

**SPECIAL OLYMPICS MICHIGAN
REPORTING ACTION STEPS GUIDE FOR
ACCIDENT / INJURY**

In the event of an incident, follow the guidelines below, keeping everyone involved as possible throughout.

1. Assess the situation and remove all unnecessary individuals from the area. Only essential personnel should be present.
2. Appoint others to keep the area clear.
3. Appoint a person(s) to stay with the individual(s) involved at all times. Instruct the volunteer(s) to not render any treatment beyond his/her training. Do not move an injured individual unless he/she is in immediate danger.
4. Determine if medical support (on site or ambulance) needs to be contacted. If yes, do so immediately. Have athlete medical

5. Determine if Law Enforcement needs to be contacted. If yes, determine whether 911 or the local non-emergency number should be used.

(local non-emergency #)

6. If a family member/guardian/friend cannot accompany the athlete/volunteer to the hospital, either stay with the athlete or appoint someone to go until a family member/guardian/friend can arrive.

7. Contact your Area Director.

(Area Director name & #)

In the event of a serious incident or crisis immediately contact the **Special Olympics Michigan State office, 1-800-644-6404**. Explain the situation, and SOMI will start coordinating any assistance needed.

8. You or your Area Director should contact the appropriate family/guardian of the athlete/volunteer, and apprise them of the situation.

9. Cooperate with medical personnel and/or Law Enforcement in completing necessary paperwork and SOMI's First Report of Accident/Incident form.

10. In the event of media presence, please refer all media calls to **Aaron Mills**.

11. Once the incident/crisis is over and the athlete(s)/volunteer(s) involved have all been released to their own supervision or the supervision of others, call the state office, the appropriate family/guardian of the athlete(s)/volunteer(s), and your Area Director and apprise all of status.

12. Complete the First Report of Accident / Incident form and fax to the SOMI state office at 1-989-774-3034 within 24 hours. (You can also scan and send to Heidi at heidi.alexander@cmich.edu).

Insurance Questions: 1-800-644-6404 and ask for Heidi.

**SPECIAL OLYMPICS MICHIGAN
REPORTING BEHAVIOR ISSUES**

In the event of a behavior issue, follow the guidelines below.

1. If there has been an injury to someone and it requires medical attention, or if there is a threat of violence, call 911. Make sure to complete the First Report of Accident/Injury form if someone is hurt or there is destruction of property.
2. Complete the Misconduct or Inappropriate Behavior report form. Call the state office at 1-800-644-6404 to report.

3. Depending on the nature of the situation / behavior, the athlete or volunteer may be suspended or even arrested.
4. If the behavior is a lessor offense, the Area Director will meet with the athlete, review the Athlete Code of Conduct, and the athlete needs to sign it. The Area Director will communicate any disciplinary actions to the athlete and his/her parent/guardian.
5. For behaviors that warrant a suspension, the state office will communicate this in writing to the coach/volunteer/athlete.

**SPECIAL OLYMPICS MICHIGAN
REPORTING ABUSE/NEGLECT**

All "A" volunteers and SOMI employees are mandatory reporters of any suspected abuse. In the event of suspected abuse, please follow the steps below.

1. You are required to report suspected abuse/neglect by calling the Michigan Department of Health & Human Services at (855) 444-3911 or 911 for local law enforcement. You must give a verbal report within 24 hours and/or a written report within 72 hours.
2. Complete the Misconduct or Inappropriate Behavior report form. Call the state office at 1-800-644-6404 to report within 24 hours.

HELPFUL NUMBERS TO CALL:

Area Director: _____

State Office at 1-800-644-6404.

Michigan Department of Health & Human Services 1-855-444-3911 (24 hour hotline, 7 days a week) or go to www.michigan.gov/mdhhs

For more resources, go to www.somi.org