

# Automated External Defibrillator Program

Facilities Staff & Programs	Phone Number
Emergency	9 - 911

**ANY TIME THE AED IS USED, 9-1-1 MUST BE CONTACTED IMMEDIATELY.**

The automated external defibrillator (AED) and school personnel trained in the operation of an AED and the use of cardiopulmonary resuscitation (CPR) shall be accessible during the school's normal operational hours, during school-sponsored athletic practices and athletic events taking place on school grounds and during school sponsored events not occurring during the normal operational hours of the school.

In an emergency it is important to get the right information to the right people as quickly as possible. This can help to quickly mobilize trained volunteer responders, coordinate an efficient EMS response, and improve the survivability from sudden cardiac arrest.

Some facilities have the capability to activate responders through a facility-wide public address system. PA systems either operate through the facility's phone system or, in some cases, operate through the Fire Alarm system. Consider the availability of a public address system in your facility and how you might use it in the event of an emergency to activate emergency responders. In facilities where security or operations personnel carry two-way radios, these can be used to activate and coordinate responders in the event of an emergency.

### Do not use AED if:

- The individual is still responsive and breathing.
- The individual is wet or lying in water.
- The individual is on a conductive surface such as metal bleachers or similar metal surface.
- Do not use it on children under 8 years of age or less.

### When a Medical Emergency occurs, the following steps are critical:

1. Recognize the emergency.
2. Active Emergency Medical Services by calling 911 and summoning nearby colleagues for assistance.
  - a. Your building or area may have a different emergency number. Be aware of the appropriate number for your building.
  - b. The New Haven Public Schools phone will require you to dial a "9" before dialing 9-1-1. Be aware of the procedure to make an outgoing call from your phone system.
3. Activate your internal Emergency Response Team
  - a. If you have a medical team onsite, make sure they are activated to respond.
  - b. Page should include a description of the location of the emergency so volunteers can respond without delay.
  - c. Know how to activate your team - know the access number for paging.

4. Volunteer responders should retrieve emergency equipment (ex. AED) on the way to the location.
5. Based on their training, volunteer responders will perform CPR and apply the AED as is appropriate.
6. To facilitate a quick transfer to EMS, the ambulance should be met and directed to the location of the emergency if sufficient personnel are available. Do not forget your access card when you go to do this.
7. Once the care of the individual has been transferred to EMS, the Principal or Building Manager must notify Facilities to get the AED properly serviced and replaced.