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Before signing up for a special event you MUST:

Be proficient at writing **PCRs in Waters Elite**, **NFIRS in Elite Fire**, and able to help your partner do that same.

Be familiar with the **refusal process**, how to call the ER for a refusal, and how to document one. Know what to do if the computers don't work (paper copy).

Be familiar with the attached excel sheet for **first aid treat and release** at large special events. **BE VERY CLEAR ABOUT WHAT CAN BE CONSIDERED A TREAT AND RELEASE TO USE THIS FORM.**

For large events get an **IAP**, become familiar with the **COMS plan** and what channels to use.

Be proficient at **rigs checks** so that you can quickly check your rig before heading to the event. Be familiar with where equipment is on the rigs.

**Restock** the rigs after the event so they are ready for service, which includes **fueling and washing** the rigs.

**Email Kelli at [kfennessey@tetoncountywy.gov](mailto:kfennessey@tetoncountywy.gov)** with your crew's times for staffing the event. This is how Kelli will bill the event, so it is important for paid and volunteers to not only put it on your time card but email Kelli with the times you actually worked. Be aware that you should put down 30 mins prior to the start of the event, and 30 after the event on your time card.

Look at the **calendar**, at the bottom of the box for the day it says events, **CLICK** on that box and **READ** the notes I enter for more information. Some info may be added up to the day of the event.

Review the **MCI protocol**.

<http://www.tetonwyo.org/DocumentCenter/View/2478/20-1-Mass-Casualty-Guidelines-PDF>