

# SAMPLE

## Emergency Response Plan (AED Policy) for

### **Notification**

Ambulance service to \_\_\_\_\_ is usually provided by \_\_\_\_\_ . This service has been notified of the placement of an AED on premises.

### **Location of AED**

The AED(s) will be located at \_\_\_\_\_.

### **Storage**

All AEDs will be stored in unlocked cabinets in locations easily accessible during all hours that the building is open. These cabinets will have clear plexiglass doors with the AED symbol prominent on them. Each cabinet will have an audible alarm that sounds when the door is opened. Also, a sign will be placed above each cabinet identifying the AED location.

### **Associated Equipment**

One set of pads will be connected to the AED at all times (if possible) and a spare set of pads will be kept in the AED case. One rescue kit will also be stored with each AED. This kit will contain latex-free gloves, a razor, one set of trauma shears, a washcloth or small towel, and a pocket facemask or other barrier device.

### **Authorization to Use AEDs**

\_\_\_\_\_ will maintain a list of personnel authorized to use the AED. Authorized staff will be those who have current certification in CPR and the use of AEDs from a recognized training agency. Additionally, trained and certified members of the general public are authorized to use the AED in cardiac emergencies.

All trained and certified persons present in the building when a cardiac emergency occurs will constitute the emergency response team (ERT).

### **Procedure**

In the event of an unresponsive individual on the grounds of or in any of the buildings of \_\_\_\_\_, the \_\_\_\_\_ is to be notified. **The**

**911 system is to be immediately activated.** The personnel in \_\_\_\_\_ shall announce a predetermined code word on the building's public address system. At least two members of ERT shall go to the announced location of the patient, assess the patient and if necessary begin CPR. At least one other member of the ERT shall go to the location of the AED and bring the AED to the patient. Any remaining members or bystanders should be used for crowd control or should be sent to key intersections to direct emergency personnel.

### **Protocol for the Use of the AED**

#### **IMMEDIATELY UPON ARRIVAL, CHECK THE SCENE FOR SAFETY, AND THEN VERIFY SUDDEN CARDIAC ARREST:**

- Verify unconsciousness
- If no response, call or have someone **CALL 911**
- Don appropriate personal protective equipment
- Verify no breathing
- Perform CPR by
  - Baring the patient's chest
  - Providing 30 chest compressions followed by 2 rescue breaths
  - Continue compressions and breaths on a ratio of 30:2 for approximately two minutes. Count out loud: 1,2,3, etc.
  - After two minutes, check for signs of circulation. If circulation is absent, continue CPR
- As soon as the AED arrives:
  - Place the AED near the patient's ear
  - Turn on the AED
  - Prepare the patient's chest
    - Cut or tear away clothing
    - If excessive chest hair, shave it
    - If medication patch where pads are to be placed, remove it with gloved hand, wipe off medication and discard
    - Dry the chest, if wet, or move patient to a dry area if lying in water
    - If patient is lying on a metal surface, move him
    - Pads should be attached at least one inch away from an implanted pacemaker/defibrillator
    - Apply defibrillation pads as per diagram on machine
    - Clear the patient as the AED analyzes heart rhythm and **again** immediately prior to shock delivery
    - Deliver shock when prompted by pushing the 'shock' button  
Check for signs of circulation. If absent, perform CPR for two minutes

Continue sequence of one shock and two minutes of CPR until 'No shock' prompt or EMS arrives. If no shock advised, check for signs of circulation

- If no circulation, continue CPR
- If circulation present, check breathing
  - If no breathing, provide rescue breaths – one every five seconds
  - If breathing is restored, move the victim to the recovery position. Do not remove pads from patient's chest and do not disconnect pads from the AED
- When EMS arrives, the rescuer will continue the AED protocol until EMS personnel acknowledge they are assuming responsibility for patient care.

### **Contradictions**

- The AED should not be attached to persons who are breathing, conscious, or responsive
- The AED should not be used with children under the age of one (1) year
- If the victim is less than eight (8) years of age and if the facility has them, pediatric pads should be used. If no pediatric pads are available, adult pads can be used on a young patient as long as they do not overlap. Pediatric pads should **never** be used with adult patients

### **Post Use Procedure**

Following any use of the AED

- Notify \_\_\_\_\_, the Medical Director
- Complete an incident report.
- Supply any recorded data from the rescue and all electronic files captured by the AED, if requested
- File a copy of incident report in \_\_\_\_\_.
- Restock electrode pads, batteries, razors, gloves. Inspect all supplies for any damage, expiration dates and required replacement
- Clean the AED. Inspect the exterior and connector for dirt or contamination
- Notify staff AED is back in service

### **Post Event Review**

Following each use of an AED by the ERT or a volunteer responder, a review shall be conducted to learn from the experience. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as stress debriefing.

### **Monthly System Check**

Once each calendar month, \_\_\_\_\_ shall conduct and document a system check. These records shall be retained in

\_\_\_\_\_. This check shall include review of the following elements:

- Emergency kit supplies
- AED battery life
- AED operation and status
- Pad expiration date

**Periodic Drills**

Drills will be held (monthly, quarterly, and semiannually) to help rescuers practice and retain their skills. These drills will generally be conducted with small teams of rescuers and they will be unannounced. The person conducting the drills will provide feedback and guidance as necessary.

Policy Adopted: (Date)\_\_\_\_\_