

## Attendees

- Tournament Manager – Chair
- Tournament Manager Assistants/Field Marshalls
- Senior Host Union Representative
- Venue Security Manager
- Match Press Officer
- Tournament Doctor/Medical Lead

## If present (if not, should be informed immediately for all World Rugby events)

- Tournament Director/Host Organisation lead contact
- Tournament/Host Organisation Medical Officer, if appropriate
- Host Organisation Media Manager

## Agenda

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| 1. | Time check.   |
| 2. | Tournament Manager to establish exact details of crisis through reports from staff present.   |
| 3. | Identification of those already aware of the crisis situation.  |
| 4. | Identification of those who should be immediately informed of the situation.  |
| 5. | Identification of regular reports and updates required on situation (e.g., emergency services, hospitals, team management, team hotel, etc.). |
| 6. | Procedure and prioritisation for communication of crisis situation.   |
| 7. | Confirmation of communication procedures to be followed internally and publicly.  |
| 8. | Time to be set for next update meeting.   |