

Chief of Emergency Services

You will play a vital role in the perceived and actual safety of the event

Vision:

What you deliver: An effective emergency response network for the day of event.

How you deliver: For emergency crews, you and the rally should be “good to work with” and should ensure they have an enjoyable event.

Responsibilities:

Safety Plan updating and dissemination

Staff recruiting and education

Team scheduling

Day of event team and equipment placement

Chief of Emergency Services Check List:

Pre Event:

- ◇ Review Emergency Services Captain JD with the Chairman (revise as needed)
- ◇ Go over the proposed EMT team needs and schedule with the Rallymaster
- ◇ Review your budget and equipment needs with the Rallymaster
- ◇ Revise event Safety Plan as needed and coordinate with Chairman (update procedures, phone numbers, etc if necessary).
- ◇ Review plans for this year with NASA RallySport Safety Steward
- ◇ Arrange for any special equipment needed
- ◇ Determine team meeting times and places
- ◇ Determine schedule for floating EMT crew
- ◇ Recruit emergency teams, starting with those that worked in previous years
- ◇ Determine who is coming to the worker picnic
- ◇ Get T-shirt sizes and forward to Chief of Staff
- ◇ Submit event Safety Plan to the Rallymaster and NASA RallySport Safety Steward at least 30 days before the event
- ◇ Prepare and send pre-event email to all workers (schedule, maps, meeting places & times, Job Descriptions, System Descriptions, meal tickets if appropriate)
- ◇ Contact and alert local hospitals and dispatchers approximately two weeks before event (separate list)
- ◇ Final confirmation of all teams
- ◇ Get cash or checks to pay teams, from Treasurer

Day of Event:

- ◇ Ensure any special equipment, T-shirt, and payment distribution is happening as planned
- ◇ Review EMT schedule and placement location with Stage Captains at their meeting with the Rallymaster
- ◇ Ensure EMT teams are on schedule for meeting places (may need to conduct teams to their location if not driving out to stage with rest of stage team).
- ◇ Ensure teams are moving to their next location (via radio probably)

Post Event:

- ◇ Return any special equipment that was on loan
- ◇ Call and thank each team for their participation if not done at end of event

◇ Revise check off list and submit to the Chairman for next year.

Equipment Check List

◇ Special equipment as needed

Problems and Solutions

1. Last-minute EMT team cancellation or no show. Possible solutions:

- “Floating EMT” schedule ensures availability. Team follows planned route and check-in schedule (via radio or cell phone to Emergency Captain) to see if needed.
- Have alternate schedules planned in case two teams short (may require delay of stages while attending teams relocate).
- Identify other M.D.’s, paramedics, EMT’s at the event (including Emergency Captain himself) who might be able to “sub” while teams are relocated to keep rally on schedule.

2. Other?