THE COLLEGE OF WILLIAM AND MARY ATHLETIC DEPARTMENT
CATASTROPHIC EMERGENCY RESPONSE PLAN

I. OBJECTIVE
The purpose of the William and Mary Athletic Department Catastrophic Emergency Response Plan (CERP) is to formalize a step-wise process of the events that need to happen should a catastrophic medical emergency take place. The CERP will identify the people who will be involved in its implementation, along with their specific roles and duties, in order to facilitate the management of such situations in an efficient and organized manner.

Definition of Catastrophic Incident
The College of William and Mary will activate the CERP when the following incidents take place:

1. Sudden Death of a Student-Athlete, Coach, or Staff Member
   - death during competition, practice, or supervised conditioning
   - Death during travel
     a. W&M travel for the purpose of official competition regardless of season
     b. W&M travel for the purpose of official team function (team functions, community service/clinics, etc.)

2. Disability or Quality of Life Altering Injuries/Illness
   - Following conditional guidelines listed above for Sudden Death
   - Spinal cord injury resulting in any form of paralysis
   - Loss of a paired organ
   - Severe head injury whether open or closed
   - Injuries resulting in severely diminished mental capacity or other neurological injury that causes inability to perform normal daily functions
   - Irrecoverable loss of speech or hearing (both ear or eyes) or loss of function of both arms and both legs, or one arm and one leg

3. Travel and/or Athletic Injuries Requiring Hospital Stay
   - Any injury incurred in travel accidents that require hospital care (ie, concussions, broken limbs, lacerations requiring stitches, etc.)

II. CATASTROPHIC EMERGENCY RESPONSE TEAM
- Terry Driscoll – Director of Athletics
- Steve Cole - Associate Athletic Director, Internal Operations
- Michael Potter, MD - Team Physician
- Renee Cork - Assistant Athletic Director for Sports Medicine
- Pete Clawson- Senior Assistant Athletic Director, Public Affairs
- Dan Wakely - Assistant Athletic Director, Business Affairs
III. ANNUAL EDUCATION, REVIEW AND PREPARATION

- Assistant Athletic Director for Sports Medicine is responsible for implementing, monitoring and revising the plan on an annual basis.
- The Assistant Athletic Director for Sports Medicine will annually review the plan with all personnel at the first coaches/staff meeting.
- Head Coach to review the CERP plan and all contact numbers with team members prior to competition.
- Facilities and Operations Department to place in each department vehicle a listing of important contact phone numbers. Information should be posted in view of occupants.
- Sports Medicine to include a copy of the CERP Plan in the travel pack provided to each sport.
- Business Office to provide each commercial carrier providing services to the department with a copy of the plan and the contact information sheet.
- Campus Police provided with a copy of the CERP Plan for athletics and the appropriate contact information on an annual basis.
- Prior to each trip, the Head Coach must forward to the Business Office a Travel Itinerary which includes an accurate listing of the official travel party, the travel plans, hotel information and contact numbers for each segment of the trip.

IV. ACTION PLAN – INJURY DURING COMPETITION

- Coach and/or designee will accompany injured athlete to medical facility with CERP and insurance information.
  a. Designee is defined as an assistant coach. Head coach and athletic trainer will stay with team until competition is complete.
- When designee and athlete get to a medical facility, or the athlete is in the care of medical staff, designee will call the Assistant Athletic Director for Sports Medicine at:
  a. During Business Hours (Mon. –Fri. 8am-6pm): 757-221-3407
- Designee will stay with the athlete at the medical facility and wait for further instruction from the Assistant Athletic Director for Sports Medicine
- At the conclusion of competition, remaining athletic trainer and head coach will check-in with designee at hospital and make provisions for the well-being of the remaining team members.
- Coach /Designee will wait for instruction from the CERP Team.
V. ACTION PLAN – INJURY NOT AT COMPETITION SITE OR DURING TRANSIT

- The most senior member at the site is to assume the role of serving as the onsite point of contact. This would be the head coach, assistant coach if head coach is involved, other traveling staff member if not coaching member available, captains, senior, etc.
- First call 911. When help arrives work with attending personnel to provide information on the accident and to assure that those needing care are properly attended to. If possible:
  a. Designate one individual to secure insurance information and to accompany individuals taken to the hospital.
  b. Assure that all other travel party members are brought together and advise them on the need to stay together and to provide assistance as needed. All personnel should be advised to NOT make calls on their cell phone.
  c. Contact Campus Police or Renée Cork and provide them with the basics of incident, your location, and a cell phone number where you can be reached.
  d. If you are not able to secure a cell phone or if you cannot locate appropriate numbers, ask the attending officers to contact Campus Police and to provide to campus police a contact number for an onsite contact.
- Renée Cork to initiate a call to the scene to assess the situation and to determine and secure an onsite point of contact.
- The onsite point of contact is responsible for bringing all non injured personnel together and for maintaining an open line of communication with Renée Cork.
- Renée Cork to initiate the Plan and all duties follow as noted previously.
CERP TEAM PROCEDURES

1. Assistant Athletic Director for Sports Medicine receives call from designee that there is a catastrophic injury to a member of traveling party.

2. Assistant Athletic Director for Sports Medicine will gather following information:
   a. Who was injured?
   b. What happened?
   c. Location of event and medical facility injured person is taken to.

3. Assistant Athletic Director for Sports Medicine will initiate Response Team by contacting.
   a. Associate Athletic Director, Internal Operations – Steve Cole
   b. Assistant Athletic Director - Business – Dan Wakely
      i. Office: 757-221-3373 Cell: 757-561-1553
   c. Senior Assistant Athletic Director, Public Affairs – Pete Clawson
      i. Office: 757-221-3369, Cell: 757-869-9323

4. Associate Athletic Director, Internal Operations will contact the Director of Athletics

5. CERP Team will meet, evaluate available information and delegate appropriate assignments. One of the first issues of concern is whether to send an administrator to the site to assist with managing the situation.

6. Once student athlete is under appropriate medical care, CERP Team designee will make effort to contact injured person’s family.

7. After family has been notified and given consent, a statement put together by the CERP Team members, Director of Sports Information, College Public Relations Department, and onsite medical staff will be released.
   a. Any information concerning the situation may not be released until the student-athlete’s family, next of kin has been notified, has given their consent, and the Team Physician, The College of William & Mary President’s Office/ Legal Affairs(if applicable) and Director of Athletics and/or his designee have approved and authorized the statement.
   b. The Team Physician and the Director of Athletics and or/his designee, in consultation with medical personnel at the medical facility, the student-athlete’s family/next of kin, the College of William & Mary President’s office/Legal Counsel, and the College of William & Mary Public Relations will be the official spokesperson regarding the injured student-athlete and the emergency situation.
c. At no time is anyone besides the aforementioned personnel authorized to speak to anyone concerning the injured student-athlete and the emergency situation. CERP Team will determine what course of action to take with the team.

8. If team is to leave site immediately, the Associate Athletic Director Business will make necessary arrangements to get the team back to campus.

9. If the family of injured person needs to get to the site of the incident the Associate Athletic Director Business will help make necessary arrangements, as appropriate.

10. CERP Team will instruct the on site designee (Head Coach, Athletic Trainer or Administrator) of what to report to team on situation as well as procedure.

11. Head coach, athletic trainer, and administrator (where applicable) will gather team and after consulting with the CERP Team will provide the team members with pertinent information on the situation and the course of action going forward.

12. The Assistant Athletic Director for Sports Medicine will be responsible for contacting authorities at the medical facility and on the College of William & Mary campus for the purpose of arranging psychiatrists, psychologists, chaplains, grief counselors, etc for the use of all team and College personnel.

13. The Associate Athletic Director, Internal Operations and/or his designee will be responsible for the following:
   a. Compiling complete documentation of events from everyone involved in the incident with signatures
   b. Constructing a detailed time line of the events related to the incident; and
   c. Collecting and securing all equipment/materials involved in the incident.

VI. CERP TEAM RESPONSIBILITIES AND CHAIN OF COMMAND

Terry Driscoll – Athletic Director
1. Contacts and coordinates the event with the Office of the President and Vice President for Student Affairs.
2. Assists primary CERP team with all aspects of decision making.
3. Along with the Team Physician and in consultation with medical personnel at the medical facility, the student-athlete’s family/next of kin, the College of William & Mary President’s office/Legal Counsel, and the College of William & Mary Public Relations will be the official spokesperson regarding the injured student-athlete and the emergency situation.
4. Assumes responsibilities of Associate Athletic Director, Internal Operations if he/she travels to site of incident.
Steve Cole - Associate Athletic Director, Internal Operations
1. Responsible for overall implementation of CERP
2. Informs AD of the catastrophic emergency.
3. Ensures all key personnel are notified, tasks are assigned and monitors completion of all assigned tasks.
4. Provides the AD with appropriate updates and information.
5. Seeks council with Coordinator of Legal Affairs (Kiersten Boyce), as appropriate.
6. Compiling complete documentation of events from everyone involved in the incident with signatures
7. Constructing a detailed time line of the events related to the incident; and
8. Collecting and securing all equipment/ materials involved in the incident
9. Assumes responsibilities of the AD if he/she travels to site of incident.

Renée Cork - Assistant Athletic Director for Sports Medicine
1. Initiates CERP
2. Provides updates, if appropriate, to the CERT Team as warranted
3. Coordinates, along with the Team Physician (Dr. Potter), all medical support for emergency
4. Notifies the insurance company of occurrence of catastrophic injury
5. Notifies Sport Psychologist (Deidre Connelly) of incident
6. Assists with the coordination and arranging psychiatrists, psychologists, chaplains, grief counselors, etc for the use of all team and College personnel.
7. Assists with arrangements for follow-up care and/or rehabilitation for the injured student-athlete in conjunction with the family/next of kin, medical personnel at the medical facility, and Team Physician.
8. Assists in compiling complete documentation of events from everyone involved in the incident with signatures
9. Assists in constructing a detailed time line of the events related to the incident; and
10. Assists in collecting and securing all equipment/ materials involved in the incident.

Michael Potter - Team Physician
1. Communicates with medical personnel at the facility regarding the catastrophic incident
2. Along with the Director of Athletics and in consultation with medical personnel at the medical facility, the student-athlete’s family/next of kin, the College of William & Mary President’s office/Legal Counsel, and the College of William & Mary Public Relations will be the official spokesperson regarding the injured student-athlete and the emergency situation.
3. Assists with the coordination of for follow-up care and/or rehabilitation for the injured student-athlete in conjunction with the family/next of kin,
medical personnel at the medical facility, and Assistant Athletic Director for Sports Medicine
4. If appropriate, updates team personnel as to the status of the injured student-athlete, in conjunction with the head coach, the team’s athletic trainer, and the Director of athletics and/or his designee.

**College of William & Mary Head Coach**
1. If appropriate notifies the Assistant Athletic Director for Sports Medicine of the catastrophic incident and continues to provide updates as warranted.
2. Mandate that student-athletes and other team personnel not to discuss the catastrophic incident until cleared to do so
3. Support student-athletes and other team personnel
4. Assists the Associate Athletic Director in compiling complete documentation of events from everyone involved in the incident with signatures
5. Assists in constructing a detailed time line of the events related to the incident; and
6. Assists in collecting and securing all equipment/materials involved in the incident.

**Dan Wakely - Associate Athletics Director, Business Affairs**
1. Provides necessary arrangements and approval for expenditures
   a. Transportation
   b. Housing
   c. Meals
   d. Assists with the return travel for the injured student-athlete back to the College or other appropriate location in conjunction with the family or next of kin, medical personnel at the facility and Team Physician.

**VII. ADDITIONAL CERP PERSONNEL AND RESPONSIBILITIES**

**Pete Clawson – Senior Assistant Athletic Director, Public Affairs**
1. Coordinates and/or prepares media information as directed by the CERP Team.
2. Coordinates all information with The College of William and Mary Public Relations Department, as appropriate.

**Deidre Connelly – Sport Psychologist**
1. Contact authorities at the medical facility and on the College of William & Mary campus for the purpose of arranging psychiatrists, psychologists, chaplains, grief counselors, etc for the use of all team and College personnel
2. Assist with any follow-up post-incident counseling.
Claire Leatherwood – Director of Compliance
Provides guidance on all matters as they pertain to NCAA regulations

Jason Simms– Assistant Athletic Director, Academic Services
Coordinate all issues pertaining to the incident as they relate to academic progress

** All Athletic Administrators will be available to assist in process as assigned by CERP Team