

Standard Operating Procedure	PEORIA FIRE-MEDICAL DEPARTMENT
SPECIAL EVENTS	EMS
	400.10
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PURPOSE

This procedure is intended to outline the operations and response guidelines for special events.

POLICY

Personnel assigned for duty at a Special Event shall conduct themselves in accordance with City and Department regulations.

Customer Service, as with normal service delivery, is of prime importance. Assigned personnel should be prepared to offer customer service such as directions and general information up to their level of knowledge.

Personnel are encouraged to interact with the public, however, assigned members should not mingle with the attendees for a prolonged period of time.

Hours of Operation

Normal hours of operation will generally be 30 minutes before the official start time of the event until 30 minutes after the conclusion of the event.

Special Event crews shall pick up the equipment and vehicle at FS191. The vehicle and equipment shall be returned to FS191 in a ready state.

Constant Staffing

Constant staffing will be determined by the event type, anticipated attendance, weather conditions and other factors in coordination with the City of Peoria Events Staff.

The positions will be assigned by the EMS Chief or his designee in accordance with current Fire Department regulations.

Stadium Events

Each member of the stadium EMS team shall be provided with a portable radio to facilitate communications during those instances when the team is separated.

- In the case of multiple teams at least one member of each team shall have a portable radio.

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- When using VHF radio communications, the stadium team shall use the designation Medic Cart 191 (MC191).
- In addition all written documentation shall use the same unit designation.

The stadium is equipped with a first-aid room. This room shall be used to treat patrons of the stadium on a walk-in basis and those relocated by the EMS team from other areas within the stadium.

This room shall be staffed at all times during the event with at least one member of the EMS team ready to assist walk-in patients.

- This must be a Peoria Fire Department member. Ambulance stand-by personnel do not meet the requirements of this paragraph.

One member of the team shall be positioned within the stadium area at all times, equipped with a BLS bag and AED, during the event for immediate response to stadium emergencies.

Should a response of the EMS team be required into the stadium, or other areas of the Sports Complex, both members shall respond to that location.

Every attempt should be made, if the patient's condition permits, to move the patient to the first-aid room via stretcher, wheelchair, or other means of transportation.

As soon as possible after patient contact the EMS team shall determine if the patient is ALS or BLS.

- If the EMS team determines that the patient is need of ALS treatment they may special call an ALS unit for additional assistance. Special call for ALS units will be determined by event staffing levels.
- ALS Stadium personnel designated as transport sector will accompany the patient to the hospital. If stadium staffing does not exist to meet transport needs then the Stadium ALS personnel shall not leave the stadium but instead transfer the patient to the responding ALS unit. BLS patients shall be treated and released or transported via the on-scene stand-by ambulance as the patient's condition dictates.
- Patients transferred to an ALS unit should restock ALS supplies off that unit if possible.

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All EMS Equipment shall be checked and documented at the beginning of the event. The Drug Box Check Off Sheet will be completed at the beginning and end of each event and copies forwarded to the EMS office within 24 hours.

EMS Operations

- All personnel shall administer Emergency Medical Services and Treatment up to their level of certification as set forth by DHS.
- Each incident shall be managed in the same manner, as are other medical incidents. The EMS supervisor of the event will notify the alarm room and will be assigned one incident number for the event.

When a person contacts the EMS Team for assistance they will be logged in on a sign in sheet for tracking purposes.

- Information to include: name, age, chief complaint, and time in.

An EMS Incident Report shall be completed for all patients that are transported, regardless of the nature or severity of the incident.

- If the patient leaves the area and decides that they do not want treatment after the patient has requested assistance from the EMS team, this information should be listed in the patient treatment log.

For patients treated and treated at the scene, the attending paramedics have the option to utilize either an EMS Incident Report or a START triage Tag. This decision will be made based upon number of patients and number of resources available.

Fire Incident Operations

The stadium is equipped with fire protection systems. Personnel assigned shall be familiar with these systems and the general layout of the facility.

All fire incidents should be managed in conjunction with stadium staff. Stadium staff has been briefed with basic instructions on what to do in the event of an emergency. A copy of their procedures will be provided to stadium staff. Assigned personnel shall familiarize themselves with the components of this manual.

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In the event of a fire the announcer will make a public address announcement and direct the fans to leave the are via the closest exit in a calm and orderly manner.

- Stadium staff will assist in the evacuation of the fans.

Fire Personnel shall take immediate steps to insure life safety and fire control.

Fire personnel shall contact the alarm room via radio and relay the type of emergency and request an appropriate assignment.

All fire incidents shall be managed as any normal fire incident with stadium fire personnel providing an onscene report and taking command until relieved.

After being relieved stadium fire personnel shall add themselves to the first arriving company.

Approved:  _____ 03/15/2015
Bobby Ruiz, Fire Chief Date