



CHARLOTTESVILLE - ALBEMARLE RESCUE SQUAD



STANDARD OPERATING GUIDELINE

TOPIC: Scott Stadium Command Operations	S.O.P. # 4.5b
Approved by: Lair D. Haugh, Chief	Revised: 2/9/2003 Approved:

I. PURPOSE

- a. To set forth guidelines for command sector operations at Scott Stadium special events.

II. OVERVIEW

- a. The Incident Command System shall be utilized at all events.
- b. The Incident Command System shall be implemented to the extent necessary to ensure adequate control of resources.
- c. A Unified Command structure shall be utilized whenever multiple agencies are operating at the event.

III. LOCATION

- a. The command post shall be located in North end of the Press Box. Consoles shall be provided for all agencies operating at the stadium (Rescue, Police, Fire, Ushers, UVA Environmental Health & Safety)
- b. This shall be the default location
- c. In the event that the primary command post must be abandoned, the command post shall be reestablished at the Special Events Trailer. The default location for the Special Events Trailer shall be on the Southwest corner of Alderman Road and McCormick Road.

IV. EQUIPMENT

- a. Required:
 - i. VHF radio - 16 channel
 - ii. VHF radio - 6 channel
 - iii. UHF radio
 - iv. Low band radio (For Fire Use)
 - v. Laptop computer
 - vi. CAD Lite program
 - vii. Clipboard with paper
 - viii. Assorted pens
 - ix. Cellular telephone
 - x. Phone book
 - xi. Event portable radio
 - xii. Standard portable radio
 - xiii. Binoculars
 - xiv. Press box pass
 - xv. Division assignments
- b. Recommended:
 - i. Xerox machine
 - ii. Computer printer

- iii. Fax Machine

V. RESPONSIBILITIES

- a. Primary:
 - i. To serve as the incident commander for EMS personnel operating at the stadium.
 - ii. To serve as the EMS representative in the Unified Command System.
- b. Secondary:
 - i. To serve as the primary dispatcher for EMS crews operating at the event.
 - ii. Coordinating response to reported incidents.
 - iii. Coordinating transport to First Aid rooms.
 - iv. Coordinating transport to local hospitals.
 - v. To serve as the accountability officer for all EMS personnel operating at the event.

VI. ACCOUNTABILITY

- a. An accountability check of all EMS personnel operating at the event shall be conducted:
 - i. 1 hour before the start of the event;
 - ii. At the mid-point of the event;
 - iii. Immediately after the event.
- b. The accountability check shall be conducted via the event radios by Command or their designee.
- c. The format for the initial accountability check shall be as follows:
 - i. "____ hours. Charlottesville-Albemarle Special Events Team; Operating at Scott Stadium on both the inside and outside frequencies. Command conducting pre-game accountability check. When your sector is called, please respond by repeating your sector name, number of persons in your crew, and your level (basic, trauma, or medic)."
- d. The format for subsequent checks shall be as follows:
 - i. "____ hours. Command conducting mid/post-game accountability check. When your sector is called, please respond by repeating your sector name and the number of persons in your crew."