

**LEON COUNTY E.M.S.**  
Standard Operating Guideline

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Title:            Communications – Public Service Events

Effective:        June 6, 2005

Reviewed:        September 2008, December 2012

Revision:        2

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I. Procedure:

All Public Service Events shall be tracked in the CAD. If a request comes into the Control center on the 921-0900 line, it may be recorded on the appropriate computerized public event form, or if time permits, the caller may be referred to Headquarters to speak to one of the LCEMS staff assistants.

All public event forms received from HQ via the computerized event log shall be entered into the CAD by the System Status Controller (SSC). Any questions regarding public events shall be handled by the Deputy Chief Operations or his/her designee.

Units assigned to public events/service, shall remain on and monitor LCEMS Channel 1 regardless of whether or not the event is dedicated or non-dedicated.

During a Large scale Public Event, where multiple EMS personnel are on scene, those crew members should utilize a Special Event Channel to communicate with each other on the radio. The officer in charge at an event is responsible for monitoring LCEMS Channel 1.

A patient care report will be filled out by the crew for each event on the day of the event.