

PURPOSE To establish a workable procedure for dealing with requests and follow up on any situation requiring medical assistance during Market Days.

A. ACTION FOR MEDICAL ASSISTANCE

1. Any Lion learning of an incident should do an on-site assessment.
2. If the situation requires more than very minor attention OR if you are not sure what is needed, contact by field radio the on-site Wimberley EMT and request assistance. See attached list, "Lions Field Radios". If that contact can't be completed, call 9-1-1 and provide the 911 Operator with a brief description of the problem, your name, your location (Wimberley Lions Field on FM 2325), the closest gate number and a booth number.
3. Stay there until help arrives, but have another Lion or Lions go to the specified gate and direct the EMT's to your location. You must remain as the on-scene coordinator until either an EMT or other Lion field management can relieve you.
4. Notify the Operations Manager by radio of the situation.
5. If you are certain that only minor first aid is needed, contact the on-site CERT by field radio and request non-emergency aid or direct the person to our first aid room. (Behind Conn 1).
6. We must have documentation of EVERY event, even if aid is rejected. For that use the attached form, "Activity Log (ICS 214)" copies in First Aid Room and all concessions. If CERT or an EMT is present, they are the best source to fill out the form. Make sure that the completed form gets turned into the First Aid room.
7. Notify the Operations Manager for any problems with this procedure or the radios.

B. HAYS COUNTY ON SITE PERSONNEL

1. Wimberley EMS, has agreed to provide an on-site EMT who will respond to all requests for medical assistance and act as our on-site medical coordinator.
2. Lions Staffing Manager will have contact, prior to MD, with the Wimberley EMS Supervisor to determine if which will be available.
3. Hays County CERT will provide 2 CERT teams, if possible, (2 persons/team) for market days. One team will be based at and be responsible for the red CERT Kawasaki Mule next to the main pavilion with the second team being based at the Information booth at Gate 3." If less than 2 CERT personnel are available for each team, one CERT person will be used for a team.
4. The Lions Staffing Manager will be notified by the CERT board member by Friday noon before Market days of the CERT personnel that will be available for that MD.

C. DUTY OF ON-SITE EMS

1. EMT will be the medical coordinator, with CERT personnel reporting to that person
2. Normal hours are 9:00am to 3:00pm.
3. EMT(s) should sign in at the First Aid Room and pick up and sign for the specific Lion's radio assigned to Wimberley EMS. Picking up and returning radios is done using the pass through window in the Staff Office, next to Concession 1.
4. For each incident the EMS should make sure that the Activity Log (ICS214) is completed. Blank forms are in the First Aid room.
5. Notify the Lions Operations Manager of all incidents before leaving.

6. Return radio and sign out at the pass through window in Staff office.
7. Wimberley EMS should be familiar with this procedure so as to act in harmony with all other issues.

D. DUTIES OF ON-SITE CERT

1. CERT will function as the on-site first aid provider and back up to Wimberley EMS.
2. Normal hours are 8:00am to 4:00pm except during June to September when we close at 3:00pm.
3. All CERT personnel should sign in at the First Aid Room and the appropriate CERT should pick up and sign for the specific Lion's radios assigned to Wimberley CERT. Picking up and returning radios is done using the pass through window in the Staff Office, next to Concession 1.
4. CERT Team 1 will drive the Kawasaki Mule to any incident providing transportation to the on-site EMT.
5. If a Wimberley EMT is not available, CERT will be notified by the Lion's Staffing Manager and the lead CERT person will act as the overall medical coordinator for that period.
6. Notify the Lions Operations Manager of all incidents before leaving
7. Sign out in the first aid room and return radios and sign out in the Staff Office pass through window..
8. Wimberley EMS should be familiar with this procedure so as to act in harmony with all other issues.

E. LIONS STAFFING MANAGER

1. By Friday noon before MD, be aware of the EMT and CERT personnel due to be available for MD. Notify the Operations Manager of any possible shortages.
2. After MD, pick up and file (1) the sign-in sheets for CERT and EMS from the First Air room. Also pick up, scan and send to the Field Administration Manager any incident reports so that these can be discussed in the Field Management meeting.

F. LIONS OPERATIONS MANAGER

1. For ALL incidents, the Operations Manager is responsible for coordinating site events and reporting on all incidents to the follow-up field management meeting.
2. If there is a temporary backup for the Operations Manager during any Market Day, all management and concession Managers will be notified.
3. Be responsible for updating this procedure as required and getting copies to all affected.
4. Be responsible for training of all Lions, in conjunction with the Lion's President, the General Manager and the Staffing Manager. Refresher training should be held at least twice a year.

G. Lions Treasurer Office

1. Will house the field radios, allowing required personnel to pick up and return radios.
2. Will turn on the chargers on Friday only prior to MD.

H Lions Market Day Administration Manager-

1. Will be the custodian of this document.

J Non-Lion Contacts

- Hays County EMT Operations Supervisor -
Cathy Montgomery 512-468-2054
cmontgomery@wimberleyems.com
- Hays County CERT Executive Board Member-
Gordon DeWitte, 512-217-8866 Cell
gordon_dewitte@alum.mit.edu
- Hays County CERT Executive Board Member-
Charles Johnson, 512-396-2729 Home
charles.johnson@txstate.edu
- Hays County EMS on site – Jessica Young

ATTACHMENTS:

Lions Field Radios

Activity Log (ICS 214)

Field Radios Sign In/Out Sheet

Rev 1 : R.Holt C:/documents/lions/opsmgr/EmerMedFieldProc 12/16/19

LIONS FIELD RADIOS

Rev 2

ATTACHMENT TO EMERGENCY MEDICAL PROCEDURE

1. For this service we use Midland GXT1000VP4 two-way radios
2. These following radios are assigned to specific locations or individuals by specific Unit # and each assigned radio shall remain the same for each Market Day.

<u>Unit #</u>	<u>Assigned to</u>	<u>Notes</u>
1	Wimberley EMS	
2	CERT Team 1	Location of CERT Mule
3	CERT Team 2	Area Location of Gate 3
4	General Manager	
5	Operations Manager	
6	Assistant General Manager	
7	Field Manager	
8	Purchasing Manager	
9	Staffing Manager	
10	Parking	
11	Parking	
12	Parking	
13	Spare	
14	Maintenance Custodian	
15	Concession 2	
16	Concession 3	
17	Concession 4	
18	Concession 6	
19	Treasurer	
20	Gate 3 Info Booth	
21	Spare	
22	Spare	

3. All radios will be kept in the Finance office and must be checked OUT and signed for, by unit number. Before leaving the field, the radio must be returned and signed in, via the pass-through window in the next-door Staff Office

LIONS FIELD RADIOS – Continues

4. Radios will be put on charge by the Treasurer, but only on the Friday prior to MD. (Excessive charging greatly shortens the battery life.)
5. The radio channel to be used for each MD radio group will be posted along with the radios. One group, Hauling has similar radios but those operate on a different channel. Likewise, the Parking group radios will operate on their own separate channel. The remainder of the MD radios will operate on a third channel. All assigned channels will be posted near the pass-through window.
6. To operate these radios:
 - (a) Turn on the power using the small twist knob on top.
 - (b) Display should show the channel is radio is on plus a battery level indicator.
 - (c) To talk; push the PTT button (Push to Talk) on the left side of the radio. Nothing needs to be pushed to receive from other radios.
7. To change channel: Push the [Menu] one time, then push the [Up or Down arrow] to find desired channel. Then push [PTT] (Push to Talk) to confirm the change.
8. Report any radio problems to the Operations Manager.