

# How Many EMTs Do I Need?

Plus, answers to all your other staffing concerns.



A Joffe Emergency Services e-book for all the staffing questions you may have!

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# How Many EMTs Do You Need?



Generally, EMS staffing by an Emergency Medical Technician (EMT) is required for events with a daily attendance of 500 or more persons. This guideline applies whether the event is open to the public or private. This requirement ensures that medical services are available in a timely manner should they become needed during an event. EMTs should be on site at least 30-60 minutes prior to the start of the event and 30-60 minutes after the event's end time. EMT coverage is strongly recommended during move-in and move-out periods, as injuries to contractors or exhibitors often occur during this time.

The following **EMT Staffing Matrix** can be used as a guide to determine the needed amount of medical coverage based on daily number of attendees.

# of Attendees	EMTs Needed:		
	LOW RISK	MEDIUM RISK	HIGH RISK
500-2,000	1 EMT	2 EMTs	3 EMTs
2,001-4,000	2 EMTs	3 EMTs	4 EMTs
4,001-6,000	3 EMTs	4 EMTs	5 EMTs
6,001-8,000	4 EMTs	5 EMTs	6 EMTs
8,001-10,000	5 EMTs (+1 Supervisor)	6 EMTs (+1 Supervisor)	7 EMTs (+1 Supervisor)
10,001-12,000	6 EMTs (+1 Supervisor)	7 EMTs (+1 Supervisor)	8 EMTs (+1 Supervisor)
12,001-14,000	7 EMTs (+1 Supervisor)	8 EMTs (+1 Supervisor)	9 EMTs (+1 Supervisor)
14,001-17,000	8 EMTs (+2 Supervisors)	9 EMTs (+2 Supervisors)	10 EMTs (+2 Supervisors)
17,001-20,000	9 EMTs (+2 Supervisors)	10 EMTs (+2 Supervisors)	11 EMTs (+2 Supervisors)
20,001+	10 EMTs (+2 Supervisors and a Manager)	11 EMTs (+2 Supervisors and a Manager)	12 EMTs (+2 Supervisors and a Manager)

Your event may require additional EMT staffing for athletic, sporting or other types of specialized events where the risk of injury is increased. Medical coverage may also be placed even if the daily attendance does not meet the minimum required for EMT coverage based upon the profile, size and type of the event.

# Required Equipment

Now that you've determined how many personnel you require, what should they have? Here's what we've learned from our diverse experience. All Joffe Emergency Services medical staffers bring with them:

- Bandages, blood pressure cuff and stethoscope, ice packs, personal protective equipment and basic first aid supplies.
- Oxygen for administration to patients (as deemed necessary per medical protocols).
- Automated External Defibrillators (AED) at each first aid station and with each team at an event. The AED should remain readily available and within easy reach of the EMT at all times, and the AED should travel with the person as they move away from the first aid station.
- Oral glucose or sugar for diabetic emergencies; aspirin for adults with suspected myocardial chest pain.
- EMTs may assist patients with the self-administration of physician prescribed emergency medications such as sublingual nitroglycerin, bronchodilator inhaler or nebulizer, or epinephrine auto injector.



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*All equipment should be maintained in good mechanical repair and in sanitary condition. All reusable supplies shall be clean and in ready-to-use conditions and be disinfected or sterilized per manufacturer's recommendations. Joffe Emergency Services (or anyone else you use!) staffers must properly dispose of any medical waste in accordance with the local laws.*

# Injury Classification and Medical Response Protocols



## Ambulance Services

*Certain types of events call for an ambulance to be on stand-by for the duration. Concerts, sporting events, cases of severe heat or other events where attendees physically participate may require ambulance services. Whichever medical group you choose to staff your event, make sure they have partnerships with ambulance services in the area in case you need to call in extra support.*

## Injury Classification

**Minor:** Injuries that can be handled with basic first aid procedures and do not require additional medical treatment or transport (cuts, bruises, sprains and strains).

**Serious (non life-threatening):** Injuries which call for immediate medical attention beyond what is available on-site. These injuries may not require ambulance transport (bone fracture, serious cuts with controlled bleeding, nausea/vomiting).

**Serious (life-threatening):** Injuries which require immediate ambulance transport to a medical facility (chest pain, severe bone break, uncontrolled bleeding, head injury).

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*Emergency personnel should always carry a handheld communication device provided by the venue (such as a two-way radio) during their shift and communicate on a designated channel separate from, but accessible to, venue security. If outside assistance or ambulance transport is needed, the EMT on scene should request it and venue security should coordinate the arrival and escort of assistance to the scene using the closest available point of entry.*

*Security and/or Guest Services personnel should also assist as needed to provide a safety zone of operation to prevent overcrowding or interference from bystanders at the incident scene.*

# Code of Conduct, Uniforms, and Staff Expectations

Medical staffing providers should work in a constructive, cooperative and positive manner with members of the venue management team while dealing with concerns or issues involving medical services. Joffe Emergency Services provides our EMTs with training and leadership to ensure all personnel understand Americans with Disabilities Act (ADA) policies, customer service, verbal de-escalation and other soft skills while adhering to all requirements under the law.

## Employee Code of Conduct Guidelines

Joffe Emergency Services prides ourselves on ensuring that all of our personnel conduct themselves as representatives of the company, the venue, the show management, or association with whom they have contracted to provide medical services. EMTs immediately communicate incidents which may come to their attention such as: circumstances which may place the building at risk, cause injury or loss, medical emergencies, suspicious behavior or items, theft, or other unlawful activity.

Whether representing Joffe or another provider, EMTs on duty should be expected to represent themselves and company in a positive, professional manner by way of attitude, conduct, speech and uniformed appearance. They should cheerfully provide and offer basic guest service information as well as directional assistance within the venue as needed or upon request.

## Uniforms

Uniforms should be clean and appropriate for the type of event being staffed. Whatever is worn should easily identify personnel as an EMT, be free from wrinkles, properly sized, and project the EMT wearing them as a professional in the medical field. Outer covering garments such as jackets or sweaters should also meet the criterion in terms of immediately identifying them as an EMT.



After reading this, we suspect you have some action items.

Use the space below to jot out your next steps:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_