

## EVENT FIRST AID SUPPORT - BOOKING FORM

To book a First Aid team for your event or obtain a quote, please complete as much information below as you can and email this form to [bookings@nswFirstAid.com.au](mailto:bookings@nswFirstAid.com.au)

<b>Event Name:</b>			
<b>This event is:</b> (please tick all that apply)			
<input type="checkbox"/> Motor Racing. Type:	<input type="checkbox"/> Community Fete	<input type="checkbox"/> School Sports. Game:	
<input type="checkbox"/> Political Rally	<input type="checkbox"/> Concert	<input type="checkbox"/> Club Sports. Game:	
<input type="checkbox"/> Motor Static Display	<input type="checkbox"/> Educational/Speaker	<input type="checkbox"/> Carnival/Show	
<input type="checkbox"/> Street March / Parade	<input type="checkbox"/> Other: (describe)		
Please provide a brief general description of your event:			
To assist us to determine what emergency resources may be required:			
<b>EVENT HISTORY</b> <input type="checkbox"/> This is the first event <input type="checkbox"/> We have run this event before		<b>ALCOHOL / DRUGS</b> <input type="checkbox"/> Alcohol-free event <input type="checkbox"/> BYO Alcohol <input type="checkbox"/> We are licensed to sell alcohol <input type="checkbox"/> Licensed security will be on site <input type="checkbox"/> Public transport is available <input type="checkbox"/> Pill Testing will be available	
<b>FOOD ON SITE</b> <input type="checkbox"/> Will not be available <input type="checkbox"/> Provided by volunteer groups <input type="checkbox"/> Provided by professional caterers		<b>THE TARGET AGE GROUP FOR THIS EVENT IS</b> <input type="checkbox"/> Under 18's <input type="checkbox"/> 18 – 30 years <input type="checkbox"/> Over 30 years  <b>HEALTH &amp; SAFETY</b> <input type="checkbox"/> Free sunscreen will be available <input type="checkbox"/> Free water will be available <input type="checkbox"/> Free personal cooling areas will be available	
<b>If a competition motor racing event:</b>			
Is this a sanctioned racing event?		Yes / No	
If yes, authority or body issuing licence:			
Licence number:		(if applicable)	
Track known as:			
Track location:			
*If off road, GPS Lat / Long:		_____° _____' _____" S    _____° _____' _____" E	
<b>* Use your GPS, smart phone or Google Earth to determine your Latitude &amp; Longitude</b>			
<b>1.</b>	<b><u>EVENT DETAILS</u></b>		
<b><u>Event Owner:</u></b>			
Company or Committee Name:			
Address:			
Admin phone:			
Email:			
<b>Event Date:</b>		Starts on:    /    / 19    and ends on:    /    / 19	
<b>Event Times:</b> (Your medic will be on site and set up ready to start at this start time)		Day 1: Start _____ Finish _____	
		Day 2: Start _____ Finish _____	
		Day 3: Start _____ Finish _____	
		Day 4: Start _____ Finish _____	
<b>Approximate # of people:</b>		Participants:                      Spectators:	

<b>2.</b>	<b><u>PERSONS RESPONSIBLE FOR CONDUCTING EVENT</u></b>		
2.1	<p><b>The nominated person</b> to be in charge of this event <b>on the day</b> and who will report to the Clerk of the Course / Authorised Person / Event Organiser or Emergency Services.</p>	<p><b>Name:</b></p>	
		<p><b>Mobile:</b></p>	
2.2	<p><b>Contact details</b> prior to the event: <i>(if we need further info)</i></p>	<p><b>Mobile:</b></p> <p><b>Email:</b></p> <p><b>Address:</b></p>	
	<p><b>Contact details</b> during the event: Note: If using commercial UHF radios with <i>private channels</i>, the organiser must provide sufficient radios for each of our staff</p>	<p><b>Mobile Phone :</b></p>	
		<p><b>UHF Channel :</b></p>	
2.3	<p>Event employees or event volunteers available to provide emergency assistance</p>		
	<b>Name:</b>	<b>Mobile on the day</b>	<b>Qualification:</b> (Doctor / Nurse / Medic / First Aid)
<b>3.</b>	<b><u>VENUE AND EMERGENCY RESPONSE DETAILS</u></b>		
	<b><u>Venue name:</u></b>		
	<b><u>Venue address:</u></b>		
3.1	The venue has a permanent room which is used as a dedicated medical / First Aid room	<b>Yes / No</b>	
3.2	There is a landline phone available at the venue for use in an emergency?	<b>Yes / No</b>	
3.3	The venue is within mobile phone coverage	<b>Yes / No</b>	
3.4	The name of the nearest open Medical Centre (if one is in proximity) is:		
3.5	The name of the nearest 24hr Public Hospital (if one is in proximity) is:		
3.6	This is a road-race event (please attach a map of the course)	<b>Yes / No</b>	
3.7	If a road-race event, do you require <input type="checkbox"/> <b>Mobile Medic</b> <input type="checkbox"/> <b>Fixed location Medic</b> <input type="checkbox"/> <b>Both</b>		
<b>4.</b>	<b><u>COMMUNICATIONS</u></b>		
4.1	<p>The preferred method of communication on the day between the Person in Charge and Event Medics will be:</p> <p><input type="checkbox"/> <b>UHF radio</b>      <b>Channel:</b> _____ <input type="checkbox"/> <b>Mobile:</b> _____</p>		
4.2	<p>The preferred method of communicating with your personnel volunteering for First Aid duty will be:</p> <p><input type="checkbox"/> <b>UHF radio</b>      <b>Channel:</b> _____ <input type="checkbox"/> <b>Mobile:</b> _____</p>		

<b>5.</b>	<b>OTHER DETAILS</b> (where appropriate)	
	5.1	<p>If an Ambulance is required to attend this event, they will be given the following</p> <p><b>SPECIFIC</b> street address: .....</p> <p>Where this event is held <b>off road</b>, the Ambulance will be told to meet at this</p> <p><b>SPECIFIC</b> location: .....</p> <p>and meet this person: .....</p> <p>who will <input type="checkbox"/> GIVE CLEAR VERBAL DIRECTIONS TO THE AMBULANCE DRIVER  <input type="checkbox"/> BOARD THE AMBULANCE AND PROVIDE DIRECTIONS  <input type="checkbox"/> DRIVE AN ESCORT VEHICLE FOR THE AMBULANCE TO FOLLOW  or,  <input type="checkbox"/> .....</p>
	5.2	<p><b>If necessary:</b>  <input type="checkbox"/> <b>AMBULANCE NSW</b> has been advised of this event, the time, date and location and best means of access.</p> <p>Advised by: _____ Date Advised: _____</p> <hr/> <p><b>If necessary:</b>  <input type="checkbox"/> <b>NSW POLICE</b> have been advised of this event, the time, date and location, best means of access and best means of contact.</p> <p>Advised by: _____ Date Advised: _____</p> <hr/> <p><b>If necessary:</b>  <input type="checkbox"/> <b>THE HOSPITAL AT</b> _____ has been advised of this event, the time and date.</p> <p>Advised by: _____ Date Advised: _____</p>

*Once we have sufficient information about your event, we can determine how many personnel we need to provide and supply a quote for our services.*

*Please remember, this is not a volunteer First Aid service. We are quoting for the supply of a fully qualified medical response team to provide emergency services on site and reduce the potential for Ambulance callouts to your event.*

<b>6.</b>	<b><u>PERSON RESPONSIBLE FOR PAYMENT OF FEES:</u></b>		
6.1	The nominated person to receive an invoice and authorise payment for First Aid services is:	Name:	
6.2	Contact details prior to the event:	Phone: Email: Postal Address:	
6.3	<b>FEES:</b>		
	1 Medic On-Site:	\$84.50 per hour	Min booking – 5 hrs
	2 <sup>nd</sup> and subsequent Medics On-Site:	\$75.00 per hour	Min booking – 5 hrs
	Return travel from Mudgee:	\$1.10 per km	First 25km free
	Mobile Medic (on-road response vehicle)	\$2.80 per km per vehicle	
	Accommodation / Meals ( <i>where required</i> )	To be quoted where overnight stay is required.	
	<p><b>Notes:</b> All prices quoted included GST.</p> <p>Fees include the attendance of one qualified EMT-Medic (minimum), use of all First Aid and Rescue / Recovery equipment, medications, staff meals and drinks, splints, fuel, use of 4WD vehicles on a single event site. There are no additional charges. A mobile Medic refers to a single Medic in our vehicle following a road course event over any distance. Charges are per Km in addition to hourly Medic rates. All vehicles are fitted with traffic warning beacons.</p> <p>Most events require only a single Medic. Large events covering significant distance, multiple medical treatment locations or difficult terrain may require more. This number can be reduced if the event organiser provides qualified First Aiders with adequate communications to assist the Medic where required.</p> <p>Once on site, Medics will remain until released by the Nominated Person (sect. 2.1) When planning your event, you can be assured that our staff cannot be called away from your event for any reason.</p> <p>Our staff are qualified &amp; insured professionals experienced in pre-hospital emergency care and our crews are led by an experienced Medic for the duration of the event. We do not supply First Aid volunteers.</p>		
<b>Office use:</b>			
Booking form rec'd: / /19		Booking confirmed? <input type="checkbox"/>	Client advised of confirmation? <input type="checkbox"/>
Dates: / / 19 Dates: / / 19		Km start: Km end: Total Km:	Accom cost: # of nights: Meals cost:
Medic 1	Arr: hrs:	Dep: hrs:	Total hrs:
Medic 2	Arr: hrs:	Dep: hrs:	Total hrs:
Medic 3	Arr: hrs:	Dep: hrs:	Total hrs:
Inv #:	Inv date:	Injury reports filed: <input type="checkbox"/>	

## Some tips to assist in planning your event:

### OFF ROAD EVENTS & HELICOPTERS

In the case of a significant injury in an off road (any location that is not serviced directly by a sealed road) location, NSW Ambulance **may** decide to evacuate a casualty by helicopter.

Nobody expects you to have a **prepared** landing area for a helicopter, but it is important that you examine your event area for **potential** landing area before the event day.

The following information may help you seek an appropriate area near your event.

#### **Important points to consider:**

- If a helicopter is required, this will be determined by the responding Ambulance paramedics. They can provide you with advice on how to prepare for the arrival of the helicopter and assist in selecting an appropriate location
- The preparation for a helicopter is never an urgent process. You will have plenty of time to make this happen and it will be easier if you have an area in mind that you have examined before your event
- A Helicopter landing area should be circular, no less than 40 long steps across, level and firm underfoot
- Don't assume that all helicopters can land and take off vertically. Some helicopters may need to approach or depart on a sloped flight path depending on weather, loads or even the type of machine and power of the engine. All vertical objects - trees, fences, power poles and lines, towers, light poles, buildings, silos and the like within 200 metres of the landing area are a hazard and can prevent a landing or departure
- Do not locate the landing area close to the casualty. The casualty must be protected from the rotor wash which is very powerful. Paramedics will probably move the casualty into their Ambulance for protection
- Just like an aeroplane using the thrust from its propellers to force it forward, a helicopter uses its rotors to provide a powerful thrust downwards to force the machine up. This thrust – called wash – can be significant enough to knock a person over. The larger the machine, the greater the wash. A typical rescue helicopter needs to be powerful enough to carry a full crew, equipment, fuel and pick up multiple casualties then climb to altitude on a hot day, which can be very difficult. These machines are deliberately large and powerful to deal with these situations and the “wash” that comes off the rotors can cause significant injury and property damage as it approaches the ground. When the wash hits the ground, it moves sideways and becomes a powerful wind
- There is never any need to try and communicate with the pilot or crew of a landing helicopter. The pilot will pick up all the information that is needed to land safely using instruments, local indicators and radio advice from Paramedics. There is no need for you to be anywhere near a landing helicopter unless directed by Paramedics
- The Paramedics will be carrying flares to indicate wind direction and speed and also mark difficult to see obstacles like overhead wires. If you are asked to hold a flare, remember they are very hot to handle and can start fires if dropped. Hold it as shown to prevent burns, hold it high and steady (do not wave) and do not move from your allocated position. The flare is to mark a stationary location and indicate wind direction
- Remove any loose items that can move in a strong wind, close all doors and windows, collapse tents and marquees in the vicinity. Close all doors and windows of vehicles and nearby buildings
- Remove and secure all hats and loose clothing worn by anyone in the area
- Locate spectators inside or behind vehicles or solid structures. Sand and small dirt particles will become airborne and can cause injuries. Understand that close contact with a helicopter is a novelty for most people, they will want to take photos. Make sure they understand the dangers, especially children
- Anyone in the vicinity of the helicopter must turn their back on the aircraft as it lands, wear protective eyewear and stand still, the pilot is expecting everyone to stand where they are. Anyone running can abort a landing
- Nobody ever approaches a helicopter. Always wait until the crew steps out and approaches you.
- Larger helicopters need long rotor blades. These blades are heavy, very heavy and as the rotor speed slows down, the tips of the blades droop, sometimes down to head height. If there is wind in the vicinity, these drooping blades can oscillate up and down wildly. Never approach the helicopter if any part of it is moving. Always wait for the crew to approach you.
- Tail rotors on helicopters spin so fast, they become invisible. If you can't see the pilot's face, you're in a dangerous position – move away immediately
- If unsure at any time, move away from the landing area. If you do move away, never come back into the area. If an object moves due to rotor wash, never chase it, let it go.



## **NOISY EVENTS – COMMUNICATIONS AT MOTOR EVENTS**

Most motor events are loud, that's part of the excitement. Unfortunately, this noise makes communication with marshals, organisers, controllers, First Aid and spectators very difficult. If you can't be heard, mistakes may be made in interpreting your message and in safety and First Aid, this can be disastrous.

### ***Important points to consider:***

- Visual signals rather than audible messages are a guaranteed way of communicating in noisy environments
- However, visual signals **MUST** be confirmed as received, otherwise, there's no guarantee they've been seen
- Using visual signals requires people to learn a new language. This new language needs to be kept short and simple so people remember them. A few simple signals that are easy to recall rather than a long list that needs a reference chart before using them
- Signals should be unusual. Using standard equipment being used for the event to communicate an emergency is going to confuse people – example would be a race marshal waving a flag to call for assistance may be interpreted as a standard signal to racers, however two crossed flags held stationary above the head of a track official is unusual and gets attention
- Signals should be slow and deliberate, not frantic and waving about
- Signals should be answered. If someone is sending a message using a signal, they should receive a signal in reply to confirm the message has been received
- Organisers should never assume that everyone involved in the event understands signals. They must be included in a pre-event briefing, practiced and acknowledged.

***Examples of hand signals in a noisy environment are shown on the next page***



## The OK signal

For generations, Australians have used the index finger to thumb signal to form an “O” and say OK. It is universally understood to have a single meaning.

It can be used in a number of environments, typically underwater by scuba divers or in confined spaces with hazardous gases where hand signals must be simple, and can pose a question as well as an answer.

For example: One person can have concerns about another person and show the OK signal posing a question – “Are you OK?” The second person returns the same signal as an answer to the question – “Yes, I am OK”. A failure to return a signal indicates that all is not OK.



However, over a distance, and finger and thumb OK is not easy to instantly recognise, so a larger version of the OK signal is used.



The two-handed overhead signal forms a large O for “OK”. In certain environments, a team leader or supervisor can use this signal to ask a marshal or team member “Are you OK?” The responder can return with the same signal if all is OK. This type of signalling is valuable at large events where distance or crowds hamper communication

It may be the case that the responder is holding an object that can't be safely put down or only has one hand free. In this situation, the same signal with one hand touching the head forms an overhead O for OK gives the same message



## No Answer *All hand signals pose either a question or an answer. You must never leave a question unanswered.*

If you are asked by hand signal “Are you OK?” and you do not give a reply, the assumption is that you are in distress and help will be sent immediately.

## The Danger Signal / Help Signal



- Crossed overhead arms,
- Crossed overhead flags or
- If only one arm is available, a single raised arm waved back and forth slowly are all signals for danger.
- It is never posed as a question, your question would always be “Are you OK?”

Receiving this type of response (shown at left) means that either:

- There is danger present at my location
- There is an injury at my location
- I am injured
- I require urgent assistance

## Bring a Stretcher / Call an Ambulance

Arms outstretched horizontally, facing the person you wish to communicate with means “Bring a stretcher to my location”.

However, it can also be used to state “I need an Ambulance at my location” simply because an Ambulance will have a stretcher.



Whatever this message means **will need to be agreed upon before** the event, and everyone will need to know that this signal means **either** stretcher or Ambulance. Palms up or down are irrelevant but the person giving the signal must be facing the person the signal is intended for. Of course, the receiver of that signal would then give the OK signal in reply.



## All OK here

If, after having assessed a situation as dangerous or an injury, you provide a danger or stretcher signal, and you have removed the danger or there is no injury present, you can cancel your call by simply returning to the OK signal stating “I am OK”. The assumption will be that you have complete control of the incident and require no further assistance. In this situation, the supervisor would respond in a similar fashion to confirm that all is OK.

