



## Newport News Police Department - Administrative Manual

# ADM-530 - AUTOMATED EXTERNAL DEFIBRILLATOR

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### I. GENERAL

The emergency ministrations with the purpose of saving the life of the recipient, specifically the use of an Automated External Defibrillator (AED) are protected as set out in Commonwealth of Virginia Code §8.01-225 (commonly referred to as "The Good Samaritan Act").

### II. DEFINITIONS

- A. *Automated External Defibrillator*: A specialized medical device designed to recognize and treat certain lethal heart rhythms during a cardiac arrest. AEDs have been shown to decrease cardiac related mortality when used by trained persons and used in conjunction with cardiopulmonary resuscitation (CPR). The following considerations apply:
1. An AED will not shock a heart that does not need it.
  2. The AED should only be used to treat victims who experience sudden cardiac arrest; (i.e., those who are unconscious, without a pulse and not breathing).
  3. The AED should not be used on children younger than 8 years old or weighing less than 55 pounds.
- B. *First Responder*: A person, trained at a minimum in basic life support and the use of a defibrillator, who attends a potentially life-threatening emergency.
- C. *Cardiopulmonary Resuscitation (CPR)*: CPR consists of mouth-to-mouth respiration and chest compression, allowing oxygenated blood to circulate to vital organs such as the brain and heart. CPR can keep a person alive until more advanced procedures (such as defibrillation - an electric shock to the chest) can treat the cardiac arrest.

### II. AED PROCEDURE

#### A. General

1. Life-sustaining or resuscitative measures should be performed when needed, including the option of utilizing an AED.
  - a. Ideally, the AED should be utilized by a trained AED user. When an AED-trained user is not available, an untrained employee has the option of using the device by following the unit's included voice prompts and/or the instructions.
2. EMS will be notified anytime an AED is utilized in an attempt to render emergency aid.

## B. Emergency Protocol

1. The first AED/CPR certified person or first responder who comes to the aid of the victim will note the time and begin one-person CPR.
2. The second responder should:
  - a. Activate the Emergency Medical Response system by contacting Communications (by radio or calling 911).
  - b. Bring AED to the site.
  - c. Assist the AED user or first responder as needed.
3. The third responder should:
  - a. Record the events that occur.
  - b. Minimize any traffic in the area.
4. Use of the AED and CPR will continue as appropriate during the course of emergency care, until the patient resumes pulse and respiration, the first responder is too tired to continue, an additionally trained responder arrives on-scene and takes over, and/or local Emergency Medical Services (EMS) arrive at the scene and assume responsibility for the patient's emergency.

## C. Program Coordination

1. The following positions are assigned as AED Site Coordinators unless otherwise designated: Records Unit Commander; each Precinct's Watch I Supervisor; the Special Operations Division, OCD, and the Training Section Supervisor. These Coordinators are responsible for forwarding completed Defibrillator Event Report Sheets to the Support Services Division.

## D. AED Equipment Check and Maintenance

1. All AED equipment and accessories shall be maintained in a state of readiness and pursuant to manufacturer guidelines by the Office of Self Insurance.
2. The locations of AED's are as follows:
  - a. North Precinct Line-up Room;
  - b. Central Precinct Line-up Room;
  - c. South Precinct First & Second Floor near Elevators;
  - d. Headquarters' Fitness Room;
  - e. Headquarters' Third Floor (Near Elevators);
  - f. Ft. Eustis Firing Range Hallway;
  - g. Marine Patrol Boats (Moose and Sea Ark);
  - h. Mobile Command Post;
  - i. Training Academy (Hallway);
  - j. Recruiting Unit (File room).
3. The Department's lead AED/CPR instructor shall be informed of changes in availability of emergency medical response equipment (i.e.; taken out of/returned to service).

4. After each use, the AED must be thoroughly cleaned of any substances that may have contacted the device. The responsible employee shall follow the procedures to prevent communicable disease exposure (ADM-323 “Communicable Disease Exposure Control”), including wearing protective gloves and using prescribed sanitation and disposal methods.

After use cleaning, that AED Site Coordinator should inspect the AED to ensure it has been properly cleaned and returned to operational readiness.

5. All preparation devices (i.e., electrodes and protective gloves) used during the emergency event must be replaced before returning the AED to service. Any deficiencies in preparation devices shall be reported to that unit's AED Site Coordinator.

#### E. Record keeping

1. When an AED has been used, the person who deployed the AED will notify the AED Site Coordinator where the AED was deployed within 24 hours of its use.
2. The AED Site Coordinator will complete a Defibrillator Event Report Sheet (NNPD Form #113) and forward it to the Support Services Division.
3. The Support Services Division will be responsible for maintaining the AED records and program information.
  - a. The following records and reports will be prepared and maintained in accordance with the Records Retention Schedule of the Library of Virginia:
    - 1) Each AED currently in use, including maintenance and safety inspection records.
    - 2) If an incident occurs at an AED facility, the responding employees shall gather event information from bystanders. An occurrence report will be filled out promptly, and forwarded to the lead departmental AED/CPR instructor.

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Chief of Police