



## **LFV ATHLETICS INCIDENT PROCEDURE & REPORT PROTOCOL For FLORIDA PALMS UNIVERSITY ATHLETIC DEPARTMENT**

The FLORIDA PALMS UNIVERSITY- ATHLETIC DEPARTMENT EMERGENCY ACTION PLAN, as well as the INCIDENT PROCEDURE & REPORT PROTOCOL are intended to provide direction for ATHLETIC STAFF in the field on how they should respond to emergencies. The first and most important role is for the ATHLETIC STAFF to ascertain scene safety and to identify any physical hazards that may be present. If possible, the hazard(s) should be removed. In the event that the scene cannot be made safe, the ATHLETIC STAFF will focus on not allowing anyone else to become injured or harmed and wait for external assistance from a first responder – Police, Fire, EMS. Once scene safety has been established, **ATHLETIC STAFF must Assess and Attend to injured athlete.**

### **INCIDENT RESPONSE TYPES**

While it is the intent that emergencies be responded to in as self-contained a manner as possible, it is recognized that there may be instances where outside assistance is required.

**Type 1 Response** It is anticipated that most injury evaluations will be Type 1. This is an accident where the ATHLETIC STAFF on the scene will be able to facilitate both first aid treatment and evacuation with personnel and materials that are within the group. This is a minor injury. The response is self-contained.

**Type 2 Response** Non Life Threatening. This is a non-emergent accident or injury with no major complications, manageable by ATHLETIC STAFF. MAY require external assistance for evacuation and transport OR at a later time for full recovery.

**Type 3 Response** Life Threatening. This is a severe, emergent accident or injury with or without complications that cannot be managed by ATHLETIC STAFF alone. REQUIRES external assistance from a first responder – Police, Fire, EMS.

**Type 4 Response** *This is a fatality.*

**ALL INCIDENTS MUST BE VERBALLY COMMUNICATED TO THE HEAD ATHLETIC TRAINER IMMEDIATELY.**

**Head Certified Athletic Trainer ~  
Mark Perez, MS, ATC, LAT  
Cell 305-781-4751**

**ALL TYPE 2, 3, 4 INCIDENTS MUST BE VERBALLY COMMUNICATED TO THE ATHLETIC DIRECTOR IMMEDIATELY AND DOCUMENTED IN THE INCIDENT REPORT WITHIN 48 HOURS OF THE INCIDENT.**

# RESPONSE PROTOCOL

**TYPE 1.** ATHLETIC STAFF Assesses and Attends to Athlete immediately. This is a minor injury; self-contained event. Athlete is able to exit the field with minimal or no assistance.

Incident is reported to ATHLETIC TRAINER immediately.

**TYPE 2. Non Life Threatening.** ATHLETIC STAFF Assesses and Attends to Athlete immediately. Athlete is in a normal state of mind. ATHLETIC STAFF manages initial treatment. NON-EMERGENT EVENT that may require continuous period of surveillance. No additional external assistance is required at the time of incident [it may be required for transport or at a later time for full recovery].

**IF ATHLETIC TRAINER IS NOT AVAILABLE AND YOU'RE IN DOUBT - CALL 911**

Incident is reported to ATHLETIC TRAINER AND ATHLETIC DIRECTOR immediately.

**INCIDENT MAY BE REPORTED TO INSURANCE COMPANY.**

**TYPE 3. Life Threatening.** ATHLETIC STAFF Assesses Athlete and immediately determines this is an EMERGENT EVENT and additional assistance is required from a first responders for treatment and/or transportation - – Police, Fire, EMS.

**CALL 911**

Incident is reported to ATHLETIC TRAINER AND ATHLETIC DIRECTOR immediately.

**INCIDENT WILL BE REPORTED TO INSURANCE COMPANY.**

**TYPE 4. Fatality.** ATHLETIC STAFF contacts and reports incident to the closest police department. The Athlete should not be moved from the accident site until authorized by the coroner or police.

**CALL 911**

Incident is reported to ATHLETIC TRAINER AND ATHLETIC DIRECTOR immediately.

**INCIDENT WILL BE REPORTED TO INSURANCE COMPANY.**

**ALL INCIDENTS MUST BE VERBALLY COMMUNICATED TO THE HEAD ATHLETIC TRAINER IMMEDIATELY.**

**ALL TYPE 2, 3, 4 INCIDENTS MUST BE VERBALLY COMMUNICATED TO THE ATHLETIC DIRECTOR IMMEDIATELY AND DOCUMENTED IN THE INCIDENT REPORT WITHIN 48 HOURS OF THE INCIDENT.**

**ATHLETIC STAFF may include any of the following**

- Certified Athletic Trainer
- Head Coach
- Assistant Coach
- Administrative Staff

Acute care in an emergency situation should be provided by the most qualified individual on the scene. In most instances, this role will be assumed by the Certified Athletic Trainer. The Certified Athletic Trainer should always be attentive to on-field action to identify the mechanism of injury.

# INCIDENT REPORT

Please complete report and forward within 48 hours after an incident has occurred.

Date of Incident:	Date Report Completed:
Person completing Report:	Title of Person completing Report:

**OPERATOR/COMPANY/LOCATION -**

Operator/Company Name:		
Activity:	Business #	
Address:	Mobile #	
	Fax #	
	Email	

**INJURED PARTY INFORMATION -**

Name:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Address:	Mobile #	
	Home #	
	Date of Birth:	

**INCIDENT DESCRIPTION -**

Objective description of incident:

**INJURY TREATMENT INFORMATION -**

Injury / Signs / Symptoms	Treatment

**WITNESS –**

Name:	Mobile #:	Home #
Address:		

**WITNESS –**

Name:	Mobile #:	Home #
Address:		

**ATTACHMENTS -**

<input type="checkbox"/> Waiver <input type="checkbox"/> Witness Statement <input type="checkbox"/> Photographs of incident site <input type="checkbox"/> Diagram of incident site <input type="checkbox"/> Police Report
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**Please complete report and forward within 48 hours after an incident has occurred to :**

**Mariana Santora – Florida Palms University– Athletic Director**

**Cell 252-917-1557**

**Office 786-850-2250**

**[mariana.athletics@atlantisuniversity.edu](mailto:mariana.athletics@atlantisuniversity.edu)**

**Other Emergency Contacts**

**Fernando Valenzuela – VP of Athletics**

**Cell 561-901-8699**

**Office 786-850-2250**

**Pablo Godoy – Assistant Athletic Director**

**Cell 954-678-8380**

**Office 786-850-2250**