



# AUTOMATIC EXTERNAL DEFIBRILLATOR

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### **I. Purpose**

The purpose of this Written Directive is to establish procedures for the use, maintenance, and training of the Automatic External Defibrillator (AED) by first responders of the Department.

### **II. Policy**

It shall be the policy of the University of Maryland Baltimore Police Force (UMBPF) to train first responders in the proper use of AEDs and to place them in patrol vehicles. Employees will also be trained in first aid and cardiopulmonary resuscitation so that they can respond with appropriate action during medical emergencies.

### **III. Introduction**

As part of its mission of public safety, UMBPF employees shall provide emergency care when present at the scene of a medical emergency. Employees shall continue emergency care until emergency medical service (EMS) personnel are present and prepared to assume patient care.

### **IV. Definitions**

A. Automated External Defibrillator (AED): A portable fully automated device that is designed to analyze heart rhythm and deliver a potentially lifesaving (defibrillation) to the victim of sudden cardiac arrest.

B. First Responder: An employee who has successfully completed the curriculum for the American Heart Association or the American Red Cross for cardiopulmonary resuscitation and emergency cardiac care. First responder also refers to those officers that have been trained in the use of the AED.

### **V. UMBPF AED Coordinator**

A. The Associate Vice President for Public Safety/Chief of Police shall appoint an employee to act as the UMBPF Automated External Defibrillator (AED) coordinator.

B. The AED coordinator shall:

1. Perform the set-up of AEDs being placed into service;
2. Assure that all AEDs are in proper working order;
3. Maintain a liaison with the Fire Safety Manager of Environmental Health and Safety for the purpose of repair, updating data and submitting the Maryland Facility AED Report Form for Cardiac Arrests (AED Report Form - Attached); and
4. Maintain a record of the location and status of all Departmental AEDs.

C. The AED Coordinator will thoroughly inspect each AED once a month using the maintenance check sheet assigned to each particular AED unit.

D. Completed inspection sheets and related incident reports for AED use will be retained for a period of five years.

#### **VI. Training/Authorization**

A. Employees shall receive training in first aid, cardiopulmonary resuscitation, and AED through courses approved by the American Red Cross, the American Heart Association, and the National Safety Council.

B. Updated training shall be provided at intervals specified by the course provider.

C. No member of this Department will employ the use of an AED prior to meeting the training criteria set forth in this directive.

#### **VII. Utilization of the AED**

A. Defibrillation will be given to victims of cardiac arrest.

1. Officers arriving at the scene of a medical emergency shall immediately survey the surroundings for officer and patient safety.

2. Upon initial assessment of the scene, they shall ensure that emergency medical personnel are en route.

3. The AED pads should be attached to the patient. Stop CPR and allow the AED to analyze rhythm. Follow the AED verbal prompts and continue patient care until EMS arrives.

B. Precautions

1. The AED should not be used if there is a direct pathway for the flow of electricity between the patient and the officer or any other person, if the patient is less than 8 years old, or weighs less than 55 pounds.
2. Due to the chance of electrocution, the AEDs shall not be used in the rain or in standing water. Extreme care shall be used when using the AED with drowning victims.
3. When the AED is in the analyzing phase, the officer should ensure that the patient, the AED, and the AED electrode wires are not

touched. Officers should also avoid transmitting on the police radio or a cellular phone within 100 feet of the patient and AED.

4. Prior to delivering a shock to a patient, officers should visually make sure that no one is in physical contact with the patient and announce "STAND CLEAR."

#### **VIII. Emergency Care Equipment**

A. First Aid supplies, disposable gloves, protective equipment, and CPR masks are placed in vehicles and at locations where employees work. Employees must use disposable gloves and other appropriate supplies and equipment to prevent cross-infection with patients.

B. Automated External Defibrillators AEDs shall be carried in UMBPF vehicles.

1. Required Equipment - The following equipment will be maintained with the AED at all times:

- a. Scissors.
- b. Two (2) Sets of Defibrillator Chest Pads.
- c. One (1) Pocket Face Mask.
- d. Disposable Gloves (4 Pairs).
- e. One (1) Safety Razor.
- f. Two (2) Alcohol Pads.
- g. One (1) Absorbent Towel.
- h. Five (5) 4x4 Sterile Gauze Pads.
- i. Hand Sanitizer.
- j. One (1) AED Report Form.

2. AEDs carried in vehicles shall be appropriately secured in the trunk compartment of the vehicle to prevent damage to the unit.

3. The AED should always be kept in a closed intact case with no signs of damage that would interfere with its use.

4. Trained employees are responsible to know the location of the closest first aid supplies and AED at their work assignment.

C. AED's shall be accounted for daily on officers' Vehicle Inspection Sheets.

D. Supervisors are responsible for ensuring the presence and status of emergency care equipment daily and to order replacement supplies.

E. When an employee uses first aid or AED supplies, he is responsible for restocking the first aid kit or AED.

F. Whenever an AED requires service, the employee shall notify their immediate supervisor who shall in turn notify the UMBPF AED coordinator immediately. The AED coordinator shall arrange for service with the Fire Safety Manager and ensure that the AED is temporarily replaced with a standby unit.

c. The name of the individual inspecting the AED; and

d. Documentation of all personnel authorized to operate AEDs, including dates of initial training (both AED and CPR) and subsequent in-service training.

Antonio Williams  
Associate Vice President for Public Safety  
Chief of Police

#### **IX. Documentation**

A. On every occasion when an AED is used, whether or not a shock is administered, the employee who operates the AED shall complete an incident report and an AED Report Form prior to the end of their tour of duty.

B. The AED Report Form must be forwarded to the AED Coordinator no later than the next tour of duty, so that the form and AED can then be forwarded to the Fire Safety Manager.

#### **X. Quality Assurance**

Documentation of all necessary equipment maintenance, repairs, inspections, etc. is required.

1. Additionally, documentation of all authorized AED user personnel must be maintained.

2. For quality assurance purposes, the following records must be maintained:

a. A log showing the dates the AED was sent out to the Fire Safety Manager for performance of manufactured recommended maintenance;

b. Dates and frequency of routine safety inspections of the AED.