The purpose of this policy is to assist a person, firm, organization or other entity in understanding the notification process for operating an automated external defibrillator pursuant to a collaborative agreement under the provisions of Chapter 552 of the Laws of 1998 authorizing Public Access Defibrillation. A Public Access Defibrillation (PAD) program is designed to encourage greater acquisition, deployment and use of automatic external defibrillators (AED) in communities around the state in an effort to reduce the numbers of deaths associated with sudden cardiac arrest. Since the enabling legislation’s inception, there have been 4,889 PAD programs established, with over 156,167 people trained and 21,692 AED machines in public sites across the state. This program has been successful in saving many lives all across New York State.

At present, the following facilities or organizations must have trained providers and an AED on site:

- Public schools (§ 1 of the Education Law);
- State owned public buildings (Title 9 of Executive Law Subtitle G§ 303.1);
- Health clubs with a membership of greater than 500 people (General Business Law § 627-A);
- Public gathering locations (PHL § 225–5(b)), and
- Public surf beaches with lifeguards (PHL § 225–5(c)).

To be authorized to use an AED under this statute an individual or organization needs to make specific notification of intent to establish a PAD program to the appropriate Regional Emergency Medical Services Council (REMSCO) and the New York State Department of Health (DOH).

There are no approvals or certifications required.

Public Access Defibrillation Program Requirements

Original Notification Process

To be authorized to have a PAD program and utilize an AED, the following steps must be completed:

- Identify a New York State licensed physician or New York State based hospital knowledgeable and experienced in emergency cardiac care to serve as Emergency Health Care Provider (EHCP) to participate in a collaborative agreement;
- Select an AED that is in compliance with the Article 30, section 3000-B (1)(A). The AED must be programmed to the current Emergency Cardiovascular Care (ECC) Guidelines, capable of defibrillating both adult and pediatric patients. Please check the shaded box on the Notice of Intent to Provide PAD (DOH-4135) if the machine is approved for pediatric use;
- Select and use a SEMAC/DOH approved PAD training course for AED users. At present, the 12 approved programs are as follows:
  - American Heart Association
  - American Red Cross
  - American Safety & Health Institute
  - Emergency Care and Safety Institute
  - Emergency First Response
  - Emergency Services Institute
  - EMS Safety Service, Inc
  - Emergency University
  - Medic First Aid International
  - National Safety Council
  - REMSCO of NYC, Inc
  - State University of NY
  - Wilderness Medical Associates
• Develop with the EHCP, a written collaborative agreement which shall include, but not be limited to the following items:
  • Written practice protocols for the use of the AED;
  • Written policies and procedures which include:
    ➢ Training requirements for AED users;
    ➢ A process for the immediate notification of EMS by calling of 911;
    ➢ A process for identification of the location of the AED units;
    ➢ A process for routine inspection of the AED unit(s) as well as regular maintenance and which meet or exceed manufacturers recommendations;
    ➢ Incident documentation requirements, and
    ➢ Participation in a regionally approved quality improvement program.

• Provide written notice to the 911 and/or the community equivalent ambulance dispatch entity of the availability of AED service at the organization’s location;

• File the Notice of Intent (NOI) to Provide PAD (DOH 4135) and a signed Collaborative Agreement with the appropriate Regional Emergency Medical Services Council (REMSCO), and

• File a new NOI and Collaborative Agreement with the REMSCO if the EHCP changes.

**Reporting a PAD AED Use**

In the event that the PAD program uses the AED to defibrillate a person, the program must report the incident to the appropriate REMSCO. The REMSCO may request additional information regarding the incident, but the PAD must report, at a minimum, the following information:

• Provide written notification of AED usage to the REMSCO within 48 hours of the incident;
• The name of the PAD program;
• Location of the incident;
• The date and time of the incident;
• The age and gender of the patient;
• Estimated time from arrest to CPR and the 1st AED shock;
• The number of shocks administered to the patient:
• The name of the EMS agency that responded, and
• The hospital to which the patient was transported.

A copy of the usage report should also be provided to the EHCP.

**Regional EMS Council Responsibility in Public Access Defibrillation**

Each REMSCO is responsible for receiving and maintaining notification and utilization documentation. The REMSCOs must develop and implement the following policies and procedures:

• Insure that a copy of each new or updated Notice of Intent (DOH 4135) is forwarded to the Bureau of EMS;
• Maintain a copy of the Notice of Intent and the Collaborative Agreement;
• Collect utilization documentation and information;
• Provide detailed quarterly reports to the DOH on PAD programs in the region, and
• Develop Quality Assurance participation, data submission and documentation requirements for participating organizations.

**Data Collection Requirements**

REMSCO quality improvement programs are encouraged to use the data elements from the Utstein Guidelines for Prehospital Cardiac Arrest Research (Cumming RO, Chamberlain DA, Abramson NS, et al, Circulation 1991; 84:960-975).
The following minimum data set is to be developed and collected as a part of the regional PAD QI process. A copy of the data set is to be provided by each region to the DOH Bureau of EMS quarterly:

- Name of organization providing PAD;
- Date of incident;
- Time of Incident;
- Patient age;
- Patient gender;
- Estimated time from arrest to 1st AED shock;
- Estimated Time from arrest to CPR;
- Number of shocks administered to the patient;
- Transport ambulance service, and
- Patient outcome at incident site (remained unresponsive, became responsive, etc).

**Ambulance and ALS First Response Services**

Ambulance or ALSFR services may not participate in PAD programs for emergency response. Certified EMS agencies must apply for authority to equip and utilize AEDs through their local Regional Emergency Medical Advisory Committee (REMAC).

Please note that the Prehospital Care Report (PCR) has a check box for EMS providers to indicate that a patient has been defibrillated prior to EMS arrival by a community or by-stander PAD provider. Documenting this information is required so that the DOH may monitor the effectiveness of these community based programs.

**Attachments**

1. Notice of Intent to Provide Public Access Defibrillation
2. Regional EMS Council Listing
## Entity Providing PAD

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>( ) Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Primary Contact Person</td>
<td>E-Mail Address</td>
</tr>
<tr>
<td>Address</td>
<td>( ) Fax Number</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td></td>
<td>Zip</td>
</tr>
</tbody>
</table>

### Type of Entity (please check the appropriate boxes)

- Business
- Fire Department/District
- Construction Company
- Police Department
- Health Club/Gym
- Local Municipal Government
- Recreational Facility
- County Government
- Industrial Setting
- State Government
- Retail Setting
- Public Utilities
- Transportation Hub
- Public School K – 6
- Restaurant
- Public School 6 - 12
- Other Setting

### PAD Training Program

(Indicate the training program chosen. Only the approved programs may be used. Please see Policy Statement 09-03 [http://www.health.state.ny.us/nysdoh/ems/policy/09-03.htm])

### Automated External Defibrillator

<table>
<thead>
<tr>
<th>Manufacturer of AED Unit</th>
<th>Model of AED</th>
<th>Pediatric Capable</th>
<th>Number of Trained PAD Providers</th>
<th>Number of AEDs</th>
</tr>
</thead>
</table>

### Emergency Health Care Provider

<table>
<thead>
<tr>
<th>Name of Emergency Health Care Provider (Hospital or Physician)</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td></td>
<td>Zip</td>
</tr>
<tr>
<td></td>
<td>Fax Number</td>
</tr>
</tbody>
</table>

### Name of Ambulance Service and 911 Dispatch Center

<table>
<thead>
<tr>
<th>Name of Ambulance Service and Contact Person</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of 911 Dispatch Center and Contact Person</td>
<td>County</td>
</tr>
</tbody>
</table>

### Authorization Names and Signatures

<table>
<thead>
<tr>
<th>CEO or Designee (Please print)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physician or Hospital Representative (Please print)</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

DOH-4135(4/09) Complete this form and send it with your completed Collaborative Agreement to the REMSCO for your area
<table>
<thead>
<tr>
<th>Regional EMS Council</th>
<th>Address</th>
<th>Contact Information</th>
<th>Counties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adirondack-Appalachian REMSCO</td>
<td>Main St. PO Box 212, Speculator, NY 12164</td>
<td>(518) 548-5911, (518) 548-7605 fax</td>
<td>Delaware, Fulton, Hamilton, Montgomery, Otsego, Schoharie</td>
</tr>
<tr>
<td>Monroe-Livingston Reg EMS Council</td>
<td>Office of Prehospital Care, Strong Memorial Hospital, 601 Elmwood Ave., Box 4-9200, Rochester, NY 14692</td>
<td>(585) 275-3098 or (585) 273-3961</td>
<td>Livingston, Monroe</td>
</tr>
<tr>
<td>Big Lakes Regional EMS Council</td>
<td>534 Main Street, Suite 19, Medina, NY 14103</td>
<td>(585) 798-1620</td>
<td>Genesee, Niagara, Orleans</td>
</tr>
<tr>
<td>Hudson-Mohawk Regional EMS Council</td>
<td>1653 Central Avenue, Albany, NY 12205</td>
<td>(518) 464-5097, (518) 464-5099 fax</td>
<td>Jefferson, Lewis, St. Lawrence</td>
</tr>
<tr>
<td>Finger Lakes Regional EMS Council</td>
<td>FLCC Geneva Ext., 63 Pulteney Street, Geneva, NY 14456</td>
<td>(315) 789-0108, (315) 789-5638 fax</td>
<td>Cayuga, Cortland, Onondaga, Oswego, Tompkins</td>
</tr>
<tr>
<td>Clinton, Essex, Franklin, Warren, Washington</td>
<td>Nassau Regional EMS Council, 2201 Hempstead Turnpike, Bldg. A, 4th Floor, Box 78, East Meadow, NY 11554</td>
<td>(516) 542-0025, (516) 542-0049 fax</td>
<td>Nassau</td>
</tr>
<tr>
<td>Southern Tier Regional EMS Council</td>
<td>PO Box 3492, Elmira, NY 14905-0492</td>
<td>(607) 732-2354, (607) 732-2661 fax, 800-343-1311</td>
<td>Chemung, Schuyler, Steuben</td>
</tr>
<tr>
<td>Mid-State Regional EMS Council</td>
<td>2521 Sunset Avenue, Utica, NY 13502</td>
<td>(315) 738-8351, (315) 738-8981 fax, (888) 225-6642</td>
<td>Herkimer, Madison, Oneida</td>
</tr>
<tr>
<td>Southwestern Regional EMS Council</td>
<td>PO Box 544, Olean, NY 14760</td>
<td>(716) 373-2612</td>
<td>Allegany, Cattaraugus, Chautauqua</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>