A catastrophic incident involves the sudden death, the disabling, or loss of quality of life of a student, coach or staff member under any circumstances. These events continue to occur regardless of the amount of preparation and prevention enacted. A plan has been adopted in order to guide those involved.

**CATASTROPHIC INCIDENT MANAGEMENT TEAM**

The Catastrophic Incident Management (CIM) team will be the only ones to speak to the family and media initially. They are able to clear others to speak on behalf of the college. The CIM team is comprised of:

- **Primary members:** President, Director of Athletics, Head certified athletic trainer, Vice President for Marketing and Communications, Risk management/legal counsel, Vice President for Student Life, and the Director of Security.
- **Secondary members:** Team physician, Office of Student Health, Wellness and Counseling, religious advisors, NCAA faculty representative.

The responsibilities of the Catastrophic Incident Management team include:

1. Gathering the facts of the event – including compiling a time line of events.
2. Respecting the dignity of the person(s) involved.
3. Asking that the incident not be discussed, but allow all information to proceed through the CIM team.
4. Consider the need for a criminal investigation. The Director of Security will coordinate with local law enforcement. However, the scene of the event will be secured.

Routine tasks that are to be taken by the CIM team include:

1. Disseminate the Catastrophic Incident plan to all CIM team members and Athletic Department staff members.
2. Develop, update and maintain the CIM team phone chain, including the NCAA catastrophic injury reporting telephone number.
3. Practice the plan annually.
4. Update the plan as needed to ensure it complies with all NCAA, Skyline Conference and St. Joseph’s College legislation.
When an event occurs at a home facility:

1. Activate the Emergency Action Plan for that site.
   - All Athletic Department staff members are provided with Emergency Actions plans (EAP) via the Sports Medicine Policy and Procedure Manual, on the Sports Medicine web page (www.sjcgoldeneagles.com/Sports_Medicine) and in the team’s medical kit.
   - EAPs are updated annually and provided by the Head certified athletic trainer.
2. Use emergency skills as needed.
3. The Head coach will contact the Head certified athletic trainer, who will contact the Director of Athletics, who will notify the remainder of the Catastrophic Incident Management (CIM) team.
4. If necessary, local police will conduct their investigation.
5. If a student is involved in the catastrophic event, and when appropriate, the Director of Athletics will contact the parents of the student directly.
6. The Director of Athletics, Head certified athletic trainer and Head coach will meet with the team to relay current and accurate information. The emphasis will be on the need to respect the involved party’s family and the person’s privacy by not discussing the situation or spreading rumors.
7. All public information will be disseminated by the College’s Marketing and Communications team.
8. The Director of Athletics will contact the Director of Athletics of the visiting team.
9. The Director of Athletics and the Head certified athletic trainer will coordinate with counseling and religious services to provide counseling and support to those collaterally affected by the event.
10. The Director of Security, the Head certified athletic trainer, local police, the venue supervisor and the Director of Physical Plant will determine when it is safe to return to the site.
11. The Head certified athletic trainer will be responsible for the insurance claim processing procedures, including reporting the injury to the NCAA for catastrophic injury insurance program as indicated.
12. The Executive Director of Human Resources will handle the insurance claim processing procedures for employees.
13. The CIM team will meet promptly after the event to finalize the time line, generate printouts of AEDs, and complete required documentation. A review of the actions taken and improvements to the plan will be made.
14. The Director of Athletics, Head certified athletic trainer and Head coach will decide when the team will return to activity.
CATASTROPHIC INCIDENT MANAGEMENT PLAN FOR SJC – LONG ISLAND

When an event occurs at an away competition:

1. Care will be organized and implemented by the host school. Follow the instructions you are given.

2. The Head coach will contact the Head certified athletic trainer, who will contact the Director of Athletics, who will notify the remainder of the Catastrophic Incident Management (CIM) team. This will include the Director of Security, who will act as a liaison to the local police.

3. Designate a person to stay at the location to act as a college representative. Ideally, this should be a member of the coaching staff.

4. If a student is involved in the catastrophic event, and when appropriate, the Director of Athletics will contact the parents of the student directly.

5. The Director of Athletics, Head certified athletic trainer and Head coach will meet with the team to relay current and accurate information. The emphasis will be on the need to respect the involved party’s family and the person’s privacy by not discussing the situation or spreading rumors.

6. All public information will be disseminated by Marketing and Communications team.

7. The Director of Athletics and the Head certified athletic trainer will coordinate with counseling and religious services to provide counseling and support to those collaterally affected by the event.

8. The Head certified athletic trainer will be responsible for the insurance claim processing procedures, including reporting the injury to the NCAA for catastrophic injury insurance program as indicated.

9. The Executive Director of Human Resources will handle the insurance claim processing procedures for employees.

10. The CIM team will meet promptly after the event to finalize the time line, generate printouts of AEDs, and complete required documentation. A review of the actions taken and improvements to the plan will be made.

11. The Director of Athletics, Head certified athletic trainer and Head coach will decide when the team will return to activity.