

SAFETY AND OCCUPATIONAL HEALTH  
AUTOMATED EXTERNAL DEFIBRILLATOR PROGRAM

1. Purpose. This regulation prescribes policy, responsibilities, and procedures for the use, care, and maintenance of Automated External Defibrillators (AED).
2. Applicability. This regulation applies to all Wilmington District TEAM members who are certified as first aid, CPR and AED responders, and have the potential for using an AED.
3. References.
  - a. EC 385-1-221, Automated External Defibrillators (AED) 21 June 2000.
  - b. EM 385-1-1, Safety and Health Requirements Manual.
  - c. Cardiac Survival Act of 2000, Public Law 106-505
4. Discussion. If a medical emergency such as sudden cardiac arrest (SCA) occurs, TEAM members of the Wilmington District are at widely varying response times from local Emergency Medical Services. Sudden cardiac arrest is defined as ventricular fibrillation, a disorganized erratic electrical signal from the heart that causes the heart to stop pumping blood effectively. This is not to be confused with a heart attack in which blood flow to parts of the heart and body is interrupted. AEDs are devices that analyze the heart's rhythm and if necessary tells the AED user to deliver an electrical shock. The electrical shock, called defibrillation, may help the heart to re-establish its normal rhythm. AEDs are easy to use and will not administer a shock unless necessary. It is vital to survivability that the heartbeat re-established if possible to avoid any permanent damage or death. The Cardiac Arrest Act of 1999 and the Cardiac Survival Act of 2000 are two legislative actions that prompted the Secretary of Health and Human Services to recommend deployment of AEDs in Federal Buildings.
5. Policy. AEDs are deployed in District locations with a positive needs assessment, based upon criteria found in reference 3.a above. Personnel certified as first aid, CPR, and AED responders shall use AEDs.

6. Responsibilities.

a. The District Safety Office (SO) will:

(1) Provide program oversight and technical assistance to ensure compliance with the AED program. The oversight and technical assistance will be provided with the assistance of the District's contracted occupational health physician.

(2) Ensure that the AED program is evaluated annually to determine if its requirements are being fulfilled and if any changes to the program are necessary. Additionally, AED use reports will be reviewed and patient outcome will be monitored.

(3) Maintain a quarterly AED use report.

(4) Maintain documentation of first aid, CPR, and AED use training by designated first aid, CPR and AED responders.

(5) Coordinate medical oversight by a physician at each project, office, or facility with an AED.

b. Each project, office, or facility with AEDs will:

(1) Appoint an AED coordinator in writing.

(2) Designate AED users in writing and ensure they are properly trained in first aid, CPR, and AED use, and any specific manufacturer training required for the AED procured. Ensure that annual CPR and AED training is received by all designated responders. Documentation of training shall be maintained by the project, office, or facility and a copy shall be provided to the SO annually.

(3) Coordinate the purchase of the AED with the Safety Office.

(4) Notify the local EMS of AED purchase and location. Indemnification statements shall be requested from the manufacturer when an AED is purchased.

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(5) Upon use of an AED, local EMS shall be immediately notified. The SO shall be notified of AED use within 24 hours of discharge. Notification shall be by SAW Form XXX outlining the situation and circumstances of use and critiquing the AED program.

(6) Each office shall maintain rescue data from each AED use and make it available to the responding EMS unit. A copy of the rescue data will be provided to the SO for coordination with the medical oversight provider.

(7) AEDs shall be inspected and maintained in accordance with the manufacturer's instructions. An inspection/maintenance log shall be maintained for each AED. Each inspection shall be documented in the inspection/maintenance log.

(8) Submit AED standard operating procedures (SOP) to the SO for review initially and each time a change is made. The SOP shall designate who will perform monthly and annual inspections and maintenance on each AED.

(9) Each office with an AED shall make all TEAM members aware of the AEDs capabilities and location as well as the personnel trained in its use and their location.

7. Procedures. The AED user will follow procedures outline in the local SOP in accordance with training and AED manufacturer's instructions.

/s/

CHARLES R. ALEXANDER, JR.  
Colonel, EN  
Commanding

Appendix EE  
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No. 385-1-221  
SAW Form 682

### AED Use Report

**Who**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: M/F  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**When**

Incident Date: \_\_\_\_\_ Incident Time: \_\_\_\_\_

**Where**

Incident Location: \_\_\_\_\_

**What**

Upon arrival of 1st responder:	Breathing: Yes___ No___	Pulse: Yes___ No___
Upon arrival of EMS:	Breathing: Yes___ No___	Pulse: Yes___ No___
CPR performed: Yes___ No___	Number of Defibrillations: _____	

**Witnesses:**

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**Complications/Other Factors:**

**Narrative:**

**Critique of AED Program:**

**AED User:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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cc: District Safety Office and Medical Director