



Automated External Defibrillator (AED) Policy

5/30/13

Purpose:

The purpose of this policy is to provide information regarding the use of the AED.

Location:

The AED is located in the Snack Bar – northern wall to the right of the refrigerators.

Use of the AED:

The AED is to be applied to a victim who is not responding, not breathing normally and has no signs of circulation, such as normal breathing, coughing or movement.

Upon identification of a person in need of the AED, contact 911 immediately. One person should initiate hands only CPR (at a minimum) while one person goes to the Snack Bar to get the AED. Follow the instructions included with the AED until Fire and EMS officials arrive. Following use of the AED, contact the Safety Officer immediately. Make notification to the Coastal Valley EMS Agency using the following form:

<https://www.coastalvalleysems.org/images/documents/aed/notification.pdf>.

Medical Control:

The medical director for this program is Dr. Coleman

On-Site Coordinator:

The on-site coordinator is Mark Brown. Responsibilities of the on-site coordinator include assuring that the AED is maintained in a state of readiness, that this is documented, that there is a mechanism to assure continued competency of the authorized individuals trained to the use of the AED and that the EMS Agency is notified of any change in on-site coordinators.

Maintaining Readiness:

The AED will be checked for readiness after each use and at least once every 30 days if it has not been used in the preceding 30 days.

Checks will include the following:

- Assure that the battery reading is “OK”
- Check the expiration date on the electrode packets (visible in the upper right hand corner of the packets). If expired, replace.

Authorized Users:

The following individuals have successfully completed training:

Mark Brown	Jason Link	Rhonda Bullington	Jennifer Porcaio
Kelly McMahon	TJ McMahon	Dan Kelleher	Jennifer Kelleher
Dan Donnelly	Annie Donnelly	Mike Frazier	Bill Parry
Bill Brockley	Tim Bruce	Guy Levinson	Joe McCarthy

Volunteer Responders:

All other personnel are to receive in-service training on the AED. A refresher in-service will be provided on an annual basis.

Quick Reference Cards:

The quick reference cards will be kept posted next to or in the AED cabinet and will include information on the following:

- Procedure for use of the AED
- Steps to follow after using the AED
- AED monthly checks