



Standard Operating Policy and Procedure Guide

Department Operations	Type Operations	Effective 4/1/2014	Revision 8/10/2014
Number 3.19.1	Topic Special Event Coverage	Approvals (A/L) DM/WR	Reviewed 5/25/2017

OVERVIEW

One of the roles that Amerimed provides is special event coverage (SEC) at a number of different venues such as fairs, large concerts, and athletic events, as well as auto, motocross, bicycle, and marathons races. Team members scheduled for these special events are expected to follow all current policies and procedures as well as standing orders for all special events.

SECTION A

Upon going en route to an event the Special Event Team should start a transport worksheet and PCR. Documentation should include the name of the crew the case number for the event, unit number, and the times for the event (dispatched, en route, on scene, etc.).

Pre-Event Requirements:

- Team members should arrive no more than 30 minutes before the scheduled start of their event shift unless otherwise scheduled..
- Times for events are estimation's. Events can end sooner or later than scheduled. Plan accordingly.
- If the ambulance is located at a station, the ambulance will be washed and interior cleaned prior to the stand-by crew leaving the station.
- The unit will be checked off to insure adequate supplies are on hand for the event and any extra supplies needed are placed on the unit.
- If you are doing an event for the first time contact the Supervisor to ensure you know where to go and who the contact person is upon arrival at the event.

On Scene:

- Let the communication center know you are on scene.
- Park the unit in the designated spot. Remember to follow all driving policies including the use of a backer or spotter.
- Check in with the contact person or event staff to let them know you are on scene.
- Collect any special equipment or radio equipment needed from the local event staff.
- Do not leave your posted location without authorization from event staff.
- The use of tobacco products by Special Event Team members at stand by events is prohibited.
- Once on scene, the Special Event Team members are not to leave until cleared by the local event staff.

- Remember that often times stand by events leave you exposed to public view so please act professional at all times.

SECTION B

The Amerimed Special Event crew will have the following operational scope:

- Provide professional on scene medical assistance to the general public, players etc. during contracted activities.
- Patrol coverage of area walks, runs, and street festivals, approved by host agencies of event.
- While working events, act on behalf of the host agency(s) to disseminate information and services to the attending public.

Prior to any event the response team members should perform a needs assessment for such things as:

- Anticipated volume of persons seeking medical attention
- Activities that will be occurring in order to anticipate the nature of injuries or illnesses that may be encountered
- Presence of alcohol
- Weather conditions anticipated
- Needed equipment and supplies
- How contact will be made with local EMS
- Notifying local EMS Unit about the event and the presence of preplanned medical standby coverage

SECTION C

Documentation:

If emergency care is rendered at a standby event, the Special Event crew shall document the encounter on a PCR and ensure that patient care information is provided to the Unit transporting the patient.

If non-emergency care is rendered it is required that the person sign a refusal and a witness that is not an employee of Amerimed. It should document that the assessment they received was not provided by a physician, and that they were advised that evaluation by a physician is recommended.

A PCR is required for all patient refusal's and encounters in which any type of patient assessment is performed regardless of whether treatment is required or not.

Patient Care:

When treating a patient at an event do not treat the patient in the stands or other crowded area. Stabilize the patient and transport the patient to the closest first aid room or ambulance.

If the patient cannot be safely transported, all measures should be taken to secure the area and protect the patients' privacy until the responding unit arrives.

If any invasive procedures are performed or medications are given, the patient must be transported to the closest appropriate facility unless the patient refuses transport and signs a refusal against medical advice (AMA) unless another agency is pre-approved to provide transport from certain event

facilities.. EMS providers may provide medications within their level of EMS licensure during emergency care while awaiting the transporting ambulance. In the setting of non-emergency care EMS providers should not administer any medications, as that would constitute 'dispensing medication,' which is illegal except for licensed pharmacists.

If the patient does require transport and is not in a load and go situation the communication center should be contacted and the request for an additional transport unit made unless otherwise pre-arranged.

Mass Casualty Incident (MCI):

In the event of a mass causality event notify the communication center and follow MCI policies.

ETOH Patients:

Follow policy set forth by the event staff on how to handle intoxicated patients.

SECTION D

After The Event:

- Notify the communication center that you are in service from the event and record the times on the Transport Worksheet.
- Before returning the ambulance to the station or designated area, crew must ensure that the unit is full of fuel.
- Once at the location, the unit is to be restocked and or Supervisor notified if supplies are needed, all paper work is to be completed and turned in, and the unit is to be washed and the inside cleaned as needed.
- Any special or extra equipment should be removed from the unit and secured in its appropriate place.
- The unit should be left ready to be placed in service by the next on coming crew.
- Any violations of the above policy can lead to disciplinary action including removal from the Special Event Division and/or termination of employment.