

TOWN OF VIENNA, VIRGINIA ADMINISTRATIVE REGULATIONS		
Subject: PUBLIC ACCESS DEFIBRILLATION PROGRAM	<u>Regulation No:</u> 1.16	<u>Effective Date:</u> April 1, 2017
	Supersedes: November 24, 2008; January 27, 2012	

I. PURPOSE

The Town of Vienna’s Public Access Defibrillation Program is intended to provide immediate response to a person who is suspected to have suffered cardiac arrest in a Town facility, as designated in Section II below. Automated External Defibrillators (AED’s) are located in these facilities to provide interim life support by Town employees until the arrival of Emergency Medical Services personnel for further patient care and/or transport.

II. BUILDING MONITORS & LOCATIONS

- A. Building AED Monitors are designated at each facility and are responsible for the maintenance and testing of the AED at their facility.
- B. AED’s are prominently located at these facilities:

LOCATION & NUMBER OF UNITS	BUILDING MONITORS
Community Center (4)	Recreation Program Coordinator II
Northside Property Yard (2)	Vehicle Maintenance Coordinator
Bowman House (1)	Park Maintenance Supervisor
Nutley Street Property Yard (1)	Park Maintenance Supervisor
Town Green (1)	Park Maintenance Supervisor
Town Hall (3)	Human Resources Specialist & DPZ Administrative Assistant II
Police Station (1)	Communications & Records Coordinator

III. AED COORDINATOR

The coordinator for this program will be the Human Resources Department. All records relating to the program will be maintained by the Human Resources Department.

IV. MAINTENANCE AND TESTING

- A. Maintenance and testing of the AED’s will be done in accordance with the manufacturer’s specifications.
- B. Such testing will be done weekly b\y the Building Monitor and the related form is to be completed each time an inspection is done.

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1. Each form is to be completed fully and signed by the individual completing the test.
 2. Inspection forms are then to be submitted to the Human Resources Office by the fifth day of each month.
- C. Any findings other than normal are to be immediately reported to the Human Resources Department, so that corrective action can be taken.

V. TRAINING

- A. All Town employees will be trained in the use of the AED and in cardio-pulmonary resuscitation (CPR).
- B. Only those employees who have been trained in both CPR and AED's are permitted to use the AED in emergency situations.
- C. It will be the responsibility of the Human Resources Department to schedule the initial and refresher programs for Town employees with the exception of the Police Department.
- D. Training records will be maintained within the Human Resources Department, except for Police Department personnel.
- E. Training records will be maintained within the Police Department by the CPR/AED Training Site Coordinator.

VI. PROCEDURES FOR USING AN AED

- A. Event Occurs
 1. Assess the situation
 2. Verify unconsciousness
- B. Activate the Emergency Response Plan
 1. Call 911 and get an AED
- C. Treat the Patient

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1. Perform CPR until the AED arrives.
2. Be on alert for the Emergency Medical Services (EMS) team arrival
 - a. Have designated person wait for EMS providers at the main building entrance and guide them to the patient
 - b. Responders working on the victim should relay to the EMS team:
 - i. Patient's name, if known
 - ii. Any known medical problems, allergies or medical history
 - iii. Time the patient was found
 - iv. Information from the AED:
 - a) Number of shocks
 - b) Length of time AED was on the victim

D. Post-Use Procedures

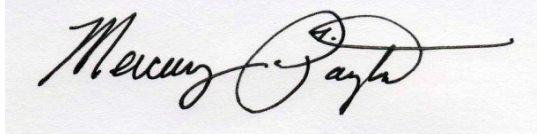
1. The involved employee(s) will notify the Town Manager, Human Resources Director and Police Department's CPR/AED Training Site Coordinator.
2. The Human Resources Department will contact the Town Employee Assistance Program (EAP) provider to obtain post-event counseling for the responding employees, as needed.
3. The involved employee(s) will complete an Incident Report and return it to the Human Resources Office.
4. The Building Monitor will complete a battery inspection test.
5. The Building Monitor will restock the first responder kit as needed.
6. The Building Monitor will clean and sanitize the AED.

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VIII. APPLICABLE DOCUMENTS

- A. Weekly Maintenance Checklist (AS 1.16-1)
- B. Incident Report (AS 1.16-2)

<i>Signature of Town Manager:</i>	<i>Date:</i>
	April 1, 2017