

CITY OF OVERLAND PARK**DEPARTMENT OF POLICE****Intra-City Communication**

July 22, 2010

TO: Bill Ebel, Director
Planning & Development ServicesFROM: Captain Tim Lynch, Administrator
Homeland Security & Emergency Management

RE: 2010 Great Midwest Balloon Fest

The following summary outlines the expected costs related to city services provided for this event. Services include Police Department, Fire Department, Public Works Department and Johnson County Med-Act. These estimates are based on information provided by event organizers at a series of meetings in June-July, 2010. Specific Details of services to be provided are attached.

DEPARTMENT	ACTIVITY DESCRIPTION	PERSONNEL/EQUIPMENT REQUIRED	COST
Public Works	Deliver & Set Cones on Event Friday Retrieve Cones on Monday following Install Temp. No Parking	2 Employees 1 Truck	\$ 501.22
Police	Command & Control: *1 Captain *2 Sergeants Traffic Control: *4 Officers – US 69 *4 Officers - Perimeter Crowd & Event Security: *6 Officers – Front Gate & Venue Roving	1 Captain 2 Sergeants 14 Officers Mobile Command Post Truck & Trailer Support Gator	\$30,990.81
Police & Public Works Sub-Total @ 100%			\$31,492.03
City Ordinance requires 50% of City Costs are responsibility of event organizer(s)			\$15,746.02
Fire/EMS	Emergency Medical Stand-by Initial Fire Suppression	4 Paramedics (2 2-person teams) 1 'cross-trained' firefighter	\$6,840.00*
* Fire/EMS charges are not subject to City Ordinance for Special Events			
Total Event Cost Estimate			\$38,332.03
Total Event Cost Estimate as responsibility of event organizer(s)			\$22,586.02

Additional Detail regarding Services Provided by City:

The following details are based on information provided by event organizers, an awareness of similar events within the metro and past experiences with events of this size and content.

The **Public Works Department's** assessment of their involvement will largely involve the delivery, placement and retrieval of traffic control cones for the associate lane(s) closures around the event. This activity is anticipated to occur on Friday of the event and the following Monday.

The Traffic Engineer, Brian Shields, has indicated traffic signal activity will be monitored Friday night and assessed throughout the weekend, but additional resources are not believed to be necessary at this time.

The **Police Department's** assessment of the required involvement is largely based on the volume of vehicular and guest attendance projected by event organizers. Specific responsibilities are to ensure a controlled and safe environment. Considerations for this to occur include:

- Overall Command & Control for Public Safety
- US 69 Highway Traffic congestion during various event activities (Venue is within sight of the highway)
- Large amount of traffic and shuttle buses on surrounding narrow roadways
- Large crowd size, likely from throughout the metro communities
- Presence of alcohol
- Potential for severe weather resulting in evacuation issues
- Potential for catastrophic event resulting in evacuation, coordination, etc.
- Potential for unknowns as this is first event of this type in City

A more specific security plan is in draft stages at this time and will be shared as the event draws closer and as needed.

The Fire **Department's** assessment of this event includes both fire suppression and emergency medical response. On site will be a Fire Brush Truck for initial response. Additional fire suppression will be provided primarily from nearby Fire Station 5 at 159th & Metcalf with secondary/additional response from the overall response system.

Emergency Medical Services (EMS) will be provided by personnel from Overland Park Fire and Johnson County Med-Act. On site will be 4 paramedics working in two person teams with the necessary equipment to provide advanced life support. Ambulatory transport units will be summoned as required.

A detailed medical plan is attached.

PURPOSE:

The purpose of this plan is to prepare for any potential illness or injury that may occur to participants or spectators at the Midwest Balloon Fest to take place in south Overland Park in the area of W 167th St and Antioch Rd. The event is take place at varying times starting September 17th to September 19th, 2010. This plan specifically addresses the medical personnel from JoCo Med-Act and Overland Park Fire. Overland Park Fire will also have personnel on site for fire suppression and Overland Park Police will have personnel for law enforcement that may assist as needed during the event.

COMMAND POST:

The command post will be in COMM40 at ***TBD***. A unified command structure will be in place in the CP with members of Overland Park Police and Overland Park Fire along with members of the event organizing committee. The command post will be staffed whenever emergency personnel are on site.

PERSONNEL:

The event's medical personnel will be jointly staffed from JoCo Med-Act and Overland Park Fire Dept. Med-Act will staff two personnel on an EMS ATV and OPFD will also staff two personnel on another EMS ATV. Both units will be ALS and patient transport capable. Overland Park Fire and Med-Act will staff a medical unit leader for the Command Post during the event as well.

The Visiting Nurses' Association will provide personnel to staff the First Aid Tent located at the south end of the grounds on W 167th St just east of Antioch Rd.

DUTIES:

ATV43 and ATV1171 will be mobile in the event area. Crews may be dispatched by command to respond to the parking areas around the event depending on call type, response code, and distance of system units. Crews will be self sufficient and attempt to keep on crew available at all times during the event, unless crews encounter a Type Red or Blue patient. If both standby crews are to be occupied for a prolonged period of time, Command is encouraged to request a system unit to standby at the First Aid tent at his or her discretion. Crews will also take turns staging at the First Aid Tent, switching every hour. The ATV units will be responsible for transporting patients from within the event area to preestablished rendezvous points for transporting units.

TRANSPORTING UNITS:

Transporting units will be available from on-duty resources and will be request through command. When requesting a transporting unit, crews shall provide a patient triage type, general complaint, response code, and rendezvous location. The primary rendezvous locations are:

1. First Aid Tent on 167th St
2. Main Entrance on Antioch Rd
3. VIP Entrance on 167th St

Crews may elect to use alternative rendezvous points as necessary.

Air Transport may be required due to ground transport distance to the most appropriate facility. Transport decision will be in accordance with JoCo EMS Clinical Protocols Appendix E. The primary landing zone for the event will be the football field at Pleasant Ridge Middle School at 9000 W 165th St. The football field is located just east of the school with access from 165th St.

EQUIPMENT:

Both ATV units will be ALS capable to include the following equipment:

- LP12 Monitor
- MERIT First Responder Bag
- MERIT Oxygen Bag
- Trauma Kit
- Spinal Kit
- Long Spine Board
- Splints (Adult & Pediatric)
- Nextel (Spare 1 to ATV43 & S1190 to ATV1171)
- Portable Radios
- Narcotics (ATV1171 only)
- Clipboard

The first Aid Tent will have the following equipment:

- Water Cooler & Cups
- ePCR Laptop & Power Cable
- BMT Restock Bag
- Portable Radio & Charger
- Table & Chairs

TIMES:

The event will take place at the following times:

- September 17, 2010: 1600-2300
- September 18, 2010: 0600-2300
- September 19, 2010: 0600-1700

Crews will be on site the following times and shifts:

- September 17, 2010: 1600-2300
- September 18, 2010: 0600-1430
1430-2300
- September 19, 2010: 0600-1700

PARKING:

Units and trailers will park just east of the First Aid Tent with access off W167th St.

COMMUNICATIONS:

All communications for the event will take place on a JoCo Tac Channel to be determined by the IC and the On-Duty ECC Supervisor. Event staff and participants will contact the command post via phone or call 9-1-1, as a secondary means, to request assistance.

DOCUMENTATION:

Each EMS unit shall complete an initial EMR report for the event. All patients shall be recorded by each appropriate unit utilizing the appropriate Transport or Refusal Call Disposition as an added patient to the Incident Number.

MEDICAL PLAN	1. Incident Name	2. Date Prepared	3. Time Prepared	4. Operational Period
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	Midwest Balloon Fest	7/5/2010	1500	9/17/10-9/19/10	
5. Incident Medical Aid Station					
Medical Aid Stations	Location			Paramedics Yes No	
ATV43	Mobile			X	
ATV1171	Mobile			X	
First Aid Tent	W 167 th St, E/O Antioch			X	
6. Transportation					
A. Ambulance Services					
Name	Address	Phone	Paramedics Yes No		
JoCo Med-Act	11811 S Sunset, Suite 1100	(913) 715-1950	X		
Overland Park Fire Dept	9550 W 95 th St	(913) 888-6066	X		
LifeFlight/Eagle Air Ambulance	Harrisonville, MO	(816) 474-5652	X		
Life Star Air Ambulance	Lawrence, KS	(785) 331-2342	X		
B. Incident Ambulances					
Name	Location			Paramedics Yes No	
Med-Act/OPFD On-Duty	Ordered Through Command/ECC			X	
LifeFlight/Eagle	Ordered Through Command/ECC			X	
Life Start	Ordered Through Command/ECC			X	
7. Hospitals					
Name	Address	Travel Time Air Ground	Phone	Helipad Yes No	Burn Center Yes No
St. Luke's South	12300 Metcalf Ave		(913) 317-7485	X	X
Menorah	5721 W 119 th St		(913) 498-7178	X	X
OPR – TC	10500 Quivira Rd		(913) 541-5338	X	X
KUMC – TC	3901 Rainbow Blvd		(913) 588-6500	X	X
Children's Mercy – Ped TC	2401 Gillham Rd		(913) 234-3430	X	X
8. Medical Emergency Procedures					
Prepared by (Medical Unit Leader)			10. Reviewed by (Safety Officer)		

Memo

To: Captain Tim Lynch, OPPD
From: Steve Isaacson, OPFD
Date: 7/29/2010
Re: Balloon Fest EMS Cost Estimate

Following a review of the festival plans, tour of the site, and discussion with BC Gourley and Lt. Winger with Johnson County Med-Act; we are providing preliminary cost estimate for EMS coverage for the event utilizing both OPFD and JOCO MA to staff the EMS operation.

Assumptions:

- This estimate takes into account the times set forth in the Event Planning Booklet provided to us by the Great Midwest Balloon Fest planning team. Our EMS cost does not account for staffing the First Aid Tent, the GMBF plan calls for that to be handled by the Visiting Nurses Association (VNA).
- We have built into this plan what we determined to be a minimum EMS staffing providing the crowd number estimated by the design committee. We reserve the right to add staffing or reduce staffing as the event requires.
- The EMS stand-by charge is \$45.00 per person, per hour. The charge does include EMS vehicles and medical supplies used for the event.
- EMS transports of patients from the event to local ED's are not covered by the stand-by fee and any patient that is transported will be charged for the ambulance transport. This falling under the OPFD/MA normal operational EMS response plan.
- Planned Minimum EMS Staffing: OPFD: 1 Paramedic and 1 FF/FM. Med-Act: 2 Paramedics. OPFD and MA each provide a 4x4 ATV for access to the grounds and patient carrying capability. *Note: We add 1 hour to each day for driving and cleaning/restock.*

Estimated EMS Cost: \$6,840.00

EMS Staffing Costs	Times	Hours	Total	Final Estimate
Friday Sept. 17 th	1600 – 2300	8 (4x8=32 hs)	\$1,440.00	
Sat. Sept. 18 th	0600 – 2300	18 (4x18=72 hs)	\$3,240.00	
Sunday Sept. 19 th	0600 – 1700	12 (4x12=48 hs)	\$2,160.00	\$6,840.00