

**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.

The parties hereto desire to implement a collaborative agreement regarding the Public Access Defibrillation Program ("PAD Program") as set forth herein.

Term of Agreement: September 1, 2018 through August 31, 2028.

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

Terms and Conditions: Shall be as set forth herein.

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

Suffolk County Community College

By: [Signature]
Name: Edward T. Bonahue, Ph.D.
Title: President

Date: 3/16/22

Approved as to Form:
Dennis M. Cohen, County Attorney

By: [Signature]
Jessica H. Hogan
Assistant County Attorney

Date: 4/11/22

COUNTY OF SUFFOLK

By: [Signature]
Lisa M. Black
Chief Deputy County Executive

Date: 4/12/22

Approved:
Department of Health Services

By: [Signature]
Susan B. Hodosky
Acting Executive Assistant for Finance and Administration

Date: 3/30/22

Recommended:
Emergency Medical Services

By: [Signature]
Paul Marra, BS, NYS EMT-P
EMS Coordinator/Chief of EMS Operations

Date: _____



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, the 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 the 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 631-852-5080 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, 360 Yaphank Avenue, Suite 1B, Yaphank, NY or by fax at 631-852-5028.
- b. The responsible Campus PAD Coordinator shall make arrangements to have the AED unit computer (which will be downloaded) and completed quality improvement report delivered to EMS within five (5) business days of an event.

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 – 533 College Road, Selden, NY 11784

Ammerman Building	Main lobby (adjacent to Information Desk)
Babylon Student Center	Main lobby (across from Orient Point Room)
Brookhaven Gymnasium Building	1- Room 102 - PE Office 2- Weight room 3- Athletic trainer’s room (portable machine is taken to events) 4- Room 110 – Athletic Office
Huntington Library	Behind Circulation desk (above printers)
Kreiling Hall	Health Services Office– Room 105
NFL Building	Main lobby
Public Safety	Supervisor’s vehicle
Riverhead Building	Main floor on pillar (adjacent to center stairs)
Southampton Building	Main floor between rooms 116 and 117
Child Care Center	Main Corridor outside Infant Room
Smithtown Science Building	Main Floor opposite Secretary Offices-Room 100
William Lindsey Building	Main Lobby (left wall)
Auto Tech Building	Main Lobby
Islip Arts Building	Lobby-Across from Shea Theater Doors

2. Michael J. Grant Campus – Crooked Hill Road, Brentwood, NY 11717

Captree Commons	File Cabinet room 106
Public Safety	Two (2) Mobile Units
Plant Operations	2 nd Floor Hallway
Learning Resource Center (LRC)	By Circulation Desk
Sally Anne Slacke Building	Outside room 122
Sagtikos	Lobby
Asharoken Hall	Outside room 128
LIU	Lobby
SFCUA:	1- Two (2) units in Trainer’s Room 2- Weight Room 3- Info Desk 4- Field house (South East Corner)
Kids Cottage	Outside Office

Caumsett Hall	Outside room 108
---------------	------------------

3. Eastern Campus Locations

Shinnecock Building	West Lobby Hallway
Orient Building	Center Lobby
Health & Wellness Center	Main Lobby
Montaukett Learning Resource Center	West Hall (next to elevator)
Corchaug Building	Lobby
Peconic Building	Lobby – North Exit
Public Safety	Two (2) mobile units

4. Sayville Downtown Center – 30 Greene Avenue, Sayville, NY 11782

1st Floor Main Hallway

5. Culinary & Hospitality Center – 20 East Main Street, Riverhead, NY 11901

Rear Lobby - Behind Public Safety desk

6. Central

Three (3) units, one in each of the Directors' College vehicle.

7. 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

Responsible Units- SCCC Public Safety and SCCC Health Services

DATE: March 8, 2021
TO: All College Staff and Students
FROM: SCCC Public Safety
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

COLLEGE PROCEDURES FOR MEDICAL EMERGENCIES

Minor Injuries and Non Life-Threatening Injuries or Concerns

Individuals who sustain a minor injury on campus and are able to walk 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

Special Note- Per NCAA/NJCAA, Athletes are first diagnosed by athletic trainers before emergency services are activated.

All other Serious/Life-Threatening Injuries Including Minors, Employees, Athletes, Visitors and after hours.

24/7/365 -Dial 911 or 631-451-4242 or 311 from a campus phone. Public Safety will respond and activate emergency personnel for response. All officers escort emergency personnel to the locations and document the incident.

Special Note: During business hours, one Public Safety Officer is assigned to meet a Health Services nurse and escorts the nurse to the medical emergency until rescue is on scene. Health Services has a rescue bag for initial first aid.

ALL PUBLIC SAFETY OFFICERS AND ATHELETIC TRAINERS ARE EQUIPPED WITH AED EQUIPMENT.

End of Text of Exhibit C