

**SAN FRANCISCO EMERGENCY MEDICAL SERVICES SECTION**  
**SAMPLE MASS GATHERING MEDICAL PLAN FOR LARGE EVENT**  
*(Submit at least 2 weeks prior to the event)*

- 1. EVENT NAME AND CATEGORY:** Hills of San Francisco Bicycle Race  
(Athletic Event)
- 2. EVENT DATES, TIMES AND LOCATIONS:** August 5<sup>th</sup> and 6<sup>th</sup> at times and locations noted below:
  - a. Location:** Loop course of 50 kilometers with start/finish at 1 Market Street (see **Attachment 1**) going through the neighborhoods of the Financial District, Civic Center, Castro, Diamond Heights, Inner Sunset, the Haight, Golden Gate Park, Outer Richmond, Inner Richmond, Nob Hill, Russian Hill, Telegraph Hill, and North Beach. Smaller sports expo at the Hyatt Embarcadero.
  - b. Dates/Times:**
    - i. August 5<sup>th</sup>:**
      - 1.** *Sports expo* at Hyatt Embarcadero from 10 a.m. until 6 p.m. Approximately 3,000 participants attending.
      - 2.** *Course Setup:* starting at 11 p.m. car towing and street preparation
    - ii. August 6<sup>th</sup>**
      - 1.** *Start of event:* 6:00 a.m. for 5,000 riders on non-timed ride of course, 8:00 a.m. for 200 seeded riders
      - 2.** *Finish of event:* 9 a.m. course will close to non-seeded riders; 10 a.m. course will close for all riders. Awards ceremony 1 Market Street at 11 a.m.
      - 3.** *Dismantling:* finished by 2 p.m.
- 3. DATE PREPARED:** March 1<sup>st</sup>.
- 4. ANTICIPATED ATTENDANCE:** 5,200 participants, 200 staff, 75,000 observers/fans
- 5. MEDICAL RESOURCES:**
  - a.** First aid station: there will be a first aid station in operation at the start/finish line at 1 Market Street during the hours of 5:30 a.m. until 1 p.m. on August 6th. A Registered Nurse will be on duty during those hours along with 1 EMT.
  - b.** Mobile teams: there will be 2 mobile teams for this event—one stationed at the First Aid station on 1 Market Street, and the other based with ambulance 2 at the top of twin peaks. Each mobile team will consist of 1 paramedic and 1 EMT with a defibrillator and first aid supplies. Mobile team 1, based at the start/finish line will be on foot, Mobile team 2, based out of ambulance 2, will be on bicycles. Each mobile team will have radio and cell phone capability per the communications plan.
  - c.** Dispatch Center: The King American Ambulance Company will provide dedicated ambulances and dispatch services for this event from 6 am to 1 pm on August 6th. They are located at 2570 Bush Street in San Francisco, phone number 415 931 1400. They will be backed up by the San Francisco 911 Dispatch Center.

- d. Transportation: Ambulances: there will be 4 dedicated ambulances for this event. Ambulances will be stationed along the course at locations found in Attachment 1 and will provide on-site services as well as rapid response to any crash site along the course. Non-emergently injured riders will be transported by rider support vehicle to the First Aid tent.
- e. Hospitals: The two closest hospitals are St. Francis Hospital at 900 Hyde Street, Emergency Department phone number 353 6300, :10 transport time, burn and stroke center; and San Francisco General Hospital, 1001 Potrero Avenue, Emergency Department phone number 206 8111, :15 transport time, trauma and stroke center.

## 6. MEDICAL DEMERGENCY PROCEDURES

- a. CPR and 911 access: from 5:30 a.m. until 2 p.m. on August 6th event safety personnel will have cell phones and will contact the King American dispatcher or 911 as a backup for any medical emergency. CPR and defibrillation will be provided by: first, event safety personnel and the medical personnel on the ambulances dedicated to the event and the first aid station (there will be 7 automatic defibrillators on the course, one in each ambulance, one with each mobile team and one at the first aid station), and as a backup the standard San Francisco EMS Services.
- b. The First Aid Tent personnel will provide basic first aid, CPR/AED, rehydration, and triage/staging area services in the event of disaster. The first aid station will have cell phone communications with the Event Coordinator, the safety teams, the King American dispatch center and the San Francisco 911 Dispatch Center per the communications plan. The location of the First Aid station can be found in **Attachment 3**, the Event Plan
- c. PARTICIPANT SAFETY: The street closure/fire lane/traffic control/car towing and start/finish line setup will be according to ISCOTT permit policy. There will be event safety personnel on duty starting at 11 p.m. on August 5<sup>th</sup> for car towing activities and continuing until completion of dismantling of start/finish area at 2 p.m. on August 6<sup>th</sup>. They will report to the event coordinator on duty. In case of disaster or any safety concern, the event coordinator shall notify the event coordinator and the 911 dispatch center and follow the direction of public safety personnel (dispatchers, SFPD and SFFD). There will be a first aid station staffed with a nurse and EMT at the start/finish line, and an ALS ambulance stationed at each 10 kilometer marker of the course (see Attachment 1) during the hours of 5:30 a.m. until 11 a.m. on August 6<sup>th</sup>. The First Aid station will be provided by the American Red Cross, and the 4 ambulances by the San Francisco Fire Department. There will be no first aid services provided at the expo on August 5<sup>th</sup>. **Attachment 2** is the communications plan for the event and lists the contact phone numbers and radio capabilities of all personnel, including the first aid station and ambulances.
- d. NON-PATICIPANT SAFETY: Traffic control officers will be stationed at each intersection along the route to provide safe crossing of vehicles from 5:30 a.m. until 11 a.m. August 6<sup>th</sup>. No emergency traffic will be rerouted,

and no cross street will be entirely closed. Fire lane clearance will be provided at the start/finish line. Safety personnel will be identified with orange vests and will be instructed to address safety concerns of bystanders and will be able to access Emergency Medical Services via cell phones. The public will be notified of the routing of the event via multiple media messages starting 1 month prior to the event, and homes and businesses along the course will be given informational flyers 2 weeks prior to the event.

- e. **COMMUNICATIONS:** All event safety personnel will have cell phones to contact the event coordinator and the 911 dispatch center. During the hours the race course is open, the King American Ambulance Dispatch Center will operate as the event dispatch. All safety personnel who witness a medical problem will contact the KA dispatch center and request assistance. The KA dispatch center will be linked to the City's Emergency Communications Department (for SF Fire, SF Police and SF Office of Emergency Services assistance), the event coordinator, the event First Aid station, and all event safety team members. All personnel will have a contact sheet with these numbers listed. In case of emergency during the event, the event coordinator on duty can be reached at all times at 415 XXX XXXX. Please see **Attachment 2** for further details.

**7. EVENT PLAN LOG SUBMITTED BY:**

- a. Name:
- b. Phone number/email address:
- c. Signature:

**8. CONTACT PERSON WHO WILL SUBMIT POST EVENT TREATMENT REPORT:**

- a. Name:
- b. Phone number/email address:

## **ATTACHMENT 1**

### **MAP OF EVENT WITH RESOURCES LOCATION**

*(this would be a map of the course with first aid station, ambulance, mobile team, communications and event coordination/command center locations, along with any safety or site restrictions)*

## **ATTACHMENT 2**

### **EVENT COMMUNICATIONS PLAN**

*(this would be a list of all event staff positions, contact information, communications procedures to follow for standard communication, emergency medical and disaster protocols.)*

## **ATTACHMENT 3**

### **EVENT PLAN**

*(this would contain the event staffing plan, training of staff members, layout of start/finish areas, traffic flow and crowd location plans, sponsor contact information, pre-event meetings, post-event debriefs, etc.)*