



**Government of the  
District of Columbia**



**Department:** Department of Health  
**Administration:** Health Emergency Preparedness and Response Administration  
**Section:** Emergency Medical Services  
**Policy Name:** Medical Aid Station Operating Requirements During Special Events  
**Policy Number:** 2014-0026  
**Effective Date:** 18 September 2014

**Approved By:** Dr. Brian Amy, Senior Deputy Director, HEPRA  
**Applies To:** All EMS Operational Agencies  
All Special Event Organizers

**Purpose:** Identify the Minimum Requirements for Medical Aid Stations Operating during a Special Event

**Reference:** D.C. Official Code §7-2341 (EMS Act of 2008)  
DCMR Title 29, Section 561  
DC DOH EMS Policy 2014-0027

**Revision:** Original

## **Introduction**

DC Municipal Regulations (DCMR) Title 29, Section 561.1 provides “An Emergency Medical Services Agency that provides services at a special event medical aid station shall be certified by the Director to provide Special Event EMS services.” Section 561.6 states, “Medical Aid Stations shall conform to the personnel and equipment standards outlined in DOH policy.”

This requirement is mandated under the Emergency Medical Services Act of 2008, D.C. Official Code §§ 7-2341 *et seq.* which provides “Except as otherwise provided in this chapter, no person or entity shall operate an emergency medical services agency in the District, whether public or private, for-profit or not-for-profit, without first having obtained a license from the Mayor to do so.” ... “Except as otherwise provided in this chapter, no person shall perform the duties of emergency medical services personnel in the District, whether for compensation or not for compensation, without first having obtained a certification from the Mayor to do so.” This policy is designed to meet the requirements of the EMS Act and the DCMR.

## **Health, Medical and Safety Plan**

Any group or individual who intends to hold a special event must submit a Health, Medical and Safety Plan to the Department of Health (DOH) for review and approval as a precursor to obtaining a District event permit from the Department of Consumer & Regulatory Affairs (DCRA). That plan must include the following minimum information and be submitted using DC-DOH EMS Form 2014-0026A:

District of Columbia Medical Aid Station Requirements

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- a. Type of event being held;
- b. Number of expected participants;
- c. A list of medical assets available at the event;
- d. A communication plan;
- e. An extreme weather plan;
- f. A point of contact (Health and Safety Lead); and
- g. A date and location for a pre-event health and safety meeting with the event’s medical and emergency response staff.

*Medical Assets*

Depending on the size and type of event, additional information may be required to be submitted. The following matrix identifies additional medical resources that will be required depending on the event

Event Description		Required Medical Assets (indicated by an X)					
Event Type	Anticipated Crowd Size	CPR & 9-1-1 Access	BLS Aid Station	ALS Aid Station	ALS Aid Station w/ Physician	Ambulance (ALS/BLS)	Mobile Team
Concert/ Music Festival	< 2,500	X	X	*			
	2,500-15,000	X		X		BLS *	*
	15,000-50,000	X		X	*	ALS (1)	X
	> 50,000	X			X	ALS (1)	X
Athletic/ Sporting Event	< 2,500	X	X	*			
	2,500-15,000	X		X		BLS (1)	X
	15,000-50,000	X			X	ALS (1)	X
	> 50,000	X			X	ALS (1)	X
Parade, Block Party, Street Fair, or Outside venue	< 2,500	X	*				*
	2,500-15,000	X	X	*		BLS *	X
	15,000-50,000	X		X		ALS (1)	X
	> 50,000	X			X	ALS (1)	X
Conference or Convention	< 2,500	X	*				
	2,500-15,000	X	X	*		BLS *	*
	15,000-50,000	X		X	*	ALS (1)	X
	> 50,000	X			X	ALS (1)	X

X=Required    \* = Recommended    ALS = Advanced Life Support    BLS = Basic Life Support

(1) = Multiple units may be required depending on the history and size of the event

### *Communications Plan*

The communications plan for the event must identify the following:

- a. How event staff will communicate with the Health & Safety Lead; and
- b. If medical aid stations and/or ambulances will be present at the event:
  1. Communication between Medical Aid Stations and Mobile Teams;
  2. Medical personnel and the 9-1-1 Office of Unified Communications;
  3. Medical personnel and event ambulances; and
  4. Medical personnel and local hospitals.

### *Extreme Weather Plan*

The weather plan should identify the following:

- a. Weather incidents that may cancel the event prior to the start of activities, and the method for notification to the public;
- b. Weather incidents that may cancel the event after the start of activities, and the method for notification to the public;
- c. Weather incidents that may require the movement of the public and participants to shelters after to the start of activities, and the method for notification to the public; and
- d. How the event will monitor weather conditions

### *Pre-event Health and Safety Meeting*

A Pre-event Health and Safety Meeting must be conducted with the medical and emergency response staff assigned to the event. The meeting must include a briefing on the Health, Medical and Safety Plan, and must discuss the medical assets available at the event, how to obtain those assets, the communications plan and the weather plan.

### **Reports**

To improve future special events planning, and to identify the nature and severity levels of patients treated during a special event, certain records and reporting must be completed during and after the event. 29 DCMR 561.2-5 outlines the requirements for completing and maintaining patient care reports. Additionally, the Department of Health may request additional information following the event, such as crowd size, unusual incidents, and other relevant data.