

**MARIN COUNTY SHERIFF'S OFFICE
GENERAL ORDER MANUAL**

**CHAPTER 3 – Safety
GO-03 – 04
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**DATE
April 10, 2000
Rev:**

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) PROGRAM

POLICY

It is the policy of Marin County Sheriff's Office to maintain a defibrillator program, and to provide access to Automatic External Defibrillators (AED's) for use by qualified agency members. (Airway First is designated the contract agency for the training of AED Instructors and the independent custodian of records for certification, training and re-certification of department instructors and users.)

PROCEDURE

The Training Coordinator for the AED program shall be a Sergeant from the Personnel and Training Section or other designee as specified by the Administration Division Commander. The Technical Service Officer shall be a department member designated by the Training Coordinator. In the absence of such designation, the Technical Service Officer shall be the AED Instructor assigned to the unit in which a deployment occurs.

The Training Coordinator's responsibilities include:

- Liaison with Marin County Emergency Medical Services (EMS) and "Airway First."
- Liaison with Marin County Sheriff's Office AED Instructors who shall initiate training, certification, and re-certification of qualified departmental employees assigned to their respective units. Copies of such documentation shall be forwarded by the Training Coordinator to "Airway First."
- Maintenance of records pertaining to AED Instructors' certification, and re-certification.
- Liaison with Sheriff's Office AED Instructors in regard to facilitating necessary maintenance of AED's deployed to respective agency units.
- Coordinate a quality assurance program required by the County of Marin Emergency Medical Services and "Airway First."
- Assures that "Airway First," as the contract agency, issues certificates to AED Instructors and users. All instructors and users of AED's shall be certified in Cardiopulmonary Resuscitation (CPR) prior to receiving certification as an AED instructor or user.
- Schedules initial and re-certification AED training through utilization of trained AED Instructors assigned to their respective units.
- Assures that initial user training will be conducted at the unit level. Re-certification training will be conducted at the unit level every ninety days following initial certification.
- Maintains a list of authorized AED users assigned to their respective unit(s). Such list shall be updated following each initial certification and re-certification training session. The AED instructor(s) teaching the certification or re-certification session shall forward the roster from each training session to the Training Coordinator. The Training Coordinator shall forward a copy of the roster to "Airway First" for issuance of certificates.
- Assures that AED Instructors receive 8 hours of training on AED operations from a "First Save"

certified trainer prior to training prospective agency AED users. No agency member shall be permitted to instruct users in the operation of AED's without first receiving the required 8 hours of instructor training from "First Save" instructions and being issued an instructor's certificate.

- On an "as needed basis," the Training Coordinator shall request training of additional AED Instructors.

The Technical Service Officer's responsibilities include:

- Retrieves incident data from an AED following a deployment and forwards data with the incident report as detailed in the training and use section of this policy.
- Inspects and tests deployed AED's for fitness to return to field use or ensures that the unit is inspected for fitness by a department AED Instructor. A memo shall be sent from the AED Instructor to the Training Coordinator noting the date of inspection and return to service along with the AED unit's serial number.

TRAINING AND USE

No department personnel are authorized to use an AED unless they have received the 4 hours of instruction in AED operation from a certified department AED Instructor.

Authorized agency personnel deploying the AED shall adhere to the following:

- The AED should only be applied to an individual who is unconscious, not breathing and having no pulse, who is 12 years of age or older and weighing 90 pounds or more using American Heart Association CPR Standards. The AED shall not be applied to a victim with a traumatic penetrating injury.
- Prior to an AED deployment, users shall initially assess the scene for safety and determine if the scene is free of hazards, including but not limited to the following: electrical damage/hazards (i.e., down power lines), chemical gasses, liquids, including water or smoke, traffic/vehicles, fire, and flammable gasses.
- Prior to placement of the AED electrodes, users shall check the victim for the presence of nitroglycerin patches and implanted pacemakers. A nitroglycerin patch is generally a small patch, similar to a Band-Aid that is generally located on the upper chest. Moisture located underneath the removed nitroglycerin patch, or at any location on the victim's chest, shall be wiped dry. An implanted pacemaker may interfere with rhythm during analysis. Do not place AED electrodes directly over a pacemaker. An indication that a victim has an implanted pacemaker is a slight bulge on the victim's chest wall.
- Following deployment of the AED by Sheriff's Office personnel, the user shall complete both the Department incident report and the "Airway First" Incident Report form. The Department incident report form will follow normal report filing procedures. The user shall retrieve the AED from EMS personnel as soon as practical. Both incident report forms and the AED shall be given to his/her supervisor. Following approval of the incident reports, the supervisor will forward both the AED and the "Airway First" incident reports to the Technical Service Officer. The Technical Service Officer shall download the incident data from the AED and attach the incident data to the "Airway First" incident report. The "Airway First" incident report shall be forwarded to the Training Coordinator. The Training Coordinator shall send a copy of the "Airway First" incident report to "Airway First" and to the County EMS Director. After the data has been downloaded, the AED will be checked for readiness for field use by the Technical Service Officer and returned to its assigned operating unit.
- Each Sheriff's Office AED Instructor shall establish procedures to periodically review the use of AED's by members assigned to their respective units and make suggestions/recommendations pertaining to its use to the Training Coordinator.

- Bureau Commanders or their designee shall develop unit specific policies and procedures in accordance with the provisions of this order that govern the use, maintenance and periodic inspection of AED's at their respective units.
- Routine maintenance does not need to be conducted on the AED. The device conducts a daily auto-diagnostic of all internal components at 0303 hours. It is the responsibility of individual agency members to routinely check the readiness of AED's assigned to their respective units for field use by observing that the status indicator light is green. If a red status indicator light is displayed, the AED should be immediately taken out of service and referred to the AED Instructor assigned to the unit. The AED Instructor shall be responsible for delivering the nonfunctional AED to the Technical Service Officer or the Training Coordinator. The Training Coordinator shall initiate its repair or replacement.

MANDATORY REPORT FORMS

The following forms are mandatory for proper documentation of an AED deployment:

1. Department Incident Report Form
2. "Airway First" Incident Review Form
3. Incident Data download printout from deployed AED.

INDEXED FORMS FOR USE WITH THIS POLICY

Addendum: Airway First Incident Review Form (Two Pages)

RELATED STANDARDS:

Sheriff's Department General Order Manual

AFFECTED DIVISIONS:

All

DATE OF REVISIONS

02-22-00

By Order of

ROBERT T. DOYLE
SHERIFF