



CHARLOTTESVILLE-ALBEMARLE RESCUE SQUAD

STANDARD OPERATING GUIDELINE

TOPIC: Special Event Team Captain Responsibilities	S.O.G. # 1.1
Approved by: Lair D. Haugh, Chief	Revised: 7/12/2007 Approved: 7/12/2007

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 on the board in the downstairs TV room at the McIntire Road Station.
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 whether or not an event shall be staffed by the cooperative effort of the Charlottesville-Albemarle Rescue Squad and the University of Virginia known as Special Event Medical Management and if so contact the Manager of the University of Virginia's SEMM team. Determine the personnel and equipment needs for each standby.
5. 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.
6. Responsible for maintenance and record keeping of all Special Event Equipment and Apparatus. This equipment and apparatus includes, but is not limited to: Ambulance 147, Support 138, Special Event Trailer, EMS Bicycles, EMS Transport Gator and Medical Equipment back packs ("stadium bags").
7. Maintain an appropriate cache of EMS supplies for use at Special Events.
8. Maintain an adequate stock of full, C size oxygen bottles.
9. Maintain 8 SERT drug packs. Insuring that they are in date.
10. Interface with the UVA Special Event Medical Management Manager on at least a weekly basis to insure events will have appropriate staffing and logistical support.
11. Attend all planning meetings for special events as the rescue squad representative.
12. Develop plans, in conjunction with the UVA Special Event Medical Management Manager and other officers as needed, for special events.
13. Insure that Standby events have appropriate staffing and coordinate with the UVA Special Event Medical Management Manager on larger events to insure that personnel are appropriately assigned to tasks, based on their level of experience and expertise.
14. The Special Event Captain shall be the Command Officer at all special events or shall appoint another member as the Command Officer.
15. The Special Event Captain shall also be responsible for the repair and maintenance of the Multi Casualty Response Unit and all of its contents.
16. Insure yearly training on Incident Command and operations at multi casualty incidents are provided to all members.
17. Serve as the department representative for the yearly, regional, multi casualty drill.
18. In conjunction with the Deputy Chief of Special Operations, establish yearly goals and insure that they are met or altered.
19. In conjunction with the Deputy Chief of Special Operations, develop a budget plan for the coming fiscal year.

Authority:

The Special Event Captain is directly responsible to the Deputy Chief of Special Operations and is responsible for Command and Control of all Special Event Operations. The Special Event Captain shall interface with the UVA Special Event Medical Management Manager to insure that there is adequate staffing for all Special Events. The Special Event Captain shall have



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Command Authority over the UVA Special Event Medical Management Manager while operating at an event. The Bike Team Supervisor shall report directly to the Special Event Captain or his/her designee.