

# County of Monterey Board Policy Manual

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County Automatic External Defibrillator (AED) Policy and Procedure	G-20	1 of 3
<b>Policy Category</b> Government and Administration		

## I. Purpose

1. To reduce death and suffering due to sudden cardiac arrest throughout the County of Monterey by encouraging the creation and maintenance of Public Access Defibrillation programs throughout Monterey County.
2. To reduce death and suffering due to sudden cardiac arrest at County of Monterey facilities by creating the Monterey County Automatic External Defibrillator Program.

## II. Background

Sudden cardiac arrest is one of the leading causes of death in the United States. Over 350,000 people suffer from sudden cardiac annually. An Automatic External Defibrillator (AED) is the only effective treatment available to lay persons to treat sudden cardiac arrest. AEDs are safe and easy to operate by those without medical training.<sup>i</sup>

By deploying AEDs throughout communities, at facilities used for work, education, and athletic and social activities, the time to treat a person in sudden cardiac arrest can be greatly reduced, increasing the person's chance of survival.

California Civil Code, Section 1714.21 provides civil liability protection for persons who render emergency care using an AED at the scene of an emergency, persons and entities who provide CPR and AED training to a person who renders emergency care with an AED, persons and entities that acquire and deploy AEDs for emergency use, and physicians or other healthcare professionals that are involved in the selection, placement or installation of an AED.

California Health and Safety Code, Section 1797.196 creates standards for the deployment of Automatic External Defibrillators. The Monterey County Automatic External Defibrillator Program, which prescribes the standards for the deployment of Automatic External Defibrillators at County of Monterey owned and operated buildings, complies fully with the requirements of California Health and Safety Code, Section 1797.196.

### **III. Policy**

It is the policy of the County that:

1. All County departments that maintain or deploy Automatic External Defibrillators at County facilities must comply fully with this policy.
2. These standards do not apply to healthcare facilities licensed pursuant to subdivision (a), (b), (c), or (f) of Section 1250 or to public safety law enforcement personnel, firefighters, and lifeguards trained pursuant to California Code of Regulations, Title 22, Section 100014 through 100030.

### **IV. Procedure**

1. The AED County Administrator for the County Automatic External Defibrillator (AED) Program is the CAO-Intergovernmental & Legislative Division (CAO-IGLA).
2. The County AED Administrator is responsible to:
  - a. Insure the overall coordination, implementation, and operation of the AED program.
  - b. Submit to the Board of Supervisors an AED Annual Report each January or thereafter that identifies the location of all AEDs deployed at County facilities, the number of County employees trained CPR and AED use, and of any uses of County AEDs.
  - c. Notify the Monterey County EMS Agency of the existence, location, and type of AED acquired.
3. Each County Department that implements one or more AED devices shall appoint a Facility AED Coordinator. The Facility AED Coordinator is responsible to:
  - a. Notify the CAO-IGLA Office that they are the Facility AED Coordinator at 831-755-5383.
  - b. Create and maintain a Facility AED Policy, which complies with California Civil Code, Section 1714.21, California Health and Safety Code, Section 1797.196, and this Policy. The Facility AED Policy will be approved by the Department Head. (template attached)
4. The Facility AED Policy, and the AED program based upon that policy, shall meet the following minimum standards:
  - a. Ensure that the AED is maintained and tested according to the operation and maintenance guidelines set forth by the manufacturer.
  - b. Ensure that the AED is tested at least biannually and after each use.
  - c. Ensure that an inspection is made of all AEDs on the premises at least every 90 days for potential issues related to operability of the device, including a blinking light or other obvious defect that may suggest tampering or that another problem has arisen with the functionality of the AED.
  - d. Ensure that records of the location, maintenance, and testing are maintained on site and forwarded to the CAO Intergovernmental & Legislative Affairs Office.
  - e. At least once a year, notify the tenants as to the location of the AED units and provide information to tenants about who they can contact if they want to voluntarily take AED or CPR training.
  - f. At least once a year, offer a demonstration to at least one person associated with the building so that the person can be walked through how to use an AED properly in an emergency. The building owner may arrange for the demonstration or partner with a nonprofit organization to do so.

- g. Next to the AED, post instructions, in no less than 14-point type, on how to use the AED.
  - h. Provide the Annual Report for their respective device(s), for the period of January – December, no later than January 15 of each year or thereof to the CAO Intergovernmental & Legislative Affairs Office.
  - i. Annually, insure there is one active CPR-certified staff person in their facility.
5. Should a Department purchase and install an AED(s) at their facility site, they shall coordinate with the County AED Administrator before installing the AED.
6. The department deploying an Automatic External Defibrillator may choose from the following three options for the AED maintenance, testing, record keeping, and personnel training.
- a. The Department may perform these functions themselves.
  - b. The Department may contract with Tyler Heart Institute.
  - c. The Department may contract with another vendor.
  - d. If the Department uses a Vendor other than Tyler Heart Institute, they must present the Facility AED Policy to the CAO Intergovernmental & Legislative Affairs Office for review and to the Board of Supervisors for approval.

**V. Review Date**

- a. This Policy will be reviewed for continuance by [ March 2022].

**VI. Board Action**

- a. [*Legistar File Number:*           ], [*date*   ]

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<sup>i</sup> American Red Cross. Learn About Automated External Defibrillators. Available at: <http://www.redcross.org/prepare/location/workplace/easy-as-aed>. Accessed: March 11, 2017.