



## **MEDICAL OPERATIONS PLAN 2021**

**NRG Park, TX**

VERSION 190813.1516

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## GENERAL EVENT INFORMATION

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VENUE	NRG Park - 1 NRG Park, Houston, TX 77054
OPERATING DATES	November 5th - November 6th, 2021
OPERATING HOURS	12:00 PM - 11:00 PM
CAPACITY	70,000 Attendees (Estimated)
VENUE WEBSITE	<a href="#">AstroWorld 2021</a>

## OVERVIEW

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ParaDocs will provide on-site medical care to all attendees and staff of the 2021 Astroworld Music Festival (the Event), with the support of HCEC. Medical staffing will be determined by our planning team in conjunction with event producers to ensure adequate coverage. Our deployment matrix will be comprised of a combination of state-licensed physicians, registered nurses, paramedics, and emergency medical technicians. We strive to provide our clients with the highest level of emergency medical standby services. Professionalism, discretion, and clinical excellence are our core values. In general, the goals of the medical team will be as follows:

1. Provide basic first aid to promote an enjoyable atmosphere and prevent minor problems from becoming more serious.
2. Provide advanced medical services to promote rapid and safe medical interventions and transfer of critical patients to appropriate local hospitals, when warranted.
3. Minimize the impact on the local EMS system and hospitals by preventing unnecessary ambulance transports to area hospitals, allowing them to continue providing the expected ambulance response and hospital bed availability to residents of the local community.
4. Establish a mutual aid procedure with local EMS to provide backup to the event in case of a major MCI.

## MEDICAL TREATMENT AREAS

### MAIN MEDICAL

Our medical plan is based around an on-site Main Medical Facility (Main Medical). Main Medical location is on the West side of the venue, by gate 16..

Main Medical will be staffed and stocked in a manner which will allow our ED-trained staff to provide advanced medical treatments and/or crucial life saving interventions. Two physicians will oversee the entire medical team to ensure patients receive the treatment their medical condition requires, and avoid unnecessary ambulance transportation when possible. Our staff is highly-trained and are able to assist with any most medical issues that they encounter.

Should a medical condition arise that requires more intensive care at a hospital, the on-site physicians and the team will stabilize the patient and initiate our Hospital Transport Protocol.

#### MAIN MEDICAL SPECIFICATIONS & REQUIREMENTS

Tent Size	No Smaller than 80' X 40'
Signage	Well lit First Aid Signage
Environmental Requirements	<ul style="list-style-type: none"><li>• Climate Control (Area must remain at or near 72° Fahrenheit)</li><li>• Removable Sidewalls</li><li>• Leveled Flooring</li></ul>
Medical Staffing	<ul style="list-style-type: none"><li>• (2) Two Emergency Room Physicians</li><li>• (6) Six Registered Nurses</li><li>• (3) Three Triage/Tracking Officer</li><li>• (2) Two Paramedics (with complete ALS kits)</li><li>• (9) Nine Emergency Medical Technicians (with BLS Jump Bags)</li></ul>
Minimum Equipment	<ul style="list-style-type: none"><li>• (30) Thirty Cots</li><li>• (6) Six 8-foot tables</li><li>• (6) Six 6-foot tables</li><li>• (40) Forty folding chairs</li><li>• (2) Two Wheelchairs</li><li>• (1) One Chest w/Ice</li><li>• (1) One Pallet of Bottled Water</li><li>• (1) One Cardiac Monitor/Defibrillator</li></ul>
Other	<ul style="list-style-type: none"><li>• (1) One ADA port-o-potty and (3) Three regular port-o-potties</li><li>• Hand washing station</li></ul>

## AUXILIARY TENTS

Four auxiliary medical tents will serve as contact and triage points throughout the event site, in order to make medical care more readily accessible to all guests. These auxiliary tents can provide different levels of care as listed below. Should a situation arise that cannot be treated at the auxiliary tent, the tent leader will initiate the Tent Transfer Protocol in order to get the patient moved to Main Medical.

### AUXILIARY MEDICAL TENT SPECIFICATIONS & REQUIREMENTS

Tent Size	No Smaller than 30' X 30'
Signage	Well lit First Aid Signage
Environmental Requirements	<ul style="list-style-type: none"><li>• Climate Control (Area must remain at or near 72° Fahrenheit)</li><li>• Removable Sidewalls</li><li>• Leveled flooring</li></ul>
Medical Staffing	<ul style="list-style-type: none"><li>• (1) One Triage/Tracking Officer - All Tents</li><li>• (2) Two Nurses</li><li>• (1) One Paramedic (with complete ALS kits)</li><li>• (6) Six Emergency Medical Technicians (with BLS Jump Bags)</li></ul>
Minimum Equipment	<ul style="list-style-type: none"><li>• (5) Five Cots</li><li>• (2) Two 8-foot tables</li><li>• (1) One 6-foot table</li><li>• (20) Ten folding chairs</li><li>• (1) One Wheelchairs</li><li>• (1) One Chest w/Ice</li><li>• (1) One Cardiac Monitor/Defibrillator or AED</li></ul>
Other	<ul style="list-style-type: none"><li>• (1) One ADA port-o-potty and (2) Two regular port-o-potties</li><li>• Hand washing station</li></ul>

## MEDICAL EQUIPMENT LIST FOR MEDICAL AID STATIONS

The following supply list contains the minimum amount of each item that ParaDocs will ensure is present at each medical aid station. In most cases, our inventory will be well above the minimum levels. The ParaDocs Logistics personnel will replenish these items as necessary throughout the duration of the event.

### Patient transfer equipment

- A device equipped with two two-inch-wide straps to secure a patient, which will enable our staff to move the patient from the incident site to the nearest medical aid station.

### Airway, ventilation, oxygen and suction equipment

- Two manually operated, self-refilling bag-valve-mask ventilation devices which shall include adult and pediatric-size face masks.
- Two sets of Oropharyngeal airways, in adult, pediatric and infant sizes.
- 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.
- A minimum of four disposable oxygen masks and four nasal cannula.
- A portable suction device capable of providing an adjustable flow of over 30 liters/minute at the end of the delivery tube and a vacuum of over 300mm mercury when the tube is clamped, including wide bore tubing, a plastic, rigid pharyngeal suction tip and various size flexible suction catheters.
- Two pocket face masks with oxygen inlet.
- Miscellaneous items for oral use which shall be kept clean and be individually wrapped.

### Immobilization equipment

- One full-size backboard (72 inches long) with at least two nine-foot straps for securing the patient to the device.
- One padded board splint, 54 inches by 3 inches by 3/8 inch thick with a minimum of one-half inch foam padding on one side covered with a nonporous material.
- Two padded boards, 36 inches by 3 inches by 3/8 inch 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.

- Two padded boards, 15 inches by 3 inches by 3/8 inch 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.
- A head immobilization device (commercially manufactured device), blanket collar or other device providing equivalent immobilization of the head.
- One large, one medium and one small extrication collar (adjustable collar may be substituted).

#### **Wound dressings supplies**

- Twenty-four sterile gauze pads, four inches by four inches.
- Three rolls adhesive tape in assorted sizes.
- Six rolls conforming gauze bandages in assorted sizes, but including three-inch.
- Two universal dressings approximately 10 inches by 30 inches.
- Ten large sterile dressings, five inches by eight inches minimum.
- One pair bandage shears.
- Six triangular bandages.
- Two liquid glucose or equivalent.
- Sterile normal saline in plastic containers (1,000 cc minimum).
- Two occlusive dressings.
- Two sterile burn sheets

#### **Advanced Life Support Equipment**

- Laryngoscope with straight or curved blades
- Endotracheal Tubes and Stylets and suction adapters
- Magill Forceps
- Needle Cricothyrotomy Equipment
- Tension Pneumothorax Equipment
- Pulse Oximeter and ETCO<sub>2</sub> Sample Line/Monitor/Adapter
- Sharps container
- Syringes (1cc, 10cc, 20cc) and Needles (18 - 25 gauge)
- Blood drawing tubes
- IV catheters (14 - 24 gauge)
- Pediatric Intraosseous needles (15 - 18 gauge)



- Macro and Micro IV sets and extension sets
- Venous constricting bands
- Pressure infusion device
- LIFEPAK 12, with monitor cables, electrodes, EKG paper, Defibrillation/Pacing pads, Spare EKG batteries
- Glucometer, with test strips
- All advanced care required medications

**Miscellaneous equipment**

- Spare pillow, four sheets, two pillow cases, one blanket, in addition to linen and pillow on cot(s) or litter(s).
- Six cloth hand towels.
- One box facial tissues.
- Two emesis containers.
- Six chemical ice packs.
- Portable blood pressure cuff and stethoscope.
- One male urinal and one bedpan.
- Potable water, minimum five gallons.
- Sterile O.B. kit.
- Carrying case with compartments for essential emergency care equipment (jump kit).
- One flashlight in operable condition.
- One battery lantern in operable condition.
- Communication equipment -- two-way radio or telephone between the medical aid station and MEDCOM.

## HOURS OF OPERATION

All medical staff assigned to this event will be fully operational at least one hour prior to the event opening to the public and remain in service until the event is closed to the public and the venue is completely clear of guests.

## AMBULANCE SUBCONTRACTING

Although our goal is to provide an alternative to hospitalization of your guests, some medical conditions cannot be appropriately treated in the field and require additional services that can only be performed in a hospital setting. ParaDocs does not own ambulances and will work with HCEC as well as procure ambulances from a trusted vendor to provide sufficient coverage for the event.

## TRIAGE PROCEDURES

In order to provide the most efficient medical care to attendees of the event, our medical team will operate on a three-tiered triage system. Every patient will be triaged into the appropriate category upon initial contact with our staff.

- **Tier Three patients** (also referred to as Green Tag patients) are patients with minor complaints or injuries such as blisters or other soft tissue injuries that can be treated with a band-aid or cold pack. Upon arriving at a medical tent, these patients will be logged, treated, and immediately released back into the event. If encountered in the field by our mobile response units, these patients can be treated and released in the field, if they refuse to be evaluated at the clinic. Such field discharges will be appropriately logged.
- **Tier Two patients** (Yellow Tag) are patients with mild to moderate complaints such as dehydration, drug or alcohol intoxication, or minor traumatic injuries such as joint sprains. These patients cannot be released by the medical field personnel and must be transferred to the nearest medical tent for further evaluation.
- **Tier One patients** (Red Tag) are patients with severe or life-threatening complications and **MUST** be taken to Main Medical for evaluation by the on-site physician. The physician will make a treatment/transport determination and will coordinate with MEDCOM and the contracted ambulance provider, if hospitalization is required.

## MEDICAL STAFF

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ParaDocs strives to provide a comprehensive medical solution for every event. We are able to provide a highly-personalized staffing solution made up of emergency-department trained physicians and nurses in addition to our event-specialized EMTs, Paramedics and Command team.

### **DOCTORS**

By carrying our own insurance policy and supplying our doctors with medical malpractice coverage we have the added advantage of only employing emergency room physicians. This assures that an appropriately trained specialist sees all patients as if they would be going to the emergency department at the local hospital.

### **NURSES**

All our nurses are emergency room trained and undergo rigorous patient satisfaction training during the hiring process.

### **PARAMEDICS**

We source our paramedics from local 911 systems; only ones that have demonstrated superior clinical and decision-making skills are assigned to our events.

### **EMERGENCY MEDICAL TECHNICIANS (EMT)**

The backbone of our core and often most visible team members; our EMTs, are all young, ambitious, demonstrate exceptional interpersonal skills, and are never seen without a smile.

### **DISPATCHERS**

With many years of experience in the communications field, our dispatchers maintain clear and concise communication with our field crews, ensuring rapid and efficient responses to calls for assistance.

### **COMMAND**

Our supervisory Command team is comprised of staff with vast experience in EMS and supervisory background that work arduously to make sure operations run at full capacity.

## MEDICAL PERSONNEL UNIFORMS

All medical personnel will have consistent and recognizable uniforms in addition to prominently wearing their ParaDocs ID card.



- **Dispatchers** - Black shirt w/gold ParaDocs logo and lettering
- **EMT's** - Red polo shirts with ParaDocs logo on front and identifying lettering on back
- **Paramedics** - Red polo shirts with ParaDocs logo on front and identifying lettering on back
- **MD & RN** - Black scrubs w/gold ParaDocs logo and lettering
- **Supervisors** - Gray polo shirt w/gold ParaDocs logo and lettering

## CERTIFICATIONS & LICENSURES

ParaDocs affirms that all on-site Physicians, Nurses, EMT's and Paramedics are certified or licensed in the State of Houston and approved to practice in accordance with local health protocols and ordinances.

## STAFFING TOTALS

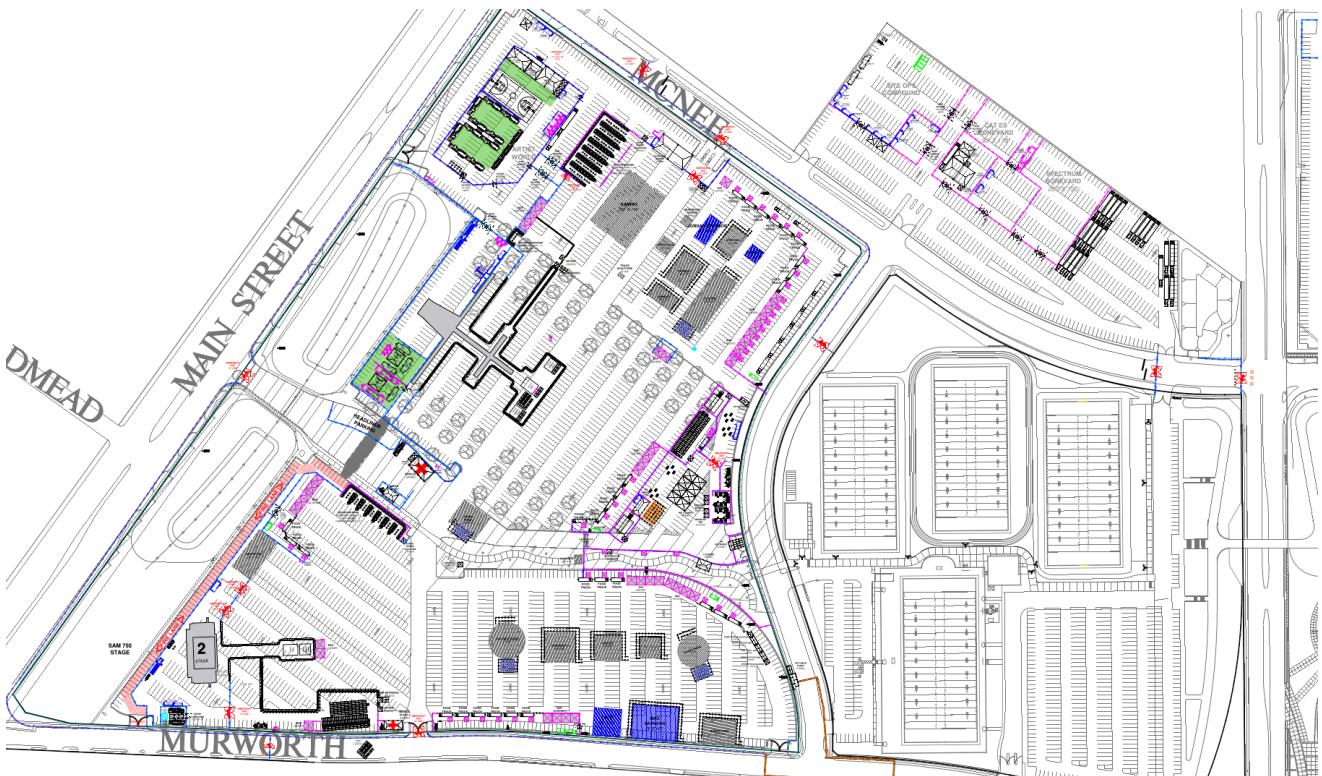
The following is a summary of the total medical personnel scheduled for this event with an anticipated attendance of 70,000 guests each day.

	EMT	Dispatcher	Paramedics	Rescues	MD	RN	Supervisors	ALS Ambulances	BLS Ambulances
<b>Day 1</b>	60	3	6	4	2	8	4	5	0
<b>Day 2</b>	60	3	6	4	2	8	4	5	0
<b>Day 3</b>	60	3	6	4	2	8	4	5	0

## MEDICAL DEPLOYMENT

### SITE MAP

An up-to-date map will be generated and distributed to all medical staff no later than one week before the event commences. Below is a first draft.



### MEDICAL COMMAND (MEDCOM)

In order to ensure smooth communication during an event, a Medical Command (MEDCOM) dispatcher will be assigned to the Event Command Center. This dispatcher will log all incidents into our Computer Aided Dispatch (CAD) system, and dispatch the closest and most appropriate resource in a timely fashion.

## MEDICAL RESPONSE CARTS (RESCUES)



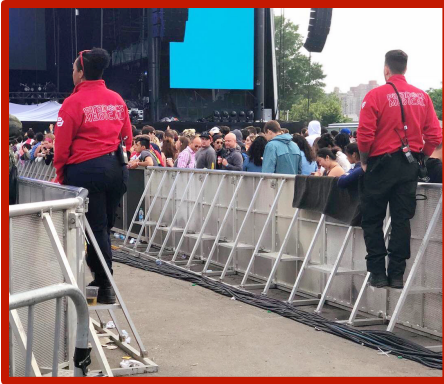
ParaDocs will staff and operate Medical Response Carts (Rescues) and has allocated four (4) Rescue carts to this event. The Rescues are equipped with LED warning lights and audible sirens to ensure rapid response to a call for assistance while ensuring the safety of all festival attendees. The vehicles will be operated by authorized ParaDocs personnel ONLY and any unsafe operation will not be tolerated.

MEDCOM will dispatch these units to medical incidents as needed via two-way radio. These units are NOT courtesy shuttles and will not be used to transport attendees except in the event of a medical emergency.

These medical carts will be staffed with two EMT's (each) and an AED and the following supplies:

1	Oxygen tank w/regulator (1500 psi min)	8	Sterile Dressings, 5"x9"
1	Adult BVM (2 Mask Sizes)	20	Sterile Dressings, 4"x4"
1	Adult Oral Airway Kit	4	Assorted Gauze Rolls
1	Non-rebreathing oxygen mask, adult	2	Rolls of Tape
1	Nasal cannula, adult	20	Assorted Adhesive bandages
1	Sterile Water Humidifier for Oxygen	3	Chemical Cold Packs
1	Glucose tube, or equivalent	2	Bio-hazard bags
1	Blood pressure cuff, adult size	10	Multi-size non-latex examination gloves
1	Sterile Saline, 500cc bottle	2	N-95 Respirator Masks
1	Sterile Trauma Dressing, 10"x30"	1	Flashlight
1	Burn Sheet	1	Bandage Scissors
1	Spinal Immobilization back board w/straps	2	Cervical Collars, adjustable size
1	Set of rigid splints	2	Head immobilization devices

## MEDICAL RESPONSE TEAMS (SQUADS)



ParaDocs will designate and staff Medical Response Teams (Squads) at this event. Each Squad is a team of two EMTs and will be equipped with one Jump Kit. We are tentatively staffing 12 squads each day for this event.

MEDCOM will deploy these squads to posts throughout the site, and will dispatch them via two-way radio to medical incidents.



Each squad will be equipped with the following minimum equipment:

1	Adult BVM (2 Mask Sizes)	8	Sterile Dressings, 5"x9"
1	Bandage Scissors	20	Sterile Gauze Dressing, 4"x4"
1	Adult Oral Airway Kit	4	Assorted Gauze Rolls
3	Chemical Cold Packs	2	Rolls of Tape
1	Sterile Trauma Dressing, 10"x30"	1	Flashlight
1	Liquid Glucose Tube, or equivalent	2	Bio-hazard bags
1	Blood pressure cuff	10	Multi-size non-latex examination gloves
1	Sterile Saline Bottle, 500cc	2	N-95 Masks

## DISPATCH, TRACKING & REPORTING

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### DOCUMENTATION

To comply with state tracking requirements, a log is kept of each and every patient contact. We will be using ParaTrak, our very own tracking and reporting application to maintain the log and all patient records.

### ABOUT PARATRAK

Our proprietary ParaTrak software is designed to streamline patient tracking and reporting for small and large-scale events. The interface and its database are designed and maintained by our in house IT & Communications department, and it is designed to work on multiple mobile OS platforms or in a web browser environment.

The software allows us to track patients being treated by our medical staff and to produce reports as required by local health department and/or regulatory agencies. Drill-down reporting enables us to create detailed reports with information such as call type, times, treatment rendered, disposition, and much more. It is scalable to allow for collection of any other information that may be required by our customer's risk management teams or the local health department and regulatory agencies.

Additionally, live dashboards can be generated allowing administrators, physicians, or managers to have a live at-a-glance view of patient counts, treatment times, hospital transports, and much more.

Progress reports can be scheduled to auto-generate at pre-designated time intervals and will be delivered to authorized members of the event distribution list. This allows event producers and other key individuals to have an overview of total patient counts, transports, and call types readily available to them.

All patient contacts and entries into the ParaTrak system are only accessible by authenticated users or system administrators. Our field data terminals and administrative web-panels are password-protected in order to protect our patient's protected health information (PHI) and to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

The ParaTrak system also features a computer aided dispatch (CAD) component, allowing our MEDCOM unit to securely monitor patient care from the initial call dispatch to final patient disposition, from our on-site command center.

In the event of a network outage, paper tracking logs will be generated at each of the Medical Aid Stations until such time as network connectivity is restored. Paper logs will be collected and input into the system by MEDCOM.



## **REPORTING**

ParaTrak will generate automatic summary reports at pre-determined intervals during each event. These reports will be transmitted to all authorized persons on the distribution list.

The Progress reports will go out at 4PM and 8PM, and an End of Day Report will be sent out once the venue is cleared and all patients have been released from our care, at or around midnight.

## **CALL RECEIVING**

Event staff can call for medical assistance by switching to the “MEDICAL DISPATCH” channel or by calling [REDACTED]. The call taker will request several key pieces of information in order to categorize and prioritize the incident. The information that needs to be relayed to MEDCOM is:

- Location of the patient (Grid Coordinates, if known)
- Gender of the Patient
- Medical Complaint of the Patient
- Whether or not the patient is awake
- Whether or not the patient is breathing
- A callback number, or home radio channel (if needed to call back)

## **RADIO COMMUNICATIONS**

Medical Staff will be equipped with a 2-way radios along with remote speaker mic or in-ear surveillance kit to ensure they are able to clearly hear any dispatches. Standard radio etiquette with “simple speak” rather than any codes or slang will be utilized to minimize confusion. The radio designator for medical dispatch shall be “MEDCOM”. All medical teams will be assigned a radio designator based on their assigned position such as “RESCUE 1” or “SQUAD A”.

## **DISPATCH PROCEDURES**

In addition to receiving calls via event representatives in the Command Center, MEDCOM will also monitor the security department’s radio frequency for any calls for medical assistance. Upon receiving a medical call, the dispatcher will enter the call details into the CAD and proceed to dispatch the closest available Squad. MEDCOM will keep an accurate log of dispatch times, patient contact times, and resolutions. Detailed notes should be entered for any unusual incidents.

Squads that encounter a patient they were not dispatched to must immediately contact MEDCOM and inform the dispatcher that they are caring for a patient and provide a scene size-up.

## RADIO RENTALS

ParaDocs requires that the event provide radios for the medical team to use at the event. A radio requisition will be submitted which details the number of radios and the type and quantity of accessories.

ParaDocs needs to be provided the name and contact information for the radio vendor no later than 14 days prior to the first show day, in order to ensure radio programming and channel allocation are suitable for our operational needs.

## RADIO CHANNEL ALLOCATION

The following channel allocation should be provided at the event, if possible, on a separate zone. The only channel that should be available on all zones is “MEDICAL DISPATCH”.

CHANNEL NAME	FREQUENCY TYPE	DESCRIPTION
<b>MEDICAL DISPATCH</b>	REPEATER	This channel is reserved for call receiving only.
<b>PARADOCS</b>	REPEATER	This is the main Medical operating channel.
<b>PARADOCS CMD</b>	REPEATER	This is a supervisor and tent-to-tent channel.
<b>AMBASSADORS</b>	POINT-TO-POINT	Only needed when ParaDocs is providing Ambassador services.

## HOSPITAL TRANSPORT PROTOCOL

### HOSPITAL PATIENT DISTRIBUTION

During pre-planning we have determined the hospitals that would be the closest receiving hospitals for patients being transported from this event. Each hospital will be contacted and notified of the event and possible surge in patients at least one month prior to the event date. We will follow-up two weeks later and provide them with the MEDCOM hotline number should they have any questions during the event.

Every effort will be made to bring non-critical patients to more distant hospitals to ensure we leave the closest hospitals for the sickest patients and not overburden their existing operations.

The following is a list of local area hospitals that have been predesignated as destinations from this venue:

Hospital Name	Trauma Level/Specialty	Address	Phone #	Distance from Venue
Memorial Hermann	Level 1			1.5 miles
Ben Taub Hospital	Level 1			1.5 miles
Texas Children's Hospital	Ped's			1.5 miles
St. Lukes Medical Center	Gen ED			1.5 miles
Houston Methodist Hospital ED	Gen ED			1.5 miles

***For pediatric patients, all medical and altered call types will be transported to Texas Children's Hospital. Pediatric patients with traumatic injuries will be transported to Memorial Hermann.***

**ACTIVATION**

Should a patient's condition warrant transportation to the hospital, the tent leader or other Command staff will contact MEDCOM to initiate the Hospital Transport Protocol. MEDCOM will activate one of the event-dedicated ambulances and select an appropriate hospital destination, based on patient condition, and hospital bed availability.

In addition to updating CAD and ParaTrak accordingly, MEDCOM will track the ambulance's status until it has been returned to the event and is available for another transport.

**TRANSPORTATION DOCUMENTATION**

Any Ambulance transports must generate a Patient Care Report (PCR). The transporting agency, in this case, HCEC Ambulance, is responsible for proper documentation of all transports. The PCR will contain all relevant details including nature of condition, prognosis, treatment and outcome. A copy of these reports must be submitted to MEDCOM and will be matched up with the dispatch record to ensure all information is recorded; if a dispatch record does not exist, a new record will be created with information from the PCR.

**PROCEDURE FOR PATIENT REFUSALS**

All patients will be given the option for transport via ambulance to the emergency room. Should a patient refuse transport and be competent to make such refusal, they will be asked to sign out against medical advisement (AMA). Should the on-site physician determine that a patient needs emergency transport but the patient refuses to go and they are not competent to sign an against medical advisement form, we will work with local law enforcement in safely securing the patient for transport.

## CRISIS GUIDELINES

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In the event of a confirmed crisis (weather emergency, mass casualty incident or a credible terrorist threat), incident command of all medical resources will be transferred to the Local Fire Department/ Emergency Management Agency. MEDCOM will remain in operation to serve as central on-site dispatch of all resources and will coordinate with the local 9-1-1 communications center as necessary.

All ParaDocs personnel will continue to provide medical care as directed by MEDCOM. All executive decisions will be made at the ECC by the local county agencies and disseminated to all staff by MEDCOM. No members of the medical staff may give statements to the press under any circumstance.

### ACTIVE SHOOTER PROCEDURE

In the event of an active shooter situation, the safety of all staff and guests remains our highest priority. MEDCOM/Supervisors will coordinate with local law enforcement to transfer Incident Command and activate any local Active Shooter SOP's. MEDCOM/Supervisor will remain in operation to serve as central on-site dispatch of all medical resources.

Medical staff shall not engage with the shooter, or attempt rescue of any victims until the local law enforcement has cleared the area. The Medical Command Post (MEDCOM) should be designated as the Inner-Perimeter Command Post, unless otherwise determined by the law enforcement Commander.

MEDCOM/Supervisor will instruct all mobile response units to attempt to report to the clinic or to seek shelter in the nearest physical structure. Staff assigned to a satellite medical aid station will be instructed to shelter-in-place in order to continue care of patients being treated in the medical aid station. Law enforcement officers will be requested and dispatched to all medical aid stations to ensure the safety of the staff and patients. A roll call will be performed to account for all personnel and log their last known location. Medical staff will then be instructed to go radio silent, except in the event of a priority emergency message.

Once the threat has been neutralized, MEDCOM/Supervisor and the Incident Commander will coordinate the rescue of victims and dispatch mobile response units as appropriate.

## **WEATHER EMERGENCY EVACUATION PROCEDURE**

- The Event Command Center will notify all key event personnel that event operations must cease immediately.
- All personnel on site will be notified by proper Chain of Command from the ECC including: the Houston Police Department, Houston Fire Department, DOH, and productions.
- The public address system will be utilized to notify the general public and staff of the evacuation plan and direct them to proper exit points.
- All stage lights will be turned up to provide increased lighting if conditions warrant.
- Event Managers and Event Staff will work with emergency responders and offer any assistance necessary.
- A safe refuge area will be established for event staff at the Production Compound.
- If an Event Manager discovers that an employee is missing or otherwise unaccounted for, he/she will report it immediately to the ECC.
- If directed away from location by emergency responders, the employee will call their immediate supervisor to notify him/her of their location and condition as soon as possible. Any updates or directions can be given to the employee at that time.
- No employee should leave the location under any circumstances without proper notification of authorization or after public announcement has been made.
- If medical emergency exists, employee will notify or designate another to notify their immediate supervisor or immediate medical/security representative immediately.

## **ALL CLEAR / RESUMING THE EVENT**

Officials may allow for activities to resume at their discretion. Incident command will be transferred back to ParaDocs and all event staff and attendees will then be alerted that the crisis emergency has concluded and the event will resume. The ultimate decision to resume the event resides with the Event Managers, and City of Houston public safety personnel.