



PRE-ACTIVITY TIMEOUT MEETING

PURPOSE: This meeting is essential to ensure awareness of event specific, participant health and safety procedures. This meeting should take place prior to the start of the first contest of the day or at a time designated by the host school administration if multiple contests are taking place in one day. The ideal time for this meeting will depend upon the activity. The meeting should be facilitated by host school administration or event management.

Date:

Event:

Meeting Location:

Meeting Time:

AGENDA

- **Introductions**

School Administration/Site Director/AD
Event Medical Personnel: ATC, Physician, EMS
Contest Officials*
Coaches for each team*
Weather Decision (who, MIAA Rule)
Event Security
Others

* The availability of officials and coaches to attend this meeting will be time and activity dependent. It is recommended the meeting be held when at least one contest official and one coach from each participating school can be present. If a participating school does not have an administrator on site to attend this meeting, a coach from that school should be present.

- **Location of host school administration during contest:**

- **Location of host medical personnel during contest:**

- **Who will call 911?**

Other EAP numbers
Landline if necessary – location
Other Communication plan/devices

- **Emergency transport information**

Ambulance on site: Yes/No
Ambulance/Emergency vehicle entrance/exit location :
Locked gates/Unlocked gates
Ambulance delivers to which designated hospital(s):

- **Venue and equipment**

AED location(s):
Who will get AED:
Cold tub/cooling equip. location:
Other equipment (splints, etc.)
Cart available for injured athlete transport: Yes/No Location:
Severe weather team evacuation location: (Precautions/Shelter)
Severe weather fan evacuation location: (Precautions/Shelter)

- **Identify special events/concerns related to event:**