



**Brought to you by...
the Office of Health Promotion
Washington and Lee University**

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Department of Alcoholic Beverage Control

<http://www.abc.state.va.us/education> 

Handling an Emergency...

- If off campus, **call 911.**
- If on campus, call **Security at x8999** or call 911.
- The nurse at the **Student Health Center can offer advice 24/7 at x8401.**
- **Don't leave the person alone.** Turn them on their side to prevent choking or vomiting. Continue to monitor breathing and get some help.
- If the person is **unable to walk or is vomiting**, he or she needs medical attention.
- **Don't let someone try to "walk it off" or "sleep it off"**—get them to the Student Health Center for monitoring.
- **Don't try to give food, coffee or a shower.**
- **Unsure what to do?** Call Security or the Student Health Center for transportation and advice.
- No **judicial sanctions** will occur as a result of a visit to the Student Health Center or Emergency Room.

**Focus on health and safety,
not on keeping your friend
out of trouble!**

Recognizing an Emergency...

Know the
symptoms of alcohol
poisoning and how
to get help.

**If a person is experiencing
any of these acute alcohol
poisoning symptoms, he or she
may be at risk of death or
brain damage without
immediate medical
attention.**

Symptoms...

- Person is unconscious or semi-conscious or cannot be awakened;
- Skin is cold, clammy, pale or bluish;
- Breathing is slow or irregular;
- Person vomits while sleeping or passes out, does not wake up after vomiting;
- Person has an injury that needs medical attention and cannot care for themselves.

Call for Help!

So...you're having a party...

One Week Ahead...

- ✓ **Complete the Party Registration form**
 - Sober Officers
 - Sober Drivers
 - Tips Trained Bartenders
- ✓ **Additional Security needed?**
- ✓ **Plan for emergencies**
 - Who is responsible?
 - What is the protocol?
- ✓ **Estimate the number of guests**
- ✓ **Plan on serving food and water**
 - Who will purchase?
 - Quantity needed?
 - When will they be purchased?
- ✓ **Decide how much beer to purchase based on expected number of guests**
 - Who will purchase?
 - A suggested quantity is 4 drinks per student of legal drinking age
- ✓ **Decide what time to end the party and stop serving alcohol**
- ✓ **Notify your House Director**

Wednesday...

- ✓ **Turn in the Party Registration form to the IFC Office**
- ✓ **Obtain a Noise Permit from LPD**

Day of the Party...

- ✓ **Confirm completion of all the above**
- ✓ **Display Party Information form**
- ✓ **Put out tubs for water and all other party supplies**
- ✓ **Post Sound Permit on front door**

At the party...

- ✓ **Who will be at the door?**
 - Sober Officers
 - Paid Security
- ✓ **Collect keys**
- ✓ **Take cups, cans or bottles from people leaving your party**
- ✓ **Call for help when overly intoxicated people arrive at your party**—do not serve them more alcohol
 - Who is responsible?
 - What is the protocol?
- ✓ **Do not allow overly intoxicated students to leave the party alone**—get them a ride or call Security
- ✓ **Sober officers, sober drivers and Tips trained bartenders all share the responsibility for maintaining a safe party environment**—working together is important
- ✓ **Replenish food and water throughout the party**
 - Who will do this?
 - How often?
- ✓ **Monitor noise levels**
- ✓ **Be available when Security comes to make rounds**
- ✓ **The Sober Officer needs to review emergency information**
 - How to recognize a problem?
 - Who will call for help?

Remember both individuals and an organization can be held liable under Virginia's Common Negligence law.

Helpful hints to keep your party safe...

Provide plenty of non-alcoholic beverages and food. Not everyone wants to drink or if they are drinking people often prefer to alternate a non-alcoholic beverage with a beer. Serve plenty of high-protein, non-salty foods like cheese or meat—these foods stay in the stomach longer, slowing down the absorption of alcohol into the bloodstream.

Never serve alcohol to an already intoxicated or underage person.

Help people find safe rides as they leave your party. Do not let anyone who is intoxicated leave alone. Use the fraternity sober driver or Traveller.

Monitor guests for intoxication and do not serve jello cubes, shots, grain or punch.

Remember **drinking games are not allowed** and are always high-risk.

Follow all local ordinances, state law, University policy, IFC guidelines and national fraternity policies.

Clean up after the party both inside and outside—your neighbors will appreciate your efforts!