## 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:       Phone:
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)?
1 ATC
3. What medical services will be provided at the event?
Athletic Training and basic first aid, AED.
4. Where will the designated medical area be located at the event?
By the bathrooms in the main field office.

**Information for the Closest Medical Facility**

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

Name: Tallahassee Memorial Hospital Phone: (850) 431-1155

Address: 1300 Miccosukee Rd, Tallahassee, FL 32308
2. List the directions to the nearest hospital or emergency medical facility:

Head south on Eisenhower St toward Tyson Rd

54 s (0.4 mi)

Continue on W Orange Ave. Take Lake Bradford Rd and W Gaines St to Marys Dr

17 min (6.6 mi)

Turn left onto Marys Dr

1 min (0.5 mi)

Turn left onto Miccosukee Rd

1. What is the emergency response time to the fields?
15 minutes
2. What is the ambulance access to the fields?
Fully accessible

**Communication**

1. How can teams best access the medical personnel (phone number, radio, other)?
Medical personnel will have intra-radio communication and a golf cart to monitor the fields
2. Who will make the call to modify the event for weather or temperature related reasons?
Cole Friedes
3. How will event staff communicate with teams regarding weather, emergencies or changes to the schedule?
Email and twitter

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.
The fields are OK to play in during the rain unless the rain beings to pool and create puddles as this will ruin the fields. If lightning is seen or thunder is heard, a 30 minute break must be taken until the storm is no longer in the area.
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)?
Cole Friedes, event organizer

**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?
No back up fields. Reschedule tournament to following weekend.
2. Describe the back-up plan.
The fields would have to be closed and the tournament would be rescheduled.
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?
An alternate available field site would have to be used and discovered through the city of Tallahassee.
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.)?
shorter rounds and adjusted start and end times may apply.

**Communication**

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

Email, twitter, and phone calls to facility staff

1. Do you have a phone contact for each team? [ ]  Yes [ ] x 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?
Our tournament is posted on the public Tallahassee calendar and is also promoted on facebook, twitter, and email

[ ]  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.