



# Poudre School District Automated External Defibrillator Emergency Response Procedures

## Location of Automated External Defibrillators in the building:

- 1.
- 2.
- 3.
- 4.

## Purpose

To provide Authorized Automated External Defibrillator Users with uniform guidelines to follow when responding to Sudden Cardiac Arrest (SCA) incidents and in intervening with an Automated External Defibrillator (AED).

## Medical Emergency Response

All employees of PSD who have current CPR/AED certification are “Authorized AED Users.” If no Authorized AED User is present, a Volunteer Responder or any bystander acting in “good faith” is authorized to use the AED at their discretion (Colorado Revised Statute § 13-21-108).

The AED and CPR Kit should be brought to all medical emergencies. The AED should be used on any person who is at least one (1) year of age and displays ALL the symptoms of cardiac arrest.

## Emergencies During Regular Building Hours

Summer Hours: a.m. to p.m.

1. Assess scene safety

All Responders are volunteers and are not expected to place themselves at risk in order to provide aid to others. Instead, the scene or environment around a victim must be made safe prior to attempts to assist.

2. Determine unresponsiveness

The AED should be placed only after the following symptoms are confirmed:

- Victim is unconscious
- Victim is not breathing
- Victim has no pulse and/or shows no signs of circulation such as normal breathing, coughing or movement

### 3. Activate system

- Contact EMS:
  - From any school phone: dial 9-911
  - From any public phone or cellular phone: dial 911
- If someone is available at the scene of the emergency, send the individual to retrieve the AED.
- An Administrator or Crisis Response Team member in the building should:
  - Dispatch Authorized AED Users and/or Volunteer Responders in the building to the emergency area. First Responder priority:
  - Assign a staff member or other volunteer to retrieve an AED (if someone from the scene of the emergency has not already done so) and meet an Authorized AED User or Volunteer Responder in order to get the AED to the emergency scene as quickly as possible.
  - Assign a staff member to meet EMS and direct them to the emergency area. Appropriate personnel include office staff, coaches and administrators.
  - Assign a staff member to help clear the area and keep other staff from the scene.
  - If the victim is a staff member or student, assign a staff member to retrieve the victim's emergency contact information. With building administrator, determine the appropriate individual to call the emergency contact (administrator or Crisis Response Team member).
  - Assign a staff member to call the Customer Support Center at (970) 490-3333 to alert them to the emergency and location of unconscious person and to advise that 911 has been called to the facility.
- Customer Support Center staff will:
  - Contact the appropriate Crisis Response Team members (if not previously contacted).
  - Notify other appropriate District administrators of the emergency.

### 4. Assess the Emergency

Authorized AED Users and/or Volunteer Responders will assess the emergency and determine the appropriate response.

---

5. Begin CPR if necessary

- **Turn on the AED**

- Apply electrode pads (according to diagram on back of electrode pads) to victim's bare chest:
  - Shave or clip hair if it is so excessive it may prevent a good seal between electrode pads and skin.
  - Wipe chest clean and dry if victim's chest is dirty or wet.
  - Peel electrode pads, one at a time, from the backing or liner.
  - Press electrode pads firmly to skin.

**NOTE:** If victim is eight years old or younger OR less than 55 lbs., remove pre-connected adult defibrillation electrodes. Connect the Infant/Child Reduced Energy Defibrillation Electrodes to the AED and proceed with steps b, c, and d. Do not delay therapy to determine the precise age or weight of child. If in doubt, defibrillate with pre-connected defibrillation electrodes.

- Stand clear of victim while the AED evaluates the heart rhythm.
  - Refrain from using portable radios or cell phones within four feet of the victim while the AED is evaluating the heart rhythm.
- **If SHOCK ADVISED:**
  - Clear area, making sure no one is touching the victim.
  - Push SHOCK button when prompted (if the AED is a fully automatic unit, the shock will occur without rescuer interaction).
  - After the shock has been delivered, begin CPR immediately.
  - If pulse or signs of circulation such as normal breathing and movement are absent, perform five (5) cycles of CPR (approximately two (2) minutes).
  - The AED will countdown five (5) cycles of CPR (approximately two (2) minutes) and will automatically evaluate victim's heart rhythm when CPR time is over.
- **If NO SHOCK ADVISED:**
  - The AED will prompt to check for breathing. If breathing is absent, the device will prompt to start CPR.
  - If pulse or signs of circulation such as normal breathing and movement are absent, perform five (5) cycles of CPR (approximately two (2) minutes).
  - If pulse or signs of circulation are present, check for normal breathing.
  - If victim is not breathing normally, give rescue breaths according to training.
  - The AED will automatically evaluate victim's heart rhythm after two minutes.

- If the victim regains signs of circulation, such as breathing and movement, place them on their side, in the recovery position, and monitor their breathing closely.
- Continue cycles of heart rhythm evaluations, shocks (if advised) and CPR until EMS personnel arrive.
- DO NOT DISCONNECT THE AED FROM THE VICTIM. The AED must remain attached to the victim until EMS arrives and disconnects the AED.
- The victim must be transported to the hospital.
- Turn over care of the victim to EMS personnel and follow all directions of EMS personnel for further actions.

### **Emergencies after Regular Building Hours**

#### **1. Assess scene safety**

All Responders are volunteers and are not expected to place themselves at risk in order to provide aid to others. Instead, the scene or environment around a victim must be made safe prior to attempts to assist.

#### **2. Determine unresponsiveness**

The AED should be placed only after the following symptoms are confirmed:

- Victim is unconscious
- Victim is not breathing
- Victim has no pulse and/or shows no signs of circulation such as normal breathing, coughing or movement

#### **3. Activate system**

- Contact EMS:
  - From any school phone: dial 9-911
  - From any public phone or cellular phone: dial 911
- If someone is available at the scene of the emergency, send the individual to retrieve the AED.
- If someone is available at the scene of the emergency, send the individual to meet EMS and direct them to the emergency area.
- Contact the District's Customer Support Center at 490-3333 to advise that 911 has been called to the facility.
- Customer Support Center staff will:
  - Contact the building administrator, school SRO and the appropriate Crisis Response Team members (if not previously contacted).
    - If the victim is a staff member or student, retrieve the victim's emergency contact information. With building administrator, determine the appropriate staff member to call the emergency contact (administrator, SRO or Crisis Response Team member).
  - Notify other appropriate District administrators of the emergency.
- Follow procedure outlined above under "**Emergencies During Regular Building Hours**" beginning with Step 5 "Begin CPR if necessary"

**Post-Event**

1. Within 48 hours, the District's third-party service provider will service the AED: Data Download, Replace Electrodes, Batteries & CPR Kit as needed. Data will be forwarded to responding EMS, responding physician and Medical Oversight as requested (following HIPAA guidelines).
2. The AED will be placed back into service as soon a possible.
3. The Authorized AED User and/or Volunteer Responder will document the event using the appropriate District form and will scan and email the completed form to the District's Risk Management department [risk@psdschools.org](mailto:risk@psdschools.org) as soon as practicable.
4. PSD's Risk management department will forward the form to the District's third-party service provider within 48 hours of a medical event.