



Ottawa MedVent Event Participation Request

General Information

Organization Name:

Is this organization a ☐ Scouting/Guiding group ☐ Non-profit

Event Name:

Location/Address:

☐ Indoors ☐ Outdoors

Date(s):

Times(s):

(We'll usually be there from 30 minutes before the start to 30 minutes after the end)

Nature of event ☐ Scouting ☐ Adult only ☐ Family

Admission ☐ Free Public Access ☐ Public Admission Charge ☐ Restricted access

Concessions ☐ Alcohol ☐ Food/Beverages Other:

Number of visitors/guests/participants expected (per day):

Nature/Description of Event:

Primary Contact person:

E-mail:

Phone:

Alternate Contact 1:

Alternate Contact 2:

Requested number of first-aiders present:

Absolute minimum of three first-aiders per site per six-hour shift.

More may be required depending on the nature of event or number of expected participants

MedVent duties: ☐ First Aid Station ☐ Foot Patrols

☐ Other (details):

If this is not the first time for this particular event, who was used as first aid providers in the past?

Event Layout

Exact 911 address information (for each site):

Ambulance access via:

Important event-day phone numbers:

Where possible, please send any maps or diagrams of the area of responsibility, and any additional event details to be used as briefing notes for the first aid team.

Equipment/Materials checklist

[For each item below, please consult with the MedVent coordinator as far in advance as possible if there are going to be complications specific to your event. Please check each item to indicate compliance/understanding]

Organizer will need to provide a first aid post or room per site. In general, this would be a roughly 10ftx10ft covered area (out of the weather) with a table & chairs. Larger or high-risk events may need more space, provision for patient privacy, or heating (winter events). Please indicate the space you're expecting to provide or if there are anticipated complications or additional requirements specific to your event:

☐ A required first aid post will be provided

Notes:

For events that run into the evening, provisions will need to be made for lighting and/or electricity.

☐ Electricity/Lighting will be provided ☐ Not applicable

Provisions will need to be made for parking for MedVent volunteers. Please indicate if there will be free parking, or approximate parking costs if known:

☐ Free parking is available ☐ Parking is paid (and will be invoiced back)

Approximate parking cost (if known):

Parking notes:

For events that extend over a regular meal time, or over 6 hours in length, provisions should be made to provide meals to MedVent volunteers. If this is not feasible, extra members may need to be added to allow for break rotations.

☐ Meals will be provided ☐ Meals will **not** be provided ☐ Not applicable

For outdoor or sporting events, ice and drinking water will need to be provided for the volunteers, and for patient treatment.

☐ Ice and drinking water will be provided ☐ Not applicable

For athletic events, note that first aid provision does not include "sports medicine", such as tensor bandaging, taping or similar. MedVent teams do not carry tensor bandages or athletic tape.

☐ Understood

If the event is using radios for communications, ideally a radio should be provided to the MedVent person in charge. We will provide our own radios for intra-team communications.

☐ Site radio will be provided ☐ Not applicable
