Sample Organization’s PAD Program

Public Access Defibrillation Program

Note: **Blue text** is to be replaced by the Organization with their specific info

**Green text** is to be deleted for non-COA organizations.

Program Coordinator:

Jill Coordinator

Our Organization Name

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An automated external defibrillator (AED) is a safe and effective device used to help sudden cardiac arrest victims who are not responsive, not breathing normally and showing no signs of circulation, such as normal breathing, coughing, and movement. The AED makes the decisions about what needs to be done and it simply requires someone to get it, turn it on and follow the message prompts verbalized or displayed by the AED.

**Our Organization Name PAD Program** has been established to improve the chance of survival from sudden cardiac arrest at our applicable locations. This document: defines how our Public Access Defibrillation (PAD) program functions; outlines specific procedures and practices; and defines how our program continuously meets the City of Austin-Travis County PAD Program requirements established by our Medical Oversight as well as the Texas Administrative Code rules for Automated External Defibrillators for Public Access Defibrillation (TAC 157.41).

# Medical Oversight

Texas rules require that all AED programs must use an FDA approved device, have physician oversight, have trained responders in CPR and AED use, and register device locations with local EMS.

Dr. Mark E. Escott, Chief Medical Officer for the City of Austin - Travis County EMS Systems, provides oversight for our PAD program. Dr. Escott and his staff provide clinical and technical guidance to our program as required by Texas State rules governing Public Access Defibrillation programs. Refer to the Contact Information Appendix for additional details.

# AED Selection & Purchase

AEDs selected for purchase and use by the Organization PAD Program meet the most current Medical Oversight specifications available at the time of purchase. As a City of Austin Department, our program selects future AED models in consultation with the City’s Independent AED Consultant and per the existing City AED purchasing contract. AEDs meeting the Medical Oversight Selection & Purchasing Requirements are authorized for our purchase following completion of a Medical Oversight Agreement for Community AED Programs signed by your representative name or position and Dr. Escott. This completed agreement serves as our prescription for purchasing AEDs meeting the Medical Oversight requirements.

For non-COA Departments, provide a brief description of the process used by your organization to select and purchase future AEDs.

# AED Placement, Deployment & Registration

The Organization PAD program will place AEDs so that they are:

* Readily accessible to persons occupying the space in which the AED is located including employees and the others visiting the site
* Cleared marked or designated so that others will recognize the AED’s presence
* Strategically located within an approximately 1 minute fast walk in all directions of the area served by the AED
* Away from activities or environmental factors that could easily damage the AED or its supplies
* Located in portions of vehicles that minimize the AED’s exposure to extreme heat or cold

As a City of Austin department, our PAD program will consult with the City’s Independent AED Consultant to identify ideal AED placement locations and ideal number of AEDs needed.

For non-COA Departments, provide a brief description of the process used by your organization to place and deploy future AEDs.

Prior to deploying any AED, our PAD Program coordinator consults with the City of Austin’s Independent AED Consultant or the City of Austin-Travis County AED Program Coordinator to ensure the AED configuration meets Dr. Escott’s requirements. Our PAD program will not deploy an AED into service until this step is completed.

A current list of all AEDs including their specific locations, manufacturer’s name and model name is maintained by our PAD Program coordinator and will be provided to the City of Austin-Travis County AED Program Coordinator upon request.

Each AED is registered with the City of Austin-Travis County EMS System’s 9-1-1 Communications Center. Registration for locations within the City of Austin and Travis County uses the on-line registration process.

<http://www.austintexas.gov/online-form/online-aed-registration-austin-and-travis-county>

# Training

Our Organization PAD Program maintains a core number of trained persons with a target of no fewer than 3 persons trained per work area in which an AED is located. We use the following CPR/AED training programs based on the role and background of the person receiving the training. Those with a job requirement to respond to medical emergencies receive certification type CPR/AED training. Other interested and selected persons participate in non-certification training.

* CATRAC TAKE10 CPR Training Program© (no certification)  
  (for employees with no healthcare background or response requirements)
* American Red Cross Hands Only CPR Training (no certification)  
  (for employees with no healthcare background or response requirements)
* American Heart Association Heartsaver Adult CPR/AED (certification)  
  (for non-certified/licensed employees required to response to medical emergencies)
* American Safety & Health Institute Basic Life Support (certification)  
  (for healthcare certified/licensed employees)

At a minimum, training includes hands-on practice of chest compressions and training in the basic steps of AED use (hands-on practice is not required). Training also includes:

* Specific locations for all AEDs in the learner’s general work area
* Familiarization of the AED model most likely present in the learner’s general work area
* What to do after CPR is performed or an AED is applied to a person

Our Organization PAD Program coordinator maintains records of CPR/AED training. Refresher training is provided every year for non-certified staff but no less than every 2 years for those persons who form the core number of trained persons.

# Maintenance & Upkeep

All AEDs are inspected and maintained in accordance with the manufacturers’ recommendations. Anytime an AED fails to meet any of the visual inspection items noted below, the AED will be immediately removed from service until it is ready for use.

Once per month, the floor safety captain conducts and documents a visual inspection of the AED to ensure:

* AED is in a ready status
* AED pads are present, unopened, not expired and in the required quantities
* AED battery is not in indicating a need for replacement and is not expired
* No obvious AED damage is noted

AED readiness indicates the AED has passed its last self-test and the AED indicates it is ready for use. If upon inspection the AED Pads or device is within 90 days or expiration or required service, the building manager or purchasing authority for the device shall be notified so that supplies or maintenance can be ordered to ensure the device remains in service.

As a City of Austin department, our PAD program utilizes the (ABCD AED Program Management Software) to track pad and battery expiration dates as well as other PAD program data. The software provides automated reminders to our PAD Program Coordinator when pads or batteries approach their labeled expiration dates. AED Program Management Software data will be provided to the City of Austin-Travis County AED Program Coordinator upon request.

After each time the AED is applied to a person, an AED self-test is initiated by our PAD Program Coordinator per the manufacturer’s recommendations and ensure replacement pads are attached to the unit prior to returning to service. Following the self-test, the PAD Program Coordinator performs a visual inspection as described above. Records of inspections and other maintenance performed are maintained by our PAD Program Coordinator. As a City of Austin Department, our PAD Program Coordinator will complete the AED Post Event Notification Form and will contact the City of Austin-Travis County AED Program Coordinator following any application of any AED to a person.

# Interaction with Local Emergency Responders

Our Organization’s PAD program coordinator serves as the primary contact person for medial oversight and other aspects of our PAD program. Local emergency responders are notified using 9-1-1 anytime an AED is applied to a person or CPR is initiated. Our specific AED locations have been provided to the City of Austin-Travis County EMS 9-1-1 Communications Center using the previously discussed registration process. When additional AEDs are purchased or placed, and when AED locations are changed, our PAD program coordinator submits a new AED registration reflecting the changes. Organization Name will also forward the name and contact information to the City of Austin-Travis County AED Program Coordinator when a new PAD program coordinator assumes this role.

# Quality Assurance & Post-Event Plan

Anytime AED pads are applied to a person, Our PAD program coordinator will be notified immediately following transfer of care to the EMS responders. As soon as possible after the use, Our PAD Program Coordinator will retrieve the AED and download the electronic data file. The downloaded electronic data file along with a brief description of what occurred (AED Post Event Notification form) are sent within 4 calendar days to the City of Austin-Travis County AED Program Coordinator for quality improvement review. Following the Medical Oversight quality improvement review, Our PAD program coordinator will communicate any lessons learned or suggestions resulting from the review.

If an adverse event (something that did not go as planned or possibly went wrong) occurs, the person(s) involved will complete an AED Adverse Event Form with a target completion of 2 calendar days. The completed form will be reviewed by Our PAD program coordinator and then emailed to the City of Austin-Travis County AED Program Coordinator for review.

Dr. Escott and the City of Austin-Travis County AED Program Coordinator will forward any lessons learned and recommendations for improvement to Our PAD Program Coordinator.

**ATTACHMENTS**

1. Contact Information
2. AED Event Notification Form
3. AED Post Event & Adverse Event Notification Form

**Contact Information**

**Our PAD Program Coordinator**

Jill Coordinator

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**City of Austin Independent AED Consultant**

Cari Pogue

512-587-7047

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**City of Austin - Travis County AED/PAD Program Coordinator**

Jim Radcliffe, MBA, NRP, LP

512-978-0015

[James.Radcliffe@austintexas.gov](mailto:James.Radcliffe@austintexas.gov)

**Medical Oversight/Consultation**

Mark Escott, MD, MPH, FACEP, FAEMS, NRP

Medical Oversight Physician

City of Austin - Travis County Office of the Chief Medical Officer

4201 Ed. Bluestein Blvd.

Austin, TX 78721

**AED Post Event Notification**

Insert the form downloaded from the website here or simply place a link to the document here

**AED Adverse Event Report**

Insert the form downloaded from the website here or simply place a link to the document here