

## National Tsing Hua University Medical Support Service Application Form

1. Applicant should fill out this form one month before the event and submit it to the Division of Health Service. There would be no charging fee for cancellations 3 days prior to the event. The fees will still be charged for cancellations within 3 days of the event.
2. If there is any adjustment in the event venue, time, or location of the first-aid station by event organizer, please actively inform the medical support unit, guidance unit and Division of Health Service.
3. To avoid accidents and injuries, the organizer should inform those who are unwell to avoid participating in the event in advance.

Applicant		Event Name		
Contact Person	Name:	Phone:	Mobile Phone:	
Email				
Support Section/Time	1. Since _____ (YYYYMMDD) until _____ (YYYYMMDD), total _____ hours. 2. Since _____ (YYYYMMDD) until _____ (YYYYMMDD), total _____ hours. 3. Since _____ (YYYYMMDD) until _____ (YYYYMMDD), total _____ hours.			
Content of Event			Event Location	
Participants			Estimated amount of participants	
External Medical Support Service Requirements and Needs	<p>The minimum hiring time is 4 hours, any period less than 4 hours shall be calculated as 4 hours. Hiring needs should be confirmed with the Division of Health Service in advance.</p> <p><input type="checkbox"/> <u>1 ambulance team + 1 Doctor</u>: NT\$3100× (4 + )hours, total charge NT\$( ).</p> <p><input type="checkbox"/> <u>1 ambulance team</u>: NT\$1600× (4 + )hours, total charge NT\$( ).</p> <p><input type="checkbox"/> <u>2 Nurses</u>: NT\$1200 × (4 + ) hours + traffic expenses NT\$500/section, total charge NT\$( ).</p> <p><input type="checkbox"/> <u>Other</u>: _____, total charge NT\$( ).</p> <p>Notice:</p> <ol style="list-style-type: none"> <li>1. For the charging details, please check the “Explanation for Medical First-aid Stations Setting Suggestions”.</li> <li>2. 1 ambulance team includes 1 EMT member, 1 nurse, and an AED</li> <li>3. The medical support time is until 22:00, and if the consent of the medical staff is obtained, it can be extended to 23:00. The additional support time (22:00-23:00) should be given an additional overtime fee.</li> <li>4. External medical support service expenses should be paid in cash on the same day of the event.</li> </ol>			
Medical Support and Service Type	<p><input type="checkbox"/> <u>Type 1: Event held by unit/department/division.</u>          Note: (1) Organizer must pay for all medical support service fees.          (2) Division of Health Service will help contact and arrange medical support services based on the event type.</p> <p><input type="checkbox"/> <u>Type 2: School Event (Mei-Zhu Competition, Campus Marathon, NTHU Anniversary, Graduation Ceremony, Sports Day).</u>          Note: Standby and support by school’s medical staff. Based on the event type, Division of Health Service may arrange external medical support service, and the organizer must pay for all medical support service fees.</p>			
Required Documents	<input type="checkbox"/> <u>Event location and first-aid station setting floor plan</u> Before providing the floor plan, be sure to read the “Explanation for Medical First-aid Stations Setting Suggestions” and contact the Division of Health Service for discussion.			
Applicant	Division Chief	Division of Health Service	Chief of Division of Health Service	Vice President for Student Affairs

## **Explanation for Medical First-aid Stations Setting Suggestions**

### **1. The health-related risks and influencing factors of large scale events**

It is generally estimated that 0.3-4.0 out of 1 million people encounter sudden death, and the incidence rate will be higher if there are more vigorous activities. There will be one sudden death in 50,000 to 100,000 marathon runners. Therefore, it is necessary and important to prepare emergency medical treatment during the event. According to domestic and foreign statistics, fainting is a common condition at concerts. In hot weather, dehydration, heat exhaustion, and heat stroke must be paid attention to. If the venue is on hills and stairs, sprains and fractures must be paid attention to. Environmental factors including temperature, humidity, and altitude will affect the number of patients. High temperature, high humidity, and high altitude will lead to a higher medical utilization rate. The organizers of large-scale outdoor activities in summer should pay attention to hydration supplement and provide sufficient water to reduce the occurrence of heat exhaustion and heat stroke. Furthermore, the event organizer should publicize in advance and restrict the participation of those who are unwell to avoid accidents and injuries.

### **2. First-aid station location**

- (1)The organizer should head over to the event location for location scouting along with the Division of Health Service and confirm the location of the first-aid station and ambulance. The set up location should be where most people can arrive within 3-5 minutes, and organize smooth passage of entrance and exit for better facilitation of medical rescue.
- (2)The medical first-aid station must be set up at a safe place and make sure the passage is smooth. Avoid crowded space or area next to the stage to prevent disasters such as the collapse of stages or structures.
- (3)Mark the location of the first-aid station clearly in advance on the floor plan, poster or manual. It can be displayed in bilingual and with the sign of the cross so that participants can easily recognize it.
- (4)All staff members should know the location of the first-aid station and its contact information to facilitate smooth operation of rescue.

### **3. The equipment of the medical first-aid station prepared by organizer**

- (1)Prepare tables, chairs, and canopies by the needs of events, such as 1 table and 4 back chairs. For outdoor activities, please set up a shed that can shelter from wind and rain, and provide a cooling site for patients to rest. Please ensure that the lighting equipment is well lit for nighttime activities.
- (2)If the medical support includes an ambulance, the organizer should reserve parking space beforehand.
- (3)During the event, please provide drinking water, meals during mealtimes, and parking tickets for entering and leaving the campus for the medical support staff.

### **4. Medical first-aid stations supporting price list**

- (1)The minimum medical support member should be 2 for each event, and the minimum hiring time is 4 hours. Any period of hiring time less than 4 hours shall be calculated as 4 hours.
- (2)Ambulance Team (including 1 EMT member, 1 nurse, and an AED): NT\$1,600/hour
- (3)Doctor: NT\$1,500/hour
- (4)Nurse: NT\$600/hour
- (5)If the applicant does not apply for an ambulance team for the section, and only applies for a doctor or nurse, the applicant must pay a NT\$500 traffic expense addition to the medical support service fee.
- (6)Please check with the cooperative company for demands not mentioned above.

### **Note**

1. For staff members other than the medical personnel, in addition to knowing the location and contact number of the first-aid station, it is recommended that they also receive basic first-aid training. As the first responders to the scene are mainly safety or event staff members, the quicker medical support is provided, the faster the injured can receive care, enhancing the whole emergency system. Please note that if you are worried about cervical spine injury, do not move the injured person, and make sure the surrounding environment of the injured is safe.
2. When a large number of injured patients (more than 15 people) are expected to occur at the event site, the organizer should immediately notify 119 to inform the number of casualties and location of the incident, and start emergency medical service according to relative regulations and operating procedures for mass casualty medical support service.
3. If you have any questions regarding the first-aid station setting, please contact the Division of Health Service (phone: 03-5731054)