

 Rainy River District Social Services Administration Board	<b>SECTION:</b> Land Ambulance
	<b>POLICY TITLE:</b> Special Events
<b>ORIGINAL DATE:</b> July, 2006	<b>POLICY AREA:</b> Public Relations
<b>REVISION DATE:</b> August, 2016	<b>POLICY NO:</b> LA – 5.1
<b>NEXT REVIEW DATE:</b> September, 2019	<b>APPROVED BY:</b> 

## Preamble

The Rainy River District Social Services Administration Board (RRDSSAB) Paramedic Services (PS) may be requested to participate in community events related to public service and private enterprise. This policy establishes conformity in procedures involved in providing coverage for a “Special Event” that ensures fair and equitable access to all agencies, partners and private enterprise. The RRDSSAB recognizes the broad-based needs and aspirations of the whole community, rather than target the needs of one community.

## Policy

The RRDSSAB Paramedic Services actively participates in all “Special Events”, requested by Events Sponsors that can be provided within the existing *Staffing Pattern* and *Deployment Plan*. Balanced emergency coverage will not be compromised to fulfill this obligation. Coverage is provided at no cost to the Event Sponsor, provided that the ambulance is not required to remain on site and can operate within its designated service area.

Should multiple requests be made for the same day, same time, priority will be given to public service agencies on a first come first served basis. Additional staffing may be requested, through the Chief of Paramedic Services (PS) or designate, to accommodate multiple requests should the Chief of PS feel that it is in the best interest of the community. Such requests are provided to the Duty Officer, or designate, at least two (2) weeks in advance of the Special Event.

All Special Events that are for-profit, which result in additional costs due to increased staffing, will be subject to cost recovery.

## Procedure

1. The Event Sponsor requesting Special Events coverage must complete and submit to the Duty Officer, or designate, a completed *Request for Special Events Coverage Form*.
2. All requests are assessed by the Duty Officer, or designate, who determines whether the coverage can be provided within the existing *Staffing and Deployment Pattern*, or if additional resources are required. Should multiple requests be received for the same time period which cannot be addressed within the normal *Staffing Pattern*, the Duty Officer may request additional funds for staffing through the Chief of Paramedic Services at least two (2) weeks in advance of the Special Event.
3. The Deputy Chief(s), or designate, determines if coverage is available, and the terms and conditions which will apply.
4. The Deputy Chief(s) advises the Event Sponsor of the terms and conditions of the Special Events coverage, and ensures completion of the *Special Event Service Agreement* for all events, whether billable or community service.
5. The Deputy Chief(s) ensures that the payment is received from the Event Sponsor a minimum of one (1) week prior to the event. Payments are forwarded to Finance on receipt.
6. The Deputy Chief(s) ensures that payment is received prior to scheduling staff for the event coverage.
7. If it is determined that coverage is not available, the Deputy Chief(s) advises the sponsor of such, and where possible, suggests a viable alternative.
8. The Deputy Chief(s) ensures that the Central Ambulance Communications Centre (CACC) is informed of the Special Event coverage and any specific criteria which may apply.
9. In the event of a cancellation, the Deputy Chief(s) will advise the Director of Finance & Asset Management, or designate, to determine any costs incurred and to issue the appropriate refund.