

**YAKIMA COUNTY  
AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY  
POLICY NO. HR-024**

Signed Copy Available at  
Yakima County Human Resources  
128 N. 2<sup>nd</sup> Street, Room B27  
Yakima, WA 98901

**I. STATEMENT OF PHILOSOPHY**

An Automated External Defibrillator (AED) is used to treat victims who experience sudden cardiac arrest. An AED must only be applied to victims who are unconscious, without a pulse, and not breathing. Trained non-medical personnel can use these simplified electronic machines to treat a person in cardiac arrest.

Accordingly, the Board of County Commissioners authorizes the placement of AEDs at selected sites in County buildings or on County owned property. Equipping and training designated employees to use AEDs in Sudden Cardiac Arrest (SCA) situations increases the Chain of Survival potential for a victim.

This policy does not create an obligation for an employee to use an AED nor is it intended to create any expectation that an AED or a trained employee will be present and/or able to use an AED if a condition arises making the use of an AED beneficial.

The objective of this policy is to successfully manage the use of Automated External Defibrillators (AEDs) as lifesaving tools within the County. This policy includes guidelines for purchasing and acquisition, program management responsibilities, medical direction and oversight, and employee training. It is intended to provide program consistency and guidance to County departments and offices wishing to acquire AEDs for their area(s).

**II. DEFINITIONS**

**Automated External Defibrillator (AED)** is a device used to treat victims who experience sudden cardiac arrest.

**Cardiopulmonary Resuscitation (CPR)** is an emergency medical procedure for a victim in cardiac or respiratory arrest. CPR involves physical interventions to create artificial circulation through rhythmic pressing on the patient's chest to manually pump blood through the heart, (chest compressions).

**Good Samaritan Laws** in the United States are laws or acts protecting from liability those who choose to aid others who are injured or ill. They are intended to reduce bystanders' hesitation to assist for fear of being sued or prosecuted for unintentional injury or wrongful death.

**Medical Direction** is physician supervision of any activity that involves medical treatment. It can include providing medical leadership and oversight.

**Sudden Cardiac Arrest** is the abrupt cessation of normal circulation of the blood due to failure of the heart to contract effectively during the phase of the heartbeat when the heart muscle contracts and pumps blood from the chambers into the arteries.

### **III. PURCHASING AND ACQUISITION**

AEDs must be purchased/acquired under the terms of a signed agreement between the County's AED vendor of choice and the Board of County Commissioners. Any Yakima County Department Head/Elected Official interested in purchasing AEDs should contact the Board of County Commissioners Office about details relating to a current contract.

The Department Head/Elected Official may purchase/acquire, arrange for installation, and register the location of any AEDs within their department or office in accordance with this policy.

### **IV. MEDICAL DIRECTION AND OVERSIGHT**

Medical oversight is provided by the Yakima County Medical Program Director currently used by the Yakima County Emergency Medical Services Department (YCDEMS). The Medical Program Director coordinates with County departments/offices owning AEDs, YCDEMS, and the Suncomm 911 dispatch center.

### **V. POLICY MANAGEMENT**

#### **A. Responsibilities:**

Yakima County Emergency Medical Services (YCDEMS):

- Provide AED medical oversight
- Acquire follow-up data after devices are used
- Maintain a current list of AED system updates
- Notify County contacts of AED system updates
- Provide consultation in the development and/or update of the contents of this policy

Yakima County Human Resources:

- Maintain training vendor contracts
- Track records of employee training
- Revise and update this policy as needed, working in consultation with the Emergency Medical Services Department
- Assist Department Heads and Elected Officials with establishing AED inspection procedures for their department or office

Department Heads/Elected Officials:

- Purchase and maintain AEDs
- Register the location of all new AEDs by following the procedures outlined in Sections B and C below
- Ensure monthly AED inspections, testing, and maintenance are completed according to the manufacturer's guidelines and documented by an employee designated by the department/office as outlined in Section D.

- Schedule employees for training and maintain current list of trained employees at each AED location
- Order replacement parts as necessary after use or per manufacturer's specifications whichever occurs sooner
- Report any use of an AED to 911-Emergency Medical Services

Suncomm:

- Maintain a countywide AED Registry
- Coordinate with the Medical Program Director, County departments/offices owning AEDs, and YCDEMS

## **B. Registering an AED:**

Suncomm maintains a countywide AED Registry. This registry is the central-point of contact for any current or new AED that is, or has been placed. By registering an AED, it links it to a mapping system inside the 911 call center. For these reasons, all AED locations must be registered.

The registration process can be completed by emailing Suncomm at [Suncomm@yakimawa.gov](mailto:Suncomm@yakimawa.gov). When registering, the Department Head or Elected Official owning the AED must specify the building, floor, room number, and department/office name or general location where the AED will be stationed.

Departments must register each AED location with Human Resources and notify of any additions, location changes, or permanent removal in the department in order to maintain a current inventory and location registry for the County.

## **C. Placement/Location of AEDs:**

An efficient AED program should optimally be able to achieve a 3-minute response time from collapse of a patient to arrival of the AED.

Departments should ensure AEDs are placed in a location where they are secure from public tampering, but accessible to trained users.

AEDs at fixed-locations should remain in place at all times, unless under maintenance or repair or currently in use, so all trained users know of their location and are assured access upon need.

A list of all current AED locations is maintained in the countywide AED Registry by Suncomm.

## **D. Inspections:**

To ensure AEDs are accessible and in good working order at all times unit inspections must be conducted and documented.

The following must be performed by each department/office owning an AED:

- Inspection of AED batteries, electrodes, and pads according to the manufacturer's recommended inspection schedule,
- Ensuring a current list of trained users is stored at the AED site,

- Ensuring a copy of the manual is available at the AED site,
- Inspection of any other items as required by the AED manufacturer (i.e. status indicator light, etc.), and
- Documenting inspection activities in an inspection log.

#### **E. Out of Service Notifications:**

If an AED is ever in need of repair, does not pass monthly inspection, or needs replacement parts in order to be operable:

1. Employees in the work area will immediately be notified that the AED is out of order by the employee completing the inspection.
2. The AED will be removed from the location until repaired.
3. The Department Head/Elected Official will notify Suncomm to and determine where the next closest AED is (if applicable), so employees can be notified of the nearest location.

Once the AED is returned to service, employees in the work area will be notified by the Department Head/Elected Official that is returning the AED to service.

### **I. TRAINING AND EDUCATION**

Success of this program is dependent not only on the AEDs themselves, but also on employees' knowledge and willingness to save lives.

AED Training is included as part of First Aid/CPR training, as specified during scheduling. Training will be completed in accordance with the requirements specified in Yakima County's Accident Prevention Program for First Aid/CPR Training. This training is provided at no cost to employees.

Yakima County maintains contracts with vendors for First Aid/CPR and AED Training. Refresher AED training may also be completed using a training CD provided by the AED manufacturer.

**Legal References:** Washington State Legislature, RCW 70.54.310, Semiautomatic External Defibrillator-Duty of Acquirer-Immunity from civil liability.

Washington State Legislature, RCW 70.136.070-Verbal Emergency Assistance Agreements, "Good Samaritan Law" & RCW 70.136.050; RCW 4.24.300- Immunity from liability for certain types of medical care.