

# **AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM**

DAVIS JOINT UNIFIED SCHOOL DISTRICT  
STUDENT SUPPORT SERVICES  
526 B Street  
Davis CA 95616  
530-757-5300 x 140

Continuous Working Plan  
May 12, 2015

## **CONFIDENTIALITY AND PRIVACY STATEMENT**

Some of the information in this document may be confidential. In addition, the disclosure of information in this program could compromise the security of essential equipment, services, and systems of the Davis Joint Unified School District or Yolo County Health Department otherwise impair the District's or Department's ability to carry out essential functions. Distribution of this document is limited to those associates who need to know the information in order to successfully activate and implement the plan.

Portions of this plan contain information that raises personal privacy or other concerns, and those portions may be exempt from mandatory disclosure under the Brown Act, Section 54957.

Any decision to disclose information in this plan outside the District or Yolo County Government or to withhold information in this plan from a non-County requester must be coordinated with the Yolo County Department of Health.

## RECORD OF CHANGES

Version	Sect. Affected	Date	Change
1.0	All		

**Recommended changes should be addressed to Yolo County Emergency Medical Services Agency.**

## Davis Joint Unified School District

### AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM

#### Policies and Procedures

#### 1. BACKGROUND

**Sudden cardiac arrest** is the nation's leading cause of death. 350,000 relatives, coworkers, and neighbors will suffer a **sudden cardiac arrest** this year. Despite immediate CPR efforts and a rapid 911 response, tragically less than 5% will survive. In response to these chilling statistics the Food and Drug Administration, federal and state legislatures, as well as OSHA, have approved **Automated External Defibrillators (AEDs)** and recommended their implementation in the workplace. AEDs are devices designed to administer an electric shock to the heart of a **sudden cardiac arrest** victim. This electric shock stops a fatal rhythm called **ventricular fibrillation** and allows the patient's heart to begin beating on its own. The shock can only be delivered after the device has verified the patient is in cardiac arrest. Delivery of an inappropriate shock is not possible. The American Heart Association and federal guidelines recommend that AED treatment be given within the first 3-5 minutes of a **sudden cardiac arrest**. To achieve this recommendation, AEDs must be strategically placed, and appropriate numbers of employees trained to use them. By doing so we may improve survivability of cardiac arrest by as much as 65%. Every minute that defibrillation is delayed 7-10% of survivability is lost. After 10 minutes without defibrillation the patient's chances of survival drop to less than 5%. To effectively treat **sudden cardiac arrest**, AEDs must be immediately available.

#### 2. PROGRAM OBJECTIVE

To provide a rapid emergency response to a victim of **sudden cardiac arrest**.

To implement the American Red Cross recommended "Chain of Survival," including early defibrillation within 3 minutes of a reported event.

To make available to our employees, students, parents, contractors, and guests the best chances of surviving the nation's leading cause of death.

### 3. PURPOSE

This policy and procedure provides the necessary information to effectively implement, administer, and maintain the Davis Joint Unified School District (“District”) AED program. Access and training on this policy and procedure should be provided to any employee who may voluntarily render assistance at the scene of a cardiac arrest or who wishes to be involved with the administration of this program. All **targeted responders, site contacts, and AED coordinators** are required to become familiar with these policies and procedures and will be provided formal training in American Red Cross CPR/AED certification.

### 4. SCOPE

This policy and procedure defines responsibilities and methods by which personnel of the District will comply with state regulatory requirements.

All AEDs of the District shall be subject to this policy and procedure.

This policy and procedure applies to all District employees who may render first aid, CPR, or defibrillation.

This policy and procedure is a compilation of California state standards and Yolo County EMS Agency Policy for the use of an AED by non-licensed personnel or Public Access Defibrillation Programs (PAD). Additional action by the **site contacts and/or AED coordinator** may be necessary to comply with these requirements.

### 5. DEFINITIONS

**AED** is the acronym used to describe the AUTOMATED EXTERNAL DEFIBRILLATOR. The AED in use at the District is the Cardiac Science Power Heart Plus G3. Operating instructions and maintenance manuals are available with each defibrillator.

The **Public Health Officer** (PHO) is a licensed physician that has authority over the entire AED Program and its participants. General responsibilities include establishing guidelines for administration, implementation, and maintenance of the program. The PHO oversees quality assurance, compliance to protocols, and proper training and provides positive reinforcement to individuals and the system, as well as corrective instruction. The PHO will provide post event review and make systems improvement recommendations.

The **AED Coordinator, Rhona Youtsey, RN** is a District administrator or designee who is the primary liaison between the AED Program and the PHO. This person will help the organization fulfill its responsibility for maintaining the program from an administrative level. The AED coordinator will disseminate

program information to and from the PHO and the **site contacts**. The AED coordinator will play an active role in the development of policies and procedures, quality assurance, and program evaluation.

The **Site Contacts** are site administrators or their designees at the individual sites equipped with an AED. The primary responsibility of the **site contacts** is to ensure the readiness of the AED Program at the local level. The **site contacts** are responsible for on-site coordination and for assisting the AED Coordinator and PHO as necessary. The **site contacts** are also responsible to ensure that all AED units are inspected, maintained, and tested according to the manufacturer's guidelines.

**Targeted Responders** are specific individuals who have been designated or volunteered to respond to a cardiac emergency and have been trained in accordance with these policies and procedures. A sufficient number of **targeted responders** must be designated to ensure that someone is available to use the AED in all areas during normal school hours. At Davis Senior High School the AED's are strategically located for access during after-school activities. Ideally, no less than two responders per AED device must be designated. This standard has been met at school sites by training office staff personnel.

## 6. PROGRAM DISCRIPTION

### A. Responsibility

The District obtained and installed AED's at every site in January of 2009. In order to best implement an effective AED program in the District, the following is required as a part of the medical and administrative oversight required and provided by the Public Health Officer.

#### **Site Administrators:**

- The Site Administrator agrees to help identify and provide time for each **site contact** and **targeted responder** to attend mandatory trainings and to work with the **AED coordinator** to identify these individuals.
- The AED will be placed in a location easily accessible, as determined by the **site contact** and the **AED coordinator**. A sign will prominently identify the location of the AED.
- Concerns or complaints will be forwarded immediately to the **AED Coordinator**, and the contact information will be placed by the AED.
- Each employee will be provided with the location of the AED and its use annually. The site administrators will email this information to each employee at the beginning of the year.

Brochures will be located next to the AED regarding its use. The AED will be inspected and tested as per documentation at least monthly, recorded immediately, and the **site contact** will turn in the documentation to the **AED coordinator** annually as determined by the **AED coordinator**.

- AED training will be included in CPR classes conducted by the District or by a contracted vendor.

#### **AED Coordinator:**

- To establish an AED standard operating procedure.
- To disseminate information to and from program elements to the **site contacts and targeted responders**.
- To maintain the AED program to ensure compliance with these standards.
- To periodically evaluate facilities for any change in conditions that could adversely affect program effectiveness.
- To ensure District sites have an appropriate number of trained responders.

#### **Site Contact:**

- To ensure that all participating personnel are identified and receive training on these policies and procedures.
- To assure that proper safety procedures regarding AEDs are followed
- To report any use of the AED to the PHO and the AED Coordinator by the next business day after use, or problems, violations, inconsistencies, or improvements related to the AED procedures.
- To ensure response, use, and inspection procedures in accordance with instructions and training.
- To provide appropriate signage identifying location of AEDs.
- To provide necessary safety equipment including personal protective equipment for **targeted responders**.

### **Targeted Responders:**

- To provide AEDs as necessary in appropriate circumstances to people in Cardiac Arrest.
- To report any AED use, indicators or alarms, or missing AEDs to their supervisor.
- To maintain annual certification.

### **Equipment, Location, Inspection, and Maintenance:**

- The following equipment shall be maintained as part of the AED Program and is to be used only for AED emergencies:
  - Cardiac Science Power Heart Plus AED, case
  - Manufacturer's prep kit
  - Extra One set each of adult and pediatric pads
  - Notify AED Coordinator if batteries or pads need replacement
  - Laminated AED Treatment Algorithm card
  - Razor
  - Mask with one-way valve
  - Use of AED Report form stored under the AED
- The **site contact**, or other staff members as designated, shall inspect the AED at least monthly.
- The **site contact** will perform periodic software updates to individual units as directed by the vendor.
- Inspections will confirm that the AED is:
  - In place and accessible.
  - Ready for use, with the electrodes attached to the unit.
  - All related supplies are in place with shelf life and in good condition.

## **B. Procedure**

### **Responding to an Emergency**

- In the event of an emergency potentially requiring the use of CPR or the AED unit, the first responder shall immediately call "911" or direct someone to call "911" and state:
  - The nature of the emergency
  - The location
  - Caller's name



Caller's call back number

- The **first responder** will direct someone to get the AED and bring it to the location of the emergency.
- The normal response steps then continue starting with determination of breathing and signs of circulation.
- Begin CPR, if indicated. Prepare the AED for use while CPR is in progress. Once the AED is operating, follow directions provided by the AED unit.

### **Post Incident**

- Any cardiac event or use of the AED shall be reported to the Public Health Officer or AED Coordinator within 24 hours of the incident.
  - ☐ The **site contact** shall:
    - Download the data from the AED and
    - Complete the incident report form.
  - Report Form (stored under the AED), should include:
    - Date/time of the incident,
    - Nature of the incident, location of the AED used
    - Patient's name
    - Responders
    - Witnesses
    - Follow-up care (hospital, doctor)
- Conduct incident debriefing, as needed.  
Clean the AED and restock any used electrode pads or batteries  
Perform post use inspection before placing the unit back in service.

### **C. Program Evaluation**

The AED Coordinator for the DJUSD will complete the "AED Annual Program Update" annually and will submit it to the Yolo County Emergency Medical Services Agency.

### **D. Training and Record keeping**

All targeted responders shall receive training on the use of the AED, these policies and procedures, general safety procedures, and use of any necessary personal protection equipment.

Initial AED training shall consist of a standard CPR/AED Training Program with mandatory skills evaluations. This skills evaluation, required in California, is necessary to maintain proficiency and may take a

variety of forms. Re-certification training will be conducted every 2 years according to National Standards, including the American Heart Association and the American Red Cross. The AED Coordinator or contracted vendor certified as a CPR instructor will provide the training program.

The **site contact** will be responsible to notify their trained staff that their recertification is due one month in advance of the due date.

## **7. REPORTING AND RECORD-KEEPING REQUIREMENTS**


- Any cardiac event and the use of the AED will be reported to the AED Coordinator.
- The AED Coordinator will submit the "AED Use Notification Form" to the DJUSD Superintendent and to the Yolo County Emergency Medical Services Agency (YEMSA).
- AED incident reports shall be maintained in accordance with the requirements as required by law.
- AED Coordinator will maintain all records.

**SIGNATURES:** Approved by:

**Davis Joint Unified School District**

  
Executive Director Student Services  
Laura Juanitas

Date 6-3-15

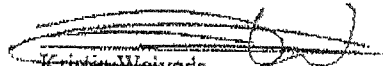
  
AED Coordinator  
Rhona Youtsey R.N.

Date 6-3-15

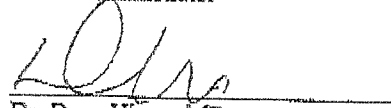
  
District Safety Coordinator  
Marc Hicks

Date 6-3-15

**Public Health Department**

  
Kristin Weivode  
EMS Administrator

Date 6/5/15

  
Dr. Dana Vierra, MD  
Medical Director

Date 6/8/15

Attachments included:

1. Public Access AED Program Form
2. AED Annual Program Update
3. AED Use Notification Form
4. AED Targeted Responders
5. AED Site Administrators
6. AED Maintenance Checklist
7. Employee Brochure



**Yolo Emergency Medical Service Agency**

137 N. Cottonwood Street, Suite 2601  
Woodland, CA 95695 – (530) 666-8645

**PUBLIC ACCESS  
AED PROGRAM FORM**

Company Name: _____		Type of Business: _____
Physical Address: _____		
Mailing Address: _____		
City: _____	State: _____	Zip: _____
Contact Person: _____		Title: _____
Phone: _____		Email: _____
Number of Personnel Trained: _____		Trained by: _____
Training Program: <input type="checkbox"/> American Heart Association		<input type="checkbox"/> American Red Cross <input type="checkbox"/> Other
Name of Oversight Physician: _____		Phone: _____

Do all the employees know the location of the AED? ☐ Yes ☐ No

How were employees notified? ☐ Newsletter ☐ Email ☐ Verbal ☐ Other \_\_\_\_\_

AED Manufacture: ☐ Cardiac Science ☐ Defibtech ☐ Heartsine ☐ Medtronic ☐ Philips  
☐ Welch Allyn ☐ Zoll ☐ Other

AED Model: ☐ AED 10 ☐ AED 20 ☐ AED plus ☐ AEDpro ☐ CR plus ☐ FirstSave ☐ FR2+  
☐ FRx ☐ G3 ☐ G3 Automatic ☐ G3 Plus ☐ Lifeline ☐ Lifepak 1000 ☐ M Series  
☐ On-Site ☐ Powerheart ☐ Reviver/DDU-100 ☐ Samaritan ☐ Samaritan PAD  
☐ Other \_\_\_\_\_

Is your AED approved for pediatric use? ☐ Yes ☐ No

Total Number of AED's? \_\_\_\_\_ Date AED(s) placed into service? \_\_\_\_\_

Is AED capable of 1 shock & 2 minutes CPR (which meets current AHA guidelines) ☐ Yes ☐ No

Location of AED(s): \_\_\_\_\_

**I certify that all information on this application, to the best of my knowledge, is true and correct.**

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Date



**Yolo Emergency Medical Service Agency**  
137 N. Cottonwood Street, Suite 2601  
Woodland, CA 95695 – (530) 666-8645

### AED ANNUAL PROGRAM UPDATE

Agency Name:		Year:
Phone #:		Fax #:
Mailing Address:		
City:	State:	Zip:
Program Contact:		Email:
Phone #:		Fax #:
Chief Name:		
Primary Instructor(s):		
# Personnel (Public Safety) trained to perform AED:		
# Personnel (EMR/EMT) trained to perform AED:		
AED Equipment (Brand Name, Model #):		

I certify that all information on this form, to the best of my knowledge, is true and correct.

Signature	Date
Print Name and Title of above signature	

Application may be mailed or dropped off at the address above.  
The YEMSA drop box is across from the stairs at the Yolo County Health Dept., Bauer Building.  
(same address as above)



**Yolo Emergency Medical Service Agency**  
137 N. Cottonwood Street, Suite 2601  
Woodland, CA 95695 – (530) 666-8645

## AED USE NOTIFICATION FORM

### Directions:

- Please complete one form for each AED used.
- Please complete one form for each AED **not** used, for example, AED attached to victim but "no shock indicated."
- Submit form even if some information is not available.
- Submit to address noted above.

**Please complete as much information as possible.**

AED Program Name: \_\_\_\_\_

AED Address \_\_\_\_\_

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

Zip: \_\_\_\_\_

AED Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

### Incident Information:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Street Address: \_\_\_\_\_

Other Location Description: \_\_\_\_\_

Patient Name (If known): \_\_\_\_\_

Sex: \_\_\_\_\_

Estimated Age: \_\_\_\_\_

Was CPR Performed? \_\_\_\_\_

CPR Provider: \_\_\_\_\_

Total number of shocks delivered? \_\_\_\_\_

Please describe any useful information about the incident or the use of the AED: \_\_\_\_\_

### Times Noted:

Witnessed Arrest or collapse: \_\_\_\_\_

Start of CPR: \_\_\_\_\_

Call to 911: \_\_\_\_\_

First Shock: \_\_\_\_\_

911 Arrival on the Scene: \_\_\_\_\_

## DJUSD AED Targeted Responders

SCHOOL	RESPONDERS	CPR Expiration	
Birch Lane	Staci Gonzales		
	Michael Ann Pedone	12/11/2015	
Cesar Chavez	Lynn Alvarez	8/18/2016	
	Gabriela Rodarte	5/15/2015	
Children's Center	Angie Deleon	10/18/2015	
Fairfield School	Jonathan Defty		
	Mary Ryan	10/9/2015	
Korematsu	Tammy Ghaffari		
	Teresa Nunes	11/8/2015	
Montgomery	Maricela Ortega		
	Marilyn Stark	11/8/2015	
North Davis	Cathy Hackett	8/19/2015	
	Heather Cox	8/19/2015	
Patwin	Suzanne Morgan		
	Tyshawn Harris	5/13/2018	
Pioneer	Patricia Livermore	5/13/2018	
	Odie Landeros	8/19/2015	
Willett	Rhonda Brooks	10/23/2016	
	Tara Stapleton		
Emerson Jr. High	Laurel Fields		
	Nancy Cardinal	1/26/2017	
Holmes Jr. High	Judy Stafford		
	Jan Chandler	2/24/2017	
Harper Jr. High	Vi Nickerson	1/22/2016	
	Pamela LeMay *		
Davis Senior High School	Kimberly Perez	1/5/2018	
	Carmen Schnathorst	1/21/2017	
	Cheryl Ozga	1/5/2018	
	Rhona Youtsey	CPR instructor	no expiration
DaVinci Charter	Adela Johnson	12/5/2016	
	Debbie Martin	12/5/2016	

## DJUSD AED Targeted Responders

King High School	Karey Spivey		
	Sharon McCorkell	4/22/2016	
DSIS/District Office	Cindy Martell	1/5/2018	
	Deniece Figueroa		
Operations Center	Maureen Poole		
	*First Aid only		



DJUSD Site Administrators at Sites Equipped with AED's

SCHOOL	PRINCIPAL/MANAGER
Birch Lane	Jim Knight
Cesar Chavez	Denise Beck
Children's Center	Maria Yuen
Fairfield School	Nicole Smith
Korematsu	Mary Ponce
Montgomery	Sally Plicka
North Davis	Ramon Cusi
Patwin	Nicole Smith
Pioneer	Matt Duffy
Willett	Heidi Perry
Emerson Jr. High	Staci Desideri
Holmes Jr. High	Derek Brothers
Harper Jr. High	Kerin Kelleher
Davis Senior High School	William Brown
DaVinci Charter	Troy Allen
King High School	Antonia Slagle
Davis School for Independent Study/District Office	Karrie Hernandez/Laura Juanitas
Operations Center	Mel Nelson

**Davis Joint Unified School District  
Automated External Defibrillator (AED) Program**

Maintenance Checklist- Year \_\_\_\_\_

Location \_\_\_\_\_

Criteria	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Comments
<b>AED</b>													
Placement visible, unobstructed and near a phone													
Alarm disable key present													
“Rescue Ready” light green													
Expiration date visible thru window													
Inspect exterior components for damage													
<b>Supplies</b>													
Two sets of AED pads in sealed packages													
Check expiration date on pad packages													
Pocket mask with one-way valve													
Examination gloves													
Razor													
Absorbent gauze or hand towel													
<b>Signature (initials)</b>													

Defibrillators	Adult	Pediatric	Serial #'s
Davis Senior High nurse's office	x	x	4231741
Stadium snack bar	x	x	41051247
DHS--Athletics	x	x	4231983
DHS- IPAB	x	x	4245022
Emerson Jr. High	x	x	4231997
Harper Jr. High	x	x	4232000
Holmes Jr. High	x	x	4231825
Birch Lane	x	x	4231863
Chavez	x	x	4201687
Fairfield	x	x	4231697
Korematsu	x	x	4232003
Montgomery	x	x	4231695
North Davis	x	x	4231864
Patwin	x	x	4231744
Pioneer	x	x	4231699
DaVinci	x	x	4248942
Willett	x	x	4231850
King High	x	x	4231763
Operations Center	x	x	4231853
Susan B Anthony	x	x	4231693
Children's Center	x	x	4231967
Special ed	x	x	AO8H-02409
Total--		22	

AED batteries - replaced and installed 3/8/2013

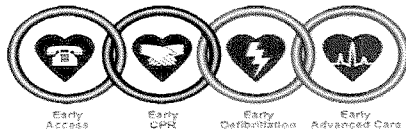
Electrode pads replaced July 2013 - expire 11/2015

## AED Program

Most of the people who die suddenly from cardiac arrest are outside of a hospital setting. Fewer than 7% of those who experience sudden cardiac arrest outside of a hospital setting will survive.

CPR and Automated External Defibrillators (AEDs) increase a person's chance for survival when used.

Chance of survival decreases 10% for every minute that passes. To be effective, defibrillation should be delivered within the first few minutes of collapse.



## Your Cardiac Science AED

### Liability Protection

The California Health and Safety Code and Civil Code give liability protection to those who acquire an AED and abide by regulations and additionally covers the Medical Director and individuals who use AEDs in rendering emergency care.



Contact the district Curriculum  
& Instruction Department for  
training dates!

DAVIS JOINT UNIFIED SCHOOL  
DISTRICT

526 B Street

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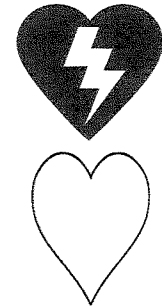
Phone: 530-757-5300

Fax: 530-757-5423

Email: djusd.net



**Davis Senior High School**

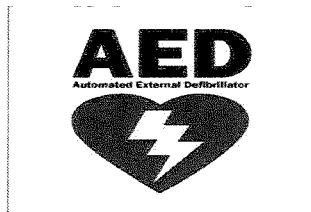


## Early Defibrillation & CPR Saves Lives

Many lives are saved each year in Yolo County communities because of CPR and early defibrillation programs. More lives may be saved if the placement and use of AEDs is increased within our community.

- **Location 1- Nurse's Office**
- **Location 2- N. Gym Concession**
- **Location 3- IPAB**
- **Location 4- Stadium Snack Bar**

## Cardiopulmonary Resuscitation (CPR)



### You Must be Trained:

- Place the individual on a firm flat surface
  - Check for responsiveness
  - If no response, CALL 911.
  - Open the airway
  - Check for breathing
  - If no breathing give 30 chest compressions.
  - Push hard, push fast in the middle of the chest at least 2 inches deep and at least 100 compressions per minute.
  - Give 2 rescue breaths.
  - Continue cycles of CPR until an AED is ready to use.
- Upon opening the lid of the AED it will:
  - Turn on and complete a self diagnostic test and it will then prompt you to:
  - Open the package & remove pads
    - *Use adult pads for adult or child older than 8 years or weighing more than 55 pounds.*
  - Place the pads (without stopping CPR) in the general location(s) shown on the pad (s)
  - Stand clear so it can analyze the rhythm.
  - If shock is advised it will charge and warn to stand clear while a shock is delivered. Then continue CPR when cleared, or
  - If not advised it will prompt you to continue CPR.

Sudden Cardiac Arrest (SCA) claims over 350,000 lives in the United States each year. The most common cause of SCA is ventricular fibrillation, when the heart's electrical impulses become irregular and the heart is unable to pump oxygen-rich blood through the body. If left untreated, death occurs within minutes.

Traditionally the ability to defibrillate outside of the hospital setting was solely the responsibility of EMS personnel. Survival was dependent on early activation of the 9-1-1 system and early arrival of EMS first responders.

Today, the new generation of Automated External Defibrillators (AEDs) makes it possible for the general public to provide defibrillation outside of the healthcare setting. These new AEDs are safe, effective, require low maintenance, and are easy to use.