



Hampton Division of Fire and Rescue Special EMS Service Request Agreement

EVENT	
Date of Event:	Start Time: End Time:
Event Name:	
Event Location:	
Type of Event: Sporting Entertainment Community Other: _____	Estimated # of Attendees:
Potential Concerns: Violence Weather/Climate Illicit Substances Other: _____	

NOTE: If a single event spans more than one day, treat each day as a separate request.

REQUESTOR INFORMATION		
Organization Name:		
Responsible Party Contact Name:		
Mailing Address (for billing):		
City:	State:	Zip Code:
Phone:	Phone (Day of event if different):	
E-Mail:		
Responsible Party Signature:		

DEDICATED EMS SERVICE STANDBY (Available to ANY "SERVICE USER"): Standby ambulance service, meaning a fully staffed ambulance, will be located at an event and will remain dedicated to that event, and will not be available for other calls for service (See HDFS SOP 20-3-17). Dedicated standbys are subject to the availability of crews and resources. The fee for this service is \$135.00 per hour or any part thereof with a minimum charge of two (2) hours. Example: 1 unit x 5 hours = \$675. *SERVICE USER agrees to Dedicated EMS Standby Coverage Terms of Agreement.

Number of Units Requested: _____ Stand-by Time: FROM: _____ a.m. p.m. TO: _____ a.m. p.m.
Number of Units Requested: _____ Stand-by Time: FROM: _____ a.m. p.m. TO: _____ a.m. p.m.
Number of Units Requested: _____ Stand-by Time: FROM: _____ a.m. p.m. TO: _____ a.m. p.m.

NOTE: For requests exceeding three units, attach an additional schedule with the same information.

NON-DEDICATED EMS SERVICE STANDBY (Available to ANY "SERVICE USER" meeting the below specifications): Standby ambulance service, meaning a fully staffed ambulance, will be located at an event but will remain available for other routine EMS calls. Consistent event coverage is not guaranteed and is subject to the availability of crews and resources. There is no fee for this service. *SERVICE USER agrees to Non-Dedicated EMS Standby Coverage Terms of Agreement.

NOTE: Check YES or NO for each specification below:

YES NO This event is a community event where no tickets are sold or admission charged.
YES NO This event is open to the general public.
YES NO This event will have more than 500 people, last more than four hours, and/or be a high-risk activity.

Number of Units Requested: _____ Stand-by Time: FROM: _____ a.m. p.m. TO: _____ a.m. p.m.

OFFICE USE ONLY							
Received by HDFS:	Date:	Time:	Received By:				
Approved:	YES NO	If no, reason:					
BC of EMS Approval (required for Dedicated Standby):			Date:				
Approving Authority (Overtime/Funding):			Date:				
Special Event Officer (if different):							
Event #:	Unit Assigned:	Crew 1:	Crew 2:				
Event #:	Unit Assigned:	Crew 1:	Crew 2:				
Event #:	Unit Assigned:	Crew 1:	Crew 2:				
Total Hours:	Total Units:	Total Fee for Service: \$					
Payment Received: \$	Date Payment Received:						



Hampton Division of Fire and Rescue
Special EMS Service Request Agreement

Special EMS Standby Program

The Hampton Division of Fire and Rescue (HDFR) understands the importance of providing EMS services during special events or community programs. The enclosed Special EMS Service Agreement must be utilized in order to arrange any special EMS coverage by HDFR units and personnel.

Special EMS Services differ depending on the organization requesting services. The contents of the enclosed agreement should be carefully reviewed and completed depending on the nature of your event and hosting organization.

In order for any organization or governmental entity to request special standby services from HDFR, the enclosed agreement must be requested, completed, signed, and returned to HDFR at least 96 hours before the start of any single occurring special event. Extended events, multi-day events, or large events requiring special EMS services beyond one ambulance should be arranged, and this agreement returned to HDFR at least ten (10) days before the start of the event.

Although HDFR will make every effort to provide the level of service requested, no specific level of service or coverage can be guaranteed due to the nature of EMS services and the fact that the priority of EMS is response to calls for service from Hampton citizens and visitors. Please read the enclosed agreement carefully for details.

HDFR always seeks to provide the best EMS service to its citizens and those requesting special services and welcomes feedback should you have any questions or concerns.

To complete the process of requesting special standby services from HDFR, please accurately complete the enclosed agreement and submit it to HDFR before the stated application deadlines. You may return completed and signed agreements to:

Curtis Ward, EMS Branch Chief

E-Mail: CBWard@hampton.gov
PHONE: 757-727-6296
FAX: 757-727-1207
Mail: Hampton Division of Fire and Rescue
ATTN: EMS and Special Events
1300 Thomas Street
Hampton, Virginia 23669



Hampton Division of Fire and Rescue
Special EMS Service Request Agreement

Dedicated EMS Standby Coverage Terms of Agreement

As used in this Agreement, "HDFR" means the Hampton Division of Fire and Rescue, and "SERVICE USER" means the organization or individual identified in the Requestor Information section of this Agreement.

1. The Hampton Division of Fire and Rescue, also known as "HDFR", agrees to provide the above-marked special service(s) to the "SERVICE USER" named above for the dates, times, and location specified in the EVENT section of this Agreement.
2. Due to the call volume of HDFR, dedicated standby services are subject to the availability of off-duty career or volunteer crews and reserve ground transport vehicles and similar resources. In addition, even if a "SERVICE USER" requests and agrees to the conditions of the dedicated standby services, certain extreme, catastrophic, or immediate life-threatening emergencies may still require "HDFR" to utilize resources assigned to the dedicated standby. If this occurs during a scheduled dedicated standby (with this AGREEMENT executed) and a lapse of on-site "EMS" coverage occurs, if available, another ambulance/crew will be immediately routed to the event, and all fees associated with the diverted unit(s) in this AGREEMENT will be waived.
3. Upon completion of dedicated standby services, "HDFR" will bill "SERVICE USER" for all costs associated with this agreement, and "SERVICE USER" agrees to pay all fees within 30 days of invoice receipt.
4. "HDFR" reserves the right to refuse any Special Services Agreement submitted by "SERVICE USER" less than 96 hours before the start time of requested dedicated standby services.
5. "SERVICE USER" agrees to pay \$150.00 in addition to hourly standby fees for any event for which the request for Dedicated Standby Services was received by "HDFR" less than 96 hours before the start time of the requested Dedicated Standby Services event.
6. The parties agree that "EVENTS" which have an admission fee and/or that are not open to the general public are not eligible for non-dedicated standby (no fee) service. Submission of this Agreement for such an event constitutes a request for Dedicated Standby Services, and the "SERVICE USER" will be billed, and agrees to pay, at the Dedicated Standby rate set forth above following the conclusion of the event.
7. This agreement may be canceled by either party by providing 48 hours' advance notice.
8. Nothing herein shall be construed to create a higher standard of care on the part of "HDFR" than generally recognized under the laws of the Commonwealth of Virginia for EMS services.
9. The charges provided herein reflect only those charges associated with making "HDFR" services more readily available to the "SERVICE USER." The normal charges for the care and transportation of patients will be the responsibility of the patient.
10. Public agencies, Emergency Management, public safety partners, entities under mutual aid agreements, and City of Hampton governmental departments shall not incur any costs associated with this service. However, if monies have been budgeted for such services, HDFR will accept either reimbursement for actual costs incurred or the standard fee associated with dedicated service coverage.
11. It shall be the sole determination of the BC of EMS to approve this type of coverage.
12. "SERVICE USER" agrees to indemnify, defend, and hold harmless the City of Hampton, "HDFR", and their officers, employees, and agents from and against any and all claims, damages, losses, or expenses, including reasonable attorney's fees, arising out of, or resulting from the event, except to the extent caused by the negligence of "HDFR."



Hampton Division of Fire and Rescue
Special EMS Service Request Agreement

Non-Dedicated EMS Standby Coverage Terms of Agreement

As used in this Agreement, "HDFR" means the Hampton Division of Fire and Rescue, and "SERVICE USER" means the organization or individual identified in the Requestor Information section of this Agreement.

1. "HDFR" agrees to provide the above-marked special service(s) to the "SERVICE USER" named above for the dates and time noted.
2. For NON-Dedicated coverage, it is understood that current, staffed EMS units will be repositioned to your event. These units remain in service to answer all emergency calls within the city. Continuous coverage is not guaranteed for any portion of the event. No additional EMS unit(s) would be routed to your event should the assigned unit be called to an emergency or non-emergency incident.
3. For the "SERVICE USER" to be eligible for this type of service, the following conditions **MUST** be met.
 - a. The event is a community event where no tickets are sold or admission charged.
 - b. The event must be open to the general public.
 - c. The event shall have more than 500 people in attendance, be more than four hours in duration, and/or be considered a high-risk activity.
4. EMS unit availability shall be subject to current staffed units within the system.
5. It shall be the sole determination of the BC of EMS to approve this type of coverage.
6. "SERVICE USER" agrees to indemnify, defend, and hold harmless the City of Hampton, "HDFR", and their officers, employees, and agents from and against any and all claims, damages, losses, or expenses, including reasonable attorney's fees, arising out of, or resulting from the event, except to the extent caused by the negligence of "HDFR."