

## Event Medical Plan Template

Use this form as a guide to creating your Event Medical Plan. Please see the [Health, Safety, and Liability Guidelines](#) for details regarding event-specific requirements. Event Managers of USA Ultimate events are required to communicate the following medical/safety plan to team contacts prior to the event and have a copy available on site at the medical area.

### Staffing

1. Every USA Ultimate event requires a Medical Contact (MC). The Medical Contact must be 25 or older, must know how to get to the nearest hospital and must be able to call 911 immediately if needed. List the name and phone number of your Medical Contact for your event:

Name: Michelle Ng Phone: 415-215-0903

2. Based on the size, field layout, and other event characteristics, what medical staffing level is required for your event (refer to Medical Staff Requirements chart)?

D

3. What medical services will be provided at the event?

ATC will be on site

4. Where will the designated medical area be located at the event? See field map in captains' packet

### Information for the Closest Medical Facility

5. Name, address, and phone number of the nearest hospital or emergency medical facility:

Name: Florida Hospital Apopka Phone: 407-889-1000

Address: 201 North Park Avenue, Apopka, FL 32703

6. List the directions to the nearest hospital or emergency medical facility:

1. Head SE on Jason Dwelley Pkwy toward Recreation Way (0.8 miles)
2. Turn left onto W Ponkan Rd (0.9 miles)
3. Take the 1<sup>st</sup> right onto Vick Rd (1.3 miles)
4. Turn left on to W Welch Rd (1.0 miles)
5. Turn right onto Rock Springs Rd (0.4 miles)
6. Continue onto N Park Ave. Destination will be on the left (1.4 miles)

7. What is the emergency response time to the fields?

Exact response time unknown

8. What is the ambulance access to the fields?

Ambulance will have direct access to parking lots adjacent to the fields

### Communication

9. How can teams best access the medical personnel (phone number, radio, other)?

Phone

10. Who will make the call to modify the event for weather or temperature related reasons?

Michelle Ng and Lily Moline (event organizers)

11. How will event staff communicate with teams regarding weather, emergencies or changes to the schedule?

Email, Twitter, and phone

### Inclement Weather Plan Template

Use this form as a guide to creating your Inclement Weather Plan. Please see the [Health, Safety, and Liability Guidelines](#) for details regarding event-specific requirements. Event Managers of USA Ultimate events are required to communicate the following plan to team contacts prior to the event and have a copy available on site at the medical area.

#### Staffing/Decision-Making

1. It is critical that the facility owner/manager is involved in decision-making about field use and weather conditions. Please describe the field site's inclement weather policy and decision-making process. If you have a backup field site, also outline their weather policy.  
Possibility of relocating tournament to other facilities owned by the same entity or using backup turf fields; contingency plans will have to be confirmed in the days leading up to the event
2. Who will make the call to modify the event for field condition, weather, or temperature-related reasons (event organizer, facility staff, medical staff, other)?  
Event organizer and facility staff

#### Information

3. Is there a backup field site? If so, where is it? If not, what is the plan if the fields are not useable?  
Not confirmed. Further directions will be provided if a backup field site is needed. If the fields are not useable and the backup sites cannot be confirmed, the event will be cancelled.
4. Describe the back-up plan.  
In the event that inclement weather is predicted, the event organizers will communicate with the facility staff daily. Information will be communicated to teams via email. If there are < 12 hours before the event, teams will also be notified via Twitter and phone.
5. Is there an alternate date that can be used? If so, what is it? If not, what is the plan if the fields are not usable?  
No, there is not an alternate date for the event. If the fields are not usable, the event will be cancelled.
6. In general, can schedule adjustments be made during the event? What kind of adjustments will be used (shorter rounds, earlier/later start/end times, adjusted format, etc.)?  
Yes. Shorter rounds, earlier / later start / end times, and adjusted format are all possibilities.

#### Communication

7. Prior to the event, how and when will teams be notified of the back-up plan?  
Email and Twitter
8. If the back-up plan is implemented prior to or during the event, how will event staff communicate with teams regarding weather, emergencies or changes to the event location and/or schedule?  
Email, Twitter, and phone
9. Do you have a phone contact for each team?  Yes  No
10. In addition to direct communication with teams, list other ways you will use to broadcast information about event field/schedule changes to participants, event staff, and other general public? Twitter

In addition to notifying teams, event staff, and the general public about changes it is critical that you also notify USA Ultimate staff of any changes to your event's location or dates. For Championship Series events, it is also required that format or schedule changes be cleared by the appropriate USA Ultimate staff.