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Revision:

**MILWAUKEE COUNTY EMS
ADMINISTRATIVE POLICY
PRIMARY PROVIDER SPECIAL
EVENT PLANS & EQUIPMENT USE**

Approved by: Patricia Haslbeck, MSN, RN
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Policy: A provider wishing to provide EMS coverage at a special event must complete a special event plan as outlined in HSS 110.08(6) and HSS 112.07(5). The plan must be approved by the MC EMS Medical Director and the Milwaukee County EMS Council.

A special event EMT-Basic or EMT-Basic IV Plan is identified in HSS 110.08(6)a as a prehospital EMT-basic or EMT-basic IV service provided at a specific site outside the ambulance service provider's primary prehospital service area for the duration of a temporary event.

A special event paramedic plan is identified in HSS 112.07(5)a as a prehospital EMT-paramedic service provided at a specific site for the duration of a temporary event which is outside the ambulance service provider's primary service area or at a higher license level within the provider's primary service area.

The plan shall in no way decrease the integrity and response capability of the 911 system.

Once approved, the plan will be in effect for coverage at the specific site and for the duration of the special event.

The provider must identify any MC EMS equipment that will be needed and the dates of expected use.

A separate plan must be submitted for each special event to be covered.

The plan will provide information to address the following criteria:

1. **Provider** - The name of the provider presenting the plan for approval. The provider must be a designated provider in the Milwaukee County EMS System.
2. **Staffing** - Staffing on each responding unit must be consistent with State and Milwaukee County EMS standards. Staffing must allow for additional responding units to provide coverage at all times.
3. **Scope of Practice** – The plan shall define the scope of practice of each responder.
4. **Units** – The types and number of each unit providing coverage shall be included in the plan.
5. **Program Medical Director and on-line medical control** - The name of the physician designated as medical director must be provided. The method of on-line medical control and who will be providing medical control must be described.
6. **Standards of care and medical protocols** - The Milwaukee County Community Standard of Care as outlined in the *Milwaukee County Standards Manual* will be provided. Other protocols may be added for approval for the duration of the special event.
7. **Communications** - The plan must describe how the communication system provides 911 access, on-site communications, and communications between providers.
8. **Relationships** - The plan must describe the relationship between the special event provider and the primary local provider. Mutual aid and backup plans must be included.
9. **Notification** – For a specific special event the ambulance provider must complete the appropriate paperwork required by the State and provide this paperwork at least ten (10) business days prior to the special event to the primary emergency response ambulance service in the area. The primary emergency response ambulance service in the area must acknowledge in writing the special event plan and an understanding of their relationship to the special event provider.

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10. **Transport** - The special event crew will not transport if continued EMS coverage at the same level of care cannot be maintained at the special event site. ALS and/or BLS transport arrangements will be developed in advance, with the agreement of the event sponsor.
11. **Equipment and Supplies** – All equipment as defined in the Community Standard of Care will be available at the special event site. Use of all medical supplies and administration of all drugs will follow the Milwaukee County Community Standard of Care as outlined in the *Milwaukee County Standards Manual*. The provider must identify any MC EMS equipment that will be needed and the dates of expected use.
12. **Records and reports** – All patient care provided will be documented on a designated form. The forms will identify the special event date and location. All other records and reports will be as outlined in the Milwaukee County EMS Plan.
13. **Date and time of service** - All service dates and times must be reported. A list of all service dates will be kept on file at the Milwaukee County EMS offices and will be available for inspection.
14. **Billing** – Billing will be consistent with contractual agreements currently in place.

