

# Monterey County EMS System Policy



Policy Number: 7001  
Effective Date: 7/1/2022  
Review Date: 6/30/2025

## **SPECIAL EVENT-MEDICAL PLAN AND PLAN REVIEW**

### **I. AUTHORITY**

- A. California Health and Safety Code, Division 2.5, Sections 1797.74, 1797.78, 1797.94, 1797.204, 1797.220

### **II. PURPOSE**

- A. To establish standards and procedures for the EMS Agency to recommend specific first aid and medical services at a special event and for review of a medical plan submitted to the Monterey County EMS Agency for the special event.

### **III. POLICY**

- A. The EMS Agency will review medical plans submitted to help ensure adequate first aid and medical services are available at the event and to minimize the impact of the event on EMS services within Monterey County.
- B. The EMS Agency will utilize the procedure included in this policy to standardize recommendations for first aid and medical services at the event
- C. The event sponsor shall complete the medical plan in its entirety to accurately describe the event on the form specified by the EMS Agency at least thirty (30) days in advance of the event to ensure processing and approval of the medical plan.
- D. An incomplete medical plan will be returned to the event contact for completion. The medical plan will not be approved until all elements of the medical plan are satisfactorily addressed and signed.
- E. A report on the medical and first aid services shall be provided to the EMS Agency by the event sponsor within 30 days of the end of the event. Failure to submit the report may prevent approval of subsequent medical plans for future events
- F. First aid and medical staffing recommendations may be adjusted based on reported first aid and medical services provided at the event when held previously and at other similar events. Adjustment may also be based on event location related to access and distance from additional EMS services.

### **IV. PROCEDURE**

- A. Medical plan submission
  - 1. Obtain a copy of the medical plan through the Monterey County Resource

Management Agency (RMA)

- a. The Large Event Medical Plan is generally used for events utilizing ambulance services, expecting greater than 750 people, and/or is an event involving high-risk activities.
  - b. The Small Event Medical Plan is generally used for events not utilizing stand-by ambulance services, expecting fewer than 750 people, and/or does not involve high-risk activities.
2. Accurately complete and sign the medical plan
  3. Submit the Medical Plan through the RMA

B. Medical Plan review


1. The EMS Agency will review the submitted Medical Plan to help ensure adequate first aid and/or medical services to protect the participants, spectators, and vendors at the event as well as to limit the impact on ambulance availability to the 911 system.
  - a. The ability to communicate to first aid/medical personnel to summon aid and to effectively communicate patient location is an important part of the medical plan.
  - b. Small events with less than 750 people in attendance and no identified risk related to the event may utilize County 911 services as their medical coverage. Events that could be considered remote from 911 ambulance resources may be requested to have on-site first aid and/or medical coverage.
  - c. The history of medical and first aid incidents when the event was held previously or at similar events will be used for recommended revisions as necessary.
  - d. Plan approval may be withheld if, in the judgement of the EMS Agency, inadequate preparations for first aid and/or medical services may result in inadequate services for the event or risk significant impact to the EMS system causing decreased ambulance availability to the County.
2. The EMS Agency will either return the Medical Plan to the event sponsor for further information or approve the plan and return the plan to the RMA. The event sponsor should consider submitting the Medical Plan early to provide adequate time for revision and resubmission should the Medical Plan be returned for revision.

**Attachment A**

**Recommended First Aid/Medical Coverage Matrix**

Service Level	Event Considerations and Event Types
Ambulance Required	<ul style="list-style-type: none"><li>• Sanctioning body requirements.</li><li>• Event history of ambulance transport.</li><li>• High risk event.</li><li>• Remote location with increased risk.</li><li>• Attendance greater than 15,000</li></ul>
Dedicated First Aid/Medical Stand-by	<ul style="list-style-type: none"><li>• Sanctioning body requirements.</li><li>• Moderate risk event.</li><li>• Remote location.</li><li>• Attendance greater than 750.</li></ul>
First Aid available	<ul style="list-style-type: none"><li>• Low risk event.</li></ul>
No on site first aid required	<ul style="list-style-type: none"><li>• No increased risk specific to the event.</li></ul>

**END OF POLICY**

  
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