



**Public  
Access  
Defibrillation  
(PAD) Program**

**District Office  
April 2010**



Maricopa Community College District  
2411 W. 14th St. • Tempe, AZ 85281

**MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT**

**District Office  
Public Access Defibrillation Program**

**Statement of Program**

Automated External Defibrillators (AEDs) shall be maintained on the premises of all Maricopa County Community College District (MCCCD) properties. The ownership and maintenance of these devices shall be in compliance with the following relevant legislation:

Cardiac Arrest Survival Act of 2000 (HR2498)

ARS§ 36-2261- ARS§ 2264

**The AEDs shall be used in:**

Emergency situations warranting use.

# PAD Program

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**Location, maintenance and testing of AEDs at MCCC District Office, 2411 W. 14<sup>th</sup> Street, Tempe, AZ 85281 and Emerald Point, 2419 W. 14<sup>th</sup> Street, Tempe, AZ 85281**

1. AEDs shall be kept at the **District Office** as follows:

<b>Defibrillator Type</b>	<b>Specific Location</b>	<b>Department responsible for testing/maintenance</b>
LifePak 500 (Medtronic/Physio-Control)	1 <sup>st</sup> Floor (outside elevators - west wall) Cabinet	Risk Management
Powerheart G3 Plus Cardiac Science	2 <sup>nd</sup> Floor (outside elevators - west wall) Cabinet	Risk Management
LifePak 500 (Medtronic/Physio-Control)	3 <sup>rd</sup> Floor (outside elevators - west wall) Cabinet	Risk Management
Powerheart G3 Plus Cardiac Science	4 <sup>th</sup> Floor (outside elevators - west wall) Cabinet	Risk Management
Powerheart G3 Plus Cardiac Science	5 <sup>th</sup> Floor (outside elevators - west wall) Cabinet	Risk Management
LifePak 500 (Medtronic/Physio-Control)	6 <sup>th</sup> Floor (outside elevators - west wall) Cabinet	Risk Management

2. AEDs shall be kept at **Emerald Point** as follows:

<b>Defibrillator Type</b>	<b>Specific Location</b>	<b>Department responsible for testing/maintenance</b>
Powerheart G3 Plus Cardiac Science	1 <sup>st</sup> Floor (in the alcove outside the restrooms) Cabinet	IT
Powerheart G3 Plus Cardiac Science	2 <sup>nd</sup> Floor (in the alcove outside the restrooms) Cabinet	IT

3. AEDs shall be kept at Wood Street as follows:

<b>Defibrillator Type</b>	<b>Specific Location</b>	<b>Department responsible for testing/maintenance</b>
Powerheart G3 Plus Cardiac Science	1 <sup>st</sup> Floor (outside break area)	MATEC

Maricopa Community College District Office  
2411 W. 14<sup>th</sup> Street, Tempe Arizona, 85281



First Floor

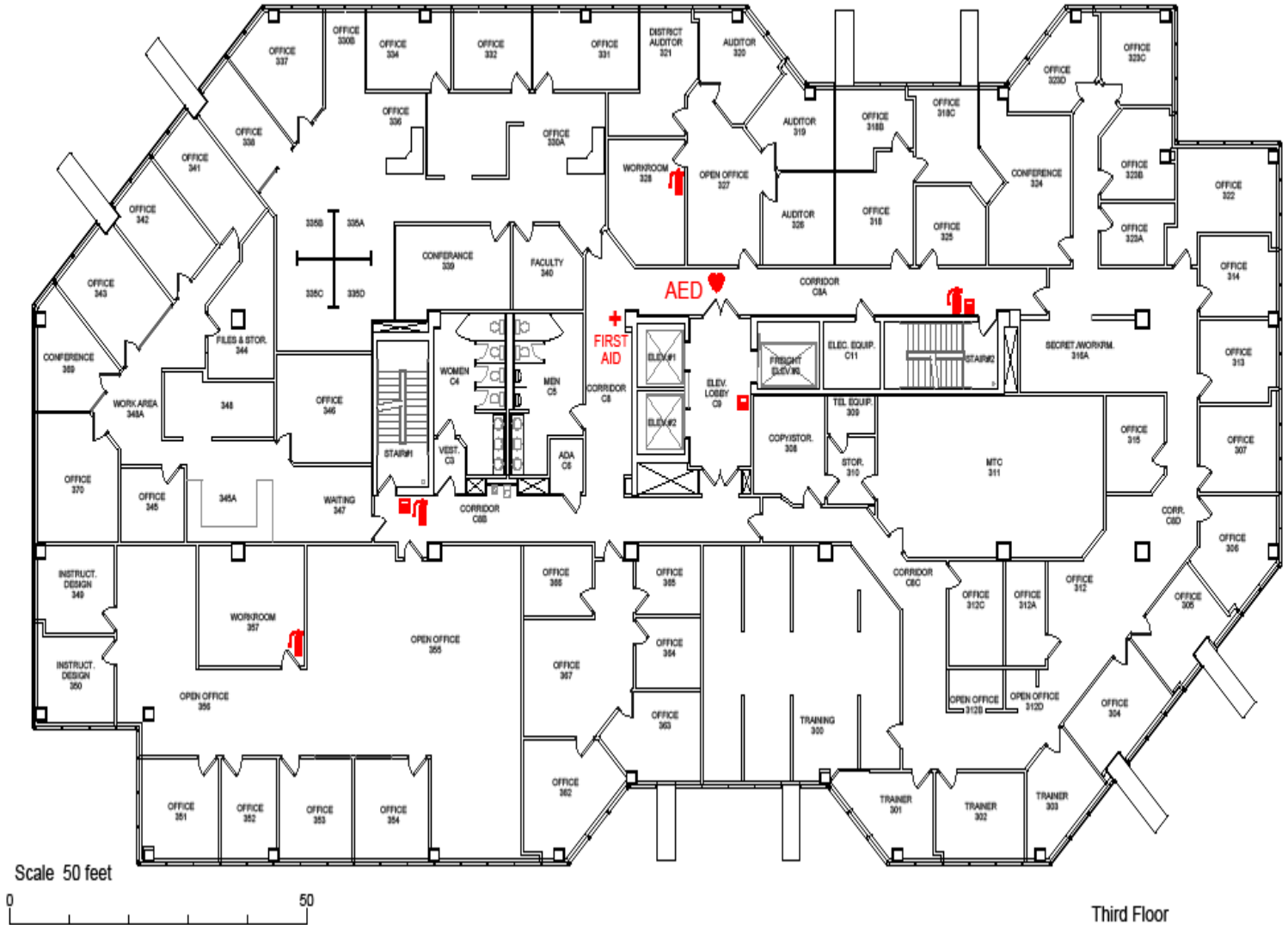
# Maricopa Community College District Office

2411 W. 14<sup>th</sup> Street, Tempe Arizona, 85281



Second Floor

Maricopa Community College District Office  
2411 W. 14<sup>th</sup> Street, Tempe Arizona, 85281

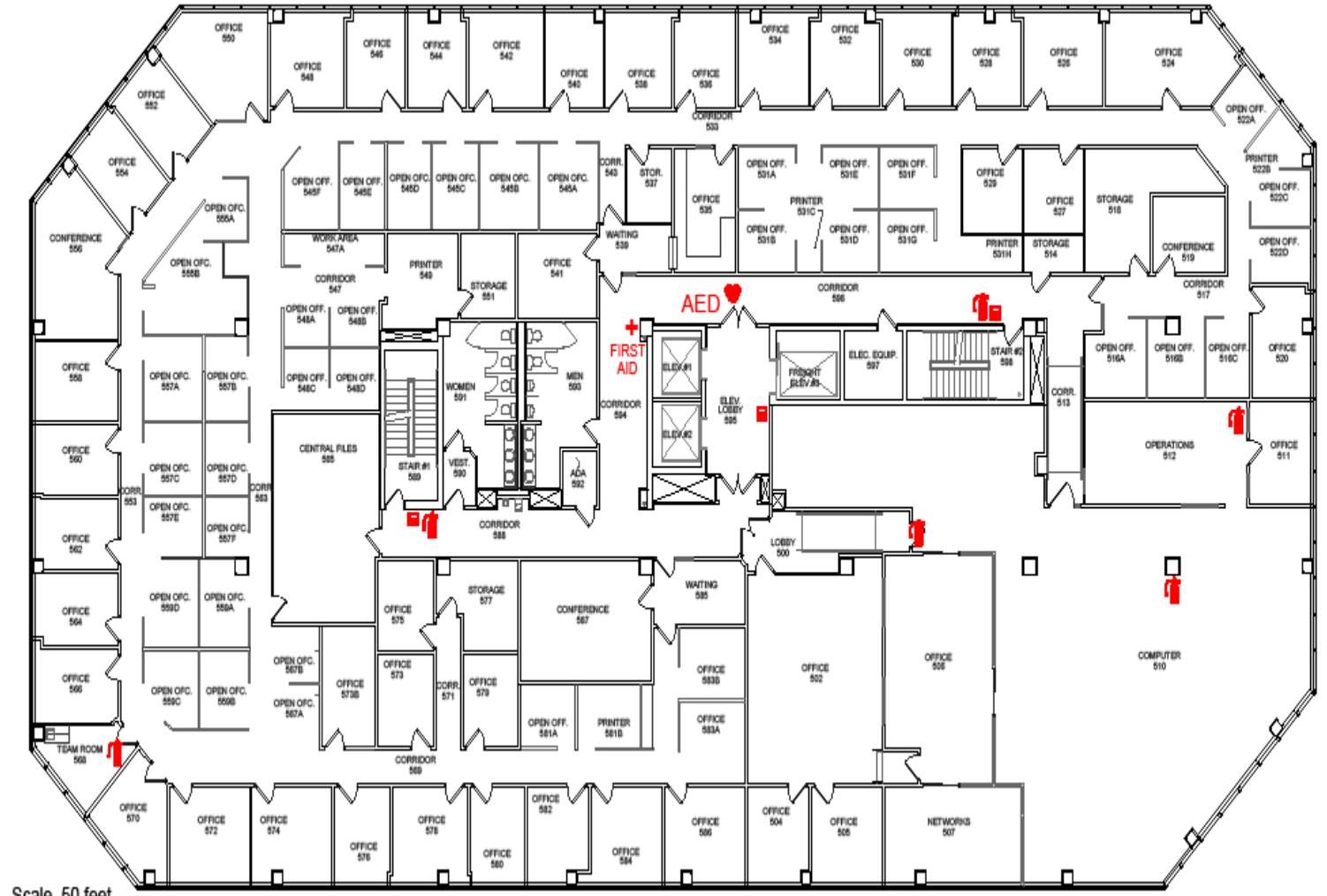


### Maricopa Community College District Office 2411 W. 14<sup>th</sup> Street, Tempe Arizona, 85281





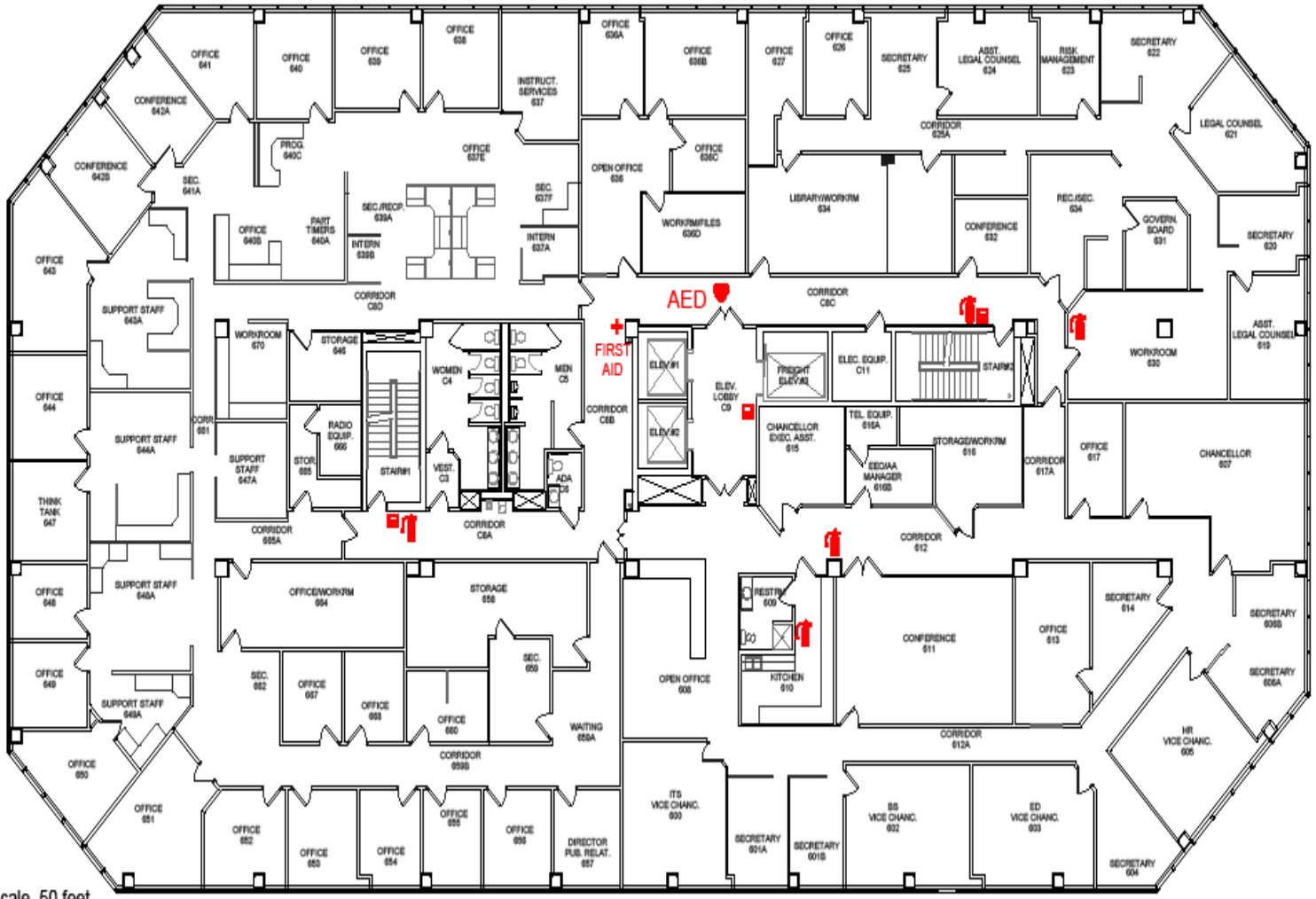
Maricopa Community College District Office  
2411 W. 14<sup>th</sup> Street, Tempe Arizona, 85281



Scale 50 feet  
0 50

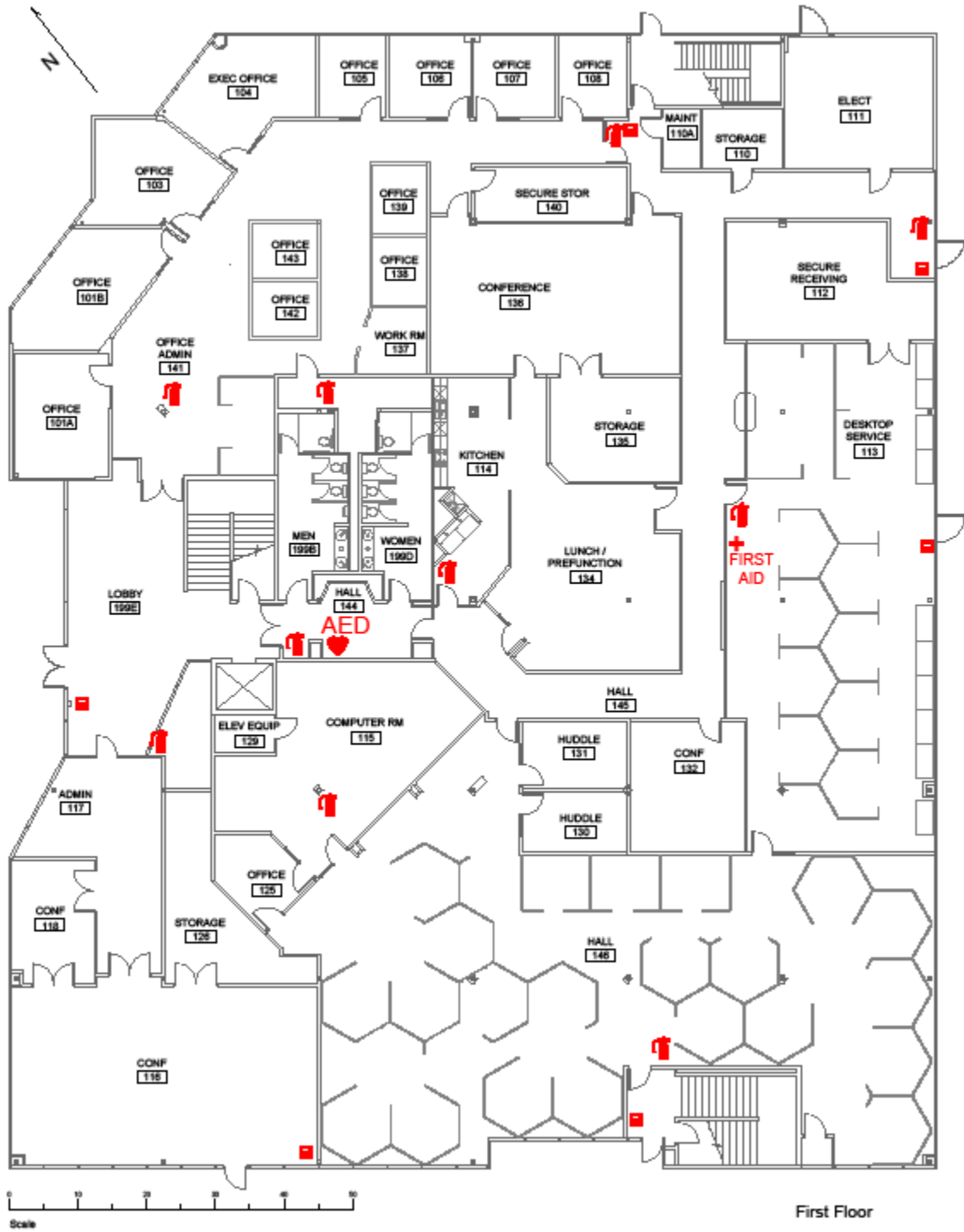
Fifth Floor

Maricopa Community College District Office  
2411 W. 14<sup>th</sup> Street, Tempe Arizona, 85281

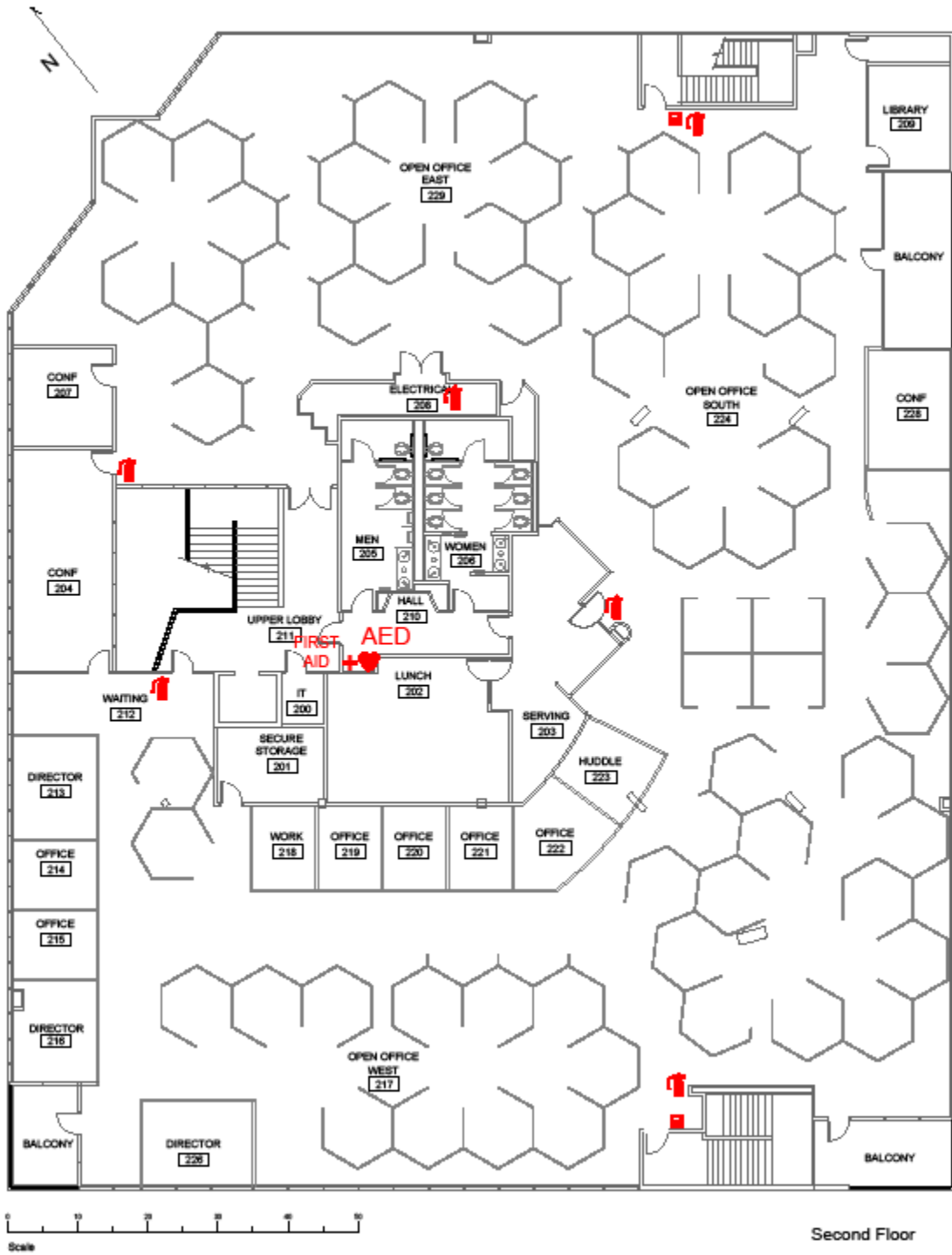


Sixth Floor

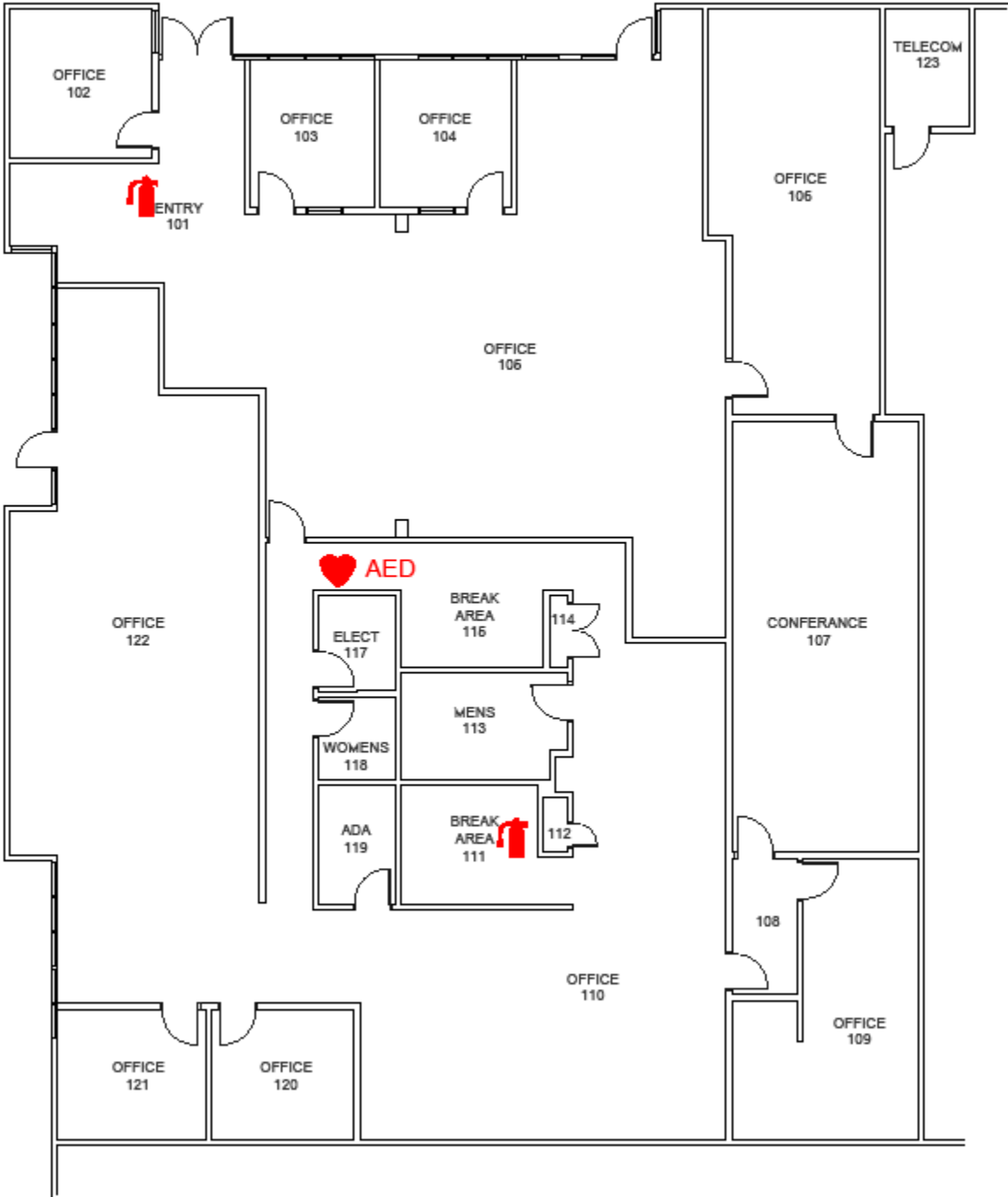
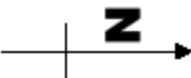
Maricopa Community Colleges Emerald Point



Maricopa Community Colleges Emerald Point



MATEC, LTS & MCCCD SURPLUS PROPERTY  
4110 E Wood Street, Phoenix Arizona



## **PAD Coordinator for the MCCCCD District Office**

Sheri Swain  
MCCCCD Enterprise Risk Manager  
2411 W. 14<sup>th</sup> Street  
Tempe, AZ 85281  
(480) 731-8879 (480) 731-8304 (fax)

## **PAD Medical Director**

Dr. Bentley J. Bobrow, MD  
Medical Director  
Bureau of Emergency Medical Services  
Arizona Department of Health Services  
150 North 18<sup>th</sup> Avenue, #540  
Phoenix, AZ 85007  
Phone: (602) 364-3154  
Fax: (602) 364-3568  
bobrowb@azdhs.gov

## **Local EMS Provider**

The type of devices, intended use areas, plan for maintenance and testing, location of the devices on the premises, and list of trained potential users shall be confirmed annually in writing by the PAD Medical Director to the local Emergency Medical Service provider:

Emergency Access Services  
City of Phoenix/Fire Department  
150 South 12<sup>th</sup> Street  
Phoenix, AZ 85034-2301

**Maintenance and testing of AEDs must be conducted according to the manufacturer's specifications.**

- a. The individual designated above will be responsible for proper testing and maintenance.
- b. Maintenance and testing documentation must include the date and type of maintenance/testing, and the signature of the person performing the maintenance/testing.
- c. The MCCCDC Risk Manager and the Medical Director, or his/her designee, will maintain documentation of maintenance and testing, for a period of ten years.
- d. The manufacturer's recommended guidelines for regular maintenance must be followed at all times:
  - Weekly and after each use:
    - ✓ Check battery
    - ✓ Ensure all supplies, accessories, and spares are present and in operating condition.
    - ✓ Inspect the exterior and connector for damage
    - ✓ After each use:
      - ✓ Inspect exterior and connector for dirt and contamination.
      - ✓ Conduct battery check. Download information to Medical Director via telephone.

**Training in the Use of the AEDs**

1. Training shall be conducted by certified trainers, according to Red Cross or American Heart Association guidelines. It shall include CPR training and a required reading of this program in its entirety.
2. Training records will be kept by the MCCCDC District Office EOLT. EOLT will send out reminders to those who need to be re-trained.

## Using an AED—Steps to Follow

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### STEP 1 - ACCESS & CALL 9-1-1

- Shake the person and shout, “Are you OK?” If the person is unresponsive and not breathing, or breathing abnormally (struggling to breathe, gasping or snoring), direct someone to call 9-1-1- or make the call yourself.
  - Provide the 911 dispatcher with the following information:
    - Location
    - Emergency details
    - Notify of AED Deployment
    - Call designated person or direct bystander to wait at the front entryway to help lead EMS to patient.
- 

### STEP 2 - CHEST COMPRESSIONS

- Position the patient with their back on the floor. Place the heel of one hand on the center of the chest (between the nipples) and the heel of the other hand on top of the first. Lock your elbows, place your shoulders vertically above hands and use the weight of your upper body to “fall” downward, compressing the chest 2 inches deep. Lift your hands slightly each time to allow chest wall to recoil. Compress chest at a rate of about one hundred per minute (slightly faster than one compression per second). When you tire take turns with others until the paramedics arrive.

**Important: Struggling to breathe or gasping is not a sign of recovery! Initiate and continue chest compressions even if patient gasps.**

**Note: For cases of near drowning, drug overdose or unresponsiveness of young children (age 8 or under), follow conventional CPR (2 mouth-to-mouth ventilations followed by 30 chest compressions). However, even in those cases, Compression-Only CPR is better than doing nothing. To learn conventional CPR, a formal training class is recommended.**

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### STEP 3 - EARLY DEFIBRILLATION

- When AED arrives:
  - Place AED near head of patient on same side as AED responder.
  - Turn on AED.
- Bare and prepare chest (cut or tear away clothing, shave or clip chest hair if hairy, dry if wet).
- Follow verbal and visual prompts from the AED.
- Apply electrodes (follow drawing on pads).
- Allow AED to analyze.
- If indicated, deliver shock by pressing the shock button. Continue care per AED treatment algorithm.



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#### **STEP 4 – EARLY ADVANCED LIFE SUPPORT**

- Have designated person wait for EMS providers at main building entry and guide them to the patient.
- Responders working on victim should communicate any important information to the EMS providers:
  - Victim's name
  - Any known medical problems, allergies or medical history.
  - Time the victim was found
  - Information from AED:
    - ✓ Number of shocks
    - ✓ Length of time it was on the victim.

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#### **STEP 5 – RESPONDER POST-USE PROCEDURE**

The College PAD Coordinator will do the following after each use:

- Notify the MCCCD Risk Manager
  - Notify the Medical Director
  - File an incident report within 5 days to the medical director and Risk Manager.
  - Conduct employee debriefing.
  - Restock used electrode pads, batteries, razors and/or gloves as needed.
  - Remove and replace battery in AED and do a battery-inspection test.
  - Clean the AED.
-

## **AED PROGRAM**

### **Provider Documentation Recommendations**

Power on the AED immediately upon arrival at the patient's side. This provides the "at patient" time. For AEDs with audio-recording capability, it is recommended that the operator accustom his/herself to asking bystanders the following questions--out loud—after the AED has been powered on, during patient-assessment and AED operation. The reviewer will be able to hear the answers thus saving you time and insuring accuracy of documentation:

- Did anyone see him/her collapse?
- About how long after collapse was 911 called and help requested?
- Does he/she have any medical problems or medical history?
- Did he/she have any complaints in the past few days, hours or right before becoming unconscious?

Additionally, the AED operator should speak clearly, out loud, the following information if known or ascertained:

- Was anyone performing CPR on your arrival at the patient's side?
- Any bystander answers or comments that you think the reviewer may have difficulty hearing.
- Any pertinent incident circumstances found (i.e., trauma evident, vomiting, skin discoloration, indications of drug use, etc.)
- Any return of breathing on own, patient movement, eye opening, gagging or any other indication patient responded to defibrillation or CPR.
- When you know EMS has arrived at the property, and when EMS arrives at the patient's side and you turn over care of the patient.
- Report to EMS about your patient prior to powering off your AED.

If you prefer, you may leave your AED on after EMS arrival for documentation purposes. Most AEDs will record up to 30 minutes of data.

(Prepared by Lani Clark/University of Arizona)

**SHARE PROGRAM AED USE DATA FORM**  
**Bureau of Emergency Medical Services**  
**Arizona Department of Health Services**

Property/Business/Individual Name: \_\_\_\_\_

Incident Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Estimated Time of Collapse: \_\_\_\_\_

Patient Name: \_\_\_\_\_

Gender: M  F  Age: \_\_\_\_\_

Employee  Customer  Guest  Employee Family

Other, please specify: \_\_\_\_\_

1. Where on your property did this incident occur? \_\_\_\_\_  
(i.e. kitchen, lobby, single office, outdoor grounds, restroom, 6<sup>th</sup> hole, club house, etc.)
2. Was this incident witnessed by anyone? YES  NO
3. Who witnessed? Employee/Co-worker  Friend  Family  Stranger   
Doctor/Nurse/Paramedic  Other: \_\_\_\_\_
4. Was CPR or CCC performed before the AED was connected to the patient? CPR  CCC
5. Did the AED instruct you to shock? YES  NO  If yes, number of shocks \_\_\_\_\_
6. Was the patient transported from your property by ambulance? YES  NO   
If yes, which Fire Department or Ambulance Company: \_\_\_\_\_
7. Name of destination hospital, if known: \_\_\_\_\_
8. Did the patient exhibit any of the following after collapse and prior to departure from your property?  
Pulse  Breathing on own  Eye opening  Confusion/combativeness   
Vomiting  Moving arms/legs  Talking
9. Do you have any questions or would you like to review this AED use with the BEMS medical direction representative? YES  NO

Person completing form: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Best time to call you: \_\_\_\_\_

Please fax completed form to: Lani Clark at (520) 626-2201.

This data is the property of the Arizona Department of Health Services  
Bureau of Emergency Medical Services

Revised: 1/31/05

# Operator's Checklist

## LIFEPAK 500 Automated External Defibrillator

This is a suggested checklist for inspecting and checking this device on a daily basis and after each use.

Unit Serial No.: \_\_\_\_\_

Date


Location: \_\_\_\_\_

Initials

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INSTRUCTION	RECOMMENDED CORRECTIVE ACTION	
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**1. Examine the AED case, connector, and battery well for.**

*Insert an "X" in the box after completing each instruction.*

Foreign substances

Clean the device

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Damage or cracks

Contact authorized service personnel

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**2. Examine the battery pins for bending or discoloration.**

Discard and replace battery.

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**3. Check expiration date on batteries and therapy electrodes.**

Replace if expired.

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**4. Examine the accessory cables for cracked, damaged, broken, or bent connectors.**

Replace damaged or broken parts.

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**5. With the battery installed, press ON/OFF To turn on the AED and look for:**

Self-test messages

If absent, contact authorized service personnel.

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Momentary illumination of each LED and All LCD segments

If absent, contact authorized service personnel to repair or replace parts.

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BATTERY LOW or REPLACE BATTERY SELF-TEST xx.xx message

Replace the battery immediately.

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Service indicator or CALL SERVICE message

Contact authorized service personnel.

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## Automated External Defibrillator Checklist

### Weekly:

- Verify proper inventory: 2 sets of electrode pads, razor, battery
- Inspect AED housing for visual service indicators

### Post-Incident (as soon as possible after event):

- Notify District Risk Manager and Medical Director of incident.
- Restock electrode pads and any other accessories used.
- Complete AED use form within 5 business days. A copy of the form is on page 20 of this report. The form can also be accessed by following the link to the SHARE website: [http://www.azshare.gov/documents/aed\\_use\\_form.pdf](http://www.azshare.gov/documents/aed_use_form.pdf)

### As Needed:

- Notify EOLT of the need for initial or refresher training.
- Notify SHARE Program Coordinator of the purchase of additional AEDs. Register new AEDs at:  
<https://app.azdhs.gov/PHS/ShareRegistrationUI/SharePartReg.aspx>.
- Notify local emergency medical service after purchasing a new AED. Contact Risk Management for a letter template. Letter should be sent to:  
Emergency Access Services  
City of Phoenix/Fire Department  
150 South 12<sup>th</sup> Street  
Phoenix, AZ 85034-2301
- Contact District Risk Manager at any time for changes, questions or requests regarding your college's AED Program.

