



Catastrophic injuries are unfortunate occurrences in life and sport. The events following the injury can be hectic and disorganized as the shock of the injury evolves. In order to prevent things from being overlooked in these critical moments, the Embry-Riddle Sports Medicine Department has developed this management plan. The purpose of this plan is to delineate roles and responsibilities in the event that a member of the athletic department is involved in a catastrophic injury, specifically the student-athletes, staff, and coaches.

Definition of a Catastrophic Incident:

1. Sudden death of a student athlete, coach, and/or athletics staff member;
2. Disability and/or quality of life altering injury and/or 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 mental capacity or other neurological injury that results in an inability to perform daily functions (e.g. coma);
 - 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 Injury Management Team

This team is comprised of individuals from the athletic department and university community that will be responsible for the management of catastrophic incidences involving members of the athletic department including student-athletes, graduate assistants, and staff members. The Athletic Department will coordinate services and plan with the University's crisis management team.

Name	Title	Office	Cell
John Phillips	Athletic Director	(386) 323-5020	(386) 316-0738
John Mark Adkinson	Assistant Athletic Director	(386) 323-5033	(386) 212-8001
Sonja Taylor	Senior Women's Administrator	(386) 226-6735	(386) 451-3606
Justin White	Director of Sports Medicine	(386) 226-6527	(386) 299-5387
Dr. Roy Lemaster	Team Physician	(386) 254-4165	(614) 226-2082
Maryellen Wynn	Assistant AD of Business Operations	(386) 323-5004	(386) 212-8534
Alison Smalling	Sports Information Director	(386) 323-5001	(386) 316-4328
Mea Felps-Darley	Assistant AD of Compliance	(386) 323-4917	(904) 535-1020
Paul Bell	Dean of Students	(386) 226-6326	
Melaine Hanns	Director University Relations	(386) 226-7538	(386) 283-0753
Mary Van Buren	Assistant Director Public Relations	(386) 226-6525	(386) 235-8396
James Roddey	Director of Communications	(386) 226-6198	(386) 846-1835
Teresa Michaelson, PhD	Director of Counseling Services	(386) 226-6905	
Marianne Baskin	Director of Health Services	(386) 226-7917	
Charlie Sevastos	University Attorney	(386) 323-8812	(321) 332-2439
Linda Dammer	Coordinator, Title IX Compliance	(386) 226-7971	

Immediate Action Plan

Confirmation

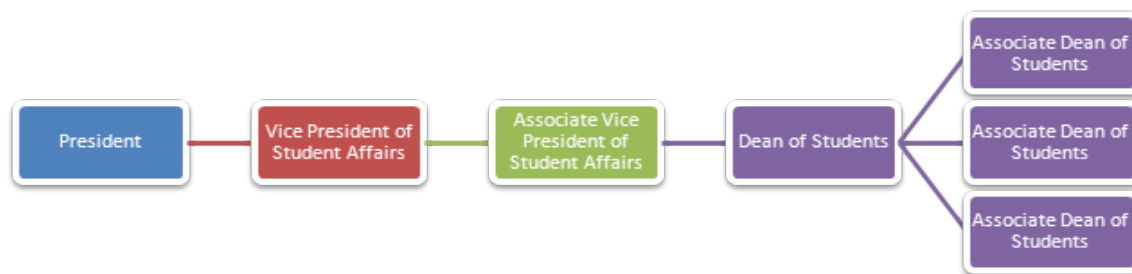
Confirmation of death or disability will be the responsibility of the team Athletic Trainer, Coach or AD. In the case of injuries that occur during participation in games, practices, or team travel, the applicable sport administrator (Assistant Athletic Director, Coach) will be responsible if the team Athletic Trainer cannot be with the athlete.

- The team Athletic Trainer will be responsible for obtaining confirmation and notifying the Director of Sports Medicine.
- The Director of Sports Medicine will then notify the Director of Athletics.

If the catastrophic injury/incident occurs outside of athletic competition or practice, the applicable sport administrator will be responsible for obtaining confirmation, then notifying the Director of Athletics.

Notification – CIMT

Once confirmation has been obtained, the Director of Athletics will then notify the President of the University. From there, the Dean of Students, University Relations, Legal Affairs, Counseling, and the Board of Trustees will all be notified through the “Dean of Students Emergency Protocol,” shown below:



Notification – Family

All notifications should be given after consultation with medical personnel (team athletic trainer, team physician, etc). In the event of an injury involving a student-athlete, the notification of the family may be the responsibility of that student-athlete’s coach and the applicable sport administrator unless university administration directs otherwise. Student Services will be contacted by the applicable sports administrator and will assist in contacting the family of an international student-athlete. Notification of families concerning injuries involving staff members from the athletic department, including graduate students, will be the responsibility of the staff member’s direct supervisor or the next highest ranking member of the athletic department.

Notification – Players and Coaches

In the event of an injury to a student-athlete or a coach, the student-athletes of that particular coach or injured student-athlete’s team shall be notified by the head coach, assistant coach, or the applicable sport administrator. A staff Athletic Trainer shall accompany the coach and sport administrator when the team is notified. The head coaches for the remaining teams in the Embry-Riddle Athletic Department will be notified by a sport administrator. All other student-athletes from the remaining Embry-Riddle athletic teams will be notified by their respective coaches.

Notification – Media

All press releases will be handled by our Sports Information Department and should be coordinated with and released through the University Relations Director. University Relations Office will assign a spokesperson, if needed.

Catastrophic Injury Insurance Program

Embry-Riddle will carry a \$90,000 catastrophic coverage plan during while in NCAA provisional status. Details relating to this plan can be found in the Sports Medicine office. When reporting a claim, the following information will be requested. Provide as much information as possible, however, do not wait to report a catastrophic injury because of missing information.

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|----------------------------|--|
| • Name of student-athlete | • Name of Hospital |
| • Name of school | • Name of person reporting claim |
| • Date of injury/death | • Telephone number which the person reporting the claim may be contacted for further information |
| • Place of injury/death | |
| • Type of injury sustained | |

Arrangements for Family

The head coach in consultation with a sport administrator and Assistant AD should make arrangements with the student-athlete’s immediate family for travel. In cases involving international student-athletes, the head coach, sport administrator and Assistant AD will coordinate travel arrangements with Students Services. The Assistant AD, sport administrator and Athletic Department Business Manager will coordinate possible University or NAIA funds to assist with travel for the immediate family of either a student-athlete, coach or staff member.

Counseling Center

The Director of Sports Medicine and the staff athletic trainers act as the liaison between the teams and the counseling center, informing the student athletes and coaches of the services provided. Specific counseling sessions (group or individual) should be arranged as follows: Staff athletic trainers will arrange counseling sessions with the counseling center.

- Counseling Center
Teresa Michaelson, Director
386-226-6905

Retrieval of belongings

In the event of a catastrophic injury/incident, personal belongings shall be gathered from the individual's dorm room, hospital, or other school related areas when suitable family members are unable to be present. University Housing or local Residence Manager will be contacted by the Business Manager upon notification of the incident. The coach and sport administrator will be responsible for collecting the belongings of the student-athlete. Supervisors will be responsible for gathering the belongings of staff members (sport administrators for coaches, staff supervisors for graduate students, etc). These belongings should be sent to the individual's immediate family.

Criminal Circumstances

In the event that the catastrophic injury/incident is not athletically related, other departments/areas may need to be contacted. These include but are not limited to: Legal Affairs, local law enforcement, campus police and University public safety. Legal advisement on matters pertaining to areas including but not limited to defense of claims, financial settlement of claims, torts, products liability, criminal and civil charges, procedures and jurisdictions will be handled through the Legal Affairs Office. Any police reports or other related documents will be obtained through the Legal Affairs Office.

- Campus Safety (386) 226-6480 Dispatch
(386) 226-7233 Emergency
- Legal Affairs (386) 226-7443
- Daytona Beach Police (386) 323-3569

Travel Occurrences

In cases of catastrophic injury while traveling, the head coach, assistant coach, or athletic trainer must remain with the student-athlete until relieved by the institution. If the injury occurs during a competition, the athletic trainer will remain with the team and an assistant coach will accompany the injured athlete. If the injury occurs at such a time that the athletic trainer is able to travel with student-athlete to the hospital and another competition is to be played, an assistant coach must relieve the athletic trainer at the hospital before the start of the next competition. In cases involving only one coach during team travel, the coach will contact the Athletic Department to determine the course of action.

Summary Documentation

The CIMT shall meet following the injury/incident and a person shall be designated to write up an incident report. This report is required to chronologically document the events and the process of the catastrophic injury plan. This documentation should include all the events, dates, witnesses, actions taken by the CIMT, etc. Once the document is finished, each member of the CIMT shall review the document for finalization. Once completed, the document will be reviewed by the University Attorneys. Document copies will be maintained with the student-athlete's medical file within the department's Sports Medicine Office. The sport administrator will maintain the document for all coaches or staff members.

NCAA Notification

Proper procedures for notifying and filing of information relating to the catastrophic injury will be with the Athletic Compliance Office. Compliance:

- Assists with filing and reporting NCAA catastrophic insurance claim.
- Provides guidance regarding payment of approved family expenses.
- Provides interpretive support relating to any NCAA regulations.