

Public Function “Cheat Sheet” for EMS agencies

For more detailed information check out NYS Sanitary Code Part -18 on the NYS DOH website at <http://www.health.state.ny.us/nysdoh/ems/part18.htm>.

A public function is defined as any scheduled or advertised event likely to attract 5,000 or more people at one time.

A permit for the function needs to be submitted by the promoter, but must include an EMS plan.

What’s needed? For any public function with an anticipated attendance of:

5,000 to 15,000

- One health care facility (see below)
- One ambulance on site (see below)
- Services of a physician available within 15 minutes (see below)
- Documentation of notification in writing to area police, fire and EMS agencies

15,001 to 30,000

- Two health care facilities (see below)
- One ambulance on site (see below)
- Services of a physician available within 15 minutes (see below)
- Documentation of notification in writing to area police, fire and EMS agencies

30,001 to 50,000

- Two health care facilities (see below)
- Two ambulances on site (see below)
- Services of a physician available within 15 minutes (see below)
- Documentation of notification in writing to area police, fire and EMS agencies

>50,000

- Two health care facilities (see below)
- Three ambulances on site (see below)
- A physician on site (see below)
- Documentation of notification in writing to area police, fire and EMS agencies, including comments by local police, fire departments, EMS agencies and other public safety officials who have jurisdiction in that area

A Health Care Facility – is any sheltered area or building that is labeled as providing emergency care. The equipment required for a health care facility is listed on the attached appendix. The health care facility must be minimally staffed with two EMTs.

An Ambulance must be staffed with minimally one EMT.

ALS services may be substituted for physician on call or site if the ALS is at the 3 or 4 level

If attendance surges >20% than anticipated, the EMS agency must immediately provide the additional services required.

A chronological log and individual record for each patient receiving medical care shall be maintained by both the health care facility and the on site ambulance.

Appendix A – Health Care Facility Equipment Requirements (per NYS DOH Part 18)

A. Patient Transfer equipment:

1. A device equipped with two two-inch-wide straps to secure a patient which will enable EMS personnel to move the patient from the incident site to the emergency health care facility.
2. In an auditorium, stadium or similar physical setting with seats in steep tiers, a stair chair-type stretcher.

B. Airway, ventilation, oxygen and suction equipment:

1. Manually operated, self-refilling bag-valve-mask ventilation device with a high concentration oxygen enrichment or portable manually triggered oxygen-powered resuscitation device, either of which shall include adult and pediatric-size face masks.
2. OPA, in adult, pediatric and infant sizes
3. (2) Commercially prepared bite blocks
4. A portable oxygen system with one medical "D" size cylinder including a regulator consisting of a yoke, pressure gauge, flow meter and a spare cylinder.
5. (4) Disposable oxygen masks and (4) nasal cannulae.
6. A portable suction device capable of providing and adjustable flow of over 30 liters/minute at the end of the delivery tube and a vacuum of over 300 mmHg when the tube is clamped, including wide bore tubing, a plastic, rigid pharyngeal suction tip and various size flexible suction catheters.
7. Miscellaneous items for oral use which shall be kept clean and be individually wrapped.

C. Immobilization equipment:

1. (1) Full size backboard (72" long) with a minimum of 2"x9" web straps for securing the patient to the device.
2. (1) Padded board splint (54" x 3" x 3/8" thick with a minimum of one-half inch foam padding on one side covered with a nonporous material.
3. (2) Padded boards 36 x 3' x 3/8" thick (cardboard, other malleable or inflatable splints are acceptable substitutes) with a minimum of one-half inch foam padding on one side covered with a nonporous material.
4. (2) Padded boards 15 x 3 x 3/8" thick (padded wire, cardboard or inflatable splints are acceptable substitutes) with a minimum of one-half inch foam padding on one side covered with a nonporous material.
5. A head immobilization device (commercially manufactured device), blanket collar, (2) five pound sandbags or other device providing equivalent immobilization of the head.
6. (1) large, (1) medium, and (1) small extrication collar

D. Wound dressing:

1. (24) 4x4 Sterile gauze pads
2. (3) Rolls adhesive tape, assorted sizes
3. (6) Rolls conforming gauze bandages, in assorted sizes, but including 3"
4. (2) Universal dressings, approximately 10"x20"
5. (10) Large sterile dressings, 5"x8" minimum
6. (1) Pair bandage scissors
7. (6) Triangular bandages
8. (2) Liquid glucose or equivalent
9. Sterile normal saline in plastic containers (1,000 cc minimum)
10. (2) Occlusive dressings
11. (2) Sterile burn sheets

E. Miscellaneous equipment:

1. Spare pillow, (4) sheets, (2) pillow cases, (1) blanket, in addition to linen and pillow on cot(s) or litter(s)
2. (6) Cloth hand towels
3. (1) Box facial tissues
4. (2) Emesis containers
5. Portable blood pressure cuff and stethoscope
6. (1) Male urinal and (1) bedpan
7. Portable water, minimum (5) gallons
8. Sterile O.B. kit
9. Carrying case with compartments for essential emergency care equipment (jump kit)
10. (1) Flashlight in operable condition
11. (1) battery lantern in operable condition
12. Communication equipment – two-way radio or telephone between the emergency health care facility and an outside medical facility(s)
13. (6) Chemical ice packs

F. Other miscellaneous requirements:

1. An ambulance used to meet the requirements of an emergency health care facility must be certified and equipped pursuant to sections 800.21, 800.22, 800.23, and 800.24 of this Title and must remain onsite at all times during the event except when transporting patients
2. An emergency health care facility shall place a placard or sign of such size and design at such location as will assure notice to the public of the emergency health care facility's identity as such
3. An emergency health care facility shall be maintained at such temperature as will not endanger its ability to care for or will not further compromise the condition of either hypothermic or hyperthermic patients requiring emergency care.