



# CHARLOTTESVILLE - ALBEMARLE RESCUE SQUAD



## STANDARD OPERATING GUIDELINE

<b>TOPIC: Special Events - Scott Stadium - Operations</b>	<b>S.O.P. # 4.5a</b>
Approved by: Lair D. Haugh, Chief	Revised: 3/18/2003 Approved:

### I. PURPOSE

- a. To set forth operational guidelines for coverage of events at The University of Virginia, Scott Stadium.

### II. DRESS CODE

- a. Personnel shall be attired in a standard CARS uniform to include:
  - i. Navy pants
  - ii. Navy blue golf-style shirt
  - iii. Black boots
  - iv. CARS job shirt or jacket as needed
  - v. CARS hat if desired
- b. In cold or inclement weather, consider obtaining air-activated hand/toe warmers.

### III. COMMAND

- a. The Incident Management System shall be utilized for all events.
- b. The 'Command Post,' which contains representatives from EMS, Fire, Police, Ushers, and The University is located at the north end of the press box.
- c. A unified command structure shall be utilized by all agencies within the command post.
- d. The 'Command Post' shall be staffed at least two hours prior to the scheduled start of the event.
- e. The 'Command Post' shall remain in operation until the majority of the stadium's occupants have moved outside of the stadium gates.
- f. The CARS Incident Commander:
  - i. Shall remain in the command post so as to be in direct contact with other agency commanders throughout the duration of the event.
  - ii. Shall be responsible for overseeing all EMS operations at the event
  - iii. Shall be responsible for overseeing all CARS personnel operating at the event
  - iv. Shall be responsible for dispatching crews to EMS incidents at the event
  - v. Shall have ultimate authority over all CARS personnel operating at the event
  - vi. Shall have ultimate authority over all EMS operations at the event

### IV. COMMUNICATIONS:

- a. During all events occurring at Scott Stadium, the CARS Event Radio System shall be utilized.
- b. Prior to departure to the stadium, the Special Events Coordinator shall ensure that the CARS repeater is turned on and functioning.
- c. CARS personnel operating during an event at Scott Stadium shall use the Event Radios.
- d. The Event Radios shall be programmed as follows:
  - i. Channel 1 - Inside Frequency (non-repeated)
    1. This shall be the primary channel for all crews operating inside the

stadium.

- ii. Channel 2 – Outside Frequency (repeated)
  - 1. This shall be the primary channel for all crews operating inside the stadium.
  - 2. The radios in the ambulances being utilized for the event shall be switched to this frequency for the duration of the event.
- iii. Channel 3 – EMS Statewide (non-repeated)
  - 1. This shall be the primary channel for operations should a major event occur.
- iv. Channel 4 – EMS 1 (UVA)
- v. Channel 5 – EMS 1 (MJH)
- vi. Channel 6 – TAC 1 (non-repeated)
  - 1. This channel may be used if direct contact with ECC is necessary during the event.
  - 2. Crews should refrain from contacting ECC directly unless it is an emergency. Any contact with ECC during and event should be made through ‘COMMAND.’
- e. All units being utilized for the standby shall ‘mark-up’ with ECC when they depart for the stadium.
  - i. Units shall use the following format:
    - 1. “ECC, Medic 143 is enroute to Scott Stadium for a routine stand-by.”
  - ii. The first unit shall also inform ECC to generate an incident number. This unit shall use the following format.
    - 1. “ECC, Medic 145 is enroute to Scott Stadium for a routine stand-by. Please generate an incident number.”
- f. After ‘marking-up’ with ECC, the units shall switch their radios to the channel labeled ‘EVENT-REPEATER.’ The unit radios shall be left on this channel until the units clear from the stadium at the conclusion of the event.
- g. Upon arrival at the stadium, the unit shall inform ‘COMMAND’ on the Outside Frequency.
- h. Once a team is in its assigned position within the stadium, they shall inform ‘COMMAND.’
- i. The following radio identifiers shall be utilized for operations at Scott Stadium:
  - i. Incident Commander – ‘COMMAND’
  - ii. Northeast Division – ‘NORTHEAST’
  - iii. Northwest Division – ‘NORTHWEST’
  - iv. Southeast Division – ‘SOUTHEAST’
  - v. Southwest Division – ‘SOUTHWEST’
  - vi. Upper Deck Division – ‘UPPERDECK’
  - vii. Bike Team Supervisor – ‘BIKE TEAM LEAD’
  - viii. Bike Team 1 – ‘BIKE TEAM 1’
  - ix. Bike Team 2 – ‘BIKE TEAM 2’
  - x. Third Floor First Aid Room – ‘FIRST AID 3’
  - xi. Fifth Floor First Aid Room – ‘FIRST AID 5’
  - xii. First Aid Room Supervisor – ‘FIRST AID LEAD’
  - xiii. Emergency Response Vehicle – ‘ERV’
- j. Apparatus shall be referred to by their assigned designator.
- k. Line Officers shall be referred to by their assigned designator.
- l. Phone Numbers
  - i. Command Post – 982-5156
  - ii. First Aid Room 3 – 982-5044
  - iii. First Aid Room 5 – 982-5081

- iv. ECC - 977-9041
- v. Fire Alarm - 970-3248
- vi. MedCom - 924-9287
- vii. Duty-1 - 962-9151
- viii. Special Events Coordinator - 981-2644
- ix. CARS McIntire Building - 296-4825

## V. SPAN OF CONTROL

- a. Interior Sectors
  - i. All interior sectors shall report directly to 'COMMAND.'
- b. Bike Teams
  - i. All bike teams shall report directly to 'BIKE TEAM LEAD.'
  - ii. 'BIKE TEAM LEAD' shall report to 'COMMAND.'
- c. First Aid Rooms
  - i. All first aid rooms shall report directly to 'FIRST AID LEAD.'
  - ii. 'FIRST AID LEAD' shall report to 'COMMAND.'
- d. All apparatus, line officers, and other personnel shall report directly to 'COMMAND.'

## VI. EMERGENCY RESPONSES

- a. Emergency requests received by the command post will be assigned to a specific sector(s) by 'COMMAND.'
- b. Emergency requests received by individual sectors or person may be handled by that sector or person. 'COMMAND' shall be notified of:
  - i. The identifier of the sector and/or person responding
  - ii. The location of the emergency incident
  - iii. The nature of the emergency incident
- c. If an individual sector or person is approached to report an emergency incident that is in a different location or is not EMS related, the information should be forwarded to 'COMMAND' for appropriate dispatch.
  - i. Examples of such incidents include:
    - 1. Fire or police-related incidents
    - 2. Incidents on the other side of the stadium
    - 3. Incidents on another level of the stadium
- d. If the responding sector determines that transport to a first-aid is necessary, the sector shall notify 'COMMAND' of such.
  - i. 'COMMAND' shall dispatch the ERV to transport the patient to the nearest first aid room.
- e. If the responding sector determines that transport directly to the hospital is necessary, the sector shall notify 'COMMAND' of such.
  - i. 'COMMAND' shall dispatch the appropriate crew to retrieve the ambulance and drive it to the nearest access point.
    - 1. The Southeast sector shall be responsible for operating the BLS ambulance.
    - 2. The Southwest sector shall be responsible for operating the ALS ambulance.
- f. Ambulances transporting patients to the hospital shall notify 'COMMAND' when they are:
  - i. enroute to the hospital
  - ii. out at the hospital
  - iii. enroute back to the stadium from the hospital

- iv. back at the stadium
- v. back in position in their sector
- vi. AMBULANCES SHALL NOT CONTACT ECC.
- g. Ambulances transporting patients from a first aid room to the hospital shall NOT give a report to MedCom.
- h. Ambulances transporting patients directly from the scene to the hospital SHALL give a report to MedCom.
- i. Calls received by ECC for incidents inside or around the stadium shall be forwarded to the Command Post for dispatch by 'COMMAND.'
- j. Calls received by either first aid room for incident inside or around the stadium shall be forwarded to 'COMMAND' for appropriate dispatch.
  - i. First aid room personnel are NOT to leave their room unless specifically asked to do so by 'COMMAND' or 'FIRST AID LEAD.'

## VII. SECTOR RESPONSES

- a. Interior sectors are deployed so as to provide complete and uniform coverage of the stadium.
- b. Each sector is responsible for a geographic portion of the stadium. The divisions are as follows:
  - i. Northeast
    - 1. Seating:
      - a. Section 301 – Row A: 1-4
    - 2. Response Area:
      - a. Sections 101-107
      - b. Sections 301-302
      - c. North Student Gate
  - ii. Northwest
    - 1. Seating
      - a. Section 330 – Row A: 22-25
    - 2. Response Area:
      - a. Sections 124-131
      - b. Sections 329-330
      - c. West Gate
  - iii. Southeast
    - 1. Seating
      - a. Section 311 – Rows A & B: 1-4
    - 2. Response Area:
      - a. Sections 108-115
      - b. Sections 311-315
      - c. East & Southeast Gates
  - iv. Southwest
    - 1. Seating
      - a. Section 321 – Rows A & B: 48-49
    - 2. Response Area:
      - a. Sections 116-123
      - b. Sections 317-321
      - c. Southwest Gate
  - v. Upperdeck
    - 1. Seating
      - a. Section 520 – Row A: 15-16
    - 2. Response Area:

- a. All 400 (VIP) and 500 level sections

## VIII. TREATMENT GUIDELINES

- a. The current TJEMS Council protocols and guidelines shall be utilized by personnel operating at Scott Stadium.
- b. Any time patient contact is initiated – defined as performing a patient assessment – a PPCR shall be filled out
  - i. Distributing band-aids, ice packs, or bee-sting swabs does not constitute patient contact
  - ii. Upon return to the McIntire Building, 'COMMAND' shall provide the appropriate incident number and times for the completion of the PPCR.
- c. 'COMMAND' shall be notified of all patient dispositions. These include:
  - i. Treated & Released
  - ii. Transport to First Aid Room
  - iii. Transport to Hospital
- d. Medical command may be obtained directly through MedCom or through the on-site physician. To request medical command through the on-site physician, contact 'COMMAND' to inform them of such.
- e. CARDIAC ARRESTS
  - i. "3 and Out." Initiate the first stack of three shocks, if indicated, and then remove the patient from public view.
  - ii. If it is known that the patient is in cardiac arrest at the time of dispatch, 'COMMAND' will dispatch an ambulance to the closest gate and ERV to the scene. The patient should be moved via ERV or stretcher to the gate where the ambulance is waiting as fast as possible.
  - iii. Patients in cardiac arrest shall only be transported to a first aid room if there is a delay in the arrival of an ambulance.
    - 1. It is almost always in the best interests of the patient to transport them directly to the hospital rather than to the first aid room.
- f. Significant Medical Emergencies
  - i. As a general rule, two teams shall be dispatched to 'significant medical emergencies.' These are generally 'medic-level' complaints.
  - ii. The first team to arrive on scene shall be responsible for patient care.
  - iii. The second team to arrive shall be responsible for coordinating:
    - 1. Patient extraction; either to a first aid room or ambulance
    - 2. Crowd control
    - 3. Scene clean-up
- g. Whenever possible, ambulatory patients should be walked to the first-aid room or ambulance. This is by far the easiest method of transportation.
  - i. If the patient is unable to ambulate, the team should contact 'COMMAND' to arrange for transport. Command will either dispatch the ERV or an additional team to bring a cot, depending on the location of the incident and staffing.
- h. As a general rule, patients with BLS complaints should be treated and released or treated and transported to a first aid room. If ALS care is initiated, the patient should be transported directly to the hospital.

## IX. EMS EQUIPMENT REPLACEMENT & RETREIVAL

- a. Basic replaceable items (NRBs, band-aids, etc.) can be obtained at one of the first aid rooms.
- b. If the item is not available in the first aid rooms, contact 'COMMAND' to advise them of

- the situation. Command will make arrangements to have the equipment brought to the affected team.
- c. If a Special Event Drug Pack is used, DO NOT attempt to exchange it at the hospital during the event. Bring it back to the stadium and advise 'COMMAND' that you will need a replacement.
    - i. Repacking of these bags is done post-event in the pharmacy.
  - d. If immobilization equipment is required, contact 'COMMAND.' They will arrange to have the equipment brought to the scene.

## X. DEPLOYMENT

- a. All personnel shall arrive at the McIntire Station no later than two hours prior to the scheduled start time of the event.
  - i. An earlier time may be established by the Special Events Coordinator if deemed necessary.
- b. Personnel should be in position at the stadium no later than one hour before the scheduled start of the event.
- c. Meals will be provided to all personnel participating in the stand-by if the event is greater than two hours in length.
  - i. The distribution of these meals shall be done by the Special Events Coordinator or his/her designee.
  - ii. Additional requirements for the bike team will be handled by the Bike Team Supervisor.
- d. The Special Events Coordinator shall determine sector assignments for all personnel participating in the stand-by. These assignments will be made prior to departure for the stadium. The crews shall be assembled so as to:
  - i. Evenly distribute ALS providers
  - ii. Pair experience with inexperienced providers
- e. The Special Events Coordinator shall furnish a copy of the assignments to:
  - i. The Duty Officer
  - ii. The Incident Commander
  - iii. The Bike Team Supervisor
- f. Each individual team is responsible for ensuring that they have all the required equipment for their sector. This equipment includes:
  - i. A stadium bag (ALS or BLS as appropriate)
    - 1. Checking the O2 cylinder
  - ii. An AED or monitor/defibrillator
  - iii. A Scott Stadium information card
  - iv. A CARS event radio
- g. Interior teams will be transported to the stadium in two ambulances. One ambulance shall be the Special Events Ambulance (147). The other unit shall be decided upon by the Duty Officer.
  - i. Teams shall return on the same ambulance on which they rode to the stadium.
- h. The Bike team will be transported to the stadium in Support 138.
- i. The Special Events Ambulance (147) shall park underneath the parking garage in a location assigned by University Police.
- j. The other ambulance shall park on top of the parking garage located at the South end of the stadium in a location assigned by University Police.
  - i. A parking pass for this unit shall be obtained from the Special Events Coordinator prior to departure to the stadium.
  - ii. Access to this lot is made off Whitehead Road.

## XI. ACCOUNTABILITY

- a. It is the responsibility of all members to ensure that accountability of all personnel takes place and is accurate. Members are expected to stay in the general vicinity of their assigned post unless otherwise directed.
- b. 'COMMAND' will perform Personnel Accountability (PAR) checks throughout the course of the event. It is the responsibility of each crew to monitor the radio for such checks.
- c. Members shall always work/travel in teams of two and AT NO TIME shall a member be placed in a position where they are without contact with 'COMMAND.'
- d. If a member leave a sector at any time for any reason, 'COMMAND' shall be notified immediately.

## XII. TERMINATION

- a. Sectors will remain on scene until advised by 'COMMAND' that they may go in service.
- b. Sectors will be released in a staggered format, grouped by the ambulance in which they were transported to the event.
- c. Once released by the Incident Commander, the crews shall report to the ambulance in which they arrived.
- d. If an ambulance is required to transport a patient towards the end of the event, the ambulance will not be able to return to the stadium via the standard route. As soon as the ambulance clears from the hospital, they should inform 'COMMAND' as soon as possible so the Incident Commander can alert the police traffic division.
  - i. The ambulance must return by taking University Avenue to McCormick Road to Alderman Road. From there, the police will assist the ambulance in positioning as close to the stadium as possible.

## XIII. STANDBY EQUIPMENT

- a. Event Radio
  - i. Ensure battery is charged.
  - ii. For a long-duration event (3+ hours), consider obtaining another battery or know the process by which to obtain one.
  - iii. Sign out the radio on the appropriate log.
- b. Information Card
  - i. This is a laminated card with a diagram of the stadium and important phone numbers.
- c. Heartstart AED or monitor/defibrillator
  - i. Ensure the pads are in date.
- d. Stadium Bag
  - i. Top Flap:
    1. 10 pairs of large gloves
    2. Triage tape/tag set
  - ii. Main Compartment
    1. 1- C" oxygen cylinder with regulator
      - a. At least 1,000 p.s.i..
    2. 1 - Adult NRB
    3. 1 - Standard BP cuff
    4. 1 - Stethoscope
    5. 1 - V-Vac suction unit
    6. 1 - BVM with adult and peds masks

7. 2 - Biohazard combo masks
  8. 4 - emesis bags
  9. 1 - Combitube
  10. 1 - Intubation kit (ALS BAGS ONLY)
  11. 1 - Magil Forceps (ALS BAGS ONLY)
  12. 1 - Special event drug pack (ALS BAGS ONLY)
    - a. Check expiration date
- iii. Side Compartment #1
1. Complete set of nasal airways
  2. Complete set of oral airways
  3. 1 - Bite stick
  4. 1 - Pediatric NRB
  5. 2 - Adult NRBs
  6. 1 - Nasal cannula
  7. 1 - Oxygen tubing
  8. 3 - Tubes of surgilube
  9. 2 - Bottles sterile water
  10. 2 - Tubes oral glucose
  11. 1 - Box of ammonia inhalants
  12. 1 - Bottle of hand sanitizer
- iv. Side Compartment #2
1. 1 - Trauma Dressing
  2. 1 - Sam splint
  3. 4 - Rolls of Kerlex
  4. 3 - Cravats
  5. 12 - 4x4's
  6. 18 - Band-aids
  7. 2 - Cold packs (ensure they have not ruptured)
  8. 1 - Box of bee sting swabs
  9. 1 - Box of methiolate swabs
  10. 2 - Rolls of 1" tape
  11. 6 - Call sheets
- e. Cardiac Drug Box
- i. The Northeast and Southwest teams shall always be equipped with a full Cardiac Drug Box.
- f. Equipment shall not be removed from the ambulances without approval from the Special Events Coordinator.