



# EVENT MEDICAL PLAN AND CHECKLIST

## PLANNING FOR MEDICAL EMERGENCIES

Competitive bicycling can be a very exciting and fast-paced sport full of action, thrills and even spills. In planning an event, event directors and their staffs must consider not only how they will handle minor injuries such as cuts and bruises, but also major catastrophic injuries that will require full attention from trained medical personnel.

In the planning process for any event, time must be spent considering medical emergencies. Will there be trained Emergency Medical Technicians, doctors and an ambulance on site? Or, will the event rely on First Aid administered by volunteers or staff? How far is the hospital? Is there air ambulance service available? Can emergency vehicles reach all points on the course? These are only a few questions that should be carefully considered in the development of a full medical plan that can be on site and referred to in an emergency.

At an event, designate one staff member as the medical coordinator. This person will be responsible for the implementation of the medical plan and oversee any emergency evacuations. Medical plans should cover all participants, spectators and staff and cover all days of the event, including any officially designated practice days. **Any occurrences at an event, no matter how seemingly minor, should be noted on a USA Cycling First Report of Occurrence and submitted to USA Cycling with your post event materials.**

**USA Cycling encourages event directors and organizers to use this form for designing a medical and event emergency plan. Organizers are welcome to add additional information if necessary. Please keep a copy of this list on hand at your event for reference in an emergency.**



## EVENT MEDICAL PLAN

**EVENT** \_\_\_\_\_ **DATE** \_\_\_\_\_

1. Will there be an EMT or ambulance on site?  Yes  No  
If not on site, how will emergency medical staff be notified?  
 Pay Phone  Cell Phone  Radio  Other: \_\_\_\_\_
2. Are there event staff or certified volunteers with Red Cross First Aid training?  Yes  No  
If yes, what training?  Basic  Advanced - Identify staff: \_\_\_\_\_
3. Is there a First Aid kit on site?  Yes  No
4. Will police or security services be on site?  Yes  No
5. Will emergency medical staff at event site be clearly identified?  Yes  No
6. First aid and emergency medical stations identified?  Yes  No
7. Does course design allow easy access for emergency vehicles?  Yes  No
8. Describe emergency medical transportation? \_\_\_\_\_
9. City/Location of nearest hospital: \_\_\_\_\_
10. Distance from event:  Miles  Minutes
11. Has hospital been notified of the event?  Yes  No
12. Is emergency air transportation available?  Yes  No  
Response time:  Minutes
13. How will air transport be notified?  Phone  Radio  EMT
14. What is the plan for suspending or postponing the event if a serious injury occurs?  
\_\_\_\_\_
15. Who will compile and submit USA Cycling First Reports of Occurrence for all injuries at the event to the Chief Referee?  
 Event Director  EMT/Medical Staff  Other (specify): \_\_\_\_\_

### NOTES:

HOSPITAL PHONE NUMBER: \_\_\_\_\_

AMBULANCE PHONE NUMBER: \_\_\_\_\_

POLICE/SHERIFF PHONE NUMBER: \_\_\_\_\_

FEDERAL INSURANCE COMPANY: PHONE 1-800-252-4670, FAX 1-800-300-2538

ADDITIONAL INFORMATION:  
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