

**SUNY CORTLAND  
2025 PUBLIC ACCESS  
DEFIBRILLATION  
PROGRAM**

**Policy and Procedure Manual**

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## I. POLICY

It is the policy of SUNY Cortland to train designated volunteer staff members in the operation of Automated External Defibrillators (AEDs) and to provide AED unit locations as outlined in Section V of this program. The Public Access Defibrillation (PAD) Program shall be maintained in accordance with the guidelines contained herein and in accordance with the provisions of the New York State Department of Health Guidelines on Public Access Defibrillation, Central New York Regional Emergency Medical Services (EMS) Council PAD protocols, and guidelines established through the Collaborative Agreement with the PAD programs Emergency Healthcare Provider, Dr. David Wirtz.

## II. TRAINING REQUIREMENTS

SUNY Cortland will have AED units available to trained responders and to the general public as potential participants in the PAD Program. The necessary training will be available to the campus community through several on-campus academic courses and various on-campus agencies. Annually, a minimum of 100 trained responders will be available as PAD participants. It shall be policy and practice that trained users are in possession of a valid American Heart Association (AHA) Heartsaver AED Course completion card, a State University of New York (SUNY) Lifesaver Program course completion card or an American Red Cross (ARC) Adult CPR/AED Course completion card. The AHA, ARC, and SUNY cards are valid for two years from the date of completion. Each trained member shall be required to attend an AHA, SUNY, or ARC approved refresher course every two years.

## III. AED Use Protocol

1. Whenever a patient is found to be unconscious, the responder will be responsible for immediately calling the University Police Department (UPD) by dialing 911 on any campus phone and retrieving the closest available wall mounted or mobile AED unit. UPD can also be notified by using a Blue Light call box or by opening the cabinet door to any wall mounted AED unit where the call will be placed automatically. The dispatcher will immediately dispatch available officers to the scene with a portable AED. The 911 Emergency Services and SUNY Cortland EMS squad will subsequently be notified.
2. The patient will be checked for unresponsiveness, breathing and signs of circulation.
3. If the patient is found to be unresponsive, not breathing, and without signs of circulation, the AED will be turned on and the responder will follow all voice prompts. If the patient is under 1 year of age, the AED can be used. If the patient is lying in standing water, they must be removed from the water if possible. At a minimum, the chest must be dried off before the electrodes can be applied. Additionally, if the patient is lying on a metallic surface, they must be moved before the electrodes can be applied.
4. The responder will continue to follow the audio and visual prompts of the AED until advanced medical assistance arrives.

#### IV. Notification of EMS

Anyone on campus finding any person in need of medical attention shall contact UPD by dialing 911 on any campus phone. UPD can also be notified by using a Blue Light call box or by opening the cabinet door to any wall mounted AED unit where the call will be placed automatically. In response to any medical call received, the dispatcher will obtain information as to the situation at the scene, and dispatch officers accordingly. Whenever a call is received for an unresponsive person, the UPD dispatcher will notify the 911 Emergency Services dispatcher. When the notification to 911 is made, the UPD dispatcher will: 1) advise the 911 dispatcher of the situation; 2) ensure that an exact campus location is provided; 3) ensure that someone will meet the ambulance at the scene; and 4) ensure that the campus is responding to the scene with an AED. Any updates from the scene received by the UPD dispatcher prior to the responding agency's arrival will be relayed to the 911 dispatcher.

#### V. Location of the AED Units

The SUNY Cortland PAD program will utilize 28 Cardiac Science Power Heart AED units and 62 Zoll units. These units will be located on the main campus of SUNY Cortland in the town of Cortland, NY. Units are stationed in the following locations:

##### Wall Mounted Units

Alger Hall (two units) – First floor next to information desk and fifth floor next to elevator.  
Alumni House (one unit) – First floor entrance to the lower level.  
Berlew building (one unit) – Main lobby.  
Bishop Hall (one unit) – Main floor lobby.  
Bowers Hall (three units) – Main entrance lobby, ground floor by room 37 and second floor by room 241.  
Brockway Hall (one unit) – Second floor lobby by elevator.  
Casey Tower (three units) – First floor lobby, fifth and eighth floors next to elevator.  
Cheney Hall (two units) – First and third floor lobbies.  
Child Care Center (one unit) – Information desk at Main entrance.  
Clark Hall (two units) - Main entrance in alcove, and fifth floor next to the elevator.  
Commissary/Receiving (one unit) - Main lobby.  
Corey Union (two units) – Main lobby next to the information desk, and third floor by elevator.  
Cornish Hall (one unit) – Third floor, across from room 1395.  
DeGroat Hall (one unit) – Lobby of the first floor.  
Dowd Fine Arts Center (two units) - Main lobby near theater entrance, and second floor next to Room 232.  
Dragon Hall (one unit)- Main lobby entrance.  
Education Building (two units) – Second floor by elevator, and first floor by Room 1104.  
Fitzgerald Hall (one unit) – Main floor lobby.  
Glass Tower Hall (one unit) - Main entrance lobby.  
Hayes Hall (one unit) - Main lobby.  
Hendrick Hall (one unit) - Main lobby.

Higgins Hall (two units) - South entrance in alcove, and the fifth floor next to the elevator.

Lusk Field House (one unit) – Left entrance from the front alcove.

McDonald Building (one unit) - Main lobby.

Memorial Library (two units) - Main entrance, and the second floor by the Archives Office.

Miller Building (two units) – Outside the first floor Admissions Office, and on the third floor by the elevator.

Moffett Center (four units) – Basement near room 093E, ground floor near room 101, ground floor Sperry entrance, and second floor near room 201.

Neubig Hall (one unit) - Main lobby across from the College Store.

Old Main (one unit) - Main lobby.

Park Center (four units) – Near room 101, near Woods Gym first floor, 2<sup>nd</sup> floor near snack bar, and first-floor ice arena entrance.

Professional Studies Building (four units) – Main entrance, near room 1134, near room 2205, and room 2104.

Randall Hall (one unit) - Main lobby.

Service Group Building (one unit) – Main lobby.

Shea Hall (one unit) - Main lobby.

Smith Tower (three units) – Second, fifth and eighth floors by the elevator.

Sperry Center (one unit) - Main entrance by Room 106.

Stadium Complex (three units) – Chugger Davis Building alcove, Stadium Field House locker room alcove, and 4<sup>th</sup> floor in the VIP area.

Student Life Center (five units) – Main entrance area, 1<sup>st</sup> floor near the pool, 2<sup>nd</sup> floor hallway, 2<sup>nd</sup> floor SE corner of the running track, Bistro dining area by the emergency exit.

Van Hoesen Hall (one unit) - Garden entrance on the first floor and near room C111.

West Campus Apts. (one unit) - Main entrance in the Recreation Building.

Whitaker Hall (one unit) – Main entrance.

Winchell Hall (one unit) - Main lobby.

#### Mobile Units

Athletic Training Program (nine units) – Park Center, Room C-232.

Health Services (one unit) - Van Hoesen, Room B-26.

Recreation Sports Program (four units) – Student Life Center, Recreation Sport Department

Student Emergency Squad (two units) – Van Hoesen, Room A-23.

University Police Department (one unit) – Whitaker, Room 119.

As additional units are added to the program in the future, the Program Coordinator (Jesse Frost) will give notification to the affected departments and agencies.

#### VI. Equipment Maintenance

Monthly - The mobile AED units will be inspected on a weekly basis by the Program Coordinator, UPD Officer or a qualified assistant, to ensure the units are cleaned, properly supplied and ready for emergency service. Any discrepancies or problems should be reported immediately to the PAD Program Coordinator.

Annually - Every twelve months, the 9-volt battery for the AED cabinet alarm will be replaced by the Program Coordinator, or a qualified assistant, to ensure that the alarm system is ready for emergency service. According to the manufacturer's recommendations, each unit will undergo any and all periodic service, including calibration. In addition, the automated phone call system from each AED wall cabinet shall be tested to ensure proper function.

NOTE: Any unit in need of repair shall be taken out of service immediately and the Program Coordinator should be notified. Should a unit have to be taken out of service for any period of time, a replacement unit should be secured.

## VII. Documentation and Notification Requirements

The protocol listed in this section should be observed each and every time an AED is placed on a patient. This protocol is required whether or not a shock is administered.

### AED User

Complete the Public Access Defibrillator Event Form immediately after use of an AED, and forward the completed form to the Program Coordinator. A supply of these forms will be available in the Program Coordinator's Office, as well as in each AED unit. The Program Coordinator or a qualified assistant will be available at any time to assist with the completion of this form and answer any questions. Any AED utilized in an event will be taken out of service and held for the Program Coordinator. These units will be placed back in service by the Program Coordinator. All other associated first aid equipment shall be cleaned or replaced, and placed back in service. The Program Coordinator shall be notified as soon as possible about any event involving an AED.

### Program Coordinator

Jesse Frost is the current Program Coordinator for SUNY Cortland. The Program Coordinator or a qualified assistant, shall be available at all times by telephone to address any problems, questions, or use of an AED. The Program Coordinator will ensure that the AED user properly completes the AED Event Form. The Program Coordinator will download the event information from the AED unit, and the affected AED unit will be inspected, cleaned, and re-supplied, and then placed back in service. The Program Coordinator will notify the Emergency Healthcare Provider, Dr. David Wirtz, of any AED event. Dr. Wirtz will review the incident to verify that proper protocol was followed. Additionally, the Program Coordinator will assure completed Event Forms and downloaded data from the AED is given to Dr. Dan Olsson, Central New York Regional EMS Medical Director's office within 48 hours of any event involving the use of an AED. This information will be relayed/delivered via facsimile transmission or electronic mail. Copies of the Event Form and downloaded electronic AED data will be kept on permanent file in the Program Coordinator's office in a secure location along with other confidential and sensitive reports.

The Program Coordinator will act as the PAD liaison for the program with all other involved outside agencies (New York State Department of Health, New York State EMS Council, New York State Regional EMS Council, local EMS provider agencies, and any other related agencies).

Corey Ryon will maintain certification as an American Heart Association CPR/AED instructor and will conduct in-house training courses. The Program Coordinator will maintain all records of inventory, equipment service, CPR training, and patient care. The Program Coordinator will conduct post event debriefing sessions after any event. Arrangements will be made to secure counseling for any involved trained responder requiring post-event stress management as needed.