

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: May 30, 2010
Topic: 5. Public Relations	Replaces: July 1, 2004
Subject: 2. Special Events Request (for ambulance coverage).	
Policy No. G.5.2.	Page 1 of 2

PURPOSE

To ensure that a request to provide special event coverage does not compromise Manitoulin-Sudbury DSB EMS has an obligation to provide ambulance service to the public. Ambulance coverage requests for special events shall be directed to the Chief of EMS, Manitoulin-Sudbury DSB.

APPLICATION

Paramedics, EMAs, Management

PROCEDURE

Definition:

A special event is an occurrence that requires ambulance coverage BEYOND what is determined as normal daily activity in a particular area due to such things, but not limited to public gatherings (concert, fair etc) or high risk activities (racing etc). If the main purpose for the request is for Public Relations and not EMS Coverage, refer to Policy and Procedure G.5.3, Public Relations Request (for schools, displays, community activities).

- 1) All requests must be in writing.
- 2) Ambulance coverage requests for special events received by Paramedics/EMAs shall be directed to management for consideration.
- 3) The Director or designate, receiving requests to provide ambulance coverage for Special Events will:
 - a) Determine if the coverage can be accommodated operationally taking into consideration the availability of both vehicles and staff. At no time will service to the area be depleted or compromised by using ambulances and/or staff needed for the day to day operations of the service.
 - b) Advise the sponsor of the availability, terms and rate that will be charged for such coverage. This may be done by telephone, but must be followed with a written confirmation to the sponsor on a Special Events Coverage Agreement (see MSEMS POLICY Directive G.5.2 Special Events Request Appendix).
 - c) If it is determined coverage will not be available, advise the sponsor of such and where possible suggest other possible options.
- 4) Complete the Special Events Coverage Agreement and send to the sponsor for signature.

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- 5) CACC notification:
 - a) Management is to notify CACC of the approved special event as soon as it is booked.
 - b) Staff responding the approved special event are to log-on with CACC when leaving for the event and log-off upon their return.
 - c) All documentation associated with a regular shift such as equipment checks and vehicle circle check must be completed in their entirety.
- 6) The coverage prescribed for a special event is exclusive to that event and not part of the Deployment Plan. Coverage of the special event shall only be withdrawn in life-threatening circumstances and will be reinstated as soon as feasibly possible.

REFERENCE

Manitoulin-Sudbury District Services Board, POLICY Directive G.5.2 *Special Events Request Appendix*
 Manitoulin-Sudbury District Services Board, *EMS Deployment Plan*
 Ambulance Act and Regulations, Queens Printer, Ontario
 Manitoulin-Sudbury District Services Board, POLICY Directive G.8.4.1 *Vehicle Circle Check*