**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

Event Medical Personnel

Contest Officials\*

Coaches\*

Weather Monitor

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:**
* **Emergency transport information**

Ambulance on site: Yes/No

Ambulance/Emergency vehicle entrance/exit location :

Ambulance delivers to which local hospital(s):

* **Venue and equipment**

AED location(s):

Cold tub/cooling equip. location:

Cart available for injured athlete transport: Yes/No Location:

Will protective equipment be removed prior to transport with suspected head/neck/spine injury?

Yes/No

Severe weather team evacuation location:

Severe weather fan evacuation location:

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