Interagency AED Collaborative Agreement between Suffolk County Department of Health Services and Suffolk County Community College

This Agreement ("Agreement") is between the **County of Suffolk ("County"),** a municipal corporation of the State of New York, acting through its duly constituted **Suffolk County Department of Health Services ("SCDHS"),** having its principal office at 3500 Sunrise Highway, Bldg. 200, Suite 124, Great River, New York 11739-3500, and

Suffolk County Community College ("College"), a chartered Community College pursuant to the New York State Education Law under the sponsorship of the **County**, having its principal administrative office at 533 College Road, Selden, New York 11784-2899.

Term of Agreement: September 1, 2012 through August 31, 2017.

Total Cost of Agreement: Shall be no-cost to SCDHS or College.

Terms and Conditions: Shall be as set forth in Exhibit A, attached.

In Witness Whereof, the parties hereto have executed this Agreement as of the latest date written below.

Suffolk County Community College

By: Shaun L. McKay
Dr. Shaun L. McKay
President

Date: 10/12/12

County of Suffolk

By: _____
Name: DENNIS M. COHEN
Title: ACTING Deputy County Executive

Date: 12/3/12

Suffolk County Community College

By: Louis J. Petrizzo
Louis J. Petrizzo
College General Counsel

Date: 10/12/12

Approved: Department of Health Services

By: _____
Margaret B. Bermel, M.B.A.
Director of Health Administrative Services

Date: 10/26/12

Approved as to Legality;
Dennis M. Cohen, Suffolk County Attorney

By: Chelley Gordon
Chelley A. Gordon
Assistant County Attorney

Date: 11/15/12

Recommended: Emergency Medical Services

By: _____
Robert Delagi, MA, NREMT-P
Acting Director

Date: 10/22/12

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List of Exhibits

Exhibit A
General Terms and Conditions

1. Term and Termination
2. Campus PAD Coordinators
3. Authorized Users
4. Maintenance and Inspection of Equipment/Supplies
5. Medical Emergency Procedures
6. Documentation Requirements/Quality Assurance Program
7. SCDHS' Responsibilities

Exhibit B
Locations of AED Units

Exhibit C
All Campuses Medical Emergency Plan

Exhibit A
General Terms and Conditions

Whereas, automatic external defibrillators **("AED")** units decrease mortality and morbidity from sudden out-of-hospital cardiac arrest; and

Whereas, Suffolk County Community College **("College")** maintains AED units at each of its campuses **("Campus")**; and

Whereas, New York State Public Health Law requires organizations that own and operate publicly accessible AED units to do so pursuant to a collaborative agreement with an emergency health care provider **("EHCP")**; and

Whereas, the College and Suffolk County Department of Health Services **("SCDHS")** desire to enter into a collaborative agreement whereby SCDHS' Division of Emergency Medical Services **("EMS")** shall monitor training and use of AED units at no charge to the College;

Now, Therefore, the parties agree as follows:

1. Term and Termination

a. The term of this Agreement shall be as set forth on page one of this Agreement.

b. This Agreement may be terminated as follows:

i. By the mutual consent of the parties; or

ii. By either party upon 30 days' written notice to the other party.

2. Campus PAD Coordinators

a. The College shall designate a Registered Nurse on each of its Campuses to act as a Campus-wide Public Access Defibrillation **("PAD")** Coordinator, who shall be responsible for maintaining required supplies and equipment and ensuring that proper post-event documentation and reporting procedures are followed when an event requiring the use of an AED unit on his/her Campus occurs.

b. PAD Coordinators shall also be responsible for developing a medical emergency plan **("Plan")**, which shall be distributed to all Campus staff. Current Plans are listed in Exhibit C of this Agreement.

3. Authorized Users

a. Only those College employees who are trained, as required by Section 3000-b of Article 30 of the New York State Public Health Law shall be authorized to use AED units in an emergency.

b. All authorized College employees must maintain on file a **current** copy of his/her course completion card with the designated Campus PAD Coordinator.

4. Maintenance and Inspection of Equipment/Supplies

a. All AED units shall be kept in their wall mounted boxes or carrying cases, and shall be kept clean and dry when not in use.

b. Inspections shall be performed weekly by Campus PAD Coordinators or designees, who shall visually check the battery, cleanliness, damage and expiration of AED electrode pads. PAD Coordinators shall maintain a weekly log sheet documenting inspection dates/times and findings. Manufacturer's recommendations shall be followed at all times.

c. If there are any problems with an AED unit, the Campus PAD Coordinator shall contact EMS at 853-5800 as soon as feasible after identifying a problem.

d. The following items will be included with each AED unit:

i. Two (2) sets of adult AED electrodes

ii. One (1) set of pediatric electrodes (except for the Phillips FRx units, which are equipped with an infant child key)

iii. Razor

iv. Towel

v. Pocket Face Mask with one-way valve

vi. Gloves

vii. Regional Quality Improvement Post Event Reporting Form

5. Medical Emergency Procedures

a. 911 must be contacted immediately to have an Emergency Responder Agency **("Responder")** dispatched. The caller should be prepared to give the nature of the medical emergency, the name of the Campus and building, the street and cross-street location, and the caller's name and call-back telephone number. Callers should be prompted to follow any instructions that the call-taker may give.

b. An authorized, trained AED operator at the Campus shall be contacted immediately. A mechanism for notifying an authorized AED operator when an emergency occurs shall be established for each Campus, and all Campus employees shall be informed of the established notification mechanism. An authorized AED operator shall retrieve an AED unit and bring it to the patient in need of medical assistance.

c. Appropriate action as indicated by a patient's presentation and CPR/AED course shall be followed:

i. Assess for responsiveness

ii. Ensure that the Emergency Medical System **("System")** has been activated

iii. If indicated, perform CPR in accordance with current training and guidelines, including calling for an AED; and

iv. If no pulse, breathing or signs of life are present, turn on AED, attached electrode pads and follow voice prompts until Responder arrives; and

v. Upon arrival of a Responder, provide patient information, including patient's name, if known; patient's age if known, otherwise estimate; approximate time of cardiac arrest; approximate elapsed time before patient was discovered and CPR initiated; number of assessments made, shock(s) delivered or not shock advisories indicated by the AED unit.

d. If an AED unit is to be transported to a hospital by a Responder, the hospital to which the patient will be taken and the name of the transporting Responder shall be determined. Arrangements to retrieve an AED from a hospital shall be made by the Campus PAD

Coordinator or designee. Alternatively, a Responder transporting a patient to a hospital may disconnect the College's AED prior to transport.

6. Documentation Requirements/Quality Assurance Program

Suffolk County participates in the established Regional Quality Assurance Program pursuant to New York State PAD Law. In the event that an AED unit is used, the following steps shall be taken:

a. Authorized personnel using an AED unit shall complete a regional quality improvement report and forward it to EMS, 1st Floor, H. Lee Dennison Building, Hauppauge by fax (853-8307) or interoffice mail.

b. Authorized personnel using an AED unit must call Suffolk County Medical Control at 444-3600 as soon as feasible after an event to register the call with the regional System.

c. The responsible Campus PAD Coordinator shall make arrangements to have the AED unit computer disk (which will be downloaded) and completed quality improvement report delivered to EMS within five (5) business days of an event. The PAD Coordinator shall notify EMS at 853-5800 to arrange a mutually convenient method of exchange.

7. SCDHS' Responsibilities

SCDHS' EMS shall provide a New York State licensed physician to serve as Suffolk County's designated EHCP in accordance with the required Notice of Intent to Provide Public Access Defibrillation filed with the New York State Department of Health. Said physician shall be responsible for monitoring training and use of AED units.

End of Text for Exhibit A

Exhibit B
Locations of AED Units

1. **Ammerman Campus Locations**
   - a. **Brookhaven Gymnasium**
     - i. Physical Education Office
     - ii. Weight Room
     - iii. Athletic Trainer's Office
     - iv. Athletic Department's Office
   - b. **Kreiling Hall**

     Health Services Office
   - c. **Public Safety**
     - i. Mobile Unit
     - ii. NFL Building: Main Lobby
     - iii. Southampton Building: Between Rooms 116-117
     - iv. Ammerman Building: Main Lobby, adjacent to Information Desk
     - v. Babylon Student Center: Main Lobby, adjacent to Campus Activities
     - vi. Huntington Library: Behind Circulation Desk
     - vii. Riverhead Building: Main floor adjacent to center stairs
     - viii. Islip Arts Building

2. **Michael J. Grant Campus Locations**
   - a. **Health, Sports and Education Center**
     - i. Gymnasium Training Room A
     - ii. Gymnasium Training Room B
     - iii. Weight Room
     - iv. Field House
     - v. Information Booth
   - b. **Captree Commons**

     Health Services Office
   - c. **Sagtikos Building**

     Lobby
   - d. **Public Safety**

     Mobile Unit

e. **Asharoken Building**

f. **Sally Ann Slacke Building**

g. **Caumsett**

h. **Plant Operations**

i. **Kids' Cottage**

3. **Eastern Campus Locations**

a. **Peconic Building**

Health Services Office

b. **Public Safety**

Mobile Unit

c. **Orient Point Building**

d. **Montaukett Learning Resource Center**

4. **Sayville Center**

Main Office

5. **Culinary & Hospitality Center**

Room 114

6. **Location Notification Procedures**

All Campus Employees shall be notified of the location of the AED units on their Campuses. If an AED unit is relocated, all Campus employees shall be notified of the new location. A sign must be posted at the entrance of each building housing an AED unit, indicating that there is an AED unit on the premises and identifying the location of it in the building.

End of Text of Exhibit B

Exhibit C
All Campuses Medical Emergency Plan

SUFFOLK COUNTY COMMUNITY COLLEGE
E-Mail Brief

OFFICE OF THE ASSOCIATE DEAN OF STUDENT SERVICES AMMERMAN, GRANT AND EASTERN CAMPUSES

DATE: February 1, 2011

TO: All Students

FROM: Charles Bartolotta, Associate Dean of Student Services, Ammerman Campus
Dr. Robert Beodeker, Associate Dean of Student Services, Eastern Campus
Dr. Meryl S. Rogers, Associate Dean of Student Services, Grant Campus

RE: **PROCEDURES FOR MEDICAL EMERGENCIES**

The Health Services office is open and a nurse is on duty during the following hours:

Ammerman Campus Monday – Thursday: 8 am to 5:45pm; Friday: 8am to 3:45pm.

Eastern Campus Monday – Friday: 8am to 4pm.

Grant Campus Monday – Thursday: 8 am to 7pm; Friday 8am to 5pm

PROCEDURES FOR MEDICAL EMERGENCIES

Minor Injuries

Individuals who sustain a minor injury on campus should be encouraged to consult with the campus nurse in the Health Services Office before leaving the campus:

Ammerman Campus-Kreiling Hall; Room M106,
Eastern Campus-Peconic Building, Room 115
Grant Campus-Captree Commons, Room 105

Non-Life Threatening Injuries

If the **patient is not able to come to the Health Services Office and the injury is not life threatening**, notify Public Safety at extension

Ammerman Campus - 4242
Eastern Campus - 3636
Grant Campus – 6777

and then call the campus nurse at extension

Ammerman Campus - 4047
Eastern Campus - 2510
Grant Campus – 6709

Non-Life threatening Injuries (continued)

A. The message should include the name of the person calling, the patient's name (if known), the location of the patient, and the nature of the emergency, including whether or not the patient is conscious.

B. Someone must meet the nurse or Public Safety at the main entrance to the building where the patient is located to guide him or her to the proper location. The nurse or Public Safety will evaluate the situation and call an ambulance if one is required. He or she will also contact the Office of the Associate Dean of Student Services or the Evening/Saturday Administrator.

C. While waiting for assistance, remain calm, keep the patient comfortable and disperse crowds.

Serious/Life Threatening Injuries

If the patient is not able to come to the Health Services Office and **the injury is life threatening**, call 911. Then notify the campus nurse at extension

Ammerman Campus - 4047
Eastern Campus - 2510
Grant Campus – 6709

and notify Public Safety at extension

Ammerman Campus - 4242
Eastern Campus - 3636
Grant Campus – 6777

A. Someone must meet the 911 response team and the nurse or Public Safety at the main entrance to the building where the patient is located to guide them to the proper location. The nurse or Public Safety will contact the Office of the Associate Dean of Student Services or the Evening/Saturday Administrator.

B. While waiting for assistance, remain calm, keep the patient comfortable and disperse crowds.

After reviewing these procedures, please contact Health Services if you have any questions or concerns.

End of Text of Exhibit C