FRESNO STATE SPORTS MEDICINE
Catastrophic Incident Plan and Duties of the Catastrophic Incident Management Team (CIMT)

The Fresno State Athletic Department Catastrophic Incident Plan will be activated when the following incidents occur: sudden death of a student-athlete, coach or staff member during a Fresno State event or during official travel to/from a Fresno State event or any catastrophic injuries that may befall a Fresno State student-athlete.

Non-athletic catastrophic injuries will use this plan until otherwise notified by the Director of Athletics or their designee.
- Death during competition, practice or conditioning
- Death during travel
- Non-athletic accidents that happen to a student-athlete or department personal (e.g. automobile, airline accidents)
- Unknown medical anomalies (e.g. heart attack, stroke, sudden illness)
- Violent crime
- Suicide

Death/Disability/Quality of life altering injury 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 resulting in severely diminished mental capacity or neurologic injury resulting in an inability to perform daily functions (e.g. coma)
- Irrecoverable loss of speech, hearing (both ears) or sight; or both arms or both legs; or one arm and one leg
- Exertional Heat Stroke (EHS)

The following individuals are considered members of the Catastrophic Incident Management Team (CIMT) and should be notified as described in this policy in the event of a Catastrophic Incident (See phone tree for order):

- Director of Athletics: Terry Tumey
- Interim Deputy Director of Athletics: Meredith Jenkins
- Senior Associate AD for Sport Services/SWA: Carrie Coll
- Associate AD for Compliance & Student-Athlete Services: David Hall
- Assistant AD for Sports Medicine: Kelli Eberlein
- Head Team Physician: Eric Hanson
- Senior Associate AD for External Relations/Media: Frank Pucher
- Assistant AD for Internal Operations & Events: Matt Studwell
- Deputy Title IX Coordinator: Erin Boele
- University President: Joseph Castro
- Sport Administrator
- Sport Head Coach
- Sport Athletic Trainer
Immediate Action Plan Overview

- Immediate notification of your direct supervisor and the Director of Athletics or their designees.

- The Director of Athletics or designee will inform the University President and other members of the University Administration as necessary.

- The Director of Athletics or designee will inform the Athletic Department Catastrophic Incident Management Team and other appropriate personnel as necessary.

- Develop a Communication Plan (refer to duties list)
  - 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, department staff and other individuals involved in the incident that:
    - All communication with the media, student-athletes and Athletics Department will be coordinated through the Sr Associate Athletics Director for External Relations or a Fresno State spokesperson.
    - All information to be released must be approved by the appropriate CIMT member and cleared through the immediate family members.

- The Head Team Physician, Assistant AD for Sports Medicine, the Director of Athletics and/or their designees, along with other appropriate personnel, will proceed to the medical facility as soon as possible.

- Secure any or all available materials/equipment involved. If the equipment is something the student-athlete would wear or use, the medical staff will secure it, if not then Assistant AD for Events and Facilities will arrange its storage.

**Director of Athletics:** Terry Tumey  
**Deputy Director of Athletics:** Meredith Jenkins

- Notifies or is notified by Head Coach, Sports Administrator, Director of Sports Medicine of the incident;
- Notifies University President, other members of the University Administration and provides updates as necessary;
- Assemble the Catastrophic Incident Management Team;
- Designate a single point of contact within the Athletics Department;
- Assist with the notification of the student-athlete, coach and/or department team member’s family/next of kin of the incident;
- In conjunction with the CIMT, 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;
- Notifies Senior Athletics Staff;
- Notifies appropriate Public Safety official if necessary
- Directs statement to team at conclusion of event if appropriate;

**Assistant AD for Sports Medicine:** Kelli Eberlein  
*shared duties with Sr Associate AD Sport Services/SWA Carrie Coll*

- Notifies Director of Athletics, Deputy Director of Athletics, Head Team Physician & Sports Medicine Staff;
- Coordinates and assists with notification of parents or next of kin, and provides updates while they may be in route to site;
- Coordinate updates or elaboration on student-athletes condition with Head Team Physician for Director of Athletics and/or Deputy Director of Athletics;
- Notify Head Coach if incident occurs during non-athletic participation, or when coach may not be present;
- Coordinates, along with Head Team Physician, communication with any physicians involved in medical care;
- Provides any insurance information and/or pertinent health history information;
- Notifies counseling services through Sandra Carnahan at Avante Health, and makes immediate referrals/on-site help or sets up eventual referrals for team/support staff;
➢ Notifies Deputy Title IX Coordinator, Erin Boele, and fills out online form (Title IX Reporting online form) if the incident is violent crime involving an act of sexual misconduct, domestic violence, rape or sexual assault.

➢ Notifies International Student Services Program if S-A is International and translator is needed to contact Parent(s) / Guardian(s). To reach ISSP after hours, contact Campus Police. During regular business hours, contact Dr. Sarah Lam, Assistant Vice President for International Affairs at 278-2782

➢ Notifies NCAA Catastrophic Injury Service Insurance Carrier at appropriate time;

➢ Obtains appropriate releases to report Catastrophic Incident (if student-athlete) to NCAA Datalys Center

Head Team Physician: Eric Hanson

➢ Facilitate communication between caregivers and Assistant AD for Sports Medicine, Director of Athletics/Deputy Director of Athletics and family/next of kin;

➢ Helps coordinate medical information regarding incident and care, and/or possible transfer of student-athlete to CIMT;

➢ Communicate directly with medical personnel regarding the incident and provide direction and/or support as necessary;

Sr. Associate AD for External Relations: Frank Pucher

➢ Notifies Director of Athletic Communications;

➢ Notifies University Communications Director;

➢ Oversee and coordinate eventual media release with appropriate CIMT personnel. Assist with establishing that no release will be made until parents/next of kin are notified;

➢ Establish a meeting space at hospital facility if appropriate;

➢ Establish “no publicity” protection for student-athlete with hospital facility;

➢ Responsible for keeping all media at a safe distance from the meeting space and that they do not “harass” team or University personnel in or around the medical facility if applicable;

Associate Athletics Director for Compliance and Student-Athlete Services: David Hall

➢ Notifies Faculty Athletic Representative;

➢ Provide guidance regarding payment of incidental expenses and interpretive support relating to any NCAA regulations;

➢ Approve travel & lodging for parents/next of kin from SAF;

➢ Assist the Director of Athletics with any and all duties as needed and/or assigned and assumes the duties of the Director of Athletics/Deputy AD as needed and/or directed;

Sport Administrator

➢ Notify or is notified by the Director of Athletics, Deputy Director of Athletics, Head Coach, Assistant AD for Sports Medicine, 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/Deputy AD as needed and/or directed;

➢ Assist with notification of the injured individual’s family/next of kin of the incident and assists with maintaining communication with the coordinating travel plans as necessary;

➢ When appropriate, update team personnel as to the status of the injured individual(s), in conjunction with Sports Medicine personnel, the head coach, Athletic Communications personnel and the Director of Athletics and/or their designee;

➢ Assist with the coordination of travel, lodging, and meal arrangements for the team and other athletics department personnel;

➢ Communicate with the CIMT personnel and other University and/or law enforcement personnel as needed and/or directed;

Head Coach/Assistant Coaches/Director of Operations

➢ Notify or is notified by the Director of Athletics, Deputy Director of Athletics, Sport Administrator, Assistant AD for Sports Medicine, 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 the student-athletes and other team personnel;
- Assist with notification of the injured individual’s family/next of kin if appropriate;
- Assist the Director of Athletics/Deputy Director of Athletics with identifying a person to be with the family/next of kin at all times upon their arrival to assist the family as needed;
- When appropriate, update team personnel as to the status of the injured individual(s), in conjunction with Sports Medicine personnel, the head coach, Athletic Communications personnel and the Director of Athletics and/or their designee;

**Assistant AD for Internal Operations & Events:** Matt Studwell

- Notifies or is notified by Assistant AD for Sports Medicine
- Secure any or all available materials/equipment involved. If the equipment is something the student-athlete would wear or use, the medical staff will secure it, if not then Assistant AD for Internal Operations and Events will arrange its storage.

**Team Athletic Trainer**

- Assist the Assistant AD for Sports Medicine and/or Team Physician(s) with any and all duties as needed and/or assigned;
- Assist with the compilation of a detailed time line of events and a complete documentation of events from everyone involved in the incident;

**Criminal Circumstances (Accident, Assault, Homicide, Suicide) Public Safety**

- Director of Athletics is notified and/or notifies Public Safety immediately of catastrophic incident involving possible criminal activity. Director of Athletics or designee, follows CI plan as necessary based on type of incident
- Public Safety communicates with Fresno Police Department
- Public Safety communicates information as appropriate to initiate CI plan

**Away Contests-Coaches, Administrators and Staff Members**

- Immediately notify Director of Athletics and Assistant AD for Sports Medicine of CI
- Work with hospital, Sports Medicine Staff, Athletic Department or police to assist in the process and gather information to update the Director of Athletics and/or Assistant AD for Sports Medicine
- Coaching staff member or Administrator remains on site after team departs to coordinate communication and arrangements with Fresno State Athletic Department until relieved by a Fresno State Representative
- Athletic Trainer remains on site to assist with coordinating care as permitted

**Assistance to Visiting Team 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 CIMT 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.

Fresno State Sports Medicine personnel and/or a member of the Fresno State Department of Athletics should accompany the injured student-athlete to the medical facility with the injured student-athlete’s emergency medical information. The athletic trainer will not leave the contest unattended unless there is another athletic trainer on-site to continue coverage of all student-athletes. The Fresno State Sports Medicine staff member will initiate the Catastrophic Incident Plan. If the athletic trainer cannot go with the student-athlete, the designated staff member that accompanies the student-athlete will call back to the Fresno State Athletic Trainer with updates until the athletic trainer arrives at the facility.

**Post CI Summary**

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