

**University of Tennessee  
at Martin  
ATHLETIC DEPARTMENT**

**CATASTROPHIC  
INCIDENT  
GUIDELINE**

# **UNIVERSITY OF TENNESSEE AT MARTIN ATHLETIC DEPARTMENT CATASTROPHIC INCIDENT GUIDELINES**

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# **University of Tennessee at Martin**

## **ATHLETIC DEPARTMENT**

### **Catastrophic Incident Guidelines**

#### **I. INTRODUCTION AND DEFINITION OF CATASTROPHIC INCIDENT**

**The University of Tennessee at Martin 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**
  - **UTM-AD 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 University of Tennessee at Martin 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. Director of University Relations**
- 4. Sports Information Director**
- 5. Director of Risk Management, (alternate) Insurance Coordinator**
- 6. Additional personnel as deemed appropriate by CIMT**

## **III. IMMEDIATE ACTION PLAN**

**The following action plan provides guidelines to manage a catastrophic incident. While applying these steps, University of Tennessee at Martin 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 Sports information Director and/or the University of Tennessee at Martin Director of University Relations. All information deemed appropriate for release to the media will be determined by University of Tennessee at Martin Director of Athletics**

#### **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 University of Tennessee at Martin Athletic Department participation/travel:  
Head Athletic Trainer or Director of Athletics**
- **Non University of Tennessee at Martin Athletic Department activities:  
Director of Athletics**

**\*\*It is the Discretion of the Catastrophic Incident Management Team to determine the most suitable person or persons to notify family.**

#### **DIRECTOR OF ATHLETICS**

- **Notifies or is notified by Head Athletic Trainer of a catastrophic incident**
- **Notifies Chancellor**
- **Notifies Asst. Vice Chancellor/Director of Business Affairs who in turn enacts incident procedures for the University**
- **Notifies Director of University Relations**
- **Notifies Assistant Vice Chancellor of Finance and Administration**
- **Notifies additional athletic department administrative staff (All Assistant Directors of Athletics, Sports Information Director)**
- **Notifies Director of Public Safety**
- **In the event the CI is non-athletic, the Director of Athletics notifies Head Coach of Sport or is notified by Head Coach**
- **Notifies Vice Chancellor for Student Affairs**

## **HEAD ATHLETIC TRAINER**

- **Notifies Director of Athletics, Head Team Physician, Sports Medicine Staff, and Insurance Specialist**
- **Coordinates CIMT meeting in order to determine the most suitable person to notify the family**
- **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 Sports Information Director**
- **Along with Insurance Specialist, provides any insurance information**
- **Notifies counseling services**
- **Notifies NCAA Catastrophic Injury Service Insurance Carrier**
- **Notify University of Tennessee at Martin Insurance Carrier**
- **Enact any Catastrophic incident procedures for University of Tennessee at Martin Administration**
- **Work collaboratively with University of Tennessee at Martin Athletic Department to gather incident facts**
- **Communicate with University of Tennessee at Martin Legal Counsel- Bob Walker (865) 974-3245**
- **In the event of an incident involving a large number of student athletes or Athletic Department Staff—Head ATC should remove all medical files and divide among CIMT in order to notify ALL of the families (includes both injured and non injured)**

## **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**

## **UNIVERSITY OF TENNESSEE AT MARTIN ATHLETIC DEPARTMENT ADMINISTRATIVE STAFF**

- **Sports Information Director: coordinate any media release with the Director of Athletics, Head Team Physician, and Head Athletic Trainer along with the University of Tennessee at Martin Spokesperson. **NO RELEASE will be made until parents/guardians are informed.****
- **Assistant Director of Athletics for Administration: will coordinate any travel plans and housing for parents, staff, coaches or team**
- **Associate Director of Athletics/Development: have prepared statement cleared by the Director of University Relations for the University of Tennessee at Martin in order to answer any questions from donors**
- **Assistant Athletic Director of Compliance: will provide guidance regarding payment of incidental expenses and interpretive support relating to any NCAA regulations**

## **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 UTM Athletic Department**
- **Support Student-Athletes and facilitate CI Guidelines as outlined and provided on reference sheet**

## **INTERIM ASSISTANT VICE CHANCELLOR FOR STUDENT AFFAIRS**

- **Coordinate communication with Athletic Department and Student Affairs Activities**
- **Coordinate communication with Provost and Vice Chancellor for Academic Affairs**
- **Help facilitate efforts of Athletic Department, parent's office, counseling services and campus Catastrophic incident Stress Management Team (for counseling of team, coaches, staff)**
- **notifies professors of incident and impact on class/grades**

## **COUNSELING SERVICES**

- **Contact during business hours- 881-7720**
- **Counseling services will be coordinated as an immediate response to a catastrophic incidence**
- **After office hours emergencies-contact the Dept. of Public Safety at 7777 who can reach Counseling Services**
- **Activate Counseling Services to provide immediate grief counseling to student-athletes, coaches, and staff**
- **Provide any follow-up counseling post-incident to student-athletes**
- **Follow-up counseling for Coaches and staff members will be coordinated through the Employee Assistance Program**
- **Coordinate appropriate clergy with Interim Assistant Vice Chancellor of Student Affairs**

## **INSURANCE SPECIALIST**

- **Communicate health insurance procedure information as needed**
- **Coordinate insurance with University of Tennessee at Martin Risk Manager regarding non-sport related incidents through Athletic Department Insurance**

## **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 Martin Police Department**
- **Public Safety communicates information as appropriate to CIMT**



## **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 and Appropriate medical staff remains on site after team departs to coordinate communication and arrangements with University of Tennessee at Martin Administration until relieved by a University of Tennessee at Martin 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. The following people will prepare a summary chronicle:**
  - **Athletic Trainer involved**
  - **Campus/City Police Officer**
  - **CIMT Members**
  - **Any additional persons who witnessed and participated.**
- **This chronicle will be reviewed by the Catastrophic Incidence Management Team in order to review policies and guidelines.**

## VIII. PHONE NUMBERS

**\*UNIVERSITY OF TENNESSEE AT MARTIN TELEPHONE NUMBER PREFIX IS 881-EXT**

### University of Tennessee at Martin Catastrophic Incident Management Team (CIMT)

Name	Department	Ext	Home Phone	Cell Phone	Email
Phil Dane	Director of Athletics	7661	(731) 587-2605		pdane@utm.edu
Bart Belew	Assistant AD for Athletic Training	7689	(731) 587-3154	514-0071	bbelew@utm.edu
Bud Grimes	Director of University Relations	7615	(731) 587-4456		bgrimes@utm.edu
Joe Lofaro	Sports information Director	7632	(731) 588-0483		jlofaro@utm.edu

### University of Tennessee at Martin Administrative Staff

Name	Department	Ext	Home Phone	Cell Phone	Email
Danelle Fabianich	Assistant AD/Administration SWA	7663	(731) 587-0703	(731)225-6740	danellef@utm.edu
Bill Kaler	Assistant AD/Compliance	7662	(731) 885-0255		bkaler@utm.edu

### University of Tennessee at Martin Chancellor and Vice Chancellor

Name	Department	Ext	Home Phone	Cell Phone	Email
Dr. Tom Rakes	University Chancellor	7500	(731) 587-9010	(731) 588-5592	rakes@utm.edu
Dr. Jerald Ogg	Vice Chancellor for Academic Affairs	7010	(731) 587-4469		jogg@utm.edu
Al Hooten	Vice Chancellor for Finance and Administration	7800	(731) 588-5726		ahooten@utm.edu
David Belote	Assistant Vice Chancellor for Student Affairs	7526	(731) 587-9509		dbelote@utm.edu
Laura Foltz	Director of Business Affairs Risk Manager	1428			lfoltz@utm.edu

### University of Tennessee at Martin Support Staff and Services

<b>Name</b>	<b>Department</b>	<b>Ext.</b>	<b>Home Phone</b>	<b>Cell Phone</b>	<b>Email</b>
<b>Dr Jennifer Levy</b>	<b>Director of Counseling Center After Hours may be reached by contacting the Dept of Public Safety at 7777</b>	<b>7720</b>			<b>jlevy@utm.edu</b>
<b>Scott Robins</b>	<b>Director of Public Safety</b>	<b>7775</b>			<b>sdrobbins@utm.edu</b>
<b>UTM Public Safety</b>	<b>Emergency on campus Call 911</b>				
<b>Dr. Bradford Wright</b>	<b>Team Physician</b>	<b>(731) 427-7888</b>		<b>(731)394-8488</b>	
<b>Dr. Steve Houseworth</b>	<b>Team Physician</b>	<b>(731) 427-7888</b>		<b>(319)510-8009</b>	
<b>Dani Walker</b>	<b>Assistant Athletic Trainer</b>	<b>7679</b>		<b>(941) 538-8944</b>	<b>cdwalker@utm.edu</b>
<b>Nori Harada</b>	<b>Assistant Athletic Trainer</b>	<b>7679</b>		<b>(931) 217-7966</b>	<b>nharada@utm.edu</b>
<b>Nelson Davis</b>	<b>Assistant Athletic Trainer</b>	<b>7679/ 7426</b>		<b>(731) 819-0431</b>	<b>ndavis@utm.edu</b>
<b>Katherine Parsons</b>	<b>Assistant Athletic Trainer</b>	<b>7679</b>		<b>(205) 218-3217</b>	
	<b>Campus Ministry</b>		<b>To be determined by counseling services in coordination with Interim Asst. V. C. of Student Affairs</b>		

## **Legal Counsel**

<b>Bob Walker</b>	<b>(865) 974-3245</b>	
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## **NCAA Catastrophic Injury Service Line Phone Number**

<b>American Specialty Catastrophic Injury Service Line</b>	<b>800-245-2744</b>
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