

## **LEON COUNTY E.M.S.**

### Standard Operating Guideline

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Title: Public Service Events

Effective: June 1, 2005

Reviewed: December 2012

Revision: 3

Pages: 15

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#### I. PURPOSE:

To provide guidelines for LCEMS crews participating in public service events.

#### II. GUIDELINE:

LCEMS participates in many types of public service events ranging from public information/demonstration programs to dedicated large scale events. It is the policy of LCEMS to assist the public any way within our means including but not limited to medical education and medical stand-bys.

#### III. GENERAL INFORMATION:

1. Requests for standbys will be coordinated and approved by the Deputy Chief – Operations or designee.
2. Dedicated standbys will be charged fees in accordance with the current rates established by the Board of County Commissioners. Payment arrangements will be made prior to the event. The Billing Coordinator must be notified of the event so that these arrangements can be made. Dedicated standbys will be done using additional resources, not scheduled resources. The EMS resources dedicated to the event will remain at the event and not be used in daily responses unless unusual circumstances exist.
3. The ambulance dedicated to a public service event normally will not transport a patient unless the patient has a true life threatening emergency. As soon as patient contact is made, the LCEMS crew should determine the need for a transporting unit and make such a request as needed. However, if the situation would indicate it is imperative to transport immediately, transportation should occur and another ambulance is to be requested to cover the event.
4. LCEMS will normally remain at the event until the event is over and most of the stands are cleared.
5. All patients with whom LCEMS contact is made will have patient documentation completed on them.

8. All crew members must bring their portable radio with a fully charged battery if they have been issued one and other items such as jackets, rain coats, or other items necessary for appropriate response. In addition, all crew members will bring their complete PPE bag in case of a WMD type of incident.
9. Patient reports must be filled out on all patients seen and transported or with a patient refusal. All paperwork applies just as in a regular shift situation on the streets.
10. Uniforms will be standard issue. No special colors or changes without approval from the Deputy Chief of Operations.
11. All Event units will check on duty with Control on channel 1 as usual and will advise when they are en route to the event, arrived at the event, available from the event, arrived back at HQ, and out of service. In addition all units will advise Control as soon as possible when they have a patient that needs to be transported from the event.
12. This is in accordance to the Event Action Plan.

#### IV. SPECIFIC EVENTS:

##### 1. HIGH SCHOOL FOOTBALL

###### A. High School Football

- 1) Standard staffing - one ALS ambulance with two crew members.
- 2) Be in place ½ hour prior to kick-off
- 3) Park in specified place (see site specific maps).

###### Cox Stadium

1. Obtain a portable radio from the stadium grounds staff in order to communicate with the press box. Perform a radio check to confirm performance.
2. The crew members will keep the portables with them at all times. Return portable to grounds at the end of the game.
3. Remain visible and accessible at all times.
4. One crew member will remain with the ambulance at all times unless responding to a medical emergency.
5. Both crew members will closely listen to the public address and score box/grounds radios for calls for assistance.
6. One crew member may roam the sidelines, but must be conscious of calls for assistance (monitor EMS Channel 1 at all times).
7. The person staying with the ambulance must monitor Channel 1 and the radio

for the score box/grounds while the other person is away from the unit.

Other High School Football- EMS staff must stay available and visible by the EMS vehicle. Monitor EMS Channel 1 and the Public Address System.

## 2. COLLEGE FOOTBALL

### A. FAMU (map attached)

- 1) Standard staffing - one ALS ambulance and crew members deployed at the direction of the Stadium Controller. Additional staffing will be authorized as needed by the Deputy Chief of Operations.
- 2) One crew member will be designated as Stadium Control as designated by the Deputy Chief of Operations. Stadium Control will act as the event coordinator.
- 3) All crew members will be in place one hour prior to kick-off
- 4) The ambulance will be parked inside the southwest gate and one cart will be available for transport within the stadium.
- 5) One crew member must stay near the ambulance at all times and will monitor Channel 1 and 5 and others as designated by Event Command.
- 6) All crew members will communicate with each other via the radio channel designated by Stadium Control. Radio test with all personnel will occur prior to deployment into the stands.
- 7) Crew members will position themselves on separate sides of the field in order to enhance response times to the patients' sides. Each crew member will have a basic equipment bag with them at all times.
- 8) All crew members must arrive at Headquarters at least 2 ½ hours before the game start time. All crew members are expected to be on time.
- 10) Patient care reports must be filled out on all patients seen and transported or with a patient refusal. All paperwork applies just as in a regular shift situation on the streets. Electronic patient care reports must be completed on all patient contacts.
- 11) All crews must report to their assigned posts when directed to by Stadium Control. All crew members will advise Stadium Control when they arrive at their assigned post and must receive permission to leave their post. All medics will remain in place at their assigned post until they are cleared by Stadium Control at the end of the game.

12) No staff members are allowed on the field except those that are assigned there or as specified by Stadium Control or the Deputy Chief of Operations.

B. FSU (see map)

1) Standard staffing - ALS ambulances and crew members. Games with extreme heat require additional crew member deployment as directed by the Deputy Chief of Operations.

2) The Stadium Controller will be in place at the Doak Campbell Command Post a minimum of 2 hours before game start time. All other personnel will be in place a minimum of 1 hour before game start time.

3) The Stadium Commander will be in charge of game activities unless changes have been determined before the game by the Deputy Chief of Operations. The Stadium Controller will act as the event dispatcher.

4) One ambulance will be parked at gate "D". The second ambulance is to be parked on the field at the NE corner of the end zone (see map). A Special Operations MCI Unit will be parked on Stadium Drive, for disaster response.

5) Staffing deployment will be directed by the Stadium Command and split appropriately between the field, carts, first aid and any other location deemed necessary by Command.

6) Stadium communication channels will be designated by the Stadium Controller. A radio test will occur with all personnel prior to deployment of staff to their posts.

7) LCEMS staff dispatched to a patient will advise Stadium Control ASAP the patient's condition and if they believe that Cart transport will be necessary.

8) An EMS Cart will be dispatched to all medical emergencies within the stadium and its immediate grounds. The carts should not cross highways off the designated footprint of the stadium unless directed to do so by Stadium Control.

9) EMS calls that are off site of the designated stadium footprint will be referred to LCEMS dispatch for normal EMS response.

10) All crew members must arrive at headquarters at least 2 ½ hours before the game start time. All crew members must be on time.

11) All crew members must bring their portable radio with a fully charged battery if they have been issued one and other items such as jackets, rain coats, or other items necessary for appropriate response.

12) All crews must report to their assigned posts when directed to by Stadium Control. All crew members will advise Stadium Control when they arrive at their assigned post and must receive permission to leave their post. All medics will remain in place at their assigned post until they are cleared by Stadium Control at the end of the game.

13) No staff members are allowed on the field except those that are assigned there or as specified by Stadium Control or the Deputy Chief of Operations.

14) Several crew members will be assigned to the First Aid Station. When calling the First Aid Station, refer to these personnel as "First Aid". Crew members assigned to First Aid are to remain in First Aid unless given specific approval to leave. When crew members assigned to First Aid are outside of First Aid, they must be available by radio at all times.

16) LCEMS and Red Cross volunteers will work together in the First Aid Room to provide medical care. The Red Cross will handle "walk ins" and minor issues such as band aids. LCEMS will handle all patients brought in by carts and all patients that require medical attention.

17) Upon arrival at the Stadium all crew members will stock carts and prepare the First Aid Room for service. At the end of each game all crew members will clean up the First Aid Room and load equipment into the returning ambulances. Carts and the First Aid Room must be left in an orderly and clean condition.

18) A helicopter landing zone may be designated before each game by the FSU Police. Stadium Control will coordinate any helicopter response to the stadium area.

19) Food will be provided at each game by FSU. Stadium Control will coordinate all crew members getting food.

20) Patient care reports must be filled out on all patients seen and transported or with a patient refusal. All paperwork applies just as in a regular shift situation on the streets. Electronic patient care reports must be completed on all patient contacts.

### **Stadium Response Procedures**

In the case of an emergency or a serious incident at Doak Campbell Stadium, the following procedures will be followed to relocate patrons and/or evacuation of the stadium.

#### **Code Yellow**

An emergency, which has the potential for causing injuries to a limited number of spectators, and calls for their immediate relocation to another area within the stadium. A response code yellow may or may not affect or cause stoppage of the

event.

Code Yellow, in most instances, is an appropriate response to the following emergencies:

1. Weather related need for shelter.
2. Localized fire
3. Discovery of a suspected explosive device
4. Utility problem (power outage, pipe burst, etc.)
5. Spectator disturbance
6. Other incidences where it is deemed necessary to move spectators for their safety.

### **Code Orange**

Code orange is an emergency where the severity requires stoppage of the event and the evacuation of all personnel from the stadium and the immediate area outside the stadium. People will be directed to leave the stadium and the immediate area outside the stadium in a normal manner.

Sworn personnel shall attempt to direct people to at least 500 ft from the stadium.

Officers will establish a perimeter around the stadium and space themselves at distances to keep other officers within sight and hearing distance. The officers are to assist the public, direct people to safe areas, aid locations, and respond to incidents requiring law enforcement presence. Officers are to remain calm and strive to maintain order.

Code Orange, in most instances, is an appropriate response to the following emergencies:

1. Impending severe weather.
2. Location of a suspected explosive device
3. Electrical power failure (especially during a nighttime event)
4. Hazmat incident
5. Fire, explosion, or release of hazardous material
6. Structural damage to the stadium

### **Code Red**

A code red emergency requires the stoppage of the event and the evacuation of persons. Code Red requires the immediate evacuation of all to a minimum of 1,000 feet from the stadium.

Depending on circumstances, people parked in close proximity to the stadium may be required to leave their vehicles parked and leave the area on foot. People will be directed to the following zones that allow for the 1,000-foot safety requirement:

1. East of Stadium: Intramural Fields /Walker Street Area
2. West of Stadium: Pensacola Street /Bike trail area past tunnel
3. South of Stadium: Jackson Bluff Road Area
4. North of Stadium: Track Field medical School Complex

Code RED is an appropriate response for a catastrophic event which requires the immediate evacuation of the entire stadium

## FSU FOOTBALL GAME DAY OPERATIONS PHONE LIST

### EMERGENCY:

FSU Police Dept.	644-1239
Leon Co. Sheriff's Office	922-3300
Tallahassee Police Dept.	891-4200
Leon Co. E.M.S. (Dispatch)	921-0900
Tallahassee Fire Dept.	891-4310
Big Bend Regional Bomb Squad	922-3300 (LCSO)
Capital City (Comm. Center)	488-1790
Fla. Highway Patrol (Troop H)	599-8676
FBI (Tallahassee Office)	224-4107
TMH Emergency Room	431-0723
Airport Tower	942-9642
First Aid	644-5272
ABT	443-8107 (Lt Ralph Campbell)
Lifenet	1-888-352-4354
State Warning Point	850-413-9900
FSU Emergency Coordinator	694-3212 (Dave Bujak)
Weather Data (Lightning)	316-265-9127

### GAME OPERATIONS:

Command Post	644-4252
FSUPD Substation	644-1980; 644-5566
Game Administration	644-1093; 645-4785
Press Box	644-4057
Presidents Box	570-9990
Sports Information	644-1065
Tina Thomas	Cell 850-694-1369, 850-322-8766
Athletic Ticket Office	644-1830/644-6930
Jerk Line	644-5375
Seminole Sports Shop	644-8279
Beth Bass Mgr.	
Mike Duffy Store Director	644-1759, Cell 443-7174
Stadium Facilities	544-1755, 544-1752, 443-7078
FSU Stadium Grounds	644-5927, 443-7063
Program Sales	

**UNIVERSITY RELATIONS:**

	<b>Cell</b>	<b>Home</b>
Lee Hinkle (VP)	591-8070	386-2303
Donna McHugh	321-8267	386-3555
Aimee Wirth	567-0135	386-6653
Paula Mayer	443-2281	
Frank Murphy	321-5211	539-1630
Kathleen Daly	591-3920	531-0348

**FSU FOUNDATION:**

Jim Ashton	294-3491
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**SEMINOLE BOOSTERS:**

Seminole Boosters Office	644-3484	
Andy Miller	545-4914	
Maria Fuller	320-2919	
Donnie Vause (E)	508- 9899	
Cliff Goodson (W)	566-1899	
Mary Baily (UCC)	228-0933	
Jim Bird (Parking)	694-2874	Office: 645-2533
Allen Durham (renegade)		

**UNIVERSITY CENTER CLUB:**

Tracey Marple	443-3228
Brandon Milares (skybox-Director)	212-5072
Cheree Barbee	528-2062

**ARAMARK CATERING:**

Aramark Catering Office	644-3663
* Randy Clay	528-7177
* Craig Stephans	528-7179
* Tracey Alston	879 2656
Robert Binder	284-2168
Travis Ambrose	545--419
Larry Campbell	528-7722
Jason Scheiss	284-3669
Carl Anderson	339-6350
Jessica Spear	528-2551

**FACILITIES & MAINTENANCE:**

Bernie Waxman	544-1755
Chuck Morris	544-1752
Lori Swiger	443-7078
Russell Taunitis (Elect/Plumbing)	694-8801
Gene Jeffery (FSU Bldg. Services)	644-8611

Jeff Grant (Bone Dry) 878-6469, 559-1705

**Varsity Club**

Betsy Hosey 644-1123

Monk Bonasorte 591-0380,

Mike Akers 599-2628

Quality Wrecker Service 933-4816

**Seven Hills Security:**

Mike Knowles 904-237-5254

Janet Hamilton 850-251-2981

Pete Sloan 850-251-6369

**Aramark Sports (Concessions)**

Main Office 644-1056

Scott Willis 644-1288 Cell 339-0635

David Disalvo 644-1056 Cell 954-579-2408

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### 3. FOURTH OF JULY

- A. Standard staffing – two ALS ambulances with five crew members
- B. Hours of deployment are flexible year to year but generally run from 1600. until 2330
- C. Ambulance deployment is flexible and is scheduled year to year.
- D. Staffing deployment is listed below:
  - 1) Law Enforcement Command Post
  - 2) First Aid Tent
  - 3) Ambulances
  - 4) Carts
- E. Numerous First Aid supplies must be planned for including quantities of heat related treatment items.
- F. The Deputy Chief of Operations is responsible for adequate planning and acquisition of supplies.
- G. All on-site LCEMS staff will communicate with each other on the designated operations channel. In addition, the Paramedic working in the Law Enforcement Command Post must have a separate radio that can be used to monitor and communicate with LCEMS Dispatch. A radio check of all personnel will occur prior to deployment.
- H. The Paramedic assigned to the Law Enforcement Command Post will serve as the events coordinator and dispatcher.

### 4. SPRING TIME TALLAHASSEE

- A. Standard staffing (listed by event)
  - 1) Road Race – one ALS ambulance and two crew members dedicated located at the start/finish line.
  - 2) Celebration in the Park – one ALS ambulance and two crew members. The ambulance location will be based on the request from the Springtime Committee.
    - a. One crew member will stay with the ambulance at all times.
    - b. Both crew members will operate on Channel 5 monitoring LCEMS

dispatch for response information.

## 5. GOLF TOURNAMENTS

A. Standard staffing is variable; at a minimum staffing and will directed by the Deputy Chief of Operations.

B. Tournament officials will provide a golf cart for LCEMS use.

C. If an EMS call is received, the on-site LCEMS staff will notify LCEMS dispatch of the green location requesting the dispatch of an ambulance to a point as close as is possible to the green to enhance patient pick-up.

D. Tournament EMS staff will utilize radio channel 1 for communications and will monitor the channel for response information from LCEMS dispatch.

## 6. PUBLIC INFORMATION/DEMONSTRATION EVENTS

A. Public Information/demonstration Events – frequently LCEMS Division is called upon to educate the public on EMS, E-91 1, etc. It is important that LCEMS staff make an excellent presentation to the group. Clean equipment, uniforms, vehicles, etc. go a long way to enhance Departmental credibility and public confidence. Appropriate handouts based on the age group of the audience are to be distributed. Examples include EMS coloring books, EMS brochures, magnets, etc.

B. Miscellaneous Sporting Events – LCEMS Divison supports public health by frequently participating in sporting events by providing non-dedicated on- site medical stand-bys. Again, a professional presentation is essential. All events of this type are scheduled by the Education Manager. Upon arrival the LCEMS crew will:

- Make contact with the event coordinator.
- The crew members will keep the portables with them at all times monitoring channel 1.
- Remain visible and accessible at all times.
- One crew member will remain with the ambulance at all times unless responding to a request.

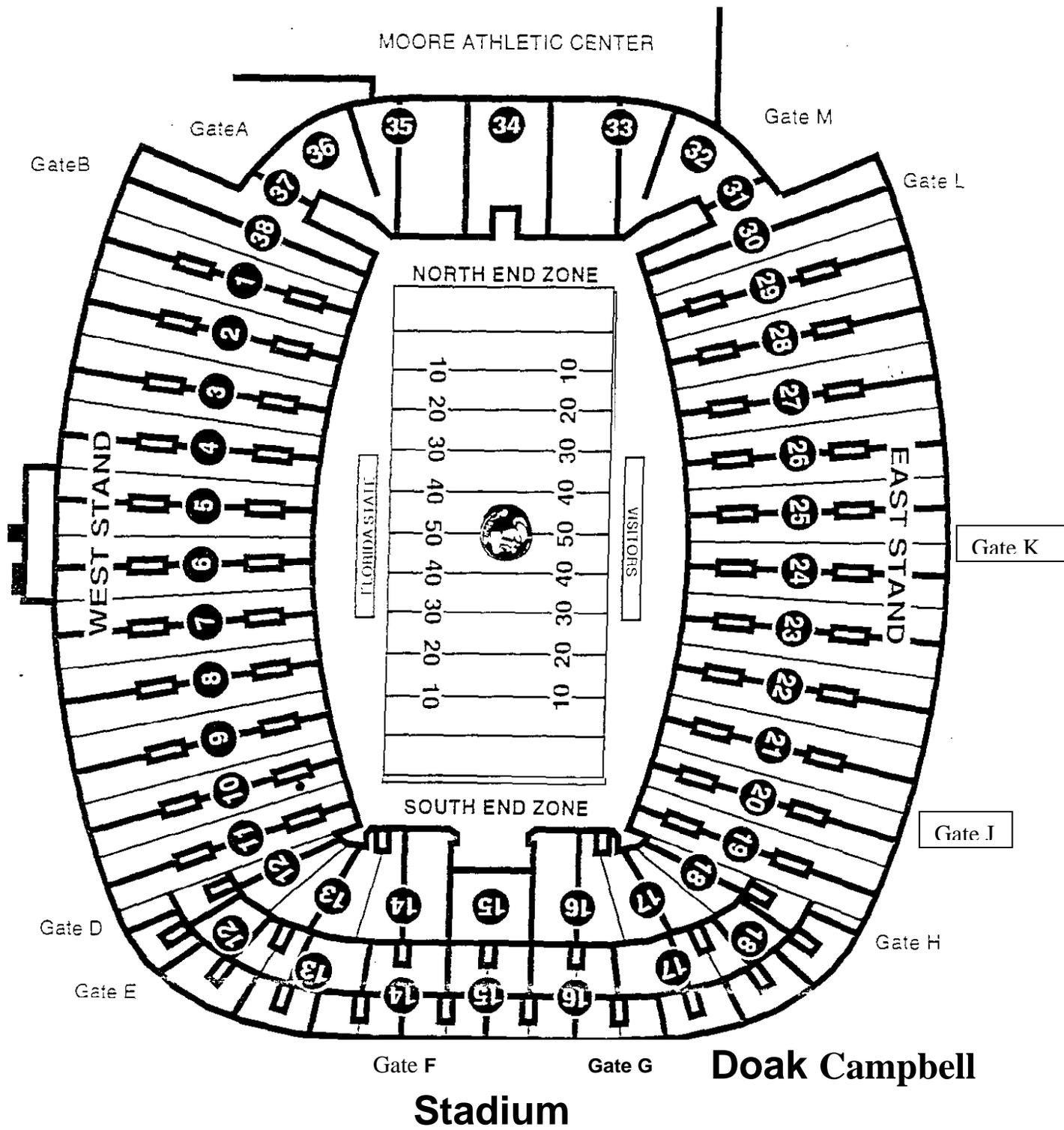
C. Leon County EMS uses various talk groups to facilitate communication. Assignment of talk groups on scene or at events is dependent on established command structure and the various agencies that are co-responding to the dedicated event. Examples of talk groups are listed below.

EMS Template

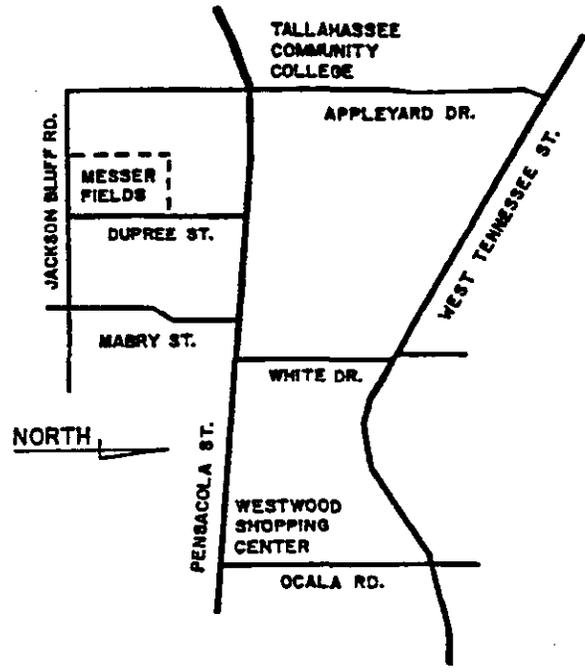
4/24/2009		Zone A	Full Description	Zone B	EMS	Full Description	Zone C	Zone D	Full Description
1	LCEMS1	EMS Dispatch 1	1	EMSA1	EMS Admin 1	1	LEMN1D	Leon Facilities Management Disp	
2	LCEMS2	EMS Dispatch 2	2	EMSA2D	EMS Admin 2 radio to radio	2	LESN1D	Leon Solid Waste Disp	
3	LCEMS3	EMS Dispatch 3	3	EMSSFO	EMS Special Ops	3	LEOWK3	Leon Public Works Disp	
4	LCEMS4	EMS Dispatch 4	4	Med 8	Regional Med Channel	4	LEMOSC	Leon Mosquito Control Disp	
5	LCEMS5	EMS Tac Group 1	5	LCOS1	LCOSQ Dispatch 1	5	LEFLT	Leon Fleet Disp	
6	SPOP1	LCOSQ Special Operations	6	LCOS3	LCOSQ Dispatch 3	6	LEOLIB	Leon Library Disp	
7	TFD1	Fire Dispatch	7	LCOS4	LCOSQ Dispatch 4	7	LEWKEN	Leon Public Works Engineering Disp	
8	LCEMS8TFD	Fire to EMS	8	FSUPD1	FSU PD Dispatch 1	8	LEPKD	Leon Parks Disp	
9	FDTAC1	Fire TAC Group	9	FAMUPD	FAMU PD Dispatch 1	9	LANCRT	Leon Animal Control Disp	
10	SPV10A	Special Events 10A	10	SPV10B	Special Events 10B	10	SPV10C	Special Events 10C	
11	SPV11A	Special Events 11A	11	SPV11B	Special Events 11B	11	SPV11C	Special Events 11C	
12	EMSTC1	Fire EMS Tac 1	12	TCC1	TCC PD Dispatch 1	12	LCOEM	Leon E/M Unit	
13	EMSTC2	Fire EMS Tac 2	13	TPDNW	Dispatch Northwest	13	LEMIS	Leon MIS Disp	
14	MDHELO	Medical Helicopter	14	TPDSW	Dispatch Southwest	14	LCOR1	Leon Jail	
15	CRMGER	CRM/ Emerg. Room	15	TPDNE	Dispatch Northeast	15	StarMait	StarMetro Disp 1	
16	TMHER	TMH Emerg. Room	16	TPDSE	Dispatch Southeast	16	COTEM	City E/M Unit	
Zone D				Zone E			Zone F		
Position	Description	Full Description	Position	Description	Full Description	Position	Description	Full Description	
1	8CALL90	Mutual Aid calling	1	COMMD	Command Channel	1	MACALL	Mutual Aid calling	
2	8TAC91	Mutual Aid TAC 1 Repeater	2	LOGS	Logistics	2	MACALL D	Mutual Aid calling Direct	
3	8TAC91D	Mutual Aid TAC 1 Radio to Radi	3	STAGE	Staging Area	3	MATAC1	Mutual Aid TAC 1 Repeater	
4	8TAC92	Mutual Aid TAC 2 Repeater	4	PLAN	Planning	4	MATAC1 D	Mutual Aid TAC 1 Direct	
5	8TAC92D	Mutual Aid TAC 2 Radio to Radi	5	FIRE COM	Fire Command	5	MATAC2	Mutual Aid TAC 2 Repeater	
6	8TAC93	Mutual Aid TAC 3 Repeater	6	EMS COM	EMS Command	6	MATAC2 D	Mutual Aid TAC 2 Direct	
7	8TAC93D	Mutual Aid TAC 3 Radio to Radi	7	OPS	Operations Section	7	MATAC3	Mutual Aid TAC 3 Repeater	
8	8TAC94	Mutual Aid TAC 4 Repeater	8	LETAC1	LE TAC1	8	MATAC3 D	Mutual Aid TAC 3 Direct	
9	8TAC94D	Mutual Aid TAC 4 Radio to Radi	9	LETAC2	LE TAC2	9	MATAC4	Mutual Aid TAC 4 Repeater	
10	MAFLA	Mutual Aid Florida Repeater	10	LETAC3	LE TAC3	10	MATAC4 D	Mutual Aid TAC 4 Direct	
11	MAFLAD	Mutual Aid Florida Radio to Radi	11	PSTAC1	PS TAC1	11	MAFLA	Mutual Aid Florida Repeater	
12	LGCALL	Local Govt Calling	12	PSTAC2	PS TAC2	12	MAFLA D	Mutual Aid Florida Radio to Radios	
13	LECALL	Law Entc. Calling	13	PSTAC3	PS TAC3	13	DYNGRP	Dynamic Regroup	
14	COTEM	City E/M Unit	14	LG TAC1	LG TAC1				
15			15	LG TAC2	LG TAC2				
16			16	LG TAC3	LG TAC3				

Encrypted Talk Groups

# Florida State University

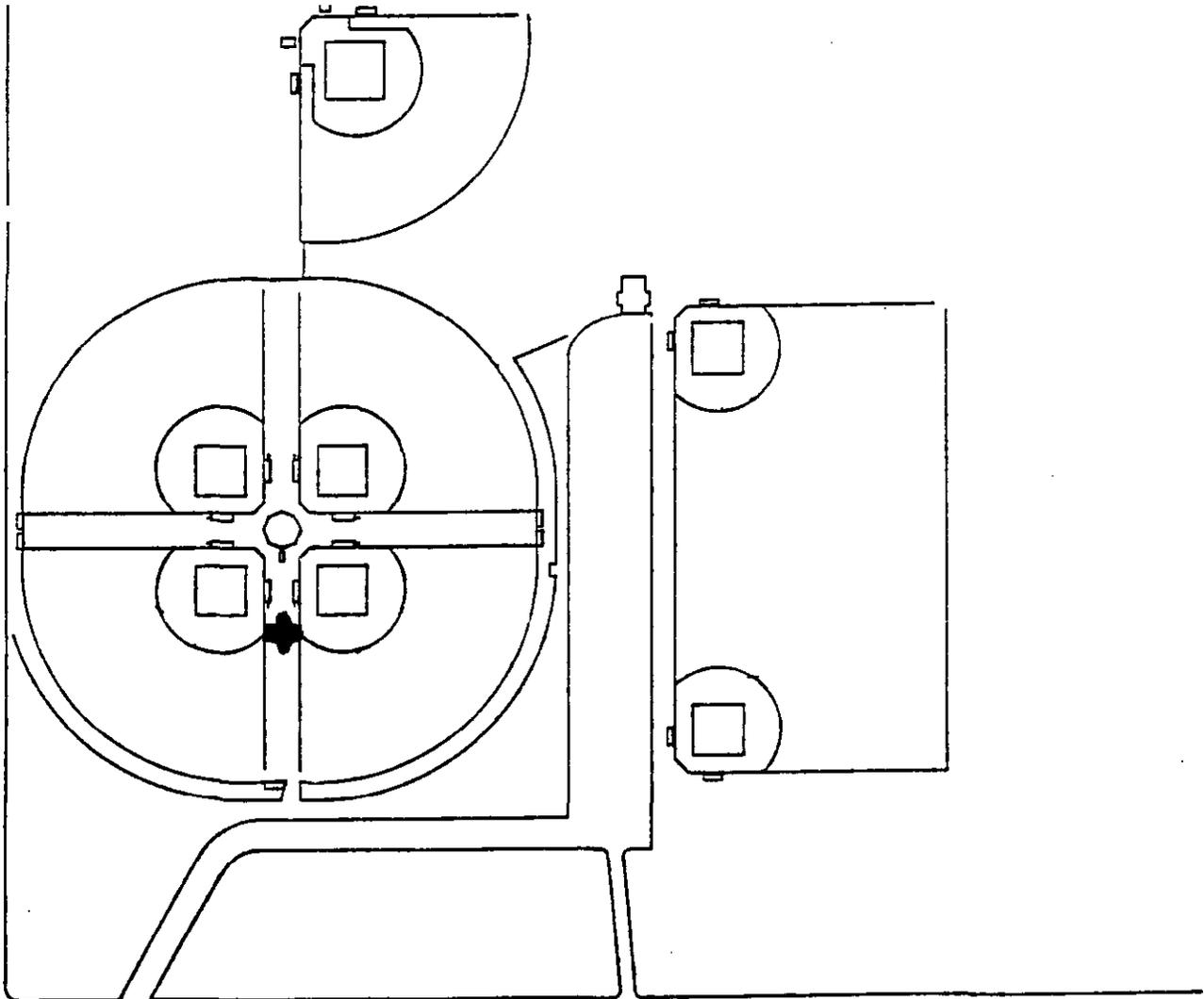


TALLAHASSEE PARKS S RECREATION DEPT. MESSER FIELDS



TALLAHASSEE PARKS & RECREATION DEPT. MESSER FIELDS

JACKSON BLUFF RD.



DUPREE ST.