



Approved by Joe Sbranti
City Manager

Subject: Automatic External Defibrillators (AEDs)

Purpose:

This policy provides information regarding the use of the City's automatic external defibrillators.

Procedures:

City Hall has four (4) Automatic External Defibrillators (AEDs). One (1) AED is located on the first floor near the stairs just outside the Shark Tank conference room. One (1) AED will be located within the Police Department on the first floor. One (1) is located on the second floor outside the entrance to the Police Investigations. The other AED is located in the Council Chamber, 3rd Floor. The City also has five (5) offsite AEDs at the following locations:

- Island Energy, Mare Island, Vallejo
- Marina
- Senior Center
- Water Treatment Plant
- Corp Yard

The Police Department also has thirteen (13) Automatic External Defibrillators (AEDs). The thirteen (13) AEDs will be dispatched out to different police vehicles deployed on the street at any given time.

Use of the AED:

The AED is only to be applied to victims who are unconscious, not breathing normally and have no signs of circulation, such as normal breathing, coughing or movement.

Medical Control:

The medical director for this program is Dr. Joseph Barger (Contra Costa County).

Program Coordinator:

- The City's program coordinator is the Human Resources Director (or designee).
- Responsibilities will include maintaining the AED in a state of readiness as well as providing a mechanism to assure continued competency of the authorized individuals to include periodic training and skills proficiency demonstrations.

Maintaining a state of readiness:

- The AED will be checked for readiness after each use and at least once every 30 days if it has not been used in the preceding 30 days.

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- Checks will include the following:
 - Make sure the OK symbol is visible in the readiness display
 - Check the use-by date on the electrode packet (visible through the clear plastic lid in the upper right hand corner) If the date has passed, replace the electrode packet and the charge pack in the defibrillator.
 - Replace the ambu kit supplies (pocket mask, razor, gloves)

Records:

A list of certified individuals will be kept on file in the Human Resources Department.

Quick reference cards:

These cards will be kept posted next to the AED cabinet and include information on the following

- Procedure for use of AED
- Steps to follow after using the AED
- AED monthly checks