

Public Health
& Environment

R
U
L
E
S
&
R
E
G
U
L
A
T
I
O
N
S

Rules and Regulations Governing Emergency
Medical Requirements for Special Events



Approvals

Handwritten signature of the Chair of the Board of Public Health & Environment.

Chair
Board of Public Health & Environment

Handwritten signature of the Manager and Executive Director of the Department of Public Health & Environment.

Manager and Executive Director
Department of Public Health & Environment

Date of Executive Director's Signature: 12/17/18

Handwritten signature of the Attorney for the City & County of Denver.

Attorney for the City & County of Denver

SECTION 1 – Introduction

SECTION 2 – Special Events EMR Participating Agencies

SECTION 3 – Health and Medical Plan

SECTION 4 – Emergency Medical Requirements Approval

SECTION 5 – Enforcement and Penalties

Attachment A: Special Events, Health and Medical Plan Matrix

Attachment B: Special Events, Health and Medical Plan Checklist

Attachment C: Special Events, Health and Medical Plan Application

SECTION 1.0 – Introduction

1.1 Authority

These regulations are adopted by the City and County of Denver Board of Public Health and Environment and promulgated by the Manager of the Department of Public Health and Environment in accordance with the authority in Sections 17-17 and 17-37 of the Denver Revised Municipal Code (“D.R.M.C.”).

1.2 Purpose

The purpose of this rule is to provide emergency medical requirements (“EMR”) coordination at Special Events within the City and County of Denver (“City”) and is necessary to protect public health. Coordinators and promoters must consider and take steps to mitigate potential hazards and vulnerabilities for events. These rules and regulations define the emergency medical requirements for Special Events of a certain size, including minimum standards for onsite medical coverage and assets, communications plans, access, and environmental considerations. The Denver Department of Public Health and Environment (“DDPHE”) will coordinate with the City’s Emergency Medical Services provider and ensure that all administrative requirements are met prior to permit approval.

1.3 Definitions

The following terms are defined for the purposes of the rules and regulations.

“**Event Coordinator**” means the individual or entity responsible for permitting, obtaining approvals, and maintaining compliance with applicable Codes for a Special Event.

“**Special Event(s)**” includes, but it not limited to, a race, parade, festival, walk or procession requiring interagency coordination and approval for the temporary use of public property in the City and County of Denver (such as a street closure or park).

SECTION 2.0 – Special Event EMR Participating Agencies

- A. Denver Department of Public Health and Environment (DDPHE)
- B. Denver’s Emergency Medical Services Provider (Denver Health Paramedic Division)

SECTION 3.0 – Developing the Health and Medical Plan

- A. The Special Event(s) Health and Medical Plan (“HMP”) must be submitted by the Event Coordinator at least thirty (30) days prior to the event. DDPHE and Denver’s Emergency Medical Services provider will review the HMP to ensure that these plans meet the minimum standards for the sizes and types of event, as defined in these rules and regulations. Attachment B provides a checklist for use in developing HMP’s.
- B. At minimum, final HMP’s shall include the following elements:

- 1. Event Size and Type

Event Coordinators should consult the HMP Matrix located in Attachment A to identify the size and footprint of the event. The plan should include a very brief description of the event, the times it will take place (date and hours), the location (indoor or outdoor), its purpose, and whether previous iterations of the event resulted in patients and the need for medical care.

2. Nature of the Event

Identify the type of activity at the event (athletic/sporting, awareness/support, parade/block party/street fair, conference/convention), and whether alcohol or cannabis consumption is anticipated.

3. Participant Numbers

Identify the estimated total number of participants for the event. If possible, estimate the number of attendees per hour, and the projected peak attendance times. If participants in the event are not the same as the spectators, include the projected numbers for both groups.

4. Onsite Medical Coverage and Assets

The size of the event determines the required medical assets.

- i. Identify whether medical providers – including, physicians, nurses, physician assistants, paramedics or emergency medical technicians (EMTs) – are onsite to provide care at the event, and whether they will provide medical transport.
- ii. Identify the locations of medical station(s) for the event, if any.
- iii. Identify the level of care that will be available onsite:
 - First aid
 - Basic life support
 - Advanced life support
- iv. Identify the onsite equipment, such as:
 - Automated external defibrillator (AED)
 - Tents, cots, tables
 - Wheelchairs, chairs
 - Medical equipment
 - Medications and supplies
- v. Identify how the medical resources will be requested and dispatched:
 - Stationary or mobile
 - Radios, mobile phones
 - Command post

5. Communications

Identify the onsite event coordinators for event day, include how they are contacted, what the communications plan is for staff and the public, and whether the event management staff are part of a unified or citywide command post for larger events.

6. Ingress and Egress

Identify any pre-designated ingress and egress points for ambulance transport resources and emergency responders.

7. Environmental Considerations

Identify whether extreme weather is anticipated (such as high heat, rain, snow, cold, and/or wind). Identify if water will be available to the participants at no cost, and whether there will be available shade or cooling stations for events determined by the National Oceanic and Atmospheric Administration's Heat Index as requiring "Caution" or above.

SECTION 4.0 – Emergency Medical Requirements Approval

- A. DDPHE, in conjunction with its Emergency Medical Services provider, requires that all Event Coordinators submit a Health and Medical Plan to DDPHE. Attachment A, Special Events Health and Medical Planning Matrix includes a detailed matrix identifying medical assets such as first aid stations, transport ambulances, supplies and equipment which might be needed depending on the event size, and other dynamic factors at play. A copy of the HMP application is provided in Attachment C. If necessary, DDPHE will establish a reasonable and associated submission fee for administrative expenses.
- B. DDPHE and Denver's Emergency Medical Services Provider will review the proposed HMP and either approve it or recommend changes to ensure the safety of persons attending a Special Event. The Event Coordinator must have a communications plan as a component of the overall HMP, and the chosen Emergency Medical Services provider must be able to initiate the HMP.
- C. The Event Coordinator is required to comply with and implement the approved HMP for the Special Event.
- D. DDPHE's approval of an application does not waive the applicant's obligation to comply with all applicable rules, regulations and requirements outlined by Denver's Office of Special Events, including but not limited to food vendor requirements, noise and odor requirements, and social consumption requirements.
- E. DDPHE's decision will be considered a final decision of the Executive Director of DDPHE.

SECTION 5.0 – Enforcement and Penalties

- A. Any Event Coordinator who requires an EMR permit at a Special Event, and who violates these rules may face the maximum allowable civil penalty allowed under Article 1, Section 24-5 of the D.R.M.C.
- B. If the Event Coordinator does not comply or implement the approved HMP, DDPHE will revoke or refuse to approve the EMR permit.
- C. DDPHE may inspect a Special Event for compliance with the approved HMP. If an inspection reveals any material departure from an approved HMP, such departure will be a violation of these rules.

- D. Administrative citations will be regulated as outlined under the DDPHE Rules and Regulations Governing Administrative Citations.
- E. This section shall become effective one year from rule adoption.

Attachment List:

- Attachment A: Special Events Health and Medical Plan Matrix
- Attachment B: Special Events Health and Medical Plan Checklist
- Attachment C: Special Events Health and Medical Plan Application

ATTACHMENT A
SPECIAL EVENTS HEALTH AND MEDICAL PLAN MATRIX

** Please note that these requirements may vary depending on dynamic factors of the event.*

Event Characteristics	Recommended Medical Providers and Assets							
Estimated Total Attendees	Communications Coordinator ¹	CPR, AED and 911 Access ²	On-site BLS ³	On-site ALS	On-site ALS and Physician ⁴	On-site Standby Ambulance ⁵	Mobile Medical Teams ⁶	Multiple Aid Stations ⁷
Small Footprint⁸								
<2,500		REQ	SUG					
2,500 - 5,000		REQ	REQ	SUG ⁹				
5,000 - 10,000	SUG	REQ	REQ	REQ	SUG		SUG	
Large Footprint¹⁰								
<2,500		REQ	SUG					
2,500 - 5,000	SUG	REQ	REQ	SUG ¹¹			REQ	
5,000 - 10,000	SUG	REQ	REQ	REQ			REQ	
10,000 - 25,000	REQ	REQ	REQ	REQ	REQ	REQ	REQ	SUG ¹²

¹ A communications coordinator typically operates from a command post or event operations center, using radios to communicate with staff.

² The City and County of Denver and its Emergency Medical Services Provider recommend that an automated external defibrillator be on site and immediately available at all events, and defibrillation is assumed to be part of the BLS and ALS medical capability.

³ Basic Life Support with an AED may be substituted for ALS in some situations, depending on event characteristics. Please direct questions to Denver Health Paramedics.

⁴ Having emergency physicians on-site is a valuable resource for treating and releasing patients back to the event. This also potentially mitigates the need for ambulance transports for some patients.

⁵ Standby ambulances are typically valuable as an adjunct to on-site medical providers. A dedicated ambulance that is the only medical asset will leave the event without coverage if it must leave immediately with a patient. Agencies providing on-site care should also provide access to transport resources outside of calling 911.

⁶ Mobile medical teams are of paramount importance for large footprint events, events with large crowds and other barriers to timely ingress of ambulances, and security measures that impede ingress. May include foot patrol EMTs and paramedics, bicycle medics, ATVs and other mobile assets.

⁷ Multiple aid stations should be considered for large footprint events and for races and walks with long routes. Typically, in conjunction with mobile medical teams.

⁸ Small footprint events are contained within a footprint that can be walked within a few minutes, typically not longer than a city block for a street.

⁹ See 2 above

¹⁰ Large footprint events are those in stadiums, city parks and venues that are larger than a few minutes' walk.

¹¹ See 2 above

¹² Depending on the footprint, multiple aid stations may be substituted for additional mobile resources.

25,000 - 50,000	REQ	SUG ¹³						
50,000+	REQ							

REQ = Required, SUG = Suggested (*Planning matrix is based upon FEMA guidance for special events, and Denver's experience managing special events*)

ATTACHMENT B

SPECIAL EVENTS HEALTH AND MEDICAL PLAN CHECKLIST

Please note that for all events requiring basic life support (“BLS”), advanced life support (“ALS”) or mobile team support, a contract or signed letter of intent with the required emergency medical services provider **must be submitted** with the HMP.

Medical Provider Agency

- All medical providers must be certified to provide care in the State of Colorado, pursuant to Colorado laws and rules. Those operating as EMTs and paramedics must be certified and operating under approved medical direction.
- If contracting with medical event providers, it is imperative that either the contracted provider or the event organizer produces a medical plan for the event, complete with the providers and medical assets list.
- On the day of the event, events with contracted event medical providers are encouraged to have the providers contact Denver Health Paramedic Communications at (720) 913-2200 to notify them of their presence at the event, and to provide for two-way communications in the case of 911 calls from the event.

Communication Plan

- Ensure procedures are in place to communicate with and between staff, security, volunteers, and medical providers, including communications with:
 - Volunteers/staff and medical personnel located at medical aid station(s) and with mobile medical teams
 - Event management staff
 - Event operations personnel

Pre-Event Meetings

- For events of certain sizes, complexity or risk profile, the City may request or schedule meetings to coordinate event organizers and city stakeholders proximal to the event, with event staff. The purpose of the meeting is to review the event plans, and in relation to the health and medical planning, to evaluate the communication plan, the medical assets available during the event, and to share any actionable information about the event that pertain to safety and health.

¹³ See 12 above

ATTACHMENT C
SPECIAL EVENTS HEALTH AND MEDICAL PLAN (SAMPLE)

Denver Special Event Base Health and Medical Plan			
Event Name:		Date(s):	
Event Description:			
Date(s):		Event Staff On-Site Time:	
Event Start Time:		Estimated Event End Time:	
Event Location Description: (Please attach a detailed map)			
Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Open Access Outdoor <input type="checkbox"/> Fenced Outdoor <input type="checkbox"/>			
Projected Attendee Numbers:		Is Alcohol Being Served at Event: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Event Primary Safety/Medical Contact			
Organization:		Organization:	
Contact Person # 1:		Contact Person # 2	
Phone # 1:	Phone # 2:	Phone # 1:	Phone # 2:

Primary Event Medical Provider			
Organization:			
Contact Person:		Phone # 1	Phone # 2
Dispatch/Coordinator Phone #:	Command Post / Coordination Center Location		
Are radios being used for event operations? Yes <input type="checkbox"/> No <input type="checkbox"/>		Do medical providers have event radios? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Event Private Security Provider			
Organization:			
Contact Person:		Phone # 1	Phone # 2
Dispatch/Coordinator Phone #:	Security Command Post / Coordination Center Location		
Communications Plan			
Primary Event Coordinator, Event Day:		Radio Channel:	Phone:
Primary Safety/Medical Contact:		Radio Channel:	Phone:
Medical Provider Lead:		Radio Channel:	Phone:
Event Radio Talk Group/Channel:		Assignment:	
Medical Personnel and Assets			
Personnel Type	Number	Asset Type	Number
CPR/AED/First Aid		AED Devices	
BLS Providers		Bicycle Medics	
ALS Providers		ATV/Motorcycles	
Physicians		Standby Ambulance	
		Aid Stations	
		Cooling and Hydration	
		Transport Ambulances	

Potential / Anticipated Issues

- None
- Participants with acute health issues
- Large crowd
- Controversial gathering
- Traffic disruption

- Pedestrian disruption
- Alcohol/drug Use
- Heat/cold
- Difficult ingress/egress
- Other: