



SPECIAL EVENT-MEDICAL PLAN AND PLAN REVIEW

I. PURPOSE

- A. To establish standards and procedures for the EMS Agency to recommend specific first aid and medical services at a special event and for review of a medical plan submitted to the Monterey County EMS Agency for the special event.

II. POLICY

- A. To ensure adequate time for processing, the EMS Agency requests that event organizers submit medical plans at least thirty (30) days prior to the date of the event. If a plan is submitted less than 30 days prior to the event, the EMS Agency may not have sufficient time to process the medical plan.
- B. The EMS Agency will review medical plans to help ensure adequate first aid and medical services are available at the event while attempting to minimize the impact of the event on EMS services within Monterey County.
- C. The EMS Agency may modify first aid and medical staffing recommendations based on reported first aid and medical service needs at prior events and other similar events. Adjustments may also be based on event location, accessibility, and distance from additional EMS services.

III. PROCEDURE

A. Medical plan submission

- 1. Obtain a copy of the medical plan through the County of Monterey Housing and Community Development or Parks Department.
 - a. The Large Event Medical Plan is generally used for events utilizing ambulance services, expecting greater than 750 people, and/or is an event involving high-risk activities.
 - b. The Small Event Medical Plan is generally used for events not utilizing stand-by ambulance services, expecting fewer than 750 people, and/or does not involve high-risk activities.
- 2. Accurately complete and sign the medical plan.
- 3. Submit the Medical Plan through the County of Monterey Housing and Community Development or Parks Department.

B. Medical Plan review

Monterey County EMS System Policy 7001

1. The EMS Agency will review the submitted medical plan to help ensure adequate first aid and/or medical services to protect the participants, spectators, and vendors at the event as well as to limit the impact on the EMS system.
2. The EMS Agency will consider the following when reviewing plans:
 - a. The ability to communicate to first aid/medical personnel to summon aid and to effectively communicate patient location.
 - b. Small events with less than 750 people in attendance and no identified risk related to the event may utilize County 911 services as their medical coverage. Small events that could be considered remote from 911 ambulance resources may be requested to have on-site first aid and/or medical coverage.
 - c. The history of medical and first aid incidents at previously held events or similar events may impact medical coverage requirements.
3. Plan approval may be withheld if, in the judgement of the EMS Agency, inadequate preparations for first aid and/or medical services may result in inadequate services for the event or risk significant impact to the EMS system causing decreased ambulance availability to the County.
4. The EMS Agency will not approve a medical plan unless the plan satisfactorily addresses all required elements and the party responsible for the event has signed the plan. Incomplete medical plans will be returned to the event contact.
5. Once the medical plan has been reviewed and deemed acceptable, the EMS Agency will send a signed copy of the approved plan to the County of Monterey department overseeing the event.

C. After Event Report

1. Within thirty (30) days of the end of the event, the event sponsor shall complete and submit to the EMS Agency an After Event Report on the medical and first aid services delivered at the event.

Attachment A

Recommended First Aid/Medical Coverage Matrix

Service Level	Event Considerations and Event Types
Ambulance Required	<ul style="list-style-type: none">• Sanctioning body requirements.• Event history of ambulance transport.• High-risk event.• Remote location with increased risk.• Attendance greater than 5,000
Dedicated First Aid/Medical Stand-by	<ul style="list-style-type: none">• Sanctioning body requirements.• Moderate-risk event.• Remote location.• Attendance greater than 750.
First Aid available	<ul style="list-style-type: none">• Low-risk event.
No on site first aid required	<ul style="list-style-type: none">• No increased risk specific to the event.

END OF POLICY