



STANDARD OPERATING GUIDELINE

TOPIC: Special Event Team Captain Responsibilities	S.O.G. # 1.5c
Approved by: Lair D. Haugh, Chief	Revised: 02/10/2016 BWS Approved: L.D.H.

Purpose:

To provide a description of the responsibilities of the Special Event Captain.
To set forth the authority of the Special Events Captain.

Responsibility:

1. Maintain a list of Standby Details that will be covered by the members of the Charlottesville-Albemarle Rescue Squad. This list shall be maintained in a readily accessible location including an electronic format.
2. Timely follow up with those who contact the Rescue Squad requesting standbys. All requests shall receive direct follow up within three days of the initial contact.
3. Determine whether or not requests for standbys meet the Department's established guidelines as set forth in SOG # 1.13a.
4. Determine the personnel and equipment needs for each standby.
5. For any standby requiring more than 4 personnel, or any standby that is performed in concert with other agencies, an Incident Action Plan shall be completed and kept on file for at least two years.
6. Insure that Standby events have appropriate staffing. Maintain a data base of all standby events which shall include the names of the personnel that covered the event and the number of hours that were spent at the event.
7. Responsible for maintenance and record keeping of all Special Event Equipment and Apparatus. This equipment and apparatus includes, but is not limited to: Logistics 137 and its contents, Support 138, Special Event Trailers, EMS Bicycles, EMS Transport Gator and Medical Equipment back packs.
8. Maintain an appropriate cache of EMS supplies for use at Special Events.
9. Maintain an adequate stock of full, C size oxygen bottles.
10. Maintain 6-8 SERT drug packs. Insuring that they are in date.
11. Attend all planning meetings for special events as the rescue squad representative.
12. The Special Event Captain shall be the Command Officer at special events or shall appoint another member as the Command Officer. Line Officer's and or Duty Officers may fill this role at larger events at the Assistant Chief of Operations or the Deputy Chief of Special Operations discretion.
13. Insure yearly training on Incident Command and operations at multi casualty incidents are provided to all members.
14. Serve as the department representative for the yearly, regional, multi casualty drill.
15. In conjunction with the Deputy Chief of Special Operations, establish yearly goals and insure that they are met or altered.
16. In conjunction with the Deputy Chief of Special Operations, develop a budget plan for the coming fiscal year.

Requirements:

1. Member in good standing.
2. Released attendant in charge for a minimum of one year.
3. BLS preceptor.
4. Released Driver for at least 6 months
5. Have or obtain Class III EVOC within 6 months of taking position
6. Have Hazardous Materials Awareness certification
7. Completed the following ICS courses: 100, 200, 300, 400, 700, 701, 703, 706, 800 With the exception of ICS 300 and 400, all courses must be completed prior to taking the position and are available online. ICS 300 and 400 must be obtained within 6 months of taking position.

Authority:

The Special Event Captain is directly responsible to the Deputy Chief of Special Operations and is responsible for insuring Command and Control of all Special Event Operations.