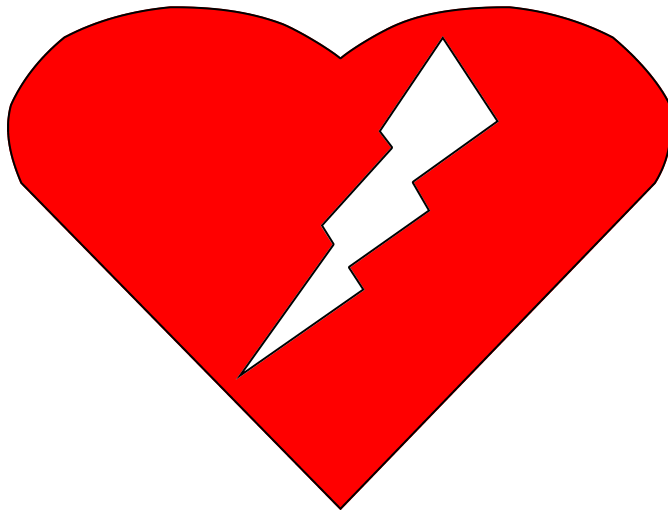


A *utomated*

E *xternal*

D *efibrillator*



Guidelines

Provided By ADOA Risk Management Loss Prevention

State Risk Management
(Arizona Department of Administration)
Automated External Defibrillator (AED)

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Automated External Defibrillator (AED) Program

Users' Guidelines

Step-by-Step Instructions and Protocols

How to Use This Guide

Pursuant to ARS §41-623, State Risk Management prepared this practical guide to assist persons unfamiliar with automated external defibrillators (AEDs) in understanding what they are, what they do and how to determine whether or not they should be installed in your State of Arizona public facility. Protocols have been provided to guide you through each of these critical steps. This guide will help you through your decision-making process. A "sample" AED Written Plan with instructions is included. Topics have been presented in the order in which they must be addressed to successfully establish your AED Program. Websites for the Arizona Department of Health Services/Bureau of EMS "Save Hearts in Arizona Registry & Education" (SHARE) program and State Procurement have been provided as well as AED educational hyperlinks.

How to Begin Your AED Program "Needs Assessment"

(What is an AED, what is an AED Program and who should be involved?)

Overview

1. A public access AED program is the installation of automated external defibrillators in the public areas of your business facility, to be used by organized volunteer teams of trained lay-responders recruited from the workplace. (They can also be used by members of the general public during a sudden cardiac arrest incident.)
2. An automated external defibrillator (AED) is a compact battery-operated device that delivers a shock to the heart through a pair of electrodes attached to the victim's chest. The devices are programmed to electronically read heart rhythms and will deliver a shock only if the victim is suffering from ventricular fibrillation, a condition common in sudden cardiac arrest (SCA).
3. Establishing a successful AED Program is not complicated, but all elements must be addressed in order to be compliant with law and public AED Program protocols that are included in this "*Users' Guide.*"
4. Your assessment and planning should begin with selection and involvement of a medical director physician and selection of an AED Site Coordinator and Alternate Site Coordinator for your facility or complex. Others who should be involved in the planning and needs assessment process include:
 - a. Security Staff
 - b. Facilities and Maintenance Managers
 - c. Safety and Risk Management Personnel
 - d. Housekeeping Supervisors
 - e. Dispatch Personnel

Each location where an AED is placed should develop and implement site-specific policies and procedures for the AED Program utilizing the various components contained in this "*Users' Guide.*" The guide is a starting point toward the creation of a formal agency specific AED Program.

Purpose

To establish and implement protocols to improve emergency response survivability of personnel and visitors suffering from sudden cardiac arrest (SCA). Provide an information resource to aid in decision-making about AED devices at individual worksites.

Applicability

1. Pursuant to Arizona Revised Statutes §34-401: *New and renovated state buildings; automated external defibrillators*: Any state building that is constructed or undergoes a major renovation at a cost of at least \$250,000 is required to be equipped with AEDs.
2. Applicable to all state agencies, departments, and divisions using an automated external defibrillator (AED). Placement at locations other than *new or renovated state buildings* is voluntary at this time and AED installation sites should be carefully selected. A person or entity that acquires an AED should follow the protocols listed in this “*Users’ Guide*” and review *Arizona Revised Statutes §36-2262 – §36-2264*
3. **Authority**
 1. ARS §34-401 – New and renovated state buildings; automated external defibrillators
 2. ARS §36-2261 through §36-2264: Automated External Defibrillators
 3. Arizona Department of Health Services, Bureau of Emergency Medical Services, (ADHS/BEMS), Save Hearts in Arizona Registry and Education (SHARE) Program.
 4. AED Operation and Service Manual for the particular AED model in service

AED Site Coordinator Responsibilities

(What is an AED Site Coordinator?)

Your worksite AED *Site Coordinator* and *Alternate Site Coordinator* responsibilities generally include:

1. Coordinate purchase, installation and **registration** of AED devices through SHARE
2. Recruit and select volunteer team members
3. Ensure all records are kept as indicated in the written plan
4. Conduct periodic safety meetings with responder team members and other involved personnel
5. Advertise and promote the AED Program
6. Liaison with ADHS/BEMS Medical Director and staff

The AED Site Coordinator and Alternate should be a committed volunteer capable of organizing and administering a long-term program. The person should be familiar with the physical layout of the facility and should have completed CPR/AED training. The AED Site Coordinator will be responsible for ensuring that she/he has a full response team at all times. Any member that leaves should be replaced and trained immediately. The Alternate Coordinator will be responsible for the duties assigned by the Site Coordinator and will assume full AED Site Coordinator duties if the AED Site Coordinator is unavailable for any reason.

Determining Number and Placement of AEDs

(If a decision is made to install AEDs, how many do we need and where do we place them?)

Number of AEDs

Management should determine if AED placement is advisable or required for the particular worksite. An assessment of numbers and types of populations using a given building should be done. An efficient AED program optimally achieves a three (3)-minute response time from collapse of patient to on-scene arrival of the AED with a trained lay rescuer. When making these decisions, use this three (3)-minute response time as a guideline to help you determine where and how many AEDs to place in your location. The availability of an AED should be clear to all occupants either by posting an “AED” universal sign or by the presence of an AED cabinet. Determine a location where the AED is both secure and accessible. Common placement locations include near restrooms, elevators, lobbies, security posts, cafeterias and other high-use areas. The location of the AED(s) within a building should be clearly identified on the emergency evacuation route posters. If your facility has “multiple agency tenants”, be sure to include all tenants when promoting your AED program and when training first responders.

Placement

AED installation sites should be carefully selected. Each AED device installed will require maintenance, inspection and testing as well as future funding associated with maintaining each device in optimal operating condition. Examples of AED installation sites may include:

1. Sites, where historically the incidence rate for sudden cardiac arrest (SCA) may be high
2. Sites with high population densities
3. Sites frequently visited by members of the public
4. Sites frequently visited by elderly individuals (customers, visitors and employees)
5. Sites in remote locations where access to timely emergency medical assistance is limited
6. “High-stress” areas, such as vehicle registration offices, courts, public assistance offices, etc.

State of Arizona AED Contract Information

(Where can we purchase an AED and how much do they cost?)

A Statewide contract is available for all state agencies for the purchase of AED devices, supplies and equipment. Information on the current contract vendor(s) is available on the State Procurement website <http://www.azspo.az.gov>. These contracts are awarded periodically, so it is important that you check with State Procurement to ensure that you are purchasing from an approved vendor. Please keep a list of the contract provider representatives and contact them when you have any questions, issues or concerns regarding the AED devices that you purchase.

Medical Oversight & SHARE Program

(What is medical oversight? When do I contact ADHD/SHARE Program?)

Medical Oversight

Arizona state law requires a state-licensed physician to act as a medical supervisor (oversight) of an AED program. A physician's prescription is required for the purchase of an AED. The Arizona Department of Health Services, Save Hearts in Arizona Registry and Education (SHARE Program) will provide, free of charge for State Agencies, medical oversight through the Bureau of Emergency Medical Services (BEMS) Medical Director, (602-364-0580). His/her responsibility is to oversee the initial implementation process. An agency may select an independent medical oversight physician, other than the BEMS Medical Director; however, *medical supervision/oversight is required by law.*

NOTE: If you have reached this point in your AED Program development plan, it is now time to contact the SHARE program for additional information and guidance regarding the registration requirements for your AED device(s). This can be accomplished by calling the Medical Director's office at the number listed above or going to the SHARE website. AED registration is a simple process and needs to be included in your program whether you choose to use the ADHS Medical Director as your medical oversight physician or another qualified physician of your choice.

SHARE Program Assistance

1. A prescription for AED purchase when necessary
2. Training resource recommendations
3. Event review for each AED use and a file copy to participant
4. Guidance and assistance with implementation and maintenance of your AED project
5. Documentation for participant files verifying the BEMS as providing required medical direction
6. Availability for questions or concerns about participant's AED project
7. Guaranteed confidentiality of all individuals, participants and patients

Participant Responsibilities

1. Provide documentation of training on request
2. Maintain names of all individuals trained in AED use on request
3. Provide manufacturer of all AEDs purchased
4. Provide information and event data from device for all AED uses
5. REGISTER each AED through the ADHS/BEMS SHARE Program

(More About the SHARE Program and Printable Forms Available at: www.azshare.gov)

Training Requirements, Costs and Availability

(Who needs training and where do we get it?)

1. Training means a state approved course in cardiopulmonary resuscitation and the use of an automated external defibrillator for the lay rescuer and first responder.

It is the responsibility of AED owners to provide or arrange for training and refresher training in AED use for your first responder team members. AED owners should refer to the current state training contact to obtain training for employees.

AED Maintenance and Post-Use Care

(Is maintenance and testing of AEDs time-consuming?)

AED Maintenance and Testing

Usually a periodic visual check is all that is required unless a new battery or pads are needed. The AED device conducts a self-test; however, a maintenance and testing plan needs to be implemented. It is imperative that the following activities and responsibilities be assigned and maintained: *(The AED manufacturer will provide information and recommendations for maintenance and testing guidelines and should be considered the primary resource for your program.)* See Sample AED Written Plan, #10 and #11 of this guide.

1. Who will be responsible for performing maintenance checks
2. What maintenance procedures will be implemented
3. When will checks take place
4. Documenting maintenance and testing checks
5. Who will be responsible for inventory and restocking supplies

Putting an AED Back Into Use After an Emergency

After a cardiac arrest occurs, it is critical to get the AED back into service as soon as possible. A written procedure for maintaining the AED should contain a section on this process. Here is a list of activities that should be included:

1. Check and replenish supplies as appropriate. Make sure someone is designated to order and replenish supplies and does so. (A spare battery and pads are recommended in case they're needed quickly. Contact your supplier for additional information.)
2. Clean and disinfect the device
3. Check the battery and replace if needed
4. Check the device and housing for cracks or other damage
5. Return the AED to its designated place with appropriate supplies
6. A report of AED use must be submitted to the medical oversight physician within five (5) working days of AED use. Contact AZSHARE for assistance.

AED Educational Hyperlinks
(Reference materials – a snapshot)

The following hyperlinks are included as reference resources and are representative of the many websites that are available for your use.

OSHA - <http://www.osha.gov/SLTC/aed/index.html>

AZSHARE Links – <http://www.azshare.gov/links.htm>

ADOA/RM - <http://www.azrisk.state.az.us/>

Please provide a copy of your agency AED Program to all employees and other building tenants.

This program should be reviewed and updated annually or whenever there is a change in AED program assignments.

SAMPLE AED PROGRAM WRITTEN PLAN

1. Enter Your Agency Name Here has established an AED Program.
2. Implementation date: Month DD, YYYY
3. The AED is located at: Address, City, State, Zip
4. The AED has been placed at (physical location, manufacturer and model number for each device).
 - _____
5. A list of individuals currently trained and authorized to use the AED is attached as part of this plan. All team members must have current CPRIAED training.
6. Any time the AED is removed for emergency use, 9-1-1 will be notified and EMS/ambulance/fire department will be requested to respond to the site. Someone will be directed to wait for the EMS and take them to the exact location of the emergency.
7. Medical Oversight will be provided by (name, address and phone number of physician).
Enter Name, Address, and Phone Number of Physician Here
8. The AED Site Coordinator is: Enter Site Coord. Name Here Phone:(###) ###-####
9. The AED Alternate Site Coordinator is: Enter Alt Coord. Name Here Phone:(###) ###-####
10. The AED will be maintained, inspected and tested by Enter Name Here and will be in conformance with the manufacturer's guidelines of best practices (Save Owners Operations Manual). Register each AED with the SHARE Registry at www.azshare.gov.
11. Written records will be kept of all maintenance and testing performed on the AED. These records will be kept by Enter Recordkeeper Name Here at the worksite.
12. In addition to records for maintenance and testing of the AED, written records of initial training and continuing training and/or proficiency evaluations will be kept for each employee who is a team member - AED responder. These records will be kept by Training Recordkeeper Name Here and stored at (location of records).
13. Required reports of AED use will be submitted to the medical oversight physician and the ADHSIBEMS Medical Director (if different) within five working days of use. The AED Site Coordinator will maintain a copy of these reports.
14. The AED Program plan, participant responders, training records, maintenance & testing records, participation in the ADHS/BEMS "SHARE" Program and program assignments/responsibilities will be re-evaluated and updated *annually*.
15. The AED Site Coordinator at each AED placement site should maintain completed form(s). Copies should be sent to the Agency Loss Prevention Coordinator.

[CLICK HERE - for a Sample AED Program Written Plan Form](#)