



Emergency Physicians Advisory Board Special Event Plan

Special Event Service Organizations need to submit a Special Event Plan outlining the details of their resources and plan. This information will be shared with the Fire Marshal's office.

Event Name: _____ Event Coordinator: _____

Event Location: _____ City: _____

Event Date(s): _____ / _____ / 20____ -- _____ / _____ / 20____

Staffing and Resource Plan: Provide count of resources and staff being provided for this event.

	Date	Times expected to be on site providing services		BLS Ambulances	ALS Ambulances	EMT-B	EMT-I	EMT-P	Supervisors (On site)
		On Site	Off Site						
Example	1 / 1 / 2010	13 : 00	16 : 00	2	1	2	1	3	1
Day 1	/ /	:	:						
Day 2	/ /	:	:						
Day 3	/ /	:	:						
Day 4	/ /	:	:						
Day 5	/ /	:	:						
Day 6	/ /	:	:						
Day 7	/ /	:	:						

Roving response vehicles (Gators – 4x4s – Bike Team – etc.): Describe any roving vehicles that will be used for this event including type of vehicle and how many will be on hand.

Free Standing Locations (Medical tent – Care center – etc.): Describe any free-standing structure(s) that will be used as first aid, medical aid, care center, or rehab site.



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Communications Plan: Describe how you will communicate requests for additional resources on site and off site and how you will communicate with incoming resources.

Event Map – Medical Personnel Locations: Provide a map outlining the location, area, parade or event route, etc. with your care locations identified.

Be sure to include the following, if they apply

1. *Transport access and egress – Where you expect the incoming transport units to pick up patients to be transported. This should be an easily accessible location for responding resources.
2. Special event ambulance staging locations
3. Free standing locations
4. Roving personnel assignment areas/grids
5. Rehab locations
6. MCI areas
7. Any additional locations you feel should be identified that pertain to your event plan

* Indicates required map element

Additional Information: Add any information that you feel may be important or pertinent to your event plan.