



# Responsibilities of Event Organisers

## FREQUENTLY ASKED QUESTIONS

**All events, no matter how small, have the possibility of a medical incident. There should always be provision of appropriate first aid/medical services based on the nature of the event. NSW Ambulance does not provide event first aid services. Our role at an event is to support an on-site first aid/medical provider, providing treatment and emergency transport of patients to hospital if necessary.**

An appropriately resourced first aid/medical provider should be able to manage most patron incidents on-site, minimising the impact upon NSW Ambulance and the local health system.

To assist us to undertake a risk assessment and be confident that the event will not pose a significant risk to our normal operations, the following information about your event should be provided to the NSW Ambulance. Whilst not all questions may be relevant to your event, please provide as much information as possible.

### EVENT INFORMATION

- Event name.
- Exact location of the event (e.g. street address).
- Event type (e.g. concert, sporting event, music festival, etc.).
- Date of event.
- Start and finish time of the event.
- Estimated crowd size.
- Crowd demographic (i.e. age and type).
- Is the event licensed?
- Will there be pass-outs or will people be free to come and go?
- Will there be any road closures?
- What are the access and egress points for NSW Ambulance?
- What is the name and mobile contact details of an on-site contact on the day should NSW Ambulance need to make urgent contact (e.g. if we receive a large number of Triple Zero (000) calls to the event.)

- Is there an event STOP plan that includes the procedure and evacuation plans in the case of a significant or major incident either within the event or external to it that could have capacity to affect the event participants (e.g. extreme weather, bushfire, chemical spill etc.)?
- Who has the authority to issue the STOP?

### FIRST AID/MEDICAL PROVIDER INFORMATION

- What will be the first aid/medical provider's on-site hours of operation?
- How many staff are they planning to deploy?
- What will be the skill mix of first aid/medical staff and the numbers of each?
- Where will their staff be positioned?
- Will they only be staffing static posts and/or will they have a response capability within the event?
- Will they be able to bring patients back to the static post?
- What will be the medical capabilities provided at the event (e.g. oxygen, defibrillator, IV fluids, suturing, medications, restricted medication analgesia etc.)?
- What will be the treatment capacity of the on-site medical centre(s) during normal operations and do they have a surge capacity?
- Do they have an Event Medical Plan or equivalent and can we review it?

### SUBMITTING EVENT INFORMATION





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The above completion information should be provided to  
[Ambulance-EventPlanning@health.nsw.gov.au](mailto:Ambulance-EventPlanning@health.nsw.gov.au)

**Please note:**

- NSW Ambulance cannot guarantee being able to resource or meet a request for services at times of very high demand. An example being 31 December (NYE) and 1 January – New Year’s Day.
- The title “paramedic” is protected and a person must be registered with the Australian Health Practitioner Regulation Authority (AHPRA) to use this title.
- The senior NSW Ambulance paramedic on-site (as NSW Ambulance Commander) functions as NSW Health Commander unless the State HSFAC determines otherwise should a major incident occur.
- Command and control of all NSW Ambulance resources remains with NSW Ambulance.
- NSW Ambulance paramedics will work collaboratively with on-site providers however they do not report to or take direction/instruction from the on-site first aid/medical provider.
- NSW Ambulance should be invited to all key stakeholder meetings.

