

**Standard Operating Guidelines
for
Illini Emergency Medical
Services**

Effective April 1, 2007

SOGs for Illini Emergency Medical Services

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Active Member Policy

Last Reviewed or Updated: April 13, 2007

Purpose: To establish requirements for members to work for IEMS.

1. All members must be University of Illinois students, staff or faculty.
2. All members must be in good standing with IEMS as laid out in the Duty Requirement Policy.

EMT-Basics:

- 1 Must have current Illinois Department of Public Health State EMT License on file.
- 2 Must have current AHA Healthcare Provider or Red Cross for the Professional Rescuer card on file.
- 3 Must have passed Region 6 Protocol Exam
- 4 Must fulfill the critical skills policy.
- 5 Must be in good standing with IEMS.
- 6 Must sign Hep-B waiver and fulfill HIPAA

First Responders:

- 1 Must have current Illinois Department of Public Health State EMT License on File.
- 2 Must have current AHA Healthcare Provider or Red Cross for the Professional Rescuer card on file.
- 3 Must sign Hep-B waiver and fulfill HIPAA
- 4 Must be in good standing

CPR Members:

- 1 Must have current AHA Healthcare Provider or Red Cross for the Professional Rescuer card on file.
- 2 Must sign Hep-B waiver and fulfill patient information policy.
- 3 Must be in good standing with IEMS

3. Any University of Illinois student may work at an IEMS event as an observer a maximum of two times. Any non-University of Illinois affiliate may work as an observer with permission from the Operations Department.

4. In order to be a Lead EMT for an event, one must have a current Illinois license to practice as an EMT-B, EMT-I, or EMT-P. This license must be on file with the Operations Department. Having a current EMT license **does not** exempt you from having a CPR card on file. An EMT must have passed the Region 6 EMT-Basic Protocol Exam and also be in good standing with regards to the Critical Skills Policy listed later in this document. The Operations Department reserves the right to restrict a member from being a lead EMT. Appeals may be made to the executive board by contacting the president.

Duty Requirement Policy

Last Reviewed or Updated: April 13, 2007

Purpose: To establish a minimum number of events one must staff in order to remain a member of the Illini Emergency Medical Services. In order to assure that we have enough personnel to staff the events on campus, this policy has been placed into effect.

1. All members must staff a minimum of **two** events per semester. An event is one that appears in the event sign-up binder that is kept in the IEMS office or that is sent via the listserv by a member of the Operations Department. Students of the Illini Emergency Medical Services EMT-Basic course are required to staff **one** event during the semester in which they are enrolled in the course.
2. Teaching a CPR class or helping at an EMT practical **does not** constitute working an event; however, it will count towards the total number of hours worked for IEMS.
3. Tardiness and missed shifts are unacceptable. Violations of this will be dealt with according to the disciplinary policy. If a member has signed up to work an event and is unable to carry out their commitment, it is up to that member to find a replacement. Membership lists and phone numbers can be obtained in the IEMS office. If you cannot find a replacement, the supervisor for that week should be contacted at least 24 hours in advance of the event.

Dress Code Policy

Last Reviewed or Updated: April 13, 2007

Purpose: To define the proper attire for all IEMS events. This does not pertain to IEMS meetings, or social events.

1. Standard attire must be worn at all events. Standard attire includes:
 - Khakis, blue or black slacks, or EMT pants. No jeans, skirts, dresses, or shorts.
 - Brown or black close-toed dress shoes or boots only. No sandals, heels, or tennis shoes allowed.
 - Red IEMS Polo. If you are unable to purchase one, please contact the Director of Operations at least 48 hours prior to the event you are working.
 - Red IEMS Jacket in inclement weather. You may layer a heavier jacket as long as the Red IEMS Jacket is your outer layer.
 - If you wish to wear a hat, IEMS logo headwear is the only type allowed and can only be worn at outdoor events, with the exception of wool caps, which may be worn at hockey games.
2. IEMS photo ID cards are required at all IEMS events and are to be shown to event personnel to gain access to IEMS events. Any member found using their IEMS nametag to gain access to events when not working for IEMS will be subject to disciplinary action.
3. Dress appropriately for the weather. Feel free to wear layers, gloves, etc. for outdoor events, especially football.
4. The Operations Department reserves the right to alter this dress policy for special events.
5. Failure to follow the dress policy will result in use of the disciplinary policy.

Conduct Policy

Last Reviewed or Updated: April 13, 2007

Purpose: As a public safety agency, IEMS members are subject to conduct standards. In order to ensure the public's trust, members must not only avoid illegal or unethical behavior, they must also avoid the appearance of these behaviors. To protect the integrity and reputation of IEMS, this policy defines the Operation Department's expectations of conduct.

1. Members must avoid illegal or unethical behavior, and must avoid creating the appearance of illegal or unethical behavior. Violations of federal, state or local laws, excluding parking violations, shall be subject to disciplinary action and possible mandatory reporting to the police. For the purposes of this policy, conduct will be considered unethical if it would cause a reasonable person to question a member's integrity.
2. Members will not respond to emergency calls or staff events for IEMS while under the influence of alcohol or illegal drugs, nor will they respond when their breath or their person smells of alcohol or illegal drugs. Members will not consume alcoholic beverages or goods while on duty, and must be sober 12 hours prior to going on duty or responding to a call. Violators will be indefinitely suspended, recommended to the general body for expulsion from Illini EMS, and reported to the Illinois Department of Health for possible revocation of their EMS certification.
3. Unless responding to an emergency call, members will not wear the IEMS polo shirt or the IEMS uniform while in establishments that serve primarily alcohol (i.e. bars or taverns), while attending fraternity parties at which alcohol is served, or anywhere else alcohol is being consumed with the exception of events where the participants are legally consuming alcohol, such as Krannert.
4. Members must treat patients courteously at all times. Members must work with UIPD officers, UIUC faculty, staff and students, Pro Ambulance personnel, Arrow Ambulance personnel, Champaign Police, Urbana Police, and the respective fire departments in a professional manner.
5. Members will not be insubordinate. When on a call, members will carry out the orders of the operations chain of command, as defined in the Scene Chain of Command Policy. If a member is given an order he or she considers inappropriate, they are obligated to bring this objection to the attention of the person who gave the order. If the order is not changed, the member must carry out the order and file a risk screen form as soon as possible. These can be obtained at the IEMS office. The order may be refused if it violates one's personal rights and/or integrity.
6. Violations of UIUC policies or other IEMS policies may be considered as conduct violations. Conduct violations will be subject to disciplinary action as outlined in the Discipline Policy.

Disciplinary Action Policy

Last Reviewed or Updated: April 13, 2007

Purpose: It is the job of the operations department to maintain and enforce all policies listed in these guidelines. This responsibility sometimes entails disciplinary action. In order to make such action less necessary, this policy explicitly states the disciplinary actions available to the operations department.

1. The operations department is responsible for initiating and enforcing discipline, subject to review by the executive board. All disciplinary action may be appealed through the executive board by contacting the president of the organization.
2. The operations department may, at their discretion, remove any member from duty, pending official action. Supervisors may also remove any member from duty pending official action by the operations department or executive board.
3. The operations department may take any of the following actions against members who violate the policies listed in these guidelines:
 - Counsel the member
 - Issue a written warning to the member
 - Require the member to attend a meeting with the organization's advisor and/or officers
 - Require the member to present or attend a continuing education session
 - Require the member to reimburse the organization for damaged or lost equipment
 - Suspend the member from duty, specifying a time limit
 - Suspend the member from duty, specifying some action which will end the suspension
 - Indefinitely suspend the member from duty
 - Recommend the member for expulsion to the general body
4. All disciplinary actions will be issued in writing and documented. A copy of the form will be given to the member involved, the IEMS advisor and a copy will be kept on file.
5. All disciplinary actions taken against a member may be appealed to the executive board by contacting the president of IEMS within one week of receiving the official documentation of the disciplinary action taken against the member.

Emergency Response Policy

Last Reviewed or Updated: April 13, 2007

Purpose: This policy states the proper and safe procedures for responding to a call.

1. All members **must at all times** remain together as a team. Emergencies can take place at any time. When a member needs to get something to eat, use the bathroom etc, every effort should be made to stay within calling distance of one another in the event of an emergency. Teams should take all of their equipment with them when they leave their post.
2. Members may run to calls at a comfortable pace, but slow enough to not be out of breath when they arrive on scene.
3. Members will respond with due regard for their safety and the safety of others.
4. **While providing care, IEMS personnel will follow the Provena-Covenant Regional EMS BLS protocols.**
5. In cases of patient refusal of treatment, every effort should be made to obtain a formal refusal. On each refusal, a Refusal of Medical Treatment form from Provena-Covenant Medical Center must be filled out. All refusals must be called in to medical control at Provena-Covenant Medical Center. **Remember that for any refusal of treatment, the team must obtain the patient's signature, a witness' signature, the name of the doctor who granted the refusal, and make sure that both the refusal form and run form are filled out to their entirety.** Any deviation from this protocol must be documented on the run form and an unusual incident report form **MUST** be filled out.
6. When advanced care is needed, or transport to the hospital is needed for a patient, the team is to call 911 and request an ambulance. At events where an ambulance is already on scene, a CPR/First Aid member should go and get the crew working on the ambulance. At football games at Memorial Stadium, an ambulance should be called by contacting the IEMS command post with the use of our two-way radios. In all cases, identify yourself as an IEMS member and an EMT, so they know someone is already on scene.
7. When a scene is unsafe or more help is needed, members should call 911 and request the appropriate help (police, ambulance, fire, hazmat team, etc.)
8. When ambulance personnel from Arrow Ambulance or Professional Ambulance arrives, a concise verbal report shall be given to the crew. Teams are to remain with the ambulance personnel until the patient is loaded into the ambulance or until the paramedics release you from the scene.
9. All run forms must be completed to their entirety given to the supervisor after your event.

10. If a major call takes place (i.e. respiratory arrest, cardiac arrest, sexual assault, major trauma, major medical illness, etc.) the team leader must page the supervisor after the call is transferred to a higher level of care. The supervisor will report to the venue shortly to make sure the team has all the equipment it needs, and also to check on the team to make sure they are emotionally stable.

11. Any time a call takes place that you feel you or one of your team members is having a hard time dealing with, you must call/radio the supervisor so that they can talk to you and determine if a CISD (Critical Incident Stress Debriefing) session is appropriate.

Scene Chain of Command Policy

Last Reviewed or Updated: April 13, 2007

Purpose: This policy is to be followed at all events and scenes dealing with patient care. Orders are to be followed when given by someone of higher command as outlined below. If an order is questioned, it should be handled according to number five in the Conduct Policy. Failure to follow the Scene Chain of Command will result in disciplinary action. Please note that this policy only deals with scene management and patient care and not the general hierarchy of IEMS.

- 1 Medical Control
- 2 Responding Units such as Fire or Paramedics
- 3 Director of Operations
- 4 Assistant Director of Operations
- 5 Supervisor
- 6 Lead EMT
- 7 Other EMT
- 8 First Responder
- 9 CPR/First Aid Member
- 10 CPR Member

While patient care will be transferred to the responding ALS service, scene management will be retained by IEMS.

Equipment Policy

Last Reviewed or Updated: April 13, 2007

Purpose: To ensure the availability and responsible use of IEMS equipment.

1. The type of equipment used at each venue will vary according to needs. However, all IEMS events will be equipped with: jump packs (adult and pediatric), cell phone, IEMS radio, MERCI radio, EpiPens, AED, oxygen and spine board with cervical collars. Additional equipment such as splints, blankets, cots, etc. will be issued according to the venue.
2. All equipment is to be given to the supervisor upon conclusion of all events. If equipment is used that needs to be replaced immediately (i.e. your spine board went with your patient to the hospital in the ambulance) call/radio the supervisor so that it can be replaced. If supplies are used from the jump pack, **YOU MUST TELL THE SUPERVISOR** so that it can be replaced before the next event.
3. If equipment is used on a patient and the patient is transported by ambulance, replacement equipment should be obtained from the receiving ambulance.
4. All problems with equipment must be reported to the supervisor or the equipment officer.
5. Any equipment that belongs to the operations department that is used by CPR, First Aid, First Responder or EMT class must be returned ASAP in the same (or better) condition that it was received in.
6. It is the responsibility of the Lead EMT to make sure that the appropriate equipment is present and in good working order. A jump pack inventory list is available in each pack.

Infection Control Policy

Last Reviewed or Updated: April 13, 2007

Purpose: To protect members from infectious diseases, and to comply with medical standards and applicable laws.

1. When responding to calls, members will wear gloves at all times. CPR masks or BVMs will be used at all times when performing CPR or rescue breathing.
2. Members will wash their hands as soon as possible after all calls.
3. All members are encouraged to receive the Hepatitis-B vaccine from McKinley Health Center or Provena-Covenant Medical Center. Special prices may be in effect for the vaccination. Members should check with the Operations Department before having the vaccine. If you choose not to get the vaccine, a waiver must be on file with the Operations Department.
4. All disposable equipment, which has come into contact with body fluids or is suspected of being contaminated with aerosol particles will be disposed of in red biohazard bags found in all jump kits. These bags shall be given to the supervisor at the event's conclusion to be disposed of.
5. If any of the non-disposable equipment has been contaminated, the supervisor should be contacted immediately so steps can be taken to disinfect the equipment.
6. In the event that a member suspects exposure to an infectious disease, they must notify the supervisor on duty immediately, and complete an exposure to infectious disease worksheet. The supervisor will notify the receiving hospital, and advise them that a exposure took place. If needed, appropriate steps will be taken to transport the member to the hospital for evaluation.

Public Information Policy

Last Reviewed or Updated: April 13, 2007

Purpose: To protect patient confidentiality in accordance with applicable laws.

1. IEMS members will strictly follow the Health Insurance Privacy and Accountability Act (HIPAA) at all times, whether on or off duty. Members must complete a HIPAA proficiency class and quiz once before working.
2. Relevant patient information may be passed on to higher levels of medical care to insure proper patient care.
3. All requests for information about patients or calls, from the media or the general public, will be directed to the supervisor. No information will be released without the approval of the IEMS faculty advisor.
4. If the supervisor cannot be contacted, requests will be referred to the Operations Department.
5. Members who release confidential patient information without authorization will be subject to disciplinary action.
6. **Remember that violation of patient confidentiality is against the law.**

Critical Skills Policy

Last Reviewed or Updated: April 13, 2007

Purpose: This policy outlines the evaluation process that will be used to insure that all EMTs are properly able to perform critical interventions.

1. All EMT-Basics with Illini EMS will need to go to critical skills at least one time per semester.
2. Any EMT that does not attend and pass a critical skills session each semester, will at the very minimum, be suspended from the organization and may face further disciplinary action according to the disciplinary policy.
3. Critical skills will be held several times at the beginning of each semester. Each EMT will need to successfully pass 6 stations including Medical/Legal, Medications, Spineboarding, Airway, Full Arrest/CPR, and Lifting and Moving. Region 6 BLS protocols will be followed in all of these stations.
4. Critical skills stations will be proctored by Illini EMS supervisors and possibly additional, qualified personnel from the EMS community.

Bicycle EMS Policy

Last Reviewed or Updated: April 13, 2007

Purpose: To define the regulations and implementation of the IEMS Bicycle Team.

1. All IEMS bicycle team members must at least be eligible EMT-Basics and must have completed successfully the IEMS Bike Team Training Course.
2. All bicycle team members must have a WHITE bicycle helmet.
3. Team members must wear their normal red IEMS polos, and dark blue, black, or khaki pants or shorts. EMS shorts are strongly recommended.
4. Tennis or athletic shoes may be worn, but must be reasonably clean in appearance.
5. Bicycle teams will carry equipment consisting of that of a normal IEMS team, with the exceptions that a smaller oxygen tank is carried and no spinal immobilization equipment is carried.
6. Prior to a bicycle team event, the EMTs must arrive to the bicycles allowing enough time for travel to their coverage areas before their designated event start time.
7. When bicycle teams are on duty, they will either be patrolling or on stand-by. When on standby, teams must always keep the bicycles ready to go and keep them within line of sight at all times.
8. When bicycles are out of service anywhere other than the IEMS equipment room, they MUST be locked.

Off-Campus Event Policy

Last Reviewed or Updated: April 13, 2007

Purpose: To provide guidelines for working/staffing events off the U of I campus.

1. When working IEMS events off campus, Standard Operating Guidelines will be followed per usual.
2. All off-campus events will be approved through the Director of Operations
3. When an off-campus event is scheduled during the same time as an event on campus, the event on campus will take precedence over the off-campus event.
4. Remember that you are representing IEMS when in the public and professionalism must be maintained at all times.

Contact Information

Last Reviewed or Updated: April 13, 2007

Purpose: To provide members of IEMS a resource for addressing questions and concerns about events, calls, or IEMS in general.

1. Several sources are available depending on the nature of the question. All urgent questions pertaining to specific events or calls should first be addressed by emailing the IEMS weekly supervisor.
2. Any general questions about protocols, the SOGs, or the Site SOPs can be addressed to the Director of Operations or the Assistant Director of Operations.
3. Any general questions pertaining to equipment use or policy should be addressed to the Equipment Officer.
4. Any questions or concerns pertaining to patient care or a member's actions should be addressed immediately to the supervisor and the Director of Operations.
5. If any of these sources should fail, questions or concerns can always be made to the President of IEMS or emailed to iems@uiuc.edu.

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Illini Emergency Medical Services

Site Policies

Effective April 1, 2007

IEMS Site Policies

Last Reviewed or Updated: April 11, 2007

Site Specific Policy

Purpose: To establish guidelines that are to be used and information that is specific to certain venues on the U of I campus. This policy is designed to compliment the rest of the guidelines in this booklet. All other policies in this booklet are to be followed at all venues on the U of I campus.

IEMS Site Policy

Huff Hall Gym - Women's Volleyball, Gymnastics and Men's Wrestling

1. Report to PRESS GATE on the northwest corner of Huff Gym. Present IEMS photo ID and sign in. Report to the north end of the gym and wait for the supervisor. They will get your equipment.
2. Check equipment before the supervisor leaves so that you have all equipment and that it is in working condition.

You should have:

Two Adult jump packs (refer to check list in the pack for contents)

One oxygen pack (refer to check list in the pack for contents)

Spineboard with set of straps and CID

Cervical Collars (complete set)

One AED

One Adult EpiPen

One Child EpiPen

One cell phone

Two IEMS radios with collar mics

One MERCI Radio

3. Team 1 stays on the Northeast section of the gym for Women's Volleyball and Men's Wrestling. For Gymnastics, Team 1 will be stationed on the Northwest section of the gym. Team 2 stations at the opposite (Southwest) section of the gym
4. Team 1 will have a pack, oxygen, EpiPens, spineboard, c-collars, cell phone and radio. Team 2 will have a pack and a radio.
5. We do not treat players unless specifically requested by a team trainer or coach.
6. All NCAA events now have a dedicated ambulance stand-by. If an ambulance is needed, send a CPR/First Aid team member to inform the ambulance crew of the incident with all the information needed such as "possible fracture, head injury, respiratory distress, etc" so they can bring appropriate equipment. Ambulance personnel are usually stationed at the north end of the gym. If an ambulance is not present, call 911 and request that one is sent.

7. Call/radio the supervisor about 10 minutes before the event ends. The supervisor will come and take all equipment from you and relieve you from your duty. Do not leave until a supervisor comes!
8. At least one team must remain in the gym at all times, unless both teams are responding to a call.
9. The supervisor will pass out tickets for food. This is a privilege that we have and any abuse of this privilege will result in it being taken away. Only IEMS members working the event are to receive free food. Any abuse will result in the use of the discipline policy.

IEMS Site Policy

Ice Arena - Hockey

1. Report to the Ice Arena lobby and wait for the supervisor to arrive. Show your IEMS ID to gain admittance. The supervisor will get you all of your equipment, which is located in the IM room (at the Southeast corner of the rink). Show your IEMS ID and sign in.
2. The supervisor will bring a cell phone and IEMS radio to you.
Equipment already at the arena includes:
Two Adult Jump packs (refer to check list in the pack for contents)
One oxygen pack (refer to check list in the pack for contents)
One AED
One Adult EpiPen
One Child EpiPen
Spineboard with set of straps and CID
Cervical collars (complete set)
Two blankets
One MERCI Radio
IEMS Jackets
3. Team 1 will be stationed at the southeast end of the rink, right outside of the IM room. Team 2 will be stationed at the northwest corner of the ice rink.
4. Team 1 will have a pack, oxygen, EpiPens, spineboard, c-collars, blanket, cell phone and radio. Team 2 will have a pack, blanket and a radio.
5. We can treat players at the request of team trainers or coaches.
6. If an ambulance is needed, a team member should call 911 on the cell phone and request a unit be sent.
7. Call/radio the supervisor with 10 minutes left in the third period. The supervisor will come and take all equipment from you and relieve you from your duty. Do not leave until a supervisor comes!
8. At least one team must remain in the ice rink at all times, unless both teams are responding to a call.
9. The supervisor will pass out tickets for food. This is a privilege that we have and any abuse of this privilege will result in it being taken away. Only IEMS members working the event are to receive free food. Any abuse will result in the use of the discipline policy.

IEMS Site Policy

Illini Field - Baseball

1. Report to the south gate. Present your IEMS ID and sign in. Go to the Press Box and wait outside for the supervisor to arrive. They will get you all your equipment.
2. The supervisor will bring a cell phone and IEMS radio to you.
Equipment already at the field includes:
One Adult Jump pack (refer to check list in the pack for contents)
One AED
One oxygen pack (refer to check list in the pack for contents)
One Adult EpiPen
One Child EpiPen
Spineboard with set of straps and CID's
Cervical collars (complete set)
One MERCI Radio
Three blankets
3. You are to be stationed in the stands directly to the south or east of the press box on the lawn.
4. We do not treat players unless specifically requested by team trainers or coach.
5. All NCAA events now have a dedicated ambulance stand-by. If an ambulance is needed, send a CPR/First Aid team member to inform the ambulance crew of the incident with all the information needed such as "possible fracture, head injury, respiratory distress, etc" so they can bring appropriate equipment. Ambulance personnel are usually stationed at the south side of the field. If an ambulance is not present, call 911 and request that one is sent. Also realize that when both a softball and baseball game are running simultaneously, the ambulance could be at the softball field. Attempt to reach them on the IEMS frequency.
6. Call/radio the supervisor at the top of the eighth inning. The supervisor will come and take all equipment from you and relieve you from your duty. Do not leave until a supervisor comes!
7. The supervisor will pass out tickets for food. This is a privilege that we have and any abuse of this privilege will result in it being taken away. Only IEMS members working the event are to receive free food. Any abuse will result in the use of the discipline policy

IEMS Site Policy

Krannert Center for the Performing Arts - Plays, Concerts, etc.

1. Report to the coat room on the main level of the building. Enter the building off of Goodwin. Use the north doors on Goodwin. You will now be on the main level of the building. Turn immediately to your right and you will see the coat room. The supervisor will come and get your equipment for you. It is stored in the gray cabinet (#2) in the coat room.
2. Introduce yourself to the house manager from Krannert. It will change depending on the night. Make sure you let them know you are there. The Krannert staff will give us a radio so they can get in touch with us. Familiarize yourself with the radio, as this is often how they will report a medical emergency.
3. Check all your equipment before the IEMS supervisor leaves you to make sure it is all present and working.

You should have:

One Adult Jump pack (refer to check list in the pack for contents)

One Pediatric Jump Pack

One oxygen pack (refer to check list in the pack for contents)

One AED

One Adult EpiPen

One Child EpiPen

Spineboard with set of straps and CID

Cervical collars (complete set)

One blanket

One IEMS Radio

One MERCI Radio

One House Radio

One Cot

One Stairchair

One Cell Phone

4. You will need to stay in the coat room for the entire night so that the Krannert Staff can find you if a emergency arises. If you wish to watch a show, ask the House Manager if there is room and ask for a radio with an earpiece. Make sure the House Manager knows what show you are watching and where you are seated in case you are needed.
5. Before many people start arriving, acquaint yourself to Krannert and the different theaters in the complex. Most of the time, a staff member will lead you to a call, but you should be familiar with the different theatre locations.
6. Free soft drinks are available at the Intermezzo. Please do not abuse this privilege.
7. If an emergency arises that requires transport by an ambulance, call 911 and request that an ambulance be sent.

8. At Krannert, we treat both the general public and the performers. It is extremely important to remain professional when working at Krannert. Many eyes may be on you when you are treating a patient so professional dress, attitude and treatment is demanded. Any misconduct will result in severe discipline.
9. You should call/radio the supervisor when the evening is drawing to a near. You must remain at Krannert until most of the patrons have completely left the building. The supervisor will come and relieve you of your duties. Do not leave until a supervisor comes!
10. Please pay special attention to the dress code policy listed previously in this manual for appropriate attire.

IEMS Site Policy

Track Field south of the Baseball Field – Outdoor Track/Women's Soccer

1. Go to the gate at the north side of the field, show your IEMS ID and sign in, then wait for the supervision on the east side of the field by the stands.
2. The supervisor will bring your equipment to you, including;
 - One Adult Jump pack (refer to check list in the pack for contents)
 - One oxygen pack (refer to check list in the pack for contents)
 - One AED
 - One Adult EpiPen
 - One Child EpiPen
 - Spineboard with set of straps and CID
 - Cervical collars (complete set)
 - One IEMS radio with collar mic
 - One cell phone
 - One MERCI Radio
3. You are to be stationed in the middle set of bleachers.
4. We do not treat players unless specifically requested by team trainers or coach.
5. All NCAA events now have a dedicated ambulance stand-by. If an ambulance is needed, send a CPR/First Aid team member to inform the ambulance crew of the incident with all the information needed such as "possible fracture, head injury, respiratory distress, etc" so they can bring appropriate equipment. Ambulance personnel are usually stationed at the south side of the field. If an ambulance is not present, call 911 and request that one is sent.
6. Call/radio the supervisor with 10 minutes remaining in the second half. The supervisor will come and take all equipment from you and relieve you from your duty. Do not leave until a supervisor comes!
7. The supervisor will pass out tickets for food. This is a privilege that we have and any abuse of this privilege will result in it being taken away. Only IEMS members working the event are to receive free food. Any abuse will result in the use of the discipline policy.

IEMS Site Policy

Memorial Stadium - Football

Football games are IEMS' biggest event. There are many differences in the way football games are staffed. You will be briefed as to how we work football the day of the game. You also will be placed with people who have worked games before so that you can "learn the ropes." However, a few notes are listed below.

1. Report to the stadium and enter through Gate 17 on the east side of the stadium. Present your IEMS photo ID and you will be admitted. Report to the bleachers through portal K. This is where everyone will meet and you will be briefed and assigned a team.
2. Two or three supervisors will be in the stadium at all times. Also, a dispatch center (Operations) is located in the command post. Two members from IEMS will be in the command post along with representatives from the fire department, police, ambulance services and the Department of Intercollegiate Athletics. All radio communication will go through IEMS' operations post.
3. If the need for an ambulance arises, you will call command on the radio and they will send an ambulance.
4. Any time a team responds to a call, a supervisor will respond also if they are available. The supervisor will not take over patient care. The lead EMT of the team will maintain patient care. All radio traffic will be taken over by the supervisor. Please refer to the Scene Chain of Command Policy.
5. Teams must remain at their stations unless permission is granted by operations to leave your post.
6. If at any time you need help, have a question, etc. call your supervisor on their cell phone. They will be happy to come and talk with you. The supervisors are roaming their coverage areas of the stadium and will try to visit all the teams several times throughout the game.
7. Teams will have a variety of equipment. All teams will have a radio and a jump pack. Depending on your team's location, you may have oxygen, spineboard, etc. It is important to note that a "cot team" is located on each side of the stadium, and in the horseshoe. Any time patients need to be transported down to an ambulance or first aid room, a cot team must be called. Also, if more advanced or pediatric equipment is needed, a cot team should be called as they carry a multitude of additional equipment other teams don't have.
8. Any additional questions you have will hopefully be answered the first time you work football. Remember that the supervisors are there to help. Don't be afraid to ask. We do ask that you always act professional. Very often, people such as the Chancellor of the University, the Mayor of Champaign or Urbana or even the Governor attend the games. We must maintain their respect as medical care providers.

IEMS Site Policy

Eichelberger Field -- Softball

1. Report to the south gate, show your IEMS ID and sign in. Go to the Press Box and wait outside for the supervisor to arrive. They will get you all your equipment.
2. The supervisor will bring a cell phone and IEMS radio to you.
Equipment already at the field includes:
One Adult Jump pack (refer to check list in the pack for contents)
One AED
One oxygen pack (refer to check list in the pack for contents)
One Adult EpiPen
One Child EpiPen
Spineboard with set of straps and CID's
Cervical collars (complete set)
One MERCI Radio
Three blankets
3. You are to be stationed in the stands somewhere to the east of the press box.
4. We may treat players only if specifically requested by team trainers or coach.
5. All NCAA events now have a dedicated ambulance stand-by. If an ambulance is needed, send a CPR/First Aid team member to inform the ambulance crew of the incident with all the information needed such as "possible fracture, head injury, respiratory distress, etc" so they can bring appropriate equipment. Ambulance personnel are usually stationed at the south side of the field. If an ambulance is not present, call 911 and request that one is sent. Also realize that when both a softball and baseball game are running simultaneously, the ambulance could be at the baseball field. Attempt to reach them on the IEMS frequency.
6. Call/radio the supervisor at the top of the sixth inning. The supervisor will come and take all equipment from you and relieve you from your duty. Do not leave until a supervisor comes!
7. The supervisor will pass out tickets for food. This is a privilege that we have and any abuse of this privilege will result in it being taken away. Only IEMS members working the event are to receive free food. Any abuse will result in the use of the discipline policy.

IEMS Site Policy
Foellinger Auditorium

1. Report to the main lobby, show your IEMS ID to gain admittance, and wait by the doors in the main lobby.
2. The supervisor will arrive and get your equipment. The equipment will include:
 - One Adult Jump pack (refer to check list in the pack for contents)
 - One AED
 - One oxygen pack (refer to check list in the pack for contents)
 - One Adult EpiPen
 - One Child EpiPen
 - Spineboard with set of straps and CID's
 - Cervical collars (complete set)
 - One IEMS Radio
 - One MERCI Radio
 - One Cell Phone
3. Team One will be stationed in the back row of the main floor of the auditorium.
4. If an emergency arises that requires transport by an ambulance, call 911 and request that an ambulance be sent.
5. Call/radio the supervisor when people begin to file out of the auditorium. The supervisor will come and relieve you of your duties. Do not leave until a supervisor comes!
6. There will be no food tickets at Foellinger Auditorium.
7. At Foellinger, we treat both the general public and the performers. It is extremely important to remain professional when working at Foellinger. Many eyes may be on you when you are treating a patient so professional dress, attitude and treatment is demanded. Any misconduct will result in severe discipline.

IEMS Site Policy

Armory – Track and Field

1. Report to the Armory office at the southwest corner of the track, show your IEMS ID and sign in. Wait for the supervisor at the Northwest corner of the track.
2. The supervisor will arrive and get you your equipment. The equipment will include:
 - One Adult Jump pack (refer to check list in the pack for contents)
 - One AED
 - One oxygen pack (refer to check list in the pack for contents)
 - One Adult EpiPen
 - One Child EpiPen
 - Spineboard with set of straps and CID's
 - Cervical collars (complete set)
 - One IEMS Radio
 - One MERCI Radio
 - One Cell Phone
3. Team One will be stationed in the Northwest corner of the track
4. We may treat players only if specifically requested by team trainers or coach.
5. All NCAA events now have a dedicated ambulance stand-by. If an ambulance is needed, send a CPR/First Aid team member to inform the ambulance crew of the incident with all the information needed such as "possible fracture, head injury, respiratory distress, etc" so they can bring appropriate equipment. Ambulance personnel are usually stationed at the south side of the field. If an ambulance is not present, call 911 and request that one is sent.
6. Call/radio the supervisor when the event is coming to a close. The supervisor will come and relieve you of your duties. Do not leave until a supervisor comes!
7. The supervisor may pass out tickets for food. This is a privilege that we have and any abuse of this privilege will result in it being taken away. Only IEMS members working the event are to receive free food. Any abuse will result in the use of the discipline policy.

IEMS Site Policy

Other IEMS Event Sites

1. IEMS works events at other venues infrequently. These may include the Stock Pavilion, the Quad, Frat Park, Illinois Fire Service Institute, or others.
2. If you do not communicate with the supervisor before your event at a location without specific policies, go to the main entrance of the venue and wait there for the supervisor. They will give you event-specific instructions at that time.
3. Please remember to respect the facilities you work in and realize that you project the image of an entire organization when on duty.