

Emergency Medical Plan

If you are expecting 2,500 or more attendees, or if you are planning an athletic or water-based event, you are required by the City and County of San Francisco to have a pre-approved emergency medical plan for your event.

WHAT IS AN EMERGENCY MEDICAL PLAN?

An emergency medical plan is a detailed description providing (1) an overview of the event and planned activities; and (2) the health, medical and safety personnel and contact information; and (3) the procedures, equipment and deployment that will be used during the event.

WHAT EMERGENCY MEDICAL SERVICES ARE REQUIRED?

The City and County of San Francisco has established [Policy 7010](#), which provides minimum standards for emergency medical services at special events and mass gatherings.

IMPORTANT: Read these requirements carefully to understand the guidelines and approval processes. Please note that the requirements may be increased based on certain risk factors associated with the event.

It is your responsibility as the Event Sponsor to ensure that all medical support personnel (whether paid or volunteer) has the appropriate licensing, certifications, and insurance to provide services at your event. The EMS Agency has final authority to require a minimum number of licensed medical providers, volunteers, staff positions and medical resources for the event.

[Click here](#) for a list of City-permitted ambulance providers.

Personnel and equipment should be positioned at the specific locations and times indicated on the special event permit. In addition, personnel and equipment should be in accordance with any requirements established by the EMS Agency and must remain properly in place through the assigned times until it is safe to complete the assignment.

Your emergency medical plan must include the following:

- » Event name, type, and description
- » Description of planned activities (e.g., entertainment, vendors, etc.)
- » Dates and hours of operation
- » Expected daily attendance
- » Plan for Participant Safety (for event participants and spectators)
- » Plan for Non-Participant Safety (for individuals not participating in, but affected by the event such as neighboring local residents and on-lookers)
- » Contact info for the event's Health and Safety Lead
- » Name and Contact Info for EMS and/or Medical Service Providers
- » Descriptions of medical assets (i.e., personnel, facilities, equipment, vehicles)
- » Communications plan and equipment
- » Inclement weather plan
- » Disaster Plan – A plan describing the ability to care for a minimum of 50 event attendees and staff as casualties. It should consider attendee

demographics such as youth/children, people with disabilities, and seniors. The plan must include training of all event medical personnel in the disaster plan, the START disaster triage system, and all appropriate necessary equipment.

- » Plans to document and report any patient care/interactions at the event.

IMPORTANT: You will be required to submit a Post-Event Treatment Report to the EMS Agency's Pre-Hospital Coordinator by 2 weeks after event

ASSESSING YOUR EVENT'S RISK

Required medical assets (i.e., personnel, facilities, equipment, vehicles) may be increased based upon the specifics of the special event, the temperature, the health risks, and the anticipated crowd size. Additional indicators of risk include, but are not limited to:

- » Marketing / advertising / promotion of the event
- » Location of venue
- » Weather
- » Time of day / year
- » Indoor / outdoor
- » Access / egress
- » Historical perspective
- » Public safety intelligence
- » Event safety history

All events must have medical assets in place to provide for the safety and reduce the health risks of the participants and attendees should there be an illness and/or injury.

SUBMIT YOUR EMERGENCY MEDICAL PLAN ONLINE

Visit the EMS Agency's portal - <http://sfeventmedicalplans.com> - to begin the process of medical plan review and approval as early as possible. This site will guide you through the complete medical planning process for special events and mass gatherings. In addition, the site provides polices and resources, including a list of local medical service providers and sample medical plans. From this platform, you will be able to create comprehensive plans that will ensure a safer environment for your attendees and participants.

Once your plan is submitted online, the Prehospital Coordinator will contact you to discuss your event's risk factors, medical coverage needs, and to answer any questions.

SUBMITTING POST-EVENT MEDICAL TREATMENT REPORTS

The event sponsor will submit an Event Medical Treatment Report, within two weeks of the conclusion of the event, to the EMS Agency's Prehospital Coordinator or designee. The report will provide a summary of the medical incidents during the event that involved the EMS plan medical resources. This summary will include at a minimum the number of patients seen at the first aid station(s) or other facilities, their age, gender, chief complaint, and disposition.

QUESTIONS? Contact: David Ebarle, EMS Agency
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<http://sfeventmedicalplans.com>