

[BUSINESS NAME]

**Public Access AED
Operating Guideline**

Comment [c1]: This guideline is intended to provide general guidance without creating mandates that are not otherwise required by law which by inclusion may increase liability or limit protection under state or federal law.

Section 1 PUBLIC ACCESS DEFIBRILLATOR (PAD)

1-01 PURPOSE & POLICY STATEMENT

- 1-01(1) Purpose - Provide general guidance for the administration of cardiopulmonary resuscitation (CPR) and use of an Automatic External Defibrillator (AED) as appropriate to increase survivability of a person who experiences a sudden cardiac arrest while in or about [NAME].
- 1-01(2) Policy - It is the policy of [NAME] to encourage employees to complete an integrated CPR and AED training program; maintain at least one (1) public access AED at each facility; and to respond to incidents of a potential sudden cardiac arrest that occur in or about the facility or event and attempt to intervene through the use of CPR and an AED as appropriate.

1-02 DEFINITIONS

- 1-02(1) Unless otherwise defined herein, the applicable definitions in the Utah Sudden Cardiac Arrest Survival Act, as set forth in Utah Code Annotated section 76-8b-102 et seq., as currently adopted and hereinafter amended, are adopted as the definitions for this guideline. Additionally, as used in this chapter:
- a) PAD Program Administrator - refers to the individual who oversees all aspects of the AED program.
 - b) PAD Site Coordinator - means the person who in cooperation with the PAD Program Administrator manages the PAD program for a specific site or location.
 - c) Public Access Defibrillator (PAD) - refers to an AED that is maintained in a common area and is readily accessible by all occupants and visitors.
 - d) Volunteer Responders - includes all persons who provide medical assistance or care to a person who is not required or expected to pay compensation or other remuneration to the person who provided the care or assistance.

1-03 RESPONSIBILITIES

- 1-03(1) PAD Program Administrator - The [BUSINESS NAME] [POSITION TITLE] shall serve as the PAD Program Administrator for [BUSINESS NAME]. It is the responsibility of this individual to:
- a) Oversee all aspects related to coordination, implementation, and continued operation of the PAD Program;
 - b) Register the ownership and precise location of the AED with Valley Emergency Communications Center;

- c) Develop and implement a replacement schedule for AED's and related supplies;
- d) Review the program at least annually to evaluate effectiveness and implement changes as appropriate;
- e) Maintain PAD incident reports;
- f) Serve as the liaison between [BUSINESS NAME], Local Emergency Medical Service Provider, and designated physician as needed.

1-03(2) PAD Site Manager - The [TITLE] shall serve as the Site Manager and shall be responsible to:

- a) Coordinate CPR and AED training and encourage employees and staff to attend;
- b) Receive and deploy AEDs and related equipment;
- c) Maintain AEDs in a state of readiness;
- d) Inspect or cause AEDs to be inspected periodically;
- e) Maintain inspection, maintenance and repair records for each AED;
- f) Coordinate and participate in post event reviews, training, data collection and other quality assurance activities.

1-03(3) Training Encouraged - Employees are encouraged to complete an integrated CPR and AED training course in accordance with the guidelines established by a nationally recognized program.

Comment [c2]: Utah Law does not require individuals to be trained. Immunity is provided regardless of whether they are training or not. However, the law does require any person who owns or leases and AED to encourage potential users to complete a course of instruction in CPR and the use of an AED.

1-04 EQUIPMENT

1-04(1) Authorized Equipment - The ZOLL AED Plus is approved for use at [NAME]. All AEDs purchased after January 1, 2009 shall be the ZOLL AED Plus. All defibrillator electrodes and batteries shall be ZOLL approved for use with the AED Plus.

1-04(2) Authorized Use - The AED and related equipment may be used by responders and others in the event of an SCA emergency. It shall not be used outside the parameters of the PAD program or for personal use.

1-04(3) Fixed Location - AEDs shall be located in a highly visible and public accessible location as recommended by the Fire Department PAD Specialist and PAD Program Administrator.

Public Accessible AEDs shall generally be maintained in a wall mounted cabinet or portable stand that includes an audible alarm that sounds when the cabinet door is opened.

1-04(4) Required Equipment - Each AED location shall include the following items:

Item Description	Quantity
ZOLL AED Plus with batteries installed	1
ZOLL CPR-D Padz (installed in device)	1
ZOLL Pedi-Pads II (in carry case)	1
Rescue Essentials (gloves, barrier, scissors, razor, & washcloth)	1

- 1-04(5) Maintenance - Each AED shall be inspected periodically. Inspections, maintenance and cleaning shall be done in accordance with the manufacturer's recommendations.

1-05 RESPONSE & POST-RESPONSE PROCEDURES

- 1-05(1) Event Response - Any employee or volunteer who learns of a medical emergency shall immediately call or instruct a bystander to call 911 and request assistance from the local emergency medical services provider.

Volunteer responders and others may respond to a sudden cardiac arrest and render care to include performing CPR, using a PAD, or providing other assistance as appropriate based on the patient's condition.

The responder shall continue patient care until relieved by emergency medical service personnel.

- 1-05(2) Post-Response - The responder shall complete the following steps:

- a) Give the EMS agency a complete oral report of the event and any significant findings.
- b) Notify the PAD Program Administrator immediately and complete all [NAME] reports as required.
- c) Call Valley Emergency Communications Center at (801) 840-4000 and request that a South Jordan City Fire Department Supervisor contact you immediately. The Supervisor will assist you with:
 - I. On-site data retrieval of the incident data stored in the AED (do not remove the batteries from this device until the data has been retrieved);
 - II. Returning the AED to a state of readiness as quickly as possible;
 - III. Scheduling a post incident debriefing with the SJC Project Cardiac React Program Manager and Volunteer Responders;
 - IV. Arranging for a Critical Incident Stress Debriefing session for responders as needed.
- d) If a defibrillator is used by a responder who is not a staff member of [NAME], a supervisor shall respond and assist the individual with completing the PAD incident report. The supervisor is responsible to ensure the steps outlined in 1-05(2) are completed.

- 1-05(3) Confidentiality - To provide privacy protection for the patient, responders, employees, and other staff members are to refrain from discussing or disclosing personally identifiable health information to

include the patient's name, date of birth, age, address, phone number, medical history, or other personal information.

1-06 RECORDS

1-06(1) Recordkeeping - The following records shall be maintained by the Site Coordinator:

- a) Manufacturer's instructions
- b) AED record to include the following:
 - a. Purchase date
 - b. Device serial number
 - c. Precise location of the device
 - d. Inspection, maintenance, and use history
 - e. Electrode serial number and expiration date
 - f. Battery installation date

All incident reports will be maintained by the PAD Program Administrator.

1-06(2) Records Release - The release of records or information related to a response will be handled in accordance with the Health Insurance Portability and Accountability Act and the Governmental Records Access Management Act and by those authorized to do so.