



# PLANNING THE MEDICAL SERVICES FOR YOUR SPECIAL EVENT

THE CITY OF SAN DIEGO



## OFFICE OF SPECIAL EVENTS





*One of the most important jobs of an event planner is to ensure the health and safety of everyone in attendance...*

## Planning The **MEDICAL SERVICES** for Your Special Event

Contact the Office of Special Events at (619) 685-1331 to coordinate a preliminary discussion about your special event.



*The beauty of San Diego draws hundreds of special events every year from small celebrations to large programs attracting tens of thousands of participants. Many people attend events to enjoy and observe, others come ready to participate or compete. One of the most important jobs of an event planner is to ensure the health and safety of everyone in attendance.*

*This brochure is designed to assist you in evaluating the first aid needs for your special event. We encourage you to read through the information and make medical services a top priority when planning your upcoming event.*

## QUESTIONS YOU SHOULD ASK WHEN PLANNING THE MEDICAL NEEDS OF YOUR EVENT

When planning a special event there are important questions you should ask to determine your first aid needs:

■ How many people will be attending your event? Medical demands vary. An event hosting 200 people will have different first aid needs than an event with 5,000 participants.

■ Is your event being held during daylight hours or is it a night event? If it is held during night-time hours, is there good or limited lighting in the area?

■ What are the demographics of your anticipated crowd? Does your particular group have any potential health issues that should be taken into consideration?

■ What time of year is your special event being held? Do you anticipate hot weather, cold weather or wet conditions?

■ What is the length of the event? Does your event run for a few hours, a full day or is it a multi-day event?

■ Will there be alcohol available and what is the anticipated use of alcohol?

■ Is there a single location for your event? Is it one set location or will there be multiple venues such as in a foot or bike race?

■ Have you encountered any first aid related problems with the event in the past?

■ If this is an athletic or sporting event, how strenuous is the activity?

**It is recommended that every special event have a first aid kit easily accessible on the event site. The first aid kit should contain, at a minimum: compresses, ice packs, bandages and antiseptic.**

## DIFFERENT LEVELS OF MEDICAL SERVICES

Depending on your answers to the previous questions, you will need to determine the appropriate level of medical services for your event.

### ■ BASIC FIRST AID STATION

The basic first aid station is staffed by a person trained and certified to render first aid and CPR (e.g., Red Cross certification). The basic first aid station should contain these three items: a plan to access 911, someone trained in Cardio-Pulmonary Resuscitation (CPR) and a basic First Aid Kit containing at a minimum: compresses, ice packs, bandages and antiseptic.

### ■ FIRST AID STATION INCLUDING NURSE

The first aid station including a nurse has the same elements as the basic first aid station plus a registered nurse licensed in California. The registered nurse's medical service skills should include, but not be limited to, airway management and defibrillator capabilities.

### ■ FIRST AID STATION INCLUDING PHYSICIAN

The first aid station including physician has the same elements as the basic first aid station plus staffing by a California licensed medical physician.

All First Aid Stations should be in designated, well marked areas visible to the public. When completing your special event permit application, please designate your first aid site on your event map and include it with your permit application.

### ■ BASIC LIFE SUPPORT AMBULANCE

An event may require a Basic Life Support (BLS) ambulance on site. The Basic Life Support ambulance shall meet the minimum standard as permitted by the County of San Diego Emergency Medical Services.

# EMERGENCY MEDICAL SERVICES RESOURCE MATRIX

## *Which level of medical service is appropriate for your event?*

In an effort to help you determine the appropriate medical services for your event, the City of San Diego has developed a matrix of Emergency Medical Services Resources.

Special considerations which may affect the recommended medical resources are:

■ Night vs. Daytime event

■ Number of active participants

■ Alcohol availability and anticipated use

■ Demographics of crowd

■ Number of attendees

■ Location of event/Multiple locations

■ Weather/Time of year

■ Length of event

■ Problems encountered with event in the past

● Required resource. Multiple resources should be considered depending on boundaries of event or size of crowd.

✓ Recommend resource intended to ensure safety of participants

EVENT TYPE	Anticipated Crowd Size	Knowledge of 911 Access and CPR	Basic First Aid Station(s)	First Aid Station(s) Including Nurse	First Aid Station(s) Including Physician	BLS Ambulance(s)	ALS Ambulance(s)	Mobile Team(s)
Concert/ Music Festival Block Party/ Street Fair Outside Venue	Less than 2,500	●	●	✓		✓		
	2,500 to 15,500	●		●		●	✓	
	15,000 to 50,000	●		●	✓	●	●	●
	Over 50,000	●			●	●	●	●
Athletic/ Sporting Event	Less than 2,500	●	●	✓				
	2,500 to 15,000	●		●	✓	●	✓	
	15,000 to 50,000	●			●	●	●	●
	Over 50,000	●			●	●	●	●
Parade	Less than 2,500	●	●					
	2,500 to 15,000	●	●	✓		●	✓	
	15,000 to 50,000	●		●	✓	●	●	●
	Over 50,000	●		●	✓	●	●	●
Conference/ Convention	Less than 2,500	●	●					
	2,500 to 15,000	●	●	✓		✓		
	15,000 to 50,000	●		●		●	✓	●
	Over 50,000	●		●	✓	●	●	●

## DIFFERENT LEVELS OF MEDICAL SERVICES *continued*

### ADVANCED LIFE SUPPORT AMBULANCE

An event may require an Advanced Life Support (ALS) ambulance on site. An event requiring the use of an ALS ambulance may also fulfill its medical service needs by utilizing a Critical Care Transport (CCT) ambulance. The Critical Care Transport (CCT) may be substituted for an ALS ambulance if desired.

### EMERGENCY MEDICAL TEAM/ADVANCED LIFE SUPPORT PREFERRED MOBILE TEAM

Events attracting large numbers of people or covering a wide vicinity require a mobile medical team. The team has the ability to access a medical need by foot, bicycle, or small vehicle. The mobile teams are deployed in areas of difficult or limited access such as events covering large areas of square feet, acres or miles such as runs or street festivals.

*Being prepared is the best medicine*

