## Event Medical Plan Template

Use this form as a guide to creating your Event Medical Plan. Please see the [Health, Safety, and Liability Guidelines](http://www.usaultimate.org/resources/organizer_resources/health_safety_and_liability_requirements.aspx) 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: Ashley Shelor Phone: (281) 217-1884
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)?   
   Category B
3. What medical services will be provided at the event?   
   EMS
4. Where will the designated medical area be located at the event? Tournament Central

**Information for the Closest Medical Facility**

1. Name, address, and phone number of the nearest hospital or emergency medical facility:  
     
   Name: Methodist Hospital Emergency Services Phone: (713) 394-6000  
     
   Address: 6565 Fannin St., Houston TX, 77030
2. List the directions to the nearest hospital or emergency medical facility:

* Go down Alumni Drive
* Turn left onto Main Street
* Turn right onto Cambridge Street
* Turn right onto Fannin Street
* Destination will be on the left

1. What is the emergency response time to the fields?   
   <10 min.
2. What is the ambulance access to the fields?   
   Very accessible

**Communication**

1. How can teams best access the medical personnel (phone number, radio, other)?   
   Phone number
2. Who will make the call to modify the event for weather or temperature related reasons?   
   Dave Broadstone
3. How will event staff communicate with teams regarding weather, emergencies or changes to the schedule? By email and by phone number

## Inclement Weather Plan Template

Use this form as a guide to creating your Inclement Weather Plan. Please see the [Health, Safety, and Liability Guidelines](http://www.usaultimate.org/resources/organizer_resources/health_safety_and_liability_requirements.aspx) 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.   
   Dave Broadstone is the assistant director for student development and club sports. He is in charge of making decisions regarding playing and weather conditions. The policy allows for play in the rain and absolute stoppage of play at any signs of thunder.
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)?   
   Tournament Directors

**Information**

1. Is there a backup field site? If so, where is it? If not, what is the plan if the fields are not useable?   
   George Bush Park
2. Describe the back-up plan.   
   In the event of severe weather, we will relocate to George Bush Park soccer complex.
3. 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.
4. 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. Rounds can be shorter and start times can be earlier.

**Communication**

1. Prior to the event, how and when will teams be notified of the back-up plan?   
   Via email
2. 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?

Via email and phone

1. Do you have a phone contact for each team?  Yes  No
2. 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?   
   On the USAU website, 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.