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# MSHSAA PRE-EVENT/CONTEST MEDICAL MEETING

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## Pre-Event/Contest Medical Meeting (Medical Timeout)

The Pre-event/Contest Medical Meeting (PEMM), which is also known as a Medical Timeout, is designed to coordinate the response of all parties with an interest in athlete and spectator safety at an event. This meeting should happen prior to each athletic event and at each venue when home games are held. The meeting is coordinated by the home team administrator but can be delegated to the Athletic Trainer or other qualified medical personnel.

Each school and each venue will require different information for the PEMM. The guide below is a recommendation for the personnel involved and the information discussed. Each school should consider the personnel and information that applies to their situation.

### Who should attend?

- On-site Administrators for both schools
- Medical personnel for both schools including but not limited to Athletic Trainers, Physicians
- Game Officials
- Resource Officer, security, or other law enforcement if present
- EMS personnel, if present
- Coaches with medical training or who are designated as a part of the Emergency Action Plan (EAP).
- Other personnel with an interest in athlete and spectator safety at the event

### Timing

- The best time for this meeting is dependent on the school, the event, and the venue. Typically, 30 minutes prior to the start of the event is ideal. The meeting time should be set in advance and the invitation should include the personnel above if they are present at the event.
- The PEMM should be approximately 5 to 10 minutes in duration.

### Points of Discussion

Points of discussion include the list below. The list is not comprehensive and should be adapted to each school, venue, and event.

1. Introduction of all members present and their role
  - a. Who are the administrators?
  - b. Is there an Athletic Trainer or other qualified medical professional on-site?
2. Is there an Emergency Action Plan (EAP) for the venue?
3. Location of AED
4. Location of other emergency equipment including spine board, face mask removal tool, oxygen, etc. if present or applicable
  - a. If equipment is worn i.e., football, who has practiced equipment removal?
5. Is EMS on-site? Is EMS dedicated to the game or on-call?
6. Plans for EMS access to campus facilities including clear route of travel on campus, gate access, parking
7. Plans for EMS access to specific venue including gates, doors, elevators if applicable

8. Communication
  - a. Cell #s for applicable personnel
  - b. Radio-channels for communication
  - c. Hand signals to summon EMS
9. Environmental Concerns including lightning, heat, tornado, other
  - a. Heat: where is the WBGT located? If the ambient temperature is above 80 degrees, is a cold water immersion tub or alternative available and where is it located? Cool first, transport second.
  - b. Lightning: who monitors? Does PA have script for athletes, spectators to leave the area (field, pool, etc.) or the stands if applicable? Where is safe location?
  - c. Tornado: Where is the shelter area?
10. Active shooter and/or Mass Casualty responses including triage location
11. Which hospital will EMS transport to in event of catastrophic or critical injury? In event of mass casualty response?
12. Additional questions or concerns

### **Resources / References**

1. National Athletic Trainers' Association Official Statement on Athletic Health Care Provider "Time Outs" Before Athletic Events, 2012. Accessed at <https://www.nata.org/sites/default/files/timeout.pdf>.
2. Medical Time-out Important Part of Emergency Action Plan, 2018, Accessed at <https://www.nfhs.org/articles/medical-time-out-important-part-of-emergency-action-plan>
3. Courson R, Ellis J, Herring SA, et al. Best Practices and Current Care Concepts in Prehospital Care of the Spine Injured Athlete in American Tackle Football. J Ath Train. 2020; 55(6):545-562.

### **FAQ**

**1. If there are multiple events on campus, should each event have a Pre-event Medical Meeting?**

Each venue or game site should have a Pre-event Medical Meeting (PEMM). For example, if volleyball and softball are both playing, each site should have a separate meeting. Softball should have a PEMM that is specific to that site and volleyball should have a PEMM specific to their site. There is no need for a meeting prior to all levels of play. The PEMM should happen prior to the first level of play for each sport. For example, if 9<sup>th</sup>, JV, and Varsity are playing, the PEMM should happen prior to the first level of competition on that day.

**CARD – See below a sample PEMM card that can be used as a guiding document for a Pre-event Medical Planning Meeting.**

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**Venue Name:**

**Venue Address:**

A map of the venue can be included below or on the back to assist with response.

Home Team	Visiting Team	
Administrator	Administrator	<input type="checkbox"/> Role of Team Members <input type="checkbox"/> EAP <input type="checkbox"/> Location of Emergency Equipment <ul style="list-style-type: none"> <li>• AED</li> <li>• Other</li> </ul> <input type="checkbox"/> Critical/Catastrophic Injury Procedures including Spine Injured and EMS Access <input type="checkbox"/> Environmental Concerns <ul style="list-style-type: none"> <li>• Heat</li> <li>• Lightening</li> <li>• Other</li> </ul> <input type="checkbox"/> Other:
Cell #	Cell #	
Athletic Trainer Name	Athletic Trainer Name	
Cell #	Cell #	
Physician Name	Physician Name	
Cell #	Cell #	
Other:	Other:	

EMS and Police (Emergency dial 911)	Hand Signals
Police Non-Emergency #: Fire Non-Emergency #: EMS Non-Emergency #:	ACLS to field
EMS Access to facility: EMS Access to field: Other:	Spine Immobilization
Hospital: Address: Phone #:	Other