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a. Unless superceded by event-specific instructions, this guideline shall cover all operations at all events that: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.