



COUNTY OF INYO

AUTOMATED EXTERNAL DEFIBRILLATOR POLICY

This is enacted by the authority of the County of Inyo Board of Supervisors and is effective upon adoption. Applicable state laws include Civil Code 1714.21 and Health and Safety Code 1797.196.

PURPOSE

This document describes the County of Inyo's policy for the placement, use, training, and maintenance of AEDs as provided by the County of Inyo. The County encourages all County employees to become familiar with this policy.

POLICY

It is the intent of the County of Inyo to provide AEDs that are readily available in the event an individual experiences sudden cardiac arrest in a County-operated facility and to ensure compliance with subdivision (b) of Health and Safety Code section 1797.196. This policy does not impose a duty on any employee or agent of the County to use an AED or to take any other action in response to an emergency situation, nor does it prevent any employee or agent of the County (or any member of the public) from using an AED in an emergency situation. This policy shall not apply to employees of the Sheriff's Department, which has its own personnel policy regarding AEDs.

DEFINITION OF TERMS

- Automated External Defibrillator (AED): A device capable of cardiac rhythm analysis that will charge and deliver a shock by user interaction after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia.
- Cardiopulmonary Resuscitation (CPR): A means of establishing and maintaining adequate respiration and circulation. This is done by ensuring that the patient has an open airway, by administering rescue breathing, and by maintaining the victim's circulation by means of closed chest cardiac compressions.
- Defibrillation: A method of using an AED to reestablish normal contraction rhythms in a heart that is not beating properly.
- Emergency Medical Services (EMS): Refers to medical professionals who respond to 911 calls and treat and transport people in crisis health situations.



- Sudden Cardiac Arrest (SCA): Sudden cardiac arrest is the abrupt loss of heart function, breathing and consciousness. The condition usually results from an electrical disturbance in the heart that disrupts the pumping action, stopping blood flow to the body. If not treated immediately, sudden cardiac arrest can lead to death.

PLACEMENTS OF AEDS

The County has strategically placed AED units in alarmed, wall-mounted cabinets in many County-operated buildings. Risk Management shall determine the specific locations and placements for such AED units. Exhibit A lists the location for all County-provided AED units, and may be independently updated from time to time by Risk Management.

RESPONSIBILITIES

- A. Department Heads with operations in buildings where AEDs are located should ensure that employees in AED-equipped buildings are notified of this policy, the location of the nearest AED, and how to request voluntary training. Department Heads should also ensure that supervisors are instructed to report any use or misuse of an AED promptly to Risk Management.
- B. Employees should adhere to this Policy and report any AED use or misuse to their supervisor.
- C. Risk Management should do the following:
 - Notify the local EMS agencies of the existence, location, and type of AED when new devices are acquired
 - Post instructions next to each AED, in no less than 14-point type, on how to use the AED
 - Offer a demonstration annually as to how to use an AED in an emergency to at least one person associated with each building where an AED is located
 - Annually notify tenants of any County-operated facility where an AED is located as to the location of the nearest AED and who they can contact if they wish to voluntarily take AED or CPR training. Facility users who are not tenants (e.g., guests, invitees, and licensees), including special event users, may receive but are not required to receive such notice.
 - Ensure visual inspections of all AED devices are completed and recorded at least quarterly. Risk Manager may designate employees in Exhibit A to perform and record monthly visual inspections (as described in Exhibit B) if required by the manufacturer.
- D. Public Works should ensure that all County-owned AEDs are properly maintained as outlined by the manufacturer. This includes testing the batteries biannually, testing the devices after each use, replacing the pads every five years, and maintaining records of maintenance and testing of each device.

PROCEDURES

- E. EMS response: Speed of response is the key to survival following sudden cardiac arrest (SCA). When responding to a victim who may be in SCA and in need of assistance, a primary objective is to ensure that EMS medical personnel are on the way to the scene as soon as possible. Ensuring



that EMS personnel are on the way does not prevent any person from administering CPR and/or using an AED.

- F. Demonstration/Training: A demonstration in how to use an AED properly in an emergency will be offered annually to personnel stationed in buildings where AEDs are located. Such demonstrations are informative and do not constitute CPR/AED training. Employees who wish to complete a CPR/AED course voluntarily should speak with their supervisor.
- G. Maintenance of Automatic External Defibrillator
- Regular maintenance includes compliance with manufacturer guidelines. These guidelines may include: monthly visual inspections, biannual battery testing, testing after each use, pads replacement after five years, and maintenance of inspection and testing records. Any problems or concerns with the units should be reported to Public Works and Risk Management.
 - Monthly visual inspections should be completed by the person assigned to this task. See Exhibit B for a description of the brief inspection process.
 - The AED performs automatic tests and analysis daily, weekly, and monthly. The service indicator message (a red X) will appear in the LED square in the upper right corner if the AED detects a problem. The device may also activate an audible alarm. If the Red X appears and/or the alarm is ringing, remove the device from the cabinet and inform Public Works and Risk Management for further directions. Do not remove the internal analysis chip unless authorized to do so by Risk Management.

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AUTOMATED EXTERNAL DEFIBRILLATOR POLICY: EXHIBIT A – AED PLACEMENT

Bishop Library. Left of circulation desk, behind wall leading to stacks, to left of fire extinguisher.
Responsible party for monthly checks: Joe Frankel.



Grove Street. Across from lactation room, to right of door to janitor closet. Responsible party for monthly checks: Maricela Baez. Eventually this unit will be relocated to the new building.





One Stop / Adult Probation. In hallway, to the right of the inside of the lobby access door for One Stop. Responsible party for monthly checks: Tyler Davis. Eventually will be relocated.

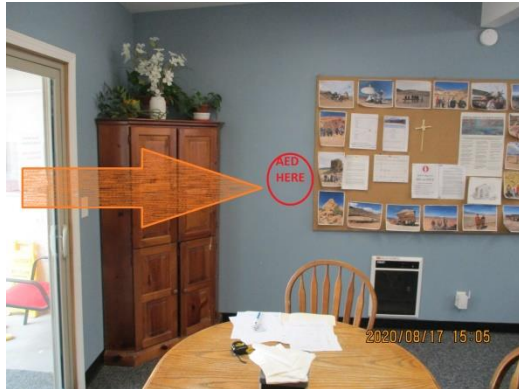


Bishop Airport. Across from the men's room door, to left of cabinet. Responsible party for monthly checks: Steve Loven.





Progress House. East wall of dining room, between cabinet and pegboard. Please leave clearance for cabinet door to fully open. Responsible party for monthly checks: Gina McKinzey.



Bishop Senior Center. Behind dining room check-in desk, between printer and donation station. Please leave clearance for printer to open. Printer can be moved two inches to left. Responsible party for monthly checks: Jean Bigham.





EC Museum. In office area, to right of e-box, above light switches. This will be higher than usual. Responsible party for monthly checks: Jon Klusmire.



Courthouse. Second floor lobby across from fire extinguisher, to left of Alisha's office door. Chair is hallway does not belong there. Responsible party for monthly checks: Aaron Holmberg.





Courthouse Annex. On wall between restrooms. Right or left of where a water fountain used to be.
Responsible party for monthly checks: Aaron Holmberg.



Indy Admin. On wall to left of storage closet door before you get to restroom hallway. Responsible party for monthly checks: Aaron Holmberg.





Water Department. NE corner of conference room. Responsible party for monthly checks: Aaron Steinwand.



Statham Hall. On north wall inside hall, about half way down, to right of where door slides into wall. Responsible party for monthly checks: Jean Bigham.





Big Pine Town Hall. Northwest corner of the main hall, just to the right (west) of the east-most pillar.
Responsible party for monthly checks: Jean Bigham.



Tecopa Community Center. On east wall between the windows, next to fire extinguisher. Responsible party for monthly checks: Rose Colon.





Indy Legion Hall. To right of main exit, just above paneling. Will be higher than other placements.
Responsible party for monthly checks: Cynthia Browning.



Mazourka Shop. Inside break room, above the shelf, and relocate microwave. Responsible party for monthly checks: Steve Ivey.





Public Health at South Street. Inside middle hallway near break room. Responsible party for monthly checks: Jenna Rhoads.



OTHERS:

- Sheriff's Office. The Sheriff's Office has their own collection of AEDs deployed to the County Jail, Substations, and, in some situations, vehicles. Use of the Sheriff's Office AEDs is controlled by that department's internal written policies. The Sheriff may delegate monthly checks and maintenance. Risk Management will offer assistance.
- 312/310 North Jackson St in Lone Pine. Placement to be determined once we fully occupy this recently purchased facility. Responsible party for monthly checks: Jenny Trimble. The AED and cabinet are pending deployment.
- New building in Bishop. Placement to be determined once we vacate Grove St and One Stop.

All AED cabinets are intended to be mounted on a wall with the bottom of the cabinet at about 48" from floor. ECM, Indy Legion Hall, and Mazourka Shop may be mounted by necessity at different heights.



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AUTOMATED EXTERNAL DEFIBRILLATOR POLICY: EXHIBIT B – PROCEDURE FOR MONTHLY CHECKS

A brief monthly check of each AED can help ensure that each public access device is ready in the event of a need. The recommended monthly actions vary with make and model of each device. Monthly visual inspections should be completed by the person assigned to this task. If an update in the assignment is necessary, please call Risk Management.

As of the date at the bottom of this page, most Inyo County public access AEDs are Zoll AED Plus, purchased in the summer of 2020, and placed in mounted and alarmed cabinets. The person performing the monthly check will need five minutes, the key to disengage the cabinet alarm, and a pen to record the activity. Do not remove the internal analysis chip inside an AED unless authorized to do so by Risk Management.

Zoll AED Plus monthly steps:

1. Use key to disengage the alarm. Cabinet does not lock.
2. Verify that the instructions are easy to find and near, on, or inside the cabinet. If instructions are missing, call Risk Management for a replacement.
3. Check around the cabinet and device for visible signs of tampering, wear, damage, or cracks. Listen for chirping which may indicate an expired battery. Only AED stuff should be in the cabinet. Report any issues to Risk Management.
4. Check the date on the pads. Expiration is displayed on tape over opening of device and on package of spares, if any. If expired, report to Risk Management. Pads are generally good for five years.
5. Check for Green X in status window. If Green X does not display, report to Risk Management.
6. Hold down On/Off button for 5 seconds until you hear a click sound. Device will run a silent 15-second test. When done, device should say "Unit Ok." You may hold down the On/Off button to turn off the operation if it continues after the self-check. If test fails, report to Risk Management.
7. Remove device from black case and check the date on the back of the unit. These devices are generally good for 10 years. If potentially expired, report to Risk Management.
8. Record your action with initials and date on the inspection card inside the unit.



9. Close cabinet and use the key to reengage the alarm.

URLs are subject to change without notice. Here are monthly check videos for a few models:

- Phillips Heartsmart: https://youtu.be/WBaGUztic_w.
- Zoll AED Plus: <https://youtu.be/A6CE2jQ7VXw?t=462>

AED Policy Exhibit A lists the locations of Inyo County's public access AEDs. Please call Risk Management with any questions. Thank you for your partnership in a safe and healthful workplace.