



BOISE FIRE DEPARTMENT

MAYOR: Lauren McLean | CHIEF: Mark Niemeyer

Special Events Medical Service Matrix

All events are required to submit a medical plan. The plan should include the event's medical communication plan, number of, certification levels and types of resources that will be at the event, description of how resources will be managed, and location of medical aid stations.

The Medical Service Matrix identifies the **minimum requirements** for special events in the City of Boise. The Boise Fire Chief or his/her designee has final authority to determine event medical service requirements. Other factors which may impact medical service requirements include, but are not limited to, alcohol sale or consumption, type of event/event activities, potential for hot or cold weather issues, and BPD threat analysis.

Event Type	Est Crowd Size	911 Access	First Aid Station (CPR/AED)	First Aid Station w/EMT	First Aid Station w/Paramedic	ALS / BLS Ambulance	Mobile Teams	Fire Crew
Concert/ Music Festival	< 2,500	Required	Required	Suggested		Suggested	Suggested	
	2,500 - 15,500	Required		Required	Suggested	BLS/ALS	Required	
	15,500 - 50,000	Required			Required	ALS +	Required	Suggested
	> 50,000	Required				ALS +	Required	Suggested
Athletic/ Sporting Event (Occurs in one location)	< 2,500	Required	Required	Suggested		BLS		
	2,500 - 15,500	Required		Required	Suggested	BLS	Suggested	
	15,500 - 50,000	Required			Required	ALS +	Required	
	> 50,000	Required			Required	ALS +	Required	
Races, Triathlons, etc. (Routes, Multiple locations)	< 2,500	Required			Required	ALS	Required	
	2,500 - 15,500	Required			Required	ALS +	Required	
	15,500 - 50,000	Required			Required	ALS +	Required	
	> 50,000	Required			Required	ALS +	Required	
Parade/ Rally	< 2,500	Required	Required	Suggested				
	2,500 - 15,500	Required		Required	Suggested	BLS	Suggested	
	15,500 - 50,000	Required			Required	ALS +	Required	
	> 50,000	Required			Required	ALS +	Required	
Street Fair/ Market	< 2,500	Required	Required	Suggested				
	2,500 - 15,500	Required		Required	Suggested	Suggested		
	15,500 - 50,000	Required		Required	Suggested	ALS +	Suggested	Suggested
	> 50,000	Required			Required	ALS +	Required	Suggested
Conference/ Trade Show	< 2,500	Required	Required	Suggested				
	2,500 - 15,500	Required		Required	Suggested	ALS		
	15,500 - 50,000	Required			Required	ALS	Suggested	Suggested
	> 50,000	Required			Required	ALS +	Required	Suggested

ALS +: Indicates more than one ALS may be required

Additional Considerations: Fireworks, Water Events, Professional Sporting Events

More than one 1st Aid Stations and/or Ambulances may be needed based on size of footprint, event demographics, or other concerns.

Version 2023 V 1.0, Effective May 16, 2023

Approved: Boise Fire Chief

Mark Niemeyer, Fire Chief

Digitally signed by Mark Niemeyer, Fire Chief
Date: 2023.05.16 22:05:30 -0600

Ada County Paramedics Chief

Donald
Shawn Rayne

Digitally signed by Donald Shawn Rayne
Date: 2023.07.12 11:45:59 -0600

Levels of Medical Service Definitions

BASIC FIRST AID STATION (CPR/AED): The Basic First Aid Station is staffed by a person trained and certified to render first aid and CPR (e.g. Red Cross certification). The basic first aid station should contain these three items: a plan to access 911, someone trained in Cardio-Pulmonary Resuscitation (CPR), an AED and a basic First Aid Kit containing at a minimum: compresses, ice packs, bandages, and antiseptic.

FIRST AID STATION WITH EMT: The First Aid Station with current Idaho State licensed EMT has the same elements as the basic first aid station plus a licensed EMT. An EMT provides basic life support (BLS) when a medical emergency occurs. BLS includes: CPR with AED, oxygen administration, BVM, spinal immobilization, and bleeding control including tourniquets.

FIRST AID STATION WITH PARAMEDIC: The First Aid Station with a with current Idaho State licensed Paramedic has the same elements as the First Aid Station with EMT plus staffing by a licensed Paramedic. A Paramedic provides advanced life support (ALS) when a medical emergency occurs. Paramedics receive advanced training in airway maintenance, medication administration and can perform other more invasive procedures in medical emergencies.

Additional equipment needs to include: Heart monitor, IV equipment with fluids, supra-glottic airway, ACLS medications.

All first aid stations should be in designated, well-marked areas visible to the public. When completing your special event permit application, please designate your first aid site(s) on your event map and include it with your permit application.

BASIC LIFE SUPPORT (BLS) AMBULANCE: An event may require a Basic Life Support (BLS) ambulance on site. The BLS ambulance shall meet the minimum standard as permitted by Ada County/City Emergency Services System (ACCESS). An event requiring the use of a BLS ambulance may utilize a private medical contract service if they are currently licensed in the State of Idaho and approved by Ada County/City Emergency Services System (ACCESS).

ADVANCED LIFE SUPPORT (ALS) AMBULANCE: An event may require an Advanced Life Support (ALS) ambulance on site. The ALS ambulance shall meet the standard as permitted by Ada County/City Emergency Services System (ACCESS). An event requiring the use of an ALS ambulance may utilize a private medical contract service if they are currently licensed in the State of Idaho and approved by Ada County/City Emergency Services System (ACCESS).

MOBILE MEDICAL TEAM: Events attracting large numbers of people or covering a wide vicinity require a mobile medical team. The team has the ability to access a medical need by foot, bicycle, or small vehicle. The mobile teams are deployed in areas of difficult or limited access such as events covering large areas of square feet, acres, or miles such as runs or festivals. In addition to rendering aid, a mobile team may be required to include transportation for minor injuries to include physical fatigue to the event's first aid location. Examples include a sweeper vehicle that picks up race participants and transports them to a first aid station or finish line, a person who twists their ankle and needs mobile assistance to get to the events first aid station and/or to private transport.

FIRE CREW: Fire crew presence at certain large-scale events is suggested strictly for mitigation purposes. Crews will monitor for fire safety, crowd capacity and access issues. Fire crews are not for primary medical services.

Emergency Medical Services At Special Events

I. PURPOSE

Establish minimum standards for emergency medical services at mass gatherings and special events.

II. SPECIAL EVENT MEDICAL PLANS

- A. Special Event Medical Plans shall include, but not be limited to, the following considerations:
 - 1. Event description, including event name, location and expected attendance.
 - 2. Participant safety (the safety plan for event participants and spectators)
 - 3. Non-participant safety (the safety plan for individuals not participating in, but affected by the event such as neighboring local residents and on-lookers)
 - 4. Descriptions of the following medical resources:
 - a) Personnel certified in cardio-pulmonary resuscitation, rapid access to automatic external defibrillator(s), and 911 access;
 - b) First aid station(s) (if indicated; see Medical Service Matrix);
 - c) Ambulance(s) (if indicated; see Medical Service Matrix);
 - d) Mobile medical resource(s) (if indicated; see Medical Service Matrix)
- B. Special Event Communications Plans, including name(s) and contact information for the event leader and a point of contact on the day of the event, a description of direct routine communications, and a description of disaster communications if cell phones are not available (e.g. two-way radios). A description of communications between the following shall be included:
 - 1. Venue staff and/or security personnel, event coordinator, and medical personnel;
 - 2. Medical personnel located at a first aid station and mobile resources and/or satellite stations;
 - 3. Medical personnel and the 911 Dispatch Center;
 - 4. Medical personnel and ambulances as applicable.
 - 5. Transporting unit and receiving hospital

III. EMT SERVICES AT SPECIAL EVENTS

- A. On-site medical personnel shall be minimally certified as an EMT in the State of Idaho with designated Medical Control and equipped to provide the complete EMT Scope of Practice as defined in the State of Idaho EMS Physician Commission Standard . They shall follow all agreed upon expectations of the approved medical plan.
- B. Paramedics equipped and used to provide Basic Life Support must have a current license by the State of Idaho with designated Medical Control.

IV. PARAMEDIC SERVICES AT SPECIAL EVENTS

- A. Paramedics deployed as part of a Special Events Medical Plan shall be:
 - 1. Licensed in the state of Idaho with designated Medical Direction;
 - 2. On-duty with a State licensed Paramedic Service Provider for the duration of the event for which they are deployed; and
 - 3. Equipped to provide Advanced Life Support care per most current State of Idaho EMS Physician Commission Standards .
- B. Paramedics shall follow the State of Idaho EMS Physician Commission Standards.

V. AMBULANCE SERVICES AT SPECIAL EVENTS

Ambulances deployed as part of the approved Event Medical Plan shall be licensed at the appropriate provider level to operate by the Idaho State EMS Bureau and meet EMS Agency Vehicle Requirements per IDAPA 16.01.03 section 400.

VI. AUTOMATIC EXTERNAL DEFIBRILLATORS

Automatic External Defibrillators (AEDs) should be made accessible to medical personnel and non-medical personnel trained in its use and located throughout the venue in location(s) that will enable the first shock to a person in cardiac arrest within 5 minutes of notification of qualified personnel. The current Response Interval Standard for time to defibrillation must be met by the responding agencies.

VII. PROCEDURES FOR SUBMITTING SPECIAL EVENT MEDICAL PLANS

- A. Special Event Medical Plans shall be submitted following guidelines posted on the City of Boise Special Events website.

VIII. EMS AGENCY STAFF CONTACT

The EMS Agency staff point of contact for questions on this policy or Special Event Medical Plans may be reached via SpecialEvents@cityofboise.org.

APPENDIX A

Definitions Special Event Medical Resources

CPR & 911 Access: Event staff and/or safety personnel have the capability to notify 911 of any medical emergencies and to provide CPR/AED access per EMS Agency System Standards [within five (5) minutes in 90% of occurrences].

First Aid Station with Emergency Medical Technician (EMT): A fixed or mobile facility with the ability to provide first aid level care staffed by at least one EMT or higher skill level personnel. First Aid level care is defined as treatment of minor medical conditions and injuries by care providers that have received training in First Aid, at the EMT level. Examples of First Aid care are cleaning, bandaging, and treating simple wounds such as scrapes and shallow cuts, providing cold packs for musculo-skeletal strains and bruises, and giving drinking water and a place to rest for patients who are mildly dehydrated. Each Fixed First Aid Station shall have an AED and MCI Kit present at all times. Examples of a First Aid Station are a tent, a clinic, an ambulance or vehicle of some type. The first aid station must have 911 communications capability. EMTs who are employees of locally permitted ambulance provider agencies are recommended due to their familiarity with local policy, procedure, and protocol. It is also recommended that any event employing multiple First Aid Stations also have a designated Event Medical Director and establish a liaison with emergency services to improve coordination with 911.

First Aid Station with Paramedic, Nurse, or Physician: A similar facility to a First Aid Station with an EMT, but staffed by at least one Accredited Paramedic, Registered Nurse or Physician, holding a current Idaho license. It is preferred that the Nurse and Physician be experienced in emergency medical care and triage of seriously ill or injured patients to higher levels of care. Examples would be RN's with Emergency Medicine, Critical Care, or Urgent Care backgrounds, or Nurse Practitioners or other mid-level provider licensees. Examples of appropriate Physicians would be those with Emergency Medicine, Sports Medicine, Internal Medicine or Trauma Care specialization. Physicians and/or Nurses are recommended for larger crowd sizes or events needing sobering services; Paramedics may be substituted for smaller size crowds as outlined in the Guidelines for Medical Resource in Special Events Matrix in Appendix A.

BLS (Basic Life Support) Ambulance: An ambulance staffed by two EMTs or Paramedics working at a BLS level. BLS units may be utilized for first response (as a Mobile Team) or to substitute for a fixed First Aid Station with an EMT. If transport is needed, it is strongly recommended that local 911 be contacted. BLS units, meeting the appropriate operational declarations per IDAPA 16.01.03 section 204 may transport the ill or injured from a venue to an appropriate receiving hospital as long as appropriate coverage is maintained at the event site in accordance with any sanctioning body (examples: NCAA, NHL, etc.) or if there are no requirements beyond that of Boise City, then for events exceeding 15,000 persons. In cases where a patient is experiencing a time sensitive emergency (TSE: stroke, cardiac arrest, or major trauma), a dedicated BLS Ambulance may transport if the ETA to the closest receiving hospital is less than 10 minutes. While enroute, the transporting unit must have a direct communication plan with the receiving hospital to ensure level of patient care is available.

ALS (Advanced Life Support) Ambulance: An ambulance staffed by at least one Paramedic (licensed to work at the ALS level) and one EMT. An ALS Ambulance may be used for initial response (as a Mobile Team) or a substitute for a fixed First Aid Station. If transport is needed, it is strongly recommended that local 911 be contacted. ALS units meeting the appropriate operational declarations per IDAPA 16.01.03 section 204 may transport the ill or injured from a venue to an appropriate receiving hospital as long as appropriate coverage is maintained at the event site in accordance with any sanctioning body (examples: NCAA, NHL, etc.) or if there are no requirements beyond that of Boise City, then for events exceeding 15,000 persons. In cases where a patient is experiencing a time sensitive emergency (TSE: stroke, cardiac arrest, or major trauma), a dedicated ALS Ambulance may transport if the ETA to

the closest receiving hospital is less than 10 minutes. While enroute, the transporting unit must have a direct communication plan with the receiving hospital to ensure level of patient care is available. ALS Ambulances may NOT be utilized as both a transport unit and fixed First Aid Station.

Mobile Resource(s): Mobile or "Roving Medical Resource(s)" are EMTs and/or paramedics, or higher-level interventionists, that are deployed throughout the footprint of a special event and may be on foot, bicycles, or motorized transport cart/vehicle (Gator, Moped, Motorcycle, etc.). Mobile Resource(s) must be able to provide, AT MINIMUM, First Aid Care at a BLS level, and must have communication capability, by radio, cell phone, or other medium (See Appendix D). Each Mobile Resource must carry at least one AED at all times. EMTs, that are dedicated resources within an approved medical plan, may respond, evaluate, and create documentation. Mobile Resources may also be required to have the ability to transport attendees with minor injuries to the event's first aid station and/or to private transportation.

Water-Based Resource(s): A medical response resource (BLS or ALS), that is based on a boat, Personal Water Craft (PWC), or other water-based vessel (Kayak, Surf-Ski, etc.), that is capable of providing medical interventions and rendezvous with another vessel of higher-level care, or a ground-based transport unit. Any ALS Resource must be located on a vessel that has an accessible deck, and room/equipment to perform ALS/ACLS interventions (See Appendix D). Each Water-Based Resource(s) must have communication capability, by radio, cell phone, or other medium.