



Department: Administration

Last Updated: April 2025

AED Policies and Procedures

Table of Contents

Identification Policy	2
Notification of EMS Policy	3
Incident Reporting Policy	4
Routine Inspection Policy	6
Training Policy	8
Usage Policy	9



Department: Administration

Last Updated: April 2025

AED Identification Policy

Policy Statement

In compliance with the New York State Department of Health, Bureau of Emergency Medical Services under the provisions of Chapter 552 of the Laws of 1998 authorizing Public Access Defibrillation, as an individual organization operating an automated external defibrillator (AED) CEO will ensure that the location of all AED units is clearly identified.

Procedure

All AED unit locations will be clearly identified at CEO through the following steps:

- Exterior signage at or near the main entrance of the building.
- Interior signage in the nearest common space indicating the AED's location.
- An identifying mark on the emergency evacuation floor plans.
- A clearly marked case, housing each AED unit or signage directly above the AED.



Department: Administration

Last Updated: April 2025

Notification of EMS Policy

Policy Statement

In compliance with the New York State Department of Health, Bureau of Emergency Medical Services under the provisions of Chapter 552 of the Laws of 1998 authorizing Public Access Defibrillation, as an individual organization operating an automated external defibrillator (AED) CEO will ensure that in the case of a medical emergency, EMS will be notified immediately by calling 911.

Procedure

In the case of a medical emergency adult or pediatric in any CEO facility, staff should immediately call 911 to alert EMS.

- First, staff should evaluate the situation
- In case of suspected or imminent cardiopulmonary arrest and/or medical emergency, staff should immediately call 911
- At the same time or after calling 911 in the case of a suspected or imminent cardiopulmonary arrest, use of the nearest AED should be implemented in compliance with CEO's "AED Usage Policy".

Supporting Documents:

AED – Usage Policy



Department: Administration

Last Updated: May 2025

AED Incident Reporting Policy

Policy Statement

In compliance with the New York State Department of Health, Bureau of Emergency Medical Services under the provisions of Chapter 552 of the Laws of 1998 authorizing Public Access Defibrillation, as an individual organization operating an automated external defibrillator (AED) CEO will report all use of the AED to local REMSCO:

REMO

24 Madison Ave Ext
Albany, NY 12203
518-465-5097 ext. 3009
518-464-5099 (Fax)

Procedure

If CEO uses the AED in any of our assigned/designated locations to defibrillate a person, CEO will report the incident to REMO. The report, at a minimum, must include the following information:

- Provide written notification of AED usage to REMO within 48 hours of the incident.
- The name of the PAD program.
- Location of the incident.
- The age and gender of the patient.
- Estimated time from arrest to CPR and the 1st AED shock.
- The number of shocks administered to the patient.
- The name of the EMS agency that responded.
- The hospital to which the patient was transported



Department: Administration

Last Updated: May 2025

A copy of the usage report should also be provided to the current EHCP (Warren Hayashi, MD, NRP, CCEMTP hayashw@amc.edu) at the same time.

Additional Resources:

REMO Public Access Defibrillation QI Report

NYS Public Access Defibrillation Program Agency Quarterly Report



Department: Administration

Last Updated: April 2025

Routine Inspection Policy

Policy Statement

In compliance with the New York State Department of Health, Bureau of Emergency Medical Services under the provisions of Chapter 552 of the Laws of 1998 authorizing Public Access Defibrillation, as an individual organization operating an automated external defibrillator (AED) CEO will routinely inspect all AED units.

Procedure

All AED units located at CEO will be routinely inspected each month.

The following list should be used as a guide:

- Is the AED accessible and highly visible?
- Is the AED intact and free of damage?
- Is the AED case clean? *Gently wipe down the exterior with a clean damp cloth. **Do not use any harsh chemicals or solvents to clean the Avive AED. Do not clean the Avive AED if a cartridge is not installed. Do not touch or clean the electrical contacts on the back of the Avive AED, or on the Avive Pad Cartridge.***
- Is the AED battery properly charged? *The Avive AED has a rechargeable battery, and over time the device's battery will drain if it is not connected to a charger. As soon as the Avive AED indicates that it has a low battery, the device should be connected to the Avive USB Power Adapter with the Avive USB Charging Cable to recharge. **The Avive AED is still safe to use with a Low Battery. A charged AED should be used in an emergency if available.***
- Is the AED status light ready to use? *If the Status Light is blinking green, your device is ready to use in an emergency. If the Status Light is blinking red, or the device is beeping,*



Department: Administration

Last Updated: April 2025

then your device needs attention! Press and hold the Power Button for 5 seconds and the Avive AED will tell you what is wrong (refer to the Owner's Manual page 16).

- Are the AED pads in good condition, and unexpired? *The expiration date can be found at the back of the Pad Cartridge.*
- Is the AED equipped with the necessary supplies as determined by the manufacturer? (e.g. rubber gloves, CPR mask, scissors, a razor, and cloth/gauze pad)
- Is the instruction manual available adjacent to the AED?
- Is the AED Avive software up to date? Visit www.avive.life/updates for more information on available updates.

Once the monthly inspection is completed, documentation should be maintained in compliance with agency record retention policies. Monthly inspections are captured on a hang tag; to include initials and date. A comprehensive "Annual Checklist" is completed once a year and a copy should be displayed adjacent to the AED; to be replaced upon renewal.

Additional Documents:

AED Annual Inspection Checklist



Department: Administration

Last Updated: April 2025

AED Training Policy

Policy Statement

In compliance with the New York State Department of Health, Bureau of Emergency Medical Services under the provisions of Chapter 552 of the Laws of 1998 authorizing Public Access Defibrillation, as an individual organization operating an automated external defibrillator (AED) CEO will ensure that key positions are regularly trained by a national-recognized organization. CEO currently uses the American Red Cross First Aid/CPR/AED course.

Procedure

Several staff members at each CEO Family Resource Center complete First Aid/CPR/AED training every two years. Positions trained may include any of the following:

- Teachers/Teacher Assistants
- Family Advocates
- Assistant Center Managers
- Center Managers
- Nurses
- Behavioral/Education Specialists
- Assistant Directors of ECS
- Directors of Center Based Operations
- Health and Nutrition Managers
- Prenatal Program Coordinators
- Family Engagement Managers
- Home Visitors



Department: Administration

Last Updated: April 2025

AED Usage Policy

Policy Statement

In compliance with the New York State Department of Health, Bureau of Emergency Medical Services under the provisions of Chapter 552 of the Laws of 1998 authorizing Public Access Defibrillation, as an individual organization operating an automated external defibrillator (AED) CEO will follow a usage policy.

Procedure

Operation of the AED in all CEO locations should be limited to identified staff that have completed a training course in the operation of an automated external defibrillator approved by a national-recognized organization.

If a trained staff member is not available to operate the AED in a CEO location during an emergency, the following individuals may operate the AED:

- A health care practitioner licensed or certified under title VIII of the education law or a person certified under this article acting within their lawful scope of practice
- A person acting pursuant to a lawful prescription
- A person who is acting in good faith, with reasonable care, and without expectation of monetary compensation

In the event of a medical emergency, adult or pediatric in any CEO facility, staff should immediately call 911 to alert EMS.

The AED is intended for use on individuals who are exhibiting symptoms of cardiac arrest. A person in cardiac arrest:



Department: Administration

Last Updated: April 2025

- Is unresponsive; and
- Is not breathing normally

At the same time or after calling 911, the Avive AED should be used according to the owner's manual:

1. Be mindful of warnings and precautions as outlined in the Avive AED Owner's manual
2. Determine Mode (the Avive AED is indicated for adult and pediatric patients over 1 year of age)
 - a. For a patient less than 8 years old or weighing less than 55 lbs. the Avive AED should be used in Child Mode.
 - b. For all other patients, the Avive AED should be used in Adult Mode
3. Pull the Red tab or press the Power Button
 - a. The Avive AED will begin providing audio instructions. Stay calm and follow all audio instructions.
4. Apply Pads to Patient
 - a. Remove clothing & expose patient's chest
 - i. Dry off the patient's chest if it is wet or sweaty
 - ii. Remove hair where the pads will be placed, if necessary
 - b. Peel Open Package & Remove Pads
 - c. Peel and Place each Pad as shown in the picture on each pad
5. Stand Back – *do not touch the patient. Device will perform Automated Analysis & Treatment, if necessary.*
 - a. After automated analysis and treatment (if needed), the Avive AED will audibly instruct you that it is safe to touch the patient and to perform CPR.

Immediately following the use of any CEO AED, the AED report procedure should be followed.

Additional Resources:



Department: Administration

Last Updated: April 2025

AED – Training Policy

AED – Report Policy