

## #4.4

### USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

PURPOSE: To provide guidelines for use of AEDs in the event of a medical emergency

APPLICATION: Staff, Ushers, and Members will operate within this policy in the event of a medical emergency. The AED equipment is located inside south side entrance to church from office area on wall and in entrance/foyer of Silver Hall on the wall.

#### PROVISIONS:

1. AED will be checked monthly by the Parish Nurse or designee using AED online oversight program offered through the AED Superstore.
  - a. Be ready to respond to the following 4 questions as to each AED:
    - i. Is the Readiness indicator on your AED flashing green?
    - ii. Does the AED appear to be undamaged and ready to use?
    - iii. Is the AED free of Chirping or warning notifications?
    - iv. Are the AED unit's supplies (CPR/AED rescue kit, pre-connected electrode pads) available?
  - b. Go to <https://aedsuperstore.onlineoversight.com>. Proceed with Member Login by entering: [ann@chapelbts.org](mailto:ann@chapelbts.org) and password: beagle.
  - c. Proceed as follows:
    - i. At bottom of screen click on Serial Number A11D-03581.
    - ii. Click on Enter Check Now button.
    - iii. Enter your name into Name Checker input box.
    - iv. Answer the four Yes/No questions.
    - v. Click on the Save button.
  - d. Repeat the above steps for AED with Serial Number A11D-03074.
  - e. Click on Sign Out button.
2. Oversight program will be renewed annually at a cost paid with Parish Health funds.
3. All staff and church members should be familiar with AED locations.
4. 911 should be called immediately in the event of an emergency situation. If moving the person is not possible then the AED should be brought to the person.
5. AED/CPR trained individuals/health professionals will activate the AED according to the American Heart Association AED/CPR Guidelines, following the instruction given by the AED when activated.
6. A designated person will watch for the EMS responders outside of the church building and direct them to the south side (Town Hall side) of the building near the handicap ramp. Another individual will be designated to assist the victim's relative or friend, or to notify them if not present.
7. A designated person will communicate to the EMS responders the nature of circumstances and any other pertinent information that is known about the victim.
8. After the person is removed by EMS personnel, the AED operator gathers the equipment and removes it to the Parish Nurse's office.

9. The AED operator notifies the Pastor, Parish Nurse, and Office Administrator of the incident.
10. The Office Administrator or Parish Nurse is responsible for completing the Church Mutual Incident Report and faxing it to the insurance carrier as soon as possible.
11. The Parish Nurse is responsible for reviewing the AED equipment and obtaining any replacement parts.
12. A follow-up or debriefing may be conducted with those involved in responding to the incident to review the processes, concerns and to provide emotional support as needed.

RESPONSIBILITY: Oversight of the use of AEDs at Chapel by the Sea is the joint responsibility of the Parish Nurse and the Facilities & Property Management Committee.

#3.7 renumbered #4.4

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