



Fitchburg State University Police Department

Subject: Automated External
Defibrillator (AED)

Effective Date:
July 22, 2021

Review Date:

By Order of: Michael J. Cloutier, Chief of Police

General Order

9.1.5

PURPOSE:

This directive establishes procedures for use, maintenance, training, storage, inspection, and record retention and documentation of use by First Responders of the Fitchburg State University Police Department and any designees affiliated with the agency (i.e.: Fitchburg State University Student EMS and Fitchburg State University Student Security).

PROCEDURE:

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only to be applied to unconscious victims, not breathing normally, and showing no signs of circulation,. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock if the AED has a shock button, or deliver the shock automatically if the AED does not have a shock button.

1. Equipment:

The Fitchburg State University Police Department and its designees will utilize Zoll AED Plus Automatic external defibrillators. These Defibrillators will be inspected, and maintained by the Fitchburg State University Police Departments designee, as designated by the Chief of Police. This person shall be responsible for maintenance, equipment, batteries, AED pads, and associated CPR supplies, along with records retention, if the unit has been used.

2. Training:

All designated First Responders and associated designees shall attend CPR certification/recertification on an annual basis per training regulations set forth by the MPTC.

3. Storage:

AEDS must be kept safe and in a controlled environment. They should be kept inside the passenger compartment of the designated patrol vehicle to prevent damage. AEDs shall be brought inside the station when temperatures are below 32 degrees and above 80 degrees after each patrol shift.

4. Inspection:

Officers and designees shall visually inspect each AED at the beginning of each shift for proper functionality.

The Zoll AED Plus provides a visual status check designated by a Green checkmark in the upper right corner or a Red X. If a Red X is present, that AED unit shall be removed from service and the shift supervisor shall be advised. The shift supervisor shall notify the designee in charge of the AED that maintenance is required.

The designated person overseeing the AEDS shall perform a monthly inspection of all AED devices to ensure the proper working order and unexpired AED Pads. These inspections shall be documented and kept on file.

5. Documentation & Record Retention:

All medical calls shall be documented with an Offense report by the person who administered medical care. These reports are retained and kept per department and Commonwealth of Massachusetts records retention laws. If the AED is used, whether a shock is administered or not, the AED shall be provided to Medical personnel to download the medical record. The designee for The Fitchburg State University Police Department, who is in charge of the AEDs shall also download the medical record and store such per current record retention standards.

Approval:



Chief of Police

07/22/21

Date