

Special Event Assessment Tool

If you or your agency is planning a special event this assessment tool will help ensure you are asking the appropriate medical questions. Health District operation's staff can assist you in answering the questions and determining whether you will need dedicated medical coverage. Due to a busy special event schedule in Eagle County you will want to begin the medical planning as early as possible.

Name of Event:

Date of Event:

Location of Event:

Contact Person:

Phone:

Is a Special Event permit required and by who:

Does event insurance carrier have medical requirements:

Will legal counsel review event plan:

Event Information

Type of event:

Number of participants:

Activities undertaken by participants:

Estimated average age of participants:

Origin of participants (local or lowlands):

Size of event area:

Are there controlled entrances and how many:

Has event security been contracted:

What is medical capability of security or on-site organizers:

What is estimated response time of existing emergency services:

Will alcohol be served:

Determine emergency vehicle accessibility under any weather circumstances:

How will organizers communicate on-site medical emergencies (phone, radio, other):

What are procedures for contacting emergency services (authorization required?):

Discuss emergencies requiring immediate call for help vs. on-site non-ALS assessment:

Are there participants with significant health risks:

Will an on-site defibrillator (AED) be available and who is authorized:

If there is a medical emergency how will on-site and off-site responders coordinate actions:

Is there potential to require the services of Vail Mountain Rescue:

Who is assigned to direct responders to the patient and control the scene:

In the event of a mass casualty incident is there is preplanned Command Post:

Is a dedicated event ambulance recommended:

On-Scene Dedicated Ambulance

Discuss contract for services:

Will ambulance serve as first aid station and dispense supplies:

Will medical team have shelter and table if serving as first aid:

Will meals/snacks be provided to medical team:

Who is on-scene medical contact:

Will a Dr. or RN be present (example – football games):

Event organizer understands paramedic has “medical control” via ED physician:

Does organizer understand transported patients will be billed:

Do event promotions include credits to emergency medical provider:

Threat Assessment

Will “high profile” persons attend the event:

Do they have dedicated personal security officers:

Does their security represent a federal or foreign government agency:

What is name of their security contact for coordination of emergency medical needs:

What are plans of personal security team in the event of a medical emergency involving their client:

Other planning questions/issues?