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| **DEPARTMENT OF HEALTH SERVICES**  Division of Public Health  F-47463G (09/2022) | **STATE OF WISCONSIN**  Adm. Code Chapter 110  (608) 266-1568 |
| **EMS SERVICE PROVIDER SPECIAL EVENT PLAN APPLICATION COMPONENTS CHECKLIST** | |

Please use the Special Event Plan Components checklist information below to prepare documentation to complete the Community Special Event plan in the Wisconsin [**E-Licensing**](https://www.wi-emss.org/lms/public/portal#/login)(link is external) system. You will need to have the items below prepared to upload into your Special Event Plan. A licensed [ambulance service provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/5) or [non-transporting emergency medical service provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/47) shall obtain department approval before providing emergency medical services for special events outside its [primary service area](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/60) or that will require the provider to exceed its normal staffing and equipment levels within its [primary service area](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/60). Events that occur on a regular basis may be included in the service operational plan and an update submitted in lieu of a complete plan. To obtain department approval, the [ambulance service provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/5) or emergency medical service provider shall submit all of the following to the department not less than 10 business days before the event. [Wis. Admin. Code § DHS 110.44](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44)

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| Special Event Tasks to be Completed |
| Name of the [ambulance service provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/5) or [non-transporting emergency medical service provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/47) requesting approval.  [Wis. Admin. Code § DHS 110.44(1)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/1) |
| Contact information for the event manager, including how to contact the [ambulance service provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/5) during the event.  [Wis. Admin. Code § DHS 110.44(2)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/2) |
| Locations, dates, and times of the event.  [Wis. Admin. Code § DHS 110.44(3)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/3) |
| Name, address, phone numbers, and email addresses for each service medical director who will oversee the medical services at the event.    [Wis. Admin. Code § DHS 110.44(4)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/4) |
| Name and contact information for the medical control facility.  [Wis. Admin. Code § DHS 110.44(5](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/5)) |
| The types of EMS services that will be provided.  [Wis. Admin. Code § DHS 110.44(6)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/6) |
| The level of EMS service that will be provided.  [Wis. Admin. Code § DHS 110.44(7)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/7) |
| The number of ambulances dedicated to the event including ambulance staffing configurations and types.  [Wis. Admin. Code § DHS 110.44(8)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/8) |
| Whether the service will be “[dedicated services](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/18)" or “[as available](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/7)" based on resources.  [Wis. Admin. Code § DHS 110.44(9)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/9) |
| Whether the special event coverage is for participants, spectators, or both.  [Wis. Admin. Code § DHS 110.44(9m)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/9m) |
| Description of on-site communications between the event manager, event staff, dispatch, and 9-1-1 dispatch.  [Wis. Admin. Code § DHS 110.44(10)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/10) |
| Explanation of how medical consultation will be contacted or if on-site medical consultation will be used.  [Wis. Admin. Code § DHS 110.44(11)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/11) |
| Any special [patient care protocols](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/54) for use at the event.  [Wis. Admin. Code § DHS 110.44(12)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/12) |
| Explanation of how EMS professionals will be notified and requested during the event.  [Wis. Admin. Code § DHS 110.44(13)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/13) |
| Explanation of how the [ambulance service provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/5) will integrate with the 9-1-1 system.  [Wis. Admin. Code § DHS 110.44(14)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/14) |
| Explanation of how a 9-1-1 request that is generated within the event by a participant or spectator will be handled.  [Wis. Admin. Code § DHS 110.44(15)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/15) |
| Identification of the service provider that will respond to a 9-1-1 call initiated from within the event.  [Wis. Admin. Code § DHS 110.44(16)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/16) |
| If the event occurs outside the [primary service area](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/60) of the [ambulance service provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/5) or [non-transporting emergency medical service](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/47), documentation that the [ambulance service provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/5) for the [primary service area](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/60) in which the event is located has been notified at least 10 business days prior to the event or documentation that the [ambulance service provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/5) for the [primary service area](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/60) in which the event is located has approved the [ambulance service provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/5) or [non-transporting emergency medical service](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/47) requesting special event approval to provide event coverage within its [primary service area](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/60).  [Wis. Admin. Code § DHS 110.44(17)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/17) |
| Written assurance that adequate resources will be available.  [Wis. Admin. Code § DHS 110.44(18)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/18) |
| Written acknowledgement that the [ambulance service provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/5) requesting special event approval assumes all liability for ambulance coverage and response during the event.  [Wis. Admin. Code § DHS 110.44(19)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/19) |
| Copies of any agreement or contract for providing emergency medical services for the event.  **Note:** When submitting copies of the contracts or agreements the service may redact any compensation information.  [Wis. Admin. Code § DHS 110.44(20)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/20) |
| Written acknowledgement that the special event coverage will not interfere with its responsibility to provide 9-1-1 emergency response within its [primary service area](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/60), if the [ambulance service provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/5) or [non-transporting emergency medical service provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/47) is also licensed as a 9-1-1 provider.  [Wis. Admin. Code § DHS 110.44(20g)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/20g) |
| Other information as determined by the department.  [Wis. Admin. Code § DHS 110.44(21)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/21) |
| **Mass Casualty Plan (If Applicable)** |
| If the special event coverage is for spectators and participants or both and more than 5000 people total are anticipated to be in attendance, a mass casualty plan including all of the following:  [Wis. Admin. Code § DHS 110.44(20r)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/20g) |
| Name and contact information of the ambulance service provider or public safety agency that shall be the lead agency in the event of a mass casualty incident.  [Wis. Admin. Code § DHS 110.44(20r)(a)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/20r/a) |
| A copy of the triage protocol to be used in the mass casualty incident.  [Wis. Admin. Code § DHS 110.44(20r)(b)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/20r/b) |
| A copy of the destination determination policy to be used in a mass casualty incident.  [Wis. Admin. Code § DHS 110.44(20r)(c)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/20r/c) |
| A list of destination hospitals including contact information.  [Wis. Admin. Code § DHS 110.44(20r)(d)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/20r/d) |
| Copies of any [mutual aid agreements](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/43) specific to the event.  [Wis. Admin. Code § DHS 110.44(20r)(e)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/20r/e) |
| A list of any specialty resources prepositioned for the event.    [Wis. Admin. Code § DHS 110.44(20r)(f)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/20r/f) |
| Patient tracking method to be used.    [Wis. Admin. Code § DHS 110.44(20r)(g)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/20r/g) |
| Written acknowledgement that the ambulance service has identified potential staging areas and landing zones near the event.    [Wis. Admin. Code § DHS 110.44(20r)(h)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/20r/h) |
| Written acknowledgement that the [ambulance service provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/5) or [non-transporting emergency medical service provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/47) has notified area hospitals of the date of the event.  [Wis. Admin. Code § DHS 110.44(20r)(i)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/44/20r/i) |