

## Having A

# Party?

## Safe Choices Take Planning...

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

Funded by a grant from the Office of Juvenile Justice  
and Delinquency Prevention through the Virginia  
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!