



CITY OF REDLANDS

Automated External Defibrillator (AED) Device Program

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I. PURPOSE AND SCOPE

The purpose of this Automated External Defibrillator (AED) Device Safety Program is to ensure the safe and effective use of AED devices in City owned and operated facilities. This program applies to all city employees, volunteers, and contractors who may use or encounter AED devices during their work.

II. LOCATIONS

The City's AEDs are in the following areas:

- (1) at Highland Avenue Water Complex
- (1) at Hinkley Water Treatment Plant
- (1) at Henry Tate Water Treatment Plant
- (1) at Wastewater Treatment Plant Operations Building
- (1) at Wastewater Treatment Plant Lab
- (1) at Wastewater Treatment Plant Maintenance Shop
- (1) at Wastewater Treatment Plant Line Maintenance Building
- (1) at City Manager's Office
- (1) at Human Resources Office
- (1) at AK Smiley Public Library

III. DEFINITION AND USE

Automated External Defibrillator (AED): An Automated External Defibrillator (AED) is used to treat individuals who experience sudden cardiac arrest. It is only to be applied to individuals who are unconscious and not breathing normally. The AED will analyze the heart rhythm and advise the operator if a shockable heart rhythm is detected. If a shockable heart rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

Sudden Cardiac Arrest (SCA): Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood, resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time of the onset of VF.

Good Samaritan Law: Refers to any person who, in good faith and not for compensation, renders emergency care or treatment using an AED device at the scene of an emergency and is not liable for any civil damages resulting from any acts or omissions in rendering the emergency care.

IV. RESPONSIBILITY

The HR/Risk Management Team is responsible for providing and maintaining AED devices in accordance with standards. Employees, volunteers, and contractors who are trained to use AED devices are responsible for following the established guidelines. Safety Committee Members will serve as onsite coordinators for AED devices in their designated locations.

ONSITE COORDINATOR

Responsibilities of the onsite coordinators are:

- Maintain the AED device in good working condition. Shall be up to date and have all necessary accessories and supplies.
- Conduct regular checks to confirm the AED device is working correctly and has not been tampered with.
- Ensure that the AED device is easily accessible and visible to anyone who may need to use it.
- Keep a quick reference card displayed near the AED device, indicating how to use it and the steps to follow.
- Ensure that the EMS agency is notified when there is a use of the AED.
- Complete Incident and Supervisor Reports and submit to HR/Risk Management.
- Serve as a point of contact for the HR/Risk Management department. Report any problems with the AED or changes to on-site coordinator information to HR/Risk Management immediately.

HR/RISK MANAGEMENT

Responsibilities of the HR/Risk Management Team are:

- Provide biannual training to employees on how to properly use AED devices and document sign in sheets.
- Perform monthly inspection of AED devices and retain records.
- Keep records of all AED maintenance, checks, trainings, and incidents, as well as any other relevant information.
- Notify employees of changes to locations immediately.

V. TRAINING AND CERTIFICATION

Training shall be provided to City of Redlands designated employees by an authorized training provider and include hands- on practice using an AED device. Volunteers and contractors who may encounter AED devices must have completed training on proper AED use, basic life support, and CPR prior to use. Certification must be renewed every two years to ensure knowledge and skills are up to date.

VI. MAINTENANCE AND INSPECTION

AED devices must be inspected regularly, at least monthly, to ensure they are in proper working condition and ready for use. Inspections shall be documented and conducted by authorized personnel in accordance with manufacturer guidelines and Cal/OSHA standards.

BATTERIES

Batteries shall be replaced every 2-5 years, based on manufacturer's recommendations, and after each use.

PADS

Pads shall be replaced after use and on the use by or expiration date stamped on the pad package.

ACCESSORIES

Personal protective equipment stored with the AED shall be checked and replaced periodically. The AED device shall be removed out of commission after use, until it is checked, and pads are replaced. Any issues or malfunctions shall be reported immediately, and devices shall be removed from service until repairs are made.

VII. AED DEVICE USE

AED devices shall only be used by trained and certified individuals. AED devices shall only be used in accordance with manufacturer guidelines and established procedures. Use and/or misuse of AED devices shall be documented and reported to the HR/Risk Management Team.

VIII. RESPONSE ACTION PLAN

This plan is for a single individual who is responding to an emergency. If there are additional individuals, clear roles and responsibilities should be provided for each.

- Ask the individual if they need assistance.
- If no response from the individual, Call 911.
- Clear the space around to ensure a safe environment.
- Begin CPR (chest compressions).
- If an AED is available, immediately turn it on and await instructions while continuing chest compressions.
- Follow AED voice prompts and stay clear when advised.
- Continue to follow AED voice prompts until emergency services arrive.

XI. PROGRAM EVALUATION

The AED Device Safety Program shall be evaluated regularly, at least annually, to ensure it remains effective and up to date. Evaluations shall include reviewing incident reports, tracking device maintenance and inspections, and soliciting feedback from employees, volunteers, and contractors. Any necessary changes or updates shall be made to the program based on evaluation results.

X. RECORDKEEPING

The HR/Risk Management Team is responsible for managing the City AED Device Program, including written records of all aspects of the program, AED use and/or misuse, maintenance, and training.