

**ELEMENTS OF A SUCCESSFUL AND COMPLIANT PAD PROGRAM**

*The following documents are available online and must be completed and submitted electronically:*

<http://www.nycremsco.org/pad/login.aspx>

- 1) **NYS DOH Notice of Intent to Provide Public Access Defibrillation (PAD) Form**: **complete and submit online** to provide required information to NYS DOH.
- 2) **PAD Provider Information Form**: **complete and submit online** to identify:
  - a) Your organization
  - b) The organization providing AED training
  - c) The location of all AED machines
  - d) The location and placement of AED signage
  - e) The person(s) responsible for the maintenance and inspection of on-site AED(s)
- 3) **Sample Collaborative Agreement**: **complete and submit online** this form to identify and affirm that your agency is working with a health care professional/facility, and will abide by the standards of the Regional Emergency Medical Advisory Committee (REMAC) of NYC and the NYS DOH.
- 4) **Quality Assurance Report**: **complete and submit online** within 5 business days after use of an AED.

*The following documents are available online and should be downloaded and kept with your site plan:*

- 1) **Local Law 20 Fact Sheet**: includes a list of Site-Specific Plan Requirements
- 2) **Overview of Amendment to NYS Public Health Law**: components for PAD compliance
- 3) **PAD Form – List of Trained Responders**: complete this form to maintain with your site plan:
  - a) Name of trained responders
  - b) Type of Training each responder received
  - c) Name of training entity for **each** trained responder
  - d) Date of Training
  - e) Re-Training Due Date (recertification due date)
  - f) On-Site Contact Number (telephone/pager)
  - g) Location On-Site (floor/room)
- 4) **Guidelines for Emergency Response**: This is a guideline for the development of your agency's site-specific response plan. Feel free to make copies of this document.
- 5) **Special Considerations When Implementing a PAD Program**: great tips to make your program safe, effective and compliant with city and state requirements