

# **SYRACUSE UNIVERSITY ATHLETIC DEPARTMENT**

## **CATASTROPHIC INCIDENT GUIDELINE**

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## CATASTROPHIC INCIDENT GUIDELINES

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# SYRACUSE UNIVERSITY ATHLETIC DEPARTMENT

## Catastrophic Incident Guidelines

### I. INTRODUCTION AND DEFINITION OF CATASTROPHIC INCIDENT

The Syracuse University Athletic 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
  - SUAD official business
  - Personal (e.g. automobile, airline accidents)
- Non-athletic accidents (e.g. falls at home)
- Unknown medical anomalies (e.g. heart attack, stroke, illness)
- Victim of a crime (e.g. homicide)
- Suicide

#### 2. Disability / Quality of Life Altering Injuries

- Either during Syracuse University Athletic 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 Injury
- 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

## II. CATASTROPHIC INCIDENT MANAGEMENT TEAM (CIMT)

1. Director of Athletics
2. Head Athletic Trainer
3. University Spokesperson
4. Director of Athletic Communications
5. Director of Risk Management, (alternate) Risk and Insurance Manager
6. 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, Syracuse University Athletic Department Personnel will keep in mind the following goals:

- Get all pertinent facts regarding the incident accurately and expeditiously
- 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 Office of Athletic Communications and/or the Syracuse University Spokesperson. All information deemed appropriate for release to the media will be determined by Syracuse University Senior 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 Syracuse University Athletic Department participation/travel:  
**Head Athletic Trainer or Director of Athletics**
- Non Syracuse University Athletic Department activities:  
**Director of Athletics**

#### DIRECTOR OF ATHLETICS

- Notifies or is notified by Head Athletic Trainer of a catastrophic incident
- Notifies Senior Vice President for Business, Finance, and Administrative Services who in turn enacts any catastrophic incident procedures for the University
- Notifies Director of Risk Management
- Notifies additional athletic department administrative staff (All Associate Directors of Athletics, Director of Office of Athletic Communication, and Director of Compliance)
- Notifies Director of Public Safety
- In the event the CI is non-athletic, the Director of Athletics notifies Head Coach of Sport
- Notifies University Spokesperson
- Notifies NCAA Faculty Athletics Representative

#### SENIOR VICE PRESIDENT FOR BUSINESS, FINANCE AND ADMINISTRATIVE SERVICES

- Notifies Chancellor
- Notifies Vice-Chancellor
- Notifies Senior Vice-President for Human Services
- Notifies Risk Manager of Syracuse University
- Notifies Senior Vice President for Student Affairs

## HEAD ATHLETIC TRAINER

- Notifies Director of Athletics, Head Team Physician, Sports Medicine Staff, and Insurance Specialist
- Notifies Head Coach if incident occurs during non-practice participation, or when coach may not be present (e.g.-conditioning)
- Coordinates, along with Head Team Physician, communication with any physicians involved in the Catastrophic incident medical care
- Communicates with Risk Manager and legal counsel
- Communicates with Director of Office of Athletic Communications
- Along with Insurance Specialist, provides any insurance information
- Notifies counseling services
- Notifies Dean of Hendricks Chapel
- 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

## SYRACUSE UNIVERSITY ATHLETIC DEPARTMENT ADMINISTRATIVE STAFF

- Director of Athletic Communications: coordinate any media release with the Director of Athletics, Head Team Physician, and Head Athletic Trainer along with the Syracuse University Spokesperson. **NO RELEASE will be made until parents/guardians are informed.**
- Associate Director of Athletics for Finance: will coordinate any travel plans and housing for parents, staff, coaches or team
- Associate Director of Athletics/Alumni: have prepared statement cleared by Syracuse University Spokesperson to answer any questions from donors
- Associate Director of Athletics/Academics: notifies professors of incident and impact on class/grades
- Director of Compliance: will provide guidance regarding payment of incidental expenses and interpretive support relating to any NCAA regulations
- **All Associate 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 Syracuse University Athletic Department
- Support Student-Athletes and facilitate CI Guidelines as outlined

### **RISK MANAGER**

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

### **SENIOR VICE PRESIDENT FOR STUDENT AFFAIRS**

- Coordinate communication with Athletic Department and Student Affairs Activities
- Help facilitate efforts of Athletic Department, parent's office, counseling services and campus Catastrophic incident Stress Management Team (for counseling of team, coaches, staff)

### **COUNSELING SERVICES**

- On Call 24 Hours Daily at 443-2666/443-4715
- 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

### **DEAN OF HENDRICKS CHAPEL**

- Offer immediate assistance as appropriate
- Notify appropriate clergy as appropriate
- Arrange for any on campus memorial service

### **FACULTY REPRESENTATIVE**

- Serve as faculty liaison to campus for the Athletic Department

### **INSURANCE SPECIALIST**

- Communicate health insurance procedure information as needed

## **V. CRIMINAL CIRCUMSTANCES (ACCIDENT, 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 Syracuse Police Department
- Public Safety communicates information as appropriate to CI MT

## **VI. AWAY CONTESTS-COACHES, ADMINISTRATORS AND STAFF MEMBERS**

- Immediately notify Director of Athletics and Head Athletic Trainer of CI
- 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 Syracuse University Administration until relieved by a Syracuse University Representative

## **VII. SUMMARY CHRONICLE**

- A detailed written summary chronicle will be prepared following any catastrophic incident which identifies and explains the activities of those who participated in and responded to the incident
- This chronicle will be used to critique the process, its efficiency and effectiveness, and will be used as the basis for review of procedures