The following information is to assist DOH and non-DOH affiliated Fire Departments, as well as Fire Coordinators included in the rollout for the Cyanokit® project in completing the required paperwork for enrollment. Per the plan this includes all County Fire Coordinators, as well as designated FAST teams in Ulster County. This is also applicable to all OEM personnel.

The intent is that ONE kit shall be provided to each Department and Coordinator respectively, and that the kit shall be brought to each alarm that is dispatched for each individual/ team at all times.

Also be advised that all 26 kits have been assembled and are ready for distribution so long as proper paperwork is completed and submitted to County OEM.

**If your Fire Department has a NYS DOH Agency code and does not have Paramedic Level providers**

You must complete both the **NON-DOH** certified section of the DOH and Regionally Approved County Cyanokit® Plan (as the Agency will not be actually administering the drug), as well as the proprietary Medical director’s certification form for Meridian Medical.

Completion of the certification is necessary as per the request of the County attorney- as possession of the drug requires affirmation by the medical director (albeit the Agency is not the one administering it).

There are a number of signatures required on the actual Cyanokit® plan agreement- including Agency medical director, and Agency CEO as listed on your NYSDOH operating Certificate). Please complete this and submit to the Fire Coordinator ASAP.

Please keep a copy of the Operational Plan as well as the restock and procurement plan readily accessible for reference.

**If your Fire Department does not have a NYS DOH Agency code**

Firstly, you must obtain a medical director if you do not have one already. This individual must be a physician, and preferably be an emergency physician familiar with HVREMSCO (regional) EMS protocols, or the physician that you have utilized for obtaining an AED, etc.

If you are in need of a medical director please contact the EMS Coordinator at (845) 416-1775 .

You must complete both the **NON-DOH** certified section of the DOH and Regionally Approved Ulster County Cyanokit® Plan (as the Agency will not be actually administering the drug), as well as the proprietary Medical director’s certification form for Meridian Medical.

Completion of the certification is necessary as per the request of the County attorney- as possession of the drug requires affirmation by the medical director (albeit the Agency is not the one administering it).

There are a number of signatures required on the actual Cyanokit® plan agreement- including Agency medical director, and Agency CEO (BOFC chair, or designee). Please complete this and submit to the Fire Coordinator ASAP.

Please keep a copy of the Operational Plan as well as the restock and procurement plan readily accessible for reference.

**FIRE DEPARTMENT/ COORDINATOR SPECIFIC NOTES-**

As time is of the essence for individuals suffering from suspected cyanide poisoning or smoke inhalation, it is imperative that kits are made accessible to ALS providers on scenes as soon as possible.

Also, be advised that it is the ALS providers discretion as to whether the kit is indicated in each case presented to them. As much as we may feel that utilization of the kit is indicated, there may be reasons why the Paramedic may not administer it. Just keep this in mind as this situation may occur.

**STORAGE AND SAFEGUARDING-**

Storage and safeguarding of the medication shall be adhered to. This ensures the efficacy of the medication upon the individual suffering from suspected cyanide poisoning. The New York State Department of Health guidelines for storage and safeguarding can be obtained at the following website;

[Https://www.health.ny.gov/professionals/ems/policy/09-11.htm](https://www.health.ny.gov/professionals/ems/policy/09-11.htm)

Cyanokit® specific documentation outlines storage may be permitted from 59° to 86° but may be exposed during short periods, to temperature variations of usual transport, and freezing/defrosting cycles.

Usual transport is defined as 15 days subjected to temperatures ranging from 41 to 104° F.

Freezing/defrosting cycles defined as 15 days subjected to temperatures ranging from -4 to 104°F.

The drug shall be locked and sealed in a County OEM supplied box that be secured in the apparatus anticipated to respond to FAST team/ Coordinator responses. The box shall only be opened by an individual with Paramedic level credentials, or the Agency medical director. Any discrepancies such as opening, broken seals, diversion, or breakage shall be reported to The Ulster County OEM at (845) 331-7000.

It is necessary that the safeguarding and storage of this medication is adhered to. Any deviations could result in untoward effect to patients that could benefit from administration of the drug.

Restock shall be fulfilled in accordance to the guidance documentation within the County plan.

If any questions arise please do not hesitate to contact me at (845) 416-1775. As always thank you and stay safe out there.