



Northern Area Health Education Center

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Business Letter of Intent for Opioid Emergency Kit Cabinets Initiative

Dear Agency of Interest,

Thank you for your interest in becoming a member of the Opioid Emergency Kit Cabinets initiative, hereinafter known as Overdose Emergency Kit, for the North Country of New York State. Overdose Emergency Kits are wall-mounted kits that contain two-eight doses of the opioid overdose-reversing medicine Naloxone and instructions for how to administer it. Naloxone, or Narcan, is a nasal spray. Overdose Emergency Kits are intended for emergency use only.

The goal of the Opioid Emergency Kit Cabinets initiative is to install and maintain a network of Overdose Emergency Kit in publicly accessible spaces in participating businesses in the North Country region. This initiative is intended to be sustainable beyond the performance period of the federal Health Resources and Services Administration (HRSA's) grant funding of the Opioid Prevention Education Project (OPEP) Implementation, which ends in September of 2025. Our hope is that Overdose Emergency Kist will become a routine safety device within the North Country of New York State to expand access to naloxone and prevent overdose fatalities and that they foster discussion to combat stigma within our region and continue to save the lives of people who use drugs. As a business, you are an instrumental part of integrating Overdose Emergency Kit into our community!

The purpose of this letter is to define the roles and responsibilities of organizations that agree to collaborate and participate in this initiative on behalf of Northern Area Health Education Center's Opioid Prevention Education Project (OPEP). The following will outline the responsibilities and liabilities of what being a partner to the Narcan emergency box initiative will entail from a business as well as outline an Opioid Overdose Prevention Program (OOPPs) responsibilities on the last page of this letter. Please note that this is not a contractual obligation, but we ask for your continued support beyond the years of OPEP Implementation to create a safer environment for people who use drugs and to assist with wider access to Narcan.

It is important to read all information thoroughly. If more clarification is needed, please contact Whitney Callaghan, NAHEC Center Director via email at whitney@nahecnet.org.

Northern Area Health Education Centers' Opioid Prevention Education Project, known as NAHEC OPEP, agrees to fulfill the following roles and responsibilities:

- Northern Area Health Education Center, part of the New York State Area Health Education System (NYS AHEC) will use OPEP grant funds to purchase Overdose Emergency Kit and the necessary mounting equipment for placement in participating businesses in St. Lawrence County.
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- NAHEC OPEP funding will be used to purchase the boxes and mounting equipment for locations that are designated as “hotspots” for overdoses. Hotspots are locations where overdose patterns are high, or drug use appears to be high based on community observation.
 - If a business is not located around a hotspot, the Narcan emergency box implementation will be reviewed on a case-by-case basis.
- NAHEC OPEP will identify hotspots by collaborating with police departments, EMS, community-based organizations, and people who use drugs. This information will be shared with OOPPs to determine which businesses may or may not be interested in participating in this initiative.
- NAHEC’s sole responsibility is to purchase the Narcan emergency box that will contain the medication (naloxone/Narcan) which an OOPP will provide to businesses where the Overdose Emergency Kit will be located and assumes no responsibility for the supply, storage, use, or disposal of the medication.
- NAHEC OPEP is responsible for collecting the data of where Overdose Emergency Kit are located within the counties and to coordinate with OOPP Sites and businesses where Overdose Emergency Kit are located to track how many doses are taken from each box. OPEP will coordinate with OOPP Sites for this data in March and September of calendar years until 2024 and end September 30th, 2025.
- NAHEC OPEP’s participation in this initiative will end at the conclusion of the NAHEC OPEP Implementation Grant in September 2025.

As a business that is willing to participate in the Narcan Emergency Box Initiative, you agree to fulfill the following roles and responsibilities:

- Ensure that the box is securely attached to a wall, away from direct sunlight and extreme temperatures, and is in a location that is visible and accessible to all patrons of the business.
- Designate a point person who will routinely and regularly assess the state and condition of the Narcan emergency box.
- Monitor the Narcan emergency box and make a good-faith effort to ensure that Narcan is consistently available within the box. Ideally, businesses will check boxes weekly, if not more frequently, however, they are free to determine their own monitoring schedule. In addition, businesses will determine if they would like a signed sheet for the checking of the boxes on a regular basis.
- Contacting their assigned OOPP to obtain more Narcan if the Narcan has been taken from the box.
- Contact their assigned OOPP to obtain another kit if there has been an overdose or deployment of Narcan within their business to obtain another kit.
- Contact the OOPP if any support is needed for training of staff.
- Staff who would prefer to be trained in Narcan administration will have access to that training through their assigned OOPP.
- Employees can administer Narcan in the event of an overdose if they are comfortable doing so. It is encouraged that they are trained in Narcan administration.

- New York’s Codes Rules and Regulations (NYCRR) Section 3309, 10 and NYCRR Section 80, 138 protects you when administering Narcan: “Pursuant to Public Health Law section 3309(2), ...use of an opioid antagonist... in accordance with this section shall not constitute the unlawful practice of a profession or other violation under title eight of the education law or article 33 of the public health law in the event of an emergency.”
- If no one that is trained in Narcan administration is on-site at the time of an overdose, please follow the instructions carefully on administration if Narcan needs to be deployed and call 911 immediately. • Review of regulations for Narcan access in your facility, if any.
- It is important to emphasize that overdoses are not isolated “one-time events.” After every incident involving use of a Narcan emergency box, a post-event review should be undertaken to see if any improvements can be made. The designated point person at the business should make an effort to routinely and regularly assess the state and condition of the Narcan emergency box.

If you have read and understood your role as a business site and wish to participate in the Narcan emergency box initiative, we request that you complete the information below to become a part of this project. As OOPP sites will coordinate efforts with you, their responsibilities are listed on the following page. If there are any questions regarding the Narcan emergency box initiative or completing the information below, please contact Whitney Callaghan, Center Director at whitney@nahecnet.org.

We look forward to partnering with you to make the North Country a safer place and appreciate your commitment to supporting this life-saving initiative. Together, we can reduce overdose fatalities and promote community health

Sincerely,

Whitney Callaghan, M.S.
Center Director
Northern Area Health Education Center (NAHEC)
518-813-7468 • whitney@nahecnet.org
<https://www.northernahec.org>

It is AGREED TO BY ALL PARTIES:

1. That any party may terminate this Agreement for any reason within 30 days of written notice.
2. That nothing contained in this Agreement is intended to establish or serve as a contractual obligation.

Please fill out the following information as a commitment to the Narcan emergency box initiative and return to Whitney Callaghan via email at whitney@nahecnecnet.org.

Name of Agency	
Date	
Number of Boxes Requested	
Name of Contact or Point Person	
Email	
Phone Number	
Signature of Contact or Point Person	

Overdose Emergency Kit

