



Elements of a Medical/Emergency Services Plan

Medical and emergency service needs of the attendees and participants are an important consideration. Event organizers should contemplate developing a medical plan suitable for the event environment and size. Enlisting the help of the local Emergency Medical Services Providers in creating the plan is strongly encouraged. Please think about the following information when developing a medical and emergency service plan:

- Has the name and telephone number of the on-site staff person designated as the medical point of contact been provided to emergency personnel?
- Does the medical point of contact person have the necessary information and training regarding emergency calls?
- Have areas been identified where ambulances can easily access ill or injured individuals?
- Will an Emergency Medical Services Provider be present, on-site during the event?
- If relevant, please provide the following information to medical service personnel:
 - Name of Service Provider
 - Name, email address, mailing address and contact number of:
 - Manager or Director
 - On-site Supervisor
 - Medical Director
- Will ambulance services be provided? If so, please note that all ambulances transporting patients in Eagle County MUST have a valid license issued by Eagle County or a valid mutual aid agreement with a licensed ambulance provider within Eagle County. If the ambulance provider is already licensed in Eagle County, the information listed below is already on file with Eagle County Health and Human Services. Please obtain a copy of the license for your documentation of the event. Consider providing the following information to emergency medical service personnel:
 - Name of ambulance provider
 - Name, address and contact number of:
 - Ambulance Manager or Director
 - On-site Supervisor

- Medical Director
- Number of ambulances and staging locations at the event.
- Number of medical staff and level of certification. i.e.: MD, RN, Paramedic, EMT, First Responder.
- Identify hours of coverage for ambulance and staff.
- Consider providing plans for back-up services in case the medical staff becomes unavailable.
- Current insurance certificate must be included with the application.
- Aid Stations:
- Aid Station Provider
 - Manager or Director
 - On-site Supervisor
 - Medical Director
 - Number of Aid Stations and their locations at the event.
 - Hours of operation.
 - Number of Aid Station medical staff and level of certification. i.e.: MD, RN, Paramedic, EMT, First Responder.
 - Resources available at each aid station.
 - Describe how medical staff will be identified.
- Has the location of aid stations, ambulance staging areas, ambulance routes and points of event ingress/egress been identified?
- Consider providing a security contact person who will be available to public safety officials at all times during the event.
- Public law enforcement services may require compensation at a rate to be determined by the Eagle County Sheriff's Office. The Eagle County Sheriff's Office reserves the right to place Deputies at events as deemed necessary in the best interest of public safety. It is the responsibility of the event organizer to establish arrangements for law enforcement services well in advance of the special event.