



Recommendations for event medical,  
ambulance and first-aid management.

Vers 1.2

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## **Aim**

The aim of this document is to direct event organisers to the official guidance that they must use when considering the medical, ambulance and first-aid provision for their event. It will also provide tools that can be used in conjunction with the guidance to assist in planning.

## **Objectives**

- To emphasise the continued primacy of the Health and Safety Executive's (HSE) Event Safety Guide and the Department for Culture, Media and Sport's (DCMS) Guide to Safety at Sports Grounds.
- To provide a set of tools that can be used to aid the development of event medical plans.

## **Existing Guidance**

All event planners should follow the standard laid down by the HSE's Event Safety Guide which is commonly known as 'The Purple Guide'. Events that take place at a sports ground must also comply with the DCMS's Guide to Safety at Sports Grounds (also known as 'The Green Guide').

Although the following tools have been designed to follow the principles laid down by these guides they can not be used in isolation from the existing guidance which must remain the event planner's primary reference when developing their plans.

Both documents are available to freely download from the following links.

The Purple Guide

<http://www.hse.gov.uk/pubns/priced/hsg195.pdf>

The Green Guide

<http://webarchive.nationalarchives.gov.uk/+http://www.culture.gov.uk/images/publications/GuidetoSafetyatSportsGrounds.pdf>

## **Attached Tools**

Having spent a number of years writing event medical plans on behalf of event planners NHS Greater Glasgow & Clyde has developed templates that are used to promote a consistently high standard of service provision. Due to the varied nature of many of the events that need to be planned for no single template can be applied to all events.

As a result templates for the following three generic event types are presented;

- Single Location Events – *Concert in a park etc.*
- Area Events – *Charity Runs etc.*
- Stadium Events – *Large audience music concerts etc.*

## EVENT MEDICAL AMBULANCE & FIRST AID PLAN TEMPLATE ONE

### SINGLE LOCATION EVENTS

<b>Event, Date &amp; Location</b>
<ul style="list-style-type: none"><li>• Event name, date &amp; venue.</li></ul>
<b>Description of Event</b>
<ul style="list-style-type: none"><li>• Provide a summary of the event details.</li></ul>
<b>Event Manager</b>
<ul style="list-style-type: none"><li>• State the named person, agency &amp; title with overall operational responsibility for the event.</li></ul>
<b>Event Times</b>
<ul style="list-style-type: none"><li>• Opening &amp; closing times of event.</li></ul>
<b>Crowd Profile</b>
<ul style="list-style-type: none"><li>• Details of crowd profile i.e. family groups, young adults, elderly.</li></ul>
<b>Capacity</b>
<ul style="list-style-type: none"><li>• The licence capacity</li><li>• The anticipated attendance figures at any given time.</li></ul>
<b>Resource Times</b>
<ul style="list-style-type: none"><li>• Medical, ambulance and first aid start &amp; finish times, including any phased resource levels.</li><li>• Sufficient time should be allowed prior to public access to the site, to set up equipment/resource positions and at the end of the event for the treatment of remaining casualties at medical/first aid posts.</li></ul>
<b>Build up &amp; breakdown</b>
<ul style="list-style-type: none"><li>• Medical, ambulance &amp; first aid cover during the build up &amp; break down of the event.</li></ul>
<b>Queuing</b>
<ul style="list-style-type: none"><li>• Consider the need for medical, ambulance &amp; first aid provision before gates open or at the end of the event.</li></ul>

<b>Campsites</b>
<ul style="list-style-type: none"><li>• Events with overnight campsites should have appropriate medical, ambulance &amp; first aid cover.</li></ul>
<b>Main Medical Centre</b>
<ul style="list-style-type: none"><li>• Depending on the size &amp; nature of the event, a number of medical facilities should be planned for; however one should be designated as the main medical facility.</li><li>• The main medical facility should be an appropriate size &amp; properly equipped.</li></ul>
<b>Other Medical/First Aid Posts</b>
<ul style="list-style-type: none"><li>• A number of other medical/first aid posts should be considered.</li><li>• Again these should be an appropriate size &amp; properly equipped.</li></ul>
<b>Clinical Waste</b>
<ul style="list-style-type: none"><li>• Arrangements for the disposal of clinical waste &amp; “sharps”.</li></ul>
<b>Medical Resources (Doctors &amp; Nurses)</b>
<ul style="list-style-type: none"><li>• Provider, number &amp; specific locations of personnel.</li></ul>
<b>Ambulance Service Resources</b>
<ul style="list-style-type: none"><li>• Provider, number &amp; specific locations of ambulance vehicles &amp; personnel.</li><li>• Ambulances should be located on hard standing or vehicle track way.</li></ul>
<b>First Aid Resources</b>
<ul style="list-style-type: none"><li>• Provider, number &amp; specific locations of first aiders should be detailed.</li></ul>
<b>Hospitals</b>
<ul style="list-style-type: none"><li>• In the event of a Major Incident, hospitals are designated by the Scottish Ambulance Service.</li><li>• Closest hospitals in the proximity of the event should be detailed.</li></ul>
<b>Emergency RVP (Rendezvous Point)</b>
<ul style="list-style-type: none"><li>• Details of an emergency service rendezvous point, in the event of a major incident at the event.</li></ul>

### **Vehicle Management**

- How do vehicles enter the site, including medical & first aid vehicles?
- Are these vehicles subject to a vehicle curfew?
- Consideration should be given to ambulance access/egress.
- Reserved routes for the exclusive use of the emergency services.
- Other traffic management issues.
- At certain events medical evacuation by helicopter may be necessary, a suitable helicopter landing site should be identified.

### **Staff Parking (Medical, Ambulance & First aid)**

- Parking areas for staff, including medical, ambulance & first aid personnel.

### **Welfare/Catering Arrangements (Medical, Ambulance & First Aid)**

- Detail staff welfare & catering arrangements.

### **Communications – Joint Agency Control Centre (JACC)**

- Location and attendees of the joint agency control centre should be detailed.
- Attendees are normally the event manager and representatives from the local Council, Police, Fire and Medical providers.
- If radios are being utilised, state who will issue and receive these.
- This section can also be used to record relevant phone numbers.

### **Treatment Documentation**

- State the provision which has been made to ensure appointed medical providers have a record of all those who received treatment at the event.

### **Maintaining Cover**

- An appropriate level of cover must be maintained throughout the event. For example if a casualty is removed from site by ambulance, arrangements must be made to replace this vehicle.
- Enter the arrangements which are in place to ensure an appropriate level of cover is maintained throughout the event.

## EVENT MEDICAL, AMBULANCE & FIRST AID PLAN TEMPLATE TWO

### AREA EVENTS

<b>Event, Date &amp; Location</b>
<ul style="list-style-type: none"><li>• Event name, date &amp; venue.</li></ul>
<b>Description of Event</b>
<ul style="list-style-type: none"><li>• Provide a summary of the event details, including any pre or post event activities.</li></ul>
<b>Event Manager</b>
<ul style="list-style-type: none"><li>• State the named person, agency &amp; title with overall operational responsibility for the event.</li></ul>
<b>Event Times</b>
<ul style="list-style-type: none"><li>• Opening &amp; closing time of the event.</li></ul>
<b>Participants</b>
<ul style="list-style-type: none"><li>• Detail the total number of participants, age range, female/male split and number of wheelchair entries.</li></ul>
<b>No of Spectators</b>
<ul style="list-style-type: none"><li>• The expected number of spectators.</li></ul>
<b>Route</b>
<ul style="list-style-type: none"><li>• Provide details of the route.</li></ul>
<b>Pre Notified Medical Conditions</b>
<ul style="list-style-type: none"><li>• Is there a procedure for pre notified medical conditions, how is this information collated and who will receive the information at the event?</li></ul>
<b>Sweeper Bus Arrangements</b>
<ul style="list-style-type: none"><li>• Detail sweeper bus arrangements for participants on route; include number of first aiders on board and method of communication.</li></ul>



### Resource Times

- Medical, ambulance and first aid start & finish times, including any phased resource levels.
- Sufficient time should be allowed prior to public access to the site, to set up equipment/resources positions and at the end of the event for the treatment of remaining casualties at medical/first aid posts.

### Main Medical Centre

- Depending on the size & nature of the event, a number of medical facilities should be planned for; however one should be designated as the main medical facility.
- The main medical facility should be an appropriate size & properly equipped.

### Other Medical/First Aid/Refreshment Posts

- A number of other medical/first aid posts should be considered.
- Again these should be an appropriate size & properly equipped.
- Medical/first aid & refreshment posts must also cover the route not just the start/finish area.

### Clinical Waste

- Arrangements for the disposal of clinical waste & “sharps”.

### Medical Resources (Doctor & nurses)

- Provider, number & specific locations of personnel.

### Ambulance Service Resources

- Provider, number & specific locations of ambulance vehicles & personnel.
- Ambulances should be located on hard standing or vehicle track way.

### First Aid Resources

- Provider, number & specific locations of first aiders should be detailed.

### Hospitals

- In the event of a Major Incident, hospitals are designated by the Scottish Ambulance Service.
- Closest hospitals in the proximity of the event should be detailed.

<b>Emergency RVP (Rendezvous Point)</b>
<ul style="list-style-type: none"><li>• Details of an emergency service rendezvous point, in the event of a major incident at the event.</li></ul>
<b>Vehicle Management</b>
<ul style="list-style-type: none"><li>• How do vehicles enter the site, including medical &amp; first aid vehicles?</li><li>• Are these vehicles subject to a vehicle curfew?</li><li>• Consideration should be given to ambulance access/egress.</li><li>• Reserved routes for the exclusive use of the emergency services.</li><li>• Other traffic management issues.</li><li>• At certain events medical evacuation by helicopter may be necessary, a suitable helicopter landing site should be identified.</li></ul>
<b>Staff Parking (Medical, Ambulance &amp; First aid)</b>
<ul style="list-style-type: none"><li>• Parking areas for staff, including medical, ambulance &amp; first aid personnel.</li></ul>
<b>Welfare &amp; Catering Arrangements (Medical, Ambulance &amp; First aid)</b>
<ul style="list-style-type: none"><li>• Detail staff welfare &amp; catering arrangements.</li></ul>
<b>Communications – Joint Agency Control Centre (JACC)</b>
<ul style="list-style-type: none"><li>• Location and attendees of the joint agency control centre should be detailed.</li><li>• Attendees are normally the event manager and representatives from the local Council, Police, Fire and Medical providers.</li><li>• If radios are being utilised, state who will issue and receive these.</li><li>• This section can also be used to record relevant phone numbers.</li></ul>
<b>Treatment Documentation</b>
<ul style="list-style-type: none"><li>• State the provision which has been made to ensure appointed medical providers have a record of all those who received treatment at the event.</li></ul>
<b>Maintaining Cover</b>
<ul style="list-style-type: none"><li>• An appropriate level of cover must be maintained throughout the event. For example if a casualty is removed from site by ambulance, arrangements must be made to replace this vehicle.</li><li>• Enter the arrangements which are in place to ensure an appropriate level of cover is maintained throughout the event.</li></ul>

# EVENT MEDICAL AMBULANCE & FIRST AID PLAN TEMPLATE THREE

## STADIUM EVENTS

<b>Event, Date &amp; Location</b>
<ul style="list-style-type: none"><li>• Event name, date &amp; stadium venue.</li></ul>
<b>Description of Event</b>
<ul style="list-style-type: none"><li>• Provide a summary of the event details.</li></ul>
<b>Event Commander</b>
<ul style="list-style-type: none"><li>• State the named person, agency &amp; title with overall operational responsibility for the event.</li></ul>
<b>Event Times</b>
<ul style="list-style-type: none"><li>• Opening &amp; closing times of event, including details of any support act.</li></ul>
<b>Crowd Profile</b>
<ul style="list-style-type: none"><li>• Details of crowd profile i.e. predominate age range, female/male split.</li></ul>
<b>Licensed Capacity</b>
<ul style="list-style-type: none"><li>• State the licence capacity.</li><li>• Detail number seated, standing and disabled platforms.</li></ul>
<b>Resource Times</b>
<ul style="list-style-type: none"><li>• Medical, ambulance and first aid start &amp; finish times, including any phased resource levels.</li><li>• Sufficient time should be allowed prior to public access to the site, to set up equipment/resource positions and at the end of the event for the treatment of remaining casualties at medical/first aid posts.</li></ul>
<b>Build up &amp; breakdown</b>
<ul style="list-style-type: none"><li>• Medical, ambulance &amp; first aid cover during the build up &amp; break down of the event.</li></ul>
<b>Queuing</b>
<ul style="list-style-type: none"><li>• Consider the need for medical, ambulance &amp; first aid provision before gates open or at the end of the event.</li></ul>

### **Main Medical Centre (Stadium Medical Centre)**

- Depending on the size & nature of the event, a number of medical facilities should be planned for; however one should be designated as the main medical facility, this is often the existing stadium medical centre.
- The main medical facility should be an appropriate size & properly equipped.

### **Other Stage & Arena Medical/First Aid Posts**

- A number of other medical/first aid posts should be considered.
- Again these should be an appropriate size & properly equipped.
- The floor area between stage and arena posts must be surfaced to allow the free movement of trolley beds.

### **Clinical Waste**

- Arrangements for the disposal of clinical waste & “sharps”.

### **Medical Resources (Doctors & Nurses)**

- Provider, number & specific locations of personnel.

### **Ambulance Service Resources**

- Provider, number & specific locations of ambulance vehicles & personnel.
- Ambulances should be located on hard standing or vehicle track way.

### **First Aid Resources**

- Provider, number & specific locations of first aiders should be detailed.

### **Hospitals**

- In the event of a Major Incident, hospitals are designated by the Scottish Ambulance Service.
- Closest hospitals in the proximity of the event should be detailed.

### **Emergency RVP (Rendezvous Point)**

- Details of an emergency service rendezvous point, in the event of a major incident at the event.

### **Vehicle Management**

- How do vehicles enter the site, including medical & first aid vehicles?
- Are these vehicles subject to a vehicle curfew?
- Consideration should be given to ambulance access/egress.
- Reserved routes for the exclusive use of the emergency services.
- Other traffic management issues.
- At certain events medical evacuation by helicopter may be necessary, a suitable helicopter landing site should be identified.

### **Staff Parking (Medical, Ambulance & First aid)**

- Parking areas for staff, including medical, ambulance & first aid personnel.

### **Welfare/Catering Arrangements (Medical, Ambulance & First Aid)**

- Detail staff welfare & catering arrangements.

### **Communications – Joint Agency Control Centre (JACC)**

- Location and attendees of the joint agency control centre should be detailed. The JACC is normally located in the normal stadium control room.
- Attendees are normally the event organiser and representatives from the local Council, Police, Fire and Medical providers.
- If radios are being utilised, state who will issue and receive these.
- This section can also be used to record relevant phone numbers.

### **Treatment Documentation**

- State the provision which has been made to ensure appointed medical providers have a record of all those who received treatment at the event.

### **Maintaining Cover**

- An appropriate level of cover must be maintained throughout the event. For example if a casualty is removed from site by ambulance, arrangements must be made to replace this vehicle.
- Enter the arrangements which are in place to ensure an appropriate level of cover is maintained throughout the event.