

**UTAH STATE UNIVERSITY
DEPARTMENT OF
ATHLETICS**

**CATASTROPHIC INCIDENT
MANAGEMENT PROTOCOL**

UTAH STATE UNIVERSITY ATHLETICS DEPARTMENT

CATASTROPHIC INCIDENT GUIDELINES

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UTAH STATE UNIVERSITY ATHLETICS DEPARTMENT

Catastrophic Incident Guidelines

I. INTRODUCTION AND DEFINITION OF A CATASTROPHIC INCIDENT

The Utah State University Athletics Department's Catastrophic Incident Guideline will be activated when the following catastrophic incidents (CI) occur:

1. Sudden Death of a Student-Athlete, Coach, or Staff Member

- Death during competition, practice, or conditioning
- Death during travel
 - USUAD official business
 - Personal (e.g. automobile, airline accidents)
- Non-athletic accidents (e.g. falls at home)
- Unknown medical conditions (e.g. heart attack, stroke, illness)
- Victim of a crime (e.g. homicide)
- Suicide

2. Disability / Quality of Life Altering Injuries

- Either during Utah State University Athletics Department participation and/or travel, or during non-athletic activities
- Spinal Cord Injury-resulting in partial or complete paralysis
- Loss of Paired Organ
- Severe Head and Neck Trauma
- Injuries resulting in severely diminished mental capacity or other neurological injury that results in inability to perform daily functions (e.g.-coma)
- Irrecoverable loss of speech or hearing (both ears) or sight (both eyes) or both arms or both legs or one arm and one leg

3. Shooting, Bomb Threat, or Hostage Situation

- Any threat or situation that takes place in or near an athletic facility
- Any threat or situation that takes place on campus
- Any threat that involves a Student Athlete, Coach, or member of the Athletics Department

II. CATASTROPHIC INCIDENT MANAGEMENT TEAM (CIMT)

1. Director of Athletics
2. Head Athletic Trainer
3. Director of Media Relations
4. University Spokesperson
5. Additional personnel as deemed appropriate by CIMT

III. IMMEDIATE ACTION PLAN

The following action plan will appropriately apply steps to manage a catastrophic incident. While applying these steps, Utah State University Athletics Department Personnel will keep in mind the following goals:

- Get all pertinent facts regarding the incident accurately and efficiently
- Accurately document all events, especially list all participants and witnesses
- Secure any or all available materials/equipment involved
- Respect the dignity of the individuals involved
- Immediate communication within the Catastrophic Incident Management Team (CIMT)
- Only members of the CIMT, or individuals they designate, are to speak on the incident to family members, media, other staff members, student-athletes or coaches-
-No one else has clearance to speak on the incident
 - Instruct student-athletes they are not to speak to anyone regarding the incident
 - Any communication with the media is handled through the Director of Media Relations. All information deemed appropriate for release to the media will be determined by Utah State University Administration.

IV. CHAIN OF COMMAND AND AREAS OF ACTION:

After being informed of a catastrophic incident, the following individuals should be notified to commence their responsibilities:

- During Utah State University Athletics Department participation/travel:
Head Athletic Trainer and/or Director of Athletics
- Non Utah State University Athletics Department activities:
Director of Athletics

DIRECTOR OF ATHLETICS

- Notifies or is notified by Head Athletic Trainer of a catastrophic incident
- Notifies President of the University. Director of Athletics notifies additional athletics department administrative staff (Associate Directors of Athletics, Director of Media Relations, and Compliance Officer)
- Notifies NCAA Faculty Representative
- In the event the CI is non-athletic, the Director of Athletics notifies the head coach of the involved sport
- Notifies University Spokesperson

PRESIDENT

- Enacts any catastrophic incident procedures for the university
- Notifies Legal Counsel
- Notifies USU Risk Management
- Notifies Vice President for Student Services
- Notifies Parents Resource Center

HEAD ATHLETIC TRAINER

- Notifies Director of Athletics, Team Physician, Sports Medicine Staff, and Insurance Coordinator
- Notifies Head Coach if incident occurs during non-practice participation, or when coach may not be present (e.g.-conditioning)
- Coordinates, along with Team Physician, communication with any physicians involved in the catastrophic incident medical care
- Communicates with Risk Manager and legal counsel
- Communicates with Director of Media Relations
- Along with Insurance Coordinator, provides any insurance information
- Notifies counseling services
- Notifies NCAA Catastrophic Injury Service Insurance Carrier

TEAM PHYSICIAN

- Communicates with Director of Athletics and Head Athletic Trainer on medical facts and events
- Communicates with any local medical personnel hospital or medical facilities regarding medical facts of catastrophic incident
- Works with Head Athletic Trainer in providing information for NCAA insurance

UTAH STATE UNIVERSITY ATHLETICS DEPARTMENT ADMINISTRATIVE STAFF

- Director of Media Relations: coordinates any media release with the Director of Athletics, Team Physician, and Head Athletic Trainer along with the Utah State University Spokesperson.
-**NO Release will be made until parents/guardians are informed.**
- Assistant Director of Athletics Business Operations: will coordinate any travel plans and housing for parents, staff, coaches or team
- Associate Director of Athletics/Alumni: have prepared statement cleared by Utah State University Spokesperson to answer any questions from donors
- Assistant Athletics Director for Student Athlete Services: notifies professors of incident and impact on class/grades
- Compliance Coordinator: will provide guidance regarding payment of incidental expenses and interpretive support relating to any NCAA regulations
- **All Associate/Assistant Directors of Athletics available to assist in process as assigned by CIMT**

COACHING AND SUPPORT STAFF

- Notify Director of Athletics and Head Athletic Trainer of Catastrophic Incident
- Follow Immediate Action Plan
- Encourage Student-Athletes to not discuss incident until cleared to do so by Utah State University Athletics Department
- Support Student-Athletes and facilitate CI guidelines as outlined

RISK MANAGER

- Notify Utah State University Insurance Carrier
- Enact any Catastrophic incident procedures for Utah State University Administration
- Work collaboratively with Utah State University Athletics Department to gather incident facts
- Communicate with Utah State University Legal Counsel

VICE PRESIDENT FOR STUDENT SERVICES

- Coordinate communication with Athletics Department and Student Services
- Help facilitate efforts of Athletics Department, Parent's Resource Center, counseling services and campus Catastrophic Incident Stress Management Team (for counseling of team, coaches, staff)

COUNSELING SERVICES

- On Call 24 Hours Daily (through campus police)
- Activate Catastrophic Incident Stress Management Team to provide immediate grief counseling to student-athletes, coaches, and staff
- Provide any follow-up counseling post-incident to student-athletes, coaches, or staff members

FACULTY REPRESENTATIVE

- Serve as faculty liaison to campus for the Athletics Department

INSURANCE COORDINATOR

- Communicate health insurance procedure information as needed

V. CRIMINAL CIRCUMSTANCES (ASSAULT, HOMICIDE, SUICIDE)

PUBLIC SAFETY

- Public Safety notified immediately of Catastrophic incident involving possible criminal activity
- Director of Public Safety notified
- Public Safety communicates with Utah State University Police Department
- Public Safety communicates information as appropriate to CIMT

VI. AWAY CONTESTS-COACHES, ADMINISTRATORS AND STAFF MEMBERS

- Immediately notify Director of Athletics and Head Athletic Trainer of Catastrophic Incident
- Work with local hospital, Sports Medicine Staff, Athletic Department, or Police to assist in process and gather information to update the Director of Athletics and/or Head Athletic Trainer
- The Head Coach and/or Administrator remains on site after team departs to coordinate communication and arrangements with Utah State University Administration until relieved by a University Representative