Interagency 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 225 Rabro Drive East, Hauppauge, New York 11788-4290, 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.

Whereas, 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, who monitors the training, maintenance and use of the AED units; and

Whereas, the County of Suffolk, through the Division of Emergency Medical Services (EMS) of the SCDHS, has offered to enter into a collaborative agreement with the College to provide these monitoring services at no charge to the College;

Term of Agreement: September 1, 2007 through August 31, 2012
Total Cost of Agreement: Shall be a no-cost agreement to SCDHS or SCCC
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: Dr. Shirley J. Pippins
    President
Date: 1/18/08

Approved as to Legality;
Christine Malafi, Suffolk County Attorney
By: Linda Spahr
    Assistant County Attorney
Date: 2/24/08

Suffolk County Community College
By: Ilene S. Kretzer
    College General Counsel
Date: 1/18/08

County of Suffolk
By: Jeffrey W. Szabo
    Deputy County Executive
Date: 3/31/08

Approved: Department of Health Services
By: Humayun J. Chaudhry, D.O., M.S.
    Commissioner
Date: 2/28/08

Recommended: Emergency Medical Services
By: Robert Delagi
    Acting Director
Date: 2/26/08
Law Contract No. 12-CC-003
Suffolk County Department of Health Services
Division of Emergency Medical Services PAD Program

List of Exhibits

Exhibit A
General Terms and Conditions

1. Term and Termination
2. Campus PAD Coordinator
3. Training
4. Maintenance and Inspection of Equipment/Supplies
5. Medical Emergency Procedures
6. Documentation Requirements/Quality Assurance Program

Exhibit B
Locations of AED Units

Exhibit C
Notice of Intent to Provide Public Access Defibrillation

Exhibit D
Ammerman Campus Medical Emergency Plan

Exhibit E
Michael J. Grant Campus Medical Emergency Plan

Exhibit F
Eastern Campus 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 maintains AED units at each of its campuses; and

Whereas, 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, who monitors the training, maintenance and use of the AED units; and

Whereas, the County of Suffolk, through the Division of Emergency Medical Services (EMS) of the SCDHS, has offered to enter into a collaborative agreement with the College to provide these monitoring services 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 Coordinator

   The College has designated the Registered Nurse Supervisor on each of its campuses as a campus-wide Public Access Defibrillation (PAD) Coordinator, who will 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. The PAD Coordinator will also be responsible for developing a medical emergency plan, which should be distributed to all campus staff. A copy of this plan will be forwarded to Suffolk County’s designated Emergency Health Care Provider (EHCP).

3. Training
   a. Only those 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 the AED units in an emergency.
   b. All authorized 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 will be kept in their wall mounted boxes or in their carrying cases, and shall be kept clean and dry when not in use.

   b. Inspections shall be performed weekly by the campus PAD Coordinator or designee, who will 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 will be followed at all times.

   c. If there are any problems with the AED units, 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:

       - Two (2) sets of Adult AED electrodes
       - One (1) set of Pediatric electrodes (except for the Phillips FRx units, which are equipped with an infant child key)
       - Razor
       - Towel
       - Pocket Face Mask with one-way valve
       - Gloves
       - Regional Quality Improvement Post Event Reporting Form

5. **Medical Emergency Procedures**

   e. 911 must be contacted immediately to have EMS resources 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.

   f. An authorized, trained AED operator at the campus will be contacted immediately. A mechanism for notifying an authorized AED operator when an emergency occurs has been established for each campus, and all campus employees have been informed of the established notification mechanism (See Exhibits D, E and F). The authorized AED operators are to retrieve the AED unit and bring it to the patient who is in need of medical assistance.

   g. Appropriate action as instructed by the patient presentation and the CPR/AED course will be followed:

       1. Assess for responsiveness
       2. Ensure that the EMS System has been activated
       3. Open the airway
       4. Check for breathing; if patient is not breathing, deliver 2 rescue breaths
       5. Check for pulse; if pulse is present, continue with rescue breathing
       6. If no pulse is present, turn on AED unit, attach electrode pads and follow the voice prompt from the AED unit
Law Contract No. 12-CC-003
Suffolk County Department of Health Services
Division of Emergency Medical Services  PAD Program

(7) Upon arrival of EMS, provide patient information, including patient’s name (if known), patient’s age (if known, otherwise estimate), approximate time of cardiac arrest, approximate time elapsed before patient was discovered and CPR was initiated, number of assessments made and number of shocks delivered or no shock advised indication by the AED unit.

h. If the AED unit is to be transported to the hospital with the EMS agency, determine to which hospital the patient will be taken and the name of the transporting EMS agency. Arrangements to retrieve the AED from the hospital should be made by the campus PAD Coordinator or designee. Alternatively, the EMS agency transporting the patient to the hospital may disconnect the College 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 are required:

i. The authorized personnel using the AED unit shall complete the regional quality improvement report and send it to the Division of EMS, 1st Floor, H. Lee Dennison Building, Hauppauge by fax (853-8307) or interoffice mail.

ii. The authorized personnel using the AED unit must call Suffolk County Medical Control at 444-3600 as soon as feasible after the event to register the call with the regional EMS system.

iii. The campus PAD Coordinator must 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 the event. The PAD Coordinator should notify EMS at 853-5800 to arrange a mutually convenient method of exchange.

End of Text for Exhibit A
Law Contract No. 12-CC-003
Suffolk County Department of Health Services
Division of Emergency Medical Services  PAD Program

Exhibit B
Locations of AED Units

1. **Ammerman Campus Locations**

   Brookhaven Gymnasium:
   - Physical Education Office: 1 Phillips FRx
   - Weight Room: 1 Phillips FRx
   - Athletic Trainer's Office: 1 Phillips FRx
   - Athletic Department's Office: 1 Phillips FRx

   Kreiling Hall:
   - Health Services Office: 1 Medtronic Physiocontrol Lifepak 500 Biphasic

   Public Safety
   - Mobile Unit: 1 Phillips FRx

2. **Michael J. Grant Campus Locations**

   Health, Sports and Education Center:
   - Gymnasium Training Room: 1 Phillips FRx and 1 Phillips FR2+
   - Weight Room: 1 Cardiac Science Powerheart 9300E-101
   - Field House: 1 Cardiac Science Powerheart 9300E-101

   Captree Commons:
   - Health Services Office: 1 Phillips FRx

   Sagtikos Building:
   - Lobby: 1 Phillips FRx

   Public Safety
   - Mobile Unit: 1 Phillips FRx

3. **Eastern Campus Locations**

   Peconic Building:
   - Health Services Office: 1 Phillips FR2+

   Public Safety
   - Mobile Unit: 1 Phillips FRx

4. **Sayville Center**

   Main Office: 1 Phillips FRx
5. Culinary & Hospitality Center

Room 114: 1 Phillips FRx

6. Notification Procedures

All campus employees should be notified of the location of the AED units on their campus. If the AED units are relocated, all campus employees should 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
Notice of Intent to Provide Public Access Defibrillation

[attached]

End of Text of Exhibit C

Exhibit D
Ammerman Campus Medical Emergency Plan

Campus Brief
OFFICE OF THE EXECUTIVE DEAN
AMMERMAN CAMPUS

NO.: 2007-53
DATE: September 20, 2007
TO: All Administrators, Faculty and Staff
FROM: Charles Bartolotta, Associate Dean of Student Services
SUBJECT: Health Services Medical Emergency Procedures

The following procedures should be followed if a medical emergency occurs on campus:

I. Individuals who sustain a minor injury on campus should be encouraged to consult with the campus nurse in the Student Health Services office, Kreiling Hall, Room M106, before leaving the campus.

II. If the patient is not able to come to the Student Health Services and the injury is not life threatening, notify the campus nurse at extension 4047 or, if the campus nurse is not available, notify Security at extension 4242.

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 Security at the main entrance to the building to guide him or her to the proper location. The nurse or Security 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.

III. If the patient is not able to come to the Student Health Services and the injury is life threatening, call 911. Then notify the campus nurse at extension 4047 or, if the campus nurse is not available, notify Security at extension 4242.

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 911 response team and the nurse or Security at the main entrance to the building to guide him or her to the proper location. The nurse or Security will 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.

After reviewing these procedures, please contact Student Health Services at 451-4047, if you have any questions or concerns.

End of Text of Exhibit D
Exhibit E
Michael J. Grant Campus Medical Emergency Plan

Michael J. Grant Campus

Campus Brief

NO.: 4, August 27, 2007
TO: The Campus Community
FROM: Dr. Meryl S. Rogers, Associate Dean of Student Services
SUBJECT: Medical Emergencies - Michael J. Grant Campus

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

- 9:00 a.m. to 7:00 p.m. when evening classes are in session – Monday - Friday.
- 9:00 a.m. to 4:00 p.m. (3:00 p.m. on Fridays) when there are no evening classes.

PROCEDURES FOR MEDICAL EMERGENCIES

I. Individuals who sustain a minor injury on campus should be encouraged to consult with the campus nurse in the Health Services Office, Captree Commons, Room 105 before leaving the campus.

II. If the patient is not able to come to the Health Services Office and the injury is not life threatening, notify the campus nurse at extension 6709 or, if the campus nurse is not available, notify Public Safety at extension 6777.

   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 Dean of Student Services or the Evening/Saturday Administrator.

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

III. If the injury is life threatening, call 911. Then notify the campus nurse at extension 6709 or, if the campus nurse is not available, notify Public Safety at extension 6777.

   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 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 Dean of Student Services or the Evening/Saturday Administrator.

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

After reviewing these procedures, please contact Health Services at 851-6709 if you have any questions or concerns.
End of Text of Exhibit E
Exhibit F
Eastern Campus Medical Emergency Plan
College Administrative Offices
Eastern Campus

PROCEDURES FOR MEDICAL EMERGENCIES

The following procedures should be followed if a medical emergency occurs on campus:

Minor Injuries:

- Individuals who sustain a minor injury on campus should be encouraged to consult with the campus nurse in the Student Health Services office, Peconic building, Room 115, before leaving the campus.

Non-Life Threatening Injuries

- If the patient is not able to come to Student Health Services and the injury is not life threatening, notify the campus nurse at extension 2510 or, if the campus nurse is not available, notify Public Safety at extension 3636.

- 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.

- Someone must meet the nurse or Public Safety at the main entrance to the building 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 Dean of Student Services or the Evening/Saturday Administrator.

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

Life-Threatening Injuries

- If the patient is not able to come to Student Health Services and the injury is life-threatening, call 911. Then notify the campus nurse at extension 2510 and notify Public Safety at extension 3636.

- 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.

- Someone must meet the 911 response team and the nurse or Public Safety at the main entrance to the building to guide him or her to the proper location. The nurse or Public Safety will contact the Office of the Dean of Student Services or the Evening/Saturday Administrator.

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

End of Text of Exhibit F