Coastal Carolina University
Athletic Training Department
Policy and Procedure Manual
Catastrophic Injury Management

Revised/Reviewed 7/2011

INTRODUCTION:

Definition of a Catastrophic Incident:

1. Sudden Death of a student-athlete, coach, and/or Athletic Department staff member.
2. Disability/Quality of Life Altering injury/illness including, but not limited to:
    - Spinal cord injury resulting in partial or complete paralysis;
    - Loss of paired organ;
    - Severe head injury;
    - Injuries/illnesses resulting in severely diminished mental capacity or other neurological injury that results in an inability to perform daily functions (e.g. coma); and
    - Irrecoverable loss of speech, hearing (both ears), sight (both eyes), or one or both arm(s) and/or leg(s).
3. Other incident as deemed appropriate.

Catastrophic Incident Management Team (CIMT):

- Hunter Yurachek, Director of Athletics or designee
- Winston McIver, MD, Athletic Medical Director
- Richard Ward, MD Senior Team Physician
- Curtis Elliott, MD Team Physician
- Dwayne Beam, ATC, Asst. AD/Sports Performance
- Jeff Pounds, ATC, Director of Athletic Training
- Appropriate Coastal Carolina University team athletic trainer
- Coastal Carolina University Head Coach
- Mike Cawood, Associate Athletic Director/Media Relations
- Rose Marie Johnson, Director of Risk Management
- Joe Mazurkiewicz, Assoc. AD, Academics
- Coastal Carolina University Counseling Services

Other Appropriate Personnel:

- Bruce Gregory, Senior Associate Athletic Director/Internal Operations
- Cari Rosiek, Associate Athletic Director/SWA
- Lauren Ashman, Asst. AD/Compliance
- AraLeigh Beam, Assistant Director of Compliance

The Policy of Coastal Carolina University Department of Athletics with regards to a student-athlete who has sustained a catastrophic injury shall be:

Practices/Games - Home/Away

1. The Coastal Carolina University Athletic Training emergency action plan with regards to all practices and/or games at home and/or away will be followed.
2. Coastal Carolina University Athletic Training personnel, a member of the coaching staff, and/or a member of the Coastal Carolina University Department of Athletics will accompany the injured student-athlete to the medical facility with the injured student-athlete's emergency medical/insurance information.
    - Once at medical facility, the designated individual will call the Coastal Carolina University certified athletic trainer with any medical updates.
3. Coastal Carolina University certified athletic trainer will immediately call Dwayne Beam, Asst. AD/Sports Performance (843-997-3618) or his designee (if applicable) to notify him/her of the emergency situation.
    - The Asst. AD/Sports Performance or his designee will immediately notify the Team Physician (if not already aware of the situation) and the Director of Athletics to notify them of the emergency situation, and will keep all designated parties updated at regular intervals.
        - The Director of Athletics and/or designee will contact other Athletic Department and University administrative personnel as he/she deems necessary.
4. The Asst. AD/Sports Performance and/or his designee and/or other Athletic Department personnel will make every effort possible to notify the injured student-athlete's family/next of kin of the emergency situation.
    - The Asst. AD/Sports Performance or his designee will continue to communicate with the injured student-athlete's family/next of kin and will provide medical updates as available.
    - The Director of Athletics or his designee will assign a member of the Coastal Carolina University Department of Athletics staff to assist with travel and lodging arrangements for the injured student-athlete's family, be with the family at all times upon arrival, assist the family as needed, and protect them from outside persons.
5. At the conclusion of the game/practice, the team physician and/or his designee (if available), the Asst. AD/Sports Performance or his designee, the head coach, and the Director of Athletics and/or his designee will update the team in the locker room as to the injured student-athlete's condition.
    - All team and department personnel will be strongly cautioned to not speak with the press/media regarding the injured student-athlete and/or the emergency situation and to refer all media inquiries to Mike Cawood, Associate AD/Media Relations and/or his designee.
6. The team physician, the Asst. AD/Sports Performance and/or his designee, the Director of Athletics and/or his designee, and other appropriate personnel will proceed to the medical facility as soon as possible.
7. Once the student-athlete's family/next of kin has been notified of the emergency situation and gives its consent, the Team Physician(s) and Director of Athletics and/or his designee, in consultation with medical personnel from the facility, a member of the University Media Relations Department, the University President's Office/ Risk Management, and the Asst. AD/Sports Performance or his designee, will make a statement concerning the injured student-athlete to be released to the press/media.
    - The Media Relations Department IS NOT authorized to release information concerning the situation to any member of the press/media until the student-

athlete's family/next of kin has been notified, has given consent, and the Team Physician, the University President's Office/Risk Management (if applicable), and Director of Athletics and/or his designee have approved and authorized the statement.
    - The Team Physician and the Director of Athletics and/or his designee, in consultation with medical personnel at the medical facility, the student-athlete's family/next of kin, the University President's Office/Risk Management, and Coastal Carolina University Media Relations Department will be official spokespersons regarding the injured student-athlete and the emergency situation.
    - At no time is anyone besides the aforementioned personnel authorized to speak to anyone concerning the injured student-athlete.
8. Coastal Carolina University Athletic Training personnel and/or other appropriate personnel will be responsible for arranging a private meeting space for all team and University personnel at the medical facility.
    - It is the responsibility of the Coastal Carolina University Media Relations Department to see that all press/media are kept a safe distance from the private meeting space and do not "harass" team or University personnel in or around the medical facility, if applicable.
9. Coastal Carolina University Athletic Training personnel will be responsible for contacting authorities at the medical facility and at Coastal Carolina University for the purpose of arranging psychiatrists, psychologists, chaplains, grief counselors, etc. for the use of all team and University personnel.
10. The Asst. AD/Sports Performance and/or his designee will be responsible for the following:
    - Compiling complete documentation of events from everyone involved in the incident with signatures;
    - Constructing a detailed time line of events related to the incident; and
    - Collecting and securing all equipment/materials involved in the incident

Catastrophic Injury Management Team (CIMT) & Other Personnel Areas of Responsibility:

DIRECTOR OF ATHLETICS AND/OR HIS DESIGNEE:

- Notifies or is notified by the Asst. AD/Sports Performance and/or his designee of a catastrophic incident
- Notifies the President of Coastal Carolina University and/or his designee of a catastrophic incident and continues to provide updates as warranted
- Notifies Coastal Carolina University Risk Management of a catastrophic incident and continues to provide updates as warranted
- Notifies Coastal Carolina University Faculty Athletic Representative of a catastrophic incident and continues to provide updates as warranted
- Notifies additional University and/or Athletic Department personnel of a catastrophic incident as he deems necessary and continues to provide updates as warranted
- In the event that the catastrophic incident is non-athletic, notifies the Head Coach of the sport, if applicable
- Assigns Coastal Carolina University Department of Athletics staff to assist with travel and lodging arrangements for the injured student-athlete's family, be with the family at all times upon arrival, assist the family as needed, and protect them from outside persons.
- In consultation with the student-athlete's family/next of kin, medical personnel at the facility, the University's Team Physicians, the University office of Risk Management, the

Assistant Athletic Director/Media Relations and/or his designee, the Asst. AD/Sports Performance, and other appropriate personnel, drafts, approves, and makes a public statement regarding the catastrophic incident
- Serve as "Official Spokesperson" regarding all aspects of the catastrophic incident in conjunction with the Team Physician(s) and the medical personnel at the facility
- Other duties as needed

COASTAL CAROLINA UNIVERSITY HEAD COACH
- Immediately notify Athletic Director of the catastrophic incident and continue to provide updates as warranted
- Notify or is notified by the team's athletic trainer and/or the Asst. AD/Sports Performance of a catastrophic incident
- Strictly follows established plan as outlined
- Mandate that student-athletes and other team personnel do not discuss the catastrophic incident until cleared to do so
- Support student-athletes and other team personnel
- Assists with the notification of the student-athlete's family/next of kin of the catastrophic incident
- If appropriate, updates team personnel as to the status of the injured student-athlete, in conjunction with the Team Physician(s), the Asst. AD/Sports Performance, the team's athletic trainer, and the Director of Athletics and/or his designee
- Assists with the coordination of arranging for a private meeting space for all team and University personnel at the medical facility
- Assists with the coordination of arranging for psychiatrists, psychologists, clergy, grief counselors, etc. for the use of all team and University personnel
- Assists with compilation of complete documentation of events from everyone involved in the incident with signatures
- Assists with the construction of a detailed time line of events related to the incident
- Assists with the collection and security of all equipment/materials involved in the incident
- Assists with the coordination of travel, lodging, and meal arrangements for team
- Assists with the coordination of return travel for the injured student-athlete back to Conway, SC or other appropriate location in conjunction with the family/next of kin, medical personnel at the facility, the Team Physician(s), the Asst. AD/Sports Performance and/or his designee, and other appropriate persons
- Communicates with the Director of Compliance and/or the Assistant Compliance Director regarding NCAA compliance issues and the payment of incidental expenses related to the catastrophic incident
- Communicates with the University Office of Risk Management, Faculty Athletics Representative, and/or other appropriate athletic department personnel as needed
- Other duties as needed and/or assigned

ASSISTANT AD/SPORTS PERFORMANCE
- Notifies or is notified by the Director of Athletics and/or his designee of a catastrophic incident and continues to provide updates as warranted
- Notifies or is notified by the Head Coach of a catastrophic incident and continues to provide updates as warranted
- Notifies the Team Physician(s) of a catastrophic incident and communicates regarding all appropriate issues

- Notifies the student-athlete's family/next of kin of a catastrophic incident and continues to provide updates as warranted
- If appropriate, updates team personnel as to the status of the injured student-athlete, in conjunction with the Team Physician(s), the Head Coach, the team's athletic trainer, and the Director of Athletics and/or his designee
- In consultation with the student-athlete's family/next of kin, medical personnel at the facility, the Team Physician(s), University Director of Athletics and/or his designee, the University Office of Risk Management, the Assistant Athletic Director/Media Relations and/or his designee, and other appropriate personnel, drafts, approves, and makes a public statement regarding the catastrophic incident
- Assists with the coordination of arranging for a private meeting space for all team and University personnel at the medical facility
- Assists with the coordination of arranging for psychiatrists, psychologists, clergy, grief counselors, etc. for the use of all team and University personnel
- Responsible for compiling complete documentation of events from everyone involved in the incident with signatures
- Responsible for constructing a detailed time line of events related to the incident
- Responsible for collecting and securing all equipment/materials involved in the incident
- Assists with the coordination of return travel for the injured student-athlete back to Conway, SC or other appropriate location in conjunction with the family/next of kin, medical personnel at the facility, the Team Physician(s), and other appropriate persons
- Assists with arrangements for follow-up care and/or rehabilitation for the injured student-athlete in conjunction with the family/next of kin, medical personnel at the facility, and other appropriate persons
- Assists with the filing of appropriate insurance claims (student-athlete's primary insurance, Coastal Carolina University Athletic Department secondary insurance, NCAA catastrophic insurance, etc.) as needed
- Communicates with the University Office of Risk Management, Faculty Athletics Representative, and/or other appropriate athletic department personnel as needed
- Other duties as needed and/or assigned

TEAM PHYSICIAN

- Communicates directly with medical personnel at the facility regarding the catastrophic incident
- Communicates with the Director of Athletics and/or his designee regarding the catastrophic incident
- Communicates with the Asst. AD/Sports Performance and/or his designee regarding the catastrophic incident
- In consultation with the student-athlete's family/next of kin, medical personnel at the facility, the University's Director of Athletics and/or his designee, the University Office of Risk Management, the Assistant Athletic Director/Media Relations and/or his designee, the Asst. AD/Sports Performance, and other appropriate personnel, drafts, approves, and makes a public statement regarding the catastrophic incident
- Serve as the "Official Spokesperson" regarding all aspects of the catastrophic incident in conjunction with the Director of Athletics and/or his designee and the medical personnel at the facility
- Assists with coordination of return travel for the injured student-athlete back to Conway, SC or other appropriate location in conjunction with the family/next of kin, medical personnel at the facility, and other appropriate persons

- If appropriate, updates team personnel as to the status of the injured student-athlete, in conjunction with the head coach, the team athletic trainer, and the Director of Athletics and/or his designee
- Communicates with the University Office of Risk Management, Faculty Athletics Representative, and/or other appropriate athletic department personnel as needed
- Other duties as needed

COASTAL CAROLINA UNIVERSITY TEAM ATHLETIC TRAINER

- Assumes the duties of the Asst. AD/Sports Performance as needed and/or directed
- Assists the Asst. AD/Sports Performance with any and all duties as needed and/or assigned
- If appropriate, update team personnel as to the status of the injured student-athlete, in conjunction with the Team Physician(s), the head coach, the Asst. AD/Sports Performance, and Director of Athletics and/or his designee
- Assists with the coordination of arranging for a private meeting space for all team and university personnel a the medical facility
- Assists with the coordination of arranging for psychiatrists, psychologists, clergy, grief counselors, etc. for use of all team and University personnel
- Assists with the compilation of complete documentation of events from everyone involved in the incident with signatures
- Assists with the construction of a detailed time line of events related to the incident
- Assists with the collection and security of all equipment/materials involved in the incident
- Assists with the coordination of return travel for the injured student-athlete back to Conway, SC or other appropriate location in conjunction with the family/next of kin, medical personnel at the facility, the Asst. AD/Sports Performance, and other appropriate persons
- Assists with the filing of appropriate insurance claims (student-athlete's primary insurance, Coastal Carolina University Athletic Department secondary insurance, NCAA catastrophic insurance, etc.) as needed
- Communicates with the University Office of Risk Management, Faculty Athletics Representative, and/or other appropriate athletic department personnel as needed
- Other duties as needed and/or assigned

ASSISTANT ATHLETIC DIRECTOR/MEDIA RELATIONS

- Notifies Director of News and Public Affairs and/or her designee of a catastrophic incident and continues to provide updates as necessary
- In consultation with the student-athlete's family/next of kin, medical personnel at the facility, the Director of Athletics and/or his designee, the University's Team Physician(s), the University Office of Risk Management, the Asst. AD/Sports Performance, and other appropriate personnel, drafts, approves, and makes a public statement regarding the catastrophic incident
- Assists with coordination of arranging private meeting space for all team and University personnel at the medical facility
- Responsible for keeping members of the media a safe distance from team, athletic department and University personnel in and around the medical facility, hotel, etc.
- Other duties as needed and/or assigned.

COASTAL CAROLINA UNIVERSITY RISK MANAGEMENT

- Communicates with the Director of Athletics and/or his designee on issues related to the catastrophic event
- Communicates with the Team Physician(s) and/or the Asst. AD/Sports Performance and/or his designee on issues related to the catastrophic event
- In consultation with the student-athlete's family/next of kin, medical personnel at the facility, the Team Physician(s), the University's Director of Athletics and/or his designee, the Assistant Athletic Director/Media Relations and/or his designee, and other appropriate personnel, drafts, approves, and makes public statement regarding the catastrophic incident
- Oversees the compilation of complete documentation of events from everyone involved in the incident with signatures
- Oversees the construction of a detailed time line of events related to the incident
- Oversees the collection and security of all equipment/materials involved in the incident
- Assists with the filing of appropriate insurance claims (student-athlete's primary insurance, Coastal Carolina University Athletic Department secondary insurance, NCAA catastrophic insurance, etc.) as needed
- Communicates with other appropriate athletic department personnel as needed
- Other duties as needed and/or assigned

COASTAL CAROLINA UNIVERSITY ASSOCIATE ATHLETIC DIRECTOR, ACADEMICS

- Communicates with the Director of Athletics and/or his designee on issues related to the catastrophic event
- Works with the Faculty Athletic Representative to notify professors of the catastrophic incident and its impact on class/grades
- Assists with the arrangements of psychiatrists, psychologists, grief counselors, etc. for the use of team and University personnel
- Other duties as needed and/or assigned

COASTAL CAROLINA UNIVERSITY COUNSELING CENTER

- Communicates with the Team Physician(s) and/or the Asst. AD/Sports Performance and/or his designee on issues related to the catastrophic event
- Assists with coordination of arranging for psychiatrists, psychologists, clergy, grief counselors, etc. for use of all team and University personnel
- Provide and/or arrange for follow-up counseling post-incident to all needed parties
- Other duties as needed and/or assigned

ASSOCIATE ATHLETIC DIRECTOR/INTERNAL OPERATIONS

- Coordinates any travel plans, housing, meals, etc. for parents/next of kin, athletic department staff, team personnel, Athletic Training personnel, etc.
- Provides guidance regarding the payment of expenses related to the catastrophic incident
- Other duties as needed and/or assigned

DIRECTOR OF COMPLIANCE

- Provides guidance regarding the payment of incidental expenses related to the catastrophic incident
- Provides interpretive support relating to any NCAA regulations
- Other duties as directed