

TO: ALL COUNTY PERSONNEL

**FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

PREPARED BY: RISK MANAGEMENT / LOSS CONTROL

**SUBJECT: AUTOMATED EXTERNAL DEFIBRILLATORS AND
SEVERE BLEED KITS IN COUNTY OWNED / OPERATED
BUILDINGS**

PPM #: CW-O-076

ISSUE DATE
February 10, 2023

EFFECTIVE DATE
February 10, 2023

PURPOSE:

The purpose of this policy is to ensure that Automated External Defibrillators (AEDs) and Severe Bleed Kits (SBK) are properly located, in good working order and that training is provided on the appropriate use to possible users of the equipment.

UPDATES:

Updates to this PPM CW-O-076 are the responsibility of the Manager of Employee Safety/Loss Control (ES/LC) under the authority of the Director of Risk Management.

AUTHORITY:

- Section 401.2915, Florida Statutes, Automated External Defibrillators, as may be amended.
- Florida Administrative Code 64J-1.023, Guidelines for Automated External Defibrillators (AED) in State Owned or Leased Facilities, as may be amended.

POLICY:

It has been demonstrated that ready access to AEDs can save lives. It is the County's policy that AEDs be purchased and placed in County owned or operated facilities so that this equipment will be readily accessible to the building occupants. Training in Cardiopulmonary Resuscitation (CPR) and AED response procedures is encouraged for all building occupants and can be obtained by contacting Risk Management.

Severe Bleed Kits (SBK) are available in AED cabinets with the exception of some buildings, which have security personnel and have a concern of open access to the public (e.g. some Courthouses). SBK training will be provided as part of AED/CPR training provided through Risk Management. Other guidelines for SBK training and use are detailed below.

PROCEDURE:

A. INSPECTIONS:

All AEDs and SBKs will be inspected two times per year by Risk Management or their designee to ensure the units are properly stocked and in good working order so that the unit can be used successfully if required. As part of this inspection, the SBK units will be checked to verify that the tamper seal is intact.

Weekly visual checks must be performed by designated building occupants (see responsibilities section below).

B. PROCEDURES AFTER USE:

Once an AED has been used, it should be removed from service so that any expendables can be replaced and the unit inspected to ensure that it is ready for future use. In additions, the following steps must be taken:

1. If a county employee is resuscitated, complete the Employee Injury/Illness Report (EIIR) or submit the report through the electronic incident reporting system (PeopleSoft). The paper EIIR form must be e-mailed to Employee Safety/Loss Control as soon as possible.
2. If someone who is not a County employee is resuscitated, complete the Property & Liability Accident/Incident Report and email to Risk-CasualtyReport@pbcgov.org. The current form can be found on the PBC home page under Countywide Forms//Risk Management. The report may also be entered into the Electronic Incident system (PeopleSoft).
3. After any use, contact the Emergency Operations Center (EOC) immediately to report that the unit has been used. The EOC will contact Risk Management to arrange for the unit to be inspected and returned to service.

Once a SBK has been used, the following steps must be taken:

1. After any use, contact the Emergency Operations Center (EOC) to report that the kit has been used. The kit must be inspected, materials replenished and a new tamper seal affixed.

2. If a County employee has experienced exposure to blood, complete the Employee Injury/Illness Report (EIIR) and submit the EIIR to ES/LC.
3. If someone, who is not a County employee, is treated, complete Property & Liability Accident/Incident Report and email to Risk-CasualtyReport@pbcgov.org. The current form can be found on the PBC home page under Countywide Forms/Risk Management. The report may also be entered into the Electronic Incident system (PeopleSoft).

C. PURCHASE AND PLACEMENT

All AEDs will be stored in approved designated locations. Generally, this will be a wall-mounted storage cabinet in an easily accessible location. AEDs that are in-service are not to be stored in file cabinets, desks, offices requiring a key for entry, or any other location that is not easily accessible.

All requests for AEDs should come through Risk Management ES/LC. If for any reason a department/facility receives an AED from an outside organization, (e.g., hospital donation), Risk Management ES/LC must be notified immediately to ensure the AED meets the requirements as set forth by this PPM and the unit is properly located and included in the inspection process.

Public Safety purchases SBK supplies. In all areas except where security concerns do not allow, SBKs will be placed in existing AED cabinets. For areas where the SBK kits cannot be placed in the AED cabinet, materials will be controlled by Security staff or Courthouse Security staff.

D. TRAINING:

Prior to placing an AED into service, training will be provided to County personnel. Training will be provided through Risk Management only to BCC and Constitutional Officer Employees. Training on the use of SBKs will be part of the AED curriculum. Refresher training shall be offered at a minimum every 2 years.

RESPONSIBILITIES:

A. DEPARTMENT AND DIVISION HEADS WITH ACCESS TO AEDs/SBKs:

1. Will be responsible for assigning or obtaining all contact persons as requested by ES/LC or its designee.

2. Will ensure each AED in their work areas are checked for proper function, on a weekly basis (as detailed by ES/LC). In locations where Security is present, inspections of AED will be performed by Security personnel.
3. Will request AED/CPR/SBK training for employees from Risk Management.

B. RISK MANAGEMENT ES/LC:

1. Will be responsible for coordinating the inspections, maintenance and training.
2. Will retain all training records according to its retention schedule.
3. Will periodically review the procedures as set forth by this PPM for effectiveness.
4. Will provide information to Departments on how to perform weekly function checks.
5. Will approve or disapprove requests for additional AEDs/SBKs and their locations.

C. Warning Point/EOC:

When Warning Point/EOC receives notice that an AED or an SBK has been used, they will immediately contact the ES/LC and the contracted AED Vendor in accordance with established notification procedures per the Standard Operating Guide (SOG) OP-036.

D. FDO – ESS

For locations where Palm Beach County Security personnel have an ongoing presence, AEDs and SBKs will be inspected weekly. If the AED has been used, or does not have the ready light illuminated or flashing, EOC shall be contacted. AED Cabinets should never be opened by ESS staff for inspection purposes.



VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History

1. CW-O-076, issued 3/1/04
2. CW-O-076, issued 6/1/07
3. CW-O-076, issued 12/17/12
4. CW-O-076, issued 11/7/2016