



Public Access Defibrillation Policy

1. Purpose

The Geneva Public Library (“the Library”) maintains this policy to guide the rapid deployment and use of an automatic external defibrillator (AED) in an effort to decrease the number of deaths associated with sudden cardiac arrest. The AED is designed to act as a lifesaving bridge during the time spent waiting for emergency medical providers to arrive and take over.

2. Medical Direction

Dr. Arthur Equinozzi, M.D has entered into a Collaborative Agreement (“the agreement”) with the Library to serve as the Emergency Health Care Provider of the Public Access Defibrillation (PAD) program. By signing the agreement, the Library and the Emergency Health Care Provider agree to abide by the terms and conditions set forth by [Section 3000-B of Article 30](#) of the Public Health Law of the State of New York for the provision of AED by the Library.

The Emergency Health Care Provider’s responsibilities will include: overseeing the establishment and maintenance of the guidelines for training and procedures for care; establishing guidelines for maintenance of the AED unit; checking and submitting any post-event paperwork; and assistance and overseeing of improvement and corrections needed in the program.

The agreement must be filed every two years from the date of the initial agreement. If the Emergency Health Care Provider changes, a new agreement shall be filed within 5 (five) business days. Additionally, if the Emergency Health Care Provider resigns, they shall immediately notify the Finger Lakes Regional EMS Council (FLREMS) in writing.

3. Administration

The Library Director will be referred to as the Program Administrator. They will work cooperatively with the program’s Emergency Health Care Provider. The Program Administrator will be responsible for scheduling appropriate training and recertification

for Library employees who opt to participate in the PAD program, maintaining equipment and supplies, completing all required written documentation concerning the program, and assisting the Emergency Health Care Provider with quality assurance and policy issues as they arise. The Program Administrator will train and delegate authority to other employees to carry out these tasks in the event of the Program Administrator being away for an extended period. Post-event follow up and paperwork will be initiated by the Program Administrator and trained responder using the AED if the Emergency Health Care Provider is not present at the time of the incident. It will then be passed on to the Emergency Health Care Provider for review.

4. Training

Library employees participating in the PAD program will be required to receive training from an approved CPR and AED training agency such as the American Heart Association or the American Red Cross. Employees will need to demonstrate proficiency in CPR and AED use by maintaining a certificate of satisfactory course completion. Recertification will be required by the expiration date on the course certificate in order for the individual to continue in the program.

The Library maintains a list of employees who have been trained in CPR and AED use in the General Data section on employee computers.

Adopted by the Board of Trustees: October 24, 2018

Amended by the Board of Trustees: 3/31/2021, 3/30/2022

Reviewed by the Policy Review Committee: 3/13/2023