# Calendar Small Event Template

The small event template is to be used for smaller events involving minimal deployed units and crew. The template can be adjusted needed by adding or removing personnel and/or units. Please copy and paste into a new event on the calendar.

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| **Crew Instructions** |
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| **Attachments** |
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| **Event Details** | | | |
| **Event Name** |  | | |
| **Event Date** |  | | |
| **Call Sign** |  | **Phone Number** | |
| **Assigned Unit Number** |  |  | |
| **Muster Location** |  |  | |
| **Muster Time** |  | | |
| **Leave Muster** |  | | |
| **On Scene Time** |  | | |
| **Event Starts** |  | | |
| **Clear Scene** |  | | |
| **End Time** |  | **Phone Numbers** | **DOH Licence Number** |
| **Onsite Contact** |  |  |  |
| **Ops Manager** |  |  |  |
| **Paramedic** |  |  |  |
| **EMT** |  |  |  |
| **EMT** |  |  |  |

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| **Administration** | |
| **Booked by** |  |
| **Date** |  |
| **Event Contact Information** |  |
| **Operations Order Complete** |  |
| **Completion Report Sent** |  |