

National Collegiate Emergency Medical Services Foundation



Emergency Preparedness Recognition Program APPLICATION PACKET

www.ncemsf.org



The National Collegiate Emergency Medical Services Foundation **EMS Ready Campus** program is designed to recognize excellence in emergency management and disaster preparedness of collegiate EMS organizations. Additionally, the program provides a framework for the enhancement of emergency management education, overall campus preparedness, and response capabilities for the applicant organization. Organizations will have the opportunity to receive recognition through a combination of self-evaluation, dynamic interaction with NCEMSF staff, and by completing a group of prescribed tasks.

EMS Ready Campus consists of three tiers of achievement: Bronze, Silver, and Gold. Each tier is more intensive than the one preceding it and expands upon the activities completed in the previous level. This is meant to enable organizations to develop a strong framework for their everyday activities and promote best-practices throughout their operations. This program is not a certification or an endorsement of any specific policy or procedure, but rather recognition for organizations that have embraced the challenges of EMS operations outside of traditional patient-care activities.

There are eight individual categories that are addressed by this program. Each category includes specific tasks that must be completed. The tasks increase in either difficulty or time-commitment in each progressive tier. All tasks must be completed in order to achieve recognition at each tier (i.e., completing all Bronze tasks entitles an organization to a Bronze recognition). Tasks in successive tiers build on those completed in the preceding tiers. For example, at the Bronze level, you are required to hold one annual drill, tabletop or Full-Scale Exercise on your campus. At the Silver level, this exercise should now incorporate other campus departments, and at the Gold level, you are expected to bring in community partners or off-campus response agencies to your annual exercise. Should an organization provide evidence of a good-faith effort to complete tasks and, for reasons outside of an organization's control, they cannot be completed, NCEMSF program Administrators may waive the requirement. Waivers are only accepted on a case-by-case basis and must be requested formally in writing to the NCEMSF Emergency Management program Administrator.

Recognition is valid for three years and recognitions are only granted as part of the annual NCEMSF Conference Awards Ceremony. Schools may reapply during the awards application period for the third Conference after the initial recognition was presented. In addition, schools may upgrade to a higher tier at any time upon completion of the requirements. An upgraded recognition begins a new three-year period for which the award is valid. Renewals of Silver or Gold tiers also require that the schools submit renewal packets for any lower tiers in order to be considered.

How to Apply

Recognition is given in the form of a plaque recognizing the accomplishments of the applicant EMS organization and its members. Recognition is awarded on an annual basis at the NCEMSF Conference. Additionally, organizations recognized will be specially designated as an “EMS Ready Campus” along with their recognition level on the NCEMSF website.

Applications are due to NCEMSF in the manner specified on the NCEMSF website at least two weeks prior to the beginning of the Conference, or earlier if the NCEMSF website specifies a different awards deadline. Please note there is a checklist in the application for each level of recognition. Applications should be organized per the checklist for the applicable level. Only complete the checklist that corresponds to the level of recognition that you are applying for. Each checklist item should have a separate response in the application submission, the response should be specific to the checklist item, and the response should be clearly marked with the question number (for example, submitting a single copy of your SOPs and then referencing those SOPs for multiple questions is not allowed). For multi-page responses to a question, or when submitting external documentation in response to a question, a single cover sheet for the question indicating the question number is sufficient (the question number need not appear on each included page).

Applicants should reference the NCEMSF website for guidance on application questions. This guidance answers common questions, provides additional directions for certain steps, and includes links to external resources that can be used to complete certain steps (including FEMA and hazardous materials training).

To show evidence of completion for training classes, course certificates for each member may be submitted, or the Training Documentation Spreadsheet (available on the NCEMSF website) may be used for most classes (as noted on the checklists). Though not needed for the application submission, organizations should maintain copies of all training certificates for each member and be able to provide certificates upon request. Please note that FEMA courses need only be completed once, not annually or each time a higher-tier or renewal application is submitted. However, if applying for Silver or Gold tiers, you must also document that the training requirements for any lower tiers have been completed for members that have joined the organization since the lower tier was awarded. In addition, some checklist steps require supporting material on course content, which is submitted as part of the main packet.

To document exercise involvement, please include copies of exercise scenarios, situational manuals, participant guides, and participant feedback forms.

Once all checklist items are prepared, applicants should produce a **single PDF file** ordered as follows:

- Initial application information (labeled Part I and Part II in this document).
- All responses to the checklist(s) applicable to the level being applied for (Parts III, IV, and/or V) in the order specified on the checklist.

- For some Training requirements, a separate spreadsheet will be used to document completion dates for members, so certificates should only be included if that is required on the checklist. For all courses other than FEMA courses (even if completion is documented on the spreadsheet), you may still be required to submit documentation on course content, which goes in the appropriate place in the main packet. See the paragraph below for details on the spreadsheet.
- Remember that renewal of Silver or Gold also requires submitting all renewal steps for any lower tiers.
- Responses to questions in Appendix A (attached in the order specified in the Silver and Gold Tier checklists).

A Training Documentation Spreadsheet is available on the program website and should be used to satisfy the Bronze Tier roster requirement as well as certain training documentation requirements for all tiers. Once completed, please submit that as a **separate file**. Copies of training certificates for all members should still be maintained by the organization as NCEMSF may perform audits on the information on the Training Documentation Spreadsheet. As mentioned above, if a checklist step requires documentation of course content or other information, include those documents in the PDF packet in the appropriate order.

For the Gold-level of recognition, a NCEMSF Staff Site Visit will be completed by a NCEMSF representative. NCEMSF will document the completion of this requirement and thus, only documentation of the date of the visit is required by the applicant (the NCEMSF staff member will submit the information collected and any signatures). While a staff site visit is preferred, it is not necessarily required to receive a Gold recognition. If no staff member is able to visit the applicant after making a request, the Program Administrator may grant the applicant a waiver for this cycle. No waivers will be granted for leaving inadequate time to request a staff site visit prior to the application deadline. Requests for site visits or waivers should be emailed to emergency.management@ncemsf.org at least 60 days prior to the application deadline. Please note that it may take several weeks or longer to schedule a site visit due to travel restrictions.

If your organization encounters any difficulties or requires any guidance in completing the requirements, you may contact the Program Administrator by email at: emergency.management@ncemsf.org

EMS Ready Campus addresses the following categories in the field of emergency management and disaster planning:

- **Communications & Public Warning** – The ability to communicate is essential during the time of a disaster. The flow of information impacts all activities, actions, and decisions. Completion of activities in this category helps to ensure that there are primary and secondary routes of communication established for the transmission of information within the organization and between the organization and its partners.
- **Interoperability & Interagency Operations** – Ensuring the smooth operations between an organization and their mutual aid partners is an essential, and often particularly challenging, function during an emergency or disaster. Beginning with the familiarization of an organization with a campus' leaders, and continuing through the community at large, organizations can enhance their ability to work with other key groups.
- **Training** – The Federal Emergency Management Agency provides tools to allow organizations and their leaders to obtain training in the fundamentals of Incident Command and emergency management. These federal programs are endorsed by NCEMSF and thus certain courses must be completed to demonstrate minimum compliance. At the highest level of recognition in this program, NCEMSF reaffirms its commitment to its mission and encourages an “exchange of ideas” between collegiate EMS agencies.
- **Exercises**– The ability to design, host, and participate in complex disaster scenarios is essential to identifying weaknesses and enhancing strengths in an organization's operations. While often requiring a large degree of advance work, exercise and drills are also a way to improve the participation of an organization's membership and increase morale. NCEMSF supports the Department of Homeland Security's recommendations to utilize the Homeland Security Exercise and Evaluation Program (HSEEP) for exercise development and execution.
- **Planning** – An organization's leadership should continually analyze and assess the particular threats facing their campus and work to establish a comprehensive Emergency Operations Plan in response to those threats. An EOP is a living document which, once fully established, can continue to provide guidance and serve as a template for continual evaluation as the campus and its key stakeholders grow.
- **Special Threat Preparedness** – Colleges, universities, and schools face unique threats and challenges that may differ from their local community-at-large. The effects of these threats can be partly mitigated through both risk-based preparedness and the completion of a Hazard Vulnerability Analysis. Some threats of particular concern to campus organizations are hazardous materials/radiological emergencies, active threat incidents, bombings, and severe weather.
- **Community Outreach** – Collegiate EMS groups are often insular and only make contact with members of the community when responding to calls and providing patient care. NCEMSF believes that organizations should be active members of the communities to which they belong and work to increase their own participation and visibility on their campus and in their community.
- **Administration/Other** – A sincere self-critique of an organization's operations can often be challenging; however, it is also one of the most efficient ways to discover deficiencies, set goals, and make improvements.



National Collegiate Emergency Medical Services Foundation

EMS READY CAMPUS

Program Application

Part I. Introductory Information

Organization Information

Organization Name	Institution Name
Organization Mailing Address	Organization Email Address
Organization Chief Officer	Organization Advisor

EMS Ready Point-of-Contact

Point-of-Contact Name	Point-of-Contact Rank/Title
Point-of-Contact Email Address	Point-of-Contact Telephone Number

EMS Ready Application Information

Tier Sought	Date of Previous Tier (Silver/Gold Only)

Organization Demographics

Campus Population	Annual EMS Call Volume	Level of Service
EMS Organization Structure Use this space to explain the structure of your EMS organization at your institution (i.e. EMS is a division of campus Police, a stand-alone club, part of health services, etc.). If you listed Other as your level of service above, please describe below.		
Unique Events, Incidents, Threats, and Hazards Use this space to explain any special events, major incidents, or unique threats and hazards that have an impact on emergency management and preparedness in your campus community.		

Part II. Application Signatures

Required Signatures

Organization Chief Officer Signature:

By signing below, I agree that the information provided to NCEMSf on this form and all attached documents is original work of my organization and true to the best of my knowledge. Furthermore, I agree that I am authorized to submit this completed application package on behalf of my organization.

Signature: _____ Name: _____

Title: _____ Date: _____

Organization Medical Director Signature:

By signing below, I agree that I have reviewed the documents attached to this submission and recommend that the recognition being sought be granted by the National Collegiate EMS Foundation.

Signature: _____ Name: _____

Title: _____ Date: _____

Institutional Emergency Preparedness Manager (or similar designee) Signature:

By signing below, I agree that I have reviewed the documents attached to this submission and recommend that the recognition being sought be granted by the National Collegiate EMS Foundation.

Signature: _____ Name: _____

Title: _____ Date: _____

Municipal Emergency Management Coordinator or Municipality EMS Chief (or similar designee) Signature *(required for Gold Tier only)*:

By signing below, I agree that I have reviewed the documents attached to this submission and recommend that the recognition being sought be granted by the National Collegiate EMS Foundation.

Signature: _____ Name: _____

Title: _____ Date: _____

Keep a copy of this application and signature page for your records. The persons above may be contacted if there are any questions. Please follow the instructions on the NCEMSf website for submittal guidelines.

Part III. Application for Recognition
BRONZE Recognition Checklist (Page 1 of 2)



Requirement Category	Requirement Reference Number in Submission	Information for Applicant to Provide with Application	☒
Communications & Public Warning	B.1.1 Demonstrate the ability to communicate and recall all members in the event of an emergency & implement this system with at least one test.	Written documentation outlining the recall / mass notification system and written documentation of the exercised use of the system.	
	B.1.2 Demonstrate the ability to communicate with campus stakeholders, officials, and public safety/law enforcement during incident operations.	Provide a written narrative of the system by which EMS integrates communications with key stakeholders during emergencies.	
	B.1.3 Identify and examine the method your institution uses to make emergency alerts & notifications to all students, faculty, staff, and visitors.	Provide a written explanation of the system currently used by the institution as a whole (not necessarily EMS). If no system is used, provide a brief narrative as to why your institution should examine the need for one.	
Interoperability & Interagency Operations	B.2.1 Meet with key emergency management administrators/stakeholders on campus regarding the role of EMS in campus emergency preparedness.	Provide written documentation of the meeting occurring (confirmation or follow-up email, letter, etc.).	
	B.2.2 Identify and appoint an Agency Liaison to interface with off-campus response or emergency management partners.	Provide the name and title of your liaison (liaison can also hold another leadership role in the agency).	
Training	B.3.1 All members must complete the following: - ICS-100, - ICS-200, <u>and</u> - IS-700.	Provide information on the Training Documentation Spreadsheet.	
Exercises	B.4.1 Annually hold one drill, tabletop exercise, functional exercise, or full-scale exercise.	Provide documentation (Situation Manual, Exercise Plan, etc.) of the exercise performed.	
	B.4.2 Hold a post-exercise debriefing (hot-wash) to discuss the effectiveness of the exercise. Highlight lessons learned and weaknesses that need strengthening.	Provide copies of documentation regarding the After-Action Review (AAR documents, reports, or a brief summary).	
Planning	B.5.1 Establish an agency organizational chart.	Provide a copy of the organizational chart.	
	B.5.2 Identify command staff in agency.	Clearly identify who will fill command staff roles on an incident.	
	B.5.3 Develop a Mass Casualty Incident Plan.	Provide a copy of the MCI plan.	
	B.5.4 Identify regional resources available to respond to campus.	Provide written documentation of regional resources available to respond to your campus.	

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Part III. Application for Recognition
BRONZE Recognition Checklist (Page 2 of 2)



Requirement Category	Requirement Reference Number in Submission	Information for Applicant to Provide with Application	☒
Special Threat Preparedness	B.6.1 Identify hazards on campus and/or obtain a copy of campus Hazard Vulnerability Assessment (HVA).	Attach a copy of written documentation of the key hazards or a copy of the HVA.	
	B.6.2 Demonstrate access to information on hazardous materials stored or used on campus (Right-to-Know reports, Safety Data Sheets, or other systems).	Attach copies of Community Right-to-Know (Tier 2 Hazmat) filings made by the institution or provide documentation that EMS leadership has accessed and reviewed them. Also document whether your organization has access to Safety Data Sheets or other systems to identify chemicals in use on campus and the appropriate response procedures for exposures to each.	
	B.6.3 Discuss Active Threat Vulnerability with campus officials.	Write a two- to three-page paper describing the threat and campus preparedness.	
Community Outreach	B.7.1 Sponsor a "Stop the Bleed" course no earlier than six months prior to the Conference for which the application is being submitted.	Provide documentation to support activity.	
	B.7.2 Do <u>one</u> of the following: • Participate in Heart-Safe Campus • Participate in EMS Week • Host an Emergency Preparedness Event.	Provide documentation to support activity.	
Administration & Other	B.8.1 Acquire triage tags appropriate to the needs of your campus, or otherwise specify and implement a method to conduct patient triage.	Document number of triage tags your agency has, or alternative.	
	B.8.2 Produce an updated membership roster.	Use the Training Documentation Spreadsheet to meet this requirement.	

Part IV. Application for Recognition
SILVER Recognition Checklist (Page 1 of 2)



Requirement Category	Requirement Reference Number in Submission	Information for Applicant to Provide with Application	☒
Communications & Public Warning	S.1.1 Establish an agency Contingency Communications Plan to cover situations when primary EMS communications methods fail.	Provide written documentation outlining the contingency communications plan.	
	S.1.2 Document what contingencies are present for campus-wide mass-notification.	Provide written documentation from the relevant campus administrators.	
	S.1.3 Determine campus system for mass notifications. Determine how EMS agency can provide/access messaging if needed.	Provide description of system, and documentation of any MOUs or agreements related to campus mass notification.	
Interoperability & Interagency Communications	S.2.1 Invite campus Stakeholders (Police, Administration, etc.) to make a presentation to your organization about campus Emergency Preparedness.	Provide documentation of the presentation you received.	
	S.2.2 Establish ability to communicate with local EMS units from outside agencies which would respond to campus incidents.	Provide written documentation outlining process by which you communicate with local emergency responders.	
Training	S.3.1 All members must complete the following: • IS-800, • Hazardous Materials Awareness (NFPA 1072), • Triage (on the system specified in your MCI Plan), <u>and</u> • Active Threat/Shooter Response Awareness.	Provide information on the Training Documentation Spreadsheet. In addition, except for IS-800, please include in your application packet any documentation on the specific course content, such as certification of meeting NFPA requirements (for Hazmat Awareness), course outlines, or lesson plans.	
	S.3.2 Any member who will hold an on-scene command role or who is part of your organization's formal leadership structure must complete all of the following: • IS-362, • IS-15, <u>and</u> • IS-29.	Provide information on the Training Documentation Spreadsheet.	
	S.3.3 Each member should participate in a real-world utilization of ICS on an actual incident or established exercise.	Provide written documentation attesting to the completion of this requirement.	

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Part IV. Application for Recognition
SILVER Recognition Checklist (Page 2 of 2)



Requirement Category	Requirement Reference Number in Submission	Information for Applicant to Provide with Application	☒
Exercises	S.4.1 Conduct an Exercise that incorporates all additional relevant campus departments (such as law enforcement or health and safety) that your agency routinely works with. This can be an expansion of a previous exercise or a new exercise.	Provide written documentation attesting to the completion of this requirement.	
Planning	S.5.1 Create an All-Hazard EMS Plan or EMS-specific Emergency Operations Plan (EOP) and work to integrate into the institution's EOP as an EMS Annex or work to integrate EMS into the institution's EOP.	Provide a copy of All-Hazards EMS Plan. The EMS-specific plan or documentation of changes made to the campus EOP.	
	S.5.2 Present the EMS-specific Emergency Operations Plan to key stakeholders.	Provide documentation of the presentation you gave.	
	S.5.3 Seek input on EOP from outside off-campus agencies.	Provide written documentation attesting to the completion of this requirement.	
Special Threat Preparedness	S.6.1 Meet with stakeholders to establish plan for key hazards or conduct a Hazard Vulnerability Analysis in conjunction with institution administrators. Consider the following: Hazmat/Radiological; emergencies, Active Threat; Severe Weather Emergency; and MCIs.	Attach completed copies of the plans/HVA as well as a list of actions your agency plans to implement to address training and preparedness concerns regarding those vulnerabilities you have designated as high-risk.	
Community Outreach	S.7.1 Sponsor a "Stop the Bleed" course at minimum semiannually, including one within four months prior to the Conference for which the application is being submitted.	Provide documentation to support activity.	
	S.7.2 Do two of the following: - Participate in Heart-Safe Campus - Participate in EMS Week - Host an Emergency Preparedness Event.	Provide documentation to support activity. Two preparedness events may be completed to meet this requirement, but they must be substantially different.	
	S.7.3 Conduct one additional community outreach activity to highlight disaster/emergency preparedness on campus.	Provide written documentation attesting to the completion of this requirement and the outcome of the event.	
Administration & Other	S.8.1 Identify physical Resource Needs for Emergency Management operations specific to the organization.	Provide written documentation of your findings. Findings should reference plans or studies that indicate what needs your organization might have.	
	S.8.2 Complete self-critique questionnaire on your organization's preparedness.	Complete and attach Appendix A.	
	S.8.3 Establish a relationship with your NCEMSF Regional Coordinator. Meet with or call this individual at least quarterly. Utilize the RC as a resource to complete this Tier.	Provide documentation of quarterly contacts. Write a brief paragraph describing how the RC has assisted in completing the Silver Tier.	

Part V. Application for Recognition
GOLD Recognition Checklist (Page 1 of 2)



Requirement Category	Requirement Reference Number in Submission	Information for Applicant to Provide with Application	☒
Communications & Public Warning	G.1.1 In conjunction with applicable campus departments, produce guidance for when campus-wide mass-notification systems will be used for public health or medical incidents.	Provide copies of the products of this work.	
Interoperability & Interagency Communications	G.2.1 Invite a NCEMSF Staff member to campus to visit and tour your operation (ideally during a Special Event, Exercise, real-world disaster/emergency, or other time that can highlight the appropriate application of the emergency management principles emphasized by this Program).	Document date of visit and name(s) of NCEMSF Staff who attended. The NCEMSF Staff Member(s) will submit the form in Appendix B.	
	G.2.2 Send a delegation to visit the local PSAP (Public Safety Answering Point) or Local/Regional EOC.	Provide written documentation and verification from local PSAP or EOC manager.	
	G.2.3 Schedule regular meetings (at least two per semester) between Agency Liaison and campus stakeholders to discuss emergency management, operations, and readiness.	Provide written documentation of meeting schedule and sample agenda.	
	G.2.4 Establish a Communications Plan for MCIs that has been reviewed and approved by the campus and applicable outside agencies and is consistent with NIMS/ICS requirements.	Provide a written copy of your communications plan.	
	G.2.5 Acquire the communications equipment necessary to establish incident command on a multi-agency response to your campus.	Provide documentation how the list of required equipment was identified and records of equipment acquisition.	
Training	G.3.1 All members should receive minimum of eight hours of in-person training each year on Special Considerations topics relevant to the specialized threats that have been identified through the HVA.	Provide course outlines/lesson plans and documentation of attendance for all training classes necessary to meet this requirement (can be a series of classes).	
	G.3.2 All members with on-scene command roles or who are part of your group's formal leadership must do both: • ICS-300 and • Obtain the FEMA Professional Development Series (PDS) certificate.	Provide information on the Training Documentation Spreadsheet. For PDS, list the date the PDS certificate was issued, not the completion dates for individual classes.	
	G.3.3 At least two members involved in Exercise Design & Evaluation for the organization must take: • IS-120 and • IS-130.	Provide information on the Training Documentation Spreadsheet.	
	G.3.4 Host a Training Day with MCI/EM topics and invite participation from other campus EMS groups & off-campus EMS/EM/Public Safety partners.	Provide a course outline/lesson plan, marketing materials or flyers used to invite others, and documentation of who attended.	

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Part V. Application for Recognition
GOLD Recognition Checklist (Page 2 of 2)



Requirement Category	Requirement Reference Number in Submission	Information for Applicant to Provide with Application	☒
Exercises	G.4.1 Conduct two drills and one tabletop exercise on an annual basis. The following topics must be covered, either individually or in combination: active threat, hazardous materials release, and severe weather.	Provide written documentation attesting to the completion of this requirement as well as any improvement plan or exercise documents (SitMan, ExPlan, etc.).	
	G.4.2 Conduct a Homeland Security Exercise and Evaluation Program (HSEEP)-Compliant annual Functional Exercise with participation from community partners, campus departments, and members of the campus community unaffiliated with the organization (i.e. students). The exercise should build on one of the previously-conducted drills/tabletop exercises and use the same topic.	Provide written documentation attesting to the completion of this requirement as well as any improvement plan or exercise documents (SitMan, ExPlan, etc.). Focus particular attention on what the Exercise tested, and how your organization plans to improve.	
Planning	G.5.1 Ensure that campus EMS operations are integrated with the local governing body's Emergency Operations Plan.	Provide written documentation or verification from local or county emergency manager or his/her designee.	
	G.5.2 Meet with off-campus stakeholders other than the local governing body's emergency management office (such as outside EMS agencies) regarding EMS EOP/MCI Plan.	Provide written documentation of meetings.	
Special Threat Preparedness	G.6.1 Review your HVA to identify any equipment deficiencies necessary to respond to high-frequency or high-consequence threats from the HVA.	Provide written documentation showing how you selected the threats from the HVA and what equipment deficiencies you found.	
Community Outreach	G.7.1 Provide mentorship to a different colligate EMS organization seeking to obtain Bronze or Silver recognition. Mentorship should include guidance on meeting application requirements and how your organization responded to feedback on your Bronze and/or Silver applications.	Provide a verification letter from the organization you assisted.	
	G.7.2 Act as evaluators for an exercise not hosted by own agency (preferably conducted by a campus EMS group).	Provide a verification letter from the organization you assisted.	
Administration & Other	G.8.1 Adjust organizational operations to address deficiencies identified in self-critique completed for the Silver Tier.	Provide written documentation of how your organization addressed the deficiencies you found.	
	G.8.2 Acquire resources needed for emergency management operations identified during the Silver Tier application process.	Provide written documentation of how your organization acquired the resources or planned for the lack of resources.	
	G.8.3 Obtain two separate letters from a member of the campus administration and an off-campus EMS or Emergency Preparedness representative that support your organization receiving this recognition.	Provide copies of both letters with this application.	



National Collegiate Emergency Medical Services Foundation

EMS READY CAMPUS Program – Appendix A: Self Critique Questionnaire
Silver & Gold Tiers Only (Requirements S.8.2 & G.8.1).

Directions: Answer the questions below in a separate document and submit for the Silver Tier Recognition. For the Gold Tier recognition, attach the original Silver questionnaire answers to your application and provide additional documentation to describe how each item has been resolved, improved, or otherwise addressed (as applicable). If places for improvement remain, please make note of these items as well.

- 1. Describe how this program has changed how your organization prepares for and responds to disaster or emergencies.**
- 2. By working through the requirements of this program, what weaknesses did you discover to be the most severe or largest, or the most important to correct quickly? Also describe how you plan to address them.**
- 3. What are your organization's greatest strengths in the scope of this program and how did you or will you broaden their impact to your operations?**
- 4. What was the most difficult requirement(s) to fulfill as part of this program and why?**
- 5. How can this program be improved?**



National Collegiate Emergency Medical Services Foundation

EMS READY CAMPUS Program – Appendix B: NCEMSF Staff Site Visit Form
Gold Tier Only (Requirement G.2.1)

Purpose: This form should be utilized when an NCEMSF Staff Member conducts a site visit to satisfy the requirements for the Gold level of this program. A site visit does not necessarily need to take place after an organization has already attained the Silver Tier recognition but shall be no more than three years prior to applying for the Gold Tier recognition.

It is highly recommended that groups invite NCEMSF Staff to visit during the time of a Special Event, Exercise, real-world disaster/emergency, or any other time that can highlight the appropriate application of the emergency management principles emphasized by this Program.

Organization Name: _____

Organization Point of Contact: _____ Title: _____

NCEMSF Staff Member: _____ Title: _____

Date of Visit: _____ Start Time: _____ Stop Time: _____

Description of Visit (Special Event, Exercise, etc):

Overall Strengths:

Overall Weaknesses/Opportunities for Improvement:

Other comments:

Does this visit satisfy the GOLD Tier requirement (circle): YES NO

Signatures & Date [Attestation that the above comments were mutually discussed]:

Organization POC

NCEMSF Staff Member