



CHARLOTTESVILLE - ALBEMARLE RESCUE SQUAD



STANDARD OPERATING GUIDELINE

TOPIC: Special Events - Routine Stand-By Events	S.O.G. # 4.5e
Approved by: Lair D. Haugh, Chief	Revised: Approved:

I. PURPOSE

- a. To provide a guide for routine operations at routine, small-scale, stand-by events.

II. SCOPE

- a. Unless superceded by event-specific instructions, this guideline shall cover all operations at all events that:
 - i. Are planned in advance
 - ii. Have requested our services
 - iii. Meet at least one of the minimum criteria of:
 1. Having 1000+ persons in attendance
 2. Being an event posing significant risk of injury to persons present
 3. Being a public education opportunity
 - iv. Are not occurring at Scott Stadium or U-Hall.
 1. See location-specific guidelines
- b. Examples of possible events falling under this guideline include:
 - i. High-school football games
 - ii. UVA men's lacrosse games
 - iii. Community races
 1. Charlottesville 10-miler, marathons, etc.
 - iv. Concerts
 - v. Educational presentations to local schools

III. PROCEDURE

- a. Prior to the event
 - i. A list of upcoming stand-bys shall be maintained by the Special Events Coordinator by the door to the South bays in the downstairs TV-Room.
 - ii. Members wishing to participate in a stand-by shall sign up for the event on the said board.
 - iii. If unsure as to the exact location of the event or specific details about the event, it is the responsibility of the personnel signed up for the stand-by to contact the Special Events Coordinator at least 48 hours prior to the event.
 - iv. The personnel signed up for the event shall report to the McIntire station at least 45 minutes prior to the scheduled start of the event.
 - v. Before departing for the event, the crew shall:
 1. Complete an Ambulance Check Sheet for Special Events 147.
 2. Ensure the on-duty Crew Captain is aware of the stand-by.
- b. During the event
 - i. Upon arrival at the event, the crew shall position the ambulance in a position so as to facilitate ready departure from the location if necessary, but so as not to block the flow of traffic.

- ii. The crew shall have, and monitor, a functioning radio in their possession at all times during the standby.
- c. After the event
 - i. Upon return to the McIntire station after the stand-by, the crew shall replace any equipment used during the event.
 - ii. A 'Stand-By Form' shall be completed and filed in the appropriate locations as indicated on the form.