



**TOWN OF MAMMOTH LAKES
POLICIES AND PROCEDURES**

Number: 400.01
Effective Date: 2014
Revised: 06/2017
Authority: Town Manager
Adopted by Resolution No.: N/A
Town Manager: *Dan Holle*

**SUBJECT: AUTOMATED EXTERNAL
DEFIBRILLATOR (AED) PROGRAM**

I. Purpose and Scope

The Town of Mammoth Lakes (“Town”) recognizes that during emergencies of full arrest, time is pertinent. Thus, prompt application of an automatic external defibrillator (AED) by personnel in the field may allow trained individuals to keep a victim viable until the arrival of Paramedics and/or other emergency services. This policy establishes the training and medical oversight standards for the use of AED units by non-licensed or non-certified personnel of the Town of Mammoth Lakes.

The Risk Manager or designee is responsible for administering the program in accordance with the provisions of this policy. This policy applies to all appropriately trained employees that have received written validation from the prescribing physician to use the AED.

II. Definitions

AED shall refer to the Philips HeartStart, an automated external defibrillator capable of cardiac rhythm analysis, which will charge and deliver a shock after electronically detecting and assessing ventricular fibrillation of rapid ventricular tachycardia when applied to an unconscious patient with absent respirations and no signs of circulation.

Authorized individual shall refer to an individual, who has successfully completed a defibrillator-training program, has successfully passed the competency-based written and skills examinations, and maintains competency by participating in periodic reviews. The authorized individual also adheres to policies set forth in this document.

Prescribing Physician is a physician licensed in California, who issues a written order for the use of the AED by authorized individuals.

III. Policy

A. General Provisions

The Town has implemented an AED program that places AED units at various public sites around the area of Mammoth Lakes, California. The Town’s AED program, as approved by the Inland Counties Emergency Management Agency (ICEMA), is to be administered by appointed employees of the Town. The program’s training, record keeping, and reporting requirements shall be the responsibility of appointed personnel.

B. Regulatory Oversight

The AED program shall comply with all of the requirements of California Title 22, as well as requirements established by ICEMA. The personnel in possession of the AEDs must comply with all regulations governing the training, use, and placement of the device.

A person or entity that provides CPR and AED training to a person who 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 act or omissions in rendering the emergency care.

A person or entity that acquires an AED for emergency use pursuant to Section 1714.21 of the Civil Code is not liable for any civil damages resulting from any acts or omissions in the rendering of emergency care by use of an AED if that person or entity has complied with subdivision (b) of Section 1797.196 of the Health and Safety Code.

The protections specified in Section 1714.21 of the Civil Code do not apply in the case of personal injury or wrongful death that results from the gross negligence or willful or wanton misconduct of the person who renders emergency care or treatment by the use of an AED.

C. Authorized Equipment and Placement

The Town of Mammoth Lakes shall utilize the Phillips Heartstart HS1 and the Phillips Heartstart FRx. The Police Department shall utilize 10 Cardiac Science Powerheart G5 models.

The AED units are to be located at various public sites around the Town. See Appendix A for a complete list of AED locations. During large functions outside of the designated locations, or during a disaster, AEDs may be strategically placed by the Risk Manager or designee. When an AED is removed from its original location, a sign should be posted that provides the current location of the AED.

D. Training

In accordance with regulations set by ICEMA, expected AED users/rescuers employed by the Town shall complete a training course in cardiopulmonary resuscitation (CPR) and in the use of the AED device. The training curriculum adopted by the Town complies with regulations adopted by the American Heart Association.

E. Maintenance Procedures

AEDs shall be maintained and regularly tested according to the operation and maintenance guidelines set forth by the manufacturer and by ICEMA.

A representative at each AED site (see Appendix B for a complete list of representatives) shall perform an inspection of the AED at their location at least every thirty days and after each use and ensure records of such periodic checks are maintained. On a monthly basis, the representative at each site responsible for AED inspections shall complete the AED Tag Check, which shall be kept with the AED (see Appendix C for the AED Tag template). If an AED requires maintenance or restock, the representative shall contact the Risk Manager to make suitable arrangements for maintenance or replacement.

Annually, by March 1st, the representative at each AED site shall provide the Risk Manager with a log of AED pad and battery expiration dates so that replacements can be ordered in a timely fashion prior to expiration.

F. Internal Emergency Response System

See Appendix D for the Internal Medical Emergency Response Plan.

G. AED Use Notification and Reporting

1. Use Notification

In the case of AED use, in order to comply with regulations set by ICEMA, the representative at the AED site shall contact the Risk Manager within 48 hours of the occurrence and provide him/her with a completed 'Notification of AED Use' form (see Appendix E). The Risk Manager or designee shall then notify ICEMA, the prescribed physician, the Town Manager, and any other contacts deemed necessary. *ICEMA require this notification within 72 hours of use, allowing them to follow up with the hospital for outcome data.*

After notification of the use of the AED, the prescribing physician and other appropriate personnel shall review the incident for the purpose of medical control. This will be accomplished by transferring the data stored on the AED to a computer where the time, number of shocks delivered, and heart rhythm pre/post shock may be analyzed. Data download and analysis shall be the responsibility of Mono County EMS.

Appendix F details a list of steps that must be followed after an AED has been used but before placing the AED back in service.

2. Reporting

Annually on March 1st, the Town shall provide ICEMA with the following AED event data required per ICEMA AED Service Provider Policy Reference 6030:

- The number of patients with sudden cardiac arrest receiving CPR prior to arrival of emergency medical care if known.
- The total number of patients on whom defibrillator shocks were administered, witnessed (seen or heard) arrest and not witnessed arrest.
- The number of these persons who suffered a witnessed cardiac arrest whose initial monitored rhythm was ventricular tachycardia or ventricular fibrillation.
- A listing of all public safety AED authorized personnel employed by the Town.

3. Record Keeping

The Risk Manager shall maintain the following records:

- Training documentation from an American Heart Association or American Red Cross-recognized AED training class.
- Log of maintenance checks of the AED, including the dates checked and the name of the person that performed the review.
- A current roster of all personnel who are authorized individuals. This shall include, a copy of a valid AED operator's certificate for any employee authorized to operate the AED along with a log of quarterly proficiency demonstrations for each holder of an AED operator's certificate. The log shall contain the dates of the demonstrations as well as the manner of demonstration.

IV. Responsibility for Review

The Risk Manager shall be responsible for review of this procedure in March of every year.

V. Budgetary Considerations

Funds shall be allocated to the Risk Management budget on an annual basis allowing used/expired equipment to be replaced. As a general rule, AED pads must be replaced every two years and AED batteries must be replaced every five years. The following schedule shows estimated costs (excl. tax & shipping):

Equipment	Current Units in Place	Still to Purchase	Total	Life (years)	\$ per unit	\$ per year
AED	11					
Adult Pads	8	3	11	2	75.00	412.50
Infant Pads	3	2	5	2	120.00	300.00
Batteries	10	1	11	5	180.00	396.00
TOTAL COST/YEAR (excl. tax & shipping)						\$1,108.50

VI. References

- AED Brands, *Early Defibrillation Program, Policies and Procedures*
- American Heart Association, *Internal Medical Emergency Response Plan – Sample Template*
- California JPIA Policy Template (2010), *Automatic External Defibrillator Program*
- ICEMA (2011), *AED Service Provider Policy – Public Safety*, Reference: 6030
- ICEMA (2011), *Lay Rescuer AED Implementation Guidelines*, Reference: 6040
- Mammoth Lakes Police Department, *Automatic External Defibrillators, Draft Policy Addition*

Appendix A: AED Locations

Notification of Defibrillator Site

On-Site Contact Information	
Name of On-Site Contact: Risk Manager	
Employer: Town of Mammoth Lakes	
Phone Number of On-Site Contact: (760) 965 36100	
Physical Address of On-Site Contact: 437 Old Mammoth Road, Suite R, Mammoth Lakes, CA	
Mailing Address of On-Site Contact: PO Box 1609, Mammoth Lakes, CA 93546	
AED location:	Town of Mammoth Lakes Office – Suite Z
Physical address:	437 Old Mammoth Road, Suite R, Mammoth Lakes, CA 93546
Nearest cross street:	Meridian Blvd.
Floor and location of device	2 nd Floor, on wall in storage room.
Closest/fastest street access point:	Stairs next to Vons on Old Mammoth Rd.
Equipment information:	Philips Heartstart HS1 Model # M5066A Serial # A07D-00635 Battery (x1) # B03202005 Adult Pad (x1)
AED location:	Town of Mammoth Lakes Admin Building
Physical address:	437 Old Mammoth Road, Suite R, Mammoth Lakes, CA 93546
Nearest cross street:	Meridian Blvd.
Floor and location of device	2 nd floor, kitchen.
Closest/fastest street access point:	Meridian Blvd, stairway in front of Giovanni's.
Equipment information:	Philips Heartstart HS1 Model # M5066A Serial # A08H-03872 Battery (x1) # A46085P-2486 Adult Pad (x1)
AED location:	Mammoth Yosemite Airport
Physical address:	1300 Airport Road, Mammoth Lakes, CA 93546
Nearest cross street:	Airport Road
Floor and location of device placement:	Commercial terminal bldg., 1 st floor, behind the airline counter.
Closest/fastest street access point:	Airport Road

Equipment information:	Philips Heartstart HS1 Model # 5066A Serial # A07D-00472 Battery (x1) # BO3202005 Adult Pad (x1)
AED location:	Town of Mammoth Lakes Public Works Yard
Physical address:	299 Commerce Drive, Mammoth Lakes, CA 93546
Nearest cross street:	Meridian Blvd.
Floor and location of device	Front entrance, next to the First Aid Kit.
Closest/fastest street access point:	299 Commerce Drive – about 20m from street.
Equipment information:	Philips Heartstart HS1 Model # M5066A Serial # A07C-02724 Battery (x1) # B03202005 Adult Pad (x1)
AED location:	Ice Rink/Rec Zone
Physical address:	1603 Meridian Blvd., Mammoth Lakes, CA 93546
Nearest cross street:	College Pkwy
Floor and location of device placement:	Rink office, left side, behind the door in a first responder bag.
Closest/fastest street access point:	416 Sierra Park Road, cross-street – Meridian Blvd.
Equipment information:	Philips Heartstart HS1 Model # M5066A Serial # A08H-04010 Battery (x1) # B03202005 Adult Pad (x1) Infant Pad (x1)
AED location:	Whitmore Pool
Physical address:	904 Benton Crossing Road, Mammoth Lakes, CA 93546
Nearest cross street:	N Landing Rd.
Floor and location of device	Pool office, inside door on the right.
Closest/fastest street access point:	Benton Crossing Rd.
Equipment information:	Philips Heartstart HS1 Model # M5066A-ABA Serial # A055-02293 Battery (x2) # B03202005 & A46085P-2177 Adult Pad (x1) Infant Pad (x1)
AED location:	Police Department
Physical address:	568 Old Mammoth Rd., Mammoth Lakes, CA 93546

Nearest cross street:	Chateau Rd.
Floor and location of device placement:	In the hallway, outside of the Armory, next to ZEE first aid wall box and assigned to patrol units.
Closest/fastest street access point:	568 Old Mammoth Rd – not accessible to general public.
Equipment information:	10x Cardiac Science, Powerheart G5.
AED location:	Shady Rest Park
Physical address:	Shady Rest Park, Sawmill Cutoff
Nearest cross street:	Sawmill Road
Floor and location of device	In a locked cabinet in the snack shop.
Closest/fastest street access point:	Sawmill Cutoff
Equipment information:	Philips Heartstart HS1 Model # M5066A Serial # A07C-03277 Battery # A45619P-1270 Adult Pad (x1) Infant Pad (x1)
AED location:	Community Center
Physical address:	1000 Forest Trail, Mammoth Lakes, CA 93546
Nearest cross street:	Minaret Road
Floor and location of device	TBA
Closest/fastest street access point:	1000 Forest Trail
Equipment information:	Philips Heartstart FRx Model # Serial # B06A-00529 Battery x1 Adult Pad x1 Infant Pad x1 re-usable key

Appendix B: Representatives

Name of Building or Complex:	Town of Mammoth Lakes Office – Suite Z
Site Representative:	Jamie Gray
Phone:	(760) 965 3602
Email:	jgray@townofmammothlakes.ca.gov

Name of Building or Complex:	Town of Mammoth Lakes Admin Building
Site Representative:	Pamela Kobylarz-Heays
Phone:	(760) 965 3603
Email:	pkobylarz@townofmammothlakes.ca.gov

Name of Building or Complex:	Mammoth Yosemite Airport
Site Representative:	Brian Picken
Phone:	(760) 965 3621
Email:	bpicken@townofmammothlakes.ca.gov


Name of Building or Complex:	Town of Mammoth Lakes Public Works Yard
Site Representative:	Lon Adams
Phone:	(760) 965 3682
Email:	ladams@townofmammothlakes.ca.gov

Name of Building or Complex:	Ice Rink
Site Representative:	Katrina Kelly
Phone:	(760) 965 3697
Email:	kkelly@townofmammothlakes.ca.gov

Name of Building or Complex:	Police Department
Site Representative:	Joseph Vetter
Phone:	(760) 965 3700 ext. 3713
Email:	jvetter@townofmammothlakes.ca.gov

Name of Building or Complex:	Whitmore Pool, Community Center & Shady Rest Park
Site Representative:	Katrina Kelly
Phone:	(760) 965 3697
Email:	kkelly@townofmammothlakes.ca.gov

Appendix C: AED Tag Template

<h1>AED</h1>							
AUTOMATIC EXTERNAL DEFIBRILLATOR INSPECTION							
SERIAL NO. _____							
CHECK:							
• Electrodes				• Status Indicator			
• Battery				• General Condition			
DATE	BY	DATE	BY				

Appendix D: Medical Emergency Response Plan

(Note: This template follows the 2000 American Heart Association CPR Guidelines)

INTERNAL MEDICAL EMERGENCY RESPONSE PLAN (MERP)

1. Assess the scene for safety before approaching the victim.
2. Assess the victim for unresponsiveness.
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 9-1-1.*
4. Perform CPR until the defibrillator arrives.
5. Turn on the AED.
6. Stop CPR.
7. Apply pads to the patient's bare chest.
8. Make sure that no one is touching the patient.
9. Follow the AED's voice prompts until EMS arrives.
10. If indicated by voice prompts, begin two minutes of CPR.
11. If more shocks are advised, repeat the procedure.
12. If at any time the rhythm is interpreted as "non-shockable", voice prompts will be heard. Begin CPR.
13. Transfer the victim to the EMS upon arrival.
14. Data transfer: Mono County EMS will hold responsibility for reading AED data post event.
15. Contact the Risk Manager or designee and provide a completed "Notification of AED Use Form" (Appendix E).
16. Ensure the AED is in good shape before it returns to service (See Appendix F).

Appendix E: Notification of AED Use (to be faxed to ICEMA within 24 hours of use of an AED)

Notification of Defibrillator Site

Name Of AED Service Provider:	
Date of Occurrence:	
Time of Occurrence:	
Place of Occurrence: (Address & specific location)	
Patient's Name:	
Patient's Age:	
Patient's Sex:	
Approximate down time prior to your arrival:	
Did anyone witness the collapse/arrest?	
Alert Time (time you were notified):	
Was CPR used prior to AED at victim?	
Time of first shock (if given):	
Total number of shocks:	
Did victim regain a pulse at scene?	
Responder Name(s):	
Responder Name(s):	
Responder Name(s):	
Responder Name(s):	
Name and phone number of person completing form:	

Additional Comments Information:

FAX this completed report to ICEMA within twenty-four (24) hours of use of an AED. FAX to: (909) 388-5825

Appendix F: Placing an AED Back in Service after Use – Checklist

The following steps shall be followed when placing the AED back in service after use.

- Request a new battery from the manufacturer or supplier
- Request a replacement pad (adult or child) from the manufacturer or supplier
- Request a new AED data card from manufacturer or supplier
- Replace battery in the AED
- Perform complete battery insertion test (BIT)
- Mark used battery “training only” and send to Risk Manager