EMS Week (Event Tool Kit)

**Recognition/Awards ceremony**

Showcase a few incidents to recognize the excellent work done by EMS / Paramedics every day at an awards ceremony.

1. Host an Awards Ceremony with Elected Officials, Chiefs and members of the medical community to recognize bystanders and Paramedics for their work in saving a life.
2. Find a venue large enough to accommodate the invitees, arrange for light refreshments and invite the media. This is an excellent event to host over a lunch period i.e. 11:00 – 13:00.
3. Identify potential calls you can showcase and narrow them down based on type or outcome i.e. successful resuscitation with AED, childbirth. If you want to end up showcasing three calls have a couple from each category to choose from. You will find once you contact patients and Paramedics they are not all willing to participate.
4. Once you have your three calls you can either make a video summary of the incident from the Paramedic and patient’s perspective. Alternatively, you can prepare a brief narrative of the incident.
5. Invite dignitaries, the Paramedics/Responder and patients, along with their family, from the incidents you will be showcasing.
6. At the ceremony the rescuers are reunited with the patient and the video or narrative is used to showcase the incident. Recognize the bystander and Paramedic involvement with a Certificate presented by an Elected Official and/or Chief.
7. Post pictures / video from the ceremony on your services website/social media sites.

**EMS Children’s Day**

A great way to get schools to participate in an EMS Week event is to incorporate parts of the health and safety curriculum into your event.

1. Depending on the needs of the community or the curriculum, select an awareness area and its key safety points: (for example)
	1. Community Safety Awareness
		1. Traffic safety
		2. Waterfront safety
		3. Poisons and chemicals
2. Develop activities that will teach your safety message, i.e. for traffic safety have paramedics set-up a mock crosswalk for children to practice crossing a street safely, first by walking and depending on the age group incorporate safely crossing the street when on a bicycle and include the use of bicycle helmets.
3. Set-up your safety messaging at a particular location that is geared towards children i.e. zoo, amusement park and invite schools to attend/participate or hold your event at a school. Ensure the children activities are participatory as they learn and retain the message a lot more if they have hands on experience.
4. This approach has been used for the past couple of years in Winnipeg by hosting an EMS Children’s Day at the Zoo where different activities are set-up within the Zoo for children to participate as they tour the Zoo. The activities have typically focused on Community Safety, Active Living and Healthy Eating.
5. On the day of the event make sure you have an Ambulance and/or emergency vehicle that is equipped for duty in case someone needs assistance during your event.
6. Prior to inviting the media ensure you have the schools permission as some have restrictions and privacy requirements that limit how the media captures activities the children participate in at the school and/or on school trips.