

CaseEMS Standby Request Form

Instructions:

- To request a standby, fill out this form and email it to CaseEMS@case.edu.
- All correspondence with CaseEMS should be directed to the Assistant Chief of CaseEMS, who is in charge of CaseEMS staffing for special events.
- After we have received and processed this request form, we will contact you to meet and discuss your needs. The number and staffing of crews will be determined by the CaseEMS operations officer that meets with you.
- 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.

Services We Provide:

- Staffing for events will be provided in the form of a minimum of three person crews. There will be at least one Ohio licensed EMT-Basic in charge of each crew.
- CaseEMS is not a transporting medical service. If a transport unit must be on site for your event, than CaseEMS is not the right choice for your staffing needs.
- CaseEMS does charge for its services. A charge of \$30/hour is applied for one crew for an event, with an additional \$15/hour charge for each additional crew. The number of crews, as well as the particular staffing of each of the crews, will be determined by the CaseEMS operations officer that meets with you following receiving this request.
- 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. Time is counted in 30 minute increments.

Please Complete:

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

Additional information (if necessary):

CaseEMS Office Use Only

Date Received	Approved or Rejected	Status of Invoice
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