NYSPHSAA
State Championship
Site/ Facility Bid

INDOOR TRACK & FIELD

2020, 2021, 2022

* The Committee & staff has the ability to recommend
a different site for each year

Ocean Breeze AC
Venue Name

Staten Island, NY
Location

Due Date/ Time: August 2, 2018 @ 10:00 AM
* Bids must be delivered in a sealed envelope.
(Please provide a minimum of 20 copies of the bid)
**BID INFORMATION:**

BID RELEASE DATE: June 27, 2018

BID RETURN DUE DATE/ TIME: August 2, 2018 @ 10:00 AM

* All bids must be delivered in a sealed envelope to:

  NYSPHSAA
  Attn: Championship Site Bid (Indoor Track & Field)
  8 Airport Park Blvd.
  Latham, NY 12110

Sport Committee/ Staff Review Date/ Time: August 2, 2018 @ 10:00 AM

EXECUTIVE/ CENTRAL COMMITTEE APPROVAL: October 16, 2018
Thank you for your interest in hosting the New York State Public High School Athletic Association’s Indoor Track & Field Championships. The NYSPHSAA is a non-profit, voluntary, educational service organization composed of 783 public, parochial, and private schools dedicated to providing equitable and safe competition for the students of its member schools. Membership is open to secondary schools providing interschool athletic activities for boys and girls in grades 7-12.

PROCESS:
All NYSPHSAA State Championship sites will be open for bid by any NYSPHSAA Section/ Member School and their respective communities in New York State; NYSPHSAA retains sole control over the administration of State Championship events and is the sole rights holder. All expenses and revenues are collected and dispersed by NYSPHSAA.

All site bids will be for a three year period, unless rationale is provided for a shorter or longer term, and must be endorsed by the Section Executive Director.

The NYSPHSAA Executive/ Central Committee will approve all State Championship sites/ facilities, taking into consideration the recommendations of the State Sports Committee and the NYSPHSAA Executive Director/ Office Staff.

Each proposal will be scored from 1 (Not favorable for the event) 3 (acceptable) to 5 (Excellent for the event) on the following criteria by the Sport Committee and the NYSPHSAA Staff:

- Size/ Quality of facility
- Effectiveness of site committee
- Spectator interest
- Handicap accessibility
- Proposed Expenses (Total Costs)
- Parking
- Volunteerism
- Sponsorship/ Community financial commitment
- Hotel Room Rates & Availability
- Restaurants
- Security provisions
- Location

Note: qualifications will not be based solely upon score.
All sealed bids will be opened by the State Sport Committee and the NYSPHSAA Executive Director/Office Staff on the date/time specified on page 2 of this document. Once bids are submitted, no revisions, modifications or adjustments will be permitted. The Championship Advisory Committee will review the recommendations of the Sport Committee and the NYSPHSAA Executive Director/Office Staff to provide input to the Executive/Central Committee.

All bids must be submitted on the enclosed document.

A minimum of 20 copies must be submitted in ONE enclosed envelope.

All bidders must provide an individual or individuals available via teleconference on the day of the Sport Committee meeting to answer any questions the Sports Committee/Staff may have.

The successful facility will be required to provide the association with a contract, stipulating all proposed and agreed upon terms and conditions, within 30 days following the presentation to the Sports Committee and NYSPHSAA Staff.

**Timeline:**
When appropriate, bids will be released 12-14 months prior to the expiration of the current contract/agreement.
INDOOR TRACK & FIELD

EVENT SPECIFICS

PROPOSAL DATES:
For the purpose of this bid, the NYSPHSAA Indoor Track & Field Championships are scheduled for the following dates:

Week #35 (NYSPHSAA Calendar) March 7, 2020
Week #35 (NYSPHSAA Calendar) March 6, 2021
Week #35 (NYSPHSAA Calendar) March 5, 2022

* The Committee & staff has the ability to recommend a different site for each year.

The NYSPHSAA Indoor Track & Field Championships will last 1 day(s).

The approximate start/end times are as follows:
Set Up: Noon day before championship
Day 1: 6:00 AM-10:00 PM

Past Event Specifics:

<table>
<thead>
<tr>
<th>Year</th>
<th>Attendance</th>
<th>Location</th>
<th>Hotel Room Nights</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>2,193</td>
<td>Ocean Breeze, NYC</td>
<td>1200</td>
</tr>
<tr>
<td>2017</td>
<td>2,295</td>
<td>Ocean Breeze, NYC</td>
<td>1200</td>
</tr>
<tr>
<td>2016</td>
<td>2,634</td>
<td>Cornell University</td>
<td>1200</td>
</tr>
<tr>
<td>2015</td>
<td>2,484</td>
<td>Cornell University</td>
<td>1200</td>
</tr>
</tbody>
</table>

Approximate Number of Participating:
Athletes: 1300
Officials: 75

ACCOMODATIONS:
Hotel Room Nights Needed for participating athletes, teams and officials:
Day Before: 600 Hotel Room Nights
**EVENT:**
To host this event, the site/ facility must:
   No additional requirements.

* Additional event specs listed on pages 7-14 (locker rooms, parking, Wi-Fi, seating capacity, etc.)
SITE/ FACILITY SPECIFICS

SITE LOCATION:
Section: CHS  Venue Name: Ocean Breeze  City: Staten Island, NY

Number of restaurants within a 10 miles radius of venue: 662

Number of hotels within a 10 mile radius of venue: 146

Number of hotel rooms within a 10 mile radius of venue: 4,000+

Site/ Facility Distance:
From Section VI office 355 Harlem Road West Seneca, NY 14224 MILES: 380.2
From Section XI office 180 E. Main Street, Suite 302 Smithtown, NY 11787 MILES: 60.7
From NYSPHSAA 8 Airport Park Blvd. Latham, NY 12110 MILES: 175.6

Negotiated Hotel(s)

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Rate Per Night</th>
<th>Letter Attached</th>
<th>Total # of Rooms</th>
<th># Single Rooms</th>
<th># Double Rooms</th>
<th>Yr. of Last Renovation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hilton Gardens Inn</td>
<td>$169.00</td>
<td>✓</td>
<td>190</td>
<td>85</td>
<td>75</td>
<td>2018</td>
</tr>
<tr>
<td>Hampton Inn &amp; Suites</td>
<td>$169.00</td>
<td>✓</td>
<td>100</td>
<td>50</td>
<td>40</td>
<td>2018</td>
</tr>
<tr>
<td>Fairfield by Marriott</td>
<td>$139.00</td>
<td>✓</td>
<td>100</td>
<td>50</td>
<td>50</td>
<td>2018</td>
</tr>
<tr>
<td>Holiday Inn Express</td>
<td>$149.00</td>
<td>✓</td>
<td>95</td>
<td>56</td>
<td>39</td>
<td>2015</td>
</tr>
<tr>
<td>Comfort Inn</td>
<td>$149.00</td>
<td>✓</td>
<td>93</td>
<td>75</td>
<td>20</td>
<td>2015</td>
</tr>
</tbody>
</table>

ATTACHMENT “A” - Please attach a commitment letter, for the length of the bid, from the hotel(s) with a negotiated room rate for the dates listed on Page 5. Be sure to include any added value (i.e. complimentary breakfast, complimentary Wi-Fi, etc.) NYSPHSAA requires a 30-1 comp room ratio.
## PROPOSED CHAMPIONSHIP COST:

* Please list all related championship costs to be paid by NYSHPHSA.

<table>
<thead>
<tr>
<th>Check &quot;ALL&quot; items below that are included in Total Cost</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
<th>NOTES &amp; Additional Information if &quot;NO&quot; explain/list additional costs to NYSHPHSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Rental</td>
<td>✓</td>
<td></td>
<td></td>
<td>Fee includes timing but not hytek</td>
</tr>
<tr>
<td>Set Up</td>
<td>✓</td>
<td></td>
<td></td>
<td>No additional fee</td>
</tr>
<tr>
<td>Take Down</td>
<td>✓</td>
<td></td>
<td></td>
<td>No additional fee</td>
</tr>
<tr>
<td>Utilities</td>
<td>✓</td>
<td></td>
<td></td>
<td>No additional fee</td>
</tr>
<tr>
<td>Merchandise Buyout</td>
<td>✓</td>
<td></td>
<td></td>
<td>Amount: $600.00</td>
</tr>
<tr>
<td>Staff/ VIP Parking</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Video Board Usage</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spotlight</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scoreboard</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet Access (WiFi)</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tables</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairs</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risers/ Stage</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire inspection</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ticket Takers</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td># of Ticket Takers:</td>
</tr>
<tr>
<td>Ticket Sellers</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td># of Ticket Sellers:</td>
</tr>
<tr>
<td>Box Office Staff</td>
<td>✓</td>
<td></td>
<td></td>
<td>Provided by Meet management</td>
</tr>
<tr>
<td>Ushers</td>
<td>✓</td>
<td></td>
<td></td>
<td>Provided by Meet management</td>
</tr>
<tr>
<td>PA Announcer</td>
<td>✓</td>
<td></td>
<td></td>
<td>Provided by Meet management</td>
</tr>
<tr>
<td>Security</td>
<td>✓</td>
<td></td>
<td></td>
<td>No additional fee</td>
</tr>
<tr>
<td>Police</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMS/ Ambulance</td>
<td>✓</td>
<td></td>
<td></td>
<td>Provided by Meet management</td>
</tr>
<tr>
<td>Athletic Trainer</td>
<td>✓</td>
<td></td>
<td></td>
<td>Provided by Meet management</td>
</tr>
<tr>
<td>Custodial/ Cleaning</td>
<td>✓</td>
<td></td>
<td></td>
<td>No additional fee</td>
</tr>
<tr>
<td>Tech Support</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Video Operator</td>
<td>✓</td>
<td></td>
<td></td>
<td>No additional fee</td>
</tr>
<tr>
<td>Scoreboard Operator</td>
<td>✓</td>
<td></td>
<td></td>
<td>No additional fee</td>
</tr>
<tr>
<td>Stagehands/ Union Fee</td>
<td>✓</td>
<td></td>
<td></td>
<td>No additional fee</td>
</tr>
</tbody>
</table>

**Please list other items below**

| Hytek set-up                                         | ✓   |    |     | Included in fee                                                             |
| PEP - Parks Enforcement on site                      | ✓   |    |     | No additional Cost                                                          |

**COST:** $10,350.00

*Contributions/ Donations - $ Please denote on Page 9

**TOTAL COST:** $10,350.00 Payable by NYSHPHSA

*Contributions/ Donations are not considered “NYSHPHSA Sponsorships.”*
*CONTRIBUTIONS/ DONATIONS:
Please list all contributions/ donations associated with this event; must include a letter of guarantee. No deliverables will be associated with contributions/ donations. NYSPHSAA shall handle all “sponsorships” associated with NYSPHSAA Championship events. LIST BELOW:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Letters of Confirmation (Attachment “B”)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td></td>
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<tr>
<td></td>
<td>$</td>
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</tr>
</tbody>
</table>

Does the Facility/ Venue have a Per-ticket sold fee? Yes ☑ No □ If yes, amount $10%

Does the Facility/ Venue have a Credit Card fee? Yes □ No ☑ If yes, amount %__

Pay rates determined by NYSPHSAA for personnel checked “NO” on page 8. NYSPHSAA will NOT pay negotiated rates; those must be included in total facility cost on page 8.

- **Ticket Takers:** $15 Per hour
- **Ticket Seller:** $15 Per Hour
- **PA Announcer:** $30 Per game (Team)/ $15 per hour (Individual)
- **Scoreboard Operator:** $30 Per game (Team)/ $15 per hour (Individual)
- **Athletic Trainer:** $35 Per hour
FACILITY:
Total Seating Capacity: 3500
- Chair back seating? Yes [ ] No [X] Some [ ]
- Handicap seating? Yes [X] No [ ]
- Ability to charge admission? Yes [X] No [ ]
- Separate entrance available for teams/ coaches? Yes [X] No [ ]
- Area for vendor set-up? Yes [X] No [ ]
  - Any limitations for vendor set up? 
    Vendor allowed in designated area only.

Number of Parking Spaces available onsite: 2015
Additional parking available near the site/ facility? Yes [X] No [ ]
  - If “Yes” number of parking spaces: 150
VIP parking in designated area? Yes [X] No [ ]
Team Bus parking designated area onsite? Yes [X] No [ ]
  - If “Yes” how many spots: 100
  - If “No” how far is the designated team bus parking area: .75 miles
Broadcast ready? Yes [X] No [ ]
WiFi? Yes [X] No [ ]
Media accommodations? Yes [X] No [ ]
  - If “Yes” please describe:
    Media location next to timing room and on track level

Number of team locker rooms available for use: 4
  - Do all locker rooms have showers and restroom facilities? Yes [X] No [ ]
Number of officials/ referee locker rooms available for use: 2
  - Do all locker rooms have showers and restroom facilities? Yes [X] No [ ]
Number of restrooms at facility: 6
Would there be a designated “hospitality” area for NYSPHSAA use? Yes [X] No [ ]
Catering Service availability: Yes ☑  No ☐

Concession availability: Yes ☑  No ☐

Will facility have staff available to assist with hanging of Championship banners? Yes ☑  No ☐

All NYSPHSAA events are smoke and alcohol free activities. Please describe how alcohol and tobacco sponsor signs/ banners/ messages, if any, located at the facility will be covered or otherwise not advertised/ displayed during the time of use of the facility:

Ocean Breeze Athletic Complex is a New York City Parks Facility. New York City Parks are both smoke and alcohol free so there and no alcohol or tobacco sponsor signs, banners or message allowed inside this facility.

Facility Photos/ Diagram

ATTACHMENT “C”: Please attach any photos or diagrams of the site/ facility.

Emergency Policy

NYSPHSAA requires each competition facility/ site to have an emergency plan including sufficient AEDs in place during the entire length of time to conduct the event. Describe the measures in place to address any/ all emergencies that could occur affecting participants and spectators.

See Attachment: Five AEDs are on site at the facility.
MISCELLANEOUS:
Event/ Tournament Director:
Name: Louis Vazquez
Position (i.e. coach, athletic director, facility manager, etc.) Director Special Events
Telephone Number: 917-881-0755
E-Mail: Louis.Vazquez@parks.nyc.gov

Person available to answer questions during bid opening:
Name: Louis Vazquez Phone #: 917-881-0755

Has this facility hosted a NYSPHSAA event in the past? Yes X No ___
If “Yes” please list most recent:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Event</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indoor Track &amp; Field</td>
<td>NYSPHSAA Championship</td>
<td>2017</td>
</tr>
<tr>
<td>Indoor Track &amp; Field</td>
<td>NYSPHSAA Championship</td>
<td>2018</td>
</tr>
</tbody>
</table>

List other events (sporting events, concerts, youth tournaments, etc.) in your area during the time of this event:
No sporting events in the area at this time.

Describe promotional activities to be conducted for this event:
Local media and track & field websites
Volunteerism:

Describe the volunteerism for this event:

Ocean Breeze will have their volunteer coordinator work with the local high school and community to organize and stage volunteers. We will also reach out to the New York Road Runners for volunteers as well.
Please list any other pertinent information pertaining to this proposal:
ENDORSEMENT SIGNATURES

The following officials/ representatives have reviewed this bid and provide endorsement, support and approval. We are confident our site/ facility meets all requirements to host a successful State Championship event.

Section Executive Director
Section: 13
Name: Raymond P Nash

Signature: ___________________________ Date: 7/31/18

Facility Manager
Name: Lauren Primerano

Signature: ___________________________ Date: 7/31/18

Application Completed by:
Section: 13
Name: Louis Vazquez
Organization/ Section/ School: Catholic High School Athletic Association

Address: 6100 Francis Lewis Blvd (Street)
         Fresh Meadows, NY 11365 (City, Zip)

Signature: ___________________________ Date: 7/31/18

Please direct any questions or concerns pertaining to this bid to Joe Altieri, NYSPHSAA Assistant Director, at 518-690-0771 or Altieri@nysphsaa.org
NYSPIHSA CHAMPIONSHIP BID CHECKLIST

☑ Completed application; must be sent in a sealed envelope by specified deadline (date/time)

☑ Provide a minimum of 20 copies of the bid

☑ Attachment A (Negotiated Hotel(s) Commitment Letters) Pg. 7

☐ Attachment B (Contributions/Donations) Pg. 9

☑ Attachment B (Facility Photos/Diagram) Pg. 11

☑ Endorsement signatures
The total number of rooms in the Staten Island New York Hotel/Fairfield by Marriott is 100. We have 50 king rooms, 49 double queen rooms and 1 Suite. The hotel is under renovation right now to become Fairfield by Marriott by November. Our average room rate is $159 per night.

The room rate for track and field is $129 - $139.

Holiday Inn Express has 95 rooms
39 double rooms and 56 king rooms
Their average rate is $149.00 - $169.00

Comfort Inn has 93 rooms
20 double rooms and 75 king rooms
Their average rate is $129 - $149.00

Rate for Track and Field at both hotels is $129 - $149

Anne Colangelo
Director of Sales
Staten Island New York Hotel
(Coming Soon - Fairfield Inn & Suites by Marriott)
290 Wild Avenue
Staten Island, NY 10314
Phone: 718-698-8811
Fax: 718-228-9639

Email: Annec@prestigehg.com

Website: www.magnusonhotels.com/statenislandnewyorkhotel
We can offer the NYSPHSAA the following rates for 2020 through 2022:

March 7, 2020 - $169.00 Single/Double Rate

- We are offering you the 2019 pricing for 2020, then extending an annual 5% maximum increase each year; based on the hotel's selling strategy.

### Hilton Garden Inn

<table>
<thead>
<tr>
<th></th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>King – King Bed Only</td>
<td>55</td>
<td>55</td>
<td>45</td>
</tr>
<tr>
<td>Queens – 2 Queen Beds</td>
<td>98</td>
<td>98</td>
<td>67</td>
</tr>
<tr>
<td>King Jr. Suite – w/ Pullout</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>King Studio Suite – w/ Pullout</td>
<td>6</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Rooms</strong></td>
<td>164</td>
<td>164</td>
<td>113</td>
</tr>
</tbody>
</table>

### Hampton Inn & Suites

<table>
<thead>
<tr>
<th></th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Queen Bedded Rooms</td>
<td>70</td>
<td>70</td>
<td>70</td>
</tr>
</tbody>
</table>

TOTAL ROOMS 234 234 183

The great news is our Hampton Inn & Suites is beginning their expansion of 100 more rooms.

Lacqua Cammareri

Assistant Corporate Sales Manager

Hilton Garden Inn / Hampton Inn & Suites

T: (718) 477 2400, Ext. 3422
F: (718) 477 4258

lacqua.cammareri@hilton.com
OCEAN BREEZE ATHLETIC COMPLEX

Emergency Action Plan

OCEAN BREEZE ATHLETIC COMPLEX
625 Father Capodanno Blvd.
Staten Island, New York 10305
(718) 351-7923
Updated: 1/1/18
WELCOME TO THE OCEAN BREEZE TRACK & FIELD
ATHLETIC COMPLEX

The NYC Parks Department would like to welcome you to the Ocean Breeze Athletic Complex located at 625 Father Capodanno Blvd, Staten Island, NY 10305

We’ve prepared this guide for the single purpose of helping you become oriented to this facility, to give you some very practical information about facility operations, and to provide you with essential directions for emergency situations, such as a fire.

We want to keep information current and easily accessible. Everyone will receive future revisions. In the meantime, we welcome your suggestions and comments. Please forward them to the Ocean Breeze Park Administrator. We thank you for being mindful of safety as you perform your duties at the Ocean Breeze Track & Field Athletic Complex.
INTRODUCTION

A. Rational for the Safety and Emergency Management Plan

The Safety and Emergency Management Plan (SEMP) for the Ocean Breeze Track & Field Athletic Complex must serve as the foundation from which Ocean Breeze Track & Field Athletic Complex management and other staff assume the obligation and responsibility to protect the health and general welfare of patrons and staff during emergencies and crisis situations. Safety and Emergency planning may be initiated by the agency’s safety policy, but its successful administration cannot be guaranteed unless all employees are concerned and actively assist in the process. A sound plan also requires a rational safety education program including in-service training and a process for public education. A clear and inclusive Safety and Emergency plan, coupled with a well established safety education program will, no doubt reduce personnel injuries and the possibility of major incidents in the center.

B. General Ocean Breeze Track & Field Athletic Complex Information

Ocean Breeze Track & Field Athletic Complex managed and operated by the NYC Department of Parks and Recreation. Visitors to the Ocean Breeze Track & Field Athletic Complex often participate in structured and unstructured activities and have a sense of relaxation and security in their involvement. The reason for this is quite obvious as the designated staff delivers quality programs and provide for maximal safety in the environment. Ocean Breeze Track & Field Athletic Complex will be able to successfully accommodate major track and field meets, and other events with few incidents. Our aim is to continue to provide quality programs under the safest conditions possible.

EMERGENCY REPORTING PROCEDURE

A. Telephone Contact

When reporting an emergency by telephone, the following procedure should be followed:

1. Remain calm
2. Be prepared to provide the following:
   a. Your name and title
   b. Your location and number of the phone you are calling from.
   c. The type and extent of emergency
   d. Resources needed (personnel and/or equipment)
   e. Any other information requested
3. Remain at or near the phone (if possible & safe to do so)
4. Assign someone to meet responding emergency personnel and direct them to the scene.
5. Report to your supervisor as soon as possible, providing him/her with full details of the incident.
6. Keep written note of the incident for the later use, if needed.
7. Cooperate with those charged with investigating the incident.

B. Ocean Breeze Track & Field Athletic Complex users

1. Report all emergencies to the Ocean Breeze Track & Field Athletic Complex Staff
2. Ocean Breeze Track & Field Athletic Complex staff will notify the Director of Operations or manager on duty
3. A written report is required within 24 hours of the incident.
PRIMARY CONCERNS

A. **Ocean Breeze Track & Field Athletic Complex**
   Ocean Breeze Track & Field Athletic Complex is committed to a policy of providing a safe and secure environment for all patrons, employees, and not-for profits employees. In addition, it complies with all applicable state and federal laws.

B. **Public Safety**

All activities at the Ocean Breeze Track & Field Athletic Complex are planned and offered under the safest conditions possible. We are mindful of conditions which may be problematic when planning an event and conscientious about establishing procedures to handle emergency situations that may arise. Maximal public safety is the prime consideration for all Icahn Stadium generated activities.

C. **Fire Drills**

Fire Drills are an important element in the Ocean Breeze Track & Field Athletic Complex readiness for any emergency situations.

D. **Staff Coordination**

The Ocean Breeze Track & Field Athletic Complex Staff are accorded a leading role in handling all emergencies that arise within the facility. All potentially dangerous conditions found by staff must, therefore be immediately reported to the Ocean Breeze Track & Field Athletic Complex management. Ocean Breeze Track & Field Athletic Complex management then bears the responsibility to communicate the information to the appropriate supervisor.

RENTERS OF THE FACILITY MUST REMEMBER THAT THE OCEAN BREEZE TRACK & FIELD ATHLETIC COMPLEX STAFF ARE FULLY IN CHARGE DURING EMERGENCY SITUATIONS!

In the event of an evacuation, the Ocean Breeze Track & Field Athletic Complex management will decide when to convey the message to staff. Under the directions of the supervisor, staff will evacuate the Ocean Breeze Track & Field Athletic Complex patrons from the effected by the emergency conditions and leave upon completion of this task. Ocean Breeze Track & Field Athletic Complex staff will then check the facility to ensure that the area in question is satisfactorily evacuated.

E. **MEDIA COVERAGE**

An area will be selected and defined, for representatives of the media, in order to prevent interference with emergency evacuation and access for any emergency purposes. An individual from the Ocean Breeze Track & Field Athletic Complex staff will be assigned to the area by the Ocean Breeze Track & Field Athletic Complex management. Any telephone inquiries from the media will be directed to the Ocean Breeze Track & Field Athletic Complex management offices. Information for the release must be reviewed for accuracy by the Park Administrator and the NYC Parks Press Office before it is released to the media. Media information will only be released from the NYC Parks Press Office.

When a reporter approaches you for information you are instructed to respond as follows:
"All media inquiries are handled by our Press Office. Please contact them at 212-360-1311. Thank you."

Please do not engage the reporter in any conversation.
CONDITIONS REQUIRING EVACUATION OR EMERGENCY RESPONSE

A. Weather Emergencies/ Natural Disasters

1. Definition: Natural disasters are acts of nature that are beyond human control. These include, but are not limited to storms, tornadoes, earthquakes, tidal waves and blizzards.

2. Process: Event occurs
   a. Contact the New York City Police Department and provide essential information:
      i. Severity of the problem.
      ii. People hurt and possible casualties.
      iii. Approximate number of people involved.
   b. The New York City Police Department will call EMS and rescue parties.
   c. Follow direction of Ocean Breeze Track & Field Athletic Complex Staff.

B. Bomb Threat

1. Types of threats: Bomb threats are generally conveyed by way of letter form or telephone contact
2. Process:
   a. Letter form:
      i. In the event that a letter is written indicating that there would be a bomb placed in a particular location, please deliver the letter to the Ocean Breeze Track & Field Athletic Complex management.
      II. The office will contact the New York City Police Department. Do not share this information with anyone other than the staff and Police Department.
   b. A telephone bomb threat is handled as follows:
      i. Engage the caller in a conversation if possible and ascertain the following information:
      ii. Location of the bomb.
      iii. Time that it is scheduled to go off.
      iv. Reason for the bomb.
      v. Try to get the persons’ identity or the group that he/she represents.
   c. Listen closely to the person’s voice and attempt to determine the following:
      i. Gender (male or female).
      ii. Accent or speech impediments.
      iii. Calmness or excited.
      iv. Background noises.
   d. Immediately call the Police and convey the information. The Police will then take appropriate action based on pre-determine procedures.
   e. Inform the Ocean Breeze Track & Field Athletic Complex staff. A written report must be filled out within 24 hours of the incident.

C. Power Failures

1. Types: A power failure can be site specific to a particular office or one that covers the entire building.
2. Process:
   a. Remain calm
   b. Contact Ocean Breeze Track & Field Athletic Complex management
   c. Ocean Breeze Track & Field Athletic Complex management will call NYC trades supervisor for investigation and possible evacuation.
   d. Ocean Breeze will be closed in the event of a facility wide power failure lasting more than one hour and all patrons will be asked to leave.
   e. For limited power failure, the floors affected will be closed & evacuated until power is restored.
D. Fires/ Response

1. Causes: Fires can be caused by electrical faculty wiring, malfunctioning of equipment, spontaneous combustion, arson or chemical spills.

2. Process: Event occurs
   a. Sound the alarm at the nearest pull station
   b. Call 911 and give dispatcher specific information on the fire location.
   c. Leave the Building.
   d. Ocean Breeze Track & Field Athletic Complex staff will follow the fire drills and evacuation procedures.

E. Explosions

1. Descriptions: Explosions can result from malfunctioning equipment or an intentional act or the part of a person who decides to place an explosive device in a non-conspicuous location aiming to destroy a physical site and/or hurt others.

2. Process: Event occurs
   a. Remain calm.
   b. Evacuate the area immediately.
   c. Contact the New York City Police Department.
   d. Such an emergency would generally require an off-site evacuation.

F. Riots/ Civil Disturbances

1. Description: Riots are mass group disturbances that generally occur as a results of individual or group dissatisfaction.

2. Process:
   a. Immediately contact on site Parks Enforcement Patrol Officers as well the New York City Police Department and provide a brief description of the problem.
   b. Contact Ocean Breeze Track & Field Athletic Complex management
   c. Attempt to help people leave the area.

G. Commercial Disasters

1. Description: A commercial disaster can occur as a result of a plane crash, vehicle collision etc.

2. Process:
   a. Call the New York City Police Department and provide specific information on location of the problem.
   b. The New York City Police Department will handle any necessary evacuation.

H. Chemical Spills

1. Description: Chemical spills are any accidental releases of synthetic chemicals that pose a risk to the environment.

2. Process:
   a. Indoors: For non-imminent danger, on site Engineers or M&O staff will address clean up and disposal and Rec staff will render first-aid if needed. 911 will be called in imminent danger.
   b. Outdoors: Notify 311 immediately to contact DEC or EPA. 911 should be contacted for any immediate threat or if further evacuation assistance is needed.
I. Medical Emergencies

1. Description: A medical emergency is an acute injury or illness that poses an immediate risk to a person’s life or long-term health.

2. Process:
   a. 911 should be called immediately for any life threatening or conditions that pose a danger.
   b. All Rec Staff and Track Meet Trainers are trained in general first-aid and AED response. *AED’s are located at the Grade Level Front Desk and in the (2) Rec supervisor’s office as well the Track Level Front Desk and Medical Room.

J. Unattended/ Suspicious Package

1. Description: An unattended package is defined as any inadvertent leaving of a purse, briefcase, or backpack in a common area during routine business where there is no evidence of any suspicious activity or observable malicious intent. A suspicious item is identified as potentially containing explosives, IED or other hazardous materials that require bomb technician skills and equipment to further investigate.

2. Process:
   a. For an unattended package, supervision will make an attempt to identify the owner without undue alarm or evacuation of the facility.
   b. For a suspicious package, 911 will be contacted immediately and Ocean Breeze staff and security will handle any necessary evacuation.

K. Active Shooter/ Emergency Shelter in Place

1. Description: An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, they use fire arms and there is no pattern or method to their selection of victims.

2. Process:
   c. Call 911 when it is safe to do so.
   d. Patrons will be advised to evacuate or take safe shelter with a closed and locked door with options for movement. When possible blockade doors with heavy furniture.

H. Lost Child/ Missing Person Instructions

3. Description: When a patron becomes detached from their parent, guardian or care giver.

4. Process:
   a. Immediately contact on site Supervision, Parks Enforcement Patrol Officers as well the New York City Police Department and provide a brief description of the problem.
   e. Lockdown procedures will take affect when necessary.
   f. PA system will be utilized as well as point to point radios.
   g. Grade Level & Track Level Front Desks will be designated as meeting point to reunite patrons with their parent, guardian or care giver.
OCEAN BREEZE TRACK & FIELD ATHLETIC COMPLEX EVACUATIONS

1. **Types of Evacuation**
   a. On Site Evacuation: On site evacuation will be in place during the fire drill and in isolated emergency situations.
   b. Off-Site Evacuation: Off-site evacuation will be necessary in the event that there is an emergency situation affecting all of the Ocean Breeze Track & Field Athletic Complex such as explosion or possible bomb threat.
   c. Available emergency egress exits are located:
      i. 1st Floor
         1. Emergency exit doors located in both the weight room and cardio rooms
         2. Main public entrance
         3. South end of corridor
      ii. 2nd Floor
         1. Main Entrance
         2. Emergency exit doors on the South and East of the competition arena
         3. Staircase B to 1st floor south end corridor
      iii. 3rd Floor
         1. Staircase B to 2nd floor exits
         2. Timing booth exit via grandstands to 2nd floor exits

2. **Command Post/Information Sharing**
   a. Ocean Breeze Track & Field Athletic Complex will establish an off site Command Post in the event of an off-site evacuation.
   b. Ocean Breeze Track & Field Athletic Complex Staff will be responsible to disseminate information and direct necessary action.

CONCLUSION

**Safety Declaration**

Once an emergency situation is resolved, the Ocean Breeze Track & Field Athletic Complex Park Administrator or designee and any other supervising officers from the responding agencies will meet and declare the situation under control and disperse their units to their normal patrol.

**Follow-up Action**

After the conclusion of the emergency the Ocean Breeze Track & Field Athletic Complex Park Administrator or designee will be required to file complete reports on the incident(s) to the appropriate agencies and file the appropriate paper for with the Chief of Operations for Staten Island and Contact Central Command.

ADDITIONAL INFORMATION

**Fire Drill and Evacuation procedures**

**Purpose:**

To ensure this efficient and safe use of exit facilities available for emergencies. Proper drills provide for orderly evacuation and prevent panic among the people involved.
**Frequency:**

Fire Drills are held with sufficient frequency to familiarize all occupants with the process as a matter of routine. Drills are held at different times under different conditions in order to better prepare all of the staff and patrons for any emergency.

**Emergency Personnel:**

1. **“Fire Wardens”**
   
   a. Each shift will have a fire warden and an assistant during each tour.
   
   b. Each Fire Warden’s name will posted on a main bulletin board.

2. **“Fire Wardens” Duties**
   
   a. Inspect exit facilities on a daily basis.
   
   b. Notify all building occupants to evacuate to the designated area and perform emergency rescue if necessary.
   
   c. Check fire alarm panel for specific alarm location.
   
   d. Search all areas of the building for fire and hazardous condition.
   
   e. Try to confine any hazardous condition area by closing doors.
   
   f. Attempt to extinguish any fire if safely possible.
   
   g. Go to assembly area and account for all and employees.
   
   h. Make sure building is safe to re-enter. Contact Icahn Stadium Supervisor for clearance.

I. Complete Fire Drill record.

**Special considerations**

1. Evacuation of youth, elderly or handicapped occupants.

2. Evacuation of occupants during inclement weather conditions.

3. Patrons may have to be evacuated from the track while not fully dressed.

4. The Maintenance Department areas have the greatest fire risk due to the nature of work.

5. The most likely type of fire in the center to occur would be an ordinary combustible fire in a garbage can.
Emergency Information

1. OB Management Contacts
   a. Ocean Breeze Track & Field Athletic Complex  718-351-7923
   b. Lauren Primerano – Park Administrator  646-260-2640
   c. Louis Vazquez – Special Events Manager  917-881-0755
   d. Christopher Caropollo – Operations Manager  917-416-2500
   e. Jonathan Giordano – Business Manager  347-986-8041
   f. Jackie Badagliacca – Community Coordinator  347-585-2113
   g. Patrick Fannon – Track & Field Coordinator  631-374-9346

2. Outside Contacts
   a. 911 is the main number to call for any type of Emergency Service, however, individual calls to
      the following Departments may also be necessary.
   b. Non-Emergency  311
   c. 122nd Precinct  718-667-2211
   d. NYC Parks Central Communication  646-613-1200
   e. New York City Fire Department  911

Actual Fires

1. Sound the Alarm - Go to the nearest Pull Station and pull the alarm.
2. Notify Staff of fire or smoke location
3. Leave the building (close all doors, but do not lock).

Evacuation Procedures

1. Off-Site Assembly Area
   a. Primary Area – North end of Ocean Breeze Park
   b. Midland Beach Parking Lot
2. Each Assembly area and each floor has at least three means of egress, for quick evacuation of the
   building.
3. All exit doors open outward, they must be kept free from obstruction.
4. Stairways, and corridors must be kept free from obstruction.
5. Consideration should be given to the other exits available should anyone exit be blocked by fire or
   hazardous conditions.
6. Employees must report immediately to your Supervisor for the roll call at Assembly Area.
7. Everyone is directed to the designated area and asked to remain there until an appropriate count is
   completed and a determined is made relevant to the safety of the situation.
General Incident and Non-Agency Vehicle Report

This report should be fully completed and submitted to the Borough Office

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<th>Theft</th>
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## OCEAN BREEZE
### FIRE DRILL REPORT

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### SUMMARY

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Activation of the Automatic External Defibrillator (AED) Response Plan

OCEAN BREEZE ATHLETIC COMPLEX – 625 Father Capodanno Blvd. SI, NY 10305

TRAINED RESPONDERS

Chris Caropolio, Jonathan Giordano, Cynthia Bayiokos, Jackie Badagliacco, Jerrell Wisdom, Peter Liota, Vincent Gangemi, Stephen Mclean, Jaron McBride, James Destefano, Jonathan Adone, Kate Rzucidlo, Sara Kominoski, Melissa Kraker, Vincent Stasi, Pat Fannon

LOCATION'S – Grade Level & Track Front Desks, Track Level Medical Office & (2) Rec Supervisors Office

Plan Activation:

A. At all times that The Arsenal is available to the public, in any potentially life-threatening cardiac emergency:

1. **The first staff member on the scene will:**
   a. Call the office of the PROGRAM COORDINATOR by dialing Ext. 319 and inform the staff of the location and nature of the emergency.
   b. Remain with the victim and send a co-worker to meet the emergency team at a visible location and escort to the site.

2. **Immediately upon receiving the phone call the AED Coordinator will:**
   a. Send an AED-trained response person, with an AED unit, to the emergency location.
   b. Notify EMS by dialing 911
   c. Inform EMS operator of location and nature of emergency and that an AED unit is on scene. Remember to state “We have a response team with a defibrillator with the patient”. The following information should also be provided:
      - name of calling party
      - description of what care has been provided
      - location to meet EMS ambulance crew
      - specific location of patient at the facility
   d. Notify Central Communications by dialing 1-646-613-1200.
   e. Escort EMS personnel to the emergency site.
   f. Once the EMS team arrives, the AED team will transfer patient care to the EMS crew for continued medical treatment.
   g. The AED team will provide information on AED usage and any other care provided.

Emergency Site Protocol:

B. The first AED responder to arrive on the scene will assess the victim. If AED use is indicated, the AED-trained personnel will administer AED and CPR according to established protocols. Any time AED pads are placed on a victim, the responder shall immediately follow the steps outlined in Section 3 of this Response Plan.

Any additional AED responders shall assist with CPR, recording of data and time, notifications, crowd control, escorting of EMS, as needed. Any additional AED units shall remain on site as back-up.

1. Upon arrival at a scene with a victim, the response team will provide assistance including, but not limited to:
   - scene safety and evaluation
   - body substance precautions
   - establishment of unresponsiveness
   - checking for signs of circulation (normal breathing, coughing, or movement)
   - application of the AED and usage (if necessary)
   - provision of CPR (if necessary)
   - continuous monitoring of the patient status (checking of Airway, Breathing, and Circulation – A, B, C's)
   - update of information to security or identified entity
   - report and transfer of patient care to EMS

2. **Completion of Response: Site Coordinator/Trained Responder**
   a. Notify your Borough Chief of Recreation/Operations and AED Program Coordinator of the Incident.
   b. Complete an Incident report and make copies of all responder’s training certifications.
   c. Secure the AED machine and have the data read from it by an AED machine reading service within 48hrs of the incident.
   d. The AED Site Coordinator will provide a memo explaining the incident, a copy of the AED machine’s data printout, an incident report, and copies of all responder's certifications to the AED Program Coordinator within 72 hours of the incident.