



MILLERSVILLE MARYLAND

WRITTEN DIRECTIVE

MEMORANDUM: 04-031

FILE BEHIND: Index Code 1610

TO: All Personnel

FROM: P. Thomas Shanahan *PTS*
Chief of Police

EFFECTIVE DATE: November 8, 2004 – 0730 hrs.

SUBJECT: Automated External Defibrillators (AED) Assigned To:
a. Southern District Personnel
b. Aviation Unit Personnel

BACKGROUND

Due to the still rural nature of the southern portion of Anne Arundel County, eleven AED units will be assigned to Southern District. This will assist our citizens in the treatment of cardiac arrest victims by providing additional response capabilities to these life-threatening events, along with the Fire Department response. An additional AED unit will be assigned to the Aviation Unit.

PROCEDURE

An AED unit will be assigned to all nine patrol posts (including 4A4) in Southern District. Two additional AED units will be assigned to shift sergeants. Each AED unit will be marked with identifying post numbers. Officers assigned to a particular post will be responsible for passing the AED unit to the oncoming Post Car at the end of each shift. The 4A4 Post Car will return the AED to Southern District at the end of the shift.

(over)

The AED unit will be kept in the trunk of the Officer's vehicle. The day-work Officer is responsible for inspecting the AED daily, and filling out the daily inspection log. Aviation Unit personnel will be responsible for inspecting their assigned AED daily. The inspection log will be kept with the unit. Supervisors will ensure that this inspection is taking place. The AED unit inspection will consist of a check of the battery indicator and a visual inspection that all equipment is present. The battery indicator should display "OK". An equipment list will be kept with the AED unit. If any Officer discovers missing equipment, or a non-functioning AED unit, they should immediately report this to the Training Academy. If the Training Academy is closed, a message should be left on the Academy's voice mail. At the end of the year, the completed inspection log should be forwarded to the Training Academy. The Training Academy will supply a new inspection log to each AED unit before the end of the year.

The Police Department's response to "Cardiac Incident" calls for service within the Southern District will be changed. All "Cardiac Incident" calls will be dispatched as Priority 1 calls, due to the life-threatening nature of these calls. Officers will respond appropriately, and provide necessary care to the patient, until relieved by Fire Department Personnel. If any disposable equipment is used by the Officer, i.e., defibrillator pads, bag-valve mask, etc., the Officer should request replacement items from Fire Department Personnel on the scene. If an Officer uses their issued Pocket-Mask, this item should be replaced via the department Quartermaster.

All patient uses of the AED will be documented immediately on the Maryland Facility AED Report Form. Blank Maryland Facility AED Report Forms will be kept with the AED unit. Additional forms may be photocopied or replaced by the Training Academy. The completed form will be submitted to the Training Academy, Attn: Commander, Training Academy, immediately after any use. A Police Incident Report will be completed by the main caregiver at the discretion of a supervisor. The main caregiver should notify the Training Academy immediately by telephone of any patient use so that the Training Academy can have stored medical information with the AED downloaded for review by the AED programs Medical Director. If there are any malfunctions that occur with the AED unit during patient use, the Training Academy should be notified immediately by the main caregiver. The Training Academy (only) will complete the FDA Incident Form that is referred to on the Maryland Facility AED Report Form upon notification of a malfunction. The Training Academy will have ultimate responsibility over the maintenance/upkeep of all AED units.