



2018-2019
South-Central Mountains
Healthcare Coalition
Shared Equipment
Usage Plan
&
Agreement

Introduction:

In the spirit of mutual cooperation and collaboration, the undersigned organizations commit their respective organizations to this agreement. All parties associated with this agreement are members of the South-Central Mountains Healthcare Coalition in the State of Pennsylvania. All organizations who wish to participate in equipment sharing must submit a signed agreement to the Hospital and Health-System Association of Pennsylvania (HAP) and the South-Central Mountains Healthcare Coalition prior to receiving the equipment.

Healthcare Coalition Partners who agree to honor the equipment sharing plan and agreement will be extended the opportunity to borrow/loan the Healthcare Coalitions “BullEx”™ Fire Simulation System, complete with realistic, life-size, fire extinguisher and fire alarm pull station assembly. The system consists of all necessary equipment and carrying cases to allow for realistic fire simulation demonstrations and hands-on practice techniques for the proper actions to extinguish multiple types and sizes of fires.

The BullEx System was purchased by the Healthcare Coalition to improve emergency preparedness responses to fire related incidents. Any participating Healthcare Coalition organization is eligible to borrow/loan the BullEx system to demonstrate to staff members of their respective organizations on the appropriate steps to be taken to extinguish a working fire.

Equipment Loan Agreement:

An equipment loan agreement is an official document that is drafted when the equipment owned by an individual or organization is borrowed/loaned to another individual or organization. The party lending the equipment is referred to as the lender. In reference to this agreement the lender is denoted as the South-Central Mountains Healthcare Coalition.

The individual or organization borrowing the equipment is referred to as the borrower. The borrowers subject to this agreement are denoted as members of the South-Central Mountains Healthcare Coalition who are in good standing with the coalition.

All terms stated herein shall be complied with and adhered to at all times.

Terms and Conditions:

1. Eligibility:

- a. As previously mentioned in this agreement, any participating organization within the South-Central Mountains Healthcare Coalition, in good standing, has permission to borrow the BullEx equipment for fire suppression demonstrations at their respective facilities.
- b. Have signed the Statewide Mutual Aid Agreement.

2. General:

- a. The organizations agree to act with absolute integrity at all times with respect to this agreement.
- b. Each organization borrowing Coalition equipment will safeguard the equipment. In the event of the equipment's damage, loss, theft, or destruction promptly report the finding to the Hospital and Health-System Association of Pennsylvania's Regional Manager for Emergency Preparedness.
- c. The Healthcare Coalition will be responsible for routine maintenance and care costs.

3. Responsibilities of Use:

- a. The receiving organization must meet halfway, at minimum – in miles, the organization currently borrowing/using the BullEx system. It is agreed upon that the coordination of the transfer of equipment be logistically coordinated by the two organizations affected during the transfer.
- b. A calendar will be maintained by a Coalition designee for organizations to reference and schedule the use of the equipment. Only one organization may borrow the equipment at a time, please plan accordingly.
- c. The equipment will be allowed to remain with the facility who is currently scheduled in the calendar for a two-week period. If the system is not reserved at another facility additional time with the system may be allotted. Once the organization has completed their training the system is to be returned to the facility charged with housing and storing the BullEx equipment system. At times, it may be necessary for an organization to deliver the borrowed equipment to the housing organization when another borrower is not the receiving party.
- d. The organization who is using the equipment is responsible for ensuring that all equipment and its accessories are maintained in the proper working condition. Any malfunctions or damages must be reported to the Hospital and Health-System Association of Pennsylvania (HAP).
- e. All equipment and accessories are to be kept in their respective cases and protective compartments within those cases, when not in use.
- f. All equipment cords and plug ends are to be handled carefully and protected from damage when in use.
- g. The equipment is not to be mistreated or mishandled in any way.
- h. The equipment is to be kept in a locked/secure area when the individual borrowing the equipment is away from the equipment to prevent theft or misplacement of accessories.
- i. If safety concerns arise, discontinue use and contact the HAP Regional Manager, or facilitating organization.
- j. If damage occurs to the equipment or its accessories while under the supervision of a Healthcare Coalition organization, and it is found to be malicious or intentional in nature, the organization where the damage was sustained may be required to pay all, or a portion of, the damages.

4. Usage Restrictions:

- a. The BullEx System shall only be used for the official business of the Healthcare Coalition organizations. It shall not be loaned for personal use by members or others. This restriction does not prohibit use of the equipment by a member preparing/practicing for a presentation to a group.
- b. The equipment is not to be stored in any vehicle, at any time. The equipment is to be stored for use in a secure, temperature controlled office, home, or other appropriate location – other than a personal or organization vehicle.

Equipment Item:	Make, Model, Description, Cost of Acquisition:
BullEx™ Fire Simulation and Extinguishing System <ul style="list-style-type: none"> a. Fire Simulation Panel b. 5 Lb. Fire Extinguisher c. Fire Alarm Pull Station d. Carrying Cases e. Equipment Charging cables f. Equipment Power cables 	BullEx Lion Products 15,034.00

Equipment Borrowing Agreement

BullEx Fire Extinguishing Simulation System

Loan Agreement

Organization Name:	Date Received:
Responsible Party:	
Email Address:	Date to be Returned:
Contact Phone Number:	

Read and Sign:

I fully understand that I am solely responsible for the safe and timely return of borrowed/loaned equipment. I acknowledge that I have read and understand the borrowing and use policy. If loss or damages occur, I understand that I am responsible for reporting losses or damages to the Regional Director of the Hospital and Health-System Association of Pennsylvania (HAP).

I agree to meet halfway, at minimum- in miles, the facility contact currently using the system and to safely transport the system to the new receiving/borrowing facility.

I agree to use the equipment for demonstrations and education pertaining to the Healthcare Coalition Organization only, and not for personal use or monetary purposes.

I agree to safeguard the equipment and keep it in a secure location while under the control of my organization.

Borrower's Signature:	Date Signed: