



Safety Rules  
Policy No. 25  
Approved: 7/24/07

City Manager: \_\_\_\_\_

## THE CITY OF POMONA

### SAFETY POLICIES AND PROCEDURES

### PUBLIC ACCESS OF DEFIBRILLATION AND AUTOMATED EXTERNAL DEFIBRILLATOR POLICY

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#### I. PURPOSE

This Policy describes the City of Pomona's Public Access of Defibrillation (PAD) Program and use of Automated External Defibrillators (AEDs). The purpose of the Policy is to establish guidelines for the use, training and maintenance of AEDs as provided by the City of Pomona.

#### II. APPLICABILITY

This Policy applies to all City employees.

#### III. POLICY

It is the policy of the City of Pomona to provide Automated External Defibrillators (AED) that are accessible to employees in the event that an employee encounters an individual who is experiencing sudden cardiac arrest. City employees are encouraged to be trained on the use of City AEDs.

#### IV. DEFINITION OF TERMS

"ABCs" - Refers to determining if an individual has "Airway, Breathing, Circulation (pulse)." This must be established prior to rendering cardiopulmonary resuscitation (CPR).

"AED Program" - An AED program consists of training and utilization of AEDs by Basic Life Support (BLS) providers and Public Safety Personnel (Lifeguards, Peace Officers, and Non-EMT Fire Fighters).

"Automatic or Automated External Defibrillator (AED)" - A device capable of cardiac rhythm analysis which will charge and deliver a shock either automatically or by user interaction after electronically detecting and assessing ventricular fibrillation or rapid

**AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY (Continued)**

ventricular tachycardia.

*“Basic Life Support (BLS)”* - A method of providing life support and assistance to an individual.

*“Cardiopulmonary Resuscitation (CPR)”* - A means of establishing and maintaining adequate respiration and circulation. This is done by ensuring that the patient has an open airway and by administering rescue breathing and maintaining the victim’s circulation by means of closed chest cardiac compressions.

*“Defibrillation”* - A method of using an AED to reestablish normal contraction rhythms in a heart that is not beating properly.

*“Emergency Medical Services (EMS)”* - Medical professionals qualified to provide medical services and to take authority of an incident.

*“PAD Program”* – A PAD Program provides guidance for training and utilization for use of any AED by Non-Licensed or Non-Certified personnel (lay public or employee).

*“Public Access Defibrillation (PAD)”* – Public Access Defibrillation (PAD) means making Automated External Defibrillators (AED) available in public or private places where large numbers of people gather or where people who are at high risk for cardiac arrest may live.

**V. RESPONSIBILITIES**

- A. Supervisors shall:
  - 1. Ensure that employees are permitted to attend AED training and to advise employees where AEDs are located.
  
- B. Employees shall:
  - 1. Attend AED training if practical and adhere to this Policy;
  - 2. Use an AED responsibly.
  
- C. Safety Officer shall:
  - 1. Provide/schedule periodic training;
  - 2. Ensure that all City-owned AEDs are properly maintained.

**AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY (Continued)**

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**VI. PROCEDURES**

A. Use of Automatic External Defibrillators

The key to survival following sudden cardiac arrest (SCA) is the speed of response. When responding to a victim who may be in SCA and in need of assistance, the primary objective is to ensure that medical personnel are en route to the scene as soon as possible. The following steps are recommended guidelines to follow in SCA emergencies:

1. Call, or ask someone to call, 911, preferably from a cell phone so that the phone can be taken to the scene. Ask for assistance in keeping area around the victim clear and keep crowds away.
2. Approach the victim and assess responsiveness: Tap shoulders and shout, "Are you OK?"
3. Dispatch will ask a series of questions and will activate emergency medical services.
4. Check ABC's.
  - a. Assess airway.
  - b. Perform head-tilt; chin lift to open the airway.
  - c. Assess Breathing. Look, Listen and Feel. If breathing is absent, use the barrier device attached to the AED case to deliver two rescue breaths.
  - d. Place AED near head of patient on same side as the rescuer.
  - e. Turn on the AED by simply opening the lid.
  - f. Follow AED verbal and visual prompts.
  - g. Bare and prepare the chest (cut or tear away clothing if necessary)
  - h. Follow AED verbal and visual prompts.
  - i. Apply electrodes (follow drawings on pads).
  - j. Allow AED to analyze.
  - k. If indicated, deliver shock by pressing the button.
  - l. Continue care per AED instructions.
  - m. Await EMS arrival.

B. Training

Annual training will be offered by a certified trainer and will include the following:

1. The proper use, maintenance and periodic inspection of the AED;
2. The importance of CPR, defibrillation, advance life support, adequate airway care and the internal emergency response system (if applicable).
3. An overview of the local emergency medical services (EMS) system,

**AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY (Continued)**

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- including 911 access and interaction with EMS personnel.
4. Assessment of the unconscious patient is to include evaluation of airway, breathing and circulation to determine if a cardiac arrest has occurred and the appropriateness of applying and activating the AED.
  5. Information relating to defibrillator safety precautions enabling someone to administer a shock without jeopardizing the safety of the patient, the authorized individual or other nearby persons.
  6. Recognition that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged.
  7. Rapid, accurate assessment of the patient's post-shock status to determine if further activation of the AED is necessary.
  8. Authorized individual's responsibility for continuation of care such as applying repeated shocks if necessary, accompanying the person to the hospital, or waiting until the arrival of more medically qualified personnel.

C. Maintenance of Automatic External Defibrillator

The AED performs automatic tests daily, weekly and monthly. If the AED detects a problem during an automatic test that requires immediate service, such as low battery, it activates an intermittent audible alarm. Monthly inspections of the AEDs will be performed by City maintenance staff.

The service indicator message (a red X) will appear in the LED square in the upper right-hand corner if the AED detects a problem that requires service. The units perform a comprehensive series of analyses and store data within the devices. The units feature Lithium batteries with an internal analysis chip which records daily self-test data and provides charge level data to the onboard diagnostic software.

Any problems or concerns with the units shall be reported to the Safety Officer.

D. Good Samaritan

With medical oversight and a prescribing physician, the City's PAD Program falls under the umbrella of the Good Samaritan Act: "Any person who, in good faith and not for compensation, renders emergency care or treatment by the use of an AED at the scene of an emergency is not liable for any civil damages resulting from any acts or omissions in rendering the emergency care."

Additionally, a person or entity that provides CPR and AED training to a person who renders emergency care pursuant to the Act is not liable for any civil damages resulting from any acts or omissions of the person rendering the emergency care.

**AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY (Continued)**

Pursuant to California Health and Safety Code Section 1799.102; “*No person who in good faith, and not for compensation, renders emergency care at the scene of an emergency shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.*”

E. Medical Oversight and Prescribing Physician

The City utilizes medical oversight and a prescribing physician as part of the PAD Program requirement. The purpose of medical oversight is to ensure that the Program meets training statutes and regulations.

**V. ACTION**

This Policy is effective this date.