

Medical Plan Requirements and Recommendations

All special events permitted by the Fire District must have a medical plan. The most basic plan for small events with a low medical risk assessment is the designation of an event representative to call 9-1-1. Events with a higher potential for risk are required to implement an appropriate medical plan to address the specific needs of the attendees and/or participants.

To assist you in determining the appropriate type of medical services for your event, Truckee Fire Protection District has developed the following matrix of emergency medical services resources, which can be used as a guideline in developing your medical plan. This is only a guideline; you should evaluate your event based on distance to additional medical resources and the risks involved. Truckee Fire Protection District reserves the right to define types of resources needed.

Emergency Medical Services Resource Matrix							
Event Type	Anticipated Crowd Size	Knowledge of 9-1-1 and CPR	First Aid Station with EMT	First Aid Station with Paramedic	First Aid Station with Physician	ALS Ambulance	Mobile First Aid Teams
Concert / Music Festival	<2,500	R	R	S			
	2,500 – 15,000	R		R			S
	15,000 – 50,000	R		R	S	ALS m	R
	> 50,000				R	ALS m	R
Athletic / Sporting Event and similar events	<2,500	R	R	S			
	2,500 – 15,000	R		R	S	ALS	R
	15,000 – 50,000	R			R	ALS m	R
	> 50,000				R	ALS m	R
Parade, Street Fair, Bicycle Ride and similar outside events	<2,500	R	S				S
	2,500 – 15,000	R	R	S		ALS	R
	15,000 – 50,000	R		R	S	ALS m	R
	> 50,000				R	ALS m	R
Conference, Trade Show, Convention and similar	<2,500	R	S				
	2,500 – 15,000	R	R	S		ALS	S
	15,000 – 50,000	R		R	S	ALS m	R
	> 50,000	R			R	ALS m	R

Key: R – Required S – Suggested m – multiple may be required ALS – Advanced Life Support

Recommended Medical Plan Information

Medical Plans should include the following information as well as any additional pertinent information regarding the event:

- Event Name
- Event on-site medical contact name and phone number
- Event Organizer name and phone number
- Date(s) of Event
- Time(s) of Event, each day
- Event overview and planned activities
- Expected daily attendance
- Event location
- Number and types of event medical staff
- Description of on-site medical treatment facilities, equipment and staffing capabilities (first aid, BLS, ALS, RN, MD)
- Length of time for event medical staff to reach an injured/sick person located at furthest point of event
- Description of on-site emergency medical communications capabilities (cell phone, radio, satellite phone)
- Confirmation of cellular phone signal throughout event area and communications plan for areas with no cellular service
- Helicopter access and landing zone location/coordinates (minimum 100' x 100' clear area that is flat and free of trees and bushes)
- Designated ambulance staging locations or ambulance rendezvous points
- Describe how injured/sick persons will be transported to ambulance staging area(s) by event medical staff (both ambulatory and non-ambulatory)
- Inclement weather plan (lightning, hail, smoke, snow)
- Emergency medical procedures for event staff (basic first aid vs. major medical/911 thresholds)
- Describe how event participants will be notified of emergency procedures during event
- Plan for emergency evacuation of the Special Event
- Event map (including venue layout, event medical location(s), ambulance access, staging area(s) and rendezvous points, helicopter landing zones)

**Note: a hardcopy of this plan will be available on-site during the event.

Event Medical Staff Report to EMS

In the event of a medical emergency during your event, being able to provide clear and concise information to emergency responders can greatly help expedite appropriate treatment and response to the ill/injured person. Below is a sample format that can be used by your event medical providers when making contact with EMS responders.

M	Mechanism or Medical Complaint	Name, Age, Sex Mechanism: Speed, Mass, Height, Restraints, Number and Type of Collisions, Helmet Use and Damage
I	Injuries or Illness Identified	Head to Toe: Pain, Deformity, Injury
S	Signs and Symptoms	Symptoms and Vitals (if able to obtain) Current Blood Pressure, Heart Rate, Respiratory Rate, etc.
T	Treatments	Treatments performed