

SONOMA COUNTY JUNIOR COLLEGE DISTRICT AUTOMATED EXTERNAL DEFIBRILLATOR PROGRAM

The following constitutes the written Automated External Defibrillator (AED) Program for the Sonoma County Junior College District. Applicable laws and regulations are included in Sections XI and XII of this AED Program.

I. AED PROGRAM RESPONSIBILITIES

A. AED Service Provider

The Sonoma County Junior College District (District) is the AED Service Provider with the following responsibilities:

1. Purchase AEDs for use in a medical emergency involving a person who is experiencing sudden cardiac arrest (SCA).
2. Authorize District employees to apply and operate an AED on a person who is experiencing SCA **provided** they have successfully completed a CPR and AED course according to Section VII of this AED Program and are currently certified.
3. Identify an AED Program Coordinator.
4. Identify a Medical Director.

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B. AED Program Coordinator

The AED Program Coordinator is the District's Manager of Environmental Health & Safety with the following responsibilities:

1. Monitor the day-to-day activities of this AED Program.
2. Maintain currency on state and local requirements for AED programs.
3. For each campus and center, identify enough Authorized AED Users such that at least one per campus and center is normally scheduled to be available during normal operating hours.
4. Coordinate the CPR and AED training of District employees, and maintain records of those trainings.
5. Coordinate the maintenance of equipment and accessories.
6. Monitor the effectiveness of this AED Program and make revisions to improve the program.
7. Communicate with the Medical Director on issues related to this AED Program, including post-incident reviews.

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C. Medical Director

The Medical Director of the AED Program is Dr. Ty Affleck, MD (707-546-9400). The Medical Director has the following responsibilities:

1. Must be a physician or surgeon currently licensed in California.
2. Provide medical oversight to this AED Program.

3. Write a prescription for the AED if required.
4. Ensure that the District's CPR and AED training meets applicable regulatory requirements.
5. Review and approval of an Internal Emergency Response Plan to ensure compliance for training, notification and maintenance in accordance with applicable regulatory requirements.
6. Review each incident where emergency care or treatment on a person in **SCA** is rendered and to ensure that the Internal Emergency Response Plan, along with the CPR and AED standards that the rescuer was trained to, were followed.

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D. Authorized AED Users:

All District employees who have successfully completed a CPR and AED course according to Section VII of this AED Program and are currently certified may apply and operate an AED on a person who is **experiencing SCA** provided they understand and comply with the requirements of this AED Program.

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II. AED EQUIPMENT

A. AED Units

1. The District will deploy Philips HeartStart FRx AEDs.
2. Each unit will have one set of electrodes connected to the device and one spare set of electrodes.
3. Each unit will have one Infant/Child Key to for use if a victim weighs less than 55 pounds, or is less than 8 years old.

B. AED Fast Response Kit

1. Each AED will have a Fast Response Kit that contains two pairs of gloves, one razor, one set of trauma shears, one facemask barrier device, and one large extra absorbent paper towel.

III. AED LOCATIONS

A. Santa Rosa Campus

1. District Police Department/Pedroncelli Center (5 – Public Safety Units)
2. Sports Medicine/Tauzer Gymnasium/Room 921 (2 – Intercollegiate Athletic Units)
3. Dental Programs/Race Hall/Room 4033 (1 – Student Health Services/Dental Program Unit)

B. Petaluma Campus

1. District Police Department/ Carole L. Ellis Hall/Room 302 (1 – Public Safety Unit)
2. District Police Department Lobby/ Carole L. Ellis Hall/Room 303 (1 – Public Access Unit)

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C. Public Safety Training Center

1. North Exterior Wall/Student Lounge/Building 300 (1 – Public Access Unit)

D. Shone Farm

1. Agriculture Pavilion (1 – Public Access)

E. Southwest Center

1. Inside Room 16 (1 – Public Access Unit)

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IV. INTERNAL MEDICAL EMERGENCY RESPONSE PLAN

A. Initial Assessment

1. Assess the scene for safety before approaching.
2. Assess the victim, A person in SCA does not respond when shaken and is not breathing normally.
3. Assess airway, breathing and circulation. If there are no signs of circulation (normal breathing, coughing or movement), call for or get the AED, and call 527-1000 or 911 to request Emergency Medical Services (EMS).
4. Perform CPR until the defibrillator arrives.

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B. AED Operation (Normal)

1. If the victim weighs less than 55 pounds, or is less than 8 years old, proceed to Step C: AED Operation (Infant/Child).
2. Turn on the AED by pressing the green On/Off button.
3. Follow the AED's voice instructions until EMS arrives.
4. Transfer the victim to EMS upon arrival.
5. Immediately notify the Environmental Health and Safety Department (707-527-4803) of the incident and fill out a SRJC Incident Report Form.
6. NOTE: Complete operating instructions for the District's AEDs are included in Section X of this AED Program.

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C. AED Operation (Infant/Child)

1. Insert the Infant/Child Key into the slot at the top center of the front panel. The pink portion of the Key pivots.
2. Turn on the AED by pressing the green On/Off button.
3. Follow the AED's voice instructions until EMS arrives.
4. Transfer the victim to EMS upon arrival.
5. Immediately notify the Environmental Health and Safety Department (707-527-4803) of the incident and fill out a SRJC Incident Report Form.

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6. NOTE: Complete operating instructions for the District's AEDs are included in Section X of this AED Program.

D. After AED Use

1. Immediately notify the AED Program Coordinator who will make arrangements for the AED to be cleaned, checked and returned to service.

V. INCIDENT DOCUMENTATION AND REPORTING

All medical incidents will be documented and reported according to the following guidance:

A. Santa Rosa Junior College Incident Report form

1. All medical incidents are to be documented on the Santa Rosa Junior College Incident Report Form immediately at the time of the incident.

B. Supervisor's Report of Injury

1. In the case of a medical incident involving a District employee the supervisor will complete a Supervisor's Report of Injury and fax it to the Human Resources Department within 24 hours of the incident. This is in addition to the Santa Rosa Junior College Incident Report Form.

C. Medical Director Notification

1. For each incident where emergency care or treatment on a person in SCA is rendered the AED Program Coordinator will notify the Medical Director to schedule a review of the incident.

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VI. MONTHLY MAINTENANCE CHECK, ANNUAL ASSESSMENT AND TEMPORARY REPLACEMENT

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This AED Program is ultimately successful if necessary assistance is provided to victims in a timely manner. Since actual use of this AED Program is expected to be very infrequent, monthly maintenance and operational checks of the AEDs, and an annual assessment of this AED Program are required:

A. Monthly Maintenance Check

The AED Service Provider will contract with an outside vendor to perform and document a monthly system check.

1. The results of this check will be forwarded to the AED Program Coordinator at the completion of each check.
2. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating manual.
3. This monthly maintenance check shall include review of the following elements:
 - a. AED Fast Response Kit supplies
 - b. AED battery life
 - c. AED operation and status

4. If an AED is found to be missing or non-operational the outside vendor will notify District Police immediately at 707-527-1000, and then notify the AED Program Coordinator.

B. Annual AED Program Assessment

Once each calendar year, the AED Program Coordinator shall conduct and document a system readiness review. This review shall include the following elements:

1. Training records
2. Equipment operation and maintenance records
3. AED operation and status
4. Effectiveness of this AED Program

C. Temporary AEDs

If an AED needs to be removed from service (e.g. cleaning, repair, collection of data) the AED Program Coordinator may obtain a temporary replacement AED from an outside vendor until the original AED can be replaced.

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VII. TRAINING

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All CPR and AED training required under this AED Program shall comply at a minimum with the American Heart Association or American Red Cross CPR and AED guidelines for Lay Rescuers. This minimum is not meant to reduce any requirement that a District employee have a higher level of CPR and AED training if it is a part of his/her job requirements, job description, or a requirement to maintain a job related license or certification.

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VIII. PUBLIC SAFETY AED UNITS

The Sonoma County Junior College District Police (JCPD) will maintain their own internal directive covering the use of the public safety AEDs under their control. This directive will include procedures for deployment, increased training requirements, check-in/check-out procedures, and pre-deployment operational checks. In the case that the JCPD's directive and the District's AED Program conflict the more rigorous interpretation will be followed. The JCPD will adhere to Section V regarding incident documentation and reporting. The public safety AEDs will be subject to the monthly maintenance check and temporary replacement provisions of Section VI of this AED Program. The JCPD directive will be reviewed as part of the annual review in Section VI of this AED Program. A copy of the JCPD directive is located in Section XIII of this AED Program.

IX. VOLUNTEER RESPONDERS

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Volunteer responders are defined as anyone who is not an Authorized AED User as defined in Section I of this AED Program. These can be District employees, students, and visitors.

A. Responsibilities:

1. For public access AEDs located in the District, anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. This extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to the emergency only to the extent that they are comfortable. The emergency medical response of these individuals may include CPR, AED or medical first aid.

X. AED OPERATING INSTRUCTIONS (Will be added to the final document)

XI. CALIFORNIA GOOD SAMARITAN LAW (California Health and Safety Code, Section 1799.102 will be added to the final document)

XII. CALIFORNIA REGULATIONS (Title 22 Social Security, Division 9 Prehospital Emergency Medical Services, Chapter 1.8 Lay Rescuer Automated External Defibrillator Regulations, Sections 100031 through 100043 will be added to the final document)

XIII. SONOMA COUNTY JUNIOR COLLEGE DISTRICT POLICE DIRECTIVE FOR AED (Directive will be added to the final document)

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DRAFT 7/12/12