober member or the person's friends to help defuse the situation or escort them out.
- If the person becomes aggressive, do not restrain them or respond with violence. Call 911. If you cannot prevent them from driving while intoxicated, call 911.

Finally, be aware of the PUBS signs of alcohol overdose:

- **P**uking while passed out
- **U**nresponsive to pinching or shaking
- **B**reathing is irregular, slow, shallow or has stopped
- **S**kin is blue, cold, or clammy. If a person has darker skin, check for pale lips or nail beds.

If you see a person with even **ONE** PUBS sign, call 911 immediately. Save a Life. Make the Call.

Being a good host means keeping the event fun AND looking out for your guests' safety.