

Pre-Event Medical Meeting Template

Event _____ Event Location _____
Event Date _____ Event Time _____ AM/PM
Briefing Location _____ Briefing Time _____ AM/PM

Participants *(revise as necessary)*

- | | |
|---|--|
| <input type="checkbox"/> Home Team Athletic Trainer(s) | <input type="checkbox"/> Fire/EMS Personnel |
| <input type="checkbox"/> Home Team Physician(s) | <input type="checkbox"/> Law Enforcement/Security personnel |
| <input type="checkbox"/> Visiting Team Athletic Trainer(s) | <input type="checkbox"/> Venue/Event/Game Management Personnel |
| <input type="checkbox"/> Visiting Team Physician(s) | <input type="checkbox"/> School/League Administration |
| <input type="checkbox"/> Event/Host Athletic Trainer(s) | <input type="checkbox"/> Game Officials |
| <input type="checkbox"/> Event/Host Physician(s) | <input type="checkbox"/> AT Spotter(s) |
| <input type="checkbox"/> Visiting Team Medical Liaison (VTML) personnel | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> X-ray or other unaffiliated medical personnel | <input type="checkbox"/> Other _____ |

Preferred Method of Communication & Secondary/Back-Up Method of Communication *(indicate preferences)*

- | | |
|---|--|
| <ul style="list-style-type: none">• Cell Phone/Landline• Two-Way Radio Channels<ul style="list-style-type: none">○ Event/Gameday Medical (ATs, MDs, etc.)○ Event Management○ Administration○ Fire/EMS○ Law Enforcement○ Other | Hand Signals <ul style="list-style-type: none">○ ALL CALL (overhead X)○ Cart○ Splints/Immobilization○ Physician○ Other |
|---|--|

Designated Responders

- Event participants (players, coaches, officials)
- Spirit Team/Band
- Spectators
- Other

Sample Script

- Introductions/Contact Information/Event Locations**
 - Exchange of contact information
 - Exchange of rosters/medical alert information with medical personnel
 - Where will personnel be located during the event?
 - How to reach various personnel?
- Communication**
 - **"All Call"** Signal
 - Other hand signals (if applicable)
 - Two-way Radio and/or cell phone communication
 - Medical time out communication/procedures (if applicable)
 - **"Close the Loop"** (if applicable)



Sample Script continued

- Environmental**
 - Weather forecast
 - Severe weather plans/environmental concerns (*i.e., lightning, storms, heat/cold, wind, etc.*)
 - Safe shelter location(s)
- Access Routes**
 - Emergency access Routes/"Wait" locations (primary; secondary; tertiary)
 - Aero medical landing zone (if applicable)
- Field/Court/Stands Evacuation Procedures**
- Medical Facilities**
 - "Quiet Room" location for evaluation
 - Nearest hospital
 - Trauma center, other specialty hospital(s)
 - X-Ray, Pharmacy
- Role Delineation**
 - **Team leader**
 - Airway management
 - Primary/secondary response team roles // "Pit Crew" resuscitation roles
 - Visiting team medical liaison
 - Designated responder(s) for cheerleading/dance, band, spectators
 - Designated responder(s) for family member(s)
- Emergency Equipment (availability; location)**
 - AED Location(s)
 - Resuscitation/Airway equipment (*i.e. oxygen, BVM, OPA/NPA, SGA, suction, pulse oximetry, etc.*)
 - Hemorrhage control equipment/supplies
 - Exertional heat illness equipment (*i.e. rectal thermometer, CWI modality, ice, water, sheet, tarp, etc.*)
 - Splints/Immobilization equipment
 - Spinal motion restriction equipment
 - Mechanical CPR equipment (if applicable)
 - Equipment-laden athlete specific equipment
 - Medical emergency equipment (*i.e. Epipen, asthma emergency, Narcan, diabetic emergency, etc.*)
 - Biohazard equipment/supplies
 - Wheelchair
 - Injury transport vehicle
- Emergency Protocols**
 - Cardiac Arrest/Airway/Resuscitation procedures
 - Spinal motion restriction techniques/procedures
 - Equipment-laden athlete management
 - Exertional heat injury management
 - Cold weather emergency management
 - Medical emergency management (*i.e. seizures, anaphylaxis, diabetic, asthma, internal, etc.*)
 - Fracture management
 - Multiple athlete scenarios
 - Mental health emergency
 - Severe Weather
 - Crisis management/incident command system (ICS) protocols
- Other issues that could potentially impact the emergency action plan** (*i.e., construction, crowd, traffic, other events, etc.*)
- Miscellaneous**
- Questions/Concerns**