



CITY OF HOUSTON

ADMINISTRATIVE PROCEDURE

SUBJECT	A. P. No. 2-19
AUTOMATIC EXTERNAL DEFIBRILLATORS	Effective Date upon approval
<p>1.0 PURPOSE</p> <p>A substantial number of heart attacks (cardiac arrest) occur in public buildings. A significant factor in surviving cardiac arrest is prompt medical attention. The purpose of this Administrative Procedure is to provide a program to safeguard the health and safety of city employees and the public by encouraging the availability of and access to Automatic External Defibrillators (AEDs) in city buildings.</p> <p>2.0 OBJECTIVES</p> <p>2.1 To develop a comprehensive program to place Automatic External Defibrillators (AEDs) in city buildings.</p> <p>2.2 To establish a training program that certifies personnel in the use of AEDs.</p> <p>2.3 To establish a system to monitor placement, training, use and maintenance of AEDs in city buildings.</p> <p>3.0 DEFINITIONS</p> <p>3.1 Automatic External Defibrillators (AEDs) means a heart monitor and defibrillator that meets federal and state standards and which the Emergency Medical Services Director approves for use.</p> <p>3.2 AED Program means the comprehensive approach to placing AEDs in city buildings established by this Administrative Procedure.</p> <p>3.3 AED Training means training given or approved by the Texas Department of Health in the correct use of AEDs.</p> <p>3.4 Departmental AED Coordinator (Coordinator) means individual(s) designated by the Department Head and responsible for implementing, coordinating, and monitoring the Department's AED program with the Emergency Medical Services Director.</p>	
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- 3.5 **Director** means a physician appointed by the Mayor who is responsible for managing Emergency Medical Services (EMS) for the City of Houston, and who holds the position of Physician Director of Emergency Medical Services. The Director is responsible for the overall design and management of the AED program for the City.

4.0 SCOPE

This directive is applicable to all City of Houston departments and divisions and to all City-owned or leased buildings and facilities where appropriate.

5.0 RESPONSIBILITIES

- 5.1 The Director has the overall responsibility of designing, implementing and maintaining a program of placement of AEDs in city buildings. The Director is responsible for:

- 5.1.1 Complying with state law requirements that a licensed physician be involved in the acquisition of AEDs and training on AED use.
- 5.1.2 Coordinating the purchase and dissemination of AED devices in City facilities.
- 5.1.3 Developing and disseminating standard rules, guidelines, and procedures including, but not limited to:
 - 5.1.3.1 Requesting and receiving AEDs;
 - 5.1.3.2 Placement and use of AEDs; and
 - 5.1.3.3 Training and Certification of AED operators.
- 5.1.4 Conducting an orientation for new Coordinators to ensure they understand how to implement the AED program. Ensuring that the Coordinators know and understand the manufacturer's guidelines for maintenance and testing of AEDs.
- 5.1.5 Developing and conducting training curriculum and/or coordinating with a person or entity that provides a training curriculum for use and maintenance of AEDs that complies with federal, state, and local laws.
- 5.1.6 Developing procedures to ensure prompt notification to and coordination with existing emergency response systems to ensure the response time of emergency medical services is minimal where an AED is in use.

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- 5.1.7 Monitoring records on training, use, and maintenance of AEDs.
- 5.1.8 Coordinating efforts to ensure that all AEDs and notification devices are and remain in proper working order.
- 5.1.9 Ensuring maximum participation by informing all personnel involved of the state exemption from liability for civil damages resulting from the prescription, acquisition, training and/or good faith use of an AED, utilized according to state law, and not done in a manner that is wilfully or wantonly negligent.
- 5.2 Department heads must determine how many, where and when AEDs will be provided in their departmental premises and facilities. Department heads are responsible for:
 - 5.2.1 Requesting AEDs with funds allocated from and through their departmental budgets.
 - 5.2.2 Designating one or more Departmental AED Coordinators to implement the AED program within the Department and to coordinate, with the Director, the AED program efforts for the Department which will include the placement and use of the devices and the selection, training and replacement of designated personnel AED operators.
 - 5.2.3 Ensuring that at least one employee is assigned as an AED Coordinator and complying with the provisions of this Administrative Procedure throughout the life of the Department's AED program.
- 5.3 The Departmental AED Coordinator is responsible for:
 - 5.3.1 Disseminating AED program information, rules, guidelines, and procedures on the use of AEDs.
 - 5.3.2 Ensuring that the devices are placed, used, and maintained following the established rules, guidelines, and procedures.
 - 5.3.3 Ensuring that the AED is operational upon installation.

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- 5.3.4 Selecting and replacing assigned personnel to be trained and certified in the proper use of AEDs to ensure that each AED has sufficient personnel available and able to use it, during duty hours or during times a facility is open to the public and/or City employees.
- 5.3.5 Arranging appropriate training of designated personnel and maintaining all training records.
- 5.3.6 Keeping track of and notifying designated individuals for follow-up training, recertification, etc.
- 5.3.7 Maintaining, monitoring and testing AEDs in accordance with the manufacturer's guidelines.
- 5.3.8 Creating and maintaining all records pertaining to the department's use and maintenance of AEDs.
- 5.3.9 Reporting training and maintenance information to the Director.
- 5.3.10 Informing the Director about problems, issues, or concerns regarding the AED or the AED program.
- 5.3.11 Promptly reporting any malfunctions or problems to the Director who will arrange for needed repairs or replacement.
- 5.3.12 Maintaining an inventory of replaceable parts and/or contacting the manufacturer to procure replacement parts, i.e., battery, pads etc.
- 5.3.13 Notifying the Director about any incident involving use of an AED in the Department the same business day, but no later than the next business day after such incident.
- 5.3.14 Recommending, to the Director, amendments, improvements or ideas to the Director to make the AED Program more effective.

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5.4 The Facilities Management of the Department is responsible for installation of AEDs, in conjunction with, and under the supervision of, each Departmental AED Coordinator. The Department's Facilities Management is responsible for:

5.4.1 Installing and/or removing AED devices as directed by the Coordinator and the Director.

5.4.2 Installing replacement parts as needed and requested by the Coordinator.

6.0 PROCEDURE

6.1 The Department Head determines the extent to which the department will participate in the AED program and secures funding for the acquisition of the AEDs.

6.2 The Department Head designates one or more Coordinator(s), as needed. A copy of the designation must be submitted to the Director.

6.3 The Director must send the Coordinator a copy of the AED rules, guidelines, procedures, forms, and notices that are necessary for the Coordinator to implement and understand the program. The Director must ensure that the Coordinator understands his/her responsibilities as a Coordinator under the program. The Director may conduct an orientation on the AED program for Coordinators. The Director may require Coordinators to sign an acknowledgment that he/she has received and understands the information and his/her responsibilities and duties under the AED Program. The acknowledgment must be kept on file by the Director.

6.4 The Director will work with the Coordinator to determine the number of AEDs and prioritize areas of placement. The Coordinator and Department Head, following applicable guidelines, will designate areas of placement in accordance with a priority schedule determined by the Director.

6.5 Once placements have been determined, the Coordinator will begin organizing the training and certification of personnel designated to use the AED, as determined by the Department Head.

6.6 The Coordinator places a purchase order for the AED device(s) through the Director or through another entity or City Department, as instructed by the Director.

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- 6.7 When at least one department employee has been trained and certified in the use of AEDs, the Coordinator will notify the Director and proceed to arrange the delivery of the AED[s] and supervise placement and installation by the Department's Facilities Management.
- 6.8 Immediately after installation, the Coordinator must check the AED to determine if it is in proper working order. Any problems regarding installation should be referred to Facility Management. Such complaints should be given priority by the Facility Manager. Any problems regarding functioning of the machine should be referred to the Director. The Director will give priority to such concerns.
- 6.9 The Coordinator, within 3 business days of installation and initial testing, will notify the Director of the actual, final placement and exact location of the Department's AED(s), and whether the AED is functioning properly,
- 6.10 In accordance with state law, the Director will inform the appropriate Emergency Medical Services personnel of the existence, placement, type and location of the AED(s) and coordinate the emergency response procedures for maximum efficiency in implementation.
- 6.11 The Coordinator must regularly monitor the device to ensure it is functioning properly. The Coordinator should keep a record of dates and times the machine has been checked, and the results obtained, and all corrective actions taken, if any.
- 6.12 The Coordinator should maintain an inventory of replaceable parts, i.e. batteries, pads etc., to ensure immediate replacement. The Coordinator will work directly with the manufacturer, with contact information provided by the Director, to facilitate the procurement of replacement parts. The Coordinator may request that Facilities Management install replacement parts.
- 6.13 Any problems, issues, or concerns regarding the AED device or program should be referred to the Director.

7.0 ABUSE OF AED MACHINE

- 7.1 Any employee who is found to have intentionally tampered with, altered, destroyed, misused or abused (vandalism etc.) an AED will be subject to disciplinary action up to and including indefinite suspension.

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7.2 Any employee who uses an AED inappropriately, whether intentionally or not, in the commission of horseplay, assault, battery or the infliction of any personal injury or property damage, will be subject to disciplinary action up to and including indefinite suspension.

8.0 COORDINATION WITH OTHER LAWS

Pursuant to the Texas Good Samaritan law, a person who, in good faith, uses an AED to administer emergency care is not subject to liability unless the AED is used to intentionally cause harm to another person. This provision does not apply to employees using an AED in a hospital, health care facility, or during medical transport.

APPENDIX:

1. Legal Reference - Texas Health & Safety Code Ann. § 779.001-779.008; Texas Civil Practice & Remedies Code Ann. § 74.001(a).
2. Forms:
 - AED Guidelines
 - Appendix I: Trained CPR/AED Personnel Roster
 - Appendix II: Initial AED Installation Checklist

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