



Catastrophic Incident and Communications Plan

Definition of a Catastrophic Incident:

1. Sudden Death of a student-athlete, coach, and/or ICA team 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 a paired organ;
 - Severe head injury;
 - Injuries / illnesses resulting in severely diminished physical and/or 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.

Incident Management Team:

- Director of Athletics
- Sport Administrator(s)
- Head Coach
- Associate Athletic Director- Counseling
- Associate Athletic Director- Student-Athlete Health and Welfare
- Team Physician(s)
- Sport Athletic Trainer(s)
- Athletics Counseling Personnel
- Senior Associate Athletic Director- Communications, Broadcasting, Multimedia, & Creative Services
- Associate Athletic Director- Media and Public Relations
- Dean of Students
- Associate Athletic Director- Academic Success Program
- Associate Athletic Director- Compliance Services
- Legal Counsel for Athletics
- Director- University of Michigan Counseling and Psychological Services Program (CAPS)
- Additional personnel as deemed necessary by the Director of Athletics

Immediate Action Plan Overview:

- ❖ Immediate notification of your direct supervisor and the Director of Athletics whenever information of a potential catastrophic or crisis incident or situation occurs.
 - The Director of Athletics or his designee will inform the University President, Dean of Students, and other members of the University Administration as necessary.
 - The Director of Athletics or his designee will inform the Department of Intercollegiate Athletics Incident Management Team and other appropriate personnel as deemed necessary.

- ❖ Consult with the Legal Counsel for Athletics regarding the appropriate next steps.

- ❖ Develop a Communication Plan-
 - Respect the dignity and legal rights to privacy of the individual and their family members.
 - Coordinate plan for notification of the parent(s) / guardian(s)
 - Designate one person to maintain communication with the family and assist in updating information and coordinating travel plans if necessary.
 - Explain to all student-athletes, coaches, Athletics Team members, and other individuals involved in the incident that:
 - All communication with the media, student-athletes, and Department of Athletics Team members will be coordinated through the Associate Athletic Director- Media and Public Relations or a University of Michigan spokesperson.
 - All information to be released must be approved by the Incident Management Team and cleared through the affected party and/or immediate family members.

- ❖ Incident Management Team personnel should convene a meeting with all witnesses and involved parties to:
 - Review the incident;
 - Review instructions on communication procedures about the incident;
 - Review how to access counseling and/or ministry services;

- ❖ Collect and secure any or all available materials and/or equipment involved (i.e., helmet, game video, other equipment, etc.)

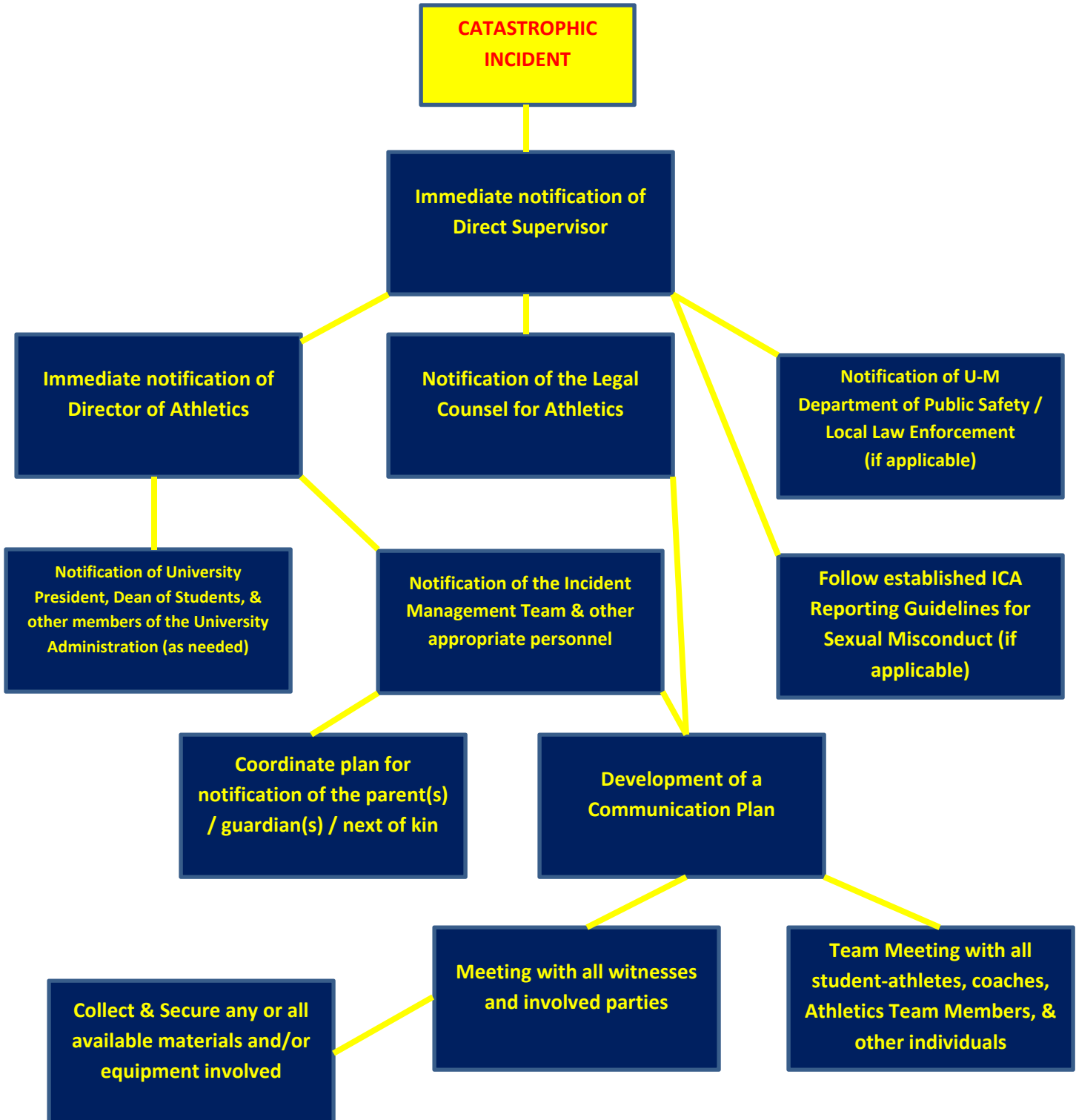
- ❖ If the incident involves criminal circumstances (e.g. assault, sexual assault / rape, homicide, suicide, etc.), appropriate personnel should notify the University of Michigan Department of Public Safety / local law enforcement.
 - If the incident involves sexual misconduct, personnel should follow the appropriate steps as per the University Policy on Sexual Misconduct and the Department of Athletics' Sexual Misconduct Flowchart.

- ❖ If the incident takes place at an away contest or while a team or individual is traveling:
 - The Incident Management Team and other key personnel will work closely with the local medical facility, local law enforcement, and/or host athletic department personnel as needed.
 - The sport athletic trainer and/or other designated individual will remain on-site after the team departs to coordinate medical care and communication until relieved by a University Representative.

- ❖ If the incident involves a visiting team on the University of Michigan campus, the Incident Management Team should be notified immediately and all personnel will assist the visiting personnel as needed and/or applicable.



Catastrophic Incident and Communications Plan Flowchart



Areas of Responsibility:

DIRECTOR OF ATHLETICS AND/OR HIS DESIGNEE-

- Notify or is notified by the University of Michigan Head Coach, Sport Administrator, Associate Athletic Director- Student-Athlete Health & Welfare, or other appropriate personnel of the incident;
- Notify the University President, Dean of Students, and other members of the University Administration and provides updates as necessary;
- Assemble the Incident Management Team;
- Designate the single point of contact within the Department of Intercollegiate Athletics;
- Serve as the "Official Spokesperson" regarding all aspects of the incident in consultation with various other personnel as needed;
- Assist with the notification of the student-athlete, coach, and/or ICA Team member's family / next of kin of the incident;
- In conjunction with the Incident Management Team, identify a person to be with the family / next of kin at all times upon their arrival to assist the family as needed and help maintain their privacy;
- Other duties as needed;

SPORT ADMINISTRATOR-

- Notify or is notified by the University of Michigan Director of Athletics, Head Coach, Associate Athletic Director- Student-Athlete Health & Welfare, or other appropriate personnel of the incident;
- Assist the Director of Athletics with any and all duties as needed and/or assigned and assumes the duties of the Director of Athletics as needed and/or directed;
- Assist with the notification of the injured individual's family / next of kin of the incident and assists with maintaining communication with and coordinating travel plans as necessary;
- In conjunction with the Incident Management Team, identify a person to be with the family / next of kin at all times upon their arrival to assist the family as needed and help maintain their privacy;
- When appropriate, update team personnel as to the status of the injured individual(s), in conjunction with Athletic Medicine personnel, the head coach, Media Relations personnel, and the Director of Athletics and/or his/her designee;
- Assist with the coordination of travel, lodging, and meal arrangements for the team and other University of Michigan Department of Intercollegiate Athletics personnel;
- Communicate with Incident Management Team personnel and other University and/or law enforcement personnel as needed and/or directed;
- Other duties as needed and/or assigned;

HEAD COACH / ASSISTANT COACHES / DIRECTOR OF OPERATIONS-

- Notify or is notified by the University of Michigan Director of Athletics, Sports Administrator, Associate Athletic Director- Student-Athlete Health & Welfare, assistant coaches, team athletic trainer, or other appropriate personnel of the incident;
- Immediately mandate that student-athletes and other team personnel not discuss the incident until cleared to do so;
- Provide support to student-athletes and other team personnel;
- Assist with the notification of the injured individual's family / next of kin of the incident and assists with maintaining communication with and coordinating travel plans as necessary;
- In conjunction with the Incident Management Team, identify a person to be with the family / next of kin at all times upon their arrival to assist the family as needed and help maintain their privacy;
- When appropriate, update team personnel as to the status of the injured individual(s), in conjunction with Athletic Medicine personnel, Media Relations personnel, and the Director of Athletics and/or his/her designee;
- Assist with the coordination of arranging for grief counseling, clergy, etc. for the use of all personnel;

- Assist with the compilation of a detailed time line of events and a complete documentation of events from everyone involved in the incident;
- Assist with the collection and security of all equipment / materials involved in the incident;
- Assist with the coordination of travel, lodging, and meal arrangements for the team and other University of Michigan Department of Intercollegiate Athletics personnel;
- Assist with the coordination of return travel for the injured individual(s), Athletics personnel, and family / next of kin to the appropriate location;
- Communicate with the Associate Athletics Director- Compliance Services regarding all NCAA Compliance issues and the payment of various expenses related to the incident;
- Assist with the arrangements for any on-campus memorial service;
- Communicate with Incident Management Team personnel and other University and/or law enforcement personnel as needed and/or directed;
- Other duties as needed and/or assigned;

ASSOCIATE ATHLETIC DIRECTOR- STUDENT-ATHLETE HEALTH & WELFARE:

- Notify or is notified by the Director of Athletics, University of Michigan Head Coach, Sport Administrator, Athletic Medicine personnel, or other appropriate personnel of the incident;
- Assist the Director of Athletics with any and all duties as needed and/or assigned;
- Assist with the notification of the injured individual's family / next of kin of the incident and assists with maintaining communication with and coordinating travel plans as necessary;
- In conjunction with the Incident Management Team, identify a person to be with the family / next of kin at all times upon their arrival to assist the family as needed and help maintain their privacy;
- When appropriate, update team personnel as to the status of the injured individual(s), in conjunction with Athletic Medicine personnel, the head coach, Sport Administrator, Media Relations personnel, and the Director of Athletics and/or his/her designee;
- Assist with the coordination of travel, lodging, and meal arrangements for the team and other University of Michigan Department of Intercollegiate Athletics personnel;
- Communicate with Incident Management Team personnel and other University and/or law enforcement personnel as needed and/or directed;
- Assist with the coordination of arranging for grief counseling, clergy, etc. for the use of all personnel;
- Assist with the compilation of a detailed time line of events and a complete documentation of events from everyone involved in the incident;
- Assist with the collection and security of all equipment / materials involved in the incident;
- Assist with arrangements for follow-up care and/or rehabilitation for the injured individual(s) in conjunction with the family / next of kin, medical personnel at the facility, the Team Physician(s), the Team Athletic Trainer, and other appropriate persons;
- Assists with the filing of appropriate insurance claims (student-athlete's primary insurance, University of Michigan ICA secondary insurance, NCAA Catastrophic insurance, etc.) as needed;
- Other duties as needed and/or assigned;

TEAM PHYSICIAN(S)-

- Notify or is notified by the Associate Athletic Director- Student-Athlete Health & Welfare, Athletic Medicine personnel, or other appropriate personnel of the incident;
- Communicate directly with medical personnel regarding the incident and provide direction and/or support as necessary;
- Communicate with Incident Management Team personnel and other University and/or law enforcement personnel as needed and/or directed;
- When appropriate update team personnel as to the status of the injured individual(s), in conjunction with Athletic Medicine personnel, Media Relations personnel, and the Director of Athletics and/or his/her designee;
- Assist with the coordination of arranging for grief counseling, clergy, etc. for the use of all personnel;
- Other duties as needed;

TEAM ATHLETIC TRAINER:

- Notify or is notified by the University of Michigan Head Coach, Associate Athletic Director- Student-Athlete Health and Welfare, Sport Administrator, Team Physician(s), or other appropriate personnel of the incident;
- Assist the Associate Athletic Director- Student-Athlete Health and Welfare, and/or Team Physician(s) with any and all duties as needed and/or assigned;
- Assist with the notification of the injured individual's family / next of kin of the incident and assists with maintaining communication with and coordinating travel plans as necessary;
- When appropriate, update team personnel as to the status of the injured individual(s) in conjunction with the Team Physician(s), the Associate Athletic Director- Student-Athlete Health and Welfare, the head coach, Sport Administrator, Media Relations personnel, and the Director of Athletics and/or his/her designee;
- Assist with the coordination of travel, lodging, and meal arrangements for the team and other University of Michigan Department of Intercollegiate Athletics personnel;
- Communicate with Incident Management Team personnel and other University and/or law enforcement personnel as needed and/or directed;
- Assist with the coordination of arranging for grief counseling, clergy, etc. for the use of all personnel;
- Assist with the compilation of a detailed time line of events and a complete documentation of events from everyone involved in the incident;
- Assist with the collection and security of all equipment / materials involved in the incident;
- Assist with arrangements for follow-up care and/or rehabilitation for the injured individual(s), in conjunction with the family / next of kin, medical personnel at the facility, the Team Physician(s), the Associate Athletic Director- Student-Athlete Health and Welfare, and other appropriate persons;
- Assists with the filing of appropriate insurance claims (student-athlete's primary insurance, University of Michigan ICA secondary insurance, NCAA Catastrophic insurance, etc.) as needed;
- Other duties as needed and/or assigned;

ASSOCIATE ATHLETIC DIRECTOR- COUNSELING // ATHLETICS COUNSELING PERSONNEL:

- Provide immediate crisis intervention, assessment of needs, and counseling to student-athletes, athletic department Team members, and other personnel, individually or in groups;
- Coordinate referrals for additional grief counseling, clergy, etc. as needed;
- Assist with the notification of the injured individual's family / next of kin of the incident and assists with maintaining communication with and coordinating travel plans as necessary;
- When appropriate, update team personnel as to the status of the injured individual(s), in conjunction with the Team Physician(s), the Associate Athletic Director- Student-Athlete Health and Welfare, the head coach, Sport Administrator, Media Relations personnel, and the Director of Athletics and/or his/her designee;
- Communicate with Incident Management Team personnel and other University and/or law enforcement personnel as needed and/or directed;
- Assist with the arrangements for any on-campus memorial service;
- Other duties as needed and/or assigned;

SENIOR ASSOCIATE ATHLETIC DIRECTOR- COMMUNICATIONS, BROADCASTING, MULTIMEDIA, & CREATIVE SERVICES // ASSOCIATE ATHLETIC DIRECTOR- MEDIA & PUBLIC RELATIONS:

- Notify or is notified by the University of Michigan Director of Athletics, Head Coach, Associate Athletic Director- Student-Athlete Health & Welfare, Sport Administrator, University Communications personnel, or other appropriate personnel of the incident;
- Oversee and coordinate all releases to the injured individual's family / next of kin, team personnel, media, University, Athletic Department Team members, and other appropriate personnel regarding the incident;
- Assist with the notification of the injured individual's family / next of kin of the incident;
- In conjunction with the Incident Management Team, identify a person to be with the family / next of kin at all times upon their arrival to assist the family as needed and help maintain their privacy;
- When appropriate, update team personnel as to the status of the injured individual(s), in conjunction with Athletic Medicine personnel, the head coach, Sport Administrator, and the Director of Athletics and/or his/her designee;
- Communicate with Incident Management Team personnel and other University and/or law enforcement personnel as needed and/or directed;
- Other duties as needed and/or assigned;

CHIEF TALENT OFFICER:

- Assist the Director of Athletics with any and all duties as needed and/or assigned and assumes the duties of the Director of Athletics as needed and/or directed;
- Provide guidance regarding benefits and/or insurance if the incident involves a Department of Intercollegiate Athletics Team member;
- Communicate with Incident Management Team personnel and other University and/or law enforcement personnel as needed and/or directed;
- Assist with the arrangements for any on-campus memorial service;
- Assist with the coordination of arranging for grief counseling, clergy, etc. for the use of all personnel;
- Other duties as needed and/or assigned;

ASSOCIATE ATHLETIC DIRECTOR- ACADEMIC SUCCESS PROGRAM:

- Assist the Director of Athletics with any and all duties as needed and/or assigned and assumes the duties of the Director of Athletics as needed and/or directed;
- Assist with notification of and communication with the Dean of Students, the NCAA Faculty Representative, University faculty, and/or any other personnel;
- Assist with the coordination of arranging for grief counseling, clergy, etc. for the use of all personnel;
- Assist with the arrangements for any on-campus memorial service;
- Communicate with Incident Management Team personnel and other University and/or law enforcement personnel as needed and/or directed;
- Other duties as needed and/or assigned;

FACULTY ATHLETICS REPRESENTATIVE:

- Communicate with the Director of Athletics and/or other appropriate personnel on issues related to the incident;
- Serve as the faculty liaison for the Department of Intercollegiate Athletics;
- Assist with the coordination of arranging for grief counseling, clergy, etc. for the use of all personnel;
- Assist with the arrangements for any on-campus memorial service;
- Communicate with Incident Management Team personnel and other University and/or law enforcement personnel as needed and/or directed;
- Other duties as needed and/or assigned;

ASSOCIATE ATHLETICS DIRECTOR- COMPLIANCE SERVICES:

- Assist the Director of Athletics with any and all duties as needed and/or assigned and assumes the duties of the Director of Athletics as needed and/or directed;
- Communicate with Incident Management Team personnel and other University and/or law enforcement personnel as needed and/or directed;
- Provides guidance regarding the payment of incidental expenses related to the incident;
- Provides interpretive support relating to any NCAA regulations;
- Other duties as needed and/or assigned;

GUIDELINE 1F

CATASTROPHIC INCIDENT IN ATHLETICS

July 2004 • Revised July 2008

The NCAA Committee on Competitive Safeguards and Medical Aspects of Sports acknowledges the significant input of Timothy Neal, ATC, Syracuse University, who originally authored this guideline.

Catastrophes such as death or permanent disability occurring in intercollegiate athletics are rare. However, the aftermath of a catastrophic incident to a student-athlete, coach or staff member can be a time of uncertainty and confusion for an institution. It is recommended that NCAA member institutions develop their own catastrophic incident guideline to provide information and the support necessary to family members, teammates, coaches and staff after a catastrophe. Centralizing and disseminating the information is best served by developing a catastrophic incident guideline. This guideline should be distributed to administrative, sports medicine and coaching staffs within the athletics department. The guideline should be updated and reviewed annually with the entire staff to ensure information is accurate and that new staff members are aware of the guideline.

Components of a catastrophic incident guideline should include:

1. **Definition of a Catastrophic Incident.** The sudden death of a student-athlete, coach or staff member from any cause, or disabling and/or quality-of-life-altering injuries.
2. **A Management Team.** A select group of administrators who receive all facts pertaining to the catastrophe. This team works collaboratively to officially communicate information to family members, teammates, coaches, staff, the institution and media. This team may consist of one or more of the following: director of athletics, head athletic trainer, university spokesperson, director of athletic communications and university risk manager. This team may select others to help facilitate fact finding specific to the incident.
3. **Immediate Action Plan.** At the moment of the catastrophe, a checklist of whom to call and immediate steps to secure facts and offer support are items to be included.
4. **Chain of Command/Role Delineation.** This area outlines each individual's responsibility during the aftermath of the catastrophe. Athletics administrators, university administrators and support services personnel should be involved in this area.
5. **Criminal Circumstances.** Outline the collaboration of the athletics department with university, local and state law enforcement officials in the event of accidental death, homicide or suicide.
6. **Away-Contest Responsibilities.** Catastrophes may occur at away contests. Indicate who should

CATASTROPHIC INJURY RESEARCH

The National Center for Catastrophic Sports Injury Research continues to research catastrophic injuries in sports through funding by the NCAA. In 2014, Bylaw 3.2.4.18 was approved by the NCAA membership in all divisions and is intended to make tracking catastrophic injuries more accurate and comprehensive. "An active member institution shall submit data detailing student-athlete catastrophic fatalities, near fatalities and catastrophic injuries (e.g., injuries and illnesses related to head, neck, spine, cardiac, pulmonary, heat, sickle cell trait, eyes) to the NCAA on an annual basis pursuant to policies and procedures that govern such data as determined by the Committee on Competitive Safeguards and Medical Aspects of Sports (CSMAS)."

In this effort, the NCCSIR will work the Datalys Center for Sport Injury Research and Prevention, and with the Consortium for Catastrophic Injury Monitoring in Sport to expand the breadth of research to include all major forms of catastrophic injury including head, neck and spine injuries, exertional injuries including heat and sickeling, and cardiac injuries.

Catastrophic injuries include the following:

1. Fatalities;
2. Non-fatalities that result in permanent functional disability;
3. Non-fatal, serious injuries that are recoverable and do not result in permanent disability.

Please report an incident at www.sportinjuryreport.org.

Additional information about the NCCSIR can be found at www.nccsir.unc.edu

Additional information about the Consortium can be found at nccsir.unc.edu/consortia-and-partners/

stay behind with the individual to coordinate communication and act as a university representative until relieved by the institution.

7. **Phone List and Flow Chart.** Phone numbers of all key individuals (office, home, cell) involved in the management of the catastrophe should be listed and kept current. Include university legal counsel numbers and the NCAA catastrophic injury service line number (800/245-2744). A flow chart of who is to be called in the event of a catastrophe is also useful in coordinating communication.
8. **Incident Record.** A written chronology by the management team of the catastrophic incident is recommended to critique the process and provide a basis for review and enhancement of procedures.
9. **Notification Process.** After the catastrophic incident, the director of athletics, assistant director of athletics for sports medicine (head athletic trainer), head coach (recruiting coach if available) and university risk manager/legal counsel, as available, will contact the parents/legal guardians/spouse of the victim. The director of athletics, head coach and others deemed necessary will inform the team, preferably in person, as soon as possible and offer counseling services and support.
10. **Assistance to Visiting Team's Catastrophic Incident as Host Institution.** In the event that a visiting team experiences a catastrophic incident, the host institution may offer assistance by alerting the director of athletics or another member of the catastrophic incident management team in order to make as many resources available as possible to the visiting team. The host institution may assist in contacting the victim's institution and athletics administration, as well as activating, as appropriate, the host institution's catastrophic incident guideline to offer support to the visiting team's student-athletes, coaches and staff.

CATASTROPHIC INJURY INSURANCE PROGRAM

The NCAA sponsors a catastrophic injury insurance program that covers a student-athlete who is catastrophically injured while participating in a covered intercollegiate athletic activity. The policy has a \$90,000 deductible and provides benefits in excess of any other valid and collectible insurance. The policy will pay \$25,000 if an insured person dies as a result of a covered accident or sustains injury due to a covered

accident that, independent of all other causes, results directly in the death of the insured person within twelve (12) months after the date of such injury. Both catastrophic injuries and sudden deaths should be reported to the NCAA national office insurance staff. For more information, visit NCAA.org.

REFERENCES

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