



Case Western Reserve University
 Emergency Medical Services
 Office of the External Operations Director
jjc147@case.edu

Case Western Reserve EMS
 11424 Bellflower Road
 Cleveland, Ohio 44106

CaseEMS Standby Request Form

Instructions:

- To request a standby, fill out this form and email it to jjc147@case.edu.
- All correspondence with CaseEMS should be directed to the External Operations Director, who is in charge of CaseEMS staffing for special events.
- After we have received and processed this request form, we will contact you to discuss your needs. The number and staffing of crews will be determined by the CaseEMS External Operations Director.
- Please include alternate plans for inclement weather. If event is cancelled, please notify CaseEMS by telephone and email and have the Protective Services dispatcher notify on the CaseEMS duty officer.
- Please be aware that we require at least two weeks prior notice to any event.
- Please contact, Jacqueline Cavendish, the External Operations Director at 724-994-0662 or jjc147@case.edu if any questions arise regarding the event.

Services We Provide:

- Staffing for events will be provided in the form of a minimum of three person crews. There will be at least two Ohio licensed EMT-Basic in charge of each crew.
- Be aware that we require a 30 minute set-up time prior to the beginning of events, as well as a 30 minute clean up time, and charge accordingly.
- CaseEMS does charge for its services. The hourly rates vary with respect to on or off campus events and can be requested by contacting jjc147@case.edu.
- Please designate an area for EMS to set up during the standby event. Also keep in mind that we will be bringing an emergency vehicle that also requires a designated spot.

Please complete:

Date of Request	Name of Organization		
Name of Contact Person	Email	Phone Number	
Event Type	Date	Start Time	End Time
Event Location	Approximate Number of People Attending Event		

Additional Information (if necessary):

Please return this completed form to the External Operations Director or email it to jjc147@case.edu