



## Newport News Police Department - Administrative Manual

# ADM-530 - AUTOMATED EXTERNAL DEFIBRILLATOR

Amends/Supersedes: (06/26/2019)

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### I. GENERAL

The emergency ministrations of first aid and use of an Automated External Defibrillator (AED) to save the life of the recipient are protected as set out in Commonwealth of Virginia Code §8.01-225 (commonly referred to as "The Good Samaritan Act").

### II. DEFINITIONS

A. *Automated External Defibrillator*: A portable medical device can check a person's heart rhythm and recognize if that rhythm requires a shock during cardiac arrest. AEDs have been shown to decrease cardiac-related mortality when used by trained persons and used in conjunction with cardiopulmonary resuscitation (CPR). The following considerations apply:

1. An AED will not shock a heart that does not need it.
2. The AED should only be used to treat victims who experience sudden cardiac arrest; (i.e., those who are unconscious, without a pulse, and not breathing).

B. *First Responder*: A person trained at a minimum in basic life support and the use of a defibrillator who attends a potentially life-threatening emergency.

C. *Cardiopulmonary Resuscitation (CPR)*: An emergency lifesaving procedure that manually applies chest compression and ventilations to allow oxygenated blood to circulate to vital organs such as the brain and heart. CPR can keep a person alive until more advanced procedures (such as defibrillation - an electric shock to the chest) can treat cardiac arrest.

### III. AED PROCEDURE

#### A. General

1. Life-sustaining or resuscitative measures should be performed when needed, including utilizing an AED.
2. Ideally, the AED should be utilized by a trained AED user. When an AED-trained user is unavailable, an untrained employee can use the device by following the unit's voice prompts and/or instructions.
3. EMS will be notified whenever an AED is utilized to render emergency aid.

#### B. Emergency Protocol

1. Immediately after observing or becoming aware that someone has collapsed and/or may need lifesaving aid, the employee will:
  - a. Contact Communications (by radio or calling 911) to request Emergency Medical Services (EMS) and confirm the patient's condition.
  - b. Evaluate the safety hazards on the scene; and
  - c. Request additional assistance, including requesting an AED if the employee does not have ready access to one.

2. As soon as the first responder confirms the patient is not breathing and has no pulse, they will initiate CPR. If bystanders have initiated CPR before the first responder's arrival, the first responder will obtain information from the bystanders and take over CPR if the bystanders are not able to continue.
3. Upon notification that CPR has been initiated, an AED should be retrieved and administered.
4. Additional staff responding to the scene will assist with scene safety and facilitate the arrival of EMS and Fire Department personnel. While lifesaving care is being administered, appropriate investigative actions may also be initiated, per [OPS-492 Criminal Investigations & Case Management](#) or [OPS-425 Death Investigations](#), based on available information and the circumstances.
5. Use of the AED and CPR will continue during emergency care until the patient resumes pulse and respiration, the first responder is too tired to continue, an additionally trained responder arrives on-scene and takes over, and/or EMS arrives at the scene and assume responsibility for the patient's emergency.
6. If the patient is a department employee, their chain of command will be notified immediately after EMS has assumed patient care.

#### C. Program Coordination

1. The following positions are assigned as AED site coordinators unless otherwise designated:
  - a. Records Unit supervisor;
  - b. Each precinct's Watch I Supervisor;
  - c. The Special Operations Division, Organized Crime Division, and the Training Section supervisors.
2. These coordinators are responsible for forwarding completed *Defibrillator Event Report Sheets* (NNPD [Form #113](#)) to the Support Services Division.

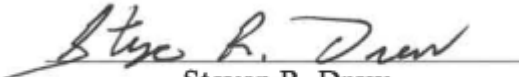
#### D. AED Equipment Check and Maintenance

1. All AED equipment and accessories shall be maintained in a state of readiness and following manufacturer guidelines and those guidelines established by the [City of Newport News](#).
2. The locations of AEDs are as follows:
  - a. North Precinct Line-up Room;
  - b. Central Precinct Line-up Room;
  - c. South Precinct First & Second Floor near Elevators;
  - d. Headquarters' Fitness Room;
  - e. Headquarters' Third Floor (Near Elevators);
  - f. Ft. Eustis Firing Range Hallway;
  - g. Marine Patrol Boats (Moose and Sea Ark);
  - h. Mobile Command Post;
  - i. Training Academy (Hallway);
  - j. Recruiting Unit (File room).
  - k. 911 Center (Main Reception Area)

3. The Department's lead AED/CPR instructor shall be informed of changes in the availability of emergency medical response equipment (i.e., taken out of/returned to service).
4. After each use, the AED must be thoroughly cleaned of any substances that may have contacted the device. The responsible employee shall follow the procedures to prevent communicable disease exposure ([ADM-323 Communicable Disease Exposure Control](#)), including wearing protective gloves and using prescribed sanitation and disposal methods.
5. After cleaning, the AED site coordinator should inspect the AED to ensure it has been properly cleaned and returned to operational readiness.
6. All preparation devices (i.e., electrodes and protective gloves) used during the emergency event must be replaced before returning the AED to service. Any deficiencies in preparation devices shall be reported to that unit's AED site coordinator.

E. Record keeping

1. When an AED has been used, the person who deployed the AED will notify the AED site coordinator where the AED was deployed within 24 hours of its use.
2. The AED Site Coordinator will complete a *Defibrillator Event Report Sheet* (NNPD [Form #113](#)) and forward it to the Support Services Division.
3. The Support Services Division will maintain the AED records and program, including maintenance and safety inspection records per the Records Retention Schedule of the Library of Virginia [GS-19](#).

  
Steven R. Drew  
Chief of Police