

PLANNING THE MEDICAL SERVICES FOR YOUR SPECIAL EVENT



 **TORONTO**
Emergency Medical Services



One of the most important jobs of an event planner is to ensure the health and safety of everyone in attendance...

Planning The **MEDICAL SERVICES** For Your Special Event

Contact the Toronto EMS System Design office at 416-392-2125 or 416-392-4930 to coordinate a preliminary discussion about your Event.



The beauty of Toronto draws hundreds of special events every year from small celebrations to large programs attracting tens of thousands of participants. Many people attend events to enjoy and observe, others come ready to participate and compete. One of the most important jobs of an event planner is to ensure the health and safety of everyone in attendance.

This brochure is designed to assist you in evaluating the First Aid and pre-hospital care Emergency Medical Services for your upcoming special event. We encourage you to read through the information and make professional Toronto EMS pre-hospital care medical services a top priority when planning your event.

Toronto Emergency Medical Services can help you to design a programme which is specific to the needs of your event, built upon the experience and expertise of the City of Toronto's pre-hospital care Emergency Medical Services professionals.

● QUESTIONS YOU SHOULD ASK

WHEN PLANNING THE MEDICAL NEEDS OF YOUR EVENT

When planning a special event there are important questions you should ask to determine your First Aid needs:

- How many people will be attending your event? Medical demands vary. An event hosting 200 people will have different First Aid needs than an event with 5,000 participants.
- Is your event being held during daylight hours or is it a night event? If it is held during night-time hours, is there good or limited lighting in the area?
- What are the demographics of your anticipated crowd? Does your particular group have any potential health issues that should be taken into consideration?
- What time of year is your special event being held? Do you anticipate hot weather, cold weather, or wet conditions?
- What is the length of the event? Does your event run for a few hours, a full day, or is it a multi-day event?
- Will there be alcohol available?
- Is there a single location for your event? Is it one set location or will there be multiple venues such as in a foot or bike race?
- Have you encountered any First Aid related problems with the event in the past?
- Is this an athletic or sporting event, how strenuous is the activity?

It is recommended that every special event have staff trained in First Aid and CPR, a First Aid Kit and telephone to call 9-1-1, easily accessible on the event site in the event of an emergency.

DIFFERENT LEVELS OF

MEDICAL SERVICES

Depending on your answers to the previous questions, you will need to determine the appropriate level of medical services for your event.

■ BASIC FIRST AID STATION

The basic first aid station is staffed by a person trained and certified to render First Aid and CPR. The basic First Aid Station should contain these three items: a plan to access 911, someone trained in First Aid and Cardio-Pulmonary Resuscitation (CPR) and a basic First Aid Kit. A Public Access Defibrillator (PAD), with trained staff, is of benefit to events of all sizes.

■ EMS PRIMARY CARE FIELD AID STATION

The EMS Primary Care Paramedic (PCP) Field Aid Station is staffed by two Toronto EMS Primary Care Paramedics, acting as an adjunct to the First Aiders staffing the Basic First Aid Station. This format delivers a hybrid level of care, utilizing qualified First Aiders, supported by provincially certified professional Primary Care Paramedics who's skills include, but are not limited to, airway management, symptom relief and defibrillation capabilities.

■ EMS ADVANCED CARE FIELD AID STATION

The EMS Advanced Care Paramedic (ACP) Field Aid Station is staffed by a minimum of two Toronto EMS Advanced Care Paramedics, supported by Primary Care Paramedics or qualified First Aiders. This format delivers the highest level of pre-hospital care available in Ontario. Advanced Care Paramedics operate on a broad spectrum of pre-hospital care "Standing Orders", with the capabilities of immediate access to Base Hospital Physicians should the need arise.

Toronto EMS PCP or ACP Paramedic Crews will also have an Ambulance available for emergency transport capabilities; be integrated into the existing EMS Communications network; and, an operational knowledge expertise to deliver the very best in pre-hospital care medical services.

DIFFERENT LEVELS OF MEDICAL SERVICES continued

■ EMS MULTI-PATIENT AMBULANCES

Some events may require the additional support of specialized EMS Multi-Patient Ambulances (MPU's). Toronto EMS pioneered the MPU Ambulance in Canada, and operates a fleet of MPU Ambulance Buses and Emergency Support Units (ESU's), which meets the needs of a variety of large special events and situations. Each MPU and ESU is staffed by professional Toronto EMS PCP Paramedics.

■ EMS RAPID RESPONSE TEAMS

Events attracting large numbers of people, covering large geographic or varying terrain areas may require a specialized EMS Rapid Response Team. Toronto EMS Rapid Response Teams have the ability to navigate crowds and geography by bicycle or specialized all terrain Ambulance vehicle. Rapid Response Teams are easily deployed in areas of difficult or limited access or large event sites, off-road competitions or activities, and are ideal at parades, street festivals or marathon style events.

BEING PREPARED IS THE BEST MEDICINE!



Toronto EMS Medical Services Resource Matrix

Which level of pre-hospital care medical service is appropriate for your event?

In an effort to help you determine the appropriate level of services for your event, Toronto EMS has developed a matrix of EMS Medical Services Resources.

Special considerations which may affect the recommended medical resources are:

- Night versus daytime event
- Number of active participants
- Alcohol availability and anticipated use
- Demographics of crowd
- Number of attendees
- Location of event/multiple locations
- Weather/time of year
- Length of event
- Problems encountered with event in the past

- Required resource. Multiple resources should be considered depending on boundaries of event or size of crowd.
- ✓ Recommended resource intended to ensure safety of participants.

Event Type	Anticipated Crowd Size	First Aiders and First Aid Equipment	Basic First Aid Station(s)	EMS PCP Field Aid Stations(s)	EMS ACP Field Aid Stations(s)	EMS PCP Ambulance(s)	EMS ACP Ambulance(s)	EMS Rapid Response Team(s)
Concert/ Music Festival/ Block Party/ Street Fair/ Outside Venue	Less than 2,500	●	●	✓		✓		
	2,500 to 15,500	●		●		●	✓	
	15,000 to 50,000	●		●	✓	●	●	●
	Over 50,000	●			●	●	●	●
Athletic/ Sporting Event	Less than 2,500	●	●	✓				
	2,500 to 15,500	●		●	✓	●	✓	
	15,000 to 50,000	●			●	●	●	●
	Over 50,000	●			●	●	●	●
Parade	Less than 2,500	●	●					
	2,500 to 15,500	●	●	✓		●	✓	
	15,000 to 50,000	●		●	✓	●	●	●
	Over 50,000	●		●	✓	●	●	●
Conference/ Convention	Less than 2,500	●	●					
	2,500 to 15,500	●	●	✓		✓		
	15,000 to 50,000	●		●		●	✓	●
	Over 50,000	●		●	✓	●	●	●